UniPhi 19

Cost Management

Training Manual

Contents

Course Aim

This training manual distils down aspects contained within more detailed and comprehensive UniPhi training manuals, such as the System Administration, and Financial Management, manuals. The aim of this manual is to provide end to end instructions to people who are responsible for cost management. The manual starts with the creation of projects and resources, and then explains how to establish an initial budget, and how to create and manage contracts. You will also learn how to manage the post-contract phase including variations management, progress claims, cost reporting and project status/PCG reporting. Lastly, you will learn how to leverage the functionality within UniPhi to efficiently manage communications.

As this manual has been designed for use by cost managers, some of the concepts covered have been summarised. More detailed and comprehensive information can be found in the full suite of UniPhi training manuals.

How to use this Training Manual

The following icons are used throughout this manual to assist in highlighting and enabling you to quickly locate activities and summary areas, and to avoid potential problems.

Puzzle Piece:

The puzzle piece appears at the beginning of each session and any major section to mark the overview of that item's content or concept.

Cogs:

The cogs denote a step by step activity to be completed using UniPhi by the participant relative to the section it is located in.

Light bulb:

The light bulb denotes a helpful hint or tip you should be aware of.

Screen shots have been used throughout the manual to demonstrate what you should be viewing as you move through the activities. They are for illustrative purposes only. Details such as dates, budget figures and other entered text/data may vary.

Creating Projects

Projects need to be created so that all related items remain associated with an individual project, for example all documents and issues need to be aligned with the project to which they belong. Project specific data is also used when presenting information at the reports and dashboard level. Each business identifies information to be captured against the project that is utilised in their reports and dashboards.

Creating the project involves entering the name of the project, classifying it (e.g. the sector it belongs, lifecycle phase, location etc.), assigning resources, defining milestones, and estimating the timeline for the lifecycle phases.

Each lifecycle phase contains two start and end dates per phase, a baseline and an actual/forecast. The baseline dates enable you to measure actual and forecasted progress versus original schedule. Assigned resources can have effort estimated against the relevant phases in the resource planning section and from this a forward workload for all resources in the company can be analysed.

Project creation and categorisation is documented in more detail in the UniPhi Systems Administration Manual. The steps below are included at a summary level to guide you through the project creation process.
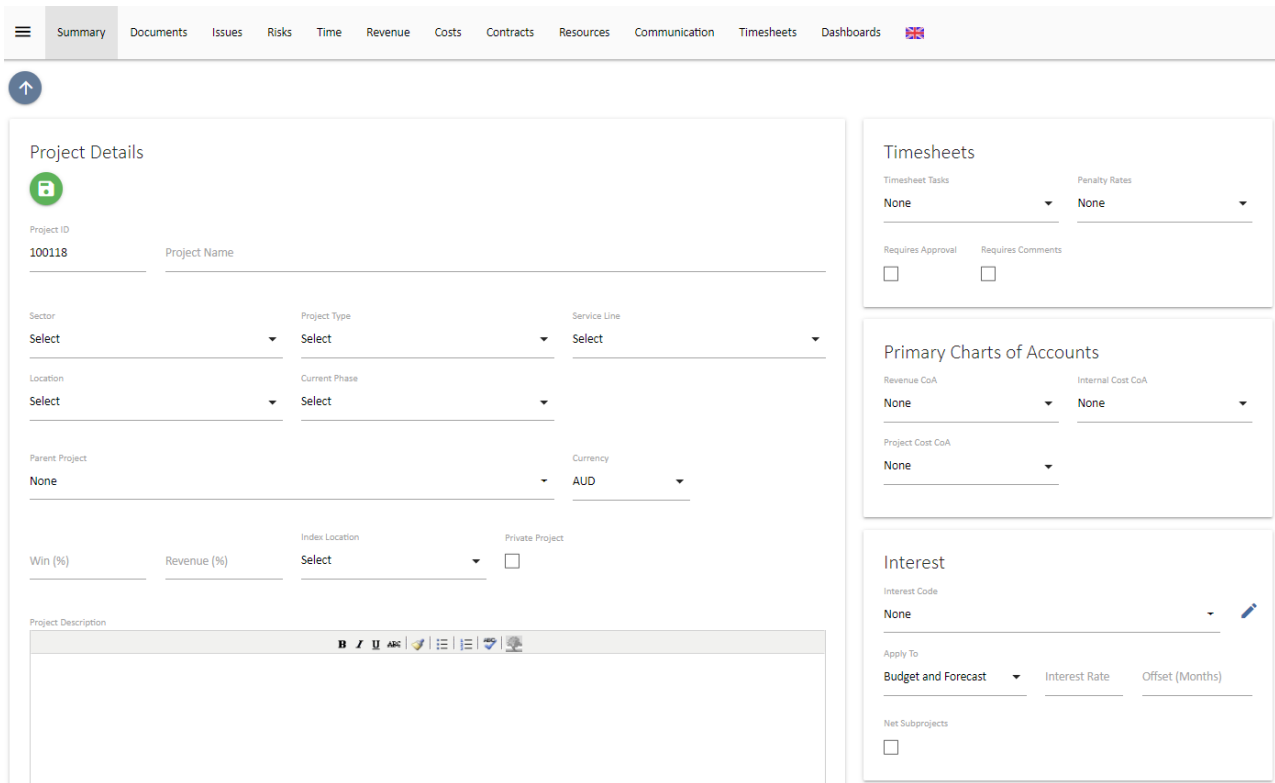
Creating New Projects

1. Select Summary Module and make sure "All Projects" is selected from the Project filter.
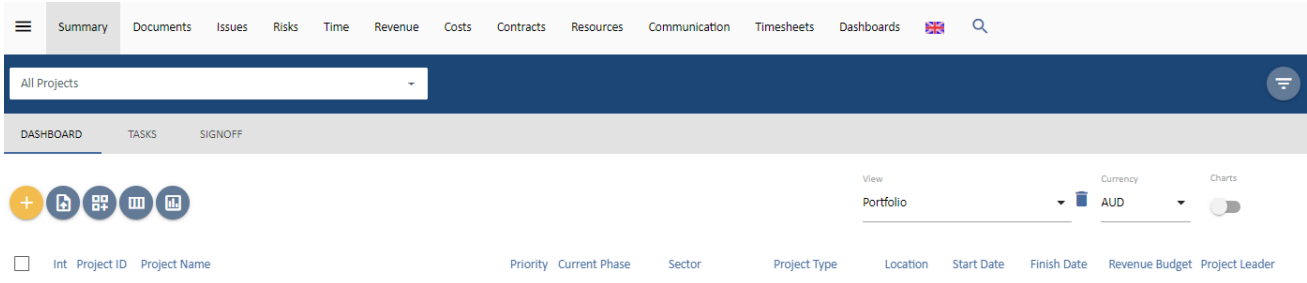
2. Click and the following form will appear:

3. Fill in the following fields, *Project Name, Sector, Project Type* and *Current Phase.* A *Project ID* is generated automatically. The remaining fields are optional, apart from adding Resources.
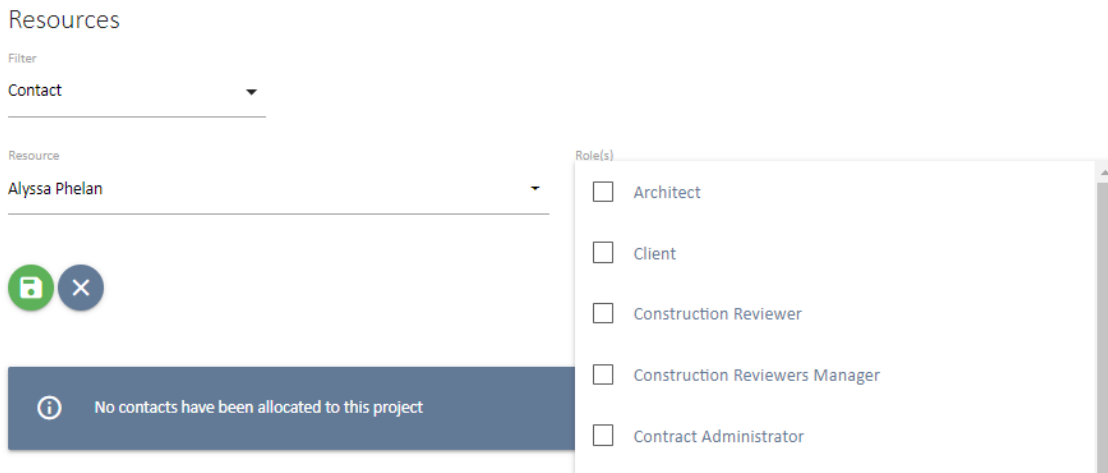
Adding Resources

An important component of creating a new project is adding resources. If a resource/contact already exists in UniPhi, simply select the button and select Internal, External, or Asset from the dropdown filter.

Start typing the person's name and select that person to add to your project.

Next simply select the role(s) that they will perform on the project and select to add the resource.

Note if you are uncertain of the resource name that you would like to add, you can press the space bar and all names will be displayed to you.

Adding and Deleting Roles to existing Resources:

Adding Roles: You can assign additional roles to a resource at any time. Select the dropdown to the right of the resource and select the role you want to add:

Resources

Contact	Organisation	Site	Roles	
Alyssa Phelan			Client, Construction Reviewer	▼
Arwen UnDomiel	Mordor Cost Consultants	Mordor Cost Consultants - Melbourne	Project Leader	▼

Deleting Roles: To remove a role, select the dropdown button next to the role you wish to untick box.

Resources

Contact	Organisation	Site	Roles
Alyssa Phelan			
Arwen UnDomiel	Mordor Cost Consultants	Mordor Cost Consultants - Melbourne	

☐ Architect

✓ Client

✓ Construction Reviewer

What if my resource is not in the list?

If a resource is not shown in the resource list you will need to enter them in to your resources database.

Use the ![icon] button as described in the next section, Resources.

Optional Fields

Not all fields are relevant to all projects/portfolios and can be ignored. If a field is mandatory you will not be able to create the new project and will be notified with a red warning message.

Project Details

Parent Project: UniPhi allows for a program of works within a portfolio to have an unlimited number of "child" projects underneath it. This is managed through selecting the Parent Project that the newly created project belongs to. Parent projects will consolidate budgets and contract costs and revenue for all children allocated to it. The Parent project will also display issues and risks that exist across the program (i.e. within each child)

The resulting project filter will look like this:

AM Parent

 - AM Project 1

 - AM Project 2

 - AM Project 3

Currency: UniPhi supports an unlimited number of foreign currency translations. The currency selected here will be the default currency for the project and will be used to determine the currency project fees and costs have been estimated in. It is possible to have mixed currencies for contracts in the project, but these will be converted to a common currency in the fees, costs and reports module. The currency selected by default in these modules is based off the default selected here. It can be changed by the end user if they wish to see the end results converted into other currencies.

Win %: When fees, costs and hours are estimated, UniPhi will automatically adjust these fees in reports by the win % allocated to the project. The win % represents the probability that the organisation will win the job. The end result is a risk adjusted resource plan and cash flow forecast for the business. Win/loss ratios displayed in the Submissions dashboard can assist the user in determining a value for this particular field.

Revenue %: The fee % functions the same as the win % thereby compounding the risk adjustment factor. The revenue % adjustment reflects the likely reduction in fees that will occur through contract negotiation phase.

Private Project: If this box is ticked only resources assigned to the project can view it. Use great caution when selecting a project to become private as it is possible for the project to become invisible, i.e. if no resources are assigned to a project and it becomes Private.

Index Location: UniPhi can index historical costs based on CPI data. If your deployment in configured for this feature, select the Index location relevant to the project.

Project Description: This is a useful reference to other members of the project team as it provides a high-level summary about what the project is aiming to achieve. It is a free text field and the data contained within this panel can also be used to pre-populate documents generated from UniPhi.

Project Prioritisation Framework

Each deployment of UniPhi can configure a *Project Prioritisation Framework* which the user creating the project can complete to establish a projects' priority. The prioritisation framework is displayed at the bottom of the create project screen. If you complete the Project Prioritisation Framework the result will automatically populate in this field once the project is created. Alternatively, you can enter in a priority manually. Project prioritisation allows team members to make discretionary decisions over work that needs to be completed at the same time. Knowing which project has a greater priority to the organisation can assist in the decision making, reducing the management time required to review and prioritise tasks.

Timesheets

Timesheet Tasks: defaults to a predetermined list that is visible to add work hours against the project when time sheeting. Standard tasks are used when work is completed on a project without specific contract deliverables. Examples of this type of work would be support work for a product that has already been commissioned or project management during a defects liability period in the construction industry.

Requires Approval: This option is selected if all timesheets entered and submitted require an oversight and approval.

Timesheet approval in UniPhi is based off the access level of roles on the project. If a project role has a program manager access level (as appose to a project manager or team member access level) then people in this role are able to approve submitted timesheets.

Rejecting a timesheet reverts the timesheet back to a "saved" state rather than a "submitted" state. The person submitting their timesheet can then amend and re-submit for approval. If timesheet approval is not selected then timesheets can still be reviewed in both the contracts module and via reports.

Timesheets can be "rolled back" to allow the team member to correct the error and re-submit. Only submitted hours are displayed in the contracts module while saved but not submitted hours can optionally be displayed in the timesheet reports.

Requires Comments: Select if daily comments next to each task are required for successful submission of timesheets. If this is selected, staff will not be able to submit their timesheets unless they have entered text in the comments field.

Primary Chart of Accounts

Revenue CoA: This sets the default Revenue CoA in Dashboard views and is required if you are auto Calculating NPV or Interest.

Internal Costs CoA: This sets the default Internal Costs CoA in Dashboard views.

Project Cost CoA: This sets the default Project Cost CoA in Dashboard views and is required if you are auto Calculating NPV or Interest. Note that if you are using an Internal Cost CoA for Interest and/or NPV you must select that CoA here.

Funding CoA: This sets the default Funding CoA and is required if you using UniPhi's Feasibility module.

Interest

Interest Code: Select the code for auto-calculated interest to be allocated to. This references the Project Cost CoA selection in the Primary Chart of Accounts card. This calculates interest based on a net position and also requires a selection in the Revenue CoA in the Primary Chart of Account card.

Apply To: Determines if the interest auto-calculation applies to the Budget, Forecast or to both Budget and Forecast.

Interest Rate: Sets the rate of auto-calculated interest. This is an annual rate.

Offset (months): Allows for the month that the interest will apply to be offset.

NPV and IRR

Discount Rate: Sets the rate to apply for UniPhi to auto-calculate the NPV and IRR for the Project. The requires a Revenue and Project Cost CoA to be selected in the Primary Chart of Accounts card.

NPV: NPV stands for Net Present Value. UniPhi will auto-calculate the NPV value for the project if a Revenue and Project Cost CoA are selected in Primary Chart of Accounts card and you set a Discount Rate in the previous field. Alternatively, if not Discount Rate is set you can use this as a data capture field for NPV.

IRR: IRR stands for Internal Rate of Return. If UniPhi is auto calculating the NPV it will also calculate the IRR.
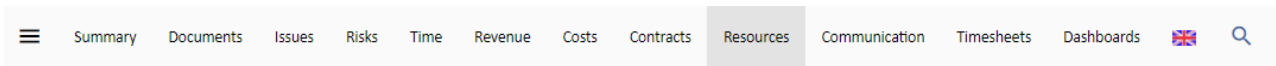
Risks

Risk Contingency COA: UniPhi's risk management module allows for the build-up of a dollar value for risks in the project cost budget. Risks identified have contingency values allocated to them. The total of which is then transferred to the project budget via the relevant contingency code selected. Risk contingency dollar values are applied to costs, not revenue, so this is only relevant when managing a project cost budget. The code list available is all code structures that have "Contingency" codes flagged in their chart of accounts.

Risk Contingency Code: The account codes that have been flagged as contingency codes in the chart of accounts selected are displayed here. Selecting one code will provide for a default code selection when creating risks. This default can be changed for each risk identified but the default selected here should be the most common contingency code (e.g. construction contingency).

Resources

Within UniPhi, resources are typically people, though in some cases resources may be materials. For the context of this manual, we will focus on resources as people. Each resource is entered into UniPhi via the Resource module as a Contact. The information entered per contact can be captured to the level of that you have on the particular person, and can therefore be very high level (simply a name), or fully detailed with all contact details, the organisation and site that they belong to, projects that they are assigned to etc.

| ☰ | Summary | Documents | Issues | Risks | Time | Revenue | Costs | Contracts | Resources | Communication | Timesheets | Dashboards | 🇬🇧 | 🔍 |

Resources are categorised as Internal or External. Internal refers to the people internal to your organisation, and generally considered as staff in your business entity while External is anyone else that could be associated with a project, i.e. Clients, and Suppliers.

Filtering for a specific project will present all resources assigned to that project.

Resources can be edited (i.e. you can add or remove resources) at any time.

Creating Contact Resources

If the resource contact does not already exist you can create a new resource. Resources in UniPhi are split into 2 main types: Contacts and Assets. For the purposes of this manual, only Contacts are demonstrated. A resource can be created when setting up a project, when viewing the Project Resources or when viewing the Resource Pool. At project set up or when viewing the project or from the Resource Pool click .

Create Resource

Type
Contact

Name

License
None

Email

Ph (Direct)

Ph (Office)

Mobile

Fax

Contact ID

Position

Link to an Organisation

● Link contact to existing organisation
○ Link contact to a new organisation
○ Individual contact only

Organisation Search
No Selection

If the resource you are creating belongs to an organisation not currently in the system, this can also be created. By selecting ● Link contact to a new organisation you will be presented with the view as seen below.

Link to an Organisation

○ Link contact to existing organisation
● Link contact to a new organisation
○ Individual contact only

Organisation   ☐ Internal Organisation

Email   Company Number   Tax Number

URL   Bank Name   Account Name

BSB   Account No

Primary Site

Site Name   Ph (Office)   Fax

Street 1   Street 2   Suburb   State   Postcode   Country

Click [save icon] to add the resources to your project. The default role of a newly created resource will be Team Member. From here you can use the *Roles:* dropdown to re-assign each resource to their correct role on the project.

Adding and Deleting Roles to existing Resources:

Adding Roles: You can assign additional roles to a resource at any time. Select the dropdown to the right of the resource and select the role you want to add:

Deleting Roles: To remove a role select the dropdown button next to the role you wish to remove and untick the box*.*

There are several contact fields that you may choose to populate at any time. The only mandatory field that requires input at this stage is the resource Name. All other fields, such as phone numbers, email address, licence type, and position detail can be updated or amended at a later date. Remember to save your new resource details before leaving this page.

The access level that your resource will have to the UniPhi system will depend on the licence type that you select. The five licence types available to you are:

- **None**. No access to your UniPhi deployment, the purpose of this licence type is purely to store your external client information. This information can be used when generating documents and emailing from UniPhi.
- **Team Member**. A lower level of access which will allow your team members to see their issues and actions, a view project related documents, and allocate time via their own timesheet.
- **Project Manager**. Access to issues, documents, and financial information relevant to projects they are assigned to
- **Program Manager**. High level access to documents, issues, and financials across all projects.
- **Administrato**r. Full access to issues, documents, financials, and methodology changes.

Resources are specified as being Internal or External based on the Organisation & Sites that they are assigned to.

Organisations & Sites

Organisations and sites are effectively the company or companies that a contact resource is associated with. Organisations refer to the company or business, while Sites refer to locations of that organisation. Therefore, a site is always linked to an Organisation.

Creating Sites & Organisations

1. To add a new Organisation, go to the Resources Module, All Projects and select the Create

Organisations button

As is the case when creating new contact resources, you will be presented with several detail fields that can be populated with organisation specific information. The only mandatory field that requires information at this stage is the organisation name, and the primary site details. Obviously, the more details you have entered here, the more useful your resource information will be, particularly when performing tasks such as generating documents, or invoices, etc.

Create Organisation

Organisation

☐ Internal Organisation

Email	Company Number	Tax Number
URL	Bank Name	Account Name
BSB	Account No	

Primary Site

Site Name	Ph (Office)	Fax
Street 1	Street 2	Suburb	State	Postcode	Country

Once you have created an organisation and primary site details, you can add additional sites by selecting the Add button under Sites.

Sites

Site	Address	Suburb	State	Country	Phone	Fax
Endor Project Consultants (Brisbane)	12/200 Queen St	Brisbane	QLD	Australia	07 3568 5566	07 3568 7752
Endor Project Consultants (Sydney)	39 Blaxland St	Millsons Point	NSW	Australia	02 9568 8965	02 9568 8855

2. The organisation should be marked as internal if this is your organisation, and resources assigned to your organisation are internal employees. Leaving the Internal box un-ticked will treat the organisation (and associated sites) as an external organisation (e.g. a client).

3. To add existing contact resources to a site, simply drill into the specific site, and select the Link Resource button.

Resources

Filter
Contact

Contact	Internal	Position	Phone	Mobile	Email	License
Alex Rose	Y	Cadet Quantity Surveyor	03 9555 6689	0421 569 998	g.heath@uniphi.com.au	Program Manager
Andy Serkis	Y	Project Manager	03 5678 9903			Program Manager
Cate Blanchett	Y		03 5678 9900		cate.b@endorprojects.com.au	Program Manager

4. It is possible to add multiple contact resources at one time; simply search and select the relevant resources displayed in the search. If you wish to see all resources type a space in the search field.

Resources

Filter

Contact ▼

Resource

Alex Rose (Endor Project Consultants Pty Ltd) ▼

Budgets

The first step in post contract management is to establish the original budget that you will track commitments. These budgets may be used for projects in pre or post contract management. Typically, this is completed via an import from Excel, though there are few methods available to you for entering your cost data. Depending on the size and complexity of your cost breakdown, you may choose to enter your budget against a defined structure, create your own structure, or import your costs from an Excel sheet. This section explains all three methods.

Using a Defined Budget Structure

Cost Codes

NPWC

Phased Budgets

Post Contract

Project Funding

Property Development

To create your project cost budget, select your project from the project drop down list. When you then go to the Costs module you will find your project cost code budget structure. It may be that case that your organisation has a number of predefined cost structures, and these structures can be found via the cost codes drop down menu. The cost codes may vary in detail from very high-level structure, to a more detailed and granular. Select your desired cost code structure.

Creating Your Own Cost Code Structure

Where the structure is defined at a high level, you can actually create your own project specific cost breakdown structure. To do this, choose the Blank cost structure from the drop-down list.

From this point you can create your own cost code structure. To do this, simply select the arrows located on the right-hand side. A new window will pop up and allow you to create the next level of your data structure.

After clicking notice that the right-hand side of your new structure has the same arrow icon. This means that as you need additional levels of detail, you can click on the arrow, to expand down to the next level.

project- Project Sub Codes

View: Active

Sort	Code	Description	Code Type	Qty	Unit	Rate	Budget	Is Contingency	Comments
1	A	Example Level 1	None					☐	↳
2	B	Example Level 2	None					☐	↳
3	C	Example Level 3	None					☐	↳
4			None					☐	
5			None					☐	
6			None					☐	
7			None					☐	
8			None					☐	
9			None					☐	
10			None					☐	
11			None					☐	
12			None					☐	
13			None					☐	

This allows you the flexibility to create codes to addition levels and per the structure that suits your particular project.

| Summary | Documents | Issues | Risks | Time | Revenue | Costs | Feasibility | Contracts | Resources | Communication | Timesheets | Dashboards |

489 Bell Street Apartments

| DASHBOARDS | BUDGET | AUTO PHASING | MANUAL PHASING | FORECAST TO COMPLETE |

Version	Compare To	Cost Codes	Depth	Currency
Current	None	Blank	Level 2	AUD

Cost Code	Qty	Unit	Rate	Budget	Comments	
Project						↳
A - Example Level 1						↳
B - Example Level 2						↳
C - Example Level 3						↳
Total Budget				0.00		

When you come back up to the top level of your budget, you will be able to select the view depth of your budget.

Data can only be entered at the bottom level of your code structure. All values entered against your budget line items will calculate up to the higher level code, and ultimatley provide you with a total project budget at the top level

Cost Code	Qty	Unit	Rate	Budget	Comments	
Project				530,000.00		↳
A - Example Level 1				180,000.00		↳
B - Example Level 2				240,000.00		↳
C - Example Level 3				110,000.00		↳
Total Budget				530,000.00		

Metric	Value
Budget	$530,000

Import Budget from Excel

As a faster method of creating your cost budgets, you may also choose to import your data into UniPhi from Excel. The excel sheet may be configured by an individual, or by exporting a similar budget from UniPhi and then importing the extracted format into your required project.

1. Filter for the project you wish to work on from the *Projects* filter

2. Click on the *Costs* module and then Budget on the navigation bar.

Cost Code	Qty	Unit	Rate	Budget	$/m2 FECA	Comments
Project				5,540,615.91	$5,452.11	
100 - Construction				4,483,000.00	$4,483.00	
100.1 - Early works & demolition				2,000.00	$2.00	
100.2 - Main works (old)						
100.3 - FF & E						
100.4 - ICT Contractor				250,000.00	$250.00	

3. Firstly, in order to generate an excel template which contains your cost code structure, click on

4. Within the excel template, either copy/paste your budget from another system or spreadsheet in order to align it with the required format to import into UniPhi.

	A	B	C	D	E	F	G	H	I	J
1	Code1	Descriptic	Code2	Descriptic	Qty	Unit	Rate	Budget	Comments	
2	100	Construction						4,483,000.00		
3			100.1	Early works & demolition				2,000.00		
4			100.2	Main works (old)						
5			100.3	FF & E						
6			100.4	ICT Contractor				250,000.00		
7			100.5	Main Works				4,231,000.00		
8	200	Authority Charges						200,000.00		
9			200.1	Town planning application				150,000.00		
10			200.2	Permits				50,000.00		
11	301	Headworks & Charges								
12			301.1	Services						
13	400	Consultants						185,000.00		
14			400.1	Architect				80,000.00		
15			400.2	Project Manager				40,000.00		
16			400.3	Quantity Surveyor				20,000.00		
17			400.4	Civil / Structural Engineer				20,000.00		
18			400.5	Services Engineer				20,000.00		
19			400.6	Building Surveyor				5,000.00		
20			400.7	Town Planning Consultant						
21			400.8	Traffic Engineer						
22			400.9	Fire Engineer						
23			400.10	Land Surveyor						

Note that the spreadsheet template has a name range called *Budget* which encompasses the rows and columns to be imported back into UniPhi.

5. Once you have filled in the budget spreadsheet template, click on ⬆ in order to bring those values into UniPhi.

The most important thing to note here is that the Levels of information are structured so that Level 1 is captured in Column A under the heading Code1 and its description is captured under the Description1 heading. Level 2 must be indented so that is appears under the heading of Code2 with the corresponding

description being noted under Description2. Multiple subsequent levels may be added so long as the same structure is used. For example, a sub-set of Preliminaries may be added by inserting a column called Code3, and Description3.

Data Entry

For each code, you may choose to enter either the Qty, Unit, and Rate and allow UniPhi to calculate the total for you, or you may enter in the Budget as a dollar figure only.

Phasing

UniPhi allows phasing of costs across months. This can be done for Budgets, Contracts and Forecasts and is the starting point in developing a cash flow in UniPhi. UniPhi allows phasing to be done manually or automatically. To phase a budget, after ensuring the budget has been entered and saved, navigate to the Costs Module then select Manual Phasing from the sub-navigation menu.

Manual Phasing

There is a set of dropdown filters on the right hand side of the phasing screen.

- Phase From = the selected month from which a 12 month period will be shown in order to phase.

- Actuals to =

- Cost Codes = the chart of account from which the budget and contract will be phased.

- Depth = the chart of account level at which phasing will be done. Phasing can only be done at the lowest level. Also selectable is Contracts. The forecast can be hased against contracts, but not the budget.

- Phase = All shows Budget and Actual/Forecast, or select either Act/Fcst or Budget to just view that information.

- Unit = show the phasing as Currency or %

- Currency = If your deployment is set up to handle multiple currencies, you can pick the relevant currency.

Tha ACT/Fcst lines and view show Actual costs for past months, where the month has been closed. For current and furture months Forecast data is shown. The closed onths with actual data are greyed out and cannot be edited. Firecast motnhs are white an dcan be edited. In the view below, actual costs are shown up to and including April 2020 and from May 2020 forecast data is show.

		Project Total	Phased Total	Variance	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Year Total
Project	Act/Fcst:	5,506,313	214,500	5,291,813	99,900												99,900
	Budget:	5,540,616	5,540,616	0													
	Variance:	34,303	5,326,116		-99,900												-99,900
100 - Construction	Act/Fcst:	4,483,000	208,200	4,274,800	98,100												98,100
	Budget:	4,483,000	4,483,000	0													
	Variance:	0	4,274,800		-98,100												-98,100
100.1 - Early works & demolition	Act/Fcst:	2,000	0	2,000													
	Budget:	2,000	2,000	0													
	Variance:	0	2,000														
100.4 - ICT Contractor	Act/Fcst:	250,000	0	250,000													
	Budget:	250,000	250,000	0													
	Variance:	0	250,000														
100.5 - Main Works	Act/Fcst:	4,231,000	208,200	4,022,800	98,100												98,100
	Budget:	4,231,000	4,231,000	0													
	Variance:	0	4,022,800		-98,100												-98,100

The buttons on this page have the following functions:

- **BUDGET** Copy Budget copies the phased budget data to the forecast. Note that if any of the data is in closed months, the budget values will nto overwrite the actuals values.

- **RE-BASELINE** Re-baseline copies both phased actual and forecast data to the phased budget.

- This option appears when you check the selection boxes for the detail lines on the left of the screen. When used it will clear all phased data form the selected lines. In the Phase All view it clears budget and forecast data, but not actual data. In Phase Budget view it only clear phased budget data. In Phase Act/Fcst view it clears forecast data but not actual data.

- Import allows you to paste budget and forecast data from Excel. See the section below on importing phasing for more informtion.

- Save will save changes to the manual phasing data.

Input Manual Phasing

Phasing can be input directly in to the Manual Phasing view.

1. Filter for the project you wish to work on from the *Projects* filter
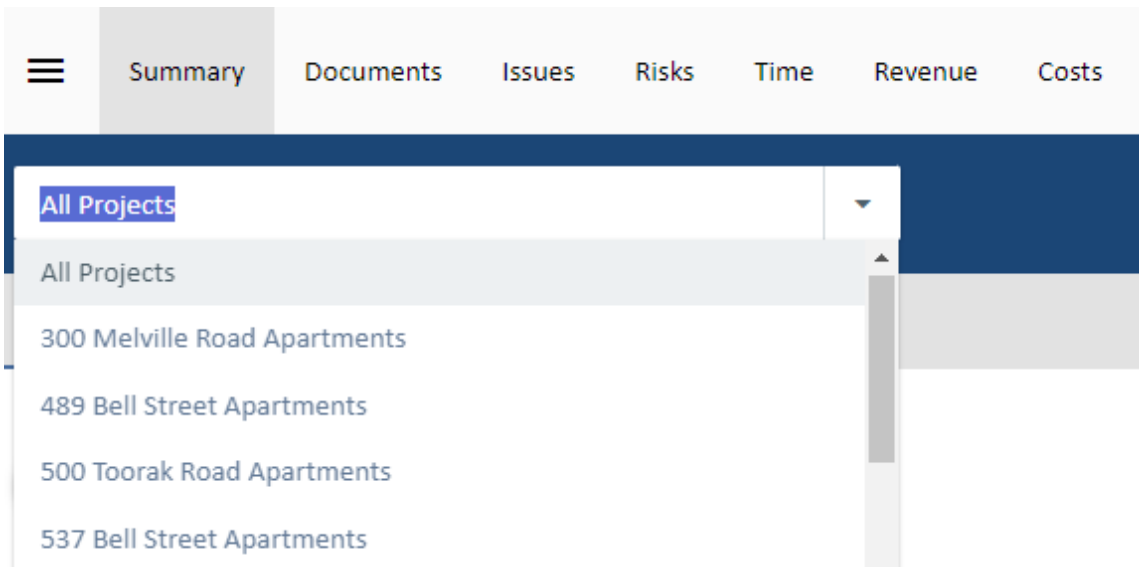
2. Go to the Costs module, then select Manual Phasing on the navigation bar
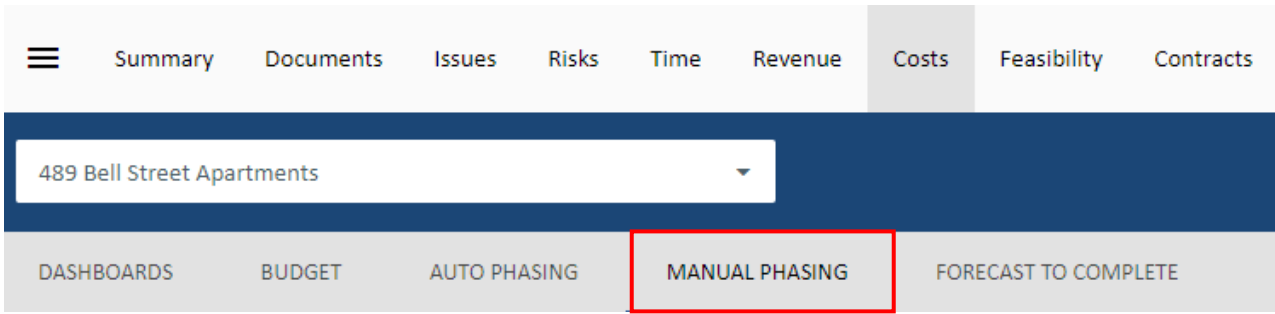
3. If not already show, select the Cost Code you want to work in from the Cost Codes filter
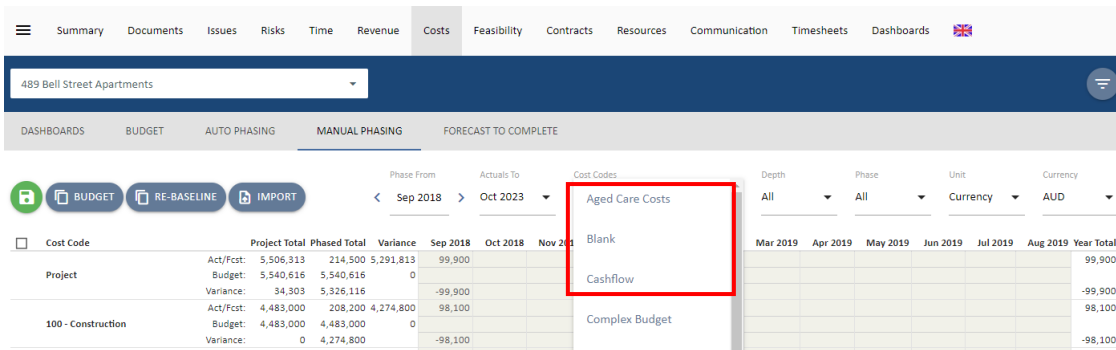
4. Select the month you want to start in in the Phase From data selector.

5. Select the other filters to show depth, phase view, unit and currency.

6. Enter the values in the cells as appropriate. In the example below, a budget of $1,000,000 has been phased manually across 12 months from May 2018.

Cost Code		Project Total	Phased Total	Variance	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	Year Total
Project	Act/Fcst:	0	0														0
	Budget:	2,750,000	1,010,000	1,740,000	50,000	5,000	650,000		25,000	150,000	15,000		115,000				1,010,000
	Variance:	2,750,000	1,010,000		50,000	5,000	650,000		25,000	150,000	15,000		115,000				1,010,000
100 - CONSTRUCTION COSTS	Act/Fcst:	0	0														0
	Budget:	1,000,000	1,010,000	-10,000	50,000	5,000	650,000		25,000	150,000	15,000		115,000				1,010,000
	Variance:	1,000,000	1,010,000		50,000	5,000	650,000		25,000	150,000	15,000		115,000				1,010,000

7. Once the amounts have been entered, click .

Import Phasing

Phasing can be imported from Excel to update the budget or the forecast. This reduces the need to enter data and duplicate work.

1. Filter for the project you wish to work on from the *Projects* filter
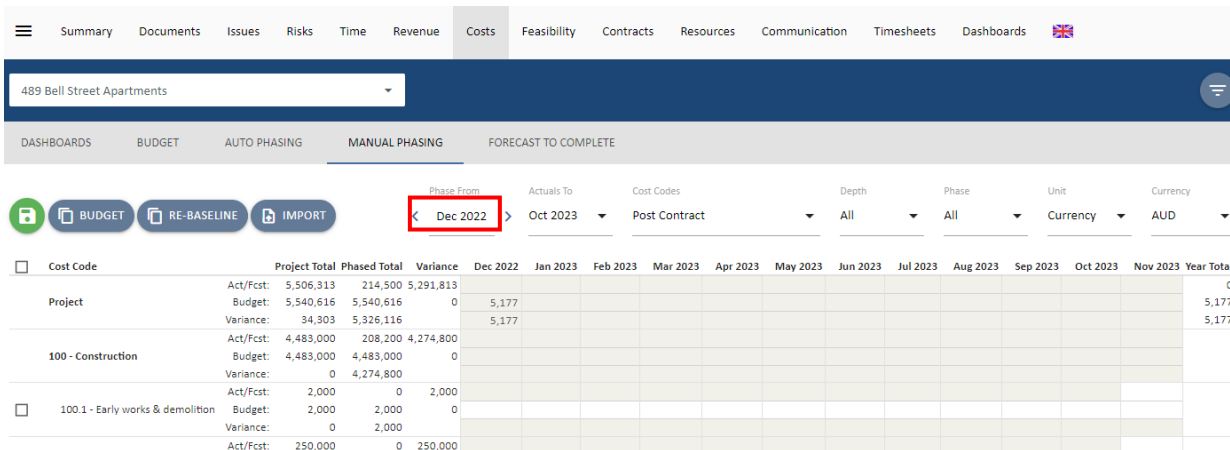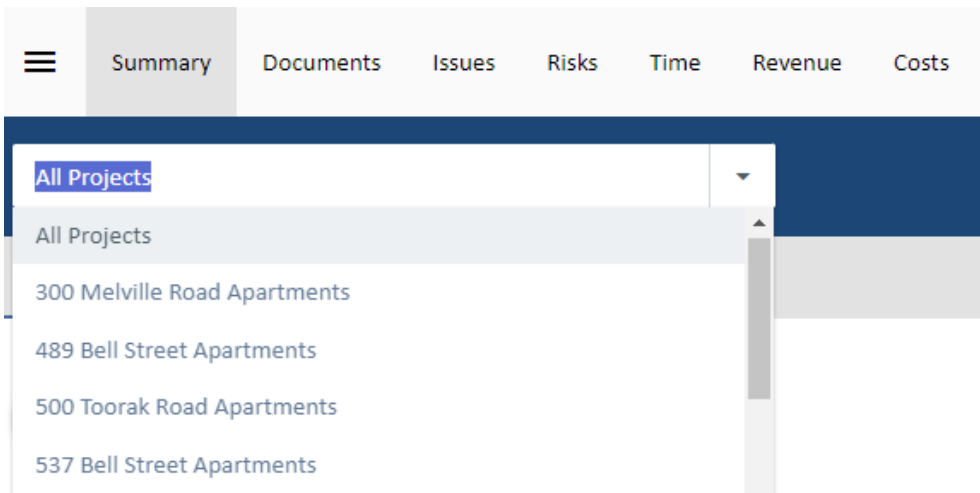
2. Go to the Costs module, then select Manual Phasing on the navigation bar
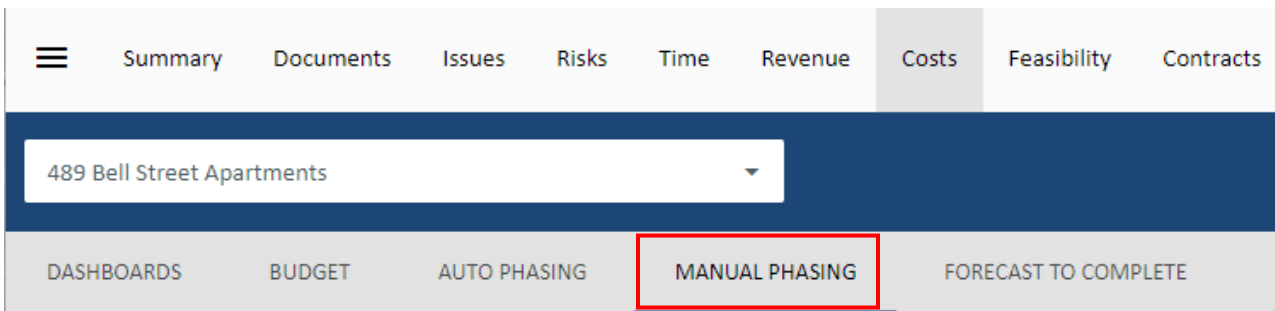
3. If not already show, select the Cost Code you want to work in from the Cost Codes filter
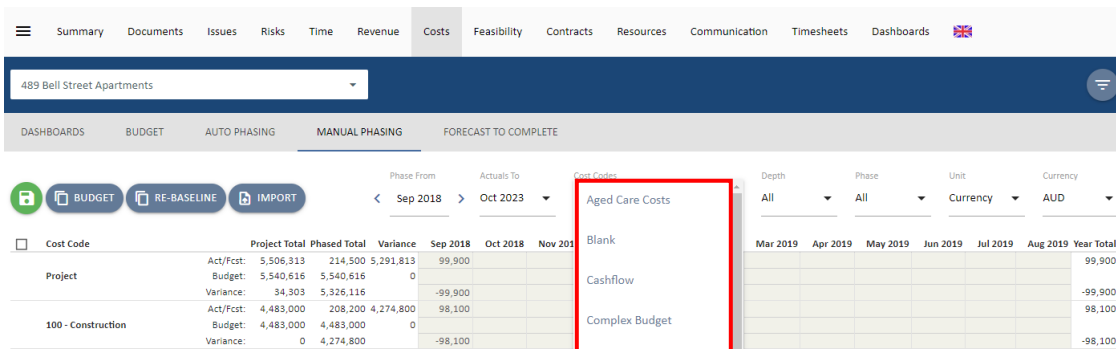
4. Select the IMPORT button to go to the Paste from Excel interface.

Cost Code		Project Total	Phased Total	Variance	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Year Total
	Act/Fcst:	5,506,313	214,500	5,291,813													0
Project	Budget:	5,540,616	5,540,616	0	5,177												5,177
	Variance:	34,303	5,326,116		5,177												5,177
	Act/Fcst:	4,483,000	208,200	4,274,800													
100 - Construction	Budget:	4,483,000	4,483,000	0													
	Variance:	0	4,274,800														
	Act/Fcst:	2,000	0	2,000													
100.1 - Early works & demolition	Budget:	2,000	2,000	0	5000	5000	50000				25000	150000					
	Variance:	0	2,000														
	Act/Fcst:	250,000	0	250,000													
100.4 - ICT Contractor	Budget:	250,000	250,000	0													
	Variance:	0	250,000														

5. Select to import ether Budget or Forecast

6. Paste the month by month cash flow data from Excel into the area labelled "Paste Excel data here".

7. When you paste the data, UniPhi will validate it for you. In the example below, columns that are not relevant are ignored, but the data cannot be imported because there is not a column with the Heading "Code" to tell UniPhi where to put the phased cash flow against the coding structure. To

clear this and try again. Select Reset to clear these.

8. This time it has been pasted with a column heading containing "Code" that corresponds to the coding structure. Once again, irrelevant columns have been ignored and are greyed out. Each line of the import is ticked, indicating that it will be imported. Select [save icon] Save to confirm the import

| | DASHBOARDS | BUDGET | AUTO PHASING | MANUAL PHASING | FORECAST TO COMPLETE |

Cost Codes
Post Contract ▼

Import
Forecast ▼

Paste Excel data here

	Code	Project	Phased Total	Variance	Oct-20	Nov-20	Dec-20	Dec-20 *	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21
☐		300 Melville Road	59,498,714	0	59,498,714									
☐			85,797,649	85,036,801	760,848	3,438,066	3,526,928	2,883,246	2,903,707	3,666,457				
☐			26,298,935	85,036,801		3,438,066	3,526,928	2,883,246	2,903,707	3,666,457				
✓	100		46,298,025	0	46,298,025									
☐			72,528,934	71,768,086	760,848	2,894,857	2,975,000	2,510,765	2,542,272	3,195,028				
☐			26,230,909	71,768,086		2,894,857	2,975,000	2,510,765	2,542,272	3,195,028				
✓	100.1		9,128,163	0	9,128,163									
☐			15,636,985	15,636,985	0	578,845	625,088	357,222	375,402	752,046				
☐			6,508,823	15,636,985		578,845	625,088	357,222	375,402	752,046				
✓	100.3		328,061	0	328,061									
☐			328,061	328,061	0	12,114	13,082	7,476	7,856	15,738				
☐			0	328,061		12,114	13,082	7,476	7,856	15,738				

[save icon] [undo icon] [close icon]

9. All data imported will be shown in green. Select [X icon] Close to complete and go back to the Manual Phasing view.

Auto Phasing

In order to phase automatically, click on Auto Phasing in the sub-navidation menu.

In this screen, the you can either auto phase the entire budget against a specific criteria or auto phase each code of the budget against criteria specified.

Clicking the Phasing Method dropdown reveals a list of auto phasing options.

- Monthly, Quarterly, Half Yearly and Yearly = when selected will present more options to for the user. These 4 options will split the budget equally over the date range specified (see below) into the respective method chosen. i.e in the example below, each code will divided by 4 and the result displayed in each month from July to October.

Auto Phase	Cost Codes	Depth
Budget	Blank	All

Bulk Phasing		Escalation (%)	Lifecycle	Start	End	Months
Monthly			None	1/07/2023	31/10/2023	4

Cost Code	Amount	Phasing Method	Escalation Rate (%)	Lifecycle	Code Relationship	Chart of Accounts	Code	Adjust (Months)	Duration (Months)	Start Date	End Date	
Project												
A - Example Level 1	180,000	Monthly		None	None	Blank	None		4	1/07/2023	31/10/2023	↳
B - Example Level 2	240,000	Monthly		None	None	Blank	None		4	1/07/2023	31/10/2023	↳
C - Example Level 3	110,000	Monthly		None	None	Blank	None		4	1/07/2023	31/10/2023	↳

- Benchmark = a method which uses existing closed projects in UniPhi to generate a similar spend pattern. When this selection is chosen, a range of filters become available to filter for appropriate projects that are similar to the current project in order to copy its cost profile.

Auto Phase	Cost Codes	Depth
Budget	Blank	All

Bulk Phasing		Escalation (%)	Lifecycle	Start	End
Benchmark			None	1/07/2023	31/10/2023

Benchmark Samples

Sector	Project Type	Service Line	Custom Fields Category
Residential	New Build	Project Management	No Selection

There are no projects that meet your filter selection

Cost Code	Amount	Phasing Method	Escalation Rate (%)	Lifecycle	Code Relationship	Chart of Accounts	Code	Adjust (Months)	Duration (Months)	Start Date	End Date	
Project												
A - Example Level 1	180,000	Benchmark		None	None	Blank	None		4	1/07/2023	31/10/2023	↳
B - Example Level 2	240,000	Benchmark		None	None	Blank	None		4	1/07/2023	31/10/2023	↳
C - Example Level 3	110,000	Benchmark		None	None	Blank	None		4	1/07/2023	31/10/2023	↳

- S-Curve = a method which uses UniPhi's S-curve algorithm to generate an S-Curve using the budget or forecast

Cost Code	Amount	Phasing Method	Escalation Rate (%)	Lifecycle	Code Relationship	Chart of Accounts	Code	Adjust (Months)	Duration (Months)	Start Date	End Date	
Project												
A - Example Level 1	180,000	S-curve		None	None	Blank	None		4	1/07/2023	31/10/2023	↳
B - Example Level 2	240,000	S-curve		None	None	Blank	None		4	1/07/2023	31/10/2023	↳
C - Example Level 3	110,000	S-curve		None	None	Blank	None		4	1/07/2023	31/10/2023	↳

- Adjust Start = this allows you to adjust the start date of previously phased line items forwarsd ro backways by X number of months. This is useful if you have phased you project cahs flow and then the prject is delayed.

All of the above methods can be chosen globally to affect the entire budget or individually for each code.

Once your phasing method has been selected you may choose to apply phasing to a lifecycle phase or simply phase at a global whole of project level. When phasing according to any of the options you will be presented with set of configurable phasing options.

If phasing via a linear method (Monthly, Quarterly, etc.), you will specify the start and end dates, either for all items in the header of the page, which pushes the dates into all the individual line items, or in the individual line items. Each line item can be controlled for different phasing methods.

Entering a start date and a duration will calculate the end date, entering an end date and a duration will calculate the start date.

If Phasing via Benchmark method you will be presented with project custom fields that allow you to selectively choose projects of a similar size and nature. The projects that are displayed within this screen are those which have moved to a completed status in UniPhi.

DASHBOARDS	BUDGET	AUTO PHASING	MANUAL PHASING	FORECAST TO COMPLETE

	Auto Phase	Cost Codes	Depth
	Budget ▾	Post Contract ▾	All ▾

Bulk Phasing	Escalation (%)	Lifecycle	Start	End
Benchmark ▾		None ▾	1/07/2023	30/09/2023

Benchmark Samples

Sector	Project Type	Service Line	Custom Fields Category
Commercial, Residential ▾	No Selection ▾	Project Management ▾	No Selection ▾

✓	Project	Start Date	Finish Date	Total Phased Actual
✓	Adidas Warehouse - Auburn	01 Jan 2012	31 Jan 2015	$15,915,756
✓	ANZ Office Development - Fitztroy	01 Jan 2012	31 Jan 2015	$16,370,890
✓	ANZ Office Development - Hawthorn	01 Jan 2012	31 Jan 2015	$15,270,311
✓	Grand Hyatt Development - Melbourne	01 Jan 2012	31 Jan 2015	$15,050,451
✓	Telstra Store Development - Castle Hill	01 Jan 2012	31 Jan 2015	$17,942,496

Selecting the Manual phasing option allows you to specify how each line item is to be phased.

Bulk Phasing

Manual ▾

Cost Code	Amount	Phasing Method
Project		
100 - Construction		
100.1 - Early works & demolition	2,000	S-curve ▾
100.4 - ICT Contractor	250,000	Yearly ▾
100.5 - Main Works	4,231,000	Manual ▾

Once the phasing method has been selected, the fields for individual line items will be editable therefore the user is able to overwrite the Global Options at each individual line item.

Lifecycle phasing uses the project schedule dates maintained in Time Mondule > Project Schedule.
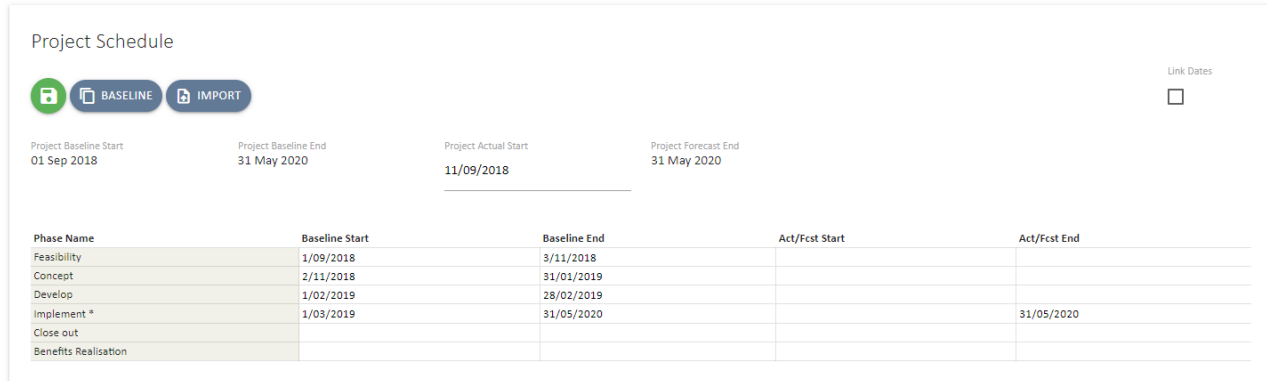
In the example below, some items are linked to the Implementation phase, some to the Development phase and others to Whole of Project.

For budget phasing, UniPhi uses the baseline dates from the schedule, for forecast it uses the Actual/Forecast dates. Start and End Dates and durations will blank out with a lifecycle selected.

Linked Account Code Relationships

Code Relationship allows the Start date of the phasing for an item to be determined by its relationship to another cost or revenue item, linked by selecting it from the Code drop down menu.

Phasing Method

Manual ▼

Cost Code	Amount	Phasing Method	Escalation Rate (%)	Lifecycle	Code Relationship	Chart of Accounts	Code	Adjust (Months)	Duration (Months)	Start Date	End Date
Project											
100 - Construction											
100.1 - Early works & demolition	50,000	S-curve		Implementation	None	Post Contract	None		15	1/03/2019	31/05/2020
100.4 - ICT Contractor	250,000	S-curve		None	Start Finish	Post Contract	100.5 - Main Works		3	1/06/2020	31/08/2020
100.5 - Main Works	4,000,000	S-curve		Implementation	None	Post Contract	None		15	1/03/2019	31/05/2020

The options available are:

Start Finish – the start date for this item is determined by the end date of the linked code.

Finish Start – the finish date of this item is determined by the start date of the linked code.

Start Start – the start date for this item is determined by the start date of the linked code.

Based on the linked (account) Code Relationship, any change to the phasing dates of the linked code will flow to update the phasing dates in the linked items. The duration needs to be provided to complete the phasing, i.e. if either a start or end date is missing, the duration will be zero and, no phasing will occur.

Additionally, phasing Start dates can be offset from the linked Code related date for a specific line item by entering a value in Months, positive or negative, in the Adjust (Months) field.

In the example below, ICT Conractor code to start two months before the Main Works are completed and go for a duration of 4 months.

DASHBOARDS   BUDGET   AUTO PHASING   MANUAL PHASING   FORECAST TO COMPLETE

	Auto Phase	Revenue Codes	Depth
	Budget ▼	Revenue - Practice ▼	All ▼

Bulk Phasing

Manual ▼

Service Code	Amount	Phasing Method	Escalation Rate (%)	Lifecycle	Code Relationship	Chart of Accounts	Code	Adjust (Months)	Duration (Months)	Start Date	End Date	
Project												
4-1000 - Cost Management												
4-1100 - Cost Planning	4,000	S-curve		Whole Project	None	Revenue - Practice	None		23	23/04/2019	1/02/2021	↳
4-1200 - Post Contract	20,000	S-curve		Whole Project	None	Revenue - Practice	None		23	23/04/2019	1/02/2021	↳
4-2000 - Project Management Services												
4-2100 - Post Contract	40,000	S-curve		Whole Project	None	Revenue - Practice	None		23	23/04/2019	1/02/2021	↳
4-2200 - Planning	36,000	S-curve		Whole Project	None	Revenue - Practice	None		23	23/04/2019	1/02/2021	↳

Once the selections have been made, click Save   . This will take the user back to the Manual Phasing view to view the phased data.

Once the budget is phased, the user can create budget snapshots in order to capture the phasing information for a particular budget.

Budget Snapshots

Your UniPhi deployment may be configured to allow budget snapshots, budget approvals, and current budget versions to be created by Project Managers, Program Managers, and Administrators, or it may be restricted so that budget versions can only be captured via signed off change request document. Your administrator will be able to advise you of your configuration, and you can also determine these settings by selecting the Snapshot button.

A *restricted snapshot* configuration will look like this:
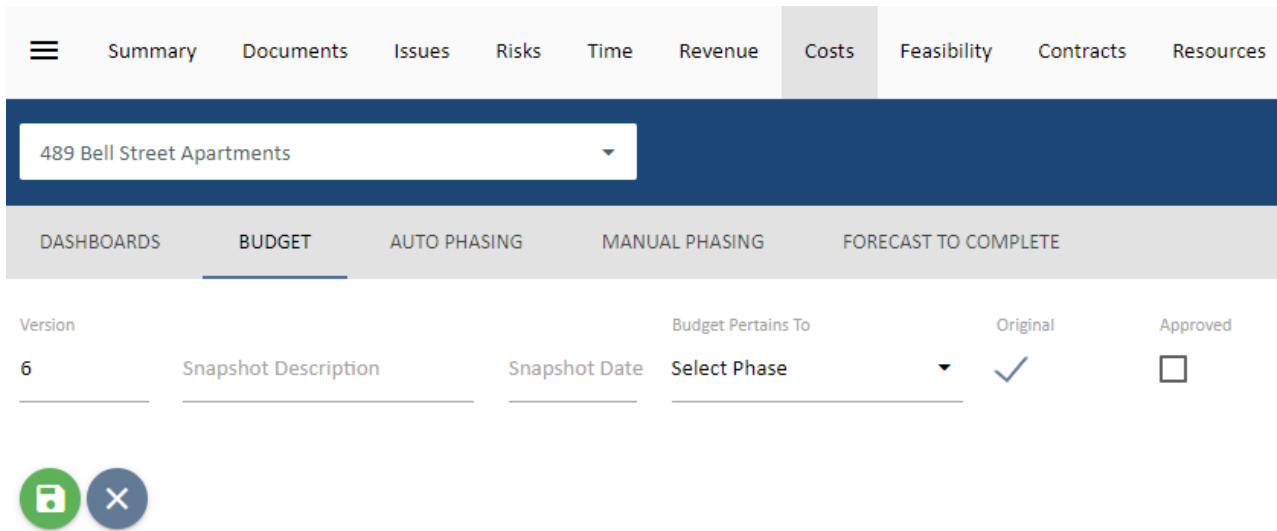
While an *unrestricted snapshot* will allow you to set an original budget and an approved budget
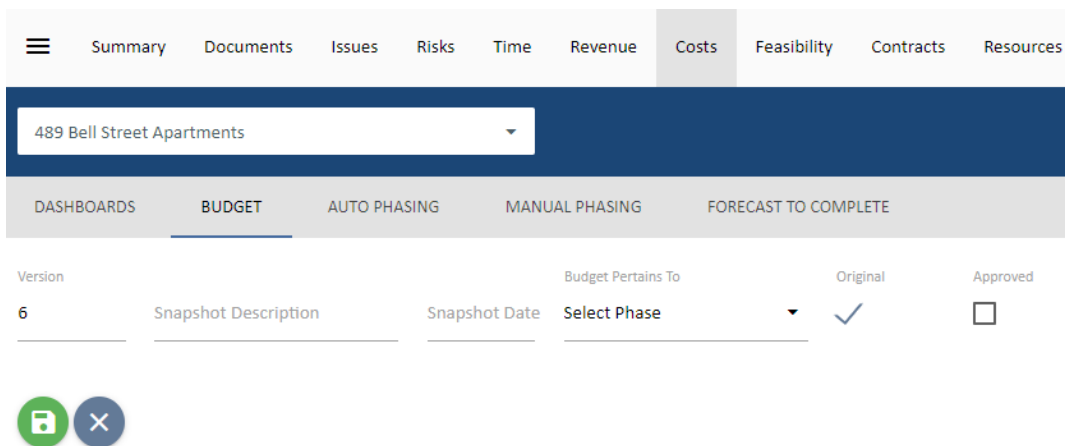
Create an Unrestricted Budget Snapshot

When a budget that has been agreed with the client or your key stakeholders, it should be baselined.

1. To do this you need to select .

2. Enter in the description of the budget, for example "Pre-Tender Estimate" and select the Original Budget tick box. This will be used to decide which budget is "original" in the project costs report. The first budget to be snapshot is the original budget by default. If and when this budget is Approved, you simply place a tick in the Approved

Overwriting a budget snapshot

If you enter in the snapshot description the same Version number as a previous snapshot, the system will overwrite the old snapshot with the new one. You will be prompted to confirm you want to overwrite the old budget.

majorprojectsuk.uniphi-software.com says

A budget version with that version number already exists, would you like to overwrite it?

OK   Cancel

Once a budget is baselined, this baseline can be compared to the current or other budget versions using the compared to filter. Only the current budget is editable, if you select a different version then the

budget is displayed in read only mode. Click on [USE AS CURRENT] Use as Current to make the version you are looking at the current version, and thereby making it available for edit. The version can also be

renamed once selected in this view by selecting Rename [RENAME].

	Summary	Documents	Issues	Risks	Time	Revenue	Costs	Feasibility	Contracts	Resources	Communication	Timesheets	Dashboards	

489 Bell Street Apartments ▼

DASHBOARDS	BUDGET	AUTO PHASING	MANUAL PHASING	FORECAST TO COMPLETE

💾 | 🔄 USE AS CURRENT | ✏️ RENAME | 🗑 DELETE

Version	Compare To	Cost Codes	Depth	Currency
1: Construction Budget (Origina	None	Post Contract	Level 3	AUD

ⓘ Version: Construction Budget (Original,Approved), Snapshot Date: Jun 18 2019

Cost Code	Qty	Unit	Rate	Budget	Comments
Project				5,412,112.83	
100 - Construction				4,300,000.00	
100.1 - Early works & demolition				50,000.00	
100.2 - Main works (old)					
100.3 - FF & E					
100.4 - ICT Contractor				250,000.00	
100.5 - Main Works				4,000,000.00	
200 - Authority Charges				200,000.00	
200.1 - Town planning application				150,000.00	
200.2 - Permits				50,000.00	

Comparing Budgets

Once you have created a snapshot of your budget, you will be able to compare budget versions. This is useful to analyse the impact to your budget as changes are made. To compare your budget versions, simply select the relevant snapshots available in your Version, and Compare to drop down boxes. This will then display variance at the project level, and at the code structure level.

Create a Restricted Budget Snapshot

1. Restricted Budget Snapshots can be Original, Approved, or neither. To do this you need to select

.

2. Enter in the description of the budget, for example "Pre-Tender Estimate" and enter a date for the snapshot.

| DASHBOARDS | BUDGET | AUTO PHASING | MANUAL PHASING | FORECAST TO COMPLETE |

Version	Snapshot Description	Snapshot Date	Budget Pertains To	Original	Approved
6	Pre-Tender Estimate	16/10/2023	Whole Project ▾	☐	☐

3. To mark a snapshot as Original or Approved, simply create a document with a Budget control and select the relevant snapshot from the "Version" dropdown list as shown below.

Budget ⚙

☐ Create Original Budget on Document Sign Off
☐ Create Approved Budget on Document Sign Off

Chart of Accounts	Code	Depth
Construction ▾	Project ▾	Level 3 ▾

View	Version	Compare To
Full Budget ▾	Current ▾	None ▾

Code Format	Currency	Round
Code - Description ▾	AUD ▾	None ▾

4. It is important to note the following at this stage that is possible to create a snapshot as Original and Approved at the same time. Doing so, will overwrite the Original and Approved budget (if they exist). Finally, when the document is signed off, this will complete the process.

5. To overwrite a Restricted Budget, the snapshot needs to be created in the document and approved. Creating a snapshot with the same version number in the Cost module will give the following error message.

Cost Budget Summary

UniPhi will display your cost budget summary within the Cost module.

The information is grouped into the following:

- Budget = Original version, the current approved budget and any transfers that have occurred.

- Commitments = Original cost contracts (i.e. signed off or active), and any approved variations to total your commitments.

- Uncommitted = this display any amounts that are anticipated, but not yet committed. The columns displayed include pending contracts, possible and pending variations, and untendered amounts.

- Contingency = the status of any Remaining Contingency

- Total = The total Forecast and any Variance to the Approved Budget.

UniPhi does not know what the amount of any untendered costs are until you enter this information.

Untendered Amounts and Forecast to Complete

UniPhi will report and display the untendered amount in one of two ways – automatic calculation, or manual calculation. The simplest method is to use the Forecast to Complete auto calculate feature.

Go to your cost module, project budget, and navigate to the forecast to complete.
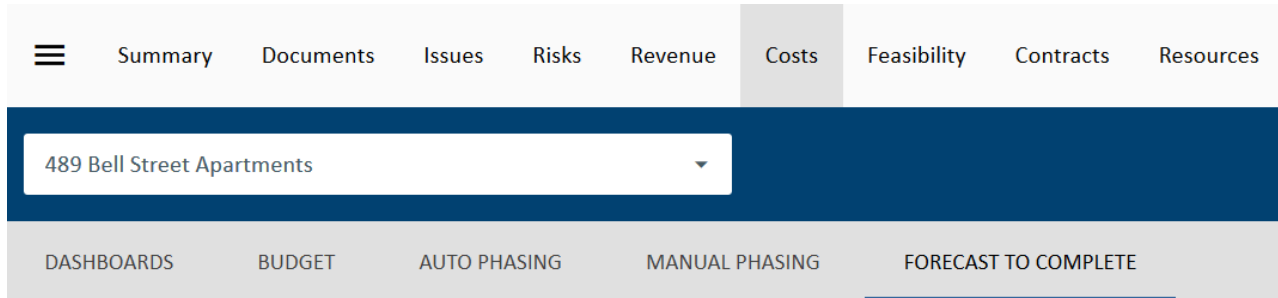
Click on **MANUAL** and you'll notice that the Untendered column is now editable. Enter in your estimate of the untendered forecast to complete and select Save.

Cost Code	Original Contract	Approved Variations	Total Committed	Pending Contract	Possible Variations	Pending Variations	Untendered	Total Uncommitted	Allocated Contingency	Remaining Contingency	Approved Budget	Forecast	Variance
Project	3,981,000.00	97,000.00	4,078,000.00	0.00	102,000.00	-54,800.00	1,024,112.83	1,071,312.83	143,000.00	357,000.00	5,412,112.83	5,506,312.83	-94,200.00
100 - Construction	3,916,000.00	96,000.00	4,012,000.00	0.00	102,000.00	-60,000.00	429,000.00	471,000.00			4,300,000.00	4,483,000.00	-183,000.00
100.1 - Early works & demolition	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00			50,000.00	2,000.00	48,000.00
100.2 - Main works (old)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
100.3 - FF & E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
100.4 - ICT Contractor	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	250,000.00			250,000.00	250,000.00	0.00
100.5 - Main Works	3,916,000.00	96,000.00	4,012,000.00	0.00	100,000.00	-60,000.00	179,000.00	219,000.00			4,000,000.00	4,231,000.00	-231,000.00
200 - Authority Charges	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	200,000.00			200,000.00	200,000.00	0.00
200.1 - Town planning application	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	150,000.00			150,000.00	150,000.00	0.00
200.2 - Permits	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00			50,000.00	50,000.00	0.00
301 - Headworks & Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
301.1 - Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
400 - Consultants	65,000.00	1,000.00	66,000.00	0.00	0.00	5,200.00	168,000.00	173,200.00			185,000.00	239,200.00	-54,200.00
400.1 - Architect	50,000.00	1,000.00	51,000.00	0.00	0.00	3,200.00	80,000.00	83,200.00			80,000.00	134,200.00	-54,200.00
400.2 - Project Manager	0.00	0.00	0.00	0.00	0.00	2,000.00	38,000.00	40,000.00			40,000.00	40,000.00	0.00
400.3 - Quantity Surveyor	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00			20,000.00	20,000.00	0.00

Alternatively, you can select the Auto button to have UniPhi calculate the Untendered Values. This feature takes the Approved Budget and subtracts Total Committed, Pending Contacts, Possible Variations and Pending Variations. The columns are now all greyed out as they cannot be edited

in Auto mode. To change back, select Manual.

| | | Summary | Documents | Issues | Risks | Time | Revenue | Costs | Feasibility | Contracts | Resources | Communication | Timesheets | Dashboards | |

489 Bell Street Apartments

DASHBOARDS   BUDGET   AUTO PHASING   MANUAL PHASING   FORECAST TO COMPLETE

| Cost Codes | Depth | Filter | Currency |
| Post Contract | Level 3 | All Codes | AUD |

MANUAL

Cost Code	Original Contract	Approved Variations	Total Committed	Pending Contract	Possible Variations	Pending Variations	Total Untendered	Allocated Uncommitted	Remaining Contingency	Approved Contingency Budget	Forecast	Variance
Project	3,981,000.00	97,000.00	4,078,000.00	0.00	102,000.00	-54,800.00	1,074,112.83	1,121,312.83	143,000.00	357,000.00 5,412,112.83	5,556,312.83	-144,200.00
100 - Construction	3,916,000.00	96,000.00	4,012,000.00	0.00	102,000.00	-60,000.00	479,000.00	521,000.00		4,300,000.00	4,533,000.00	-233,000.00
100.1 - Early works & demolition	0.00	0.00	0.00	0.00	2,000.00	0.00	50,000.00	52,000.00		50,000.00	52,000.00	-2,000.00
100.2 - Main works (old)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
100.3 - FF & E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
100.4 - ICT Contractor	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	250,000.00		250,000.00	250,000.00	0.00
100.5 - Main Works	3,916,000.00	96,000.00	4,012,000.00	0.00	100,000.00	-60,000.00	179,000.00	219,000.00		4,000,000.00	4,231,000.00	-231,000.00
200 - Authority Charges	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	200,000.00		200,000.00	200,000.00	0.00
200.1 - Town planning application	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	150,000.00		150,000.00	150,000.00	0.00
200.2 - Permits	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00		50,000.00	50,000.00	0.00
301 - Headworks & Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
301.1 - Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
400 - Consultants	65,000.00	1,000.00	66,000.00	0.00	0.00	5,200.00	168,000.00	173,200.00		185,000.00	239,200.00	-54,200.00
400.1 - Architect	50,000.00	1,000.00	51,000.00	0.00	0.00	3,200.00	80,000.00	83,200.00		80,000.00	134,200.00	-54,200.00
400.2 - Project Manager	0.00	0.00	0.00	0.00	0.00	2,000.00	38,000.00	40,000.00		40,000.00	40,000.00	0.00
400.3 - Quantity Surveyor	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00		20,000.00	20,000.00	0.00
400.4 - Civil / Structural Engineer	15,000.00	0.00	15,000.00	0.00	0.00	0.00	5,000.00	5,000.00		20,000.00	20,000.00	0.00
400.5 - Services Engineer	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00		20,000.00	20,000.00	0.00

The untendered amounts will now appear in the Costs module, and in cost reports.

Creating a Cost Plan Report

This section demonstrates how to create a Cost Plan Report within UniPhi via a document template. The document template has been designed to draw upon information stored in UniPhi so that content is populated automatically. As this is a sample cost plan report, it may look different to your own reports, and is included here for demonstration purposes only. You may choose to tailor your own Cost Plan Report to meet your own specific needs.

Creating a simple report

Once you have imported and quality assured the cost plan, the cost plan report can be generated from within UniPhi's document system. UniPhi has been configured by the system administrator to produce a variety of cost plan reports from the one template. To begin the process, select the project you wish to generate the cost plan report for. Click on the Documents module and click "New"

Select Cost Plan Report from the template list. Your project will automatically be selected. Give the document a name. The document name usually appears in the title page of the "Coversheet" stylesheet. Note version numbers will be managed automatically.

Click Create and you will see the following checklist of steps particular to your cost plan template for your business.

Commentary will be captured in a rich text box.

Rich Text Editor

Using the Rich Text Editor; the rich text toolbar displayed below is available to use with a rich text box and provides functionality to access the HTML environment. The Ctrl key and relevant letter on the keyboard can be used to activate some of the controls exactly the same as you would use in many Windows applications.

For example: Ctrl+C for copy, Ctrl+V for paste and Ctrl+Z for undo.

Some of the text boxes used within UniPhi present a smaller version of this editor. Hover over an icon and a label will appear to tell you what the icon is.
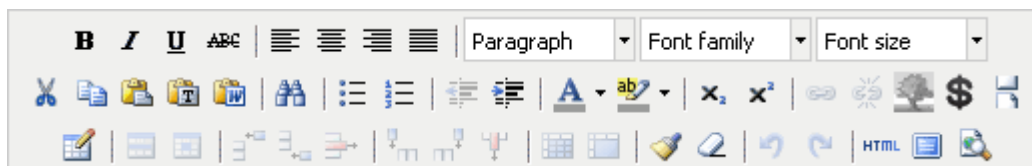
The common commands you will use are as follows:

 - highlight text to make formatting changes **B – to bold,** *I to turn to italic* or U for underline. Select the letter to either add or remove the formatting type. You can also use the common keyboard commands that you would use in MS Word such as Ctrl+B, Ctrl+I or Ctrl+U. The A̶B̶C̶ enables you to strike through the text.

 - enables you to position text in the document to the left, right, centre or justified.

 - select the heading style you wish to use if required, these have all been predefined for you. The heading styles and paragraph are Calibri. You can manually select font family and font size from the drop down if you wish.

 - the cut, copy and paste icons enable you to add or remove text into the rich text box from external documents or sources.

 - the paste as plain text icon is used when copying text from MS Word. This is because MS Word has its own mark up language that does not match exactly with HTML. When copying text from

MS Word the rich text editor does its best to convert from word to HTML, however it is not perfect since the two do not match up exactly. The paste as plain text option will remove the word formatting and allow the user to have more control with formatting.

Information can be copied into UniPhi from MS Word by selecting the when pasting into UniPhi and then editing as required. Alternatively, you can copy the HTML version of the document and paste this into MS Word. If this method is used upload the document back into UniPhi.

 - provides the options to create or remove a bulleted or numbered list. When you remove these a space will be entered between each line of text. If you wish to remove these spaces place your cursor in front of the first letter of the word you wish to move and select your backspace key. The word will be in line with the word previously above, now select Shift+Enter. The word will be placed back on the line immediately below with no bullets and the space is removed. Alternatively, if you are familiar with HTML you can view the code and make your changes there. (See HTML explanation further on in this section).

 - enables you to change the colour of the font by highlighting the text and selecting the drop-down menu to pick your colour.

 - enables you to highlight the background of the text, this is particularly useful if you want to note where you have made changes in a document so the author or readers can see what you have amended in the text. UniPhi does not have a track changes option.

 - Used to insert a picture and enables you to select the image you want to insert. This can be used for inserting a photo into CV or logos etc. The best method is to create a table and insert the graphic into one cell, that way you can control the positioning.

 - The first icon inserts a table into a rich text box and you can enter the number of rows and columns required.

The middle icon displays the table properties and where you modify the number of rows and columns and set width and height properties.
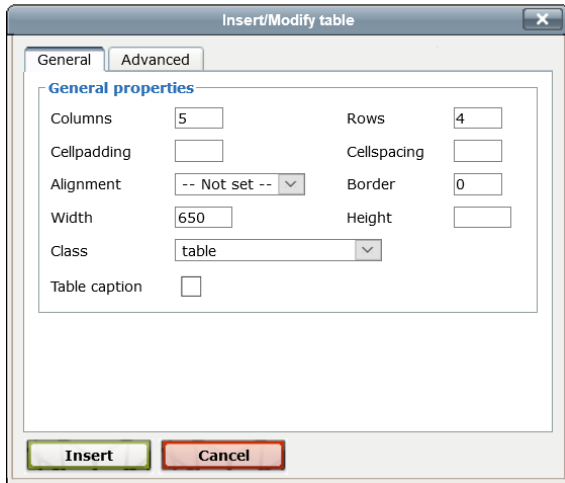
Table width is best fixed to **650 pixels** so when document is rendered to PDF it will fit on an A4 page.

The last icon is the cell properties. It is suggested that you modify the cell/column using percentages with a total of all columns across the table equalling 100%. For example, a table with 5 columns may have a width of 20% each, if you change one of the cells in a column you will need to update the remaining columns to maintain 100%.
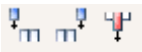
 - Inserts a column in a table to the right or left or the last icon deletes a column. Place the cursor in the column you wish to insert next to or delete and select the relevant icon.

 - Inserts a row in a table below or above the row you are in. Place the cursor in the row you wish to insert a new row above or below or delete and select the relevant icon.

 - redo or undo the last action(s) that you did. You can also use Ctrl+Z for undo or Ctrl+Y for redo.

 - select this icon to access the HTML code for the step. If you are familiar with HTML you may find it easier to use the HTML view and make changes to the code to create your information, amend formatting.

 - enables you to view the full screen for the step you are in. Depending on your browser, you may need to place your cursor in the rich text box or table for the step to appear. Clicking a second time will return to the document mode.

. - enables you to indent text to the right or out-dent to the left. You can use this method as well to remove bullets or numbers by selecting all the relevant text and then out-denting until removed.

$ The variable icon provides for pulling snippets of data from the system and inserting them into the text 'on the fly'.
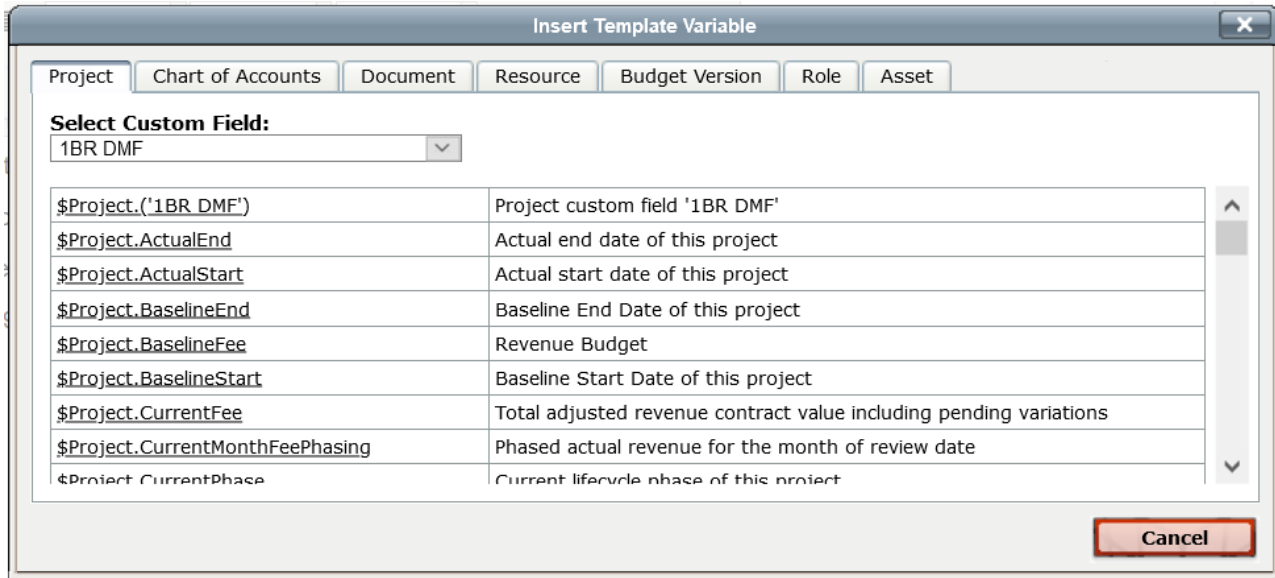
The popup screen allows for selecting various tabs information depending on what has already been selected in the document. For example, if you have selected a chart of accounts at an earlier step then the information from that chart of accounts can be dynamically pulled into the rich text box. The screenshot above shows Project, Document, and Resource based information from the system. The list of data is too extensive to be included here. Browse the tabs and read the descriptions to see what information can be displayed. If there is information you would like included then this can be added via a support request to UniPhi (Aus) Pty Ltd.

Other Template Controls

There are 38 different template controls that pull information into a document dynamically. The main ones used for cost plan reporting are listed below

Cost Plan Table

Document Template: Cost Plan Report

Changes from previous plan ⚙

Use this step to view and analyse the changes which have occured within the project budget. In the next step you will provide commentary that relates to your observed changes

Chart of Accounts	Code	Depth	View
NPWC ▼	Project ▼	Level 3 ▼	Full Budget ▼

Version	Compare To	Code Format	Currency
Current ▼	5: Business Case ▼	Code - Description ▼	AUD ▼

Round
Whole Number ▼

Start
1. Sense Checks 🚫
2. **Changes from previous plan** ◀ 👁
3. Commentary on changes 👁
4. Inclusions, Exclusions and Notes 👁
5. Executive Summary 👁
6. Executive Summary (Cont) 👁
7. Benchmark - Areas 👁
8. Benchmark - Efficiency Ratios 👁
9. Benchmark Elements 👁
10. Cash Flow 👁
11. Cash Flow Cont 👁
12. Risks 👁
13. Appendix 1 - Full Cost Plan 👁
14. Children Cost Plans 👁
15. Issues 👁
16. Metrics 👁
Finish

Code				Current						& Business Case						
Code	Qty	Unit	Rate	Total (AUD)	%	$/m2 FECA	$/m2 GFA	NLA Efficien	Qty	Unit	Rate	Total (AUD)	%	$/m2 FECA	$/m2 GFA	E1
1.0 - Preliminaries				24,229,600	27%	807.65	757.18	1,101.35				17,783,981	22%	592.8		
00PR - Preliminaries	20,000	m2	1,211.48	24,229,600	27%	807.65	757.18	1,101.35	14,679.55	m2	1,211.48	17,783,981	22%	592.8		
2.0 - Substructure				7,461,061	8%	248.7	233.16	339.14				7,461,061	9%	248.7		
01SB - Substructure	14,380.55	m2	518.83	7,461,061	8%	248.7	233.16	339.14	14,380.55	m2	518.83	7,461,061	9%	248.7		
3.0 - Superstructure				25,875,300	29%	862.51	808.6	1,176.15				25,875,300	32%	862.51		1,
02CL - Columns (Framed Buildings)	244.49	m	1,791.15	437,918	0%	14.6	13.68	19.91	244.49	m	1,791.15	437,918	1%	14.6		
03UF - Upper Floors	14,063.92	m2	376.31	5,292,394	6%	176.41	165.39	240.56	14,063.92	m2	376.31	5,292,394	6%	176.41		
04SC - Staircase	92.08	m	4,474.84	412,043	0%	13.73	12.88	18.73	92.08	m	4,474.84	412,043	1%	13.73		
05RF - Roof	14,380.55	m2	225.09	3,236,918	4%	107.9	101.15	147.13	14,380.55	m2	225.09	3,236,918	4%	107.9		
06EW - External Walls	9,757.37	m2	531.87	5,189,652	6%	172.99	162.18	235.89	9,757.37	m2	531.87	5,189,652	6%	172.99		
07WW - Windows	1,263.42	m2	909.92	1,149,611	1%	38.32	35.93	52.26	1,263.42	m2	909.92	1,149,611	1%	38.32		
08ED - External Doors	932.26	ea	3,419.79	3,188,133	4%	106.27	99.63	144.92	932.26	ea	3,419.79	3,188,133	4%	106.27		
09NW - Internal Walls	16,418.56	m2	168.60	2,768,169	3%	92.27	86.51	125.83	16,418.56	m2	168.60	2,768,169	3%	92.27		
10NS - Internal Screens and Borrowed Lights	675.34	m2	748.27	505,337	1%	16.84	15.79	22.97	675.34	m2	748.27	505,337	1%	16.84		
11ND - Internal Doors	1,982.15	ea	1,864.20	3,695,124	4%	123.17	115.47	167.96	1,982.15	ea	1,864.20	3,695,124	5%	123.17		
4.0 - Finishes				3,327,844	4%	110.93	104	151.27				3,327,844	4%	110.93		
12WF - Wall Finishes	38,881.2	m2	23.46	912,153	1%	30.41	28.5	41.46	38,881.2	m2	23.46	912,153	1%	30.41		
13FF - Floor Finishes	13,555.23	m2	105.94	1,436,041	2%	47.87	44.88	65.27	13,555.23	m2	105.94	1,436,041	2%	47.87		
14CF - Ceiling Finishes	19,103.93	m2	51.28	979,650	1%	32.65	30.61	44.53	19,103.93	m2	51.28	979,650	1%	32.65		
5.0 - Fittings				3,266,434	4%	108.88	102.08	148.47				3,266,434	4%	108.88		
15FT - Fitments	14,803.55	m2	217.27	3,216,367	4%	107.21	100.51	146.2	14,803.55	m2	217.27	3,216,367	4%	107.21		
16SE - Special Equipment	4,889.35	m2	10.24	50,067	0%	1.67	1.56	2.28	4,889.35	m2	10.24	50,067	0%	1.67		
6.0 - Services				9,690,529	11%	323.02	302.83	440.48				9,690,529	12%	323.02		
17SF - Sanitary Fixtures	1,021.59	ea	288.97	295,209	0%	9.84	9.23	13.42	1,021.59	ea	288.97	295,209	0%	9.84		
24AC - Air Conditioning	2	ea	1,738,137.60	3,476,275	4%	115.88	108.63	158.01	2	ea	1,738,137.60	3,476,275	4%	115.88		
26LP - Electric Light and Power	2	ea	2,778,777.96	5,557,556	6%	185.25	173.67	252.62	2	ea	2,778,777.96	5,557,556	7%	185.25		
27CM - Communications	3	ea	120,496.39	361,489	0%	12.05	11.3	16.43	3	ea	120,496.39	361,489	0%	12.05		

The cost plan table can be used for a variety of outputs. As can be seen from the filters, the depth of the elemental structure can be altered as well as the ability to compare to a previous version with detailed variance analysis dynamically populated. If there are sub project or child project cost plans the summary of each child can be displayed by selected level 1 as the depth. Selecting the lowest level will bring in the entire cost plan which is great for appendices.

Budget Graphs

The graph template control allows you to add as many graphs as you wish to a document step. The list of graphs that can be added are in the screenshot below:

Graph

- Budget By Code
- Budget By Subproject
- Budget By Version
- Cost Status
- Fee Status
- Issues by Rating
- Net Present Value
- Projects By Category
- Projects By Type
- Project Lifecycle
- Project Timeline
- Risk Rating Trends
- Resource Utilisation
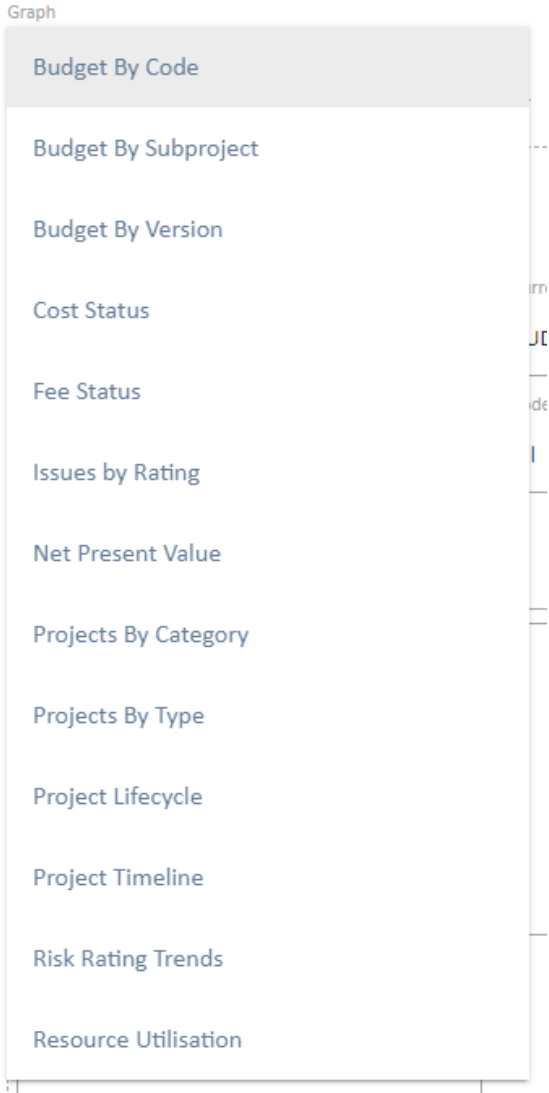
Selecting the "Budget by Version" graph click "Add" will display the following screen:
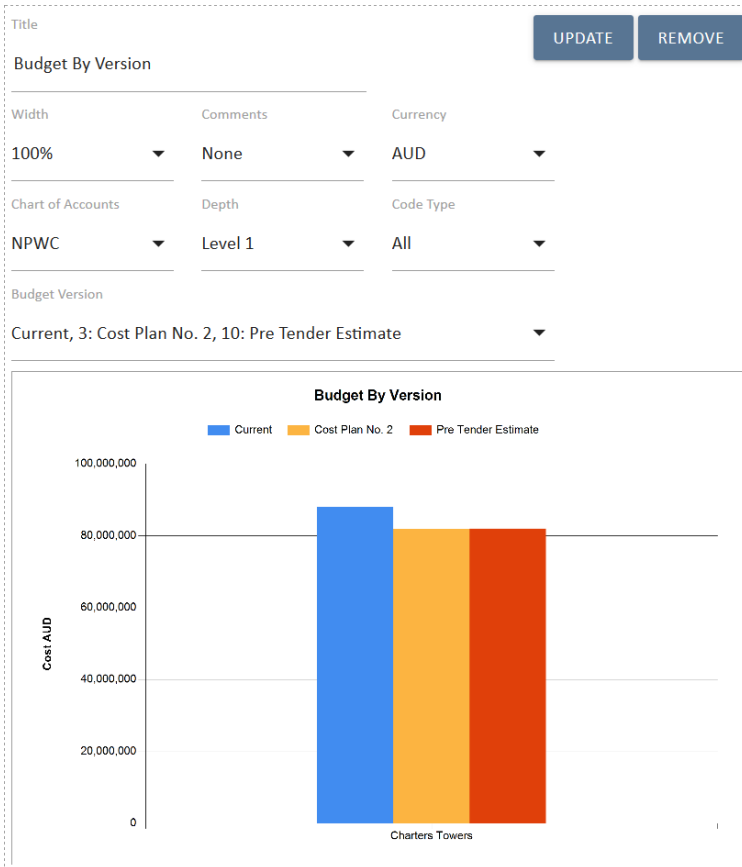
The various options can be selected that allow for different views. For example, multiple versions can be selected from the budget version drop down; the elements that are compared can be selected from the depth and etc. It is generally advisable to either display the graph at 50% or at 100% with a commentary box as the end PDF graph will be very large if left at 100%.

When the filters are changed you need to click on the "Update" icon to update the information in the graph.

Benchmarking table

The benchmark table allows you to compare metrics of your current project to any other in your database.

All	Project	FECA	UCA	NLA	Building Floor Are	GFA	Wall to Floor	Floor Count
✓	ANZ Office Development - Hawthorn	34,900	900	1,200				
✓	Charters Towers	30,000	2,000	22,000		32,000	0.33	4
✓	Crown Plaza Tower	45,550	1,200	1,675			0.15	30
✓	Eclipse Towers	30,000						
✓	Investa Collins St	18,000						
✓	Lion Pty Ltd Office Development	85,800	550	1,230				
✓	Opal Office Towers	20,000	2,000	15,000		22,000	0.09	50
✓	TransLink Station and Residential Towers	16,000						

Additional projects can be included by broadening the filters of sector, project type etc. The default selection is the same filters as the current project. Specific projects can be included or excluded by selecting the check box next to each project and the columns can be included or excluded by selecting the relevant check box above the column. Editing the labels changes the titles.

Cash Flow table

Period	Budget		Forecast		Actual	
	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative
2019/2020 Financial Year						
Jun 2020	1,697	1,697		0		
Sub Total	**1,697**	**1,697**	**0**	**0**		
2020/2021 Financial Year						
Jul 2020	2,415	4,112		0		
Aug 2020	3,087	7,199		0		
Sep 2020	3,517	10,716		0		
Oct 2020	3,901	14,617		0		
Nov 2020	4,212	18,829		0		
Dec 2020	2,407	21,236		0		
Jan 2021	2,530	23,766		0		
Feb 2021	5,068	28,834		0		
Mar 2021	7,339	36,173		0		
Apr 2021	7,700	43,873		0		
May 2021	7,853	51,726		0		
Jun 2021	6,905	58,631		0		
Sub Total	**56,934**	**58,631**	**0**	**0**		
2021/2022 Financial Year						
Jul 2021	6,955	65,586		0		
Aug 2021	6,932	72,518		0		

The cash flow table displays any phased data that exists.

Your companies cost plan can evolve over time and be customised by your system admin to get the most out of these controls.

Complex cost plan report – Parent Child

Additional functionality in the template system comes into play when generating cost plans that contain multiple buildings/sub-projects.

Parent child relationships generally enable you to generate consolidated information of all child projects in the parent project. Additionally, the embedded document control allows the parent document to embed individual cost plans generated in each child project.

	Order	Project	Document	Last Modified
✓	1	Charters Towers	📄 Cost Plan Report	Nov 13 2019, 14:19 By Jo Bloggs
✓	2	Optimum - Melbourne Office Tower	📄 Cost Plan Report	Mar 28 2019, 09:44 By Jo Bloggs
✓	3	Mirvac Retail Cherrybrook Village Shopping Centre	📄 Cost Plan Report	May 10 2018, 11:26 By Jo Bloggs
✓	4	Mirvac Retail Cherrybrook Village Shopping Centre	📄 Post Contract - Cost Plan Report - Draft	Sep 23 2016, 10:27 By Jo Bloggs
✓	5	Mirvac Retail Cherrybrook Village Shopping Centre	📄 Cost Plan Report	Mar 16 2016, 09:15 By Jo Bloggs

Selecting the check boxes next to each document generates the content of that document within the new parent document.

	Order	Project	Document	Last Modified
✓	1	Charters Towers	📄 Cost Plan Report	Nov 13 2019, 14:19 By Jo Bloggs
✓	2	Optimum - Melbourne Office Tower	📄 Cost Plan Report	Mar 28 2019, 09:44 By Jo Bloggs
✓	3	Mirvac Retail Cherrybrook Village Shopping Centre	📄 Cost Plan Report	May 10 2018, 11:26 By Jo Bloggs
✓	4	Mirvac Retail Cherrybrook Village Shopping Centre	📄 Post Contract - Cost Plan Report - Draft	Sep 23 2016, 10:27 By Jo Bloggs
✓	5	Mirvac Retail Cherrybrook Village Shopping Centre	📄 Cost Plan Report	Mar 16 2016, 09:15 By Jo Bloggs

Executive Summary

Cost Plan Report for project $project.name

Date of production: $date.today ($Project.CurrentPhase) stage

For: $Resource('Client').Name, of $Resource('Client').Organisation

This report has been prepared to help establish, review and manage a realistic project scope, budget and cost. This report should be reviewed, revised and updated as the project progresses and prior to tendering and construction.

This is a measured approximate-quantities cost plan based on incomplete information and assumptions have been made - it has not been prepared on a simple dollars-per-square-metre basis. The content and purpose of this cost plan should be treated accordingly and reviewed as the documents, program and design progress. Assumptions and recommendations have been noted within the Risks section of this document and should be carefully checked.

Estimated Cost

Based on the information provided, as well as making some assumptions, we estimate the cost (including contingencies and GST, but excluding Design fees and other client costs) of this project is likely to be $BudgetVersion.TotalBudget. It has been assumed construction will commence by $Project.BaselineStart and will be complete by $Project.BaselineEnd. Delays to the proposed program may lead to increases in cost.

Inclusions, Exclusions and Notes

	1: Cost Plan No.1					2: Original (Original)					Variance Analysis						
Code	Qty Unit	Rate	Total	%	$/m2 $/m2 FECA GFA	Qty Unit	Rate	Total	%	$/m2 $/m2 FECA GFA	Qty Rate	Qty Value	Rate Value	Total	$/m2 $/m2 FECA GFA
1.0 - Preliminaries			17,783,981.23	22%	592.8			17,421,748.71	23%	1,742.17				362,232.52 (1,149.38)	0

Business rules for document to be embedded

Note that only signed off documents will be available to embed in another document. This should match the workflow of snapshot and creation of building cost plan reports before creating the overall cost plan report.

For more information about documents in UniPhi, refer to the UniPhi 19 Document Management Manual

Contracts

Contracts are used in UniPhi as a way of recognising the deliverable items and work that forms the basis of all project engagements. Contracts can be revenue based where your client will pay you a fee, or cost based where you will make payments to your suppliers.

UniPhi also uses documents as contracts. Using a contract document template allows you to import the details that you have selected when defining the type of contract you are establishing, and the deliverables items that are included. A contract and its associated financials are only classed as "committed" once the contract document has been signed off. Prior to sign off the financials will be classes as pending values

Creating a New Contract

1. Filter for the project you wish to work on from the *Projects* filter

2. Go to the Contracts module and click on the ⊕ contract button and select the type as a cost contract

The following items are compulsory on the contract form to enable the contract to be created:

Type used to select if the contract is a *Cost* or *Revenue* contract.

Contract Name – the name or description of your contract.

Supplier – this is the contact person at the organisation who is providing the products or services.

- If the contract is a cost contract then the supplier list comes from all available external resources in UniPhi. It is a searchable field.

3. Select Save once you have added in the compulsory fields above and this take you into the body of the form for deliverable creation.

The following are optional fields for the contract creation stage:

Status – The status reflects on the stage a contract is at.

- Pre-award or pre-sign-off a contract status can be set to *Pending*.

- If the client accepts the contract, it is moved to an *Active* contract status.

- Once the work is complete it becomes *Expired*.

- If the contract isn't awarded then it is *Cancelled*.

Cost codes – Chart of Account codes that each deliverable is applied against for cost reporting purposes.

- This is how the contracts module integrates with the Costs module.

- The Costs module displays consolidated figures for all contracts on a project as well as for all projects in a program or portfolio. These figures are derived from the codes allocated to deliverables and variations in the Contracts module.

Principal – The principal is the organisation that will be liable for payment of the resulting contract services.

Care of – used if someone else is responsible for approving invoices for payment and hence need to be addressed to this person/company.

Awarded – Date the contract is won / approved and moved to Active. This can be a forecast date which will be useful for forecasting purpose.

Commencement Date – the date the contract will start (if known) or started as per the contract document. This can be used to drive the deliverables schedule. Changing the commencement date changes all the deliverables by the same difference in the change. For example, push out the commencement date by one week and all start and end dates in the contract are pushed out by one week.

Practical Completion - Expected date when project will enter defects liability. (As lawyers can't decide what this term means we leave it to you to decide). If not a construction job then this is the date that all deliverables will be completed.

Standard – The contract standard drop down displays standard Australian contracts. The selected value allows you to nominate the Australian Standard or General Condition contract that will be used to administer the project. This is purely for communication purposes so that others will know what type of contract you are administering. Your administrators can add in additional contracts if they are not displayed in the list.

Unit – This box allows for a default unit for time and material type deliverables. If the contract deliverables list is long but the units are the same (e.g. days or hours) then typing in a default value here will result in each new line will have "days" or "hours"

Currency - this represents the currency the contract will be quoted and awarded in. UniPhi will convert the currency if it is different to the project currency when displaying the values in the costs Module.

Tax – defaults to GST but can be set to None if appropriate.

Payment Terms – defaults to 30 Days but can be set to a range of payment terms to reflect the contract terms.

Once the contract is saved it will now appear with additional details.

Creating Contract Deliverables

These are the building blocks for creation of the contract you are managing and will provide you the overall total. Deliverables are used to raise progress claims or invoices for your clients.

Contract Deliverables window – this is where you enter in the deliverables (services and materials etc.), assignments, dates and rates for the contract.

Deliverable Types

There are a number of different deliverables types:

Lump Sum – This is used when the contract is fixed price and will be progressively claimed against over time.

Time and Materials – This is when the deliverable will be done based of effort x a rate. You will need to enter in a Quantity, Unit and Rate for each deliverable noting that the unit can come from the default unit set for the contract (as explained above).

Provisional Sum/Prime Cost – This is a lump sum amount that is included in the awarded value of the contract, usually as a placeholder, and may be adjusted later.

Heading – This inserts a heading rather than details. Please see next page for more details on Heading types and their purpose / use.

Heading Types

Heading types relate to the way information will appear in documents. Contract deliverables can be automatically including in proposals as work activity, contracts as schedule of works and invoices. The type of heading used will affect the way the information is laid out in the final document.

Basic Heading – Does no more than a normal heading in word

Heading with Roll-up* – Sums up the group of deliverables with the same order number and displays the heading line in documentation rather than the detailed deliverables underneath

Heading with Sub-Total* – Adds a total automatically in documents to the group of deliverables that have the same order number

* UniPhi knows what tasks to include under the roll up heading or sub-total heading by the **Order ID**. Giving deliverables the same order id means that they will be included in the same group as the heading with this order id.

Creating a Lump Sum or Time and Material Deliverable

1. Go to the Contracts Module and select the Value sub navigation within a contract

| ≡ | Summary | Documents | Issues | Risks | Time | Revenue | Costs | Feasibility | Contracts | Resources | Communication | Timesheets |

Onehunga High School

DASHBOARDS   SUMMARY   DETAILS   VALUE   INVOICE   SCHEDULE   CUSTOM FIELDS   REGISTERS   CORRESPONDENCE
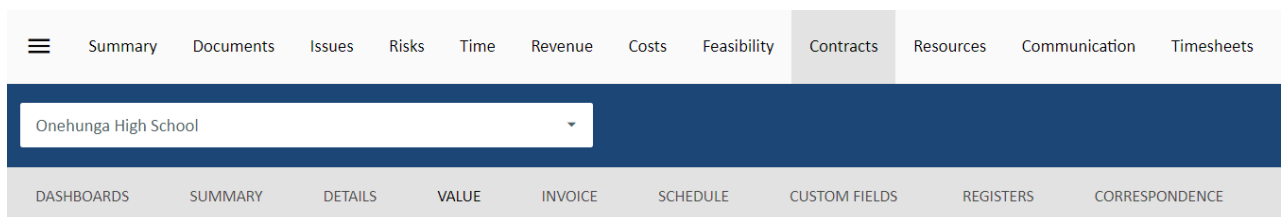
2. Select the cost *Code* which this deliverable will need to be reported against.

Birdcat Construction: Main works Deliverables

		Deliverable	Ref	Qty	Unit	Rate	Amount	Status		Tax	
		New Trees					$30,000.00	Provisional S.		GST Input	
		Wayfinding Signage					$35,000.00	Provisional S.		GST Input	
		Wayfinding Signage (Consultant					$65,000.00	Provisional S.		GST Input	
		Future Amalgamations					$84,000.00	Provisional S.		GST Input	
		Greenstar Commissioning					$20,000.00	Provisional S.		GST Input	
		New Line					$1,000.00	Active		GST Input	
		Novated					$210,000.00	Pending		GST Input	
		Concept Design						Pending		GST Input	
		Detailed Design						Pending		GST Input	
		Tender Documentation					$150,000.00	Pending		GST Input	
		Post Contract		12	Months	$5,000.00	$60,000.00	Pending		GST Input	
								Active		GST Input	
								Active		GST Input	
								Active		GST Input	

(Dropdown list showing):
LS - Lump Sum $0
PS - Provisional Sum $0
100.3 - FF & E $926,000
100.4 - ICT Contractor $30,000
100.4.1 - Something $30,000
100.5 - Main Works (old) $0
200 - Authority Charges ($40,000)
200.1 - Town planning application $0
200.2 - Permits ($40,000)
301 - Headworks & Charges $0
301.1 - Services $0
400 - Consultants $78,740

Depth
All

3. Enter the *Deliverable* description

		Deliverable
		New Trees
		Wayfinding Signage
		Wayfinding Signage (Consultant
		Future Amalgamations
		Greenstar Commissioning
		New Line
		Novated
		Concept Design
		Detailed Design
		Tender Documentation
		Post Contract
		Lump sum

4. Enter the deliverable *Amount*

Rate	Amount	Status
	$35,000.00	Provis
	$65,000.00	Provis
	$84,000.00	Provis
	$20,000.00	Provis
	$1,000.00	Active
	$210,000.00	Pendi
		Pendi
		Pendi
	$150,000.00	Pendi
5,000.00	$60,000.00	Pendi
	$20,000.00	Active
		Active
		Active

If on the other hand you wish to create a Time and Materials deliverable, just select the cost *Code* which this deliverable will need to be reported against.

All other fields are the same, however rather than entering the *Amount,* you must instead specify the *Qty, Unit* and *Rate,* the *Amount* will automatically be calculated by multiplying *Qty* and *Rate*

5. Save your changes

Importing Contract Deliverables

UniPhi allows for Contract Deliverables to be imported directly into the contract page via an Excel spreadsheet. As per the screenshots below, we are using the sample files to import deliverables.

Birdcat Construction: Roadworks Deliverables

1. In the Contract Deliverables module, select Import to import deliverables from Excel.
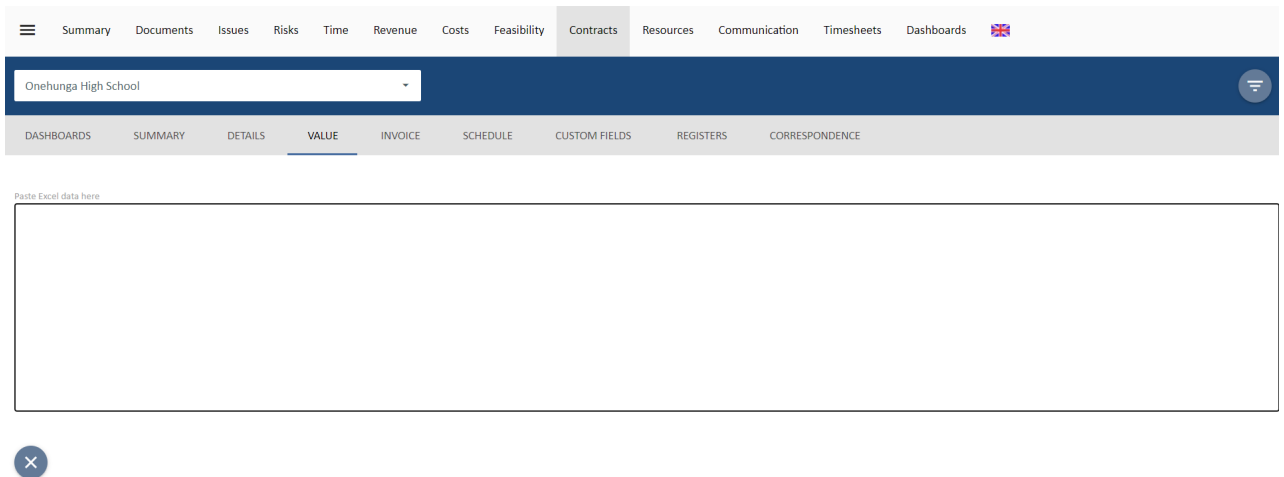
2. Once you have your deliverables formatted correctly in Excel, copy all the data.

Level	Deliverable ID	Ref	Description	Qty	Unit	Rate	Amount	Status	Code	Tax	Cashflow Start D	Cashflow End Date
1	6482		Preliminaries				3654889.00	Active	100.2	GST Input		
2	6483		Preliminaries				3654889.00	Active	100.2	GST Input		
1	6484		Trade Costs				24355888.00	Active	100.2	GST Input		
2	6485		Groundworks & Piling				1001560.00	Active	100.2	GST Input		
2	6486		Concrete				3742751.00	Active	100.2	GST Input		
2	6487		Precast Concrete				1188325.00	Active	100.2	GST Input		
2	6488		Masonry				272010.00	Active	100.2	GST Input		
2	6489		Structural Steel				329550.00	Active	100.2	GST Input		
2	6490		Facade				769691.00	Active	100.2	GST Input		
2	6491		External Windows & Doors				983200.00	Active	100.2	GST Input		
2	6492		Metalwork				841965.00	Active	100.2	GST Input		
2	6493		Carpentry				276800.00	Active	100.2	GST Input		
2	6494		Joinery				0.00	Active	100.2	GST Input		
2	6495		Internal Glazing & Screens				273000.00	Active	100.2	GST Input		
2	6496		Partitions & Wall Linings				1598554.00	Active	100.2	GST Input		
2	6497		Roofing & Roof Plumbing				879041.00	Active	100.2	GST Input		
2	6498		Doors & Hardware				415367.00	Active	100.2	GST Input		
2	6499		Floor Finishes				470875.00	Active	100.2	GST Input		

3. Paste the data you copied from Excel into the box and map the columns using the drop-down menu above each column.

Paste Excel data here

Level	Deliverable ID	Ref	Description	Qty	Unit	Rate	Amount	Status	Code	Tax	Cashflow Start Date	Cashflow End Date
Level ⌄	No Mapping ⌄	Ref ⌄	Description ⌄	Qty ⌄	Unit ⌄	Rate ⌄	Amount ⌄	Status ⌄	Account Code ⌄	Tax ⌄	No Mapping ⌄	No Mapping ⌄
1	6482		Preliminaries				3654889.00	Active	100.2	GST Input		
2	6483		Preliminaries				3654889.00	Active	100.2	GST Input		
1	6484		Trade Costs				24355888.00	Active	100.2	GST Input		
2	6485		Groundworks & Piling				1001560.00	Active	100.2	GST Input		
2	6486		Concrete				3742751.00	Active	100.2	GST Input		
2	6487		Precast Concrete				1188325.00	Active	100.2	GST Input		
2	6488		Masonry				272010.00	Active	100.2	GST Input		
2	6489		Structural Steel				329550.00	Active	100.2	GST Input		
2	6490		Facade				769691.00	Active	100.2	GST Input		
2	6491		External Windows & Doors				983200.00	Active	100.2	GST Input		
2	6492		Metalwork				841965.00	Active	100.2	GST Input		
2	6493		Carpentry				276800.00	Active	100.2	GST Input		
2	6494		Joinery				0.00	Active	100.2	GST Input		
2	6495		Internal Glazing & Screens				273000.00	Active	100.2	GST Input		
2	6496		Partitions & Wall Linings				1598554.00	Active	100.2	GST Input		

15 rows detected.

4. Then press the blue Validate icon and when successful, press the green Import icon. Now when you go back to your contract deliverables page, they will all be copied in seamlessly.

Contract Views

UniPhi has different views which (except for *All*) provide a subset of the data entered. This is due to the large amounts of data that can be captured in a contract. These views are *All, Accounting, Recommendation, Claim* and *Schedule* and these can be accessed through the Contract sub-navigation tab ehich provides options to change the view and you can add in data, specify start and end dates against deliverable, amend GST and cost codes, and raise progress claims.

Value View

Displays all fields and is most useful when you need to see each piece of information in one screen. As this view can be comprehensive you may need to scroll to the right in order to view all of the data. This view also allows you to check that the correct cost and tax codes have been selected.

Birdcat Construction Queensland: Main Works Deliverables

	Deliverable	Ref	Qty	Unit	Rate	Amount	Status	Code	Tax
	Main works					$2,200,000.00	Active	5-0001 - Post Contract ($2,639,055)	GST Input
	Provisional Main Works					$150,000.00	Provisional S.	5-0001 - Post Contract ($2,639,055)	GST Input
	Documentation					$1,500.00	Active	5-0001 - Post Contract ($2,639,055)	GST Input
							Active	Select Code	GST Input
							Active	Select Code	GST Input
							Active	Select Code	GST Input
							Active	Select Code	GST Input
							Active	Select Code	GST Input
							Active	Select Code	GST Input
							Active	Select Code	GST Input
							Active	Select Code	GST Input
							Active	Select Code	GST Input
							Active	Select Code	GST Input

Depth: All

	Amount
Total Deliverables	$2,351,500.00
Total Variations	$209,555.00
Contract Total	$2,561,055.00

Schedule View

The schedule view enables you to capture expected start and end dates for deliverables. This will flow through to contract cashflow phasing and various documents and reports.

Birdcat Construction Queensland: Main Works Schedule

Show From	Actuals To	Unit	Currency	Depth
‹ Oct 2023 ›	Apr 2023 ▾	Currency ▾	AUD ▾	All ▾

	Description	Contract Total	Phased Total	Variance	Lifecycle	Start Date	End Date	Phasing	Method	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
								Auto Phasing						Manual Phasing			
☐	**Main Works**	2,561,405	161,350	2,400,055	None ▾	12/09/2016	30/09/2016	Manual	▾								
☐	Main works	2,200,000	160,000	2,040,000	None ▾	12/09/2016	30/09/2016	Manual	▾								
☐	Provisional Main Works	150,000	1,000	149,000	None ▾			Manual	▾								
☐	Documentation	1,500		1,500	None ▾			Manual	▾								
☐	Var 1	4,555		4,555	None ▾			Manual	▾								
☐	Machinery arrived late	5,000		5,000	None ▾			Manual	▾								
☐	Additional equipment required	50,000		50,000	None ▾			Manual	▾								
☐	Cultural Artefacts	150,000		150,000	None ▾			Manual	▾								
	Disbursements	350	350	0	None ▾			Manual	▾								

Invoice Sub-Navigation Assessment and Certification Views

Utilised to recommend the amount that should be claimed by cost managers prior to raising a certified progress claim.

Incomplete ⬤ All

Last Invoice	% Complete	Amount Complete	Prev Claim	This Claim	To Complete
08 Jun 2020	10.2%	$261,000.00	$161,000.00	$100,000.00	$2,300,055.00

Birdcat Construction Queensland: Main Works Deliverables

Task	Depth
Assessment ▾	All ▾

Deliverable	Ref	Qty	Unit	Rate	Amount	Status	Code	% Comp	Qty Comp	Amount Comp	% Comp	Qty Comp
				Contract Value						**Contractor's Claim**		
Main works					$2,200,000.00	Active ▾	5-0001 - Post Contract ($2,639,055) ▾	8.2%		$180,000.00	11.8%	
Provisional Main Works					$150,000.00	Provisional S. ▾	5-0001 - Post Contract ($2,639,055) ▾	0.0%		$0.00	0.7%	
Documentation					$1,500.00	Active ▾	5-0001 - Post Contract ($2,639,055) ▾	0.0%		$0.00	0.0%	
					Amount			% Comp		Amount Comp	% Comp	
			Total Deliverables		$2,351,500.00			7.7%		$180,000.00	11.1%	
			Total Variations		$209,555.00			0.0%		$0.00	0.0%	
			Contract Total		$2,561,055.00			7.0%		$180,000.00	10.2%	

Incomplete ⬤ All

Last Invoice	% Complete	Amount Complete	Prev Claim	This Claim	To Complete
08 Jun 2020	10.2%	$261,000.00	$161,000.00	$100,000.00	$2,300,055.00

Birdcat Construction Queensland: Main Works Deliverables

Task: Certification ▾   Depth: All ▾

	Contract Value								Progress Claim	
Deliverable	Ref	Qty	Unit	Rate	Amount	Status	Code	% Comp	Amount Comp	Prev Claim Claim Qty
Main works					$2,200,000.00	Active ▾	5-0001 - Post Contract ($2,639,055) ▾	11.8%	$260,000.00	$160,000.00
Provisional Main Works					$150,000.00	Provisional S.▾	5-0001 - Post Contract ($2,639,055) ▾	0.7%	$1,000.00	$1,000.00
Documentation					$1,500.00	Active ▾	5-0001 - Post Contract ($2,639,055) ▾	0.0%	$0.00	$0.00
					Amount			% Comp	Amount Comp	Prev Claim
			Total Deliverables		$2,351,500.00			11.1%	$261,000.00	$161,000.00
			Total Variations		$209,555.00			0.0%	$0.00	$0.00
			Contract Total		$2,561,055.00			10.2%	$261,000.00	$161,000.00

Disbursements

Disbursements are designed to capture project related costs, which are not part of the agreed contract value.

Disbursements are added with your project contract in much the same way that contract deliverables are added. Disbursements values are claimable when the next claim document is produced. The Disbursement costs will appear in the claim document separately from the agreed fee.

Birdcat Construction Queensland: Main Works Disbursements

Filter

This Claim ▾

Disbursements	Code	Tax	This Claim (Excl. Tax)
	Select Code ▾	GST Input ▾	
	Select Code ▾	GST Input ▾	
	Select Code ▾	GST Input ▾	
	Select Code ▾	GST Input ▾	
	Select Code ▾	GST Input ▾	
	Select Code ▾	GST Input ▾	
	Select Code ▾	GST Input ▾	
	Select Code ▾	GST Input ▾	
	Select Code ▾	GST Input ▾	
	Select Code ▾	GST Input ▾	
			$0.00

Claim Adjustments and Retention

Retention and adjustments can also be detailed within your contract as and when required. To create an

adjustment, simply go to the Invoice sub-navigation section select the ➕ add button under Claim Adjustments. You will notice that a number of default adjustment types currently exist in UniPhi. The options that are displayed here include the most common forms of Adjustments and Retentions; Retention to Date, and Bank Guarantee.

Birdcat Construction Queensland: Main Works Claim Adjustments

Type
Retention to Date ▼

Adjustment
Retention to Date

Amount (Excl. Tax)   Code
                      Select Code ▼   Tax
                                       GST Input ▼

There are currently no adjustments for this contract.

If the wording is not correct for your purposes you can type your own text into the description field. Your adjustment information will appear in your output financial document such a progress certificate.

Add a Derivative Claim Adjustment/Retention

When a set amount of money is to be retained with each claim up to a threshold, UniPhi can calculate this for you with a derivative adjustment.

1. In Contracts > Invoice > Claim Adjustments select [icon] Add Derivative.

Birdcat Construction Queensland: Main Works Claim Adjustments

Task
Certification ▼

There are currently no adjustments for this contract.

2. Select the type of adjustment and give it a description.

Birdcat Construction Queensland: Main Works Claim Adjustments

Type

Retention to Date   ▾

Adjustment

Retention to Date

Of

Derivative (%)   Original Contract Value   ▾   Per Claim (%)

Code   Tax

Select Code   ▾   GST Input   ▾

There are currently no adjustments for this contract.

3. In the Derivative (%) field, set to total amount of the retention. Not that if you are holding back funds from each claim, this needs to be a negative number, otherwise UniPhi will advance funds with each claim.

4. In the Of field, select if the retention applies only to the Original Contract Value (the value of Deliverables) or the Adjusted Contract Value (the value of deliverables plus the value of approved variations)

5. In the Per Claim (%) field, enter how much retention you will hold per claim until you reach the threshold. This also needs to be a negative number. In the example below, 5% of the value of the adjusted contract is being retained, but this will be 10% of each claim until that value is reached.

6. Select a code and tax. The code is only for the purpose of cash flow, it does not affect forecast. The Tax code should reflect the tax applied to the rest of the contract.

7. Select [save icon] Save to finish and apply the derivative. The value applied to each claim will calculate automatically.

Contracts Details and Registers

The *Details* view is accessed from the Contract sub navigation options in the Contracts module. When you are editing a Contract, these options appear as below. Select Details.

Contract Registers

Registers for contract Deliverables, Variations, Progress Claims, Extension of Time and other related contract documents such as Requests for Information (RFI) or Project Managers Instruction (PMI) are

automatically compiled for you.

Birdcat Construction: Main works Deliverables

Deliverable	Ref	Start Date	End Date	Status	Code	Qty	Unit	Rate	Amount
Preliminaries				Active	100.2 - Main works				$3,654,889.00
Preliminaries				Active	100.2 - Main works				$3,654,889.00
Trade Costs				Active	100.2 - Main works				$24,355,888.00
Groundworks & Piling				Active	100.2 - Main works				$1,001,560.00
Concrete				Active	100.2 - Main works				$3,742,751.00
Precast Concrete				Active	100.2 - Main works				$1,188,325.00
Masonry				Active	100.2 - Main works				$272,010.00
Structural Steel				Active	100.2 - Main works				$329,550.00
Facade				Active	100.2 - Main works				$769,691.00
External Windows & Doors				Active	100.2 - Main works				$983,200.00
Metalwork				Active	100.2 - Main works				$841,965.00
Carpentry				Active	100.2 - Main works				$276,800.00
Joinery				Active	100.2 - Main works				$0.00
Internal Glazing & Screens				Active	100.2 - Main works				$273,000.00
Partitions & Wall Linings				Active	100.2 - Main works				$1,598,554.00
Roofing & Roof Plumbing				Active	100.2 - Main works				$879,041.00
Doors & Hardware				Active	100.2 - Main works				$415,367.00
Floor Finishes				Active	100.2 - Main works				$470,875.00
Wall Finishes				Active	100.2 - Main works				$474,155.00
Painting				Active	100.2 - Main works				$300,994.00
Hydraulics & Drainage				Active	100.2 - Main works				$2,606,000.00

Birdcat Construction: Main works Variation Register

ID	Ext ID	VO No	Category	Document	Variation	Start Date	End Date	Status	Code	Submitted	Amount
8	V02		Client		Design Changes			Possible	100.2	$50,000.00	$40,000.00
								Possible Total		$50,000.00	$40,000.00
12	V05	3	Latent Conditions	Main works This is a big one, Item 1, Item 2, Item 3	Item 3			Approved	100.2	$15,000.00	$6,000.00
11	V04	3	Latent Conditions	Main works This is a big one, Item 1, Item 2, Item 3	Item 2			Approved	100.2	$12,000.00	$5,000.00
10	V03	3	Latent Conditions	Main works This is a big one, Item 1, Item 2, Item 3	Item 1			Approved	100.2	$10,000.00	$5,000.00
7	V39b	2	Client	Variation Contract Sum Adjustment	Part Two			Approved	400.3	$6,000.00	$5,000.00
6	V39a	2	Client	Variation Contract Sum Adjustment	Part One			Approved	400.2	$6,000.00	$5,000.00
4	V36	4	Client	Variation Contract Sum Adjustment	Stuff			Approved	100.2	$250,000.00	$200,000.00
3	V37	2	Scope change	Variation Contract Sum Adjustment	Extra painting			Approved	100.2	$12,000.00	$10,000.00
2	V36	2	Latent Conditions	Variation Contract Sum Adjustment	Cultural artefacts			Approved	100.2	$20,000.00	$5,000.00
1	V12	1	Client	Variation Contract Sum Adjustment	New one			Approved	100.2	$5,000.00	$4,500.00
								Approved Total		$336,000.00	$245,500.00
								Grand Total		$386,000.00	$285,500.00

Birdcat Construction: Main works Progress Claim Register

ID	Contractor's Invoice No	Document	Date	Date Sent	Paid	Base Claim	Disbursements	Total Ex-Tax	Tax	Total Claim
9	452	9 10 Oct 2023 *	10/10/2023		No	$42,000.00	$0.00	$42,000.00	$4,200.00	$46,200.00
8		8 10 Oct 2023	10/10/2023		No	$526,973.60	$0.00	$526,973.60	$52,697.36	$579,670.96
7		7 17 Mar 2023	17/03/2023		No	$2,801,077.70	$0.00	$2,801,077.70	$280,107.77	$3,081,185.47
6		6 01 Feb 2023	1/02/2023		No	$3,003,205.49	$0.00	$3,003,205.49	$300,320.55	$3,303,526.04
5	45796	100124-898 – Birdcat Construction 54,849.00	13/01/2023		No	$54,849.00	$0.00	$54,849.00	$5,484.90	$60,333.90
4	12345sdaasdsd	100124-898 – Birdcat Construction 102,000.00	10/01/2023		No	$102,000.00	$0.00	$102,000.00	$10,200.00	$112,200.00
3	5fdr	3 19 Aug 2022	19/08/2022		No	$1,461,018.06	$0.00	$1,461,018.06	$146,101.81	$1,607,119.87
2	1234	Main works Recommendation No. 2	19/07/2022		No	$0.00	$0.00	$0.00	$0.00	$0.00
1	528	Main works Recommendation No. 1	30/06/2022		No	$2,850,921.70	$0.00	$2,850,921.70	$285,092.17	$3,136,013.87
						$10,842,045.55	$0.00	$10,842,045.55	$1,084,204.55	$11,926,250.10

Birdcat Construction: Main works EOT Register

ID	Ext ID	Document	Reason	Date	Days Awarded	Adjusted Completion
5	EOT5		Further Supply Chan delays	26/04/2023	5	19/05/2024
4	EOT4		Supply chain delays for structural timber	24/04/2023	20	4/05/2024
3	EOT1		Early access to site	24/04/2023	0	31/03/2023
2	EOT3		Second flooding evcent October 2022	30/11/2022	20	31/03/2023
1	EOT2		Flooding Event Sept 2022	3/02/2023	60	29/02/2024
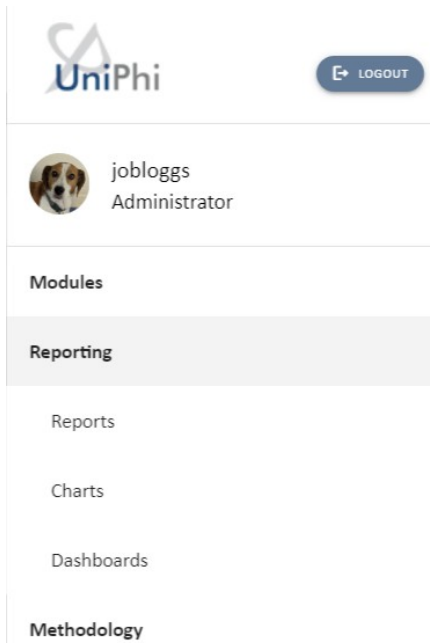
Birdcat Construction: Main works Related Documents Register

Template

All ▼

ID	Document	Template	Date	Date Sent
	Claim Test 2	Certified Progress Claim - Doc Module	16/05/2023	

These registers can also be found within the UniPhi Reports module:

Report	Description
ADMIN BENCHMARK CASHFLOW FUNDING PROFITABILITY PROGRAMME **PROJECT** PROJECT MANAGER RESOURCE PLANNING TIMESHEETS	
Contact List	Will display the contact details for all members of the selected project
Contract Export	Will output all contract details, deliverables and variations in an excel friendly format
Defects Log	Shows details of issues under "Defects Management" category. 'Location' column shows the value of issue custom field 'Location'. 'Images' column shows images attached to the issue's comments.
Document Registers	A register of documents created using templates which generates automatic document numbering.
EOT Register	Contract Extension of Time (EOT) Register
Issue Register	Issue Management Plan including actions to resolve and due dates.
Lifecycle Budget vs Actual Forecast	Compare a project's budget snapshot to phased actual/forecast values during a lifecycle phase
Lifecycle Phase Costs Report	Budget versus committed and uncommitted costs for a given lifecycle phase, broken down by cost code.

Reports can be saved as excel or pdf.

Variation Management

Best practice variation management within UniPhi involves not only the contract management components of maintaining a variation register and including this in cost reports, but also tracking the communication that surrounds the variation. Leveraging the capacity of the UniPhi Issues module to track a communication thread detailing when a possible variation is initially identified and who was involved in its resolution can be extremely helpful if any disputes arrive down the line.

Issue Creation

1. Go to the *Issues* module and select the relevant project the issue relates to from the *Project:* filter.

2. Click [+] . The following issue form will be displayed:

3. Enter in as much relevant information as required (description, rating, due date, etc.).

4. Select a relevant Category, such as EWN. Change Request or Variation.

5. Select [icon] to save your issue, or [icon] to drill into the issue details.

The term Save & Drill is used when you create an issue and need to be taken into the issue that you have just created. You would choose this option if you plan on adding issue actions, and assigning resources to those issue actions. Otherwise you can simply select save.

Assigning Issue actions

Once an issue has been created you may need to add actions, and assign those actions to people within your project.

1. Click into the issue, and click the [icon] button

2. Enter in a description for your action(s), assign a person who will complete the action, and assign a due date (if relevant)

3. Continue creating subsequent actions until all required actions have been established.

Add Variation to Contract

Navigate to the UniPhi Contracts module, filter for the project you are working within and drill into the contract which the variation relates to.

1. Scroll down to the Variations card which is below the Deliverables card under the Value section.
2. Add your Variation in the table shown.
3. The following fields are available:

Category of variation. This field is defined by your System Administrator to enable analysis of the causes of variations across the portfolio.

Group and **Sort** fields populate automatically, and are only needed when grouping variation line items under a heading.

ID field populates automatically to assign a Variation ID to the line item once saved. This can also be populated manually with a whole number.

Variation is to capture a description of the scope of the variation

Qty, Unit and **Rate** appear if it is a Time & Material type. Enter these to calculate the value of the variation.

Amount is for the value of a variation if it is a Lump Sum type. For a Time & Materials type this populates automatically.

Status can be Possible, Pending, Approved or Rejected. The status of variations has an impact on where and how that information is displayed back in the Costs module dashboards, and in UniPhi reports. The logic being that approved variations will appear as commitments, while pending and potential variations will appear as uncommitted.

Code is a searchable drop-down list of the Cost Codes used for this contract, to allow you to track the cost of the variation in your forecast. If you have a long list of codes, start typing in the code you want, wither the number or description.

Submitted is used to track the original value of a variation. It allows a comparison of the amount of a variation that was originally submitted versus what was ultimately approved. This is for information purposes only as the **Amount** field is used in UniPhi as the value of the variation.

Start Date and **End Date** fields are optional and can be used to generate a post-contract forecast cash flow for the contract.

Contingency Code is selected if the cost of the variation will draw down on a budgeted contingency amount.

Tax is set to the contract default but change be changed if it varies.

4. Select Save to capture the variation.

Once the variation is added it can be viewed in the contract deliverables, variations and claim window. Variations are underneath the original contract schedule of deliverables as their own register. The variation status can be amended at any time but can only be deleted if it hasn't been claimed.

Variation	ID	Ref	Submitted	Qty	Unit	Rate	Amount	Category		Status		Code	
Extra painting	3	V37	$12,000.00				$10,000.00	Scope change	▼	Approved	▼	100.2 - Main works $29,421,777	▼
Stuff	4	V36	$250,000.00				$200,000.00	Client	▼	Approved	▼	100.2 - Main works $29,421,777	▼
Another One	5	V39	$12,000.00				$10,000.00	Client	▼	Approved	▼	400.2 - Project Manager $19,000	▼
Part One	6	V39a	$6,000.00				$5,000.00	Client	▼	Approved	▼	400.2 - Project Manager $19,000	▼
Part Two	7	V39b	$6,000.00				$5,000.00	Client	▼	Approved	▼	400.3 - Quantity Surveyor $83,100	▼
Design Changes	8	V02	$50,000.00				$40,000.00	Client	▼	Possible	▼	100.2 - Main works $29,421,777	▼
This is a big one	9		$37,000.00				$16,000.00	Latent Conditions	▼	Approved	▼	100.2 - Main works $29,421,777	▼
Item 1	10	V03	$10,000.00				$5,000.00	Latent Conditions	▼	Approved	▼	100.2 - Main works $29,421,777	▼
Item 2	11	V04	$12,000.00				$5,000.00	Latent Conditions	▼	Approved	▼	100.2 - Main works $29,421,777	▼
New Variation	12	V05	$15,000.00				$6,000.00	Latent Conditions	▼	Approved	▼	100.2 - Main works $29,421,777	▼
	13							None	▼	Possible	▼	Select Code	▼
	14							None	▼	Possible	▼	Select Code	

Contingency in UniPhi can be drawn down using variations. If in the Costs module Forecast to Complete it set to Auto, this will happen when a variation is flagged as drawing down contingency using the Contingency field when logging the variation. This allows for reporting of contingency to be updated live as variations are logged in UniPhi. Cost reports are already updated live by updates to variations and contract deliverables.

Variation Request and Variation Order

To advise the project team about the variation or to seek approval of it, a Variation document is generated to advise the relevant stakeholders.

1. In the Contract module, select the Value section and click on the [icon] Start new document workflow button located on the Variation Card.

Birdcat Construction: Main works Variations

	Variation	ID	Ref
✛ ☐	New one	1	V12
✛ ☐	Cultural artefacts	2	V36

2. Select the relevant template from Document Templates shown. In this case Variation Order, but the process is similar for a Variation Request.

3. UniPhi Document creation screen will open in a new browser tab. Note that all the fields have been selected, such as "Use Template" and "Create in Project" because this information is already known. You can also review who the approvers might be and their delegations. Select Create

 to start the document.

4. The first step is to select the variation that is to be approved. Note that the contract and supplier are already selected, as this data is already known. Ensure that only the variation(s) to be approved in this Variation Order are selected. You can also check or uncheck any other available fields to control what appears in the final document. Select a date. Select Save changes and edit the next step to go to the next step when you are done.

Document Template: Variation Order

5. Follow the rest of the document steps. These will typically include a step to provide commentary, an auto populated header and a step to link to the issue you had logged for this variation (see screenshot below).

Document Template: Variation Order

6. At the finish step, the document name will auto populate. You can edit the document name if needed, set the status of the document and distribute via email or PDF.

Document Template: Variation Order

Finish

Please select the document status and pdf style sheet.

Document Name

Main works Design Changes

Document Status

Awaiting Signoff ▼   Due Date

PDF Style   PDF Options

Letterhead ▼   Signatures, Comments, Tra

📄 📄 ✉ ☁ DROPBOX   ✕

Start
1. Variations   👁
2. Variation Register   👁
3. Comments / Additional Information: 👁
4. Internal Reference   👁
5. Variation Order   👁
6. Related Documents   👁
Finish ⬅

When a Variation Order is set to Awaiting Sign-Off, the UniPhi approval process is triggered. The document will appear in the sign off workflows of the relevant approvers. Once all the approvers have signed off the document, the variation register in the contract will be updated and the status of the variation will change to "Approved". This will also flow through automatically to the dashboards in the Costs and/or Revenue modules and to all reports.

For more information about documents in UniPhi, refer to the UniPhi 15 Document Management Manual

Progress Recommendations

Progress Recommendations are the first step in assessing the contractor's claim for payment.

Create a Progress Payment Recommendation

Progress recommendations are prepared in the **Assessment** view of the contract.

1. Select the Project and a Contract within the Contract Module, then select Invoice and change the View to **Assessment**

2. Enter either the *% Complete* or the *Contractor's Claim* value all deliverables and variations which are being claimed against.

Contractor's Claim		
% Comp	Qty Comp	Amount Comp
20.0%		$730,977.80
20.0%		$730,977.80
25.0%		$6,088,972.00
25.0%		$250,390.00
25.0%		$935,687.75
25.0%		$297,081.25
25.0%		$68,002.50
25.0%		$82,387.50
25.0%		$192,422.75
25.0%		$245,800.00
25.0%		$210,491.25

3. Select ⊟ and the claim amount will be displayed with the % complete of the contract.

4. If you wish to vary the assessed amount from the *Contractor's Claim* then edit the *Assessment* amount to reflect this and type a reason in the reasons box.

Birdcat Construction: Main works Deliverables

Task: Assessment   Depth: All

Amount	Status	Code	Contractor's Claim			Assessment					Claimed vs Assessed	
			% Comp	Qty Comp	Amount Comp	% Comp	Qty Comp	Amount Comp	Prev Claim	This Claim	To Complete	Variance	Reasons
,889.00		100.2 - Main works $29,421,777	20.0%		$730,977.80	40.0%		$1,461,955.60	$1,279,311.15	$182,644.45	$2,192,933.40	($730,977.80)	
,889.00	Active	100.2 - Main works $29,421,777	20.0%		$730,977.80	40.0%		$1,461,955.60	$1,279,311.15	$182,644.45	$2,192,933.40	($730,977.80)	
,888.00		100.2 - Main works $29,421,777	25.0%		$6,088,972.00	35.0%		$8,525,560.80	$8,525,560.80	$0.00	$15,830,327.20	($2,436,588.80)	
,560.00	Active	100.2 - Main works $29,421,777	25.0%		$250,390.00	35.1%		$351,546.00	$351,546.00	$0.00	$650,014.00	($101,156.00)	
,751.00	Active	100.2 - Main works $29,421,777	25.0%		$935,687.75	35.0%		$1,309,962.85	$1,309,962.85	$0.00	$2,432,788.15	($374,275.10)	a reason
,325.00	Active	100.2 - Main works $29,421,777	25.0%		$297,081.25	35.0%		$415,913.75	$415,913.75	$0.00	$772,411.25	($118,832.50)	
,010.00	Active	100.2 - Main works $29,421,777	25.0%		$68,002.50	35.0%		$95,203.50	$95,203.50	$0.00	$176,806.50	($27,201.00)	
,550.00	Active	100.2 - Main works $29,421,777	25.0%		$82,387.50	35.0%		$115,342.50	$115,342.50	$0.00	$214,207.50	($32,955.00)	
,691.00	Active	100.2 - Main works $29,421,777	25.0%		$192,422.75	35.0%		$269,391.85	$269,391.85	$0.00	$500,299.15	($76,969.10)	
,200.00	Active	100.2 - Main works $29,421,777	25.0%		$245,800.00	35.0%		$344,120.00	$344,120.00	$0.00	$639,080.00	($98,320.00)	
,965.00	Active	100.2 - Main works $29,421,777	25.0%		$210,491.25	35.0%		$294,687.75	$294,687.75	$0.00	$547,277.25	($84,196.50)	
,800.00	Active	100.2 - Main works $29,421,777	25.0%		$69,200.00	35.0%		$96,880.00	$96,880.00	$0.00	$179,920.00	($27,680.00)	
	Active	100.2 - Main works $29,421,777	0.0%		$0.00							$0.00	
,000.00	Active	100.2 - Main works $29,421,777	25.0%		$68,250.00	35.0%		$95,550.00	$95,550.00	$0.00	$177,450.00	($27,300.00)	
,554.00	Active	100.2 - Main works $29,421,777	25.0%		$399,638.50	35.0%		$559,493.90	$559,493.90	$0.00	$1,039,060.10	($159,855.40)	
,041.00	Active	100.2 - Main works $29,421,777	25.0%		$219,760.25	35.0%		$307,664.35	$307,664.35	$0.00	$571,376.65	($87,904.10)	
,367.00	Active	100.2 - Main works $29,421,777	25.0%		$103,841.75	35.0%		$145,378.45	$145,378.45	$0.00	$269,988.55	($41,536.70)	

5. Select ⊟ and any variances with the Contractor's Claim will be.

6. Click on the Start new document workflow button and select the Progress Payment Recommendation template

7. UniPhi Document creation screen will open in a new browser tab. Note that all the fields have been selected, such as "Use Template" and "Create in Project" because this information is already known. You can also review who the approvers might be and their delegations. Select Create to start the document.

8. The first step in the document is to review the recommendation. The Supplier and Contract will be selected automatically.

9. Enter the *Certification Date*.

Document Template: Progress Payment Recommendation

Progress Payment Recommendation- Statement

⚙

Select the supplier and contract that your are making your recommendation to, from the drop down list. Also select the contractors claim date, and the certification date.

Hide Summary ☐ ⓘ

Hide Detail ✓ ⓘ

Detail Page Breaks ✓ ⓘ

Detail Pages Orientation
Portrait ▾

Select Supplier
Shirley Temple (Optimum Construction Ltd) ▾

Select Contract(s)
Main works (Active, $233,776.67) ▾

Claim No
9

Contractor's Invoice No

Contractor's Invoice
📎

Contractor's Claim Date

Due Date

Depth
All ▾

Payment Method
None ▾

Received Date

Certification Date

Previous Claim Certification Date
10 Oct 2023

Start
1. **Progress Payment Recommendation - Statement** ⬅ 👁
2. Progress Payment Recommendation 👁
3. Add Photos 👁
4. Appendix 👁
Finish

10. The claim number is automatically populated; however, it can be overridden

11. The values for this claim which were entered into the edit contract screen will be automatically summarised in this step. Review the figures to ensure that they match the recommendation.

1.	Awarded Contract Value	$28,461,777.00
2.	Provisional Sum and Prime Cost Total	$1,224,000.00
3.	**Sub Total (1 + 2)**	**$29,685,777.00**
4.	Approved Contract Variations	$29,500.00
5.	**Adjusted Contract Sum (3 + 4)**	**$29,715,277.00**
6.	Pending Contract Variations	$0.00
7.	Total Value of Contract Work Completed to Date	$10,504,116.40
8.	Total Value of Variations Completed to Date	$4,500.00
9.	**Total Value of Work Completed to Date (Approved Claims) (7 + 8)**	**$10,508,616.40**
10.	Plus Retention (BANK GUARANTEE PROVIDED)	$0.00
11.	Plus Retention to Date	$525,205.82
12.	**Total Certified to Date (ex tax) (Certified Payments) (9 + 10 + 11)**	**$11,033,822.22**
13.	Less Total Value Previously Certified (Certified Payments)	$10,800,045.55
14.	**This Payment Now Certified (12 - 13)**	**$233,776.67**
15.	Tax on This Payment	$23,377.67
16.	Total This Payment (inc tax) (14 + 15)	$257,154.34

12. Further down the page a detailed summary of amounts claimed, assessed and any variance reasons will be displayed for Deliverables, Variations, Claim adjustments etc. These are exactly as entered in to the Contracts Edit view. Review them to ensure they are as intended.

13. Select ➡ Save and Continue to proceed to the next step.

14. The remaining steps will vary with your template but may include a header with details of the claim and the contract and a step to upload photos or other relevant files.

Document Template: Progress Payment Recommendation

Finish

Please select the document status and pdf style sheet.

Document Name
Main works Recommendation No. 9

Document Status
Awaiting Signoff ▼   Due Date

PDF Style
Letterhead ▼

PDF Options
Signatures, Comments, Tra

📄 📄 ✉ ☁ DROPBOX   ✕

Start
1. Progress Payment Recommendation - Statement 👁
2. Progress Payment Recommendation 👁
3. Add Photos 👁
4. Appendix 👁
Finish ⬅

15. At the finish step, the document name will auto populate. You can edit the document name if needed, set the status of the document and distribute via email or PDF.

When a Progress Recommendation is set to Awaiting Sign-Off, the UniPhi approval process is triggered. The document will appear in the sign off workflows of the relevant approvers. Once all the approvers have signed off the document, the claim register in the contract will be updated. If the document is set to mark the amounts as claimed then the Previously Claimed values in the contract will update. If not, then a Certified Progress Claim will need to eb created and signed off to update the contract and close out the claim process.

For more information about documents in UniPhi, refer to the UniPhi 19 Document Management Manual

Certifying Progress Claims

To generate a Progress Claim Certificate, the claim details are entered against each contract and its deliverables and variations. Then a document is created based on a Progress Claim Certificates template which is populated by the information in the contract.

Create a Progress Claim Certificate

1. Go to the contract and select the Invoice tab
2. Enter the amount claimed against each item in Deliverables and Variations using any of the following fields:

   a. *% Comp* if using the percentage complete

   b. *Total Comp* for the total value or work to date

   c. *Claim Qty* only available for Time and Material items to claim the total quantity to date

   d. *This Claim* the value for the current claim

Birdcat Construction: Main works Deliverables

act Value				Contractor's Claim			Assessment					
Rate	Amount	Status	Code	% Comp	Qty Comp	Amount Comp	% Comp	Qty Comp	Amount Comp	Prev Claim	This Claim	To Complete	Variance Rea
	$1,200,000.00	Active	100.2 - Main works $29,421,777	25.0%		$300,000.00	35.0%		$420,000.00	$420,000.00	$0.00	$780,000.00	($120,000.00)
	$220,000.00		100.2 - Main works $29,421,777	100.0%		$220,000.00	100.0%		$220,000.00	$220,000.00	$0.00	$0.00	$0.00
	$220,000.00	Active	100.2 - Main works $29,421,777	100.0%		$220,000.00	100.0%		$220,000.00	$220,000.00	$0.00	$0.00	$0.00
	$1,224,000.00		100.3 - FF & E $926,000	17.3%		$212,000.00	24.2%		$296,600.00	$256,600.00	$40,000.00	$927,400.00	($84,600.00)
	$590,000.00	Provisional S.	100.3 - FF & E $926,000	25.0%		$147,500.00	22.0%		$129,800.00	$129,800.00	$0.00	$460,200.00	$17,700.00
	$400,000.00	Provisional S.	100.4.1 - Something $30,000	15.0%		$60,000.00	30.0%		$120,000.00	$80,000.00	$40,000.00	$280,000.00	($60,000.00)
	$30,000.00	Provisional S.	100.3 - FF & E $926,000	15.0%		$4,500.00	20.0%		$6,000.00	$6,000.00	$0.00	$24,000.00	($1,500.00)
	$35,000.00	Provisional S.	100.3 - FF & E $926,000	0.0%		$0.00	20.0%		$7,000.00	$7,000.00	$0.00	$28,000.00	($7,000.00)
	$65,000.00	Provisional S.	100.3 - FF & E $926,000	0.0%		$0.00	20.0%		$13,000.00	$13,000.00	$0.00	$52,000.00	($13,000.00)
	$84,000.00	Provisional S.	100.3 - FF & E $926,000	0.0%		$0.00	20.0%		$16,800.00	$16,800.00	$0.00	$67,200.00	($16,800.00)
	$20,000.00	Provisional S.	100.3 - FF & E $926,000	0.0%		$0.00	20.0%		$4,000.00	$4,000.00	$0.00	$16,000.00	($4,000.00)
	$1,000.00	Active	100.2 - Main works $29,421,777	0.0%		$0.00	0.0%		$0.00	$0.00	$0.00	$1,000.00	$0.00
	$210,000.00		400.1 - Architect ($210,000)	0.0%		$0.00	0.0%		$0.00	$0.00	$0.00	$210,000.00	$0.00
		Pending	400.1 - Architect ($210,000)	0.0%		$0.00							$0.00
		Pending	400.1 - Architect ($210,000)	0.0%		$0.00							$0.00
	$150,000.00	Pending	400.1 - Architect ($210,000)	0.0%		$0.00	0.0%		$0.00	$0.00	$0.00	$150,000.00	$0.00
$5,000.00	$60,000.00	Pending	400.1 - Architect ($210,000)	0.0%	0	$0.00	0.0%	0	$0.00	$0.00	$0.00	$60,000.00	$0.00
	$20,000.00	Active	LS - Lump Sum ($20,000)	0.0%		$0.00	0.0%		$0.00	$0.00	$0.00	$20,000.00	$0.00
	Amount			% Comp		Amount Comp	% Comp		Amount Comp	Prev Claim	This Claim	To Complete	Variance
Total Deliverables	$29,685,777.00			24.4%		$7,251,949.80	35.4%		$10,504,116.40	$10,281,471.95	$222,644.45	$19,181,660.60	($3,252,166.60)
Total Variations	$245,500.00			0.0%		$0.00	1.8%		$4,500.00	$4,500.00	$0.00	$241,000.00	($4,500.00)
Total Adjustments						$0.00			$525,205.82	$514,073.60	$11,132.22	($525,205.82)	($525,205.82)
Contract Total	$29,931,277.00			24.2%		$7,251,949.80	36.9%		$11,033,822.22	$10,800,045.55	$233,776.67	$18,897,454.78	($3,781,872.42)

3. The fields will update each other for each line item as you enter them.

4. Select [save icon] Save and the claim amount will be displayed, as will the previous claim amount and % complete of the contract.

Birdcat Construction: Main works Deliverables

Task		Depth	
Assessment	▼	All	▼

	Amount	Status	Code		% Comp		Amount Comp	% Comp		Amount Comp	Prev Claim	This Claim	To Complete	Variance
	$1,243,385.00	Active	▼ 100.2 - Main works $29,421,777	▼	25.0%		$310,846.25	35.0%		$435,184.75	$435,184.75	$0.00	$808,200.25	($124,338.50)
	$180,000.00	Active	▼ 100.2 - Main works $29,421,777	▼	25.0%		$45,000.00	35.0%		$63,000.00	$63,000.00	$0.00	$117,000.00	($18,000.00)
	$1,200,000.00	Active	▼ 100.2 - Main works $29,421,777	▼	25.0%		$300,000.00	35.0%		$420,000.00	$420,000.00	$0.00	$780,000.00	($120,000.00)
	$220,000.00		100.2 - Main works $29,421,777	▼	100.0%		$220,000.00	100.0%		$220,000.00	$220,000.00	$0.00	$0.00	$0.00
	$220,000.00	Active	▼ 100.2 - Main works $29,421,777	▼	100.0%		$220,000.00	100.0%		$220,000.00	$220,000.00	$0.00	$0.00	$0.00
	$1,224,000.00		100.3 - FF & E $926,000	▼	17.3%		$212,000.00	24.2%		$296,600.00	$256,600.00	$40,000.00	$927,400.00	($84,600.00)
	$590,000.00	Provisional S.▼	100.3 - FF & E $926,000	▼	25.0%		$147,500.00	22.0%		$129,800.00	$129,800.00	$0.00	$460,200.00	$17,700.00
	$400,000.00	Provisional S.▼	100.4.1 - Something $30,000	▼	15.0%		$60,000.00	30.0%		$120,000.00	$80,000.00	$40,000.00	$280,000.00	($60,000.00)
	$30,000.00	Provisional S.▼	100.3 - FF & E $926,000	▼	15.0%		$4,500.00	20.0%		$6,000.00	$6,000.00	$0.00	$24,000.00	($1,500.00)
	$35,000.00	Provisional S.▼	100.3 - FF & E $926,000	▼	0.0%		$0.00	20.0%		$7,000.00	$7,000.00	$0.00	$28,000.00	($7,000.00)
	$65,000.00	Provisional S.▼	100.3 - FF & E $926,000	▼	0.0%		$0.00	20.0%		$13,000.00	$13,000.00	$0.00	$52,000.00	($13,000.00)
	$84,000.00	Provisional S.▼	100.3 - FF & E $926,000	▼	0.0%		$0.00	20.0%		$16,800.00	$16,800.00	$0.00	$67,200.00	($16,800.00)
	$20,000.00	Provisional S.▼	100.3 - FF & E $926,000	▼	0.0%		$0.00	20.0%		$4,000.00	$4,000.00	$0.00	$16,000.00	($4,000.00)
	$1,000.00	Active	▼ 100.2 - Main works $29,421,777	▼	0.0%		$0.00	0.0%		$0.00	$0.00	$0.00	$1,000.00	$0.00
	$210,000.00		400.1 - Architect ($210,000)	▼	0.0%		$0.00	0.0%		$0.00	$0.00	$0.00	$210,000.00	$0.00
		Pending	▼ 400.1 - Architect ($210,000)	▼	0.0%		$0.00							$0.00
		Pending	▼ 400.1 - Architect ($210,000)	▼	0.0%		$0.00							$0.00
	$150,000.00	Pending	▼ 400.1 - Architect ($210,000)	▼	0.0%		$0.00	0.0%		$0.00	$0.00	$0.00	$150,000.00	$0.00
$5,000.00	$60,000.00	Pending	▼ 400.1 - Architect ($210,000)	▼	0.0%	0	$0.00	0.0%	0	$0.00	$0.00	$0.00	$60,000.00	$0.00
	$20,000.00	Active	▼ LS - Lump Sum ($20,000)	▼	0.0%		$0.00	0.0%		$0.00	$0.00	$0.00	$20,000.00	$0.00

	Amount			% Comp	Amount Comp	% Comp	Amount Comp	Prev Claim	This Claim	To Complete	Variance
Total Deliverables	$29,685,777.00			24.4%	$7,251,949.80	35.4%	$10,504,116.40	$10,281,471.95	$222,644.45	$19,181,660.60	($3,252,166.60)
Total Variations	$245,500.00			0.0%	$0.00	1.8%	$4,500.00	$4,500.00	$0.00	$241,000.00	($4,500.00)
Total Adjustments					$0.00		$525,205.82	$514,073.60	$11,132.22	($525,205.82)	($525,205.82)
Contract Total	$29,931,277.00			24.2%	$7,251,949.80	36.9%	$11,033,822.22	$10,800,045.55	$233,776.67	$18,897,454.78	($3,781,872.42)

Birdcat Construction: Main works Variations

Task		Depth	
Assessment	▼	All	▼

				Contract Value							Contractor's Claim			
Variation	ID	Ref	Qty	Unit	Rate	Amount	Status	Code		% Comp	Qty Comp	Amount Comp	% Comp	Qty Comp
New one	1	V12				$4,500.00	Approved	▼ 100.2 - Main works $29,421,777	▼	0.0%		$0.00	100.0%	
Cultural artefacts	2	V36				$5,000.00	Approved	▼ 100.2 - Main works $29,421,777	▼	0.0%		$0.00	0.0%	
Extra painting	3	V37				$10,000.00	Approved	▼ 100.2 - Main works $29,421,777	▼	0.0%		$0.00	0.0%	
Stuff	4	V36				$200,000.00	Approved	▼ 100.2 - Main works $29,421,777	▼	0.0%		$0.00	0.0%	
Another One	5	V39				$10,000.00		400.2 - Project Manager $19,000	▼	0.0%		$0.00	0.0%	
Part One	6	V39a				$5,000.00	Approved	▼ 400.2 - Project Manager $19,000	▼	0.0%		$0.00	0.0%	
Part Two	7	V39b				$5,000.00	Approved	▼ 400.3 - Quantity Surveyor $83,100	▼	0.0%		$0.00	0.0%	
This is a big one	9					$16,000.00		100.2 - Main works $29,421,777	▼	0.0%		$0.00	0.0%	
Item 1	10	V03				$5,000.00	Approved	▼ 100.2 - Main works $29,421,777	▼	0.0%		$0.00	0.0%	
Item 2	11	V04				$5,000.00	Approved	▼ 100.2 - Main works $29,421,777	▼	0.0%		$0.00	0.0%	
Item 3	12	V05				$6,000.00	Approved	▼ 100.2 - Main works $29,421,777	▼	0.0%		$0.00	0.0%	

		Amount		% Comp	Amount Comp	% Comp
	Total Deliverables	$29,685,777.00		24.4%	$7,251,949.80	35.4%
	Total Variations	$245,500.00		0.0%	$0.00	1.8%
	Total Adjustments				$0.00	
	Contract Total	$29,931,277.00		24.2%	$7,251,949.80	36.9%

5. To raise the certificate, click on the [start new document icon] Start new document workflow and select the Certified Progress claim template

7. UniPhi Document creation screen will open in a new browser tab. Note that all the fields have been selected, such as "Use Template" and "Create in Project" because this information is already

known. You can also review who the approvers might be and their delegations. Select Create to start the document.

8. The first step of the document is to review the details and total of the claim.

Document Template: Certified Progress Claim

9. Enter the *Suppliers's Invoice No.* and *Contractor's Invoice Date*

10. Enter the *Certification Date*

11. The claim number is automatically populated; however, it can be to overridden it if necessary.

The summary of the claim can be hidden in the final document by checking the *Hide Summary* check box. Likewise, the line-by-line detail of deliverable and variation progress can be hidden by checking the *Hide Detail* check boxes. If you are showing the detail, then page breaks can be automatically inserted by checking the *Detail Page Breaks* check box. These settings are normally selected as needed already in the template.

12. The values for this claim are automatically copied into new document from the contract and summarised. Review the values to ensure the total claim is correct.

1.	Original Contract Sum	$28,461,777.00
2.	Provisional Sum and Prime Cost Total	$1,224,000.00
3.	**Sub Total (1 + 2)**	**$29,685,777.00**
4.	Adjusted Contract Sum	$29,715,277.00
5.	Pending Contract Variations	$0.00
6.	Total Value of Contract Work Completed to Date	$10,504,116.40
7.	Value of Approved Variations Completed to Date	$4,500.00
8.	Total Value of Variations Completed to Date	$4,500.00
9.	**Total Value of Work Completed to Date (Approved Claims) (6 + 8)**	**$10,508,616.40**
10.	Plus Retention (BANK GUARANTEE PROVIDED)	$0.00
11.	Plus Retention to Date	$525,205.82
12.	**Total Certified to Date (ex tax) (Certified Payments) (9 + 10 + 11)**	**$11,033,822.22**
13.	Less Total Value Previously Certified (Certified Payments)	$10,800,045.55
14.	**This Payment Now Certified (12 - 13)**	**$233,776.67**
15.	Tax on This Payment	$23,377.67
16.	Total This Payment (inc tax) (14 + 15)	$257,154.34

Check the total value of the claim including tax (item 14 above) against the invoice being claimed. This is an easy check to ensure that data entry for the claim is correct. If there are variances, work backwards to either update the claim amounts in UniPhi. Sometimes the contractor's claim documentation will be incorrect and this is also a way to check for that.

13. Select ➡️ Save and Continue to proceed to the next step.

14. The remaining steps will vary with your template but may include a header with details of the claim and the contract, a distribution list and a step to upload documents, photos or other relevant files.

15. At the finish step, the document name will auto populate. You can edit the document name if needed, set the status of the document and distribute via email or PDF.

Document Template: Certified Progress Claim

Finish

Please select the document status and pdf style sheet.

Document Name

Certified Progress Claim

Document Status

Awaiting Signoff ▾   Due Date

PDF Style   PDF Options

Letterhead ▾   Signatures ▾

📄 📄 ✉ ☁ DROPBOX   ✕

Start
1. Certification   👁
2. Progress Payment Certificate 👁
3. Appendix   👁
4. Distribution   👁
5. Attachments   👁
6. Site Photos   👁
Finish ⬅

When Certified Progress Claim is set to Awaiting Sign-Off, the UniPhi approval process is triggered. The document will appear in the sign off workflows of the relevant approvers. Once all the approvers have signed off the document, the claim register in the contract will be updated, as will the previously claimed values against the Deliverables and Variations in the Contract.

For more information about documents in UniPhi, refer to the UniPhi 15 Document Management Manual

Project Cost Reports

In UniPhi Reports > Reporting -> Project Sub Nav, there are two cost reports, Project Cost Report and Project Cost Report Detail:

The Project Cost Report details the project budget, contracted costs, variations and expenditure broken down by cost code:

Generation Date: 11/23/2017 3:56:09 PM, Lifecycle: Open Phases, Project: - Coles Development - Miranda, Chart of Accounts: Post Contract, Financial Period: Nov 2017, Currenc

Code	Budget (AUD)			Commitments (AUD)			Uncommitted (AUD)				
	Original	Transfers	Current	Original Contract	Approved Variations	Committed	Pending Contract	Possible Variations	Pending Variations	Untendered	Total Uncommitted
	A	B	C	D	E	F	G	H	I	J	K
			A+B			D+E					G+H+I+J
100 - Design Fees	27,984	0	27,984	23,060	0	23,060	0	0	18,600	0	18,600
100.1 - Design Fees	27,984	0	27,984	23,060	0	23,060	0	0	18,600	0	18,600
100 - Construction	90,877,398	0	90,877,398	56,800,232	73,550	56,873,782	30,000	0	117,000	67,389,960	67,536,960
100.1 - Early works & demolition	15,636,985	0	15,636,985	12,105,000	73,550	12,178,550	0	0	117,000	3,343,435	3,460,435
100.2 - Main works	45,000,000	0	45,000,000	44,695,232	0	44,695,232	0	0	0	45,000,000	45,000,000
MWE - Main works except DLP Payment	0	0	0	18,562,652	0	18,562,652	0	0	0	0	0
Sep 2 - Separable Portion 2	0	0	0	26,132,580	0	26,132,580	0	0	0	0	0
100.3 - FF & E	19,076,525	0	19,076,525	0	0	0	30,000	0	0	19,046,525	19,076,525
100.4 - ICT Contractor	11,163,888	0	11,163,888	0	0	0	0	0	0	0	0
200 - Authority Charges	130,632	0	130,632	590,000	0	590,000	0	5,000	0	25,000	30,000
200.1 - Town planning application	105,632	0	105,632	590,000	0	590,000	0	5,000	0	0	5,000

The cost report has its costs grouped into 6 major sections, and 18 sub sections.

The major sections are:

- Budget (the budget view of your project)

- Commitments (any contracts/commitments which have been created)

- Uncommitted (the budget amount which has not yet been formally committed)

- Contingency (contingency amount)

- Total (total cost of the project)

- Expenditure (amount spent relevant to the date of the report)

Breaking down the major sections into their subsections we can see:

Budget
- Budget Original. This is the "original" snapshot taken from the cost module

- Budget Transfers. Once your budget has been baselined via creation of a snapshot, the Transfer column highlights movement from your current budget, and the Original baseline snapshot

- Budget Current. This is your current approved working budget. It is either flagged as Approved in a budget snapshot or has been approved in a Budget or Budget Change Request document.

Commitments

- Original Contract. When you create a contract document and sign it off, it will appear as an original contract value.

- Approved Variation. Similar to original contract values, approved variations are shown in the approval column once they have been included in a signed off document.

- Committed. This is a simple calculation of original contract values, and approved variations

Uncommitted
- Pending contract. All contract deliverable items and their values, which are yet to be associated with a signed off document

- Possible Variations. Deliverables captured in the Variations panel per contract, which have been flagged as Possible Variations

- Pending Variations. Deliverables captured in the Variations panel per contract, which have been flagged as Pending Variations

- Untendered. A calculation of the current budget, minus the committed values, but excluding any variations flagged for contingency. **Note**: this calculation will only be displayed once you have entered your Forecast to Complete, or you have used UniPhi to automatically calculate the value.

- Total Uncommitted. A calculation of the current budget, minus the committed values.

Contingency
- The amount that appears here is a calculation of your budgeted contingency amounts, minus any drawdowns that have occurred in your contract variations

Total
- Total Forecast. Calculates all Committed costs, all Uncommitted costs, and any Remaining Contingency

- Total Variance. Calculates Current Budget minus Total Forecast

Expenditure
- Last Month. Displays the expenditure from the previous month

- This Month. Displays the expenditure from the current month

- Project Cumulative. Displays the full expenditure

- Unexpended Balance. Calculates the Total Forecast minus the Project Cumulative costs

The detailed version of this report offers the same columns, however also has additional rows detailing the contract deliverables and variations which are apportioned to each cost code: