



V6.09 Training Manual



Lump Sum Projects, Contracts and Progress Claims



Find the freedom to focus on what matters with Nimbus

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Document Information

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Overview

Projects are essentially large jobs that are broken down into smaller jobs for better management and costing control. They are generally billed to a Contract, so how the Jobs are split should also support the contract for claims.

To make it efficient, we utilise **Work Breakdown Structure (WBS)** codes. At the quoting stage, when there is only one job, you label each line with a WBS code. On winning the project, Nimbus will create the Jobs and allocate the quote across them according to the WBS codes.

Schematically, a project looks like this:

Project	Build a 3-bedroom house at 123 Anywhere Street	WBS code
Job #1	Planning and preparation	1
Job #2	Foundations	2
Job #3	Framing to close in	3
Job #4	Plumbing	4
	Electrical etc	etc
Retentions Job	Less Retentions	

Often these jobs are consistent for many Projects, so you create a 'Project Template' incorporating the structure and WBS codes.

The Process

Setup: Planning & Preparation

You will reap the rewards of a well-structured quote if you take the time to plan it. While for some industries it is appropriate to 'make broad allowances', and only change this to detail for the quotes you win, structured industries are better served by having a detailed quote in the first instance, which can start from a 'Template' holding all the usual materials and activities, which you re-price and modify to the specific job at hand.

For training, we will use existing Quote and Project Templates so that you get the maximum benefit faster.

STEP 1: Log a Job to hold the Quote

Projects usually begin with a request for a quote/tender. If a Prospect Job has not already been created, the first step will be to log a new Job to hold the quote.

STEP 2: Prepare and Send Quote

Prepare the quote using the 'Quoting' template. Enter the WBS Codes in preparation for quote spreading if the quote is accepted. Send the quote to the client and change the status to QS.

STEP 3: Set up the Project Work Package from the Quote

On winning the quote, make a Project and have Nimbus spread each line in the quote to its appropriate Job, ready for work.

STEP 4: Carry out work and processing, as for any jobs

Once the individual Jobs are set up, the system is ready for people to work on the Jobs. As far as the system is concerned, these are no different to any other jobs.

STEP 5: Management of the Project

The main financial reward to your company from using Nimbus comes from knowledge. In this case, using knowledge to nip problems in the bud; using knowledge to recognise variations and find the key details to aid you in claiming these variations.

STEP 6: Open a Variation

The key action to increase Project Revenue is claiming Variations. Open a Variation Job, put some costs to it, and value it, ready for the progress claim.

STEP 7: Generate a Progress Claim and Invoice

Generate a Payment Claim

- For Contracts, it is also normal practice to submit a Payment Claim to the client first. Use the Contract Claim Application to do this.

Generate a Progress Invoice

- When the Payment Claim has been authorised for payment a Contract Invoice can be generated. Retention amounts, if applicable, will be automatically withheld from the invoice.

STEP 8: View Current Retentions

Much money can be tied up in retentions. It is important to be able to see at a glance the Detail making up your retention balance, and which ones can be claimed now or soon.

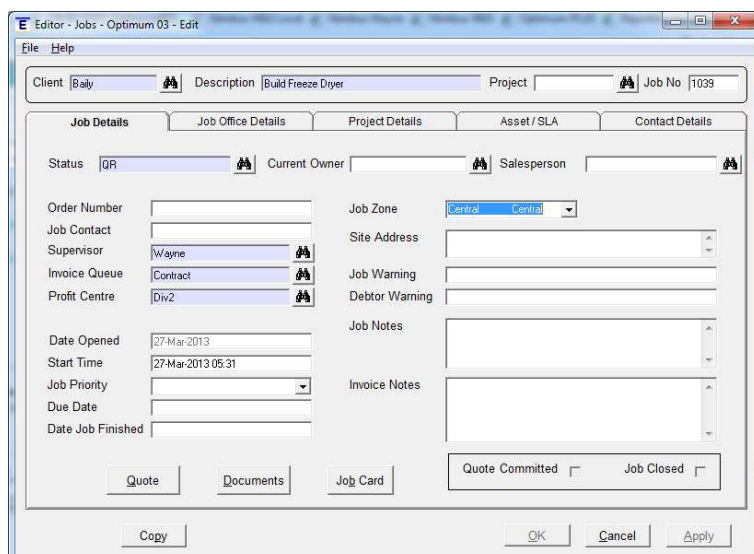
STEP 9: Claiming Retentions

Once the Contract/Project has reached practical completion it is normal to claim back a percentage of the Retentions held, then the balance after a maintenance period.

STEP 1: Log a Job to hold the Quote

Open this Job in exactly the same way as any Nimbus Job, which is defined in the Jobbing Training Notes.

1. Create a new job in the usual manner.



2. Create the Job with
 - a. **Status** – QR, Quote Request, as you need to do a Quote / Tender for it. Normal process.
 - b. **Invoice Queue** – Contract, as it will be billed through the Contract Claims process.

Step 2: Prepare and Send the Quote

This is a critical process, because it will:

- Provide an accurate costing and pricing process.
- Drive Variation information later on.
- Help you take a structured process to your calculations.

We will start from a “Template”, so that you don’t have to worry about what codes to use when building the quote.

To build the project/contract quote:

1. From the JobFlow menu, click on the To Quote menu item;

Jobs to Quote : Jobs that have a Q status. The quote needs to be prepared, completed, or followed up.
Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Client	Job No	Description	Status	Supervisor	Days To Go	Style used	Invoice Type	Make Project	Spread Quote	Purch Order	Cur
	Cooper	1040	603 Grain Silo	QA	Brian		Quoting	Contract	newP			
	Johnson	1026	Siteworks	QS	Brian	-2792	Quoting	Quoting				
	Johnson	1010	Freeze Dryer Johnson EX	QS	Brian	-2776	Quoting	Quoting				

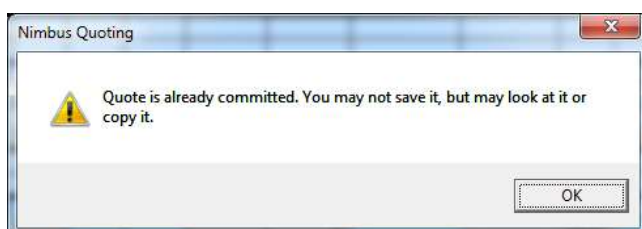
2. Note your Job Number and then click on the header link [Quoting](#) [Quote Template List](#) to open the **Quote Templates** report that lists the available templates.

Quote Templates : Lists Jobs whose Quotes you can copy for new Jobs.
Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

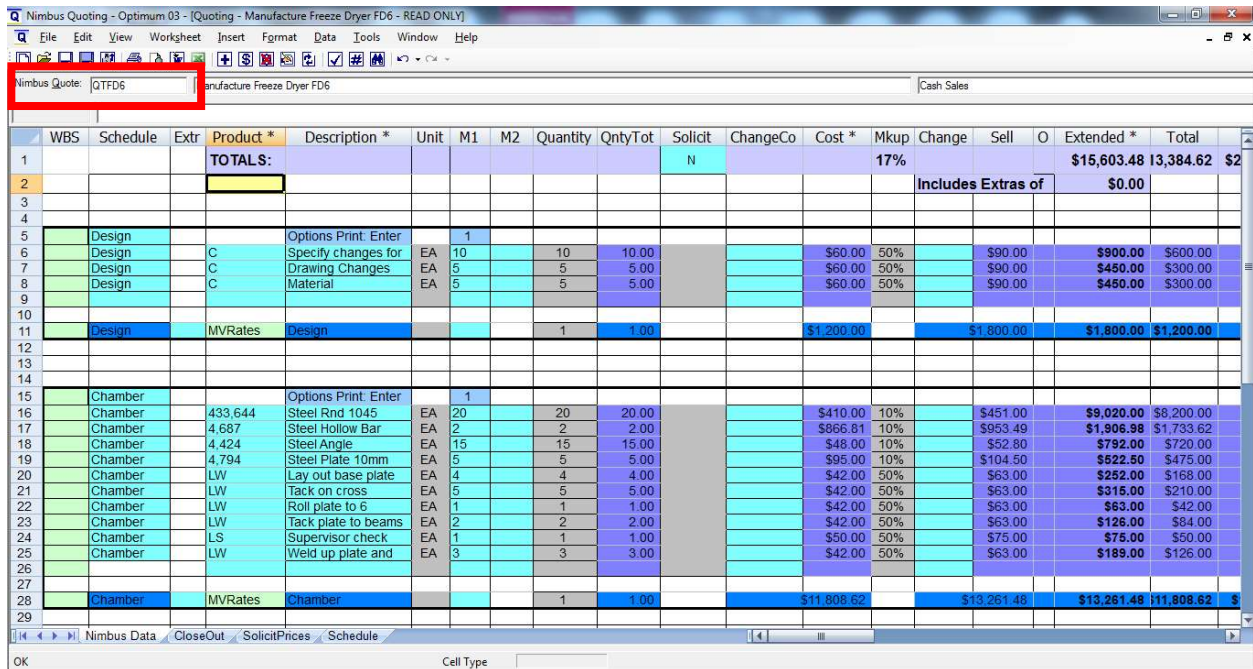
Branch	Client	Job No	Job Description	Quote Style	Profit Centre	Supervisor
	Internal	QTEng	Engineer Quote Sample	Engineer	Div2	Adam
	Internal	QTFD6	Manufacture Freeze Dryer FD6	Quoting	Div2	Adam
	Internal	QTHrs	Hrs to Fit with Item Rates example	QuoteHr	Div2	Adam
	Internal	QTSW	Site Works Template	Quoting	Div2	Adam

3. Select the template that you wish to start from by clicking on its **Job No.** The following message appears:



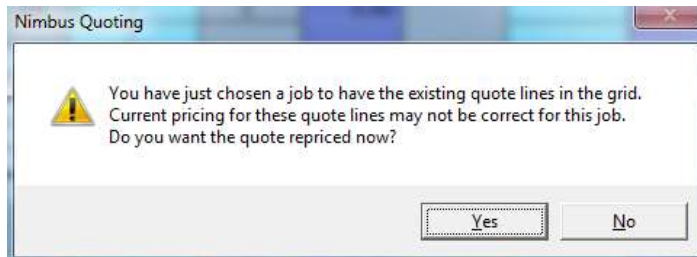
4. Click **OK**

The selected **Quote Template** now opens, showing the “standard” plans and materials.

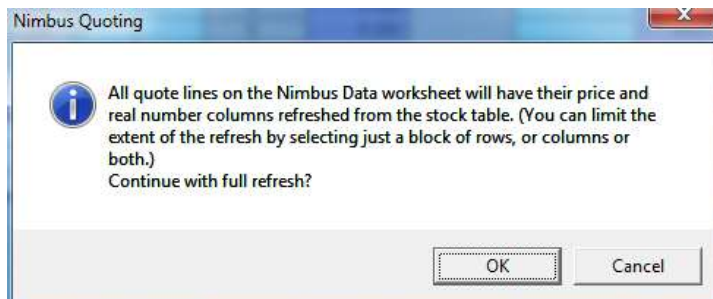


WBS	Schedule	Extr	Product *	Description *	Unit	M1	M2	Quantity	QtyTot	Solicit	ChangeCo	Cost *	Mkup	Change	Sell	O	Extended *	Total		
1			TOTALS:							N			17%				\$15,603.48	13,384.62	\$2	
2																			\$0.00	
5	Design			Options Print: Enter		1														
6	Design	C		Specify changes for	EA	10		10	10.00			\$60.00	50%		\$90.00			\$900.00	\$600.00	
7	Design	C		Drawing Changes	EA	5		5	5.00			\$60.00	50%		\$90.00			\$450.00	\$300.00	
8	Design	C		Material	EA	5		5	5.00			\$60.00	50%		\$90.00			\$450.00	\$300.00	
11	Design		MVRates	Design				1	1.00			\$1,200.00			\$1,800.00			\$1,800.00	\$1,200.00	
15	Chamber			Options Print: Enter		1														
16	Chamber		433.644	Steel Rnd 1045	EA	20		20	20.00			\$410.00	10%		\$451.00			\$9,020.00	\$8,200.00	
17	Chamber		4.687	Steel Hollow Bar	EA	2		2	2.00			\$866.81	10%		\$953.49			\$1,906.98	\$1,733.62	
18	Chamber		4.424	Steel Angle	EA	15		15	15.00			\$48.00	10%		\$52.80			\$792.00	\$720.00	
19	Chamber		4.794	Steel Plate 10mm	EA	5		5	5.00			\$95.00	10%		\$104.50			\$522.50	\$475.00	
20	Chamber	LW		Lay out base plate	EA	4		4	4.00			\$42.00	50%		\$63.00			\$252.00	\$168.00	
21	Chamber	LW		Tack on cross	EA	5		5	5.00			\$42.00	50%		\$63.00			\$315.00	\$210.00	
22	Chamber	LW		Roll plate to 6	EA	1		1	1.00			\$42.00	50%		\$63.00			\$63.00	\$42.00	
23	Chamber	LW		Tack plate to beams	EA	2		2	2.00			\$42.00	50%		\$63.00			\$126.00	\$84.00	
24	Chamber	LS		Supervisor check	EA	1		1	1.00			\$50.00	50%		\$75.00			\$75.00	\$50.00	
25	Chamber	LW		Weild up plate and	EA	3		3	3.00			\$42.00	50%		\$63.00			\$189.00	\$126.00	
28	Chamber		MVRates	Chamber				1	1.00			\$11,808.62			\$13,261.48			\$13,261.48	\$11,808.62	

5. Change the **Nimbus Quote** Number to your Job Number. The following prompt will appear.



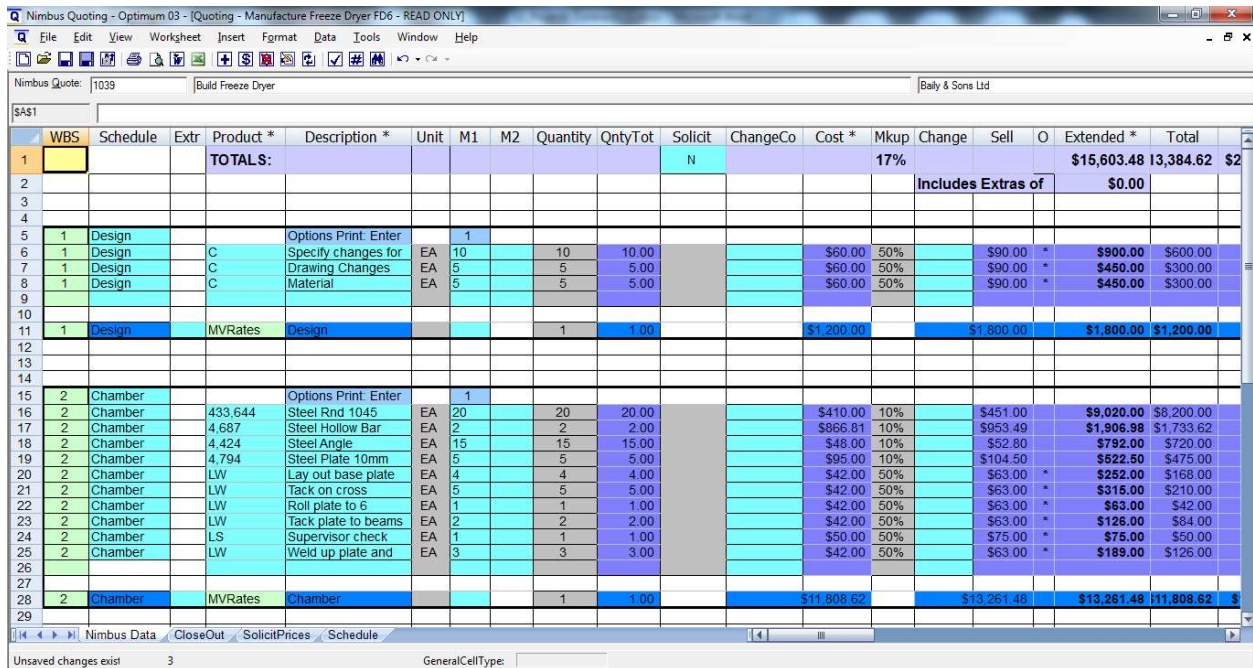
6. Click **Yes** to have the Quote use the latest prices from the resource file and check for special prices/discounts. The following prompt will appear.



Click **Yes** to have all prices refreshed.

7. **Save** the Quote

You now have a quote on your job based on the template you selected.



WBS	Schedule	Extr	Product *	Description *	Unit	M1	M2	Quantity	QntyTot	Solicit	ChangeCo	Cost *	Mkup	Change	Sell	O	Extended *	Total	
TOTALS:																	\$15,603.48	13,384.62	\$2
Includes Extras of																	\$0.00		
1	Design			Options Print: Enter	EA	1				N			17%				\$1,800.00	\$1,800.00	
6	Design	C		Specify changes for	EA			10	10.00			\$60.00	50%		\$90.00	*	\$900.00	\$600.00	
7	Design	C		Drawing Changes	EA			5	5.00			\$60.00	50%		\$90.00	*	\$450.00	\$300.00	
8	Design	C		Material	EA			5	5.00			\$60.00	50%		\$90.00	*	\$450.00	\$300.00	
11	Design	MVRates	Design					1	1.00			\$1,200.00			\$1,800.00		\$1,800.00	\$1,200.00	
2	Chamber			Options Print: Enter	EA	1													
2	Chamber		433.644	Steel Rnd 1045	EA			20	20.00			\$410.00	10%		\$451.00		\$9,020.00	\$8,200.00	
2	Chamber		4.687	Steel Hollow Bar	EA			2	2.00			\$866.81	10%		\$953.49		\$1,906.98	\$1,733.62	
2	Chamber		4.424	Steel Angle	EA			15	15.00			\$48.00	10%		\$52.80		\$792.00	\$720.00	
2	Chamber		4.794	Steel Plate 10mm	EA			5	5.00			\$95.00	10%		\$104.50		\$522.50	\$475.00	
2	Chamber	LW		Lay out base plate	EA			4	4.00			\$42.00	50%		\$63.00	*	\$252.00	\$168.00	
2	Chamber	LW		Tack on cross	EA			5	5.00			\$42.00	50%		\$63.00	*	\$315.00	\$210.00	
2	Chamber	LW		Roll plate to 6	EA			1	1.00			\$42.00	50%		\$63.00	*	\$63.00	\$42.00	
2	Chamber	LW		Tack plate to beams	EA			2	2.00			\$42.00	50%		\$63.00	*	\$126.00	\$84.00	
2	Chamber	LS		Supervisor check	EA			1	1.00			\$50.00	50%		\$75.00	*	\$75.00	\$50.00	
2	Chamber	LW		Weild up plate and	EA			3	3.00			\$42.00	50%		\$63.00	*	\$189.00	\$126.00	
2	Chamber	MVRates	Chamber					1	1.00			\$11,808.62			\$13,261.48		\$13,261.48	\$11,808.62	

The Build Freeze Dry example we have used (above) is a well laid out example of the steps you go through, and the materials you need, as you build a Freeze Dryer.

This example has main areas – Design, Chamber and Assembly. These are each in a **Schedule Set** with a total at the end of each Schedule.

The Budget and Billing grouping is Design (1), Chamber (2), then the Door, Cooler unit and Assembly are all together (3). Look at **the WBS Column** to see this and you will note that each section has a different number.

The Top Row shows the overall Total Sell Price, Total Cost to build, and the Gross Profit.

Changes can be made to this quote like any normal quote such as:

- Adjusting the quantities of items in the Schedules
- Adding Materials/Labour
- Adjusting Cost Prices of items
- Adjusting the margins in the Close Out work sheet.
- Adjusting the margins on individual items
- Adding a new schedule of work

Refer to the Quoting training document for more information on this.

1. **Save** the Quote
2. **Print** the Quote

Step 3: Set up the Project Work Package from the Quote

When the quote is won we need to create a Project, and a set of Jobs each with their own budget, so that the work can be carried out and the job costs can be managed against budgets.

Turn the Quote into a Project with Project Jobs

1. Set the **Job Status** to QA – Quote Accepted
From the **To Quote** item on the **JobFlow** menu, click on Description to edit this Job, and change the status.
2. Refresh the **To Quote** report.
3. The **Supervisor** column will now be highlighted.

Jobs to Quote : Jobs that have a Q status. The quote needs to be prepared, completed, or followed up.
Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Client	Job No	Description	Status	Supervisor	Days To Go	Style used	Invoice Type	Make Project
	Cooper	1040	603 Grain Silo	QA	Brian		Quoting	Contract	newP
	Johnson	1026	Siteworks	QS	Brian	-2792	Quoting	Quoting	
	Johnson	1010	Freeze Dryer Johnson EX	QS	Brian	-2776	Quoting	Quoting	

Click on **Supervisor** to open the following form and create a **Project Work Package** for the work.

Job Project Package - NimbusNIMLP60 - Edit - Google Chrome
localhost/NimbusNIMLP60/WebEditor/ViewForm.aspx?FormName=Job%20Project%20Package&LookupField...

Client: Cooper Description: 603 Grain Silo Job No: 1040

Job Details | Project Details | Contact Details

1. Open a Project for this work

Project No (8 Char)

Description

Supervisor

Start Date

Debtor

Invoice Type

Template

This WBS Process will create one Job to this project for each Job in your chosen Template

2. Enter Retention rates

First Percent Up to:

Second Percent Up to:

Third Percent

Max Retentions Stop Retentions

Apply

3. After the WBS Jobs are made, you can 'Spread the Quote'.

This will divide the Quote to these Jobs.

First enter the WBS column for every line in the quote. **Quoting**

Then Commit the Quote to lock it down.

Committed

Spread Quote

OK Cancel Apply

This form is used to

- Create a Project
 - Create the Project Jobs
 - Allocate the (budget) to the Project Jobs
4. On the **Project Details** Tab, complete as follows:-

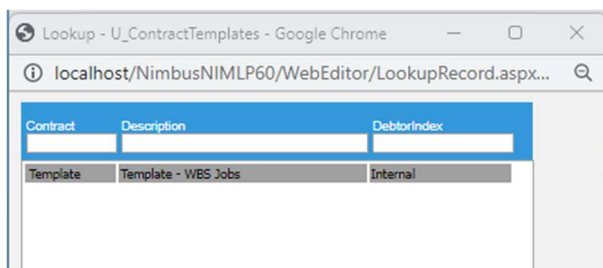
a. Click the  next to the **Project No** field to indicate that a new project needs to be made. It turns blue.

Note that the **Client, Description, Debtor** and **Invoice** Type are automatically filled in.

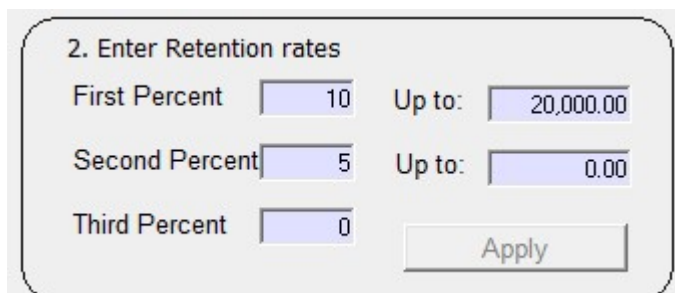
b. Complete the following compulsory fields

- Project Number (4 characters). Some clients use alpha, some a number. It can be set up to be an “AutoNumber” if required.
- Project Description
- Supervisor

c. Use the lookup button next to the **Template** field to select the appropriate Project/Contract template. This is the template that will be used to make your Job set. In some cases you may have just one master template called “Template” to select from.



d. If retentions are to apply, enter the **Retention Rates** and Break levels.



2. Enter Retention rates

First Percent Up to:

Second Percent Up to:

Third Percent

These Retention Rates are used by the Contract Invoicing Application to ensure that the correct values are retained on the contract. Retentions are held back from the Main Contractor by the Client to cover a maintenance period on the Contract/Project. The Retentions are then released back to the Main Contractor at the end of the maintenance period. Some contracts may not utilise retentions at all, whilst other contracts will have lower retentions withheld as the contract increases in value. This is common practice.

Job Project Package - NimbusNIMLP60 - Edit - Google Chrome

localhost/NimbusNIMLP60/WebEditor/ViewForm.aspx?FormName=Job%20Project%20Package&LookupField...

Client: Cooper Description: 603 Grain Silo Job No: 1040

Job Details | Project Details | Contact Details

1. Open a Project for this work

Project No (8 Char): 1030

Description: Sanitary replacements

Supervisor: John

Start Date: 10-Nov-2014

Debtor: NMHS

Invoice Type: Jobbing Jobbing

Template: Template - WBS Jobs

This WBS Process will create one Job to this project for each Job in your chosen Template

2. Enter Retention rates

First Percent: 10 Up to: 20000.00

Second Percent: 5 Up to: 100000.00

Third Percent: 0

Max Retentions: Stop Retentions

Apply

3. After the WBS Jobs are made, you can 'Spread the Quote'.

This will divide the Quote to these Jobs.

First enter the WBS column for every line in the quote. Quoting

Then Commit the Quote to lock it down.

Committed

Spread Quote

OK Cancel Apply

e. When all details are completed, click on the Apply button to create your Project and the relevant jobs according to the template selected. (Don't click OK and close this form).

5. To see the **Project** and the jobs just created:-

a. From the **Projects** menu, click on the **Projects** item. This lists all projects including the new one just created.

Project List : Lists all projects. Drills to management and analysis.
Filter : Closed equals 0

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Project	Client	Description	Supervisor	Job Count	Start Date	Invoice Queue	Quote	Costed Costs	Invoiced
	1030	Northern Municipal Health Serv	Sanitary replacements	John	3	10/11/2014	Jobbing			
	FDC	BN Craik & Sons	Freeze Dryer Craik	Brian	6	15/04/2012	Contract	\$33,983.01	\$22,561.09	\$29,371.58
	RFT	Automotive Electrical	Freeze Tower Renovation	Brian	5		Contract	\$369,875.00	\$11,185.45	\$65,259.65
	SPA	ADC International	Building site Preparation	Brian	7	12/04/2012	Job			
	Template	Cash Sales	Template - WBS Jobs	John	6		Contract			
	WKE	Jarrett Developments	New Workshop	Wayne	7		Contract	\$149,473.56	\$45,837.26	\$346.50

b. Click the **Job Count** column to see the list of Jobs you have just made according to the template you selected. The Retentions Job is created only if retentions are applicable.

Note the Job on which the original quote was done appears in the list with a QA job status. The Jobs that have been made as the Job Set have JP status.

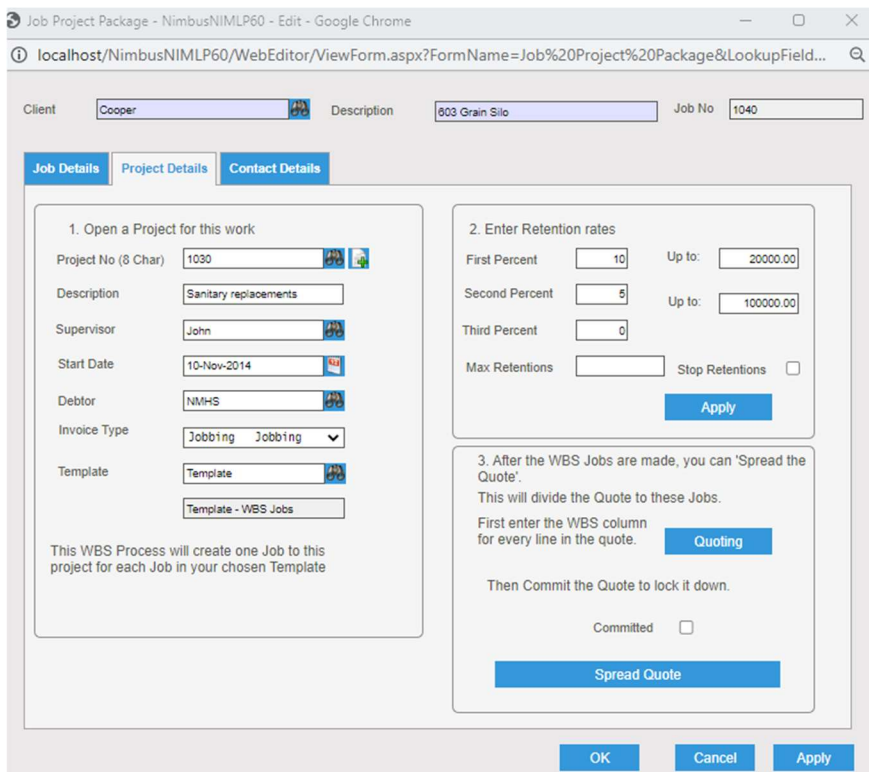
Project Manager : Summarises project, drills to project details. Used to enter costs to complete and predict results

Filter : Project equals FDC

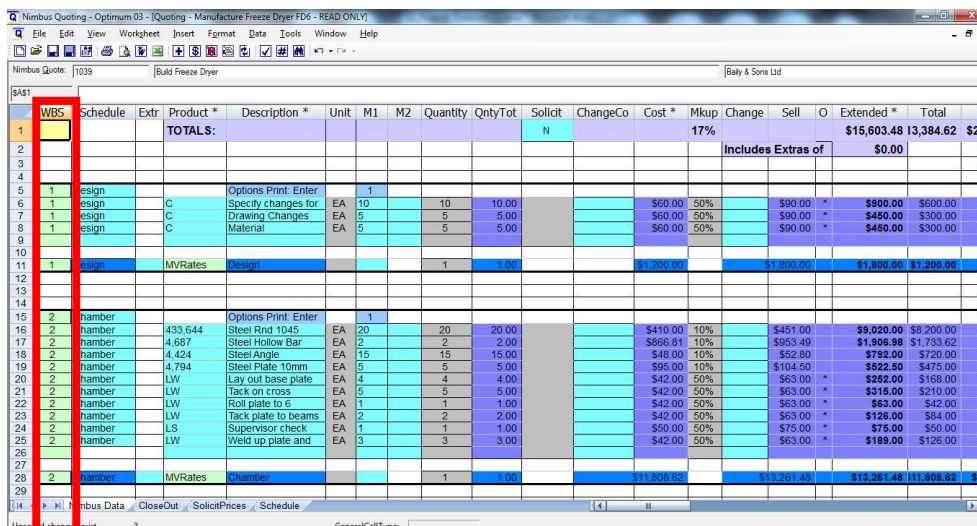
Project	Job Number	Description	Variation	Claim %	Budget Margin	Estimated Margin	Budget Hours	Actual Hours	Hours to Go	Time Cost	Other Costs	On Order	Cost to Complete	Estimated Final Cost	Budget Cost
= 'FDC'															
FDC	FDC-1	Design	N	100%	\$2,520.00	\$5,975.50	42	44.5	0	\$1,584.50	\$0.00	\$0.00	\$0.00	\$1,584.50	\$5,040.00
FDC	FDC-2	Chamber	N	100%	\$4,670.89	\$4,012.97	28	29.5	0	\$1,032.50	\$17,117.00	\$0.00	\$0.00	\$18,149.50	\$17,491.58
FDC	FDC-3	Cooler	N	100%	\$630.26	\$989.81	18	18.5	0	\$647.50	\$596.00	\$0.00	\$0.00	\$1,243.50	\$1,603.05
FDC	FDC-4	Assemble	N	100%	\$469.65	\$443.64	7	11	0	\$385.00	\$1,198.59	\$0.00	\$0.00	\$1,583.59	\$1,557.58

6. The next step is to commit the quote and spread the details across the relevant jobs.

Go back to the **Job Project Package Form** (which you have left open)

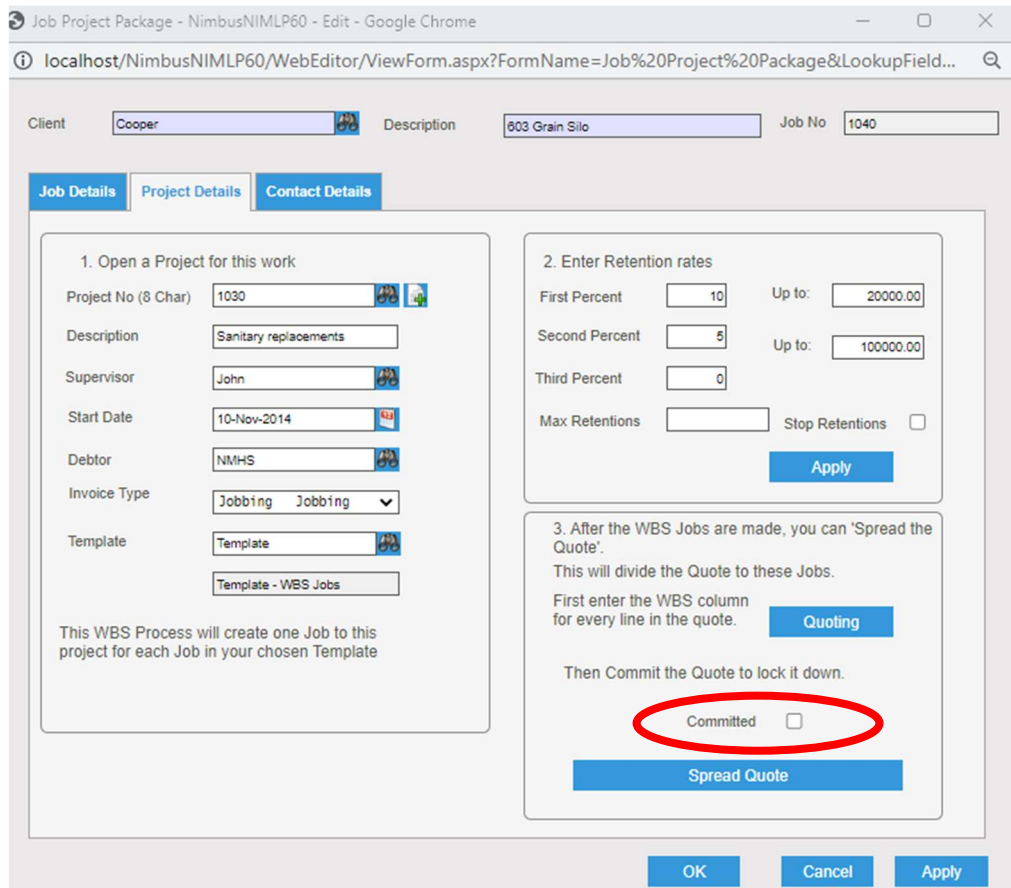


a. Click on the **Quoting** button to open the Original Quote and check that every line has a **WBS code** entered against it.

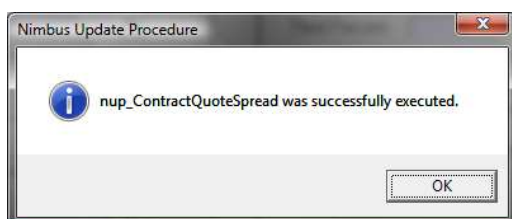


WBS	Schedule	Extr	Product *	Description *	Unit	M1	M2	Quantity	Qty/Tot	Solicit	ChangeCo	Cost *	Mkup	Change	Sell	O	Extended *	Total		
			TOTALS:							N			17%				\$15,803.48	13,384.62	\$2	
																				\$0.00
1	design			Options Print: Enter			1													
6	design	C		Specify changes for	EA	10	10	10.00				\$60.00	50%		\$90.00	*	\$900.00	\$600.00		
7	design	C		Drawing Changes	EA	5	5	5.00				\$60.00	50%		\$90.00	*	\$480.00	\$300.00		
8	design	C		Material	EA	5	5	5.00				\$60.00	50%		\$90.00	*	\$480.00	\$300.00		
10	design		MVRates	Design				1	1.00			\$1,200.00			\$1,800.00		\$1,800.00	\$1,200.00		
15	member			Options Print: Enter			1													
16	member		493 644	Steel Rnd 1045	EA	20	20	20.00				\$410.00	10%		\$451.00		\$9,020.00	\$8,200.00		
17	member		4 687	Steel Hollow Bar	EA	2	2	2.00				\$865.81	10%		\$952.49		\$1,906.88	\$1,733.62		
18	member		4 424	Steel Angle	EA	15	15	15.00				\$48.00	10%		\$52.80		\$782.00	\$720.00		
19	member		4 794	Steel Plate 10mm	EA	5	5	5.00				\$95.00	10%		\$104.50		\$522.50	\$475.00		
20	member	LW		Lay out base plate	EA	4	4	4.00				\$42.00	50%		\$63.00	*	\$252.00	\$168.00		
21	member	LW		Tack on cross	EA	5	5	5.00				\$42.00	50%		\$63.00	*	\$315.00	\$210.00		
22	member	LW		Roll plate to S	EA	1	1	1.00				\$42.00	50%		\$63.00	*	\$63.00	\$42.00		
23	member	LW		Tack plate to beams	EA	2	2	2.00				\$42.00	50%		\$63.00	*	\$126.00	\$84.00		
24	member	LS		Supervisor check	EA	1	1	1.00				\$50.00	50%		\$75.00	*	\$75.00	\$50.00		
25	member	LW		Weird up plate and	EA	3	3	3.00				\$42.00	50%		\$63.00	*	\$189.00	\$126.00		
28	member		MVRates	Chamber				1	1.00			\$11,808.62			\$13,261.48		\$13,261.48	\$11,808.62		

- b. Save the Quote and exit to return to the **Job Project Package** form
- c. Click on the **Committed** tick box and then click **Apply**. This commits the quote so that it cannot be changed.



- d. Now click on the **Spread Quote** button and then **OK** to the following message.



Note: The procedure will run successfully if all of the setup has been completed correctly. If not, an error message will be displayed and you will need to make corrections and then re-run Spread Quote. Some common errors are:

- Not all of the Lines in the Quote have a WBS code – Nimbus will only spread the quote if all lines can be allocated.
- The quote is not committed
- There is not a Job in the Job set for a WBS code

The Spread Quote procedure has:-

- Gone through every line of the quote for the Project and copied the details to the appropriate Job;
- Given each Job a Job Description of the WBS Code description;
- Deleted any Jobs that were created from the template, but don't have a budget transferred;
- Set the status of the original Quote Job to XT – Template so that no postings can be made to it.

To view this detail:

1. From the **Projects** menu, click on the **Projects** item to see a list of all projects.

Project List : Lists all projects. Drills to management and analysis.
 Filter : Closed equals 0

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Project	Client	Description	Supervisor	Job Count	Start Date	Invoice Queue	Quote	Costed Costs
	1030	Northern Municipal Health Serv	Sanitary replacements	John	3	10/11/2014	Jobbing		
	FDC	BN Craik & Sons	Freeze Dryer Craik	Brian	6	15/04/2012	Contract	\$33,983.01	\$22,561.09
	RFT	Automotive Electrical	Freeze Tower Renovation	Brian	5		Contract	\$369,875.00	\$11,185.45
	SPA	ADC International	Building site Preparation	Brian	7	12/04/2012	MV		
	Template	Cash Sales	Template - WBS Jobs	John	6		Contract		
	WKE	Jarrett Developments	New Workshop	Wayne	7		Contract	\$149,473.56	\$45,837.26

Note the job count now reflects the jobs left in your project after jobs in the template that were unused, have been closed and deleted.

2. Use the filters to find your project.
3. Click on the **Project** code to open the **Project Manager** report

Project Manager : Summarises project, drills to project details. Used to enter costs to complete and predict results.
 Filter : Project equals RFT

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Project	Job Number	Description	Variation	Claim %	Budget Margin	Estimated Margin	Budget Hours	Actual Hours	Hours to Go	Time Cost	Other Costs	On Order	Cost to Complete	Estimated Final Cost	Budget Cost	Quoted	Invoiced	Status
= "RFT"																		
RFT	RFT-1	Design	N		\$10,636.00	\$40,697.50	160	123.5	0	\$4,322.50	\$0.00	\$0.00	\$0.00	\$4,322.50	\$34,384.00	\$45,020.00	\$38,267.00	JP
RFT	RFT-2	Foundations	N		\$8,500.00	\$24,617.05	20	26	0	\$982.00	\$5,880.95	\$0.00	\$0.00	\$6,862.95	\$22,980.00	\$31,480.00	\$31,480.00	JP
RFT	RFT-3	Flooring	N		\$89,275.00	\$293,375.00	3000	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$204,100.00	\$293,375.00	\$0.00	JP

All active Jobs are displayed, with budgets, costs to date, costs to complete, and end-of-project estimates on project margin compared to expected margins.

The budget cost has utilised the values entered in the original quote where the WBS code matches the number in the Job No field.

Links are available on many fields to detailed information on jobs, costing, orders and variances

This report is important in the managing of each Project.

4. Back on the project report click on the **Job Count** to see the Jobs in the Project.

Jobs List : List of jobs for listing, selection and drilling.
 Filter : Project equals FDC

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Client	Order Number	Project	Job Number	Description	Job Contact	Start Time	Status	Supervisor	Current Owner	Sales Person	Profit Centre	Invoice Queue
			= "FDC"										
	Craik		FDC	FDC-2	Retentions		02/10/2014	JP	Julie			Retain	Contract
	Craik		FDC	FDC-4	Assemble		02/10/2014	XI	Julie			Div2	Contract
	Craik		FDC	FDC-3	Cooler		02/10/2014	XI	Julie			Div2	Contract
	Craik		FDC	FDC-2	Chamber		02/10/2014	XI	Julie			Div2	Contract
	Craik		FDC	FDC-1	Design		02/10/2014	XI	Julie			Div2	Contract

Note that any unused Jobs will have been closed and deleted, and the status of the original Quote Job is XT indicating it is a Quote template, and no postings are to be made to it.

Step 4a: Purchasing for the Contract

This is the same as for any job, as outlined in the Purchase Order documentation.

Step 4b: Carry out work and processing, as for any jobs

The processes for recording what is used for a job (Time, Materials, Plant, etc.) is the same for a Project job as a standalone job. These are covered in the Jobbing and Job Management training documentation.

Step 5: Management of the Project

It is important that at any time during the course of a Project you can see what it has cost so far, and what it is likely to cost, along with the estimated profit at the end.

1. From the **Projects** menu, click on the **Projects** item, and then click on the **Project** column to open the **Project Manager** report.

Project Manager : Summarises project, drills to project details. Used to enter costs to complete and predict results
 Filter : Project equals FDC

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Project	Job Number	Description	Variation	Claim %	Budget Margin	Estimated Margin	Budget Hours	Actual Hours	Hours to Go	Time Cost	Other Costs	On Order	Cost to Complete	Estimated Final Cost	Budget Cost
= 'FDC'															
FDC	FDC-1	Design	N	100%	\$2,520.00	\$5,975.50	42	44.5	0	\$1,584.50	\$0.00	\$0.00	\$0.00	\$1,584.50	\$5,040.00
FDC	FDC-2	Chamber	N	100%	\$4,670.89	\$4,012.97	28	29.5	0	\$1,032.50	\$17,117.00	\$0.00	\$0.00	\$18,149.50	\$17,491.58
FDC	FDC-3	Cooler	N	100%	\$630.26	\$989.81	18	18.5	0	\$647.50	\$596.00	\$0.00	\$0.00	\$1,243.50	\$1,603.05
FDC	FDC-4	Assemble	N	100%	\$469.65	\$443.64	7	11	0	\$385.00	\$1,198.59	\$0.00	\$0.00	\$1,583.59	\$1,557.58

There is a lot of information in this report including all postings that have been recorded up to this point in time. You can compare actual costs against budget cost, actual hours against budget hours etc.

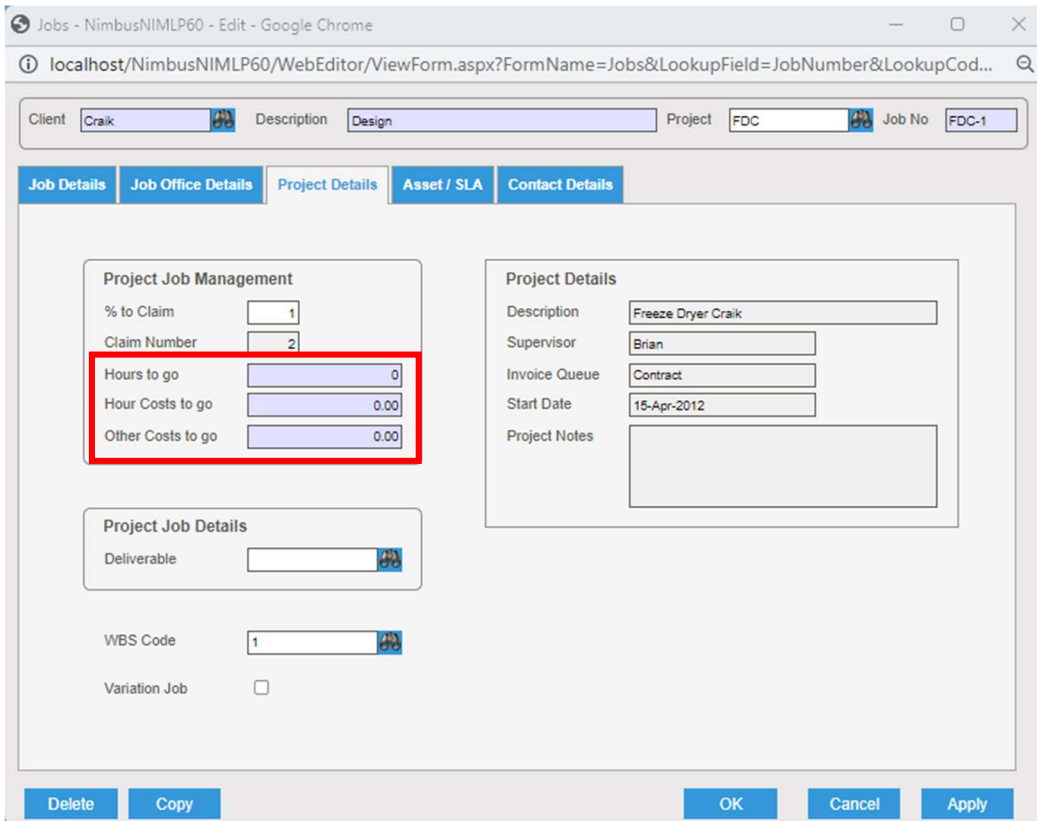
The report can also be used to forecast your final margin. You will know how many hours will be required to complete the Project and additional costs will be incurred. These can be entered into Nimbus, and be included in the **Project Manager** report to calculate an **Estimated Margin**.

2. Update the **Costs to Complete**.

Note – not everybody does this even though it is useful project management information.

From the **Project Manager** report click on the **Job Description** to open the **Job** form.

- Click on the **Project Details** tab.



Jobs - NimbusNIMLP60 - Edit - Google Chrome

localhost/NimbusNIMLP60/WebEditor/ViewForm.aspx?FormName=Jobs&LookupField=JobNumber&LookupCod...

Client Craik Description Design Project FDC Job No FDC-1

Job Details Job Office Details Project Details Asset / SLA Contact Details

Project Job Management

% to Claim 1

Claim Number 2

Hours to go 0

Hour Costs to go 0.00

Other Costs to go 0.00

Project Job Details

Deliverable

WBS Code 1

Variation Job

Project Details

Description Freeze Dryer Craik

Supervisor Brian

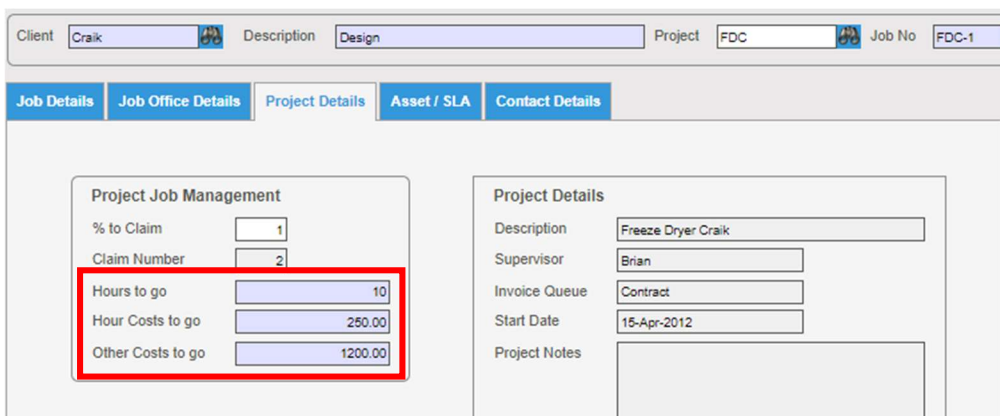
Invoice Queue Contract

Start Date 15-Apr-2012

Project Notes

Delete Copy OK Cancel Apply

- Labour first: Looking at the job, how many hours do you think it will take to finish? Enter the quantity of hours you think are left in the **Hours to go** field and the value of this in the **Hour Costs to go** field.
- Materials: You have materials ordered, and some of the materials posted already. Enter the value of the materials still to come in the **Other Costs to go** field.



Client Craik Description Design Project FDC Job No FDC-1

Job Details Job Office Details Project Details Asset / SLA Contact Details

Project Job Management

% to Claim 1

Claim Number 2

Hours to go 10

Hour Costs to go 250.00

Other Costs to go 1200.00

Project Details

Description Freeze Dryer Craik

Supervisor Brian

Invoice Queue Contract

Start Date 15-Apr-2012

Project Notes

- Click **OK** to accept the details.

3. Refresh the **Project Manager** report

Project Manager : Summarises project, drills to project details. Used to enter costs to complete and predict results
 Filter : Project equals FDC

Project	Job Number	Description	Variation	Claim %	Budget Margin	Estimated Margin	Budget Hours	Actual Hours	Hours to Go	Time Cost	Other Costs	On Order	Cost to Complete	Estimated Final Cost	Budget Cost	Quoted	Involved
FDC	FDC-1	Design	N	100%	\$2,520.00	\$4,525.50	42	44.5	10	\$1,584.50	\$0.00	\$0.00	\$1,450.00	\$3,034.50	\$5,040.00	\$7,560.00	\$6,048.00
FDC	FDC-2	Chamber	N	100%	\$4,670.89	\$4,012.97	28	29.5	0	\$1,032.50	\$17,137.00	\$0.00	\$0.00	\$18,149.50	\$17,491.58	\$22,162.47	\$22,162.47
FDC	FDC-3	Cooler	N	100%	\$630.26	\$589.81	18	18.5	0	\$647.50	\$396.00	\$0.00	\$0.00	\$1,243.50	\$1,603.05	\$2,233.31	\$1,732.38
FDC	FDC-4	Assemble	N	100%	\$469.65	\$443.64	7	11	0	\$385.00	\$1,198.59	\$0.00	\$0.00	\$1,583.59	\$1,557.58	\$2,027.23	\$2,027.23

The **Estimated Final Cost** and **Estimated Margin** have been updated taking into account the actual costs plus your estimated Cost to Complete.

- To check for cost discrepancies per job, click the **Estimated Margin** column in the **Project Manager** report.

This opens the Job Variances by Cat report and highlights the Projected Cost Variance.

Job Variances by Cat : Job variances within a category.
 Filter : Job Number equals FDC-1

Project	Job Number	Description	Supervisor	Sales Person	Percent Complete	Section	Category	Projected Cost Variance	Current Variance	Quoted Cost	Posted Cost
FDC	FDC-1	Design	Julie		1	TimeNC	TNonP	\$192.50	\$192.50	\$0.00	\$192.50
FDC	FDC-1	Design	Julie		1	Time	TProd	-\$3,648.00	-\$3,648.00	\$5,040.00	\$1,392.00

To see further detail, click on the **Projected Cost Variance** field to open the **Job Variances** report and see each line item that contributes to the value.

Job Variances : To discover variations. Lists items where the quantity or price used differs from the quote.
 Filter : Job Number equals FDC-1 and Category equals TProd and Section equals Time

Project	Job Number	Description	Category	Section	Code	Item Description	Projected Cost Variance	Current \$ Variance	Projected Qty Variance	Current Qty Variance	Perc... Co...	Quoted	Posted	Ordered
FDC	FDC-1	Design	TProd	Time	C	Calculations on changes	\$114.00	\$114.00	3	3	1	0	3	0
FDC	FDC-1	Design	TProd	Time	C	Consulting	\$140.00	\$140.00	4	4	1	0	4	0
FDC	FDC-1	Design	TProd	Time	C	Consulting Client Meeting re chamber requirements	\$140.00	\$140.00	4	4	1	0	4	0
FDC	FDC-1	Design	TProd	Time	C	Consulting Meet client on specs	\$140.00	\$140.00	4	4	1	0	4	0
FDC	FDC-1	Design	TProd	Time	C	Consulting Run model simulator	\$175.00	\$175.00	5	5	1	0	5	0
FDC	FDC-1	Design	TProd	Time	C	Consulting Specifications	\$192.50	\$192.50	5.5	5.5	1	0	5.5	0
FDC	FDC-1	Design	TProd	Time	C	Drafting changes	\$152.00	\$152.00	4	4	1	0	4	0
FDC	FDC-1	Design	TProd	Time	C	Drawing Changes	-\$2,400.00	-\$2,400.00	-20	-20	1	20	0	0
FDC	FDC-1	Design	TProd	Time	C	Material Specification	-\$1,440.00	-\$1,440.00	-12	-12	1	12	0	0
FDC	FDC-1	Design	TProd	Time	C	Specify changes for this Client	-\$1,200.00	-\$1,200.00	-10	-10	1	10	0	0
FDC	FDC-1	Design	TProd	Time	C	Write up	\$76.00	\$76.00	2	2	1	0	2	0
FDC	FDC-1	Design	TProd	Time	LD	Design	\$262.50	\$262.50	7.5	7.5	1	0	7.5	0

- Experiment with other links on the **Project Manager** report
 - Click the **On Order** field to open items on order for this contract job.
 - Click on the **Job No** field for a full Job Enquiry for this contract job.
 - Click **Job No** again to get a Detailed Job Transactions enquiry

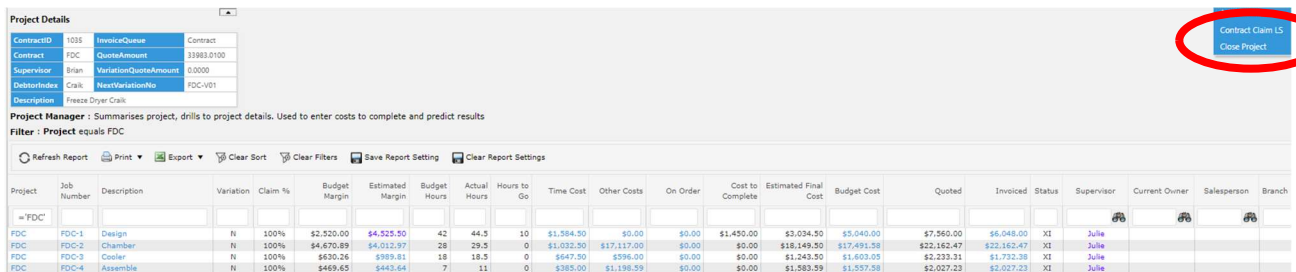
Step 6: Open a Variation

Variations to a Project/Contract are common. Often Variations have the best profit margin of all the jobs for a Project. In this example, the Variation will be quoted and billed as a separate line on the Project Claim.

Sometimes the variation value is agreed at a site meeting, and then the quote is made so it can be claimed with the Contract in the usual way.

To Open a Variation Job:-

1. Open the **Project Manager** report. Click the **Add Variation** header link.



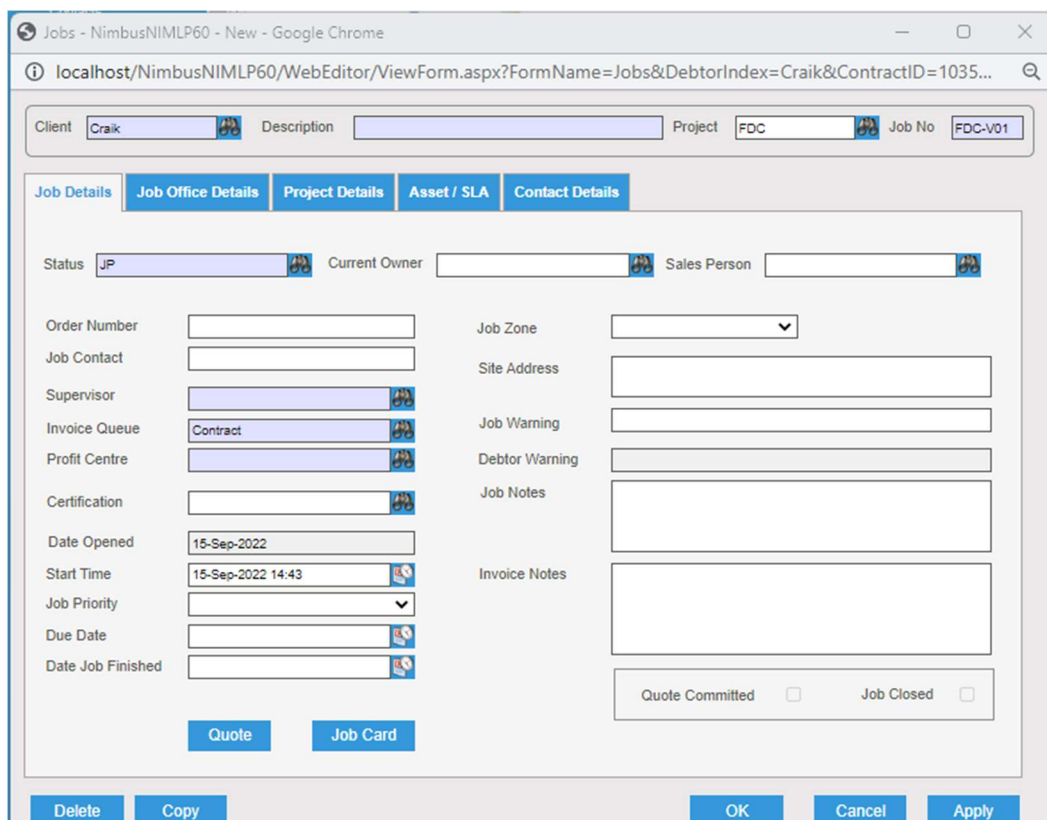
Project Details

ContractID	1035	InvoiceQueue	Contract
Contract	FDC	QuoteAmount	\$3983.0100
Supervisor	Brian	VariationQuoteAmount	0.0000
DebtorIndex	Craik	NextVariationNo	FDC-V01
Description	Freeze Dryer Craik		

Project Manager : Summarises project, drills to project details. Used to enter costs to complete and predict results
 Filter : Project equals FDC

Project	Job Number	Description	Variation	Claim %	Budget Margin	Estimated Margin	Budget Hours	Actual Hours	Hours to Go	Time Cost	Other Costs	On Order	Cost to Complete	Estimated Final Cost	Budget Cost	Quoted	Invoiced	Status	Supervisor	Current Owner	Salesperson	Branch
FDC	FDC-1	Design	N	100%	\$2,320.00	\$4,525.50	42	44.5	10	\$1,584.50	\$0.00	\$0.00	\$1,450.00	\$2,034.50	\$5,040.00	\$7,560.00	\$6,048.00	XI	Julie			
FDC	FDC-2	Chamber	N	100%	\$4,670.89	\$4,012.97	28	29.5	0	\$1,032.50	\$17,117.00	\$0.00	\$0.00	\$18,149.50	\$17,491.58	\$22,162.47	\$22,162.47	XI	Julie			
FDC	FDC-3	Cooler	N	100%	\$630.26	\$989.81	18	18.5	0	\$647.50	\$596.00	\$0.00	\$0.00	\$1,243.50	\$1,603.05	\$2,233.31	\$1,732.38	XI	Julie			
FDC	FDC-4	Assemble	N	100%	\$489.65	\$443.64	7	11	0	\$385.00	\$1,196.59	\$0.00	\$0.00	\$1,583.59	\$1,557.58	\$2,027.23	\$2,027.23	XI	Julie			

2. This opens a job with the **Client** and **Project** already filled in and a **Job Number** made up of the Project Code and a variation number. On the Project Details Tab, the Tick box for a **Variation Job** is already ticked.



Jobs - NimbusNIMLP60 - New - Google Chrome

localhost/NimbusNIMLP60/WebEditor/ViewForm.aspx?FormName=Jobs&DebtorIndex=Craik&ContractID=1035...

Client Craik Description Project FDC Job No FDC-V01

Job Details Job Office Details Project Details Asset / SLA Contact Details

Status JP Current Owner Sales Person

Order Number Job Contact Supervisor Invoice Queue Contract Profit Centre Certification Date Opened 15-Sep-2022 Start Time 15-Sep-2022 14:43 Job Priority Due Date Date Job Finished

Job Zone Site Address Job Warning Debtor Warning Job Notes Invoice Notes

Quote Committed Job Closed

Quote Job Card

Delete Copy OK Cancel Apply

- a. Fill in the **Description** of your Variation job. Select the **Profit Centre** and **Supervisor** which are compulsory fields. The **Status** JP should already be correct.
- b. Click the **Apply** button to accept the details.
- c. Click the **Quote** button to open quoting and enter the agreed variation amount as a quote. Commit the quote.

Step 7: Generate a Progress Claim and Invoice

Your Company workflow will determine who calculates the percent to claim for each job of a Project

For the purposes of this training, we will have the Project Manager calculate the claim, and then the Office process it. The Office will also generate the Invoice when the payment amount is confirmed.

Step 7a: Generate a Payment Claim

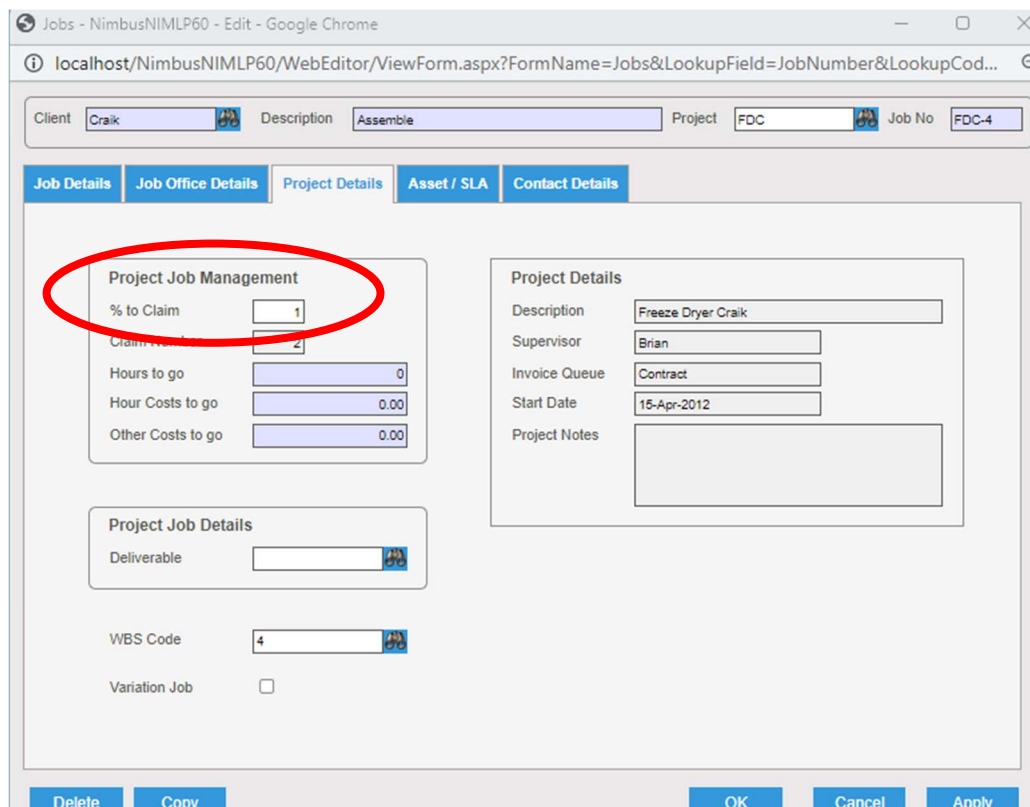
1. Open the **Project Manager** report for your Project.

Project Manager : Summarises project, drills to project details. Used to enter costs to complete and predict results
 Filter : Project equals FDC

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Project	Job Number	Description	Variation	Claim %	Budget Margin	Estimated Margin	Budget Hours	Actual Hours	Hours to Go	Time Cost	Other Costs	On Order	Cost to Complete	Estimated Final Cost	Budget Cost
=FDC'															
FDC	FDC-1	Design	N	100%	\$2,520.00	\$4,525.50	42	44.5	10	\$1,584.50	\$0.00	\$0.00	\$1,450.00	\$3,034.50	\$5,040.00
FDC	FDC-2	Chamber	N	100%	\$4,670.89	\$4,012.97	28	29.5	0	\$1,032.50	\$17,117.00	\$0.00	\$0.00	\$18,149.50	\$17,491.58
FDC	FDC-3	Cooler	N	100%	\$630.26	\$989.81	18	18.5	0	\$647.50	\$596.00	\$0.00	\$0.00	\$1,243.50	\$1,603.05
FDC	FDC-4	Assemble	N	100%	\$469.65	\$443.64	7	11	0	\$385.00	\$1,198.59	\$0.00	\$0.00	\$1,583.59	\$1,557.58

2. Open each Job and enter in the **Claim %**.
 - a. Click the **Description** field to open the **Job** form. Click on the **Project Details** tab and fill in the **% to Claim** field as a decimal i.e. to claim 50% of the quoted amount for that job, enter 0.5; in this example 100% is entered as 1



Jobs - NimbusNIMLP60 - Edit - Google Chrome

localhost/NimbusNIMLP60/WebEditor/ViewForm.aspx?FormName=Jobs&LookupField=JobNumber&LookupCod...

Client Craik Description Assemble Project FDC Job No FDC-4

Job Details Job Office Details Project Details Asset / SLA Contact Details

Project Job Management

% to Claim

Claim %

Hours to go

Hour Costs to go

Other Costs to go

Project Job Details

Deliverable

WBS Code

Variation Job

Project Details

Description Freeze Dryer Craik

Supervisor Brian

Invoice Queue Contract

Start Date 15-Apr-2012

Project Notes

Delete Copy OK Cancel Apply

- b. Click on the **OK** button and do the same for each job on the project. **The Project Manager** report will now display the Claim % for each job.

Project Manager : Summarises project, drills to project details. Used to enter costs to complete and predict results
 Filter : Project equals FDC

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Project	Job Number	Description	Variation	Claim %	Budget Margin	Estimated Margin	Budget Hours	Actual Hours	Hours to Go	Time Cost	Other Costs	On Order	Cost to Complete	Estimated Final Cost	Budget Cost
=FDC															
FDC	FDC-1	Design	N	100%	\$2,520.00	\$4,525.50	42	44.5	10	\$1,584.50	\$0.00	\$0.00	\$1,450.00	\$3,034.50	\$5,040.00
FDC	FDC-2	Chamber	N	100%	\$4,670.89	\$4,012.97	28	29.5	0	\$1,032.50	\$17,117.00	\$0.00	\$0.00	\$18,149.50	\$17,491.58
FDC	FDC-3	Cooler	N	100%	\$630.26	\$989.81	18	18.5	0	\$647.50	\$596.00	\$0.00	\$0.00	\$1,243.50	\$1,603.05
FDC	FDC-4	Assemble	N	100%	\$469.65	\$443.64	7	11	0	\$385.00	\$1,198.59	\$0.00	\$0.00	\$1,583.59	\$1,557.58

When all percentages are in, the claim can be generated.

3. To make a claim for a Project, run the **Project Manager** report.

- a. Click the **Contract Claim LS** header link to open the Contract Claim application



Nimbus Contract Claims - Nimbus OPTIMUM

File Help

Costings up to Period: 30-Apr-2016 Contract: RFT Freeze Tower Renovation Last Claim No: 4

Use: Use Cost % Use Job % Use Returned Claim

Job Number	Job Desc	Quote	Prev Claims	Previous %	Quote Cost	Cost to Date	Costs %	Job %	Working Claim \$	New % Complete	New Claim \$	This Claim \$	Status
RFT-1	Design	45,020.00	45,020.00	100.00	34,384.00	4,322.50	100.00	50.00	45,020.00	50.00	22,510.00	-22,510.00	JP
RFT-2	Foundator	480.00	14,166.00	45.00	22,980.00	6,984.15	45.00	0.00	14,166.00	0.00	0.00	-14,166.00	JP
RFT-3	Flooring	375.00	0.00	0.00	204,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JP

Quote: 369,875.00 Previous Claims: 59,186.00 Quote Cost: 261,464.00 Cost to Date: 11,306.65 Total Claim \$: 22,510.00 This Claim: -36,676.00

Claim Summary

Retentions Job No	Prev Claims Total	Prev Retentions	Prev Retentions %	Ret Break	Total Claim	Retentions %	Retentions \$
RFT-Z	59,186.00	-3,959.30	-6.69	20000.00	20000.00	-10.00	-2000.00
Retentions				>20000.00	2510.00	-5.00	-125.50
Working Retentions \$	-3,959.30				0.00	0.00	0.00
Contract Retentions %	-10.00%	-5.00%	0.00%				
This Claim Net							-34,842.20

The application now opens up with the choice of 3 “Use” options as highlighted above:-

- Use **Cost %**: where the percentages will be based on the percentage of the costs against Quote (budget).
- Use **Job%**: where the percentages will be percentages entered on the Job (as we did)
- Use **Returned Claim** where you can open up an existing claim in progress and change the percentages or \$ amounts according to the changes made by the customer or their project manager.

All of the jobs for the project are listed; check they are all there including any variation jobs.

Jobs need to have **Invoice Type** of Contract, and **Status** JP Progress Invoice to appear in the list. If any jobs are missing, open them by clicking on the description on the **Project Manager** report, and edit them as required.

- b. Select **Job%** or **Cost%** to use the appropriate percentage, and calculate the claim amount. You can modify the claim amount by changing any of the three claim columns; **%Complete, New Claim,** or **Total Claim.**
- c. Once you are happy with the claim, check the **Retentions.** These will have been calculated for you, but you can over-write the figures as appropriate.
- d. Click the **Save** button to make your Payment Claim.

This is NOT an Invoice. It is a claim only, to post to your Client or the Project Manager of the Project.

Automotive Electrical
PO Box 567
SunnySide
Nelson 7020

Nimbus OPTIMUM
PO Box 123
Nelson
New Zealand

Phone: +64 3 5123456
Fax: +64 3 5678901
Email: wayne@nimbus.co.nz

PAYMENT CLAIM

Claim Date: 30-Apr-2016
Claim No.: 5

Contract No: RFT
Contract Name: Freeze Tower Renovation

Job Number	Job Description	New % Complete	Quote	New Claim \$	Previous Claims	This Claim \$	Status
RFT-1	Design	50.00	45,020.00	22,510.00	45,020.00	-22,510.00	JP
RFT-2	Foundations	0.00	31,480.00	0.00	14,166.00	-14,166.00	JP
RFT-3	Flooring	0.00	293,375.00	0.00	0.00	0.00	JP

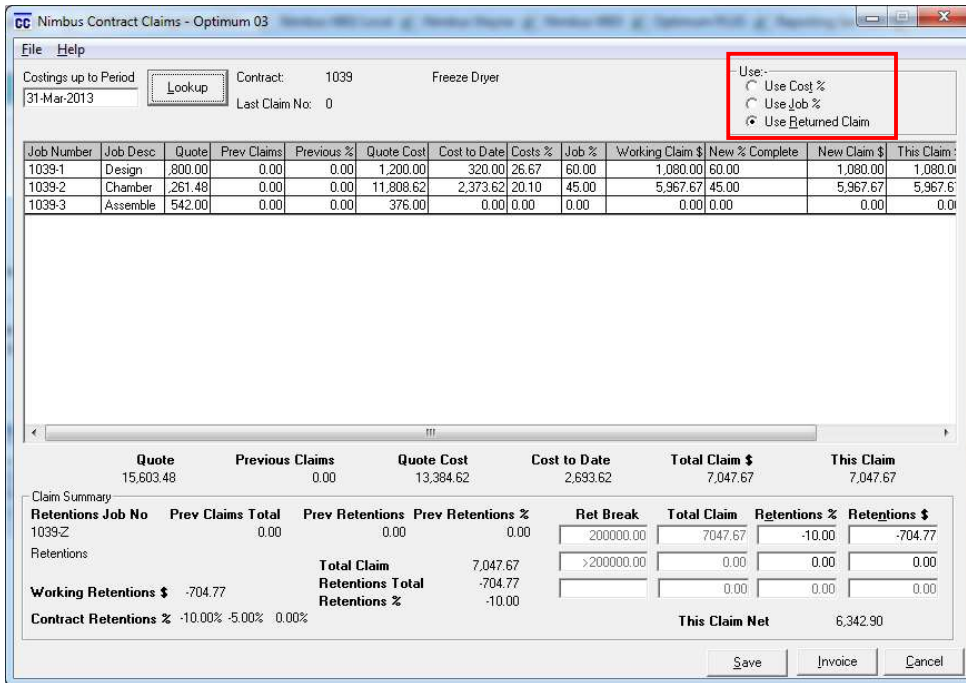
Net Total	\$22,510.00	\$ -36,676.00
Less Retentions	\$-2,125.50	\$ 1,833.80
Total To Pay		\$ -34,842.20

Once a **Payment Claim** has been generated and sent, it is normal for the Client or Project Manager to review it to see that it is fair and accurate. If necessary they may change percentages/amounts or variations accepted and return this to you as a **Payment Schedule.** It is from the information on the Payment Schedule that the actual **Project/Contract Invoice** is generated.

Step 7b: Generate a Progress Invoice

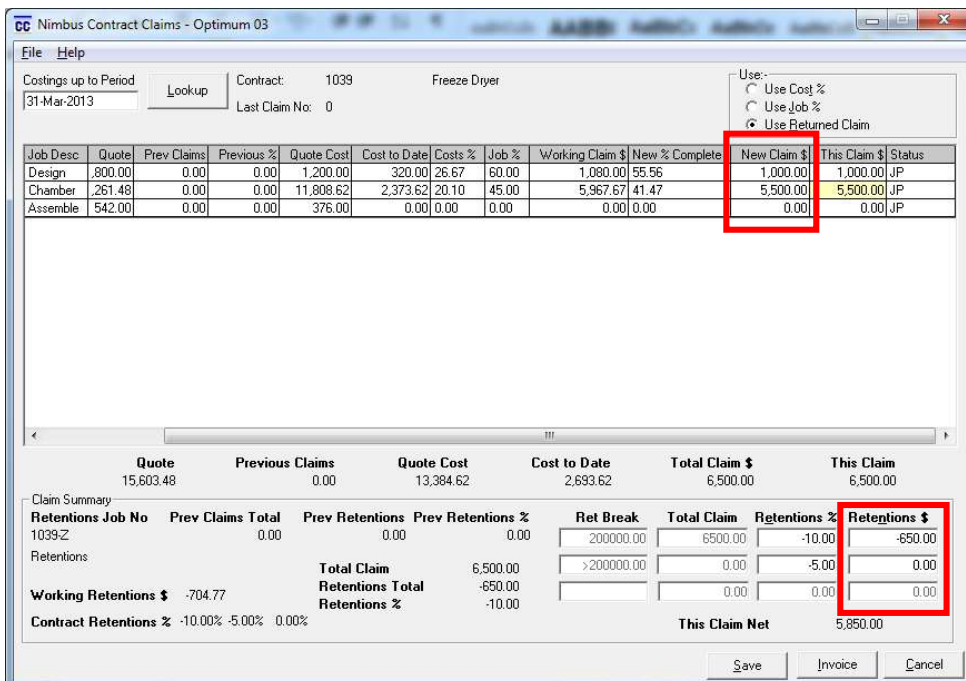
Generating the Project/Contract Invoice uses the Contract Claims Application and is much the same as generating the Payment Claim, except this time it is for real, so you want the Invoice, GST and Debtors Accounts all to update.

1. From the **Project Manager** report, click on the **Contract Claim LS** header link to open the **Contract Claim** application.
2. As a claim has been generated it will open up as **“Use Returned Claim”**, with the claim values being those that were claimed in the Payment claim.



The screenshot shows the Nimbus Contract Claims application window. At the top, it displays 'Contract: 1039 Freeze Dryer' and 'Last Claim No: 0'. A dropdown menu is open, showing three options: 'Use Cost %', 'Use Job %', and 'Use Returned Claim', with the latter selected. Below this is a table with columns: Job Number, Job Desc, Quote, Prev Claims, Previous %, Quote Cost, Cost to Date, Costs %, Job %, Working Claim \$, New % Complete, New Claim \$, and This Claim \$. The table contains three rows of data for jobs 1039-1, 1039-2, and 1039-3. At the bottom, there is a 'Claim Summary' section with various financial metrics and a 'This Claim Net' value of 6,342.90.

3. Check the amount being paid against the amount claimed. If they are different, change the figures in the **New Claim \$** column to match the Payment Schedule returned by the Client/Project Manager i.e. to what the client has/will actually pay.



This screenshot shows the same application window after the 'New Claim \$' column has been updated. The 'Use Returned Claim' option remains selected. In the table, the 'New Claim \$' values are now 1,000.00 for Design, 5,500.00 for Chamber, and 0.00 for Assemble. The 'Total Claim \$' has increased to 6,500.00. In the 'Claim Summary' section, the 'Total Claim' is now 6,500.00 and the 'Retentions \$' is -650.00. The 'This Claim Net' is now 5,850.00. Red boxes highlight the updated 'New Claim \$' column and the 'Retentions \$' field.

Note that the Retentions will recalculate as you are entering the figures that they will actually get paid on.

4. Check that **This Claim Net** agrees with what you are being paid.
5. Click Invoice button to open the **Invoicing** Application and generate an invoice.

Baily & Sons Ltd
Box 123
Stoke
Gore

Project: Freeze Dryer

Description	% Complete	Quoted	Completed	Less Previous	Amount
Design	55.56	1,800.00	1,000.00	0.00	1,000.00
Chamber	41.47	13,261.48	5,500.00	0.00	5,500.00
Assemble	0.00	542.00	0.00	0.00	0.00
		15603.48	6500.00	0.00	6500.00
Retentions	-10.00		-650.00	0.00	-650.00

Nimbus Optimum 603
PO Box 123
Nelson
New Zealand

Phone: + 64 3 5123456
Email: wayne@nimbus.co.nz

TAX INVOICE
GST No.: 10022222
Invoice Date: 31-Mar-2013
Tax Invoice No.: 2054
Order Number:

Net Total	\$ 5850.00
G.S.T	\$ 877.50
Gross Total	\$ 6727.50

Step 8: Check Retentions

- From the **Projects** menu, click on the **Retentions** item to open the Retentions report.

Retentions : Lists outstanding retentions. Drills to detail.

Filter : No Filter

Branch	Project	Job No	Description	Due At	Retentions %	Amount
	FDC	FDC-Z	Retentions	28/03/2015	8.13	\$2,598.50
	RFT	RFT-Z	Retentions		6.43	\$4,487.35
	SPA	SPA-Z	Retentions	30/04/2015		\$2,841.34
	WKE	WKE-Z	Retentions	30/04/2015	10	\$28.50

- This lists all Retention jobs that have retentions outstanding. You will see your Retention job in this list.
 - Click the **Description** field to open the **Job** form and enter/amend the **Due Date** i.e. when you can claim back the retentions from the client.
 - Click the **Job No** to open the **Job Enquiry Detail** report and see the history of this retention value to date.

Step 9: Claiming Retentions

You should monitor your **Retentions Report** as part of your month end process to ensure that you claim retentions as soon as you are able to.

To claim retentions:-

1. From the **Projects** menu, click on the **Retentions** item to open the Retentions report.

Retentions : Lists outstanding retentions. Drills to detail.

Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Project	Job No	Description	Due At	Retentions %	Amount
	FDC	FDC-Z	Retentions	28/03/2019	8.13	\$2,598.50
	RFT	RFT-Z	Retentions		6.43	\$4,487.35
	SPA	SPA-Z	Retentions	30/04/2015		\$2,841.34
	WKE	WKE-Z	Retentions	30/04/2015	10	\$28.50

This lists all Retention jobs with retentions outstanding.

2. Click the **Amount** field to open a manual Invoicing form as follows:-

Nimbus Invoicing - Nimbus Optimum

File Help

Invoice Type Retentions Release

Details For releasing retentions

Invoice Date

Text to print on the invoice for this run only.

Text to print in the email for this run only

Auto Description Jobbinall

Manual Job 1087-Z

Invoice Date

Please enter the Invoice Date for this run

15-Sep-2022 Today's Date

OK Cancel

3. **OK**

Retentions release - Nimbus Optimum

JobNumber 1087-Z

Name H J Cooper Ltd

Description Retentions

Supervisor Adam

Job Notes

GST Exempt

Invoice Total 55,046.14

TotalGST 8,256.92

Incl Total 63,303.06

Code	Description	Quantity	Price	Amount	Mkup%	GST	GSTInclAmount	GSTCode	GS_GSTCode	GSTRate
zzInvoiced	Previous Invc			55,046.14	0.00	8,256.92	63,303.06	Std	Std	0.15

OK Cancel

The form will open showing the amount of retentions outstanding on the retentions job.

- a. Enter text to appear on the invoice in the **Description** cell
- b. Enter 1 in **Quantity** cell
- c. Enter the amount to be claimed in the **Amount** cell

Retentions release - Nimbus Optimum

JobNumber: 1087-Z
 Name: H J Cooper Ltd
 Description: Retentions
 Supervisor: Adam

Job Notes

GST Exempt:

Invoice Total: 1,299.24
 TotalGST: 194.89
 Incl Total: 1,494.13

Code	Description	Quantity	Price	Amount	Mkup%	GST	GSTInclAmount	GSTCode	GS_GSTCode	GSTRate
zzInvoiced	Previous Invc	1	1,299.24	1,299.24	0.00	194.89	1,494.13	Std	Std	0.15

- d. Check **Invoice Totals** in the header of the form.
- e. Click **OK** to generate the invoice

Nimbus Optimum 603
 PO Box 123
 Nelson
 New Zealand
 Phone: + 643 5123456
 Email: wayne@nimbus.co.nz

BN Craik & Sons
 PO Box 67
 Lower Hutt

TAX INVOICE
 GST No.: 10022222
 Invoice Date: 27-Mar-2013
 Tax Invoice No.: 2055
 Order Number:

Job Number: FDC-Z
 Description: Retentions
 Notes:

Description	Quantity	Amount
Claim 50% of retentions		\$1,299.24
	Net Total	\$ 1,299.24
	G.S.T	\$ 194.89
	Gross Total	\$ 1,494.13

- f. Alternatively you could open the original project and set the original retention percentages and amounts to zero and do a new **Contract Claim** as above.
- g. Refresh the **Retentions report** to see the amount of retentions on the Project has reduced.

Appendix - WBS and Project Template Setup

Understanding the setup of WBS codes and Project templates is much easier to comprehend once you have used it. The setup of these is designed to streamline the project process and make quoting for projects and the setup of won projects an automated process. This applies to projects/contracts that your business undertakes on a regular basis i.e. House Design A: Build, House Design B: Build, etc.

There are several things to consider when coming up with the structure for a project:

- What jobs are common to your Project? These should be structured in a way that considers the following:
 - a. Cost Management
 - b. Interdivisional work and Profit Management (jobs per division working on the contract)
 - c. Contract Claim management (Jobs per % Complete on the Invoice)
- A WBS Code to represent each job.
- Do you require further analysis for jobs? i.e. make 'Deliverables' for each grouping of jobs. For really big projects, you may want groupings of the deliverables, i.e. Deliverable Groups. See your Nimbus Consultant if you require this.
- You will need a Project Template (Project), and the Jobs for that Project Template. The Project jobs will require the appropriate Profit Centres, and WBS Codes. Each quote for a particular project will require a WBS code per line to match the Project Template Job's WBS codes.

Sample Project Template Scheme:

Project	Job No	Job Description↑	WBS code	Status	Supervisor	Profit Centre	Invoice Queue
Template		Preparation and Management	1	XT	Brian	Const	Contract
Template		Foundations	2	XT	Brian	Const	Contract
Template		Farming	3	XT	Brian	Const	Contract
Template		Roofing	4	XT	Brian	Roof	Contract
Template	0025	Retentions	Z	XC	Brian	Retain	Contract

Project WBS Creation

WBS is an abbreviation for Work Breakdown Structure.

To make a WBS for your Project you need to:

- Make the WBS Codes
- Make a Job for each WBS Code, and enter the WBS Code on Project Tab.
- Enter a WBS Code on each line in your Quote

Create WBS Codes

WBS Codes are required for the 'Spread Quote' procedure to identify the correct Project/Contract Job to send each line item in the quote to. If your system does not have WBS Codes, or if the existing WBS Codes do not meet your current requirements, new WBS codes will need to be created.

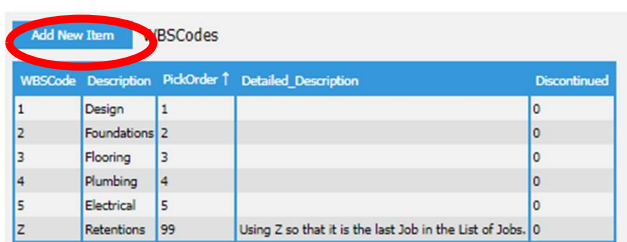
If new WBS Codes are required, it pays to create these before you prepare the quote as then you can enter them as you prepare the quote.

To view and edit current WBS Codes:

1. From the **Setup** menu, click on the **Code Tables** menu item.
2. Enter 'WBS' in the filter field and then press **Enter**.
3. Click on **WBS Codes**. This action opens the **WBS Codes** report. All WBS Codes held in the database are listed. View as required. Click on one of the lines to edit that WBS Code.

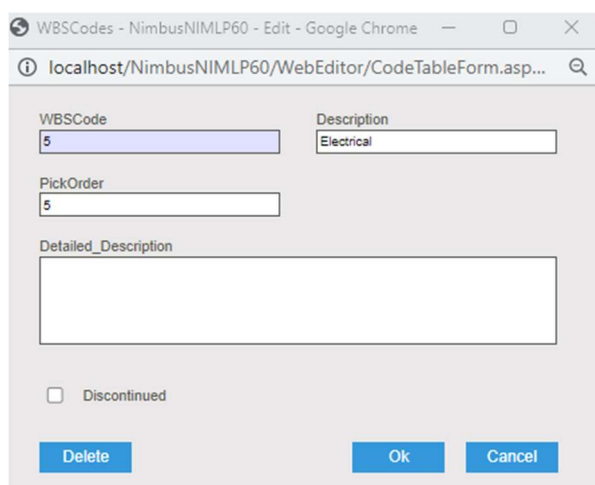
To make a new WBS Code:

1. Open the **WBS Codes** report, as above.



WBSCode	Description	PickOrder ↑	Detailed_Description	Discontinued
1	Design	1		0
2	Foundations	2		0
3	Flooring	3		0
4	Plumbing	4		0
5	Electrical	5		0
Z	Retentions	99	Using Z so that it is the last Job in the List of Jobs.	0

2. Click on **Add New Item** located in the header of the WBS Codes report, as shown above to open the following form.



WBSCode: 5

Description: Electrical

PickOrder: 5

Detailed_Description: [Empty text area]

Discontinued

Buttons: Delete, Ok, Cancel

3. Enter a character code in the WBSCode field. The WBS code can be up to 2 characters. This code is used when creating job numbers therefore it cannot be any longer than this.

4. Enter a description for this WBS code in the Description field, e.g. Design.
5. Enter a number in the **Pick Order** field. The pick order determines the position of the code in any list, e.g. a pick order of '1' will put the code at the top of the list.
6. Complete the Detailed Description field, as applicable.
7. Click the button to save the record and close the form.

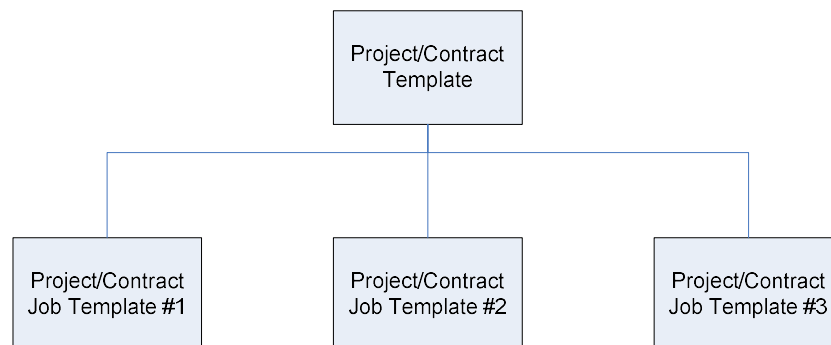
Create Project and Job Templates

Your system may have templates already. These will have been designed to meet your existing requirements. Always check the database before proceeding.

If a new kind of project/contract arises, new templates will need to be made if the quote has been accepted. Creating templates is a two-step process:

- Create a new project/contract template, and
- Create the job templates and link them to the newly created project/contract template.

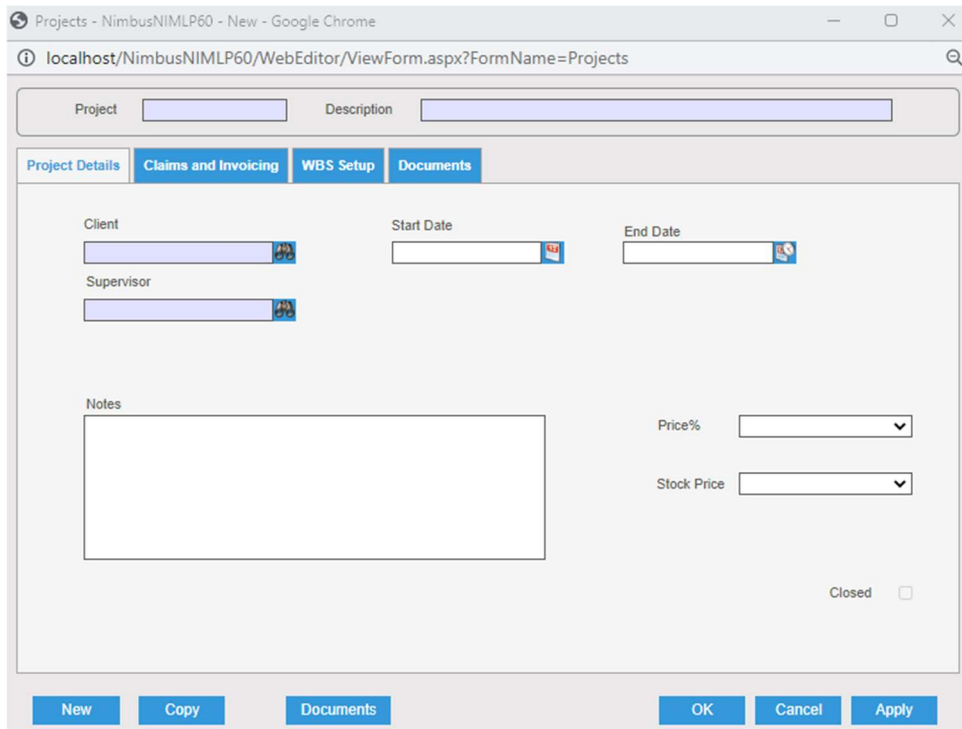
Note that in creating templates you are creating a structure for the future. Real projects/contracts are going to be linked to these templates and once linked, they will adopt the settings held in the templates. The template system therefore automates a lot of set-up work. Because many jobs are linked to one project, so too will many Job Templates be linked to one Project/Contract Template, as illustrated below.



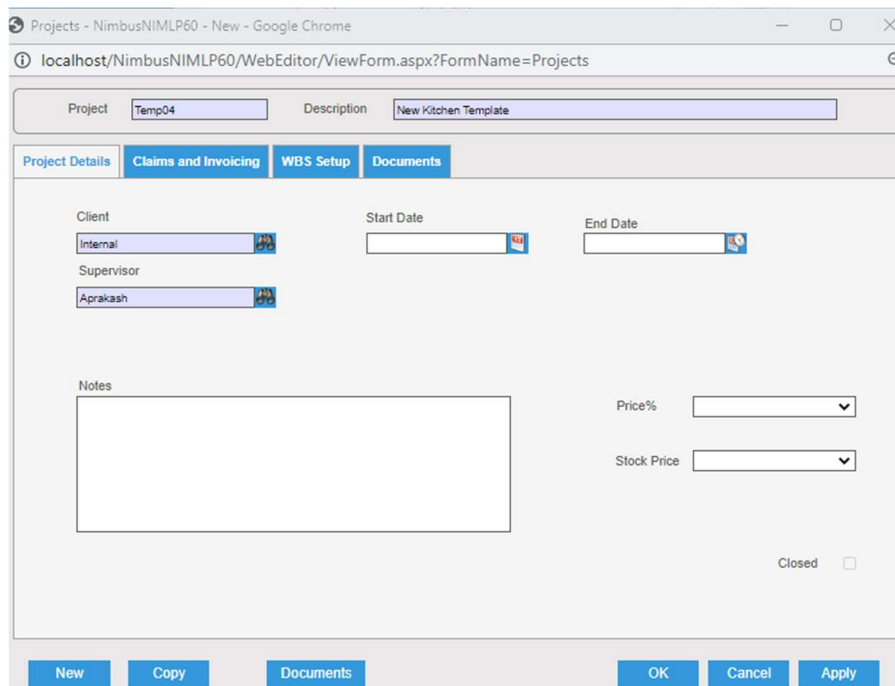
Create Project Template

To create a new Project/Contract Template:

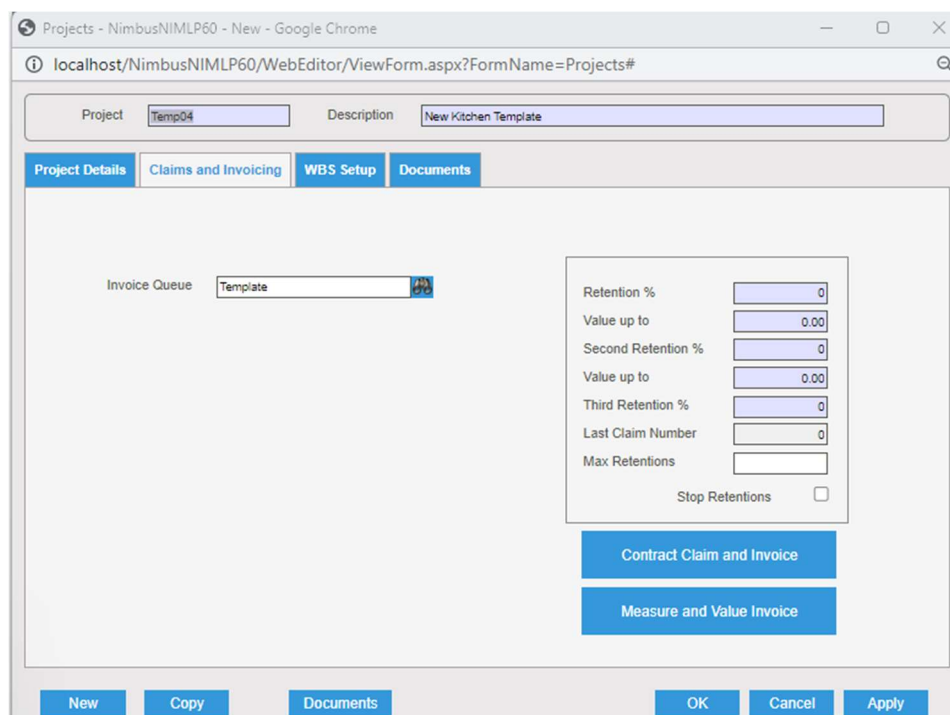
1. From the **Projects** menu, click on the Projects menu item. This action opens the **Project List** report and shows all the current projects.
2. Click on **New Project** located in the header links of the report. The **Project** form opens.



3. In the header:
 - a. Enter the Project/Contract code for the template in the Project field. Press **Tab**.
 - b. Enter a description for the template in the Description field. Press **Tab**.
4. On the **Project Details** tab:
 - a. Enter the 'Internal' Debtor Account in the Client field. Because this template is for your organisation only.
 - b. Enter a person responsible for this template in the Supervisor field. A lookup is available, if required.
 - c. Because a template is not an actual Project/Contract, leave the Start Date field blank. Press **Tab**.
 - d. Enter any notes about this template (if applicable) in the Notes field.



- On the **Claims and Invoicing** tab, note the **Invoice Queue** field. A template will always use the 'Template' invoice queue. Enter the 'Template' invoice queue in the **Invoice Queue** field.

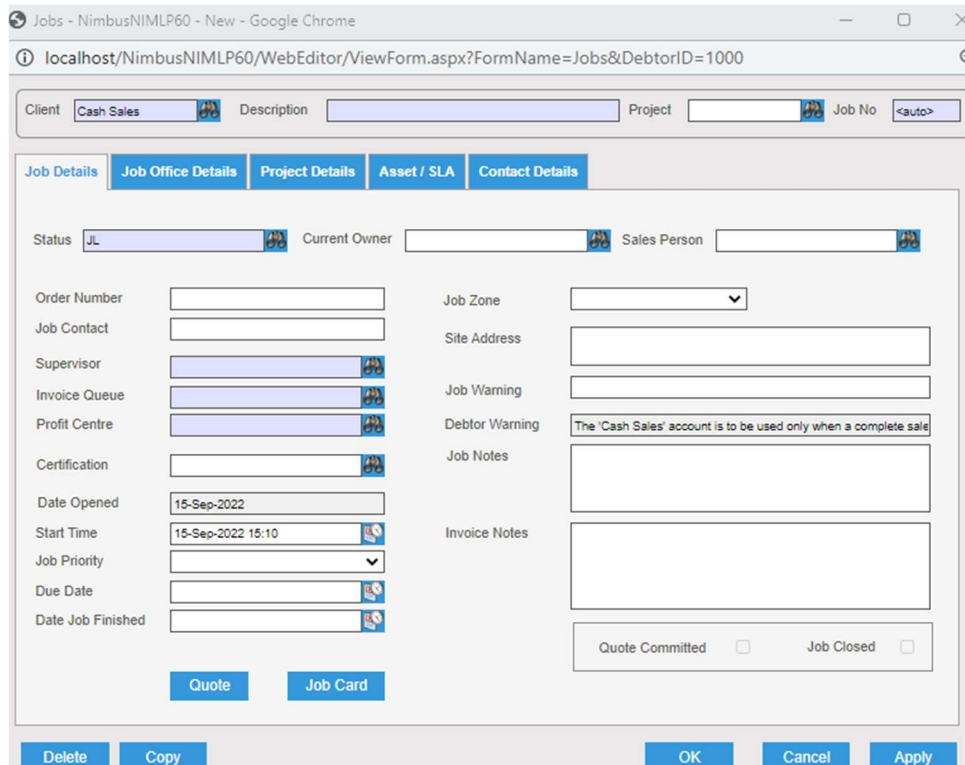


- On the **WBS Setup** tab, note the **Template** field. For a template Project/Contract this field should remain blank. The field is only used by 'real' Project/Contracts for linking it to a template.
- Click the **OK** button to save the record and close the form.

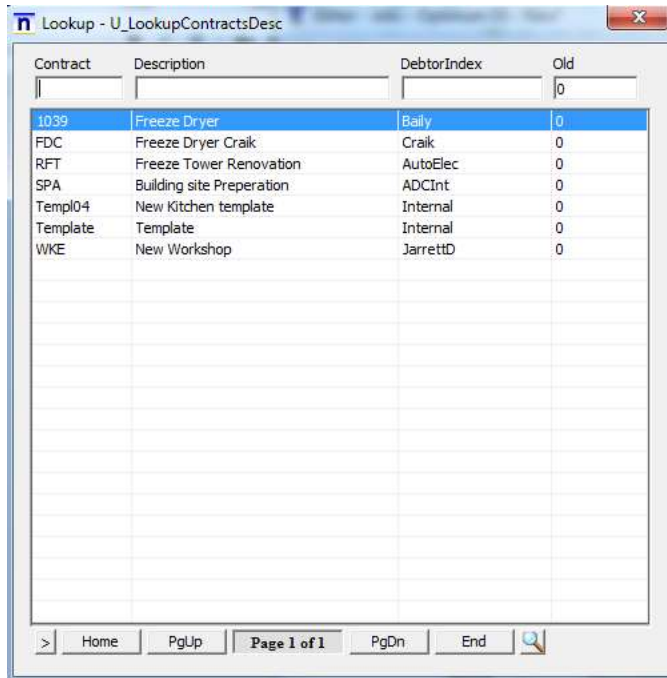
Create Project Job Templates

To create a new Project/Contract Job Template:

1. From the JobFlow menu, click on the Log Jobs menu item. A list of all Contacts is displayed.
2. Find the 'Internal' contact by entering 'Internal' into the Client filter field and then press **Enter**.
3. Click on NewJob held in the New Job column. This action opens the Job form.



4. In the **header**:
 - a. Note that Nimbus has completed the Client field for you. This is because you accessed the form from the **Contacts** web report so that Nimbus was able to pass the client name into the form.
 - b. Enter the description of the WBS Codes that you are allocating to this Job in the Description field e.g. Planning.
 - c. Using the Project field, link the Project/Contract Job template to the Project/Contract template. Use the lookup to select the Project/Contract template that this Project/Contract Job is to be linked to.



Contract	Description	DebtorIndex	Old
1039	Freeze Dryer	Baily	0
FDC	Freeze Dryer Craik	Craik	0
RFT	Freeze Tower Renovation	AutoElec	0
SPA	Building site Preperation	ADCInt	0
Templ04	New Kitchen template	Internal	0
Template	Template	Internal	0
WKE	New Workshop	JarrettD	0

5. On the Job Details tab:
 - a. Enter the **status** that is to be adopted for the jobs that will be created using this template – usually JP.
 - b. Enter the **invoice queue** that is to be adopted for the jobs that will be created using this template, e.g. Contract (Contract Invoice).
 - c. Complete the other fields as normal. Remember that all entries made will be adopted by the jobs that are created using this template so think carefully before completing these fields.
6. On the Project Details tab:
 - a. Link the Project/Contract Job template to a Deliverable **if required**. Use the lookup to make your selection.
 - b. Link the Project/Contract Job template to a WBS Code. Use the lookup to select the WBS Code that will be used to spread the quote to this Project/Contract Job.
7. Click the Apply button to save the new template details. A job number is allocated. As this job is a template job only, change the job number to something that means ‘template’ to you, e.g. ZZ100. A numbering system like this keeps all templates filed together. Click the Apply button to save changes.
8. If another Project/Contract Job template needs to be created, click the Copy button. Repeat the steps above until all Project/Contract Job templates have been created.

Once the above WBS codes, Project Template and Project Job Templates have been setup, these can then be utilized in the process of creating Projects, Quotes and Project Jobs as outlined in this Training document.

The key is to ensure the WBS codes that have been created are present in the Project quote and that this quote job (when won) is used to create the Project.