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1 Important principles for financial management

Financial management is one of the key priorities for project managers on any project. It is essentially the process of monitoring revenue vs. cost, including analysis of performance to date and forecasting the project to, and at completion.

1.1 Revenue

Revenue is created by submitting **progress claims**. A progress claim is created using the contract **schedule of rates** (even on lump sum contracts), which may be adjusted to account for **variations**.

In Civil Pro this corresponds to;

- Schedule Items (the contract schedule of rates)
- Variation Register (project variations)
- Progress Claim Register (claims for payment from the client)

1.2 Cost

In civil pro costs are monitored ENTIRELY through the **daycosts**. The Civil Pro daycost register is completed daily to record the resources used on the project.

It is not always possible to precisely record the costs progressively because of things like;

- Labour for which an approximate hourly or daily rate is used as it is not necessarily practical to adjust for overtime, allowances and oncosts each day
- Additional costs which may not be completely locked down until invoices are issued such as freight, discounts etc.
- Costs can be missed

For this reason, the daycosts are reconciled against invoices.

Prior to engaging a resource, the terms of the supply should be agreed. This is done using **a purchase order**. Then when goods or services are delivered, this can be progressively **receipted** and automatically added to the **daycost** register.

In Civil Pro this corresponds to;

- Purchase Orders (contracts for supply and the terms thereof)
- Daycost Register (an audited estimate of costs on a daily basis)
- Invoice Register (the actual costs paid to suppliers)

1.3 Reporting and Forecasting

A project's finances aren't just retrospectively monitored. Good project management also involves reviewing these costs and predicting future performance. This is completed using a **forecast**.

So that activities requiring attention can be identified, costs and revenue are broken down into **cost codes**. Cost codes can have a 1:1 relationship with the schedule (mirrored cost codes) or can be grouped and distributed.

In Civil Pro this corresponds to;

• Forecast register (a record of past and predicted revenue and cost)

1.4 Why measure costs using daycosts rather than invoices?

Daycosts have an advantage over invoices for calculating the true cost;

- Daycosts are current. Invoices can take as long (or longer) than 45 days. If you have a process or supply that is blowing the budget it is way too late
- Daycosts can be estimated in the short term and their accuracy improved by reconciling against invoices
- Daycosts provide much finer resolution of resource activity which is essential in auditing submitted invoices.
- Daycosts can cover ALL project direct costs including internal labour and corporate cost distributions, these are not generally invoiced.

1.5 How hard is it to forecast? How quick is it?

It isn't hard and it's really fast.

In civil pro, a forecast can be created completely automatically from the information you have already provided in preparing your progress claim and recording daycosts. The accuracy of a forecast is increased by the project team reviewing the forecast and making simple adjustments if required by;

- Changing the method of forecasting individual cost codes
- Providing cost to complete first principle estimates for individual cost codes

2 Creating a New Project

2.1 Connecting to a new database

When you open Civil Pro, you will see the login screen. Normally you will just enter your username and password and continue into your project – but you don't have a project yet, so it is time to make one!

1. Click on the Select Database button in the top right

Log In (Versio	on: 10.66.1.127) ct Database	×
C	Civil P	ro
llser		
Oser		
Passwor	a	
Database	V11 Training Manual.cdb - C:\Users\denni_000\Deskt	op\JENS
		Log In

Figure 1 Selecting the Database

2. Then click New Connection at the top of the list.



3. Make sure the Civil Pro Data File option is selected then click on the New Standalone file link.

👤 Connection	– 🗆 X
Select Source	Civilpro Data File SQL Server
Standalone File	A
New Standalone File	Open File
Protected Password	
	Cancel Connect

Figure 2 Selecting a New Standalone File

- 4. Select the location you want the new file to be saved and type a new name for the file
- 5. Click on Connect



It is generally unnecessary to password protect the Civil Pro database itself UNLESS it contains especially sensitive data and is in an unsecure location. We set access security for civil pro in the next step.

2.2 Initializing the database

1. You will be prompted to initialize the database. Click Yes



Figure 3 Initializing the Database

The New Database Wizard will start. The first step is to create a system administrator who will manage and administrative tasks and set up users. Some of the fields will be filled in by Civil Pro - fields with a blue background are compulsory.

Database Setup	
New Database Inform	mation
New Database	
You are creating a new Server. To complete this user has access to all of elements of your project	database for Civil Pro, either as a file or on a Database s task, Civil Pro needs to assign a sysadmin role. This Civil Pro's functions and is used for setting up key t.
It is generally easiest to password and email det address if you want to.	leave 'sysadmin' as the username and provide the ails. Your username can just be the same as your email The other information can be updated if you need.
First Name	System
Last Name	Administrator
Username	sysadmin
Password	
Confirm Password	
Email	
	Next > Cancel

Figure 4 Creating a Password

The username is set by default as sysadmin. Type in a password and email address. Click Next.
 <u>REMEMBER THE USERNAME AND PASSWORD AS YOU WILL NEED THESE TO LOG IN</u>

3. Click Finish

2.3 Log in and create your project

1. After creating your database, you will be returned to the login screen. Enter your username and password from the previous step. Click *Log In*

As there is no project in our database yet, the new project wizard will begin. The first page in the wizard is the import page.

When you start a new project, much of the information may be similar to a project you have previously worked on, or your company may have a set of standards you need to reuse. You can copy the setup from any previous.

Simply select the type of connection (SQL Server or Civil Pro data file), or if you are not importing, or you prefer to import specific information later - select *Do Not Import*.

In this case, we are going not going to be setting up QA registers so select Do Not Import

2. Select the Civil Pro data file option and click Next

New Project
New Project Wizard
Import Setup from existing project
When creating a new project, it may be easiest to set up some of your registers by importing them from similar projects. If you want to do this, select the type of database below and click next. Otherwise, select 'Do not import'
Do not import
O Project on the current database
◯ SQL server
Civilpro data file
Next > Cancel

Figure 5 New Project Wizard

- 3. The next step is to collect key information about the project. This includes compulsory information (areas shaded blue) and optional information. When you are finished, click *Next*. If you don't have all the information needed at the moment, it doesn't matter, you can update it later.
- 4. Enter information from the Project Information Tutorial handout, and click Next



The date editor is very dynamic. When it is opened, if you click on the month then you can select a month directly. The same works for the year.

New Project				
New Project Wiz	ard			
Project Detail	ls			
Contract No:	B11-213	Start Date:	1/04/2020 ~]
Project Name:	Black Swamp Reservoir	End Date:	30/09/2020 *]
Contractor Proj No.	4565-1	Superintendent:	George Reid]
Client Company:	Transport and Main Roads	Principal:]
Client Project No:	B11-213	Division:	Ţ]
Project Location: Project Team:	Wimborne		۵. ۷	
			Next >	Cancel

Figure 6 New Project Details

On the next screen, you are required to select a user from your new database who will be assigned the records you create as part of the set-up process. In our case there is only the user we have created when we initialised the database (System Administrator).

5. Click on the *Create Project* button then *Finish*.

New Project	
New Project Wizard	
Initialize Project	
Records imported by;	Administrator, System
You have completed the new project wizard. Click 'Create Proj	ect' to proceed. Create Project
	Next > Cancel

Figure 7 Assigning Records

3 Schedule Items

The Schedule Items Register is a list of all of the payment items for a project. Here we will import the Schedule of Rates and format it.

1. Open the Schedule Item Register by clicking on *Financial Setup* from the main menu to the left of the screen and then *Schedule Items*

=		А 🛼	&~ ≫~	▼ B11-213:	: Black Swamp I	Reserv	-	
Quality Assurance	\sim							
Spec and Conformance	\sim							
Field	\sim							
🍐 Payment	\sim							
S Cost Management	\sim							
Document Management	\sim							
🕨 QA Setup	\sim							
§ Financials Setup	^							
Schedule Items								
Project Suppliers								
Resources								
Cost Codes								
n Other setup	\sim							

Figure 8 Opening the Schedule Register

From within the Ribbon Menu of the Schedule Register, under the Schedule Operations heading, select
 Import schedule. This function can also be accessed from the Context Menu – *Import/Export=>Import Schedule*

≡			ይ 👼 ይ - 💥 -	• • Schedule -	811-213: Black Swamp Res	ervoir - Blue Sky Contrad	ting Civil Pro 11			×
	Quality Assurance	\sim	Schedule Operation	Sect code operation	s Views Repo	orts ↓월 Force re-order	Set DIC by Markun			
0	Spec and Conformance	\sim	Insert item (allove)	Import Export schedule ~ schedule (csv) ~	A Prepend characters	Remove work links	Delete structure	Mark Items	Enable / Disable ~	
	Field	\sim	Add/Insert	Impo / Export		Operations				^
-	1 loid		Schedule ×							*
6	Payment	\sim	Sche Descripti	ion		Qty Unit	Sell Sell Polat	ed Data	д	×
Fà	Cost Management	\sim					Keidi		7	

3. The import Wizard will open. Choose Import data from a CSV. Click Next

Import
C Import Wizard
Welcome to the import wizard
This wizard will guide you through the process of importing data and verify that all necessary information is present.
Import data from a comma-separated values (csv) file
\bigcirc Read data from the clipboard that has been copied from a spreadsheet or a similar table format
Specify Encoding
Standard text (Default)
O Windows 1252 (excel csv)
O Unicode
Next > Cancel

Figure 9 Importing the Schedule



Special characters (such as apostrophes) can be stored using many different formats. This can lead to strange substitutions when importing data especially when using Excel CSVs. When using "Save As" in Excel there is a "Tools" drop down Next to the cancel button. Selecting "Web Options" allows you to specify the encoding. If you find you get non-printing characters, we have had success selecting the UTF8 option when saving, then using the Windows 1252 import option in Civil Pro.

4. A file selector will open. Select the file containing your schedule (*Imports/B11-213 Schedule.csv*) and it will open in the import preview.

De	scribe Da	ta Source					
							First row is header
	Column 0	Column 1	Column 2	Column 3	Column 4	Column 5	
Þ	1	Access Roa	0		0	0	
	1.1	Preliminarie	1	Lump	5617	6850	
	1.2	Investigatio	1	Lump	11808	14400	
	1.3	Detailed De	1	Lump	5018.4	6120	
	1.4	Construct a	1	Lump	20992	25600	
	1.5	Supply and	1	Lump	9118.4	11120	
	1.6	Commissio	1	Lump	2993	3650	
	1.7	Final docu	1	Lump	1820.4	2220	
	2	Refurbish R	0		0	0	
	2.1	Preliminarie	1	Lump	4346	5300	
	2.2	Investigatio	1	Lump	9184	11200	
	2.3	Detailed De	1	Lump	5100.4	6220	
	2.4	Construct r	1	Lump	80360	98000	

Figure 10 Import Preview

Assign headings by using the right click Context Menu on each column header (where it currently says Column 0, column 1 etc.). Right click on the heading containing the Schedule Number (Column 0) and in the menu that pops up, select Schedule No. The heading of the column will change to reflect the selected description. Do this for all remaining columns. When you have assigned all of the necessary column headings your grid should appear something like Figure 11Figure 11 Headings Assigned

	port maine						
De	escribe Dat	a Source					
							First row is header
	Schedule No.	Description	Qty	Unit	Sell Rate	Column 5	
•	1	Access Roa	0		0	0	
	1.1	Preliminarie	1	Lump	5617	6850	
	1.2	Investigatio	1	Lump	11808	14400	
	1.3	Detailed De	1	Lump	5018.4	6120	
	1.4	Construct a	1	Lump	20992	25600	
	1.5	Supply and	1	Lump	9118.4	11120	
	1.6	Commissio	1	Lump	2993	3650	
	1.7	Final docu	1	Lump	1820.4	2220	
	2	Refurbish R	0		0	0	
	2.1	Preliminarie	1	Lump	4346	5300	
	2.2	Investigatio	1	Lump	9184	11200	
	2.3	Detailed De	1	Lump	5100.4	6220	
	2.4	Construct r	1	Lump	80360	98000	

Figure 11 Headings Assigned

5. Click the *Import* button. Click on the *Finish* button in the next page.

You will be returned to the Schedule Register where the data has been imported. Your Schedule Register should look like Figure 12.

\equiv				ሎ 🎭 🔥	~ %	Schedule - B11-213: Black Swamp Reservoir - Blue Sky Co	ntracting Civil Pro 11	_		<
	Quality Assurance	\sim		Schedule Op		s Cost code operations Views Reports				
0	Spec and Conformance	\sim	-	Insert item (above) below)	Import Export schedule v schedule (csv) v v v Disable v				
	Field	\sim	_	Add/Insert		Import/Export				^
1	Payment	\sim		Sched. No.	Tot	Description	Qty Schedu Unit	Sell Rate	Sell Total	Ť
	с		•	1		Access Road to Water Reservoir				-
Ľ\$	Cost Management	\sim		1.1		Preliminaries and General	1	\$5,617.00	\$5,617.00	1
	Document			1.2		Investigation, detailed site inspection and measurement	1	\$11,808.00	\$11,808.00	,
	Management	\sim		1.3		Detailed Design For Construction drawings	1	\$5,018.40	\$5,018.40)
				1.4		Construct access roads to service water reservoir	1	\$20,992.00	\$20,992.00	J
. 💌	QA Setup	\sim		1.5		Supply and install safety barriers	1	\$9,118.40	\$9,118.40	J
6	Financials Setun	\sim		1.6		Commissioning	1	\$2,993.00	\$2,993.00	J
· ·	Tindheidib becup			1.7		Final documentation	1	\$1,820.40	\$1,820.40)
	Schedule Items			2		Refurbish Road in Front of Processors 1 and 2				
				2.1		Preliminaries and General	1	\$4,346.00	\$4,346.00)
	Project Suppliers			2.2		Investigation, detailed site inspection and measurement	1	\$9,184.00	\$9,184.00	J
	Dessures			2.3		Detailed Design For Construction drawings	1	\$5,100.40	\$5,100.40)
	Resources			2.4		Construct roadway in front of processor 1	1	\$80,360.00	\$80,360.00)
	Cost Codes			2.5		Supply and install safety barriers	1	\$15,416.00	\$15,416.00)
				2.6		Commissioning	1	\$2,706.00	\$2,706.00)
	Other setup	\sim		2.7		Final documentation	1	\$34,768.00	\$34,768.00	-
						Cuardrail Install (nor m) if additional excursed			\$304,130	Ē
			0	Description						
				Arrees Road to	Water	lacaninir			010.0	O ata

Figure 12 Schedule Register with Imported Data

3.1 Organizing your schedule

3.1.1 Creating structure

Multiple items in the tree view can be reordered above or below an item, or made into sub items of another.

To protect against accidental reorganization of your schedule, the ability to reorder is disabled by default. To reorder/rearrange - select the *Unlock Schedule* option in the Context Menu. You will also need to have editing enabled.

≡				ሎ 🛼 🔥	~ *	· •		Schedule - B11-2	213: Black Swa	amp Reservo	oir - Blue Sky Con	tracting Civil Pr	o 11	_		×
	Quality Assurance	\sim	-	Schedule Op New Scheduk	eration e Item		Cost	code operation	is View	is Rej	ports					
Ø	Spec and Conformance	\sim	-	Insert item (a	bove) elow)	Im	iport dule ~	Export schedule (csv) ~	Operations	Mark Iten	ns Enable / Disable ~					
	Field	\sim		Add/Insert	×		Imp	ort/Export								
1	Payment	\sim		Sched. No.	Tot	Descri	iption					Qty Schedu	Unit	Sell Rate	Sell Total	
Ēŝ	Cost Management	\sim		2.4		Const	ruct roa	adway in front of pr	rocessor 1			1		\$80,360.00	\$80,360.	00
	Document	\sim		2.6		Com	5	Enable Editing ((Ctrl+E)			1		\$2,706.00	\$2,706.	.00
	Management	·		2.7		Guar		Insert item (belo	ow)	· -		1		\$34,768.00	\$34,768.	00
٠	QA Setup	\sim		3		Upg Preli	8	Schedule operat	tions	•		1		¢4 502 00	ė4 500	80
8	Financials Setup	^		3.2		Inve	• ₽	Costcode Opera Mark Items	itions	•		1		\$2,722.40	\$2,722.	40
	Schedule Items			3.3 3.4		Deta Con:	5	Import/Export		•		1		\$4,903.60	\$4,903. \$58,056.	.60
	Project Suppliers			3.5		Supp	† ↓	Show inactive Restore default	order			1		\$0.00	\$0.	.00
	Resources			3.6		Fina	î	Unlock schedule	•			1		\$2,788.00	\$2,788.	00
	Cost Codes			3.8 a		Hok	Q	Views		•		1		\$4,280,40	\$4,280.	.40
-	Other setup	\sim		b		High		Show schedule of	detail	,		80		\$196.80	\$15,744.	.00
				c		Fairi (if re	ī.	Show related ite	ems	25	pressure clean	0		\$172.20	\$0.	.00
				эчрру ана ты	aii sarei	y Dame	515								\$304,13	30 C Kat

Figure 13 Unlocking the Schedule and Enabling Editing

1. Select one or more schedule Items. The easiest way to do this is to select, and then grab them using the record selector - the grey rectangle at the left of the text as in Figure 14.

=			Å	, 🎭 🔥	~ *	 Schedule - B 	11-213: Black Swamp Reservoir - Blue Sky Con	tracting Civil Pr	o 11	-		×
			Sch	hedule Op	eratior	ns Cost code operat	tions Views Reports					
	Quality Assurance	\sim	Show	v inactive 🖲		Show schedule detail						
0	Spec and Conformance	\sim	🔒 L	.ock schedule	9	Show related items						
	Field	\sim				Related / Detail						^
			6	Schedule	×							*
6	Payment	\sim	S	Sched 🔺	Tot	Description		Qty Schedu	Unit	Sell Rate	Sell Total	
E	Cost Management			2.4		Construct roadway in front of	of processor 1	1		\$80,360.00	\$80,360.00	۵ 🔺
LŞ	Cost Management	~		2.5		Supply and install safety bar	rriers	1		\$15,416.00	\$15,416.0	0
0	Document	\sim		2.6		Commissioning		1		\$2,706.00	\$2,706.0	0
	Management	~		2.7		Final documentation	difficent exercised	1		\$34,768.00	\$34,768.0	0
		\sim		2.8		Guardrali install (per m) ir a		0		\$159.90	\$0.0	9
	QA Setup	*		3		Preliminaries and General	avery Area			±4 500 00	\$4 500 O	_
6	Financials Setup	\sim		3.1		Investigation, detailed site in	nspection and measurement	1		\$9,583.80	\$9,583.8	,
				3.3		Detailed Design For Constru	iction drawings	1		\$2,722.40	\$2,722.4	6
	Schedule Items			3.4		Construct delivery area and	upgrade of storage area	1		\$58.056.00	\$58.056.0	0
	Project Suppliers			3.5		Supply and install safety bar	rriers	1		\$0.00	\$0.0	0
				3.6		Commissioning		1		\$2,788.00	\$2,788.0	0
	Resources			3.7		Final documentation		1		\$1,804.00	\$1,804.0	0
	Cost Codes			3.8		Holding tank works						
	Cost Codes			а		Structural inspection, leak te	est and report	1		\$4,280.40	\$4,280.40	0
1	Other setup	\sim	+	b		High pressure clean, coating	g of walls and floor	80	1	\$196.80	\$15,744.00	o
				с		Fairing of walls and base for (if required)	r bony/degraded surfaces post pressure clean	0		\$172.20	\$0.0	. D
											\$304,130	
			=	φ.	New	Schedule Item + -	†↓					

Figure 14 The Record Selector

- 2. Drag the schedule Items over another item. Depending where on the other item you are positioned, you will see either a blue arrow (reorder) or a green arrow (make sub item):
 - a. If you drop the selection when you have a green arrow, the items will be added as sub items.
 - b. If you drop when the arrow is blue the items will be reordered above or below depending on the direction of the arrow.
- 3. While drag and drop is useful, it is often quicker to use a keyboard shortcut. You can also indent/outdent a selection with the ctrl+[right arrow] / ctrl + [left arrow]. Try rearranging your items this way. When completed your schedule should look like Figure 15.

=			,	ሌ 💂	Å `	* *	 Schedule - B11-213: Black Swamp Reservoir - Blue Sky Co 	ntracting Civil Pr	o 11	_		ĸ
	Quality Assurance	\sim	S	ichedu	le Ope	eration	s Cost code operations <u>Views</u> Reports					
0	Spec and Conformance	\sim	î	Lock s	chedule		C Show schedule detail					
	Field	\sim	6	Sch	edule	×	Related / Detail					
6	Payment	\sim		Sched	. No.		Description	Qty Schedu	Unit	Sell Rate	Sell Total	
Ēŝ (Cost Management	\sim	•	× 1	1.1		Access Road to Water Reservoir Preliminaries and General	1		\$5,617.00	\$5,617.0	
	Document Management	\sim			1.2 1.3		Investigation, detailed site inspection and measurement Detailed Design For Construction drawings	1		\$11,808.00	\$11,808.0	5
•	QA Setup	\sim			1.4		Construct access roads to service water reservoir Supply and install safety barriers	1		\$20,992.00	\$20,992.0	2
S I	Financials Setup	^			1.6		Commissioning Final documentation	1		\$2,993.00	\$2,993.0)
	Schedule Items			× 2	1.7		Refurbish Road in Front of Processors 1 and 2	1		\$1,620.40	\$1,620.4	-
	Project Suppliers				2.1 2.2		Investigation, detailed site inspection and measurement	1		\$4,346.00 \$9,184.00	\$4,346.0)
	Resources				2.3 2.4		Detailed Design For Construction drawings Construct roadway in front of processor 1	1		\$5,100.40 \$80,360.00	\$5,100.40 \$80,360.00	0
	Cost Codes				2.5		Supply and install safety barriers Commissioning	1		\$15,416.00	\$15,416.0	2
I	Other setup	\sim			2.7		Final documentation	1		\$34,768.00	\$34,768.0)
					2.8		Guardrali Instali (per m) ir additional required	0		\$159.90	\$0.0	ŀ
			=		•	New	Schedule Item + - 🚺				\$304,130	

Figure 15 Schedule Organised with Headings and Sub Items

Cost Codes

4.1 Creating Project Cost Codes

4.1.1 Cost Codes to Mirror Schedule

We are now going to create cost codes for our project.

- 1. Select *Financials Setup* from the Main Menu and from there click on the *Cost Codes*.
- 2. For a simple option you can use the project schedule as the basis of our cost codes. To do this select the *Create Cost Codes to Mirror Schedule* item from the Ribbon Menu.



Figure 16 Creating Cost Codes to Mirror Schedule

3. Your project cost codes will now appear in the Cost Code Register and you can see by looking at the related items panel to the right, that each code directly correlates to your previously created schedule items as in Figure 17.

=			ይ 🕏 🎝 🗙 💥	 Cost Codes - B11-213: Black 	Swamp Reservoir - Blue Sky C	ontracting Civil F	Pro 11		- C	נ	\times
	Quality Assurance Spec and Conformance	~ ~	Import Import Expor	t Create cost codes to mirror schedule Schedule by code	Show related Show Inactiv	•	Print Grid				
	Field	\sim	Import/Export	Operations	View	F	tepo				^
1	Payment	\sim	Cost Codes × Drag a column header here	e to group by that column			Q	Related D	ata 1.1	푸	*
Ēŝ	Cost Management	\sim	Cost Code	Description	Unit Unit Qty	? Inactive?		Descript	ion		
<u>a</u>	Document	\sim	1.1	Investigation, detailed site inspection and			Â	Image: Note that it is a second s	dule Item:	i	
	Management	÷	1.3	Detailed Design For Construction					1.1: 100.09	6	
	QA Setup	\sim	1.4	Construct access roads to service water reservoir							
6	Financials Setup	\sim	1.5	Supply and install safety barriers							
	Cohodula Thanan		1.6	Commissioning							
	Schedule Items		1.7	Final documentation							
	Project Suppliers		2.1	Preliminaries and General							
			2.2	measurement							
	Resources		2.3	Detailed Design For Construction drawings							
	Cost Codes		2.4	Construct roadway in front of processor 1							
			2.5	Supply and install safety barriers							
- To	Other setup	\sim	2.6	Commissioning							
			2.7	Final documentation			*				
				Cuardrail install (nor m) if additional							
			鼻 💠								

Figure 17 Newly Created Cost Codes in the Register

However, for this project we have cost codes already set up and saved which we are going to import.

4. Delete the cost codes we just created by enabling editing (right click to bring up the Context Menu and selecting *Enable Editing*), selecting all the cost codes in the register (short cut = Ctrl + A) and pressing the delete key.

4.1.2 Importing Cost Codes

We are now going to import the cost codes for our project.

1. From the Ribbon Menu select Import

≡			R	8 A × ××	Cost Codes - B11-213: Black	: Swamp Reservoir - B	lue Sky Contrac	ting Civil Pro 11	-		×
	Quality Assurance	~			A 0						
0	Spec and Conformance	~	Import	Inport Export	Create cost codes Match to to mirror schedule Schedule by code	Show related Sho	w Inactive 💽	Print Grid			
	Field	\sim	Im	port/Export	Operations	V	iew	Repo			^
	Deveneent		Cos	st Codes ×							•
	Payment	\sim	Drag a co	lumn header here	to group by that column			Q	Related Data	草	×
Fe	Cost Management	\sim	Cost	Code	Description	Unit	Unit Qty?	Inactive?			
L9	eeee raanagement		*						Description		_
	Document	\sim									

Figure 18 Import Option from the Ribbon Menu

- 2. You will then be taken to the Import Wizard screen. Make sure the *Import data from CSV file* option is checked then click *Next*
- 3. A file selector will open. Select the file containing your schedule (*Imports/B11-213 Cost Codes.csv*) and it will open in the import preview.
- 4. Assign headings by right clicking on each column header (where it currently says Column 00, column 01 etc.) and in the menu that pops up, select Cost Code. The heading of the column will change to reflect the selected description. Do this for all remaining column (heading name = Description). When you have assigned all the necessary column headings your grid should appear something like it does in Figure 19.

De	scribe Da	ta Source
	Cost code	Description
Þ	101	Preliminaries and General
	102	Investigation, detailed site insp
	103	Detailed Design For Constructio
	104	Construct access roads to servi
	105	Supply and install safety barriers
	106	Commissioning
	107	Final documentation
	204	Construct roadway in front of p
	304	Construct delivery area and up
	308	Holding tank works

Figure 19 Assigned Headings

5. Click the *Import* button. Click on the *Finish* button in the next page.

You will be returned to the Cost Code Register where the data has been imported. The Register should look like Figure 20.

=			A 🛼 A × 💥 v	 Cost Codes - B11-213: Black S 	wamp Reservoir - Blue Sl	ky Contracting	Civil Pro 11		-		×
	Quality Assurance Spec and Conformance	~ ~	Import Import Expor Import/Export	Create cost codes Match to to mirror schedule Schedule by code	Show Ina Show related	active	Print Grid				^
	Field	~						1			*
	Payment	\sim	Drag a column header here	to group by that column			Q	Rel	ated Data	푸	\times
Ēŝ	Cost Management	\sim	Cost Code	Description	Unit	Unit Qty?	Inactive?		escription		
	Document Management	\sim	101 102	Investigation, detailed site inspection and measurement				•	Schedule	Items	
٠	QA Setup	\sim	103 104	Detailed Design For Construction drawings Construct access roads to service water reservoir							
6	Financials Setup	^	105	Supply and install safety barriers							
-			106	Commissioning Final documentation							
	Schedule Items		204	Construct roadway in front of processors							
	Project Suppliers		304	Construct delivery area and upgrade of liquid storage area	uid						
	Resources		308	Holding tank works							
	Cost Codes					_					
7.	Other setup	~									
			🦻 🗘								

Figure 20 Imported Cost Codes in the Register

4.2 Assigning Cost Codes to Schedule Items

We are now going to assign cost codes to our schedule items.

- 1. Select the first cost code (101 Preliminaries and General)
- 2. Double click on *Schedule Items* heading in the related items tree on the right of the screen Figure 21.

\equiv			,	₺ 🕏 丸× ≍×	Cost Codes - B11-213: Black Sv	wamp Reservoir - Blue S	ky Contracting	Civil Pro 11		-		\times
	Quality Assurance Spec and Conformance	~ ~	Im	port Import Export	Create cost codes Match to to mirror schedule Schedule by code	Show Int Show related	active •	Print Grid				
	Field	\sim	_	Import/Export	Operations	View		Repo				^
6	Payment	\sim	Dra	g a column header here t	to group by that column			Q	Rela	ated Data	a Ŧ	×
Ē\$	Cost Management	\sim	Ļ	Cost Code	Description Preliminaries and General	Unit	Unit Qty?	Inactive?		escription		
	Document Management	\sim		102	Investigation, detailed site inspection and measurement				•	Schedu	le Items	
۰	QA Setup	\sim		103	Detailed Design For Construction drawings Construct access roads to service water reservoir					1		
6	Financials Setup	^		105	Supply and install safety barriers							
	Schedule Items			106 107	Final documentation							
	Project Suppliers			204 304	Construct roadway in front of processors Construct delivery area and upgrade of liqu storage area	id						
	Resources			308	Holding tank works							
	Cost Codes											
.	Other setup	\sim										
			=	φ								

Figure 21 The Related Items Tree

3. The Shedule Items Selector screen will appear. Expand all the schedule items by clicking on the + at the bottom left of this screen.

Sch	hed. No.	Description	Qty Scheduled	Unit	
>	1	Access Road to Water Reservoir			
>	2	Refurbish Road in Front of Processors 1 and 2			
>	3	Upgrade Storage and Delivery Area			
>	3.8	Holding tank works			

Figure 22 The Schedule Item Selector

4. We now want to select then drag and drop schedule (as previously described) items 1.1, 2.1 and 3.1 (all those relating to 'Preliminaries and General') over to the Schedule Items heading in the related items tree. Once you have done this the register should look like . This now shows that Cost Code 101 is linked to Schedule Items 1.1, 2.1 and 3.1.

\equiv			1	b 🎭 🍂 💥 🏹	Cost Codes - B11-213: Black Sw	amp Reservoir - Blue S	ky Contracting	Civil Pro 11			- 0	\times
	Quality Assurance	\sim	a	रू 😑 ब्ह्य		τ						
Ø	Spec and Conformance	\sim	Imp	ort Import Export from repo	Create cost codes Match to Schedule by code	Show Int Show related	active 이 🗌	Print Grid				
	Field	\sim		Import/Export	Operations	View		Repo				^
			_	Cost Codes ×					-			*
6	Payment	\sim	Drag	g a column header here t	o group by that column			Q	Re	elate	d Data 🏾 🌣	×
Ēŝ	Cost Management	\sim		Cost Code	Description	Unit	Unit Qty?	Inactive?		Dec	rintion	
			+	101	Preliminaries and General				Ŀ	Dest	Schodulo Itome	
	Document	\sim		102	Investigation, detailed site inspection and measurement				ľ	Ť.	1.1: 100.0%	
	Management			103	Detailed Design For Construction drawings						2.1: 100.0%	
•	QA Setup	\sim		104	Construct access roads to service water reservoir						3.1: 100.0%	
6	Financials Setup	~		105	Supply and install safety barriers							
· ·				106	Commissioning							
	Schedule Items			107	Final documentation							
				204	Construct roadway in front of processors							
	Project Suppliers			304	Construct delivery area and upgrade of liqui storage area	d						
	Resources			308	Holding tank works							
	10000.000		*									
	Cost Codes											
T,	Other setup	~										
			=	φ								

Figure 23 Schedule Items Allocated to a Cost Code

5. Using the information from the Project Information Tutorial handout, link the remaining cost codes to the relevant schedule items using the same method.



Rather than dragging and dropping one item at a time you can select multiple items by selecting the first item holding down

- the Ctrl key and selecting additional items this allows for multiple selection across different sections of the grid.
- The Shift key and selecting another item all items in between will be selected

Then just drag and drop as usual.

To see which cost codes have been assigned to which schedule items quickly you can simply run the Cost Code Allocations report from the <u>Schedule Register</u>:

1. Open the Schedule Register and click on the *Reports* heading from within the Ribbon menu. From the *Registers* button dropdown select the *Cost Code Allocations Report*.



Figure 24 Accessing the Cost Code Allocations Report

From here you can print, convert to PDF, email and save using the options in the top menu bar of the report viewer. Your report should look like Figure 25.

				Report Vie	wer				-		×
Open Save	Print Preview Image: Print Preview Image: Print Pri										
	biue sky					Sc B11	-213: Black Swar	Allocation	n ir		
	1: Access Road to 1.1: Preliminari 1.2: Investigatio 1.3: Detailed Do	Water Reservoir es and General on, detailed site inspection esign For Construction drav	and measuremen	nt			100 100 100	.00% .00%			
	1.4: Construct a 1.5: Supply and 1.6: Commissio 1.7: Final docur	access roads to service wat i install safety barriers ning mentation	ter reservoir				100 100 100 100	.00% .00% .00%			
	2: Refurbish Road	d in Front of Processors	1 and 2								

Figure 25 The Cost Code Allocation Report

5 Purchase Orders

5.1 Manual Entry of Purchase Orders

We will now create a purchase order for some materials required for the project.



You are currently logged in as a sysadmin on this training database so you have permission to add suppliers. Depending on your user role in your company's install, you may not have permission to add new suppliers. In this case you will need to have a new supplier added by a user with AddSupplier or Sysadmin permissions when using your company's system.

1. Select Cost Management from the Main Menu and from there click on the Purchase Orders.



Figure 26 Accessing the PO Register

2. Within the Ribbon Menu open the *Operations* heading and click on the *Add PO* button.



Figure 27 Adding a PO

3. The Purchase Order details screen will now appear. You will notice that the background of the purchase order is coloured red – this is because it is currently unapproved...more on this shortly.

Purchase Order									-	- 0	×
Operations	Views	Reports									
AB EQ	\sim			Q			csv				
Edit PO Show PO Number detail notes	Email PO	Approve Unapprove PO	New approval	View appr	oval Receipt All	View Receipts Create scheo	from Import lule from CSV				
Purchase O	Order		Approvals			Order Details					^
PO Number 4	456500001								Not requ	ested => no v	value 20
Supplier 6	8			*	Billing Entity	8					elated
Order Date 2	25/08/2020	✓ Date R	eqd	~	Billing Address				^		Item
Supplier Contact									~		
Contact	System Adminis	trator		*	Payment Term	s 😣					
Delivery Address				^	Raised By	System Administrat	or		¥		
				\sim	Original budge	t					
Notes				^	Comments				^		
(Appears on PO)				~	(NOT ON PO)				~		
Rem Ma	Parta Oala	Barro Description					11-24	Data (au CCT)	Total (au COT)	Deserve	-2
Item No.		Item Description				Qty	Unit	Rate (ex GST)	Total (ex GST)	Resourc	er
											_
									\$0.0	0	
😓 🗘								(🖉 Cancel 🛛 💾 Save	Save &	close:

Figure 28 New PO Screen

- 4. Using the information from the Training Supplement enter in the required data.
 - a) You will need to add the new supplier when prompted. When you type in the supplier name the Unknown Supplier screen will appear . Click on the *New Supplier* button at the bottom left of the screen.

😂 Unknown supplier	-		×						
This supplier is not registered for this project. Select an entry	from the master	list							
Knight Engineering Surveys Pty Ltd		Search ag	ain						
	Include inactive suppliers								
Supplier Name		inactive?							
New supplier	Cancel	Link se	lected						

Figure 29 Unknown Supplier Dialog

b) This will bring up the Add Supplier screen. For the moment leave the information other than the name blank (you can add that detail later). *Click Save & Close*.

CAdd supplier	– 🗆 X
Supplier name	Knight Engineering Surveys Pty Ltd
Trading name	
Description	
ABN	Ext. Reference
Contact name	Phone
Contact email	
Address	۸ ۷
Internal?	Cancel Save & Close

Figure 30 Adding the New Supplier

c) Choose the date from the drop down

Type in the supplier contact

d) The [Contact] field is for the person in your organisation who can provide additional information or correspond with the supplier regarding the order. For our PO, we will need to add a new contact. When you type in the contact name, the New Contact screen will appear. Click *OK*. You will then be bought back to the Purchase Order screen where you can now select the new contact from the drop-down list.

New contac	t		×
First Name	Damian		
Last Name	Lovall		
Position			*
Company	🚫 Blackbutt Utilities		*
Email	d.lovall@bbu.com.au		
Mobile:			
Business Ph:			
Address:			A
Suburb:			
State:			
Postcode:			
Notes:			A.
			¥.
		Cancel	OK

Figure 31 New Contact Dialog

e) Enter in the remaining details (delivery address/billing entity & address/payment terms)

You will have no doubt thought that having to enter in project details such as delivery address, billing entity, billing address and payment terms over and over for each new PO would get tedious. Civil Pro allows you to set this information project wide to avoid this – we will cover this shortly.

5. To enter the purchase orders details simply click in a cell and type. When all entered the screen should look like Figure 32.

Purchase Order Operations AB	Views	Repo	orts						•	-		×		
Edit PO Show PO Number detail note) Email es	PO Ap	prove	Unapprove PO	New approval request	View app	roval Receipt V All	/iew Receipts	s Create from Imp schedule from	ort CSV				
PO Number	4565000	01			approvens.			orde	betans	Not requested =>	outside limit			
Supplier	Knight Eng	ineering Su	urveys F	Pty Ltd		¥	Billing Entity	Blackbutt (Utilities					
Order Date 4/04/2020 V Date Reqd						~	Billing Address	111 Wellington Road, Smithfield 4372						
upplier Contact Rod Casey														
ontact Damian Lovall						٣	Payment Terms	45 days fr	om end of month invo	bice				
Delivery Address	13 Hillview	/ Road, Win	nborne	4555		^	Raised By	System Ad	dministrator		Ŧ			
							Original budget	\$2,300.00						
Notes (Appears on PO)						\$	Comments (NOT on PO)	NOT on PO)						
Item 🔺 Ra	te Only?	Item Descr	ription				Qty	Unit	Rate (ex GST)	Total (ex GST)	Resource?	٦		
10		Survey - fi	ìeld				10	HR	\$115.00	\$1,150.00	Subcontract	t		
20		Office calc	:5				10	HR	\$115.00	\$1,150.00	Subcon *	,		
F										\$2,300.00				

Figure 32 Completed PO

6. Click on *Save & Close* on the right of the PO screen. You will now be back on the Purchase Orders register. Your Purchase Order Register should look like . *NOTE: if your new PO does not appear in the register click on the Clear Filter button in the Ribbon Menu under the Filters heading then Apply.*

\equiv			,	æ 🞭	焓	~ %~ .	Purchase	Orders - B11-	213: Black Sw	amp Reservoir	- Blue Sky Con	tracting Civil F	Pro 11	-		×
	Quality Assurance	~	E #1	ilters Filter by	(y Id	Operations	Views	Report	S							
0	Spec and Conformance	\sim	iii ab	Filter b	y date y text	[No searc	h] Apply									
	Field	\sim			Sea	irch										^
«	Devenue			Purch	nase	Orders >	×									*
	Payment	\sim	Drag	g a colur	nn he	ader here to	group by that o	column								Q
Ē\$	Cost Management	^		Po Nu	*	Po Date	Supplier	Raised By	Contact	Date Requ	Value	Receipted	Invoiced	Is Complet	Status	s
	Purchase Orders		•	45650	00	4/04/2020	Knight Eng	System Ad	Damian Lo		\$2,300.00		\$0.00		Not reque	sted
	Fulcidoe Ofdero															
	Daycosts															
	Invoices															
	Forecasts															
	Document Management	~														
۰	QA Setup	\sim														
6	Financials Setup	\sim														
*	Other setup	\sim														
											\$2,300.00	\$0.00	\$0.00			
			=	+	Add	PO										_

Figure 33 Purchase Order Register after first PO created

5.1.1 Setting System Wide and Project Wide Information

Civil Pro allows you to set system or project wide information such as billing entity, address and payment terms so that you don't have to manually enter it repeatedly. These options are available in the System Settings and Project Settings sections accessed from the System=>Settings menu. We are going to set project settings, but the process for system settings is analogous



Many civil pro settings can be set at both the project and system level. Where both a project and system value are set for the same setting, the project setting takes priority.

1. Within the menu bar at the top left of the screen select System => Settings => Project Settings



Figure 34 Accessing Project Settings

2. Within the Project Settings screen click on the Cost Control Tab.

Project QA Core Cost control Chim Mobile Field Custom PO number string [hot set] GST Rate for purchasing Default is 10%. This setting will also be used for data uses a separate claim GST Rate is set. PO default payment terms [hot set] Billing andtress [Hot set] PO Terms and Conditions Image: Condition terms [hot set] Do Terms and Conditions Image: Condition terms [hot set] Conditions Image: Condition terms Concel OK	A Project settings	_			×
Custom PO number string [!tot set] GST Rate for purchasing Calified unless a separate claim GST Rate is set. PO default payment terms [!tot set] Billing antity [!tot set] Billing address PO Terms and Conditions 	Project QA Control Cost control Chim Mobile Field				
[Ivit set] GST Rate for purchasing Default is 10%. This setting will also be used for dama unless a separate dam GST Rate is set. PO default payment terms [Ivit set] Billing address [Ivit set] Ø Terms and Conditions	Custom PO number string				-
GST Rate for purchasing Default is 10%. This setting will also be used for daims unless a separate daim GST Rate is set. PO default payment terms [Ivit set] Billing address [Not set] PO Terms and Conditions L + 1 + 2 + 1 + 3 + 1 + 4 + 1 + 5 + 1 + 6 + 1 + 7 + 1 + 8 + 1 + 9 + 1 + 10 + 1 + 11 + 12 + 1 + 13 + 1 + 14 + 1 + 15 + 1 + 16 + 1 Main and Conditions L + 1 + 1 + 2 + 1 + 3 + 1 + 4 + 1 + 5 + 1 + 6 + 1 + 7 + 1 + 8 + 1 + 9 + 1 + 10 + 1 + 11 + 1 + 12 + 1 + 13 + 1 + 14 + 1 + 15 + 1 + 16 + 1	[Not set]				
Default is 10%. This setting will also be used for damins an separate claim GST Rate is set. PO default payment terms [!tot set] Billing address [!Not set] PO Terms and Conditions	GST Rate for purchasing				
PO default payment terms [Not set] Billing address [Not set] PO Terms and Conditions • • • • • • • • • • • • • • • • • • •	Default is 10%. This setting will also be used for claims unless a senarate claim GST Bate is set.				
[[vot set] Biling entity [[Not set] Biling address [[Not set] PO Terms and Conditions ► ★ + 1 + 1 + 1 + 2 + 1 + 3 + 1 + 4 + 1 + 5 + 1 + 6 + 1 + 7 + 1 + 8 + 1 + 9 + 1 + 10 + 1 + 11 + 1 + 1 + 1 + 1 + 1 +	PO default payment terms				
Biling entity [Not set] Biling address [Not set] PO Terms and Conditions Cancel OK	[Not set]				
[Not set] Billing address [Not set] V PO Terms and Conditions Image: Solution of the set of the	Billing entity				
Billing address [Not set] PO Terms and Conditions Cancel OK	[Not set]				
[Not set]	Billing address				
PO Terms and Conditions 	[Not set]			-	
PO Terms and Conditions				v	
 	PO Terms and Conditions				
	L X	15	16 i l 🖄	1	
Cancel OK		1	1		
Cancel OK					
Cancel OK					
Cancel OK					
Cancel OK					
Cancel OK					
Cancel OK					
Cancel OK					
Cancel OK					Ŧ
			Cancel		ж

Figure 35 Cost Control Tab

- 3. Enter the cost control project settings as outlined in the training supplement.
 - > PO Default Payment Terms 45 days from end of month invoice
 - Billing Entity Blackbutt Utilities
 - Billing Address 111 Wellington Road, Smithfield 4372

When completed your screen should like that in Error! Reference source not found.

🔥 Project settings –	-		×
Project QA Control Cost control Claim Mobile Field			
Custom DO number string			
[Not cet]			
CET Bate for purchasing			
Default is 10%. This setting will also be used for			
claims unless a separate claim GST Rate is set.			
PO default payment terms			_
45 days from end of month invoice			
Billing entity			
Blackbutt Utilities			
Billing address			
111 Wellington Road, Smithfield 4372		4	
PO Terms and Conditions			- I.
• • • • • • • • • • • • • • • • • • •	1 16	1.61	a
	1		
	Can	icel	OK

Figure 36 Cost Control Information Added

4. While we are completing settings, we will also add a project logo to make our reports look better. Change to the Project tab, click on *Get Logo* and select the Blue Sky logo (or any other) from the training material ().

R Project settings	_		\times
Project QA Control Cost control Claim Mobile Field			
These are project settings. Alternatively you can set some of these for your entire subscription using cross-project settings. Where project options are set, they will override any cross-project File repository			
		•••	
DMS Auto CC email			
Email size limits			
Max size per attachment (Mb) Default - 5Mb			
Max size total (Mb) Default - 7Mb			
Dursiant land			
blue	Get Logo Clear Log	0	
ŠŔŸ			
	C	ancel	ОК

- 5. Click OK.
- 6. Now select Project from the System menu bar at the top left of the screen and click on *Project Administration*



Figure 38 Accessing Project Administration

- 7. The Projects screen will now appear. Enable editing and enter the project address as outlined in the training supplement into the Project Address cell on the right of the screen.
 - > 13 Hillview Road, Wimborne 4555

When completed your screen should something like Figure 39.

				1					
Cont. No. 🔺 De	scription			Start	End	Divisi	Inactive?	Reposit	ory
B11-213 Bl	ck Swamp Reservoir			1/09/2020	31/01/2021				
oject Details								푸	
lient's Proiect Inform	ation Contractor's Information								
lient's Project Inform	ation Contractor's Information								
lient's Project Inform Contract Number	B11-213]			Project Address				
lient's Project Inform Contract Number Project Name	Contractor's Information B11-213 Black Swamp Reservoir]			Project Address	Wimborne	4555		A
lient's Project Inform Contract Number Project Name Location	ation Contractor's Information B11-213 Black Swamp Reservoir Wimborne]			Project Address	Wimborne	4555		*
lient's Project Inform Contract Number Project Name .ocation Client Company	ation Contractor's Information B11-213 Black Swamp Reservoir Wimborne Transport and Main Roads	Client Contract Number	B11-213		Project Address	Wimborne (4555		^
lient's Project Inform Contract Number Project Name .ocation Client Company Superintendent Comp	ation Contractor's Information B11-213 Black Swamp Reservoir Wimborne Transport and Main Roads any Georg Reid	Client Contract Number Principal Company	B11-213		Project Address	Wimborne -	4555		*
lient's Project Inform Contract Number Project Name .ocation Client Company Superintendent Comp Project Start Date	ation Contractor's Information B11-213 Black Swamp Reservoir Wimborne Transport and Main Roads any Georg Reid 1/09/2020	Client Contract Number Principal Company Project End Date	B11-213		Project Address	Wimborne (4555		A
lient's Project Inform Contract Number Project Name Location Client Company Superintendent Comp Project Start Date Dactive?	ation Contractor's Information B11-213 Black Swamp Reservoir Wimborne Transport and Main Roads any Georg Reid 109/2020	Client Contract Number Principal Company Project End Date Renository?	B11-213 31/01/2021		Project Address	Wimborne (4555		~
lient's Project Inform Contract Number Project Name Jocation Client Company Superintendent Comp Project Start Date nactive?	ation Contractor's Information B11-213 Black Swamp Reservoir Wimborne Transport and Main Roads any Georg Reid 1/09/2020	Client Contract Number Principal Company Project End Date Repository?	B11-213 		Project Address	Wimborne •	4555		*
lient's Project Inform Contract Number Project Name Jocation Client Company Superintendent Comp Project Start Date nactive?	ation Contractor's Information B11-213 Black Swamp Reservoir Wimborne Transport and Main Roads any Georg Reid 1/09/2020	Client Contract Number Principal Company Project End Date Repository?	B11-213 31/01/2021	¥	Project Address	Wimborne 4	4555		*
lient's Project Inform Contract Number Project Name Location Client Company Superintendent Comp Project Start Date nactive?	ation Contractor's Information B11-213 Black Swamp Reservoir Wimborne Transport and Main Roads any Georg Reid 1/09/2020	Client Contract Number Principal Company Project End Date Repository?	B11-213 31/01/2021		Project Address	Wimborne -	4555		~

Figure 39 Project Address Added in Project Admin

8. Close this screen

5.2 An introduction to user accounts

You will notice in the previous purchase orders that the Raised By field has a value of System Administrator. This is because we are currently logged on with the *sysadmin* account that was created at the start of the project. Normally you will not be logged in with a sysadmin account. We will now create a new user account.



In the following section we are going to be managing users and roles and. The reason this is possible is that you are currently logged in as a sysadmin on this training database. In your company's database, you will need to get a sysadmin to change user levels and permissions.

5.2.1 Adding a user

- 1. From the menu at the top of the screen select *System=>Users*
- 2. The Users screen will appear. At the bottom left of the screen click on *Add User*.

_1	Users														_		×	
	Firs 🔺	Last 🔺	Company *	Email *	Positi	on	Phone	Mobile	Sy 🔻	Inact	. Win L	Dr	oie			- C II	~	
۲	System	Adminis	None Specified	jen@bluesky.c	om				\checkmark			PI	oje	CU P	loies	- 5 ~		
													Co	ntrac	t			
												+	\sim	Pro	jects			
														\sim	B11-2	13: Black S	Swam	
															Pr	oject Adm	inistrat.	
														Glo	bal Rol	es		
U	ser Detail First Name	ls	Last Name		Communicatio	n Address					User Nam	e s	ysad	dmin		푸	×	
	System		Administrator		Phone		Mobile				System A	dmini	strat	tor	/ ini	active?		
	Company				Fax		1			_	Notes						_	
	None Spec	cified		*	Email	ien@bluesk	v.com			-1							-	
	Position					Jeneonacon	1.00111			- 1								
				· ·													Ψ.	
					8													
: 5	> • •	Add Use	er 😢 Delete	User 📿 Cha	nge Passwor	d												Ť

Figure 40 Adding a User

New User Wizard	New User Wizard
New User Information	New User Information
User Identification	Security Information
First Name Jen Last Name Gascoigne Position	Civil Pro Security Windows Security System Admin? Username Jeng Password **** Confirm ****
Next > Cancel	Next > Cancel

- 3. In the new user dialog, enter your own details blue fields are required.
- 4. Click Next enter in a username and password. REMEMBER THESE you will need these to log in shortly
- 5. Click Next you can enter any additional info but it is not required.
- 6. Click Next and then Finish. The users register should now look like Figure 41.

	Firs 🔺	Last 🔺	Company *	Email *	Positio	n	Phone	Mobile	Sy 🔻	Inact	. Win L	Dree	in the D	les e	<u>_</u>	Log I
	System	Adminis	None Specified	jen@bluesky.com					1			Pro	ject K	les - s	19	10
	Jen	Gascoig	Blue Sky Cont	jen@blueskycivil.c	om							0	Contract			_
													∽ E Glob	Project A Roles	ck Sv dmin	van iistr
J	ser Detail	ls													푸	1
J	ser Detail First Name	ls	Last Name	Con	munication	Address					User Name		admin		푸	12
1	ser Detail First Name System	ls	Last Name Administrator	Con	munication	Address	Mohile			_1	User Name	e sys	sadmin	inactive?	7	
1	ser Detail First Name System Company	ls	Last Name Administrator	Con	munication	Address	Mobile				User Name System Ac Notes	e sys	sadmin rator 🗸	inactive?	#	
	First Name System Company None Spec	ls	Last Name Administrator	Com Pho * Fax	munication	Address] Mobile	•			User Name System Ac Notes	e sys	sadmin rator 🗸	inactive?	 <i>Ψ</i>	
J	First Name System Company None Spec Position	ls	Last Name Administrator	Com Pho * Em	munication	Address en@bluesk] Mobile] y.com	: [User Name System Ac Notes	e sys	sadmin rator 🗸	inactive?	7	

Figure 41 New User Added

5.2.2 Adding User Roles

While we have added a user, this user cannot currently log on to Civil Pro because they have not been assigned a role in a project. To assign a user a project role:

- 1. Select your user name
- 2. In the related items panel on the right, double click on your project.

-	Users											-	-		~
	Firs 🔺	Last 🔺	Company *	Email *	Position	Phone	Mobile	Sy 🔻	Inact	Win L	Proi	iect Ro	oles -	i ¤	×
	System	Adminis	None Specified	jen@bluesky.com				~			rioj	Jeer ra	JICS	J +	
	Jen	Gascoig	Blue Sky Cont	jen@blueskycivil.com	n						C	ontract			
											+ ~	 Proje 	ects		
												B	811-21	3: Black S	wam
												Globa	al Role	s	
J	ser Detail First Name	ls	Last Name	Comm	nunication Addre	SS				User Nam	e jeno	9		푸	3
	ser Detail First Name Jen	ls	Last Name Gascoigne	Comm	nunication Addre	SS	, [User Nam System A	e jeng	g ator	inad	푸 ctive?	;
	ser Detail First Name Jen Company	ls	Last Name Gascoigne	Comm	e	ss Mobile				User Nam System A Notes	e jeng dministr	g ator	inac	푸 ctive?	;
	ser Detail First Name Jen Company Blue Sky C	Contracting	Last Name Gascolgne	Comm Phone Fax	Addre	ss Mobile				User Nam System A Notes	e jenı dministr	g ator	inad	₽ tive?	
	ser Detail First Name Jen Company Blue Sky C Position	Contracting	Last Name Gascoigne	Comm Phone Fax Email	Addre	SS Mobile Skycivil.co	; [User Nam System A Notes	e jeng dministr	g ator	inad	푸 tive?	

Figure 42 Adding a Users Role

3. In the Role Selector popup, either double click the Project Administrator role, or drag it onto your project.



Figure 43 Role Selector



You can also set Global roles so users have a role across all projects. This is beyond the scope of the tutorial, but you can read more about it in our support documentation online.

4. You should now have the project administrator role for the B11-123 project listed in the Project Roles panel to the right of the screen.

	Users														_			×
	Firs 🔺	Last 🔺	Company *	Email *		Position	Phone	Mobile	Sy 🔻	Inact	. Win L	Dr	oio	ct D			R	~
	System	Adminis	None Specified	jen@bluesky	.com				\checkmark			PI	oje	CL P	(UIES	J	γ -	
	Jen	Gascoig	Blue Sky Cont	jen@bluesky	civil.com								Cor	ntrad	ct			
													\sim	Pro	jects			
												+		\sim	B11-2	13: Black	Swa	am
															Pr	oject Adı	minis	strat
														Glo	bal Rol	es		
U	ser Detail	ls	Last Name		Commu	nication Addre	ŝS				Licer Nam					1	Ę.	×
U	ser Detail First Name Jen	ls	Last Name Gascoigne		Commu	nication Addre	NS				User Name	e je	eng			, eti u2	φ. 	×
U	ser Detail First Name Jen Company	ls	Last Name Gascoigne		Commu	nication Addre	ss Mobile				User Name System Ar	e je dminis	eng	tor	ina	active?	φ. 	×
U	ser Detail First Name Jen Company Blue Sky C	Contracting	Last Name Gascoigne		Commu Phone Fax	nication Addre	SS Mobile	•			User Name System Ar Notes	e je dminis	eng	tor	ina	active?	ب ا	×
U	ser Detail First Name Jen Company Blue Sky C Position	Contracting	Last Name Gascoigne		Commun Phone Fax Email	Addre	ss Mobile	; [User Name System Ar Notes	e je dminis	eng strat	tor	ina	active?	ф.	×
U	ser Detail First Name Jen Company Blue Sky C Position	S	Last Name Gascoigne		Commu Phone Fax Email	Addre	ss Mobile skycivil.co	; [User Name System Ar Notes	e je dminis	eng	tor	ina	active?	φ. 	×
U	ser Detail First Name Jen Company Blue Sky C Position	Contracting	Last Name Gascoigne	• •	Commun Phone Fax Email	Addre	ss Mobile skycivil.co	• [User Nam System Ai Notes	e je dminis	eng strat	tor	ina	active?	φ. 	

Figure 44 New Role Added

Note: There are some functions that are set globally (as mentioned) and not project specific, (i.e. not accessible to project administrators) such as adding and editing suppliers. However, for the purposes of this training we are going to give the project administrator (you) this access:

- 1. Close out of the Users screen
- 2. Open System=>Roles
- 3. Select Project Administrator then click on Update Available Permissions for Role from the Ribbon Menu



- 4. The Permissions screen will appear. Enable editing and scroll to the bottom to find Master Supplier
- 5. Check the corresponding Add and Edit boxes

-		Nllow selected	Allow selected	🌄 Allow se	lected	P All	ow selected		≣:
nable Edit (Ctrl+E)	ting	Disallow selected	Disallow selecte	d Disallow	selected	C Dis	sallow selected	Access (selection)	Access (project
Editing		View	Add	Edit		Ad	min/Delete	Report	ts
ccess A	uthorit	ty							
Registe	er			View	Add		Edit	Admin_De	elete
Cost co	ode			\checkmark		~	~	~	/
Custon	n Regi	ster		\checkmark		✓	\checkmark	~	/
Project	t admi	nistration		\checkmark		~	\checkmark	~	/
Notifica	ation 1	Template		\checkmark		~	\checkmark	~	/
System	n Notif	ication Template		\checkmark					
Contra	ct Not	ice Template		\checkmark		~	\checkmark	~	/
Workfl	ow			\checkmark		\checkmark	\checkmark	\checkmark	1
Master	r Supp	lier		~		✓	~		

Figure 45 Updating Project Administrator Permissions

6. Close out of both of the Permissions and Roles screens.

Now that we have a user account for ourselves (and have updated some permissions), log out (Ribbon Menu *Project* => *Change Database*), and log in again using your newly created username and password.

≡	,	æ 🎭 🎭 💥	v .	B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 11
Quality Assurance	Chang	ge DB		
igure 46 Selecting Change D	B to Log Ou	t		

5.3 Importing Purchaser Orders Details from CSV

We are now going to create a new PO but instead of manually adding in all the detail we will import it from a CSV file.

- 1. Go back into your Purchase Orders Register (under Cost Management)
- 2. Create a new PO by clicking on the *New Order* icon at the bottom of the screen. This will bring up the new Purchase Order screen and you will see that the project details we just entered are now prefilled. The screen should look like that in below. You will also notice that the 'Raised By' is now set to our name.

Purchase Order				_		×
Operations Views Reports						
🏘 🔂 🔽 🌒 🦺 🗋			s 📴			
Edit PO Show PO Email PO Approve Unapprove New approval View app Number detail notes PO request	roval Receipt Vi All	ew Receipts Crea	ate from Import nedule from CSV			
Purchase Order Approvals		Order Detai	ls			^
PO Number 456500002				Not requeste	d => no value	Re
Supplier	Billing Entity	Blackbutt Utilities	1			lated
Order Date 28/08/2020 V Date Reqd	Billing Address	111 Wellington R	toad, Smithfield 437	72	^	Items
Supplier Contact]				~	
Contact Jen Gascoigne 👻	Payment Terms	45 days from en	d of month invoice			
Delivery Address 13 Hillview Road, Wimborne 4555	Raised By	Jen Gascoigne			Ŧ	
~	Original budget					
Notes	Comments				^	
(Appears on PO)	(NOT ON PO)				~	
Rem A Date Only Rem Description	lot.	11-24	Data (au CCT)	Tatal (au CCT)	December 2	1
Rate Only? Item Description	Qty	Unit	Rate (ex GST)	Total (ex GST)	Resource?	
				40.00		
				\$0.00		
😓 🗘			💋 Can	cel 💾 Save 🕒	Save & close	e:

Figure 47 Prefilled PO

- 3. Enter the new supplier details following the steps previous described:
 - Supplier MCM Engineering Pty Ltd
 - Order Date 7/4/20
- 4. Once these details are added click *Save* (on the bottom right of the screen).
- 5. From the Ribbon Menu click on Import from CSV

00	Purchase O	der										_		\times
0	perations	View	is Re	eports							\frown			
AE			vail PO				View appr	Receipt V	iew Re		from Import			
Nun	nber detail	notes		Approve	PO	request	view uppr	All		sche	dule from CSV			
	Purch	se Order				Approvals				Order Details		·		^
PO	Number	45650	00001									Not requested =	> outside limit	Re
Sup	plier	Knight E	Engineering	Surveys	Pty Ltd		~	Billing Entity	Blac	kbutt Utilities				lated
Ord	ler Date	4/04/20)20	\sim	Date Red	d	\sim	Billing Address	111	Wellington Ro	ad, Smithfield 4372		^	Items
Sup	plier Contac	t Rod Cas	sey										~	
Con	ntact						~	Payment Terms	45 d	ays from end	of month invoice			
Deli	ivery Addres	13 Hillvi	iew Road, V	Nimborne	4555		^	Raised By	Syst	em Administra	ator		÷	
							\sim	Original budget	\$2,3	00.00				
Not	es						^	Comments					^	
(Ap	ppears on P	0)					~	(NOT on PO)					~	
									-					1
	Item No. 🔺	Rate Only	? Item I	Descriptio	n			Qty		Unit	Rate (ex GST)	Total (ex GST)	Resource?	
•	1		Surve	y - field					10	HR	\$115.00	\$1,150.00	Subcontract	
	2		Office	calcs					10	HR	\$115.00	\$1,150.00	Subcontract	_
*														

Figure 48 Importing PO details from CSV

6. The Import Wizard screen will now appear. Make sure the *Import data from CSV File* option is checked and click on Next.

Import
Import Wizard
Welcome to the import wizard
This wizard will guide you through the process of importing data and verify that all necessary information is present.
Import data from a comma-separated values (csv) file
Read data from the clipboard that has been copied from a spreadsheet or a similar table format
Specify Encoding
 Standard text (Default)
O Windows 1252 (excel csv)
○ Unicode
Next > Cancel

- 7. A file selector will open. Select the file containing the PO detail information (*B11-213 MCM PO Details Import April.csv*).
- 8. The import preview screen will appear. Assign headings as previously described (you will assign the Description; Qty; Unit and Rate headings and check the First Row is Header box) and click *Next* then *Finish*.
- 9. The details will now appear in the PO details section. Your PO should look like Figure 49.

Purchase Order						-		×
Operations Views	Reports							
AB 🔂 🔀	🎩 🎩 🖪			CSV CSV				
Edit PO Show PO Email PO Number detail notes	Approve Unapprove New approval View app PO request	proval Receipt V All	lew Receipts Create scheo	from Import Jule from CSV				
Purchase Order	Approvals		Order Details					~
PO Number 456500002						Not requested =	=> outside lin	nit z
Supplier MCM Engineer	ring Pty Ltd	Billing Entity	Blackbutt Utilities					- late
Order Data 7/04/2020	Date Baad	Billing Address	111 Wellington Roz	d. Smithfield 437	2			
Order Date 7/04/2020	Date Requ	j <u>billing Address</u>	111 fromington from		-			- Ins
Supplier Contact								4
Contact Jen Gascoigne	1	Payment Terms	45 days from end o	f month invoice				_
Delivery Address 13 Hillview Ro	ad, Wimborne 4555	Raised By	Jen Gascoigne					*
	~	Original budget						
Notes	^	Comments					-	~
(Appears on PO)		(NOT on PO)						
Item No. 🔺 Rate Only?	Item Description	Qt	ý	Unit	Rate (ex GST)	Total (ex GST)	Resource?	2
10	Project prestart		1	LS	\$1,425.00	\$1,425.00		
20	Design Scope		1	LS	\$1,425.00	\$1,425.00		
30	Prelim Design Meeting		1	LS	\$1,425.00	\$1,425.00		
40	Design Drawings		1	LS	\$8,925.00	\$8,925.00		
50	Design Review		1	LS	\$1,425.00	\$1,425.00		
60	Finalise IFD		1	LS	\$1,895.00	\$1,895.00		
70	Site Inspection		1	LS	\$2,845.00	\$2,845.00		_
80	As con		1	LS +	\$1,425.00	\$1,425.00		
*								
						\$20,790.00		_
Ş 🗘					0	Cancel 💾 Save [Save & c	lose

Figure 49 PO Details Imported from CSV

10. You will notice that the information for the budget has not been imported. Complete this now. Enter in \$20,790 into the *Original Budget* field then click on *Save & Close*.

5.4 Purchase Order Approval

When we print our purchase order to send to the supplier (*Reports => Purchase Order* in the Ribbon Menu of the PO), it is pretty hard to miss the big "Not Approved" watermark (Figure 50). Obviously, we don't want our purchase orders going out unless they have been approved by someone with the authority to make such a commitment on behalf of the company.


Figure 50 Report Viewer

Approving a purchase order is easy. Just click on the *Approve* button in the PO Details screen. Only problem is that the Approve button in red says 'Outside Limit' and if you try to approve you the system won't let you – the approve button in the Ribbon Menu is greyed out and inactive (). Only a user with sufficient approval limits can approval a PO by clicking on the Approve button. For the purposes of this exercise we are going to give ourselves an approval limit that will allow us to do this.

Purchase Order	r								_		\times
AB Edit PO Number detail not Purchase	D Email order	Pl Approve	Un pprove PO	New approva request	View appr	oval Receip All	t View	Receipts Create from schedule	Import from CSV		
PO Number	4565000	02							Not requested	=> outside lin	mit
Supplier	MCM Engin	neering Pty Ltd			~	Billing Entity	BI	lackbutt Utilities			
Order Date Supplier Contact	7/04/2020	· ~	Date Req	d	~	Billing Addre	SS 11	11 Wellington Road, S	mithfield 4372		
Contact	Jen Gasco	igne			~	Payment Ter	onth invoice		ī		
Delivery Address	13 Hillview	v Road, Wimborne	4555		~	Raised By	Je	en Gascoigne			-
					~	Original bud	net Ś	20,790.00			
Notes <i>(Appears on PO)</i>					< >	Comments (NOT on PC	"				$\langle \rangle$
Item 🔺 Ra	ite Only?	tem Description			Qty	U	Init	Rate (ex GST)	Total (ex GST)	Resource?	\square
10	P	Project prestart				1 L	S	\$1,425.00	\$1,425.00	Subcontract	^
20		Design Scope				1 L	S	\$1,425.00	\$1,425.00	Subcontract	
30	P	Prelim Design Mee	ting			1 L	S	\$1,425.00	\$1,425.00	Subcontract	
40		Design Drawings				1 L	S	\$8,925.00	\$8,925.00	Subcontract	
50		Design Review				1 L	S	\$1,425.00	\$1,425.00	Subcontract	-
60	F	Finalise IFD				1 L	S	\$1,895.00	\$1,895.00	Subcontract	
70		site inspection				1 L	S	\$2,845.00	\$2,845.00	Subcontract	
		AS CON				1 L	S	\$1,425.00	\$1,425.00	Subcontract	Ľ.
80											

Figure 51 Cannot Approve PO



In the following section we are going to be managing user roles and permissions. The reason this is possible is that we will log in as a sysadmin on this training database. In your company's database, you will need to get a sysadmin to change user levels and permissions.

- 1. Log out and log back in as sysadmin (you need to be sysadmin to manage roles)
- 2. Click on the System icon at the top right of the screen and select Roles
- 3. The Roles details screen will appear. Enable editing and next to Project Administrator in the top grid enter in the approval limit amount of \$30,000 (see Figure 52).

. 1	Roles			h.C.	_	_	1			-		×
Eni	able Editing (Ctrl+E)	Add Role	Updat permis	te available sions for role	Show related items	Print Roles	t s	R	O eload			
	Role Name			PO Appr. Lin	nit		R	elat	ed Ite	ems	푸	×
Þ	Project Adm	ninistrator			\$	30,000		De	scriptio	on		
	Project Use	r					Þ	\sim	B11-2	213: Black	Swamp Re	servoir
	Subscription	n Admin							36	en Gascoig	jne	
	Supervisor								S	ystem Adı	ministrator	
	Tester											

Figure 52 Setting a PO Approval Limit

- 4. Close the Roles dialog box.
- 5. Log off and back on using your personal user name and password.
- 6. Return to the Purchase Orders screen and open the Knight Engineering purchase order. You will now see that at the top right of the screen it says 'Not Requested => Can Approve'. To approve directly rather than first sending an approval request (more on this shortly) click on the Approve button in the Ribbon Menu.
- 7. The approved purchase order will now have a green background and will now look like Figure 53.

Purchase Order										_		×
Operations	View	is R	Reports									
AB				L		Q				९ छ्य		
Edit PO Show PO Number detail note) Emi es	ail PO	Approve	Unapprove PO	New approval request	View app	oval	Receipt Vi All	iew Receipts Crea sch	te from Import edule from CSV	1	
Purchase	Order				Approvals				Order Detail	S		^
PO Number	45650	0001								Approved by: -	28/08/2020	Re
Supplier	Knight E	Engineerin	ig Surveys	Pty Ltd		v	Billing	Entity	Blackbutt Utilities			lated
Order Date	4/04/20	20	\sim	Date Red	pd Dp	~	Billing	Address	111 Wellington R	oad, Smithfield 43	72 ^	Items
Supplier Contact	Rod Cas	sey									~	
Contact						v	Paym	ent Terms	45 days from end	of month invoice		
Delivery Address	13 Hillvi	ew Road,	Wimborne	4555		~	Raise	d By	System Administ	rator	~	
						\sim	Origin	al budget	\$2,300.00			
Notes						~	Comn	nents				
(Appears on PO)							(NOT	on PO)				
						~					×	
Item 🔺 Rate	e Only?	Item Des	cription			Qty		Unit	Rate (ex GST)	Total (ex GST)	Resource?	1
10		Survey -	field				10	HR	\$115.00	\$1,150.00	Subcontr	1
20		Office ca	lcs				10	HR	\$115.00	\$1,150.00	Subcontr	
<u>۲</u>												
										\$2,300.00		
🛼 🗘									🖉 Cancel	💾 Save 🕞	Save & close	e:

Figure 53 Approved PO

8. Click on Save & Close.

5.5 Purchase Order Approval Request

Sometimes you will not have the authority to approve certain PO's directly as we have just done above. For this you will need to request someone else to approve the PO for you. To do this you must create an approval request to alert them to the fact that they need to approve your PO.

Normally in a project you will have multiple users to whom you might send a request. In this case, we will need to add someone. As done previously, log out and back in as sysadmin and create a new user and give them a role using these details:

James Smith	Password: jamess
jsmith@bbu.com	Username: jamess
Blackbutt Utilities	Role: project administrator

We are going to create an approval request for the MCM Engineering PO.

- 1. Open the MCM Engineering PO
- 2. From with the Ribbon Menu select Approvals=>New Approval Request.



Figure 54 Accessing the New Approval Request

- 3. A New Approval request form will open. 'Click in the Req To' cell and select James Smith from the dropdown options.
- 4. We are going to publish this request. This makes the request visible to users in the system and allows the relevant person/s to open the request and approve it. The other option is to email the request. This not only publishes the request as above but also emails it to the addressee/s. To publish click the *Publish* button at the bottom left of the screen (Figure 55). Then click *Save & Close*.

🕗 Approval (New)		000		
Request Response Closeout			Related Data Appr.1	۲
Approval ID: 1 Status: Requested Req To: × Smith, James (james@bluesky	rcivil.com) Req By: Gase Date Requ Date Publi	coigne, Jen ired: 28/11/2018 • shed: •	Description Approval Attachments Approval Emails	
Subject Text: ^{PO: 456500002}	Date Emai	led:		
Request Text:PO: 456500002Supplier: MCM Engineering Pty LtdDate: 7/04/2018Value: \$20,790.00				
# Description	Qty Rate	Total		
10 Project prestart	1 \$1,425.00	\$1,425.00		
🌳 Publish 🥝 Email 📊 Print Approv	val 🚺 Ma	nually Approve	cel 🔚 Save 💽 Save	& Close

Figure 55 New approval request

5. The PO screen will reappear and you will see now that it is shaded orange to indicate the approval is request but it is not yet approved (Figure **56**).

2 Purchase Orde	r									000		
PO Number	45650	0002						Requested (published) => can app	rove Rea		
Supplier	MCM En	gineering Pty Ltd		.	Billing Entity	Blackbutt Ut	ilities			ated		
Order Date	7/04/20	18 ~	Date Reqd	~	Billing Address	111 Welling	111 Wellington Road, Smithfield 4372					
Supplier Contact									~	PO 4		
Contact					Payment Terms	45 days from	n end of invoice mo	onth		565		
Delivery Address	13 Hillvi	ew Road, Wimborne 4	1555		Raised By	Gascoigne,		8				
				· · · · · · · · · · · · · · · · · · ·	Original budget	\$20,790.00				ā		
Notes					Comments				~			
(Appears on PO)					(NOT on PO)							
				~					\checkmark			
Item No. 🔺 Ra	te Only?	Item Description			Qty	Unit	Rate (ex GST)	Total (ex GST)	Resource?			
> 10		Project prestart			1	ls	\$1,425.00	\$1,425.00	No resource	•		
20		Design Scope			1	ls	\$1,425.00	\$1,425.00	No resource			
30		Prelim Design Meeti	ng		1	ls	\$1,425.00	\$1,425.00	No resource			
40		Design Drawings			1	ls	\$8,925.00	\$8,925.00	No resource			
50		Design Review			1	ls	\$1,425.00	\$1,425.00	No resource			
60		Finalise IFD			1	ls	\$1,895.00	\$1,895.00	No resource	*		
								\$20,790.00				
• 🗹 🥏 🤇	L Appro	ove 📃 Receipts 🤇	Email 🛛 🛒	Reports •			O Cano	el 🔚 Save	Save & d	lose 🔹		

Figure 56 Requested PO

Normally James would then go into the system and approve the PO much like we did with the Knight Engineering PO. But for our purposes here we will approve directly. Using the steps described previously approve the MCM PO. After this is done your PO register should look like the below (Figure 57).

🦸 B11-213: Black Swamp Reser	B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10												
🛛 🌈 Project 🛛 🔆 System	Project 🔆 System 🥏 Refresh -												
Main Menu 🔞	Ρι	Purchase Orders 🛞											
Cost Management 🔹	ment												
Purchase Orders		PO Nu 🔻	PO Date	Supplier	Raised By	Contact	Date Reg	Is Compl	Value	Receipted	Invoiced	Status	
Maycosts		456500	7/04/2018	MCM Engi	Gascoign				\$20,790.00	\$0.00	\$0.00	Approved	
Es Invoices		456500	26/11/2018	Knight En	Administr	Lovall, Da			\$2,300.00	\$0.00	\$0.00	Approved	
Ouality Assurance	>												
Spec and Conformance													
Field													
💁 Payment													
Es Cost Management													
>> Document Management									\$23,090.00	\$0.00	\$0.00		
		🖆 💙 I	New or	der 🗾 R	eports •								

Figure 57 Approved PO

6 Daycosts

6.1 Manual Daycost Entry

We will now enter some daycosts.

- 1. Select Cost Management from the Main Menu and from there click on the Daycosts icon
- 2. Once in the Daycosts Register click on New Report Period at the bottom of the screen (Figure 58)

ళ B11-213: Black Swamp Reser	voir - Blue Sky Co	ontracting Civil	Pro 10					• • •					
Project 🔀 System	🥏 Refresh							•					
Main Menu 💷	Daycosts 🛞							-					
Cost Management 🔍	Report Period	End Date	Lock Out Cost	Daycost Tota	Invoice Tot	al Earneo	d Budget Clai	m Total					
Purchase Orders													
Maycosts													
Es Invoices													
O Forecasts													
•				0									
Quality Assurance	Daycost Prod	luction						-					
Spec and Conformance	Drag a column h	Drag a column header here to group by that column											
🖳 Field	Date 🔻 Su	pplier Resource	Resou	Cost 🔺	Qty Unit	Rate Tota	al internal	Docket					
🐁 Payment	*		Click	here to add a	new row								
🖹 Cost Management													
📎 Document Management													
🗬 QA Setup													
S Financials Setup						_							
Cher setup						\$	\$0.00						
> Valer Sectop	1 🖉	New Repor	t Period Show a	II 🛒 Repo	orts •								

Figure 58 Daycost screen - new report period button

3. In the next screen enter the reporting period end date – in this case 30/4/17. Click Create (Figure 59).

🏠 New Reporting	Period		000
Reporting	period details		
Reporting	period end date	30/04/2018	•
Reporting) period name		
April 20	18	-	×
		Cancel Crea	ate

Figure 59 New report period dialog

4. You will be bought back to the Day Cost Register which will now show April 2018 in the top part of the screen (Figure 60)

🖌 B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10										
Project 🔀 System	🥏 Refresh						•			
Main Menu 🐽	Daycosts 🛞						•			
Cost Management 🔹 🔍	Report Period	End Date 🔹	Lock Out Cost	Daycost Total	Invoice Total	Earned Budget	Claim Total			
Purchase Orders	> April 2018	30/04/2018		\$0.00	\$0.00	\$0.00	\$0.00			
📉 Daycosts										
Es Invoices										
O Forecasts	-									
•				0						
Quality Assurance	Daycost Pro	duction					-			
Spec and Conformance	Drag a column h	leader here to gro	up by that column)						
📕 Field	Date 🔻 Su	pplier Resource	Resou	Cost 🔺 Q	ty Unit Rat	e Total inte	ernal Docket			
🏠 Payment	*		Click	here to add a ne	W FOW					
S Cost Management										
📎 Document Management										
🗬 QA Setup										
§ Financials Setup										
Cher setup						\$0.00				
	1	💕 New Report	t Period Show a	all 💽 Report	ts •					

Figure 60 New report period created and appearing in Daycosts register

5. We are now going to manually enter the daycosts for this new report period in the daycost detail part of the screen (bottom half), using the information presented in the Project Information Tutorial handout.

To enter the data for each cell first make sure editing is enabled as previously described then simply click in the cell and enter the information required or select from the dropdown. As you type in new suppliers, you will be asked to enter their details – to do this follow the steps previously described.



Civil Pro has heaps of functions to make data entry easier such as the 'ditto', copy/paste selected and 'split' functions. Try the ditto function out – after you have entered the first daycost for Eastcoast Asphalt, select it and press Ctrl+". The selected row will be duplicated in the new item row – just change the resource, qty and rate!

Once you have entered the data your screen should look like that in Figure 61.

B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10 O O O														
I Project 🔀 System	1	👌 Refresh	ı											-
Main Menu	Da	aycosts 🛞												•
Cost Management 🔹 오		Report Peri	od Er	d Date	•	Lock Out Cost	Daycost Total	i	Invoic	e Tot	tal I	Earned Budg	get Cla	im Total
Purchase Orders	>	April 2018	30	/04/2018			\$2,283.	.40		:	\$0.00	\$	0.00	\$0.00
📉 Daycosts														
Es Invoices														
Forecasts														
0							0							
Quality Assurance		aycost	roductio	n										-
Spec and Conformance	D	rag a colum	n header	here to grou	qı	by that column								
🚺 Field		Date 🔹	Supplie	r Resource		Resour	Cost code 🔺	Qty	/	Unit	Rate	Total	internal	Docket Ref
🏠 Payment	*					Clic	chere to add a	new	row					
E Cost Management		26/04/2	USafe	. Insurance		Subcont	101: Prelim		1	LS	\$1,	\$1,246		
		26/04/2	Eastco	. Core test	201	Subcont	102: Investi		8	EA	\$9	¢215.00		
> Document Management	Ľ	20/	Easico		nei		102. 100050		1	LJ	3	. \$313.00	-	
📣 QA Setup														
S Financials Setup														
C Other setup												\$2,283		
- otier setup		12	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	lew Report	Pe	eriod Show all	Reports	5 -						
										_				

Figure 61 Completed Daycost Register for April



You can use the tab key to move across cells within a line and to move to the next line.

7 Receipting

7.1 Manual Receipt Entry

We are now going to receipt the items we entered in the purchase orders.

- 1. Select Cost Management from the Main Menu and from there click on Purchase Orders.
- 2. Open the purchase order for Knight Engineering from within the Purchase Order grid by double clicking on it.
- 3. click on the Receipts button at the bottom of the screen as in Figure 62 below.

🥶 Purchase Order	2 Purchase Order											
PO Number	456500001		Approved by: Jen Gascoigne - 27/11/2018									
Supplier	Knight Engineering Surveys Pty Ltd	Billing Entity	Entity Blackbutt Utilities									
Order Date	26/11/2018 · Date Reqd	Billing Address	111 Welling	ton Road, Smithfield	4372	^	Data:					
Supplier Contact	Rod Casey					\checkmark	0 4					
Contact	Lovall, Damian	Payment Terms	45 days fror	n end of month invo	pice		650					
Delivery Address	13 Hillview road, Wimborne 4555	Raised By	Administrat	or, System			0001					
	×	Original budget	\$2,300.00									
Notes	/	Comments				~						
(Appears on PO)		(NOT on PO)										
		·					=					
Item No. 🔺 Ra	e Only? Item Description	Qty	Unit	Rate (ex GST)	Total (ex GST)	Resource?						
> 10	Survey - field	10	hr	\$115.00	\$1,150.00	Subcontract						
20	Office c	10	10	\$115.00	\$1,150.00	Subcontract	_					
*							_					
					\$2,300.00							
• 🗹 🥏 🤅	💁 Approve 📃 Receipts 🔕 Email 🛛 📻 Reports 🕶			Cancel	Reversion Save	Save & close	• •					

Figure 62 Purchase order receipt button

4. This will bring up the New Receipts screen. In the Receipt Date field select 4/4/17 and click OK (Figure 63).

📉 PO:1 - New re	ceipt	• • •
PO Receipted	PO: 456500001 (26/11/2018)-Knight Engineering Surveys Pty Ltd	
Receipt date Notes	4/04/2018	A V
	Cancel	ОК

Figure 63 New receipt dialog

5. You will now be taken to the Receipts screen. *Enable editing* and within the Receipt Details section of the screen enter 6 in the 'Qty (this)' cell for the field survey item and leave the office calcs item as 0. This indicates that on the 4th April, 6 of the 10 items regarding the field survey were 'received' while office calcs items are still outstanding. If you look at the Receipt summary section of the screen at the top, you will see that the total of the receipt comes to \$690 (Figure 64)

Receipts								• • •
PO Number	4565	500001	Receipt D	ate Rec.	Total	DC Total	Receipt By	Notes
Order Date	26/1	1/2018 🔻	> 4/04/2018	3	\$690.00	\$0.00	Gascoigne,	
Supplier	Knig	ht Engineering Surveys Pty Ltd 🔹	•					
Total value	\$690	0.00	0		\$0.00	\$0.00		
Ite 🔺 Ra	te	Item Description	Unit	Rate (ex	Qty	Qty (t Qty	C Qty R	Total (
> 10		Survey - field	hr	\$115.00	10	6	6 4	\$690.00
20		Office calcs	10	\$115.00	10	0 0	0 10	\$0.00
							[\$690.00
I 🗹 🕻		New Receipt 🔀 Daycosts	Reports •				Save &	Close 🔹

Figure 64 Receipt details entry

While this is tracking the purchase order's delivery progress, we also need to update our Daycosts Register with the cost we have just receipted.

- 6. To do this select the Daycosts button at the bottom of the currently open Receipts screen.
- 7. The Update Daycosts for Receipt dialog box will open. Make sure the 'Summarize receipt to a single daycost' circle is checked then click OK (Figure 65).



Figure 65 Updating daycosts for receipt

8. You will now see that the PO receipt total now also appears in the 'DC Total column' in the Receipt summary section at the top right of the Receipts screen (Figure 66)

Receipts													0 0 0
PO Number	4565000	001		Receipt D	Date	Re	c. Total		DC To	otal	Receipt	t By	Notes
Order Date	26/11/201	18 🔻	>	4/04/201	8			\$690.00		\$690.	00 Gascoi	gne, Jen	
Supplier	Knight Eng	gineering Surveys Pty Ltd											
Total value	\$690.00							\$690.00		\$690.	00		
Item 🔺 Ra	ate On I	tem Description			Unit	Rate	(ex GST)	Qty		Qty (this)	Qty To	Qty Re	Total (t
> 10	8	Survey - field			hr		\$115.00		10	6	6	4	\$690.00
20		Office calcs			10		\$115.00		10	0	0	10	\$0.00
													\$690.00
· 🗹 📚	Et Nev	v Receipt 📉 Daycosts 🛛 📻	R	eports •		_			_			🔛 Save 8	& Close 🔹

Figure 66 Updated daycost showing in receipt DC Total column

Click Save & Close out of the receipt screen then click Save & Close out of the PO details screen. You will now be back in the Purchase Order Register. If you look at the Receipted section of the register you will see that the receipt value will reflect the value of what has been receipted to date (in this case \$690 out of a total of \$2,300). See Figure 67 below.

🧳 B11-213: Black Swamp Reser	voir - Blue Sky	Contracting	g Civil Pro 1	.0							• • •
Project 🔀 System	🥏 Refresh										•
Main Menu 💿	Daycosts	Purchase (Orders 🛞								•
Cost Management 🔹 🔍	Drag a column	header here	to group by	that column							
Purchase Orders			Curation		Castart	Data Da	To Commit	Malara	Desidents		Chabara
📉 Daycosts	PO NU •	PO Date	Supplier MCM Eng	Raised By	Contact	Date Re	Is Comp	value	Receipted	t voiced	Status
Es Invoices	430300 → 456500	26/11/20	Knight Eng	Administ	Lovall D			\$20,790.00	\$0.00	\$0.00	Approved
0	*	20/11/20	Ringine Entri	Administra	Lovan, D			φ2,500.00	<i>4030.00</i>	0.00	Approved
Quality Assurance											
Spec and Conformance											
🛃 Field											
🐁 Payment											
S Cost Management											
📎 Document Management											
🕐 QA Setup								\$23,090	\$690.00	\$0.00	
	12 💈	👫 New o	rder 🚮	Reports •							

Figure 67 Purchase order register showing receipted value



If you want to receipt a purchase order in its entirety, or receipt everything remaining for a PO, then use the Receipt All Remaining context menu option from the Purchase Order Register.

A similar function is available within the purchase order detail. Select the lines you want to receipt, right click and select Receipt Selected.

10. Now go into the Daycosts Register. As we took the opportunity to use the 'Update Daycosts' function when we created the receipt just now, you will see that the PO we just receipted has been added to the register automatically as in Figure 68.

ళ B11-213: Black Swamp Reser	B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10										
Project 🔀 System	🥏 Refresh									Ŧ	
Main Menu 💿	Daycosts 🛞 Pu	Irchase Orders								•	
Cost Management 🔹 오	Report Period	End Date 🔹	Lock Out Cost	Daycost Total	Invoice Tot	al	Earned Budg	get Cla	im To	otal	
Purchase Orders	> April 2018	30/04/2018		\$2,973.	40	\$0.00	\$	0.00		\$0.00	
📉 Daycosts											
Es Invoices		-		0						•	
O Forecasts	Daycost	ction									
0	Drag a column hea	ader here to group h	by that column								
Quality Assurance	Date •	Supplier	Resource	Resou	Cost code	Qty	Rate	Total	i	Dock	
Spec and Conformance	*		Click	here to add a r	iew row						
	26/04/2018	Eastcoast Asphalt	Establishment	Subco	102: Invest	1	LS \$315	\$315			
Field	26/04/2018	Eastcoast Asphalt	Core test	Subco	102: Invest	8	\$90.20	\$721			
💁 Payment	26/04/2018	USare Pty Lta Knight Engineering	Insurance Receipt summa	Subco	101: Prelim	1	LS \$1,24	\$1,24			
E Cost Management	7 7/07/2010	Kinght Engineering		i y		1	25 3090	\$090			
> Document Management											
🧬 QA Setup											
6 Financials Setup									1		
Cother setup								\$2,9			
> value setup	🗹 🗢 🔰	New Report Pe	riod Show all	Reports •							

Figure 68 Receipt showing in Daycosts Register

- 11. Go back into the Purchase Orders Register and enter the remaining receipts for April for MCM and Knight Engineering Surveys using the information from the Project Information Tutorial handout and following the steps above.
- 12. When you are done the Purchase Orders screen and the Days costs screen should look like those in Figure 69 and Figure 70 respectively.

🥳 B11-213: Black Swamp Rese	🖉 B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10											
Project 🔀 System	Project 🔆 System 🗢 Refresh 🔹											
Main Menu 🐽	lſ	Daycosts	Purchas	e Orders 🗕 🧕	9							•
Cost Management O		Drag a columr	a column header here to group by that column									
Purchase Orders	ſ		ON V PO Date Supplier Raised By Contact Date R Is Com Value Receipted Invoiced Status									
📉 Daycosts		3 45650	7/04/20	MCM En	Gascoig	contact	Dute It	13 Collin	\$20,790	\$11.775	\$0.00	Approved
Es Invoices		45650	26/11/2	Knight E	Adminis	Lovall,			\$2,300.00	\$1,207.50	\$0.00	Approved
•		*										
Quality Assurance												
Spec and Conformance												
🛃 Field												
💧 Payment												
Es Cost Management												
📎 Document Management												
🕐 QA Setup												
S Financials Setup									\$23,09	\$12,98	\$0.00	
		🗹 😂	📑 New	order 🔓	Reports	;▼						

Figure 69 Post receipting Purchaser Orders Register

🐳 B11-213: Black Swamp Reser														
I Project 🔀 System	🥏 Refresh									*				
Main Menu 🐽	Daycosts 🛞 P	urchase Orders								•				
Cost Management 🔹 오	Report Period	End Date 🔹	Lock Out Cost [Daycost Tota	al Invoice	Total	Earned E	Budget Cla	aim Tota	el le				
Purchase Orders	> April 2018	pril 2018 30/04/2018 🗆 \$15,265.90 \$0.00 \$0.00 \$0.00												
📉 Daycosts														
Es Invoices	Daycost Produ	ıction		0						•				
Quality Assurance	Quality Assurance Drag a column header here to group by that column													
Spec and Conformance	Date •	Supplier	Resource	Reso	Cost code	Qty	. Rate	Total	in					
Field	*		Click her	re to add a	new row									
	26/04/2018	Eastcoast Asphalt	Establishment	Subco	102: Inves	1 L	\$ \$315	\$315.0	0					
🚡 Payment	26/04/2018	Eastcoast Asphalt	Core test	Subco	102: Inves	8	\$90.20	\$721.6	0					
Cost Management	26/04/2018	USafe Pty Ltd	Insurance	Subco	101: Preli	1 L	5 \$1,2	\$1,246.8	0					
	10/04/2018	Knight Engineerin	Receipt summary.			1 L	5 \$172	\$172.5	0					
📎 Document Management	6/04/2018	Knight Engineerin	Receipt summary.			1 L	\$ \$345	\$345.0	0					
OA Setup	> 4/04/2018 •	Knight Engineerin	Receipt summary.			1 L	5 \$690	\$690.0	0	•				
S Financials Sotun								\$15,265.9	0					
	2 💈	New Report Per	iod Show all	Report:	5 🕶									

Figure 70 Post receipting Daycosts Register

8 Invoices

8.1 Manual Entry of Invoices

Usually your invoices will be imported in bulk from your accounting software (e.g. MYOB), but individual invoices can be manually entered. For the purposes of the training, we are going to manually enter our invoices for April.

- 1. Click on the Invoices icon from within Cost Management
- 2. Within the Invoices register click on the New Invoice option at the bottom of the screen (Figure 71)

🖌 B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10										
🛛 🌈 Project 🛛 💥 System	🥏 Refresh					•				
Main Menu 🔞	Invoices 🛞					•				
Cost Management 🔹	Report Period	End Date 🔹	Invoice Total	Daycost Total	Claim EV	Inv. Locked?				
Purchase Orders	> April 2018	30/04/2018	\$0.00	\$15,265.90	\$0.00					
📉 Daycosts										
Es Invoices										
•										
Quality Assurance										
Spec and Conformance	Invoices			•	🖲 🛞 Reconciliatio	on 🖻 🖲 😣				
Field	Drag a column header here to group	by that column			No select	tion				
💧 Payment	Inv In v Supplier	Invoice P.O Re	ef Description	Amount (e Mis	cl					
S Cost Management					-					
> Document Management			-		Invoice					
					less disp	uted				
QA Setup				\$0.00	add rete	ntion				
S Financials Setup				40.00						
	📝 🥭 🐮 New Rep. Peric	od 📑 New Inv	oice 📊 Repo	rts 🕶						

Figure 71 New Invoice button in the Invoice register screen

3. The New Invoice dialog will now appear. Enter the first invoice details (Knight Engineering) from the Project Information Tutorial handout then click OK (Figure 72).

Note: you can link invoices to POs in the system using the drop down and selecting the relevant PO reference but we won't in this case

S New Invoice	000	•
Invoice reference	6524	
Invoice date	30/04/2018	
Supplier	Knight Engineering Surveys Pty Ltd	
Report period	30/04/2018: APRIL 2018	
Description	DKT 15214, 15217, 15224	
Amount (ex GST)	\$1,260.00	
PO Reference	Add link to PO	
	Cancel OK	

Figure 72 New Invoice dialog

4. Enter the remining invoices using the same process as described. When done the Invoices screen should look like that in Figure 73 below.

🧹 B11-213: Blac	ck Swamp Reservo	oir - Blue S	Sky Contracting	Civil Pro 10					00
Project	💥 System	🥏 Refr	esh						•
Main Menu 🔞	Invoices 🛞								•
Cost Mana 오	Report Period		End	Date 🔹	Invoice Total	Daycost Tota	l Claim E	V	Inv. Locked?
Purchase	> April 2018		30/0	04/2018	\$14,28	\$1.80 \$15,2	265.90	\$0.00	
📉 Daycosts									
Es Invoices									
0									
📑 Quality A									
Spec and	Invoices							• • ×	Reconci 🖻 🖲 😣
Field	Drag a column he	eader here t	to group by that c	olumn					Knight Engineer
💧 Payment	Invoice ID In	voice D	Supplier	Invoice Ref	P.O Ref 🔺	Description	Amount (e	Misclose	6524: 30/04/2018
E Cost Man	> 2 30)/04/2018	Knight Engineer	6524		DKT 15214, 15	\$1,260.00	\$1,260.00	DKT 15214, 15217,
	3 28	3/04/2018	MCM Engineeri	14823			\$11,775.00	\$11,775.00	Invoice
> Documen	4 30	0/04/2018	USafe Pty Ltd	209828		Insurance	\$1,246.80	\$1,246.80	
🔮 QA Setup									iess <u>aisputea</u>
S Financial							\$14,281.80	\$14,281	add <u>retention</u>
	🗹 💸 🧯	New Re	p. Period 📑	New Invoice	Reports	•			

Figure 73 Post manual entry Invoices Register

8.2 Invoice Reconciliation

At the end of each reporting period, it is critical to ensure that our daycosts agree with the invoices. If they don't this will usually result in:

- Requests to the supplier to correct inaccurate invoices
- Corrections to daycosts to account for approximations and omissions
- 1. Within the Invoice Register either double click on the Usafe Pty Ltd in the Invoices register details screen or click on the *Daycost* link in the Reconciliation summary panel (Figure 74).

🧹 B11-213: Blac	k Swamp Reservoir - Blu	ue Sky Contracti	ng Civil Pro 10							000
Project	🔆 System 🛛 🥏 R	Refresh								-
Main Menu 💷	Invoices 🛞									•
Cost Mana 오	Report Period	1	End Date 🔹	Invoice T	otal	Daycost Total	Claim EV	/	Inv. Locked?	
Purchase	> April 2018	3	30/04/2018	\$	14,281.80	\$15,2	65.90	\$0.00		
📉 Daycosts										
Es Invoices										
· · ·	Invoices						•	8 Recon	ciliation	
📑 Quality A	Drag a column header he	ere to group by the	at column					USaf	e Pty Ltd	
Spec and	Invoice Invoice	Supplier	Invoice Ref	P.O 🔺	Description	n Amour	nt (Misclose	20982	28: 30/04/201	8
opee und	2 30/04/2	Knight Engine	6524		DKT 15214	ł, 1 \$1,20	50.00 \$1,260.	00 Insura	ance	
Field	3 28/04/2	MCM Engineer	14823			\$11,77	75.00 \$11,775.			
💧 Payment	> 4 30/04/2	USafe Pty Ltd	209828		Insurance	\$1,24	46.80 \$1,246.	80 Invoid	e	\$1
E Cost Man								less	<u>disputed</u>	
L _{\$} Cost Main								add	retention	
📎 Documen								Acco	unte Tot	¢1
🕐 QA Setup										φ1,
C Time et al.						\$14,28	81.80 \$14,281.	Dayco	<u>ist</u>	
	🥣 📣 🚱	E		- 10					<u> </u>	
- »	🖃 🤛 🍯 New	Rep. Period	S New Invoice	Rep	orts •					
C L										

Figure 74 Daycost link in Reconciliation panel

2. The Invoice Reconciliation screen will appear. At the bottom of this screen will be all of the unassigned daycosts that match the Usafe supplier. Select the green chevrons to assign this invoice to this daycost (Figure 75)

💽 Invoice reconcilia	ation								000
Assigned daycosts								Reconciliation	(1)
Date v Resou	urce	Cost c 🔺	Qty	Unit	Rate	Total	Docket Ref	USafe Pty Ltd 209828: 30/04/2018 Insurance	
								Invoice	\$1,246.80
								less disputed	\$0.00
								add retention	\$0.00
								Accounts Tot.	\$1,246.80
		\frown						<u>Daycost</u>	\$0.00
)	_			add <u>adjust.</u>	\$0.00
Unassigned daycos	sts	\sim	v	J			2	Civil Pro Tot.	\$0.00
Date 🔻 Reso	ource	Cost c 🔺	Qty	Unit	Rate	Total	Docket Ref	Misclose	\$1,246.80
> 26/04/2018 Insur	rance	101: Preli	1	LS	\$1,2	\$1,246.80			
						\$1,246.80			
Auto correction	Report pe	eriod 30/0)4/2018: AF	PRIL 20	18	Sho	W All	Cancel	ОК

Figure 75 Assigning daycosts to an invoice

It should now look like this with a misclose of \$0 (Figure 76).

5	Invoice rea	conciliation									000
A	ssigned dayc	osts							۵ ک	Reconciliation	۲
	Date 🔹	Resource	C	Cost c 🔺	Qty	Unit	Rate	Total	Docket Ref	USafe Pty Ltd	
>	26/04/2018	Insurance	10	01: Preli	1	LS	\$1,2	\$1,246.80		209828: 30/04/2018	
										Insurance	
										Invoice	\$1,246.80
										less disputed	\$0.00
										add retention	\$0.00
										Accounts Tot.	\$1,246.80
								\$1,246.80		<u>Daycost</u>	\$1,246.80
)				add <u>adjust.</u>	\$0.00
	Unassigned	daycosts			v	J			2	Civil Pro Tot.	\$1,246.80
	Date	Resource	C	Cost c 🔺	Qty	Unit	Rate	Total	Docket Ref	Misclose	\$0.00
											T
	Auto corre	tion	Report peri	iod 30/0	04/2018: AF	PRIL 20)18	Sho	ow All	Cancel	ОК

Figure 76 Invoice reconciliation after assigning a daycost resulting in no misclose

- 3. You will see to the right of the screen there is no misclose as the invoice received perfectly matched the amount in the Daycost register. Click OK.
- 4. Reconcile the invoice for MCM Engineering following the steps above. This invoice reconciliation also has no misclose.
- 5. Now reconcile the invoice for Knight Engineering following the steps above. You will see to the right of the screen there is a misclose of \$52.50 (Figure 77)

Ø	Invoice reco	nciliation								00
A	signed daycos	ts						(i) (i)	Reconciliation	۲
	Date 🔹	Resource	Cost code 🔺	Qty	Unit	Rate	Total	Docket Ref	Knight Engineer	ing Surveys Pty L
>	10/04/2018	Receipt summary PO: 45		1	LS	\$172	\$172.50		6524: 30/04/2018	
	6/04/2018	Receipt summary PO: 45		1	LS	\$345	\$345.00		DKT 15214 15217	15224
	4/04/2018	Receipt summary PO: 45		1	LS	\$690	\$690.00		DKT 15214, 15217,	13224
									Invoice	\$1,260.00
									less disputed	\$0.00
							\$1,207.50		add retention	\$0.00
ι	nassigned d	aycosts		♦)			2	Accounts Tot.	\$1,260.00
F	Data	Deseures	Cast and a A		Linth	Data	Tatal	De sket Def	<u>Daycost</u>	\$1,207.50
	Date *	Resource	Cost code =	Qty	Unit	Rate	TOLA	Docket Rei	add adjust.	\$0.00
									Civil Pro Tot.	\$1.207.50
									Misclose	\$52.50
	Auto correcti	on Report perio	od 30/04/2	018: APRIL	2018	•	Show All)		ancel OK

Figure 77 Invoice reconciliation with daycost showing a misclose

This is because the invoice is \$52.50 more than the cost recorded in the Daycosts Register. In this case when we review the itemised invoice, we determine that it is because of a daycost we missed that is included in the invoice. We need to update the Daycosts Register to reflect this invoice amount (i.e. the actual cost incurred). This can all be done from within the reconciler:

1. At the bottom left of the screen click on Auto Correction to open the Daycosts Correction screen. It will automatically calculate how much adjustment is necessary to correct the daycost It will also distribute across cost codes to reflect the allocation of any assigned cost codes (Figure 78)

Date Resource Cost ▲ Qty U Rate Total Reconciliation @ > 30/04/2 Invoice Correction 1 LS \$52.50 \$52.50 Knight Engineering Surveys Pty Ltd 6524: 30/04/2018 DVCT 15214. 15217. 15224	
> 30/04/2 Invoice Correction 1 LS \$52.50 \$52.50 Knight Engineering Surveys Pty Ltd 6524: 30/04/2018 DVC 15214 15217 15224	
6524: 30/04/2018	
DKT 15214 15217 15224	
DRI 13217, 13217, 13227	
Invoice \$1,260.00	
less disputed \$0.00	
add retention \$0.00	
Accounts Tot. \$1,260.00	
Daycost \$1,207.50	
add adjust. \$0.00	
Civil Pro Tot. \$1,207.50	
Misclose \$52.50	
🗹 🥏 Rew correction 🌽 AutoCorrect 🛛 🚫 Cancel 🔚 Sa	ave

Figure 78 Daycost correction

- 6. Click Save.
- 7. You will be taken back to the Invoice Reconciliation screen. If you look at the summary on the right of the screen you will now see an adjustment of \$52.50 (the correction we just made) added to the reconciliation summary details and now the misclose value is \$0. Click *OK* (Figure 79)

5	Invoice recon	ciliation								0 0 0
A	ssigned daycosts	5							Reconciliation	۲
	Date 🔹	Resource	Cost code 🔺	Qty	Unit	Rate	Total	Docket Ref	Knight Enginee	ring Surveys Pty L
>	10/04/2018	Receipt summary PO: 4565		1	LS	\$172.50	\$172.50		6524: 30/04/2018	
	6/04/2018	Receipt summary PO: 4565		1	LS	\$345.00	\$345.00			15004
	4/04/2018	Receipt summary PO: 4565		1	LS	\$690.00	\$690.00		UKT 15214, 15217 	, 13224
									Invoice	\$1,260.00
									less disputed	\$0.00
							\$1,207.50		add retention	\$0.00
	Unassigned da	ycosts		♥				2	Accounts Tot.	\$1,260.00
F	Date 💌	Pasourca	Cost code	Otv	Unit	Pato	Total	Docket Rof	<u>Daycost</u>	\$1,207.50
ľ	Date	Resource		QU	Unit	Nate	Total	DUCKE	add <u>adjust.</u>	\$52.50
									Civil Pro Tot.	\$1,260.00
									Misclose	\$0.00
	Auto correctio	n Report period	30/04/2018:	APRIL 2018	•	Sho	w All			Cancel OK

Figure 79 Invoice reconciliation showing daycost correction resulting in no misclose

8. If you now go back into your Daycosts Register you will see the Invoice correction we just did in the details screen (Figure 80).

🦪 B11-213: Blac	k Swamp Rese	rvoir - Blu	ie Sky Contr	acting Civ	vil Pro 10							• • •
Project	💥 System	🥏 R	efresh									•
Main Menu 💷	Daycosts 🛞											-
Cost Mana 오	Report Perio	od End	Date 🔹	Lock Out	Cost [Daycost Total	Invoid	e Total	E	arned Budge	et Claim	n Total
🖭 Purchase	> April 2018	30/0	04/2018)	\$15,318.	.40 :	\$14,281	.80	\$0	0.00	\$0.00
📉 Daycosts												
Es Invoices	Davcost	roduction]			0						-
Forecasts		Toduction]
	Drag a colum	n header he	ere to group b	y that colu	Imn							
📑 Quality A	Date 🔻	Supplier	Resource		Resour	. Cost 🔺	Qty	Unit	Rate	Total	internal	Docket
🕑 Spec and	*				Click ł	nere to add a	new row					
E Field	> 30/04/2	Knight	Invoice Corr	ection			1	LS	\$52	\$52.50		
	28/04/2	MCM E	Receipt sum	mary P			1	LS	\$11	\$11,775		
🚡 Payment	26/04/2	USafe	Insure		Subcont.	101: Pre	1	LS	\$1,	\$1,246.80		
🗟 Cost Man	26/04/2	Eastcoa	Core t		Subcont.	102: Inv	8	EA	\$90	\$721.60		
	26/04/2	Eastcoa	Establishmer	nt	Subcont.	102: Inv	1	LS	\$31	\$315.00		
🔰 Documen	10/04/2	Knight	Receipt sum	mary P			1	LS	\$17	\$172.50		
🥔 OA Setur	6/04/2018	Knight	Receipt sum	mary P			1	LS	\$34	\$345.00		
• Qroutup	4/04/2018	Knight	Receipt sum	mary P			1	LS	\$69	\$690.00		
S Financial										¢15.31		
Cher set										\$15,51		
	12	Nev	w Report Per	riod Shor	w all 🛛 🗖	Reports -						
»												

Figure 80 Updated Daycosts Register including the invoice correction.

8.3 Approving invoices

Now that you have reviewed your invoices and accounted for any miscloses, you can approve them for payment. Approving an invoice records the amount to be paid for the supplier, and the details of the approver.

To approve invoices:

- 1. Open the Invoice Register
- 2. Select the invoices to approve
- 3. Select Approve Invoice from the context menu (Figure 81). You will be prompted if any of the invoices have a misclose, as they will not be approved.

🥳 B11-213: Blac	ck Swamp Reservoir - Blue	e Sky (Contracting Civil Pro 10							• • •
Project	🔆 💥 System 🛛 🥏 Re	fresh								-
Main Menu Image: Cost Mana Image	Invoices 🛞 Report Period > April 2018	 ✓ ✓	Enable Editing (Ctrl+E) Reconcile Move invoice Split to other project	Þ	Total 4,281.80	Daycost Total \$15,318.40	Claim	EV \$0.00	Inv. Lock	ced?
Quality A Spec and	Invoices	L	Approve invoice Unapprove invoice Advanced Filters			(6)		Reconciliat	ion	<u>6</u> (A) (X)
Payment	Drag a column header her Inv In V Supp 4 30/04 USafe		Import Invoices Views	•	cription rance	Amount (e Mi \$1,246.80	scl \$0.00	MCM Eng 14823: 28	gineerin /04/2018	g Pty Ltd
 Documen QA Setup Financial 	2 30/04 Knigh → 3 28/04 MCM	ø	Options	Þ	1521	\$1,260.00 \$11,775.00	\$ 0.00 \$0.00	Invoice <i>less</i> <u>dis</u> p	outed	\$11,7
Other set ×	🗹 🥏 😭 New F	Rep. Pe	eriod 💦 New Invoice		Report	\$14,281.80 \$ ts ▼	0.00	add <u>rete</u>	ention	

Figure 81 Invoice approval



Invoices that have zero misclose and can therefore be approved are coloured blue. Invoices that are approved are coloured green.

Civil pro generally has a lot more information for each record than is shown in the grid. This additional information can be viewed by selecting different views from the context menu, or by right clicking on the grey grid column headings and selecting the column chooser. These can then be dragged onto the grid to see them. Try using these techniques to view approval information.

9 Progress Claims

At set periods during the project (usually monthly), you will want to claim payment for the work completed under the contract. You can create a progress claim automatically from your lot records, or simply use Civil Pro to track your claims from month to month by entering the claim values manually. In this tutorial we are using claims NOT backed by QA – if you are interested in learning more about claims backed by QA please refer to the Civil Pro QA tutorial.

Why use Civil Pro QA backed claims?

- 1. Recording quantities helps keep track of them and make sure you are paid for all of the work you do. Survey or quantity survey is excellent for quantification of the majority of your project, but it often misses directed work such as
 - a. remove and replace unsuitable which has no net impact on quantities
 - b. daywork
 - c. changes to reinforcement
- 2. It is required under some contracts (e.g. TMR)

Why use Civil Pro claims manually - e.g. when you don't need it to be backed by QA?

- 1. Civil Pro's claim provides a disciplined accurate record of progress claims where you will not get mathematical errors
- 2. Civil pro can (optionally) track the certification of your claim
- 3. Civil Pro's claims are consistent in appearance
- 4. Data capture enables this information to be used for other purposes e.g. Civil Pro's reporting and forecasting modules

9.1 Creating the claim

- 1. Select Payment from the Main Menu and from there click on the Progress Claim icon
- 2. You will now see that our April reporting period appears in the Progress Claims register (Figure 82). This is because when we entered our daycosts we initialised this report period. Double click on this report period to show the new claim dialog (Figure 83).

🧹 B11-213: Black Swamp Re	eservoir - Blue Sky Co	ntracting Civ	ril Pro 10	D								•••
Project 🔀 Syste	em 📿 Refresh											*
B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10 Project Main Menu Payment Popress Clains I' Quantities Variations Quality Assurance Spec and Conformant Priek Spec and Conformant Payment Cert. Total Claimed DJC Security Prev. paid Payment wing Security Total this claim Payment wing Paid this claim Paid this claim Paid this claim Payment wing Payment wi												
Payment 🔍	213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10 Project System Refresh nu Progress Clains ress Clains Report period details Description Lock Period * Prev. Cer Certified (Security Retention Earned Rev Over/ April 2018 April 2018 April 2018 Revenue to date Revenue to date Revenue to date Cert. Total Cert. Total											
🏠 Progress Claims	Description		Lo	ock F	eriod 🔻	Prev.	ev. Cer Certifie		Security	Retention	Earned Rev	Over/l
₩ Quantities	Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10 apped System Refresh Progress Claims Refresh Progress Claims Report period details Certification Adjustments To Date Claim Description Lock Period * Prev. Cer Certified (Security Retention Earned Rev Over/less 100 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$											
Ŭ												
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Spec and Conformanc	213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 1 Project System Project System Report period details Report period details Certification Adjustments To Date Claims Report period details Certification Adjustments To Date Claims April 2018 Standities aations Revenue to date Revenue to date Revenue to date Revenue to date Cert. Total Cert. Total Cert. Total Cert. Total Cert. Total Security Total this claim Payment wing At completion Payment wing At completion Rev. calc basis Claim Paycost Inv. Setup her setup New Report Period 12 Split Date											
🖳 Field	Black Swamp Reservoir - Blue Sky Contracting Project System Menu Progress Claims Quantities Variations Quality Assurance Spec and Conformant Field Payment Cert. Total Jocument Management Proynent Security Proynent Security Payment Obcument Management Other setup Name		Cert. T	otal			Claime	ed DJC		Claimed DJC		
🏠 Payment	less Retention		<i>less</i> Pre	ev Cert			<i>less</i> DJ	IC o/u		less DJC o/u	change	
E Cost Management	B11-213: Black Swamp Reservoir - Blue Sky Contracting Civer Project System Refresh in Menu Report period details Progress Claims Report period details Progress Claims April 2018 Quality Assurance Spec and Conformanc Field Payment Cert. Total / Cert. Total / Cert. Total / Cert. Total / Cert. Total / Cert. Total / Cert. Total / Payment Security Progress Claims Revenue to date ® ® 8 Cert. Total / Payment Payment Payment owing At completion Rev. calc basis O Claim					-	Earned	I DJC (TD)		Prev. cla	im DJC	
B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10 Main Menu Progress Claims Progress Claims<												
> Document Manageme	Payment owing		Daid th	ic claim								
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B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10 Project System Progress Claims Payment Pounities Variations Quality Assurance Payment Progress Claims Progress Clai												
🗗 Other setup	213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10 Project System Project System Project Refresh Project Project Project Refresh Project Project Project Project Project System Project Project Project Project <											
×	🗹 🍣 🐒	ew Report P	eriod	12 Spli	t Date			- R	eports •			

Figure 82 Reporting period within Progress Claim register

Claim cutoff date	30/04/2018	3
Approved completion date		•
Forecast completion date		•
Claim name		
April 2018 Claim		
Previous report period		
		•
Use quantities (lot or floating)		
Match claim OTD to previous		

Figure 83 New Claim dialog

3. As this is the first claim, you can leave the previous report period blank. You can also deselect the 'Match QTD to previous' checkbox, although it will make no difference as there is no previous claim. Click Create.

The Progress Claim Items Details screen will now be shown as in Figure 84. below.

laim	It	tem De	tails			Prev. Cert		Certificatio	n				
ched	I. I	No.	Description	Qty Scheduled	Unit	Qty	Total	Qty	Sell Rate	Total	(Claim -	Cert) Qty	
1			Access Road to Water Reser										ľ
		1.1	Preliminaries and General	1	Lump	0	\$0	0	\$6,850.00	\$0			
		1.2	Investigation, detailed site inspec	1	Lump	0	\$0	0	\$14,400.00	\$0			
	}	1.3	Detailed Design For Construction	1	Lump	0	\$0	0	\$6,120.00	\$0			
		1.4	Construct access roads to service	1	Lump	0	\$0	0	\$25,600.00	\$0			
]	1.5	Supply and install safety barriers	1	Lump	0	\$0	0	\$11,120.00	\$0			
		1.6	Commissioning	1	Lump	0	\$0	0	\$3,650.00	\$0			
L		1.7	Final documentation	1	Lump	0	\$0	0	\$2,220.00	\$0			
<u> </u>			Refurbish Road in Front of Pr										
		2.1	Preliminaries and General	1	Lump	0	\$0	0	\$5,300.00	\$0			
-		2.2	Investigation, detailed site inspec	1	Lump	0	\$0	0	\$11,200.00	\$0			
		2.3	Detailed Design For Construction	1	Lump	0	\$0	0	\$6,220.00	\$0			
-		2.4	Construct roadway in front of pro	1	Lump	0	\$0	0	\$98,000.00	\$0			U
		2.5	Supply and install safety barriers	1	Lump	0	\$0	0	\$18,800.00	\$0			
		2.6	Commissioning	1	Lump	0	\$0	0	\$3,300.00	\$0			
		2.7	Final documentation	1	Lump	0	\$0	0	\$42,400.00	\$0			
L		2.8	Guardrail install (per m) if additio	0	m	0	\$0	0	\$195.00	\$0			
3 3			Upgrade Storage and Deliver										
	;	3.1	Preliminaries and General	1	Lump	0	\$0	0	\$5,590.00	\$0			
		2.7	Investigation detailed site inspec	1	Lump		<u>+0</u>	0	42 220 00	0 4 0			
							\$0.00			\$0.00			
													P

Figure 84 The automatically built progress claim

9.2 Entering Claim Quantities

We are now going to enter our claim quantities for April using the information in the Project Information Tutorial handout.

1. Enable editing then find the column heading 'To Date – Qty' column by using the scroll bar at the bottom of the screen.



There are custom views specifically for different progress claim tasks. When entering quantities to date, it is often useful to select the "Min" view. To do this, right click and select the Views=>Min option

- 2. In the cell type in
 - a) 0.5 against schedule item 1.1,
 - b) 0.75 against schedule item 1.2 and
 - c) 0.2 against schedule item 1.3
- 3. Do the same for the remaining schedule items using the Project Information Tutorial handout. When completed your Claim Items Detail screen should look like Figure 85 below.

Clain	n Item De	etails			To Date			This Claim		
Sche	d. No.	Description	Qty Schedul	Unit	Qty	Sell Rate	Total	Claimed (Diff)	Claim Value (Diff)	Certifie
<u>-</u> 1	L	Access Road to Water Reser								
	- 1.1	Preliminaries and General	1	Lump	0.5	\$6,850.00	\$3,425	0.5	\$3,425	
	- 1.2	Investigation, detailed site inspec	1	Lump	0.75	\$14,400.00	\$10,800	0.75	\$10,800	
	- 1.3	Detailed Design For Construction	1	Lump	0.2	\$6,120.00	\$1,224	0.2	\$1,224	
	- 1.4	Construct access roads to service	1	Lump	0	\$25,600.00	\$0	0	\$0	
	- 1.5	Supply and install safety barriers	1	Lump	0	\$11,120.00	\$0	0	\$0	
	- 1.6	Commissioning	1	Lump	0	\$3,650.00	\$0	0	\$0	
	1.7	Final documentation	1	Lump	0	\$2,220.00	\$0	0	\$0	
e- 2	2	Refurbish Road in Front of Pr								
	- 2.1	Preliminaries and General	1	Lump	0.5	\$5,300.00	\$2,650	0.5	\$2,650	
	- 2.2	Investigation, detailed site inspec	1	Lump	0.5	\$11,200.00	\$5,600	0.5	\$5,600	
	- 2.3	Detailed Design For Construction	1	Lump	0.2	\$6,220.00	\$1,244	0.2	\$1,244	
	2.4	Construct roadway in front of pro	1	Lump	0	\$98,000.00	\$0	0	\$0	
	2.5	Supply and install safety barriers	1	Lump	0	\$18,800.00	\$0	0	\$0	
	2.6	Commissioning	1	Lump	0	\$3,300.00	\$0	0	\$0	
	- 2.7	Final documentation	1	Lump	0	\$42,400.00	\$0	0	\$0	
	2.8	Guardrail install (per m) if additio	0	m	0	\$195.00	\$0	0	\$0	
₫ 3	3	Upgrade Storage and Deliver								
	- 3.1	Preliminaries and General	1	Lump	0.5	\$5,590.00	\$2,795	0.5	\$2,795	
	2.2	Investigation detailed site increas	1	Lump	0.5	42 220 00	#1 660	0.5	±1.660	
							\$30,59		\$30,594.00	_
										•

Figure 85 Progress Claim after April Quantities Entered

9.3 Updating Quantities at Completion

When the first claim is created, Civil Pro uses the schedule quantities as the QAC (Quantity at Completion) for each schedule item in the claim. As the project progresses these quantities will most likely change. While this is obviously true of schedule of rates contracts, it is also true for lump sum contracts which usually have provisional items and variations.

The quantities at completion should be revised for each claim for several reasons, most notably:

- The client is generally wanting the contractor to provide their best estimate of the project's final completion, and in fact this requirement can form part of the contract
- Civil Pro uses the QAC to generate the estimated revenue at completion for the monthly reporting process and the forecast. As a result, absolutely no additional user input is required to generate revenue data for the claim
- 1. Within the April claim details screen we are in, right click to bring up the Context Menu and select *Views=>Forecast* (Figure 86).

Progress Clair	m: April 2018 Clair	n									00
Claim Item Det	tails				To Date	е			This Claim		
Sched. No.	Description		Qty Schedul	Unit	Qty		Sell Rate	Total	Claimed (Diff)	Claim Value (Diff)	Certifie
— 1	Access Ro	Enable Editing	(Ctrl+E)			.5	\$6,850.00	\$3,425	0.5	\$3,425	▲
- 1.2	Investigatic	View/Change	claim properties	5		75	\$14,400.00	\$10,800	0.75	\$10,800	
- 1.3	Construct a	Claim operatio	ons		•	0	\$6,120.00	\$1,224 \$0	0.2	\$1,224	
- 1.5	Supply and Commission	Status to inclu	de		•	0	\$11,120.00 \$3,650.00	\$0 \$0	0	\$0 \$0	_
1.7	Final docun	Mark Items			•	0	\$2,220.00	\$0	0	\$0	
- 2.1	Preliminarie	Snapshot Opt	ions		•	.5	\$5,300.00	\$2,650	0.5	\$2,650	
- 2.3	Detailed De	Import/Export			•	.2	\$6,220.00	\$3,000	0.2	\$1,244	
- 2.4 - 2.5	Supply and	Show cents				0	\$98,000.00 \$18,800.00	\$0 \$0	0	\$0 \$0	
	Commission	Restore order				0	\$3,300.00 \$42,400.00	\$0 \$0	0	\$0 \$0	
2.8	Guardrail ir	Show search p	anel (ctrl+F)			0	\$195.00	\$0	0	\$0	
- 3.1	Preliminarie	Show related of	details			.5	\$5.590.00	\$2.795	0.5	\$2,795	
- 3.2 - 3.3	Investigatic Detailed De	Views			•	6	Save Vi	ew 50	0.5	\$1,660 \$1.196	•
		Grid options			•		Standa Min	rd		\$30,594.00	•
1 🕹 +	- 🕇 📅 Sp	lit Date		Repo	orts 🕶		Earned				
					-		Forecas	t –			-
							All			length : 0 lines : '	1 L

Figure 86 Accessing progress claim forecast view

2. This view brings in the 'To Complete' figures including the 'Forecast at Completion' figures that we need to change.

Scroll across to find these columns and enable editing.

Update the 'Forecast at Completion' column – 'Qty at Compl' figures for item 3.8 b and 3.8 c using the information in the Project Information Tutorial handout.

Note: Updating these figures in the Forecast at Completion section automatically updates these figures in the To Complete section. When done your claim should look like Figure 87 below.

Progress Clai	im: April 2018 Claim		_	-				0
Claim Item De	tails			To Complete		Forecast at comp	letion	
Sched. No.	Description	Qty Scheduled	Unit	Qty to Compl	Total	Qty At Compl	Sell Rate	Total
- 2.2	Investigation, detailed site inspec	1	Lump	0.5	\$5,600	1	\$11,200.00	\$
- 2.3	Detailed Design For Construction	1	Lump	0.8	\$4,976	1	\$6,220.00	
- 2.4	Construct roadway in front of pro	1	Lump	1	\$98,000	1	\$98,000.00	\$
- 2.5	Supply and install safety barriers	1	Lump	1	\$18,800	1	\$18,800.00	\$
- 2.6	Commissioning	1	Lump	1	\$3,300	1	\$3,300.00	
- 2.7	Final documentation	1	Lump	1	\$42,400	1	\$42,400.00	\$
2.8	Guardrail install (per m) if additio	0	m	0	\$0	0	\$195.00	
∃ 3	Upgrade Storage and Deliver							ſ
- 3.1	Preliminaries and General	1	Lump	0.5	\$2,795	1	\$5,590.00	
- 3.2	Investigation, detailed site inspec	1	Lump	0.5	\$1,660	1	\$3,320.00	
- 3.3	Detailed Design For Construction	1	Lump	0.8	\$4,784	1	\$5,980.00	
- 3.4	Construct delivery area and upgr	1	Lump	1	\$70,800	1	\$70,800.00	\$
- 3.5	Supply and install safety barriers	1	Lump	1	\$0	1	\$0.00	
- 3.6	Commissioning	1	Lump	1	\$3,400	1	\$3,400.00	
- 3.7	Final documentation	1	Lump	1	\$2,200	1	\$2,200.00	
	Holding tank works							
a	Structural inspection, leak test an	1	Lump	1	\$5,220	1	\$5,220.00	
— b	High pressure clean, coating of w	80	m2	55	\$13,200	55	\$240.00	\$
L C	Fairing of walls and base for bon	0	m2	55	\$11,550	55	\$210.00	\$
					\$345,846.00			\$376,.
1 🌧 +	- 1 5plit Date		Report	ts -				

Figure 87 Qty at Completion amounts updated



If even after enabling editing you still can't update these figures it could be that your progress claim is locked. Go back to the Progress Claim register and using the Context Menu to *Toggle Claim Lock* to unlock the claim.

9.4 Printing a Progress Claim Report

Civil Pro allows you to create a selection of reports regarding progress claims.

1. At the bottom of the Progress Claim screen there is a drop down for selecting reports. Click on this and select *Claim Presentation=>Progress Claim*



The report viewer will open showing the Progress Claim report. From here you can print, convert to PDF, email and save using the options in the top menu bar. Your report should look like that in Figure 88 below.

	Ŧ		Rep	oort Viewer			6	•••
	Print I	Preview						
)	Print Print	Header/Footer Crientation - Scale - Crientation - Margins - Customize Page Setup o	✓ Find Bookmarks	First Page Navigation	s Page	Pages 😜 Page .	Export	•
	bl	ký l			B11	Progres	s Claim Reservoir D18 Claim	
	Descripti 1: Access	ion: s Road to Water Reservoir		<u>Schedule Qty</u>	<u>Claim Qty</u>	<u>Sell Rate</u>	<u>Total</u>	
	1.1: P	Preliminaries and General		1	0.5 Lump	\$6,850.00	\$3,425.00	
	1.2: I	nvestigation, detailed site inspection and n	neasurement	1	0.75 Lump	\$14,400.00	\$10,800.00	
	1.3: D	Detailed Design For Construction drawings		1	0.2 Lump	\$6,120.00	\$1,224.00	
	1.4: 0	Construct access roads to service water rese	ervoir	1	0 Lump	\$25,600.00	\$0.00	
	1.5: S	Supply and install safety barriers		1	0 Lump	\$11,120.00	\$0.00	
	1.6: C	Commissioning		1	0 Lump	\$3,650.00	\$0.00	•
								•
Page	1 of 1					100% -		+ //.

Figure 88 Progress Claim Report

10 Adding a Variation

Now suppose that during the course of the activity we came across work that was not in the original schedule but the client directed you undertake. This is a variation to the schedule and we will want to record this so that when we do the work, we can add it to a future claim and get paid for it.

10.1 Creating a New Variation

- 1. Within the Payment section (you should already be here) click on the Variation icon.
- 2. The Variation register will now appear. At the bottom of the screen click on New Variation (Figure 89).

🧹 B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10 🔿 🔿 🔿									
Project K System C Refresh									
Main Menu 🔞	Variations 🛞								•
Payment 🔍	Variation No *	Description *	Raised By *	Sell (subm	Sell (approved)	Status	E	Related Data	
🚡 Progress Claims									
₩ ¶ Quantities									
δ Variations									
•									
Quality Assurance									
Spec and Conformanc									
💾 Field									
🚡 Payment									
🖹 Cost Management									
📎 Document Manageme									
🗬 QA Setup									
§ Financials Setup									
Cher setup	0 Record	s							
×	🗹 🍣 🗞	lew Variation 🛛 🔄	Reports 🕶						

Figure 89 New variation button

3. The New Variation wizard will now appear. Enter in the required details using the information in the Project Information Tutorial handout. Click *Next* (Figure 90).

δ Variation		• • •
Details => Valuation	& EOT => Waypoints => Notes	
VRN Reference* Client Reference Raised by*	0001 Gascoigne, Jen	
Description / Nan	ne*	
Removal of dosing s	ned	×
Detail		
Cancel	Previous	Next

Figure 90 Variation details screen

4. In the next screen enter the required quantity and rate amounts in the Submitted section and click Next (Figure 91).

∂ Variation				000				
Details => Valuatio	Details => Valuation & EOT => Waypoints => Notes							
You may not have any submitted or approved EOT or valuations yet. In which case, leave this secti								
<u>Total</u>								
	Submitted	Approved						
Quantity	1	0						
Measurement unit	LS							
Rate	\$9,800.00	\$0.00						
Total	\$9,800.00	\$0.00						
EOT:								
	Submitted	Approved						
EOT days	0 🛟	0						
() Cancel			Previous	🌳 Next				

Figure 91 Variation Valuation and EOT screen

5. In the Waypoint screen enter in the date identified and date notified details and click *Next* then *Save & Finish* (Figure 92).

δ	δ Variation Ο Ο Θ										
D	Details => Valuation & EOT => Waypoints => Notes										
	Status	Waypoint date 🔻	Notes/comments								
	Notified	6/04/2018									
	Identified	29/03/2018									
Ø.											
6	Cancel			Previous	Next						

Figure 92 Variations waypoints screen

When done your Variation Register should look like that in Figure 93 below.

🐳 B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10 💿 🔿 🔴								
Project 🔆 System 🥏 Refresh								
Main Menu 💿	Variations 🛞							•
Payment 🔍	Variatio 🔺 D	Description *	Raised By *	Sell (s	Sell (appr	Status		Related Data 0001 🔹 😣
🏠 Progress Claims	> 0001	Removal of	Gascoigne	\$9,80	\$0.00	Notified		Description
₩ Quantities		Josing Sneu						> Waypoints
δ Variations								Notified (6/04/2018)
0								Identified (29/03/2018)
Quality Assurance								
Cross and Conformance								Photos
Spec and Conformanc								Instructions
Field								Schedule Items
🏠 Payment								Contract Notices
Es Cost Management								
S Document Manageme								
🗬 QA Setup	1 Records							
3 - - -	🗹 🍣 👌	New Variat	tion <u>त</u> R	eports •		_		

Figure 93 Updated Variation Register

6. On the great register heading right click and select Column Chooser from the context menu options (Figure 94).

🐳 B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10 💿 🔿 🔿									
Project 🔆 System 🥏 Refresh 🔹									
Main Menu Image: Claims Payment Image: Claims Image: Claims Image: Claims Image: Claims	Quantities Variations Related Data 0001 Related Data 000								
QA Setup	Show Auto Filter Row								

Figure 94 Accessing the column chooser

7. From the options in the Customization dialog select DJC submitted and drag and drop it into the register heading. Close the Customization dialog.

Customization	0
Date Identified	
Date Notified	
Date Statused	
Detail	
DJC (approved)	
DJC (submitted)	
EOT Days	
EOT Days Approved	
Modified By	

8. Enable editing and enter in the DJC submitted rate of \$8036 directly into the register. When completed your register should look like that in Figure 95 below.

🐳 B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10								
Project 🔀 System 🥏 Refresh 🔹								
Main Menu Image: Content of the second	Quantities Variations Related B Sell (DJC (s Sell (app Status Est? Related Data 0001 Description > 0001 Removal of dosing shed Gascoign \$9,80 \$8,036 \$0.00 Notified Image: Status Image: Status Image: Status Est? Related Data 0001 Image: Status > 0001 Removal of dosing shed Gascoign \$9,80 \$8,036 \$0.00 Notified Image: Status <	×) 9						
OA Setup	1 Re							
	🗹 🥏 🔓 New Variation 🛒 Reports •							

Figure 95 New variation within the Variation register

10.2 Manually Entering Variations Details

Now that we have created our variation, we need to add the details to it. We can do this in two ways – manual entry or importing via CSV file. To manually enter:

1. Within the Variation Register right click on the variation to bring up the Context Menu and select *View/Change Estimate* (Figure 96).

🧳 B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10										
Project 🔆 System 🥏 Refresh 🔹										
Main Menu Payment Progress Claims #ril Quantities Variations Quality Assurance Spec and Conformanc Field Field Payment Cost Management Document Manageme Quality Assurance	Variations * Raised B Sell (DJC (s Sell (app Status Est? Related Data 0001 > 0001 Removal of dosing Notified Pescription Image: Status S	(6/0 cs ems trices								
	🗹 🥏 🌜 New Variation 🦷 Reports •									

Figure 96 accessing View/Change estimate

2. The Variation Estimate screen will now appear. Enable editing and enter the details using the information in the Project Information Tutorial handout. Use tab to move between cells and to start new lines. When finished your screen should look like Figure 97.

8	Variation estimate								000
	Description	Qty	Unit	DJC Rate	DJC Total	Sell Rate	Sell Total	Variation Details	s 🔍 🖲 😣
	DISCONNECT & REMOVE ELECTRICAL LIGHTING							VDN Def	0001
	Electrician Note: Utilities company to provide electrical isolation	4	4 HR	\$80.00	\$320	\$95.00	\$380	Removal of do	sing shed
	DISASSEMBLE & DISPOSE OF INTERNAL &							Unit	LS
	STRUCTURE							Default %	0.0%
	Skip bin	1	I LS	\$240.00	\$240	\$300.00	\$300	Default Vis %	0.0%
	Scissor lift hire to dismantle roof	1	1 LS	\$700.00	\$700	\$1,200.00	\$1,200		
	Labour - skilled	1	1 DAY	\$650.00	\$650	\$800.00	\$800	Estimate ba	isis
	Labour	1	1 DAY	\$500.00	\$500	\$650.00	\$650	Total	\$3,330.00
Ø.								Quantity	1
								- Rate	\$3,330.00
								Calculated	submission
								Quantity	1
								Rate	\$3,330.00
								VRN Total	\$3,330.00
					\$2,410		\$3,330	OD	DC 💿 Sell
	📶 🥏 Reports 🕶	-							

Figure 97 Manually Entered Variation Estimate Details



10.3 Importing Variation Details from CSV

The data we have entered in the estimate is only part of the variation, but this is not a typing tutorial, so we will import the remainder. Staying within the Variation Estimate details screen we are now going to import the remaining items from a CSV file.

1. Right click to bring up the Context Menu and select Import/Export => Import from CSV

	Enable Editing (Ctrl+E)			
1	Insert Line			
\$ ⁰⁰	Show cents			
0	Views	•		
	Renumber order			
1	Import/Export	•	csv	Import from csv
ø	Options	•	csv	Export to csv

- 2. The Import Wizard screen will now appear. Make sure the 'Import data from CSV file' option is checked and click on *Next*.
- 3. A file selector will open. Select the file containing the Variation detail information (B11-213 VAR0001 *Variation details Import.csv*) and it will open in the import preview.
- 4. Assign headings as previously described and click Next then Finish.
- 5. The details will now appear in the Variations Estimate details section. If you can't see the data you just imported scroll down as it may just be off screen. If this is the case delete the blank lines to tidy up.

Your screen should look like Figure 98

6. Close out of this screen to go back to the Variation Register.



The export/import functions in the variation estimate can be useful where you use a common buildup format for different estimates. Just perform the estimate in one variation and export it, then import into another. This will work across projects too.

🚷 Variation estimate 🔿 🎯 🤄								
Description	Qty	Unit	DJC Rate	DJC T	Sell Rate	Sell Total	Variation Details	
DISCONNECT & REMOVE ELECTRICAL LIGHTING								0001
Electrician Note: Utilities company to provide electrical isolation	4	HR	\$80.00	\$320	\$95.00	\$380	Removal of do	sing shed
DISASSEMBLE & DISPOSE OF INTERNAL & EXTERNAL FIXTURES INC FLOORING & SHED STRUCTURE							Unit	LS
Skip bin	1	LS	\$240.00	\$240	\$300.00	\$300	Default %	0.0%
Scissor lift hire to dismantle roof	1	LS	\$700.00	\$700	\$1,200	\$1,200	Default Vis %	0.0%
Labour - skilled	1	DAY	\$650.00	\$650	\$800.00	\$800		
Labour	1	DAY	\$500.00	\$500	\$650.00	\$650	Estimate basis	
							Total	\$9,800.00
Demolish & Dispose of Block walls, Concrete slab & Stairs							Quantity	1
Concrete cutting	1	ls	\$1,900	\$1,900	\$1,620	\$1,620	-	
8t Exc	10	hr	\$120.00	\$1,200	\$130.00	\$1,300	Rate	\$9,800.00
Disposal of concrete - Skip bin (PQ)	3	ea.	\$258.67	\$776	\$300.00	\$900	Calculated submission	
Labour - Skilled	2	day	\$600.00	\$1 200	\$800.00	\$1.600	Quantity	1
	-	aay	4000.00	<i>ψ1,200</i>	4000.00	<i></i>	Rate	\$9,800.00
Construction of Roadway							VRN Total	\$9,800,00
Geotech - Assessment of ground below slab	1	ls	\$300.00	\$300	\$300.00	\$300		45,000.00
Subgrade compaction	compaction 4 D					🔿 DJC 🛛 💿 Sell		
				\$8,036		\$9,800		
📶 🥏 Reports •								

Figure 98 Variation Estimate after details entered and imported

10.4 Creating Schedule Item and Cost Code for a New Variation

While we have created a variation, it won't be included in any progress claims. The variation register is for recording variations of all statuses – even including those which are rejected or abandoned. In order to include a variation in our claim we need first to create a schedule item for it. Further, if we want to track cost and revenue, we will want to create a cost code.

1. Within the Variation Register right click to bring up the Context Menu and select New Schedule from VRN



The New Schedule Item details screen will appear. Click Save & Close (Figure 99).

S New Schedule Item fro	m VRN:0001	000						
Supply the required information below and click OK to create a new Schedule Item for payment. Your new schedule item will be created as the last item at the root level of your schedule register.								
Schedule No.	VRN0001							
Schedule Description	Removal of dosing shed							
□ Match to VRN								
		v						
Schedule Qty	1 LS (unit)							
Schedule DJC Rate	\$8,036.00							
Schedule Sell Rate	\$9,800.00							
Total Value	\$9,800.00							
	Cancel	Save & close						

Figure 99 Creating a new schedule item from a variation

- 2. You will then be asked if you would like to create a new cost code for this variation click Yes.
- 3. The New Cost Code detail screen will now appear click Create (Figure 105).
| Onew cost code from VR | N:0001 • • • |
|--|--|
| Supply the required informa
Your new cost code will be
automatically linked to the s | tion below and click OK to create a new cost code.
created, and if you allocate a schedule item, will be
chedule item. |
| CC Name | VRN0001 |
| Cost code description | Removal of dosing shed |
| Unit | LS |
| | ☑ Assign 100% to one schedule item? |
| Select Schedule Item | VRN0001: Removal of dosing shed |
| | Cancel Create |

Figure 100 Creating a new cost code from a variation

This can also create a link assigning 100% of the schedule item to the cost code.

You will now be back in the Variation Register. If you now look to the Related Item tree to the right of the screen you can see that our new variation VRN0001 has a related schedule Item (Figure 101).



Figure 101 Variation register related items tree showing new schedule item link

Now go to into your Cost Code Register and scroll to the bottom. You will see there the newly created cost code relating to our new variation (VRN0001). If you can't see it click on refresh (the two blue arrows at the bottom of the grid) as per Figure 102 below.



Figure 102 Cost code register showing new variation cost code

11 Forecasts

Now that we have cost and revenue data for April we will be able to run some forecasts.

11.1 Creating a new forecast for April

1. Select Cost Management from the Main Menu and from there click on the Forecasts icon.

We are going to create a new forecast for April. Each forecast is recorded against a reporting period so it can automatically calculate revenue, budget and cost from the Progress Claims and Daycosts for the current and previous periods. Double click on the April report period.

2. The New Forecast dialog will appear. As this is the first report period leave the 'Previous Report Period' drop down blank but be sure to enter the Forecast Completion Date of 30/9/18. Click *Create* (Figure 103).

O New forecast		00
Forecast date	30/04/2018	•
Forecast name		
April 2018 Forecast		A
Previous report period		
		•
Forecast completion date	30/09/2018	•
Ca	ncel Cre	eate

Figure 103 New forecast dialog

3. You will now be in the newly created April forecast detail screen which should look like Figure 104.

6	Forecast detail - April 2018 Forecast (April 2018)												
	Cost code	details			To Date								
	Cost code	Description	Method	Qty Sum?	QTD	RTD	CTD	Rev TD	MargTD	MargTD%			
>	****	Unassigned	Revised bud		0	\$0.00	\$13,035	\$0	-\$13,035	0.09			
	101	Preliminaries and General	Revised bud		0.5	\$2,493.60	\$1,247	\$8,870	\$7,623	85.9449			
	102	Investigation, detailed site inspection a	Revised bud		0.625	\$1,659.89	\$1,037	\$18,060	\$17,023	94.269			
	103	Detailed Design For Construction drawi	Revised bud		0.2	\$0.00	\$0	\$3,664	\$3,664	100.09			
	104	Construct access roads to service water	Revised bud		0	\$0.00	\$0	\$0	\$0	0.09			
	105	Supply and install safety barriers	Revised bud		0	\$0.00	\$0	\$0	\$0	0.09			
	106	Commissioning	Revised bud		0	\$0.00	\$0	\$0	\$0	0.09			
	107	Final documentation	Revised bud		0	\$0.00	\$0	\$0	\$0	0.09			
	204	Construct roadway in front of processors	Revised bud		0	\$0.00	\$0	\$0	\$0	0.09			
	304	Construct delivery area and upgrade of	Revised bud		0	\$0.00	\$0	\$0	\$0	0.09			
	308	Holding tank works	Revised bud		0	\$0.00	\$0	\$0	\$0	0.09			
	VRN0001	Removal of dosing shed	Revised bud		0	\$0.00	\$0	\$0	\$0	0.09			
							\$15,318	\$30,594	\$15,276	49.93%			
4										۱.			
	1	🗹 🤣 📊 Reports •											

Figure 104 April forecast details

11.2 Updating Unassigned Amounts

The forecast detail screen will show a row for each cost code in your project, with an additional row at the very top for unassigned items. Where a cost is not assigned to a cost code, or a schedule item does not distribute its revenue through a cost code allocation, these values are lumped into a single 'unallocated' cost code. Try to avoid this wherever possible as it is of limited functional use in determining the profitability of your project. It should be used only as a bucket for low risk/value trivial items, or as a prompt that some records need to be updated with an allocation – as we are going to do now.

- 1. Close the April forecast and go into the Daycost Register.
- 2. Select the April report period to bring up the April daycost details in the bottom half of the screen.
- 3. Enable editing and using the Cost Code column dropdown, update the items with the relevant cost codes using the information provided in the Project Information Tutorial handout. When updated your screen should look like Figure 105.



Figure 105 Correcting unassigned activity in Cost Code Register

- 4. Now go back into your forecast for April and double click on it to bring up the Forecast Detail screen.
- 5. Once in this screen right click to bring up the Context Menu and select Update Forecast Data.



6. The Update Forecast dialog box will now appear – click Update



7. You will now be back in your forecast detail screen and you will see now that the Unassigned line item at the top of the grid now has \$0 in all the cells. This is because any amounts that were in there have now been assigned and transferred to the correct cost code. Your forecast should now look like Figure 106.

C	Forecast d	etail - April 2018 Forecast (April 201	.8)						000
	Cost code d	etails			To Date				
	Cost code	Description	Method	Qty Sum?	QTD	RTD	CTD	Rev TD	MargTD
>	****	Unassigned	Revised budget		0	\$0.00	\$0	\$0	
	101	Preliminaries and General	Revised budget		0.5	\$2,493.60	\$1,247	\$8,870	\$7
	102	Investigation, detailed site inspectio	Revised budget		0.625	\$1,743.96	\$1,089	\$18,060	\$16
	103	Detailed Design For Construction dr	Revised budget		0.2	\$64,912.50	\$12,983	\$3,664	-\$9
	104	Construct access roads to service w	Revised budget		0	\$0.00	\$0	\$0	
	105	Supply and install safety barriers	Revised budget		0	\$0.00	\$0	\$0	
	106	Commissioning	Revised budget		0	\$0.00	\$0	\$0	
	107	Final documentation	Revised budget		0	\$0.00	\$0	\$0	
	204	Construct roadway in front of proce	Revised budget		0	\$0.00	\$0	\$ 0	
	304	Construct delivery area and upgrad	Revised budget		0	\$0.00	\$0	\$0	
	308	Holding tank works	Revised budget		0	\$0.00	\$0	\$0	
	VRN0001	Removal of dosing shed	Revised budget		0	\$0.00	\$0	\$0	
							\$15,318	\$30,594	\$15,276
								,	
	2	Reports •							•

Figure 106 Updated unassigned activity in April forecast

At this point Civil Pro has created a forecast at completion for your project without any additional input whatsoever. On the revenue side, there is literally nothing more to do, Civil Pro has used the claim to date and at completion to calculate the revenue to date and at completion at cost code resolution. The "to complete" is simply the difference.

On the cost side, Civil Pro has the cost to date from your daycosts. By default, Civil Pro calculates the cost to complete by applying the original budget (DJC) rate from when you imported the schedule to the QTC (Qty to Complete). If it is unlikely that this accurately reflects the cost to complete, you can change the forecast method to use either the cost rate to date, a manually entered rate or a manual build up.

11.3 Updating Cost Code Start & End Dates for Forecasting Cashflow

In addition to forecasting the final position of the project, Civil Pro can create a cashflow. In order to generate the expected cashflow over the life of the project we need to update the start and end date of each cost code.

1. From within the forecast detail screen you are in, right click to bring up the Context Menu and select *View/Change Cashflow Timing*

This brings up the Report Period Details screen. Enable editing and update the start and end dates for each cost code using the information in the Project Information Tutorial handout. When done your screen should look like Figure 107 below. You will see that as you update the dates for each cost code, the blue (forecast) section is updated. If it does not appear automatically hit refresh at the bottom left of the screen.

Ś	Forecast D	Detail								000	2		
	Report Peri	od Details				Incurred	Forecast						
	Cost code	Description	Start Date	End Date	Category	Apr 18	May 18	Jun 18	Jul 18	Aug 18	3		
Г	****	Unassigned	1/05/2018	30/09/2018	Revenue								
					Cost						Ŋ		
					Margin								
	101	Preliminaries and General	1/05/2018	30/05/2018	Revenue	\$8,870	\$8,870						
					Cost	\$1,247	\$7,273				J		
					Margin	\$7,623	\$1,597						
	102	Investigation, detailed site inspection an	1/05/2018	31/05/2018	Revenue	\$18,060	\$10,860						
					Cost	\$1,089	\$8,905						
					Margin	\$16,971	\$1,955						
	103	Detailed Design For Construction drawings	1/05/2018	30/06/2018	Revenue	\$3,664	\$7,448	\$7,208					
					Cost	\$12,983	\$6,108	\$5,910					
					Margin	-\$9,319	\$1,340	\$1,298					
	104	Construct access roads to service water r	17/05/20	31/07/2018	Revenue		\$5,053	\$10,105	\$10,442				
					Cost		\$4,143	\$8,286	\$8,563				
					Margin		\$909	\$1.819	\$1.880		_		
						\$30,594	\$74,427	\$106,040	\$88,371	\$16,			
						\$15,318	\$61,030	\$86,953	\$72,464	\$13,]		
						\$15,276	\$13,396	\$19,087	\$15,907	\$3,033	j		
•										Þ			
	2	Reports •									,		

Figure 107 Cost code start and end dates updated

If you now select the Forecast Cashflow Chart from the Reports dropdown, you will be able to see the revenue, cost and margin forecast (Figure 108)



Figure 108 April cashflow chart

12 Entering May Financial Data

12.1 Creating a New Report Period for May

Within the Daycosts Register, create a new report period for May following steps outlined in 6.1 (Figure 109).

🧹 B11-213: Black Swamp Re	eservoir -	Blue Sky	Contra	acting Civil	Pro 10									00
Project 🔀 Syste	em	Refresh												
Main Menu 💿	Daycos	sts 🛞												
Cost Management 🛛 오	Rep	ort Period	End	Date 🔻	Lock C	ut Cost	Daycost To	otal	Invo	ice To	otal	Earned Bu	Idget	Claim Total
Purchase Orders	May	2018	31/0	5/2018				\$0.00			\$0.00		\$0.00	\$0.00
📉 Daycosts	> Apri	l 2018	30/0	4/2018			\$15,3	18.40		\$14,2	281.80	\$25,	087.08	\$30,594.00
Es Invoices														
Forecasts														
C														
Quality Assurance	Dayco	Produ	uction]										-
Spec and Conformanc	Drag a	a column he	ader h	ere to group	by that	column								
Field	Dat	te 🔻 Sup	plier	Resource		Resou	Cost A	Qty		Unit	Rate	Total	internal	Docket
	*					Click h	ere to add a	new r	row					
🚡 Payment	> 30/	04/ Knig	ght	Invoice Cor	rection		102: In		1	LS	\$5	\$52.50		
🖹 Cost Management	28/	04/ MCM	4 E	Receipt sum	mary		103: D		1	LS	\$1	\$11,77		Ŧ
N Document Manageme												\$15,31		
		2 5	😚 Ne	w Report F	Period S	Show all	Repo	orts 🕶						

Figure 109 New report period for May

12.2 Importing Purchase Orders for May

We now need to import our purchase orders for May. You will remember that previously we imported purchase order *details* from a CSV file. However, this time we are going to import entire purchase orders from a CPX file (Civil Pro file).

- 1. Select Cost Management from the Main Menu and from there click on the Purchase Orders icon
- 2. Within the Purchase Orders Register detail, right click to bring up the Context Menu and select Import/Export=>Import Purchase Orders



3. A file selector will open. Select the file containing your schedule (B11-213 May POs Import.cpx).

4. You will now be taken back to the Purchase Order Register where the imported May POs will now be included. Your screen should look like Figure 110.

🦪 B11-213: Black Swamp Re	eser	voir - Blue	Sky Contr	racting Civ	il Pro 10							00
Project 🔀 Syste	em	🥏 Re	fresh									-
Main Menu 🔞		Daycosts	Purchas	se Orders	×							•
Cost Management •	ost Management											
		PO •	PO Date	Supplier	Raised By	Contact	Date R	Is Com	Value	Receipted	Invoiced	Status
		45650	22/05/2	Limitles	Gascoig				\$774.00	\$0.00	\$0.00	Unappro
Es Invoices		45650	2/05/20	OzSafe	Gascoig				\$101.00	\$0.00	\$0.00	Unappro
O Forecasts		45650	16/05/2	Geotech	Gascoig		18/05/2		\$431.40	\$0.00	\$0.00	Unappro
•		45650	30/05/2	Watson	Gascoig				\$5,154	\$0.00	\$0.00	Unappro
	>	45650	7/04/20	MCM En	Gascoig				\$20,79	\$11,77	\$0.00	Approved
		45650	26/11/2	Knight	Admini	Lovall,			\$2,300	\$1,207	\$0.00	Approved
Spec and Conformanc	*											
Field												
🏠 Payment												
S Cost Management												
🔰 Document Manageme									\$29,55	\$12,98	\$0.00	
	1	2 💈	📑 Nev	v order	Report	ts ▼						

Figure 110 May Purchase Orders in Register

12.3 Approving Purchase Orders for May

1. Using steps outlined in 5.4, approve the Purchase orders for May you have just imported.

12.4 Receipting Purchase Orders for May

- 1. Using steps outlined in 7, receipt the Purchase orders for May you have just imported making sure you update Daycosts as you go. Use the receipting information for May POs in the Project Information Tutorial handout.
- 2. After receipting May POs your screen should look like Figure 111.

af B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10												
Project 🔀 Syste	Project 🔀 System 🥏 Refresh 🔹											
Main Menu 🔞	D	aycosts	Purchase	Orders 😣								•
Cost Management 🔹 💿		rag a column header here to group by that column										
Purchase Orders				Currelline	Detend	Contrat	Data D	I. C.	Malua	Dessin	Tructoral	Chathur
🔀 Daycosts		PO NU	PU Date *	Supplier	Cassol	Contact	Date K	IS CO		¢14.62		Approved
Es Invoices		45650	4/04/2018	Kniaht	Admini	Lovall,			\$2.300	\$1.207	\$0.00	Approved
O Forecasts		45650	30/05/2017	Watson	Gascoi	,			\$5,154	\$0.00	\$0.00	Approved
		45650	22/05/2017	Limitles	Gascoi				\$774.00	\$903.00	\$0.00	Approved
		45650	16/05/2017	Geotec	Gascoi		18/05/		\$431.40	\$384.75	\$0.00	Approved
		45650	2/05/2017	OzSafe	Gascoi				\$101.00	\$0.00	\$0.00	Approved
Spec and Conformanc	>											
Field												
🚹 Payment												
E Cost Management												
>> Document Manageme	\$29,55 \$17,12 \$0.00											
✓ S S New order Reports ▼												

Figure 111 Purchase Order Register after May approving & receipting

12.5 Importing Daycosts for May

We now need to import our daycosts for May. You will remember that previously we entered the daycosts manually. This time we will save time by importing the daycosts from a CSV file.

- 1. Select Cost Management from the Main Menu and from there click on the Daycost icon
- 2. Select the report period for May. Then from within the daycosts details section on the bottom half of the screen, right click to bring up the Context Menu and select *Import Costs*.



3. The Import Wizard screen will now appear. Make sure the Import data from CSV file option is checked and click on Next.



- 4. A file selector will open. Select the file containing your schedule (*B11-213 May Daycosts Import.csv*) and it will open in the import preview.
- 5. Click the *Import* button.
- 6. The Import Wizard will now pick up that there are new suppliers in the data that it needs to add to the system. The Unknown Supplier dialog box will come up. Make sure the Add as New Supplier is selected, check the 'Do this for all missing suppliers' (Figure 112).

🚰 Unknown supplier		🔿 🔴 🔴
The supplier Blackbutt Utilities Pty Ltd is Please specify which option to proceed v	not in the Supplier register. vith;	
O Do not import the current item		
 Add as a new Supplier 		
O Use this supplier instead:		T
O this for all missing suppli	ers Canc	

Figure 112 Unknown supplier dialog

7. Click OK then Finish. You will be bought back to the Daycosts Register. Your screen should look like that in Figure 113.

🐗 B11-213: Black Swamp Res	servoir - Blue Sky	Contracting Civil Pro 1	0									C) 🔿 🔴
🛛 🌈 Project 🛛 🔆 System	m 🛛 🥏 Refresh												Ŧ
Main Menu 🛞	Daycosts 🛞 Pi	urchase Orders											•
Cost Management 🛛 🔍	Report Period	End Date 🔹	Lock Out Cost	Daycost T	otal	Invoice	Total		Earned	Budget	Clai	m Total	
Purchase Orders	> May 2018	31/05/2018		\$	19,276.7	5	\$(0.00		\$0	.00	:	\$0.00
📉 Daycosts	April 2018	30/04/2018		\$3	15,318.4)	\$14,28	1.80		\$25,087	.08	\$30,5	94.00
E Invoices				0									_
C Forecasts	Daycost Production												
Crorection													
•	Drag a column nei	ader nere to group by the	at column										
Quality Assurance	Date 🔺 Se	upplier	Resource		Reso	Cost	Qty	U	Rate	Total	inter	Docket	
Spec and Conformanc	*		Click h	nere to add	d a new r	ow							
	24/05/2018 BI	ackbutt Utilities Pty Ltd	Foreman		Labour	101:	4	ł d	\$7	\$3,07			
Field	24/05/2018 Li	mitless Locations Pty Ltd	Receipt su	ummar			1	LS	\$9	\$903.00			
S Payment	25/05/2018 Bl	ackbutt Utilities Pty Ltd	Holding ta	ank ins	Labour	308:	1	ls	\$2	\$2,06			
	26/05/2018 Bl	ackbutt Utilities Pty Ltd	misc mate	erial	Materi	102: I	1	ls	\$1	\$10,0			*
Es Cost Management		CM Freeinsenie e DE. I Ed	Dessist -				· · ·	LIC.	#2	#2.0F			
X Document Manageme										\$19,2			
	2 🥕	New Persort Daried	Chow all Dor	anta =									
🥒 🍼 🜖 🖃 🚿		New Report Period	Show all Mep	Jons •									

Figure 113 Daycosts Register after May Daycosts Import

12.6 Importing Invoices for May

We now need to import our invoices for May. You will remember that previously we manually entered the invoices. However, this time we are going to import them from a CSV file.

- 1. Select Cost Management from the Main Menu and from there click on the Invoices icon
- 2. Select the report period for May. Then from within the Invoices details screen on the bottom half of the screen, right click to bring up the Context Menu and select *Import Invoices*
- 3. The Import Wizard screen will now appear. Make sure the Import data from CSV file option is checked and click on Next.
- 4. A file selector will open. Select the file containing your schedule (*B11-213 May Invoices Import.csv*) and it will open in the import preview.
- 5. Apply headings as previously described in 3.1.
- 6. Click the *Import* button. You will then be taken back to the Invoices Register screen which should look like that in Figure 114 below.

😴 B11-213: Black Swamp Reservoir - Blue Sky Contracting Civil Pro 10											
Project 🔀 Syste	m 🧳 Refresh						*				
Main Menu 💿	Purchase Orders	Daycosts					•				
Cost Management 🔍	Report Period	End Date 🔹	Invoice Total	Daycost Total	Claim EV	Inv. Locked?					
Purchase Orders	> May 2018	31/05/2018	\$8,013.97	\$19,276.75		\$0.00					
📉 Daycosts	April 2018	30/04/2018	\$14,281.80	\$15,318.40	\$2	25,087.08					
Es Invoices											
C Forecasts	Invoices				• • ×	Reconciliation 😑					
•	Drag a column header here to group by	that column				Limitless Locations	Pty Lt				
Quality Assurance	Inv Invoic Supplier	Invoice Ref	P Description	Amount (e Mise	close	333674: 31/05/2018					
Spec and Conformanc	8 28/05/20 Blackbutt Utilities	Pty MP May18	Recovery Ma	\$3,903.97	\$3,903.97	DKT L68007, L68008					
Spec and conformatic	6 30/05/20 Geotech Services	Pty 414810	TECHNICIA	\$350.00	\$350.00	Tourston	¢O				
Field	7 30/05/20 MCM Engineering	Pty BNE14925	ATTEND PR	\$2,850.00	\$2,850.00	Invoice	\$9.				
🏠 Payment	➤ 5 31/05/20 Limitless Location	ns Pt 333674	DKT L68007,	\$910.00	\$910.00	less disputed	:				
						add retention	1				
Es Cost Management				\$8,013.97 \$	8,013.97	Accounts Tot.	\$91				
Document Manageme	Now Pap Daried		- Paparta -								
I S S S S S S S S S S S S S S S S S S S	wew kep. Period	LS New Involce	Reports •								

Figure 114 Invoices for May Imported

12.7 Reconciling Invoices for May

We now need to reconcile the May invoices we just imported as per process outlined in 8.2. When completed your Invoices Register should look like that in Figure 115 below.

🐗 B11-213: Black Swamp Re													
Project 🔀 Syste	Project 🔀 System 🥏 Refresh 🔹												
Main Menu 🐽	Purchase Orders	Invoices 🛞 🛛 Dayco	osts						•				
Cost Management 🛛 오	Report Period	Enc	l Date 🔹	Invoice Total	Daycost Total	Claim EV		Inv. Locked?					
Purchase Orders	> May 2018	31/	05/2018	\$8,013.97	\$19,276.75		\$0.00						
📉 Daycosts	April 2018	30/	04/2018	\$14,281.80	\$15,318.40	\$	25,087.08						
Es Invoices													
Forecasts	Invoices					• • •	Reconcili	ation 😑	۲				
•	Drag a column header he	ere to group by that o	olumn				Limitle	ss Locations	Pty Lt				
Quality Assurance	Inv Invoic 🔺 Su	upplier	Invoice Ref	P Description	Amount (e Mis	close	333674:	31/05/2018					
Charland Conformanc	8 28/05/20 Bla	ackbutt Utilities Pty	. MP May18	Recovery Ma	\$3,903.97	\$0.00	DKT L68	007, L68008					
Spec and Conformanc	6 30/05/20 Ge	eotech Services Pty	414810	TECHNICIA	\$350.00	\$0.00			+0				
Field	7 30/05/20 M	CM Engineering Pty	BNE14925	ATTEND PR	\$2,850.00	\$0.00	Invoice		\$9				
S Payment	> 5 31/05/20 Lir	mitless Locations Pt	333674	DKT L68007,	. \$910.00	\$0.00	less <u>d</u>	isputed	:				
							add <u>re</u>	etention	:				
Es Cost Management					¢8 013 07	¢0.00	Account	ts Tot	¢01				
📎 Document Manageme					\$0,013.97	\$0.00	Account						
● 3 🖹 >	📝 🥏 😭 New	Rep. Period 📑	New Invoice	Reports •									



12.8 Approving Variation 0001

Next, we need to approve the variation we created (VAR0001) earlier.

1. Select Payment from the Main Menu and from there click on the Variations icon

2. If you look to the right of the screen at the Related Items tree you will see that there are two waypoints associated with this variation – identified and notified.



3. We need to add another waypoint – 'Approved'. To do this right click to bring up the Context Menu and select New Waypoint



You can add a waypoint at the current date by double clicking the waypoints heading in the related items list. Waypoint dates can be edited by double clicking them in the related items list.

4. The Update Waypoint dialog will appear. From the status drop down select 'Approved' and then choose the waypoint date (the approval date of 30/5/18). Click Update (Figure 116).

$\delta!$ Update waypoints		00
Status	Approved	•
Waypoint date	30/05/2018	
Notes / comments		A
		v
	Cancel	Update

Figure 116 Updating waypoint

You will then be taken back to the Variations Register. If you look to the right of the screen at the related items tree you will now see that there is a new waypoint – Approved including the approval date of 30/5/18 (Figure 117).

🦪 B11-213: Black Swamp Re	eservoir - Blue Sky Contracting Civil Pro 10
Project 🔀 Syste	em 🧳 Refresh
Main Menu Payment Progress Claims #" II Quantities Variations Ø Quality Assurance Ø Spec and Conformanc Field Payment Cost Management Document Management	Purchase Orders Invoices Daycosts Variations Related Related Data 0001 Related
	🗹 🤣 🚡 New Variation 📊 Reports -

Figure 117 Updated waypoint appearing in Variations register related items tree

5. The last step is to update the Approved Valuation Rate. In the variation detail screen (double click variation to open) on the Valuation & EOT page, select the Approved Valuation rate of \$9,800 (the same as the submitted amount).

12.9 Certifying Claim for April

We have had word from the client who has certified the April claim amounts we entered previously so now we need to go back into the April Progress claim and enter these certified figures.

- 1. Select Payment from the Main Menu and from there click on the Progress Claim icon.
- 2. If you open the April Claim Detail screen now you won't be able to make any change or updates EVEN if you enable editing. This is because it is locked as indicated by the large padlock image in the background. If you close this screen and return to the Progress Claim Register you will be able to see a ticked 'Lock' box next to the April report period see Figure 118 below.

🥳 B11-213: Black Swamp Re	servoir - Blue Sky Contracting	g Civil Pro 10					C) 🔿 👄					
Project 🔀 Syste	m 🛭 🥏 Refresh							•					
Main Menu 💿	Progress Claims 🛞							•					
Payment 🔍	Report period details			Certification		Adjustments		To E					
🏠 Progress Claims	Description Lock Period Prev. Cer Certified (Security Retention Earn												
₩ Quantities	May 2018		31/05/2018	\$0	\$0	\$0	\$ 0	1					
δ Variations	> April 2018		30/04/2018	\$0	\$0	\$0	\$0	4					
Quality Assurance	Revenue to date	Revenue this claim	• • ×	Budget to date	0	Budget this	claim 😑 🤄	•					
	Cert. Total	Cert. Total		Claimed DJC		Claimed D	JC						
Field	less Retention	less Prev Cert		<i>less</i> DJC o/u		less DJC o	'u change						
💧 Payment	Security	Total this claim		Earned DJC (TD)	Prev. o	laim DJC						
Cost Management	Prev. paid	-				Earned DJ	C (Diff)						
S Document Manageme	Payment owing	Paid this claim		less Daycost Ir	וע.	less Dayco	st Inv.						
	🗹 🥏 답 New Repo	ort Period	plit Date		- R	Reports •							

Figure 118 Progress claimed locked

To unlock, right click on the April report period to bring up the Context Menu and select *Toggle Claim Lock*. This unlocks the claim so you can make changes.

	Enable Editing (Ctrl+E)	
\$ ⁰⁰	Show cents	
×	Remove progress claim	
P	Toggle claim lock	
Ò,	Show claim detail	
	Views	۰,
ø	Options	•

3. Now double click on the April claim to open it. Using the scroll bar at the bottom at the screen find the 'Certification Qty' column and, using the information in the Project Information Tutorial handout, enter the April certified quantities. You will notice that all the April claim quantities have been certified as submitted - EXCEPT for item 1.1. The client has certified less than what was claimed (0.4 rather than 0.5). When completed your screen should look like that in Figure 119 below.

laim	Item De	etails			Prev. Cert		Certificatio	n			To Date	e
ched	. No.	Description	Qty Scheduled	Unit	Qty	Total	Qty	Sell Rate	Total	(Claim - Cert) Qty	Qty	
- 1		Access Road to Water Reser										
-	1.1	Preliminaries and General	1	Lump	0	\$0	0.4	\$6,850.00	\$2,740	0.1		ſ
-	1.2	Investigation, detailed site inspec	1	Lump	0	\$0	0.75	\$14,400.00	\$10,800	0	0	
	1.3	Detailed Design For Construction	1	Lump	0	\$0	0.2	\$6,120.00	\$1,224	0		
-	- 1.4	Construct access roads to service	1	Lump	0	\$0	0	\$25,600.00	\$0	0		
	1.5	Supply and install safety barriers	1	Lump	0	\$0	0	\$11,120.00	\$0	0		
	1.6	Commissioning	1	Lump	0	\$0	0	\$3,650.00	\$0	0		
L	1.7	Final documentation	1	Lump	0	\$0	0	\$2,220.00	\$0	0		
9- 2		Refurbish Road in Front of Pr										
-	2.1	Preliminaries and General	1	Lump	0	\$0	0.5	\$5,300.00	\$2,650	0		
_	- 2.2	Investigation, detailed site inspec	1	Lump	0	\$0	0.5	\$11,200.00	\$5,600	0	-	L
-	2.3	Detailed Design For Construction	1	Lump	0	\$0	0.2	\$6,220.00	\$1,244	0		
-	2.4	Construct roadway in front of pro	1	Lump	0	\$0	0	\$98,000.00	\$0	0		
	2.5	Supply and install safety barriers	1	Lump	0	\$0	0	\$18,800.00	\$0	0		
-	2.6	Commissioning	t	Lump	0	\$0	0	\$3,300.00	\$0	0		
	2.7	Final documentation	t	Lump	0	\$0	0	\$42,400.00	\$0	0		
	2.8	Guardrail install (per m) if additio	() m	0	\$0	0	\$195.00	\$0	0		
<u> </u>		Upgrade Storage and Deliver										Ŧ
						\$0.00			\$29,90			
												Þ
7	-			_		_		_				I

Figure 119 April certified quantity entered

- 4. Close the claim and return to the Progress Claim Register
- 5. Click on the refresh icon at the bottom of the screen (the two blue arrows) and you will see now that in the bottom part of the screen the certification total is now included in the various summaries as in Figure 120.

🦸 B11-213: Black Swamp Re	servoir - Blue Sky Cont	tracting Civil Pro	10						00
Project 🔀 Syste	em z Refresh								•
Main Menu 💿	Progress Claims 💌								•
Payment 🔍	Report period details	;			Certification		Adjustments		To Date Clain
퉐 Progress Claims	Description		Lock	Period 🔻	Prev. Cer	Certified (Security	Retention	Earned Rev
₩ Uquantities	May 2018			31/05/2018	\$0	\$0	\$0	\$0	\$0
δ Variations	> April 2018		✓	30/04/2018	\$0	\$29,909	\$0	\$0	\$30,594
Ŭ									
	•								×
0	Revenue to date	(i) (ii)	🗵 Budg	get to date			Budget this clain	n	• • ×
Quality Assurance									
Spec and Conformanc	Cert. Total	\$29,909.0	0 Chi i	med DJC	\$	25,087.08	Claimed DJC		\$25,087.08
1	less Retention	\$0.0	0 less	DJC o/u		\$0.00	less DJC o/u cha	ange	\$0.00
Field	Security	\$0.0	0 Earr	ned DJC (TD)	4	25,087.08	Prev. claim	DJC	\$0.00
튋 Payment	Prev. paid	\$0.0	0				Earned DJC (D	iff)	\$25,087.08
Cost Management	Payment owing	\$29,909.0	0 less	Davcost Inv.	4	14,281,80	less Davcost In	v	\$14,281,80
L\$ cost Hundgement	At completion	\$376 , 440.0	0	Daycost Accr.		\$1,036.60	Daycost Ac	cr.	\$1,036.60
> Document Manageme							/		+ - / - • • •
🥔 😏 🖹 »	🔚 🧭 🚺 Nev	w Report Period	12 S	plit Date			Reports •		

Figure 120 Progress Claim with certified totals included in summaries

12.10 Creating Progress Claim for May

We now need to create a new claim for May.

- 1. Double click on the May report period.
- 2. The New Claim dialog will appear. In the Previous Report Period drop down select *April* then double check that the 'Match Claim QTD to previous' box is ticked. This copies the claim quantities from April as a starting point for the new claim.

New claim		00
Claim cutoff date	31/05/2018	•
Approved completion date	30/09/2018	•
Forecast completion date	<mark>30</mark> /09/2018	•
Claim name		
May 2018 Claim		× ·
Previous report period		
30/04/2018: APRIL 2018		•
Use quantities (lot or floating) Match claim QTD to previous		
Can	cel Cre	ate



You can use the Import from Previous function to import quantities and some metadata from other claims. This can be copied to either certified or claimed quantities. You can also copy at completion, under/over claims.

3. Enter in the 'Quantity – To Date' amounts using the information in the Project Information Tutorial handout using steps outlined in 9.2. Also, if you scroll down to the very bottom of the claim you will now see that the variation we created (VAR0001) is now included in the progress claim. When you are done your Progress Claim should look like that in Figure 121 below.

laim	Ite	em De	etails				To Date			This Claim	
chec	I. N	۱o.	Description	Qty Scheduled	Unit	ţy	Qty	Sell Rate	Total	Claimed (Diff)	Claim Valu
J. 1			Access Road to Water Reser								
	- 1	1.1	Preliminaries and General	1	Lump	0.5	0.5	\$6,850.00	\$3,425	0.1	ſ
	- 1	1.2	Investigation, detailed site inspec	1	Lump	0.8	0.8	\$14,400.00	\$11,520	0.05	
	- 1	1.3	Detailed Design For Construction	1	Lump	0.9	0.9	\$6,120.00	\$5,508	0.7	
	- 1	1.4	Construct access roads to service	1	Lump	0	0	\$25,600.00	\$0	0	
Å	- 1	1.5	Supply and install safety barriers	1	Lump	0	0	\$11,120.00	\$0	0	
ŀ	1	1.6	Commissioning	1	Lump	0	0	\$3,650.00	\$0	0	
L	- 1	1.7	Final documentation	1	Lump	0	0	\$2,220.00	\$0	0	
] 2	2		Refurbish Road in Front of Pr								
÷	- 2	2.1	Preliminaries and General	1	Lump	0.5	0.5	\$5,300.00	\$2,650	0	
	- 2	2.2	Investigation, detailed site inspec	1	Lump	0.8	0.8	\$11,200.00	\$8,960	0.3	
	2	2.3	Detailed Design For Construction	1	Lump	0.9	0.9	\$6,220.00	\$5,598	0.7	
ŀ	- 2	2.4	Construct roadway in front of pro	1	Lump	0	0	\$98,000.00	\$0	0	
	2	2.5	Supply and install safety barriers	1	Lump	0	0	\$18,800.00	\$0	0	
	2	2.6	Commissioning	1	Lump	0	0	\$3,300.00	\$0	0	
	2	2.7	Final documentation	1	Lump	0	0	\$42,400.00	\$0	0	
l.	- 2	2.8	Guardrail install (per m) if additio	0	m	0	0	\$195.00	\$0	0	
3 3			Upgrade Storage and Deliver								
									\$49,158		\$19,249

Figure 121 May claim with quantities updated

4. Close the claim detail screen to return to the Progress Claim Register. Click the refresh button in order to update the summaries on this page.

12.11 Creating a Forecast for May

Now create a forecast for May using the steps described above. You will need to refer to the Project Information Tutorial handout for updating the unassigned amounts as per step 11 previously described. *Remember to update your forecast data once your assigning has been done by selecting 'Update Forecast Data' from the context menu options.* When you are done your forecast detail screen should look like Figure 122 below.

Cost code o	letails			To Date									
Cost code	Description	Method	Qty Sum?	QTD	RTD	CTD °	Rev TD	MargTD	MargTD				
101	Preliminaries and General	Revised budget		0.5	\$10,301.54	\$5,151	\$8,870	\$3,719	4:				
102	Investigation, detailed site insp	Revised budget		0.823	\$15,004.98	\$12,349	\$23,800	\$11,451	48.				
103	Detailed Design For Constructi	Revised budget		0.9	\$17,591.67	\$15,833	\$16,488	\$656	3.				
104	Construct access roads to servi	Revised budget		0	\$0.00	\$0	\$0	\$0					
105	Supply and install safety barriers	Revised budget		0	\$0.00	\$0	\$0	\$0					
106	Commissioning	Revised budget		0	\$0.00	\$0	\$0	\$0					
107	Final documentation	Revised budget		0	\$0.00	\$ 0	\$0	\$0					
204	Construct roadway in front of p	Revised budget		0	\$0.00	\$0	\$0	\$0					
304	Construct delivery area and up	Revised budget		0	\$0.00	\$0	\$0	\$0					
308	Holding tank works	Revised budget		0	\$0.00	\$2,063	\$0	- \$2,0 63					
VRN0001	Removal of dosing shed	Revised budget		0	\$0.00	\$0	\$0	\$0					
						\$35,395	\$49,158	\$13,763	28.00				

Figure 122 May forecast detail

12.11.1 Changing Cost to Complete Calculation Methods

There are three ways the cost to complete can be calculated on a cost code by cost code basis – the first two are automatic and require no manual cost to complete calculations

- 1. Revised budget Automatically calculates the cost to complete by assuming the remaining work will be completed on budget (this is the default method on newly created forecasts)
- 2. Rate to date Automatically calculates the cost to complete by assuming the remaining work will be completed at the same rate as any work completed so far
- 3. Manual CTC The cost to complete is specified by either;
 - Directly entering the expected cost to complete for the cost code; or
 - Creating a build-up of the cost

12.11.2 Changing to Rate to Date Method

To change to the rate to date method, enable editing and change the third column to the 'Rate to date' option.

In the screenshot below (Figure 123), the forecast method for 103 has changed to Rate to Date. The consequence of this are visible in the MargTC% (Margin to complete) column. All of the other items are forecast at 18% - this was the original budget margin.

The 103 cost code is forecast at 3.98%. If you look at the MargTD% (Margin to date) column, then it too is 3.98%. This is because the new forecast method forecasts the item at the same margin as you have achieved to date.

Cost code	details			To Complete							
Cost code	Description	Method	Qty Sum?	QTC	RTC	CTC	Rev TC	MargTC	MargTC%		
****	Unassigned	Revised bud		1	\$0.00	\$0	\$0	\$0	0.0		
101	Preliminaries and General	Revised bud		0.5	\$14,546.80	\$7,273	\$8,870	\$1,597	18.0		
102	Investigation, detailed site in	Revised bud		0.177	\$23,719.77	\$4,198	\$5,120	\$922	18.0		
103	Detailed Design For Constru	Rate to date		0.1	\$17,591.70	\$1,759	\$1,832	\$73	3.975		
104	Construct access roads to se	Revised bud		1	\$20,992.00	\$20,992	\$25,600	\$4,608	18.0		
105	Supply and install safety bar	Revised bud		1	\$24,534.40	\$24,534	\$29,920	\$5,386	18.0		
106	Commissioning	Revised bud		1	\$8,487.00	\$8,487	\$10,350	\$1,863	18.0		
107	Final documentation	Revised bud		1	\$38,392.40	\$38,392	\$46,820	\$8,428	18.0		
204	Construct roadway in front o	Revised bud		1	\$80,360.00	\$80,360	\$98,000	\$17,640	18.0		
304	Construct delivery area and	Revised bud		1	\$58,056.00	\$58,056	\$70,800	\$12,744	18.0		
308	Holding tank works	Revised bud		1	\$24,575.40	\$24,575	\$29,970	\$5,395	18.0		
VRN0001	Removal of dosing shed	Revised hud		1	\$8.036.00	\$8.036	\$9.800	\$1 764	18.0		
						\$276,664	\$337,082	\$60,418	17.92		

Figure 123 Changing forecast method

12.11.3 Changing to Manual Cost to Complete Method

While you can forecast at cost to complete by changing the method as per above and then updating the value in the cost to complete column, it is actually not necessary to change the method. As soon as you enable editing and change the CTC for a cost code, civil pro is smart enough to figure out that this means you want to manually update it.



Figure 124 shows that cost code 104 has a manual forecast of \$18,000. You might enter a single number into a cost code forecast when you have a subcontract and know the expected cost, or for a small item where detail isn't important. For anything of any complexity, a manual forecast should be undertaken using a detailed cost estimate.

C Forecas	t detail - May 2018 Forecast (I	May 2018)							00	0		
Cost cod	e details			To Complete								
Cost cod	e Description	Method	Qty Sum?	QTC	RTC	CTC	Rev TC	MargTC	MargTC%	E		
****	Unassigned	Revised bud		1	\$0.00	\$0	\$0	\$0	0.0%			
101	Preliminaries and General	Revised bud		0.5	\$14,546.80	\$7,273	\$8,870	\$1,597	18.0%			
102	Investigation, detailed site in	Revised bud		0.177	\$23,719.77	\$4,198	\$5,120	\$922	18.0%			
103	Detailed Design For Constru	Rate to date		0.1	\$17,591.70	\$1,759	\$1,832	\$73	3.975%			
I 104	Construct access roads to se	Manual CTC		1	\$18,000.00	\$18,000	\$25,600	\$7,600	29.688 %			
105	Supply and install safety bar	Revised bud		1	\$24,534.40	\$24,534	\$29,920	\$5,386	18.0%			
106	Commissioning	Revised bud		1	\$8,487.00	\$8,487	\$10,350	\$1,863	18.0%			
107	Final documentation	Revised bud		1	\$38,392.40	\$38,392	\$46,820	\$8,428	18.0%			
204	Construct roadway in front o	Revised bud		1	\$80,360.00	\$80,360	\$98,000	\$17,640	18.0%			
304	Construct delivery area and	Revised bud		1	\$58,056.00	\$58,056	\$70,800	\$12,744	18.0%			
308	Holding tank works	Revised bud		1	\$24,575.40	\$24,575	\$29,970	\$5,395	18.0%			
VRN0001	Removal of dosing shed	Revised bud		1	\$8.036.00	\$8.036	\$9.800	\$1.764	18.0%	•		
						\$276,664	\$337,082	\$60,418	17.92%			
•										۲		
۱ 🗹 :	🗢 <u>न</u> Reports •									•		

Figure 124 Using a manual cost to complete

12.12 Manually forecast with a detailed cost build-up

To create a build-up for a cost code's CTC (cost to complete), you can just double click it, or select the view/change forecast estimate function from the context menu as in Figure 125.

्रि Forecast	detail - May 2	018 Forecast (N	May 2018)								000
Cost code	details				To Complet	е					
Cost code	Description		Method	Qty Sum?	QTC		RTC	CTC	Rev TC	MargTC	MargTC% E
****	Unassigned		Revised bud			1	\$0.00	\$0	\$0	\$0	0.0% ▲
101	Preliminaries a	and General	Revised bud		().5	\$14,546.80	\$7,273	\$8,870	\$1,597	18.0%
102	Investigation,	detailed site in	Revised bud		0.1	77	\$23,719.77	\$4,198	\$5,120	\$922	18.0%
103	Detailed Desig	n For Constru	Rate to date		().1	\$17,591.70	\$1,759	\$1,832	\$73	3.975%
104	Construct acce	ess roads to se	Manual CTC			1	\$18,000.00	\$18,000	\$25,600	\$7,600	29.688%
> 105	Supply and inc	stall safety har	Revised hud			1	\$24,534.40	\$24,534	\$29,920	\$5,386	18.0%
106	Commissior	📶 🛛 Enable Ed	iting (Ctrl+E)			1	\$8,487.00	\$8,487	\$10,350	\$1,863	18.0%
107	Final docum	3.4				1	\$38,392.40	\$38,392	\$46,820	\$8,428	18.0%
204	Construct re	View/char	nge forecast p	roperties		1	\$80,360.00	\$80,360	\$98,000	\$17,640	18.0%
304	Construct d	Show cen	ts			1	\$58,056.00	\$58,056	\$70,800	\$12,744	18.0%
308	Holding tan	p bilow cell				1	\$24,575.40	\$24,575	\$29,970	\$5,395	18.0%
VRN0001	Removal of	S View/char	nge forecast es	stimate		1	\$8 036 00	\$8.036	\$9.800	\$1.764	18.0%
		• •						\$273,672	\$337,082	\$63,410	18.81%
4	4	View/char	nge revised bu	idget							÷.
	👔 🥏 📺 R 😻 View/change cashflow timing										-
	🤣 Update forecast data										
	H	Views			•						

Figure 125 Using the context menu to view/change a forecast estimate

Enter the detail of your build-up – it should look something like Figure 126 below and close the forecast form. The forecast cost to complete will be updated to reflect the total of the estimate. If you haven't already, you will be prompted to change the forecast method to 'Manual Cost to Complete'. Click Yes.

🐼 Forecast cost-to-complete estimate								O O \varTheta
	Description	Qty Edit	Unit	Rate	Total	CTC Details		۲
>	Remove existing guardrail end and extend to new alignment					105		
	Supply posts only	98	ea	\$100.00	\$9,800.00	Supply and install safety		
	Install guardrail	196	m	\$25.00	\$4,900.00	barriers		
	Supply and install x350	2	ea	\$3,600.00	\$7,200.00			
	Remove MELT	1	ea	\$400.00	\$400.00			
	Remove 25m guardrail	1	ea	\$250.00	\$250.00			
*						Estimate basis		
						Total	\$22,550.00	
					Quantity	1		
						Rate	\$22,550.00	
						Calculated to complete		
						QTC	1	
\$22,550.00						RTC	\$22,550.00	
🗹 🥏 Reports •								

Figure 126 Cost estimate detail

12.13 Forecast Reports & Cashflow Charts

To generate forecast reports:

1. Select the report type from the Reports drop down at the bottom of the screen. To generate a forecast chart, select the 'Forecast Cashflow Chart from the Reports drop down at the bottom of the screen

The following chart will appear. To print this chart simply select Print Chart from the bottom of the screen (Figure 127).



Figure 127 Forecast cashflow