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| DI-CP001 Set Up for Current Month Processing |
| **Process Description: This process backs up the month-end database, archives the month-end database for future reporting, and creates and prepares the processing environment in the monthly Cobra processing folders on the computer** |

| **Setup for Current Month Processing Steps** | | **Comments, Warnings and Errors, and Screen Captures** |
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|  | 1. Create a Cobra backup of the **pgmid** program. Place it in the prior month backup folder. Title it **“*pgmid-xx Final”*** where **xx** is the last backup number incremented up by 1  * Click **<File>, <Manage Files>, <Backup Files>** * Click the dropdown for “Files of Type:” and select “Projects * Select the correct program * Check the box to “Include project ancillary files” * Click the **Backup** button * Navigate to the prior month **Cobra Backups** folder ***Y:\Program Management\Cobra Processing\LCSx\0465\0465 yyyy\0465 pmmm yyyy Cobra Processing\0465 pmmm yyyy Cobra Backups*** * Select the last backup so its name drops into the *File name* field * Change the **backup number** by adding 1 * Change the title to **“Final”** * Click **<Save>** |  |
|  | 1. Archive the prior month Cobra project  * File Naming conventions * *Program*: 0465mmyy where xx are the last two digits of your program (04***50***, 04***65***, 04***67*** etc.), mm is the 2-digit prior processing month, and yy is the 2-digit prior month processing year (Ex. 04500311 is the archive of the 0450 March 2011 file). * *Description*: 0465 mmm yyyy Archive (Ex. 0450 Mar 2011 Archive) * Open the Program by double-clicking on it. * Click **<File>, <Save As>** * *Program* should be **“0465mmyy”** as described above * *Description* should be **“0465 mmm yyyy Archive”** as described above * Check the box to “Copy Project Data” * Check the box to “Copy Calendar” * Click **<Ok>** |  |
|  | 1. Create a new Cobra Processing folder for the current processing month. Title it **“0465 mmm yyyy Cobra Processing”**   ***Y:\Program Management\Cobra Processing\LCSx\04xx\04xx yyyy*** |  |
|  | 1. Create subfolders in the current month Cobra processing folder for Backups, Reconciliations, and Working Files. Title them:  * **0465 mmm yyyy Cobra Backups** * **0465 mmm yyyy Processing Checklists (Copy)** * **0465 mmm yyyy Reconciliations (Copy)** * **0465 mmm yyyy Working Files** |  |
|  | 1. Copy the checklists from the prior month Processing Checklists folder to the current month Processing Checklists folder |  |
|  | 1. Copy the files from the prior month Cobra Reconciliations folder to the current month Reconciliations folder and rename them to the current month. |  |
|  | 1. Update each file in the current month Reconciliations folder to reflect appropriate current month and prior month header information  * To update the Reconciliations Spreadsheet * Navigate to the current month reconciliations folder ***Y:\Program Management\Cobra Processing\LCSx\0465\0465 yyyy\0465 mmm yyyy Cobra Processing\0465 mmm yyyy Reconciliations*** * Select and open the current month reconciliation spreadsheet “***0465 mmm yyyy Reconciliations Spreadsheet”*** * In cell ***B1,*** change the month to the current month * Change the sheet name to the current month * Delete all the extra sheets besides “June”, “P6”, “Cobra Material”, and “Cobra Labor” * Clear the contents of all of the *Cobra* and *P6* columns – ***do not clear contents of any of the Total Rows or the Variance columns*** * In the ***Actual Costs***section, clear the contents of the *Labor Hours, Labor Dollars, Material Dollars, Material Estimated Actuals, and Mapping Issues* cells in both the *Baan File* column and *Cobra* column – **do not clear contents of the *Total* cells or the *Difference cells*** * Clear Baan File Total (cell D40) * To Update the LM Files Reconciliation * Navigate to the current month reconciliations folder ***Y:\Program Management\Cobra Processing\LCSx\0465\0465 yyyy\0465 mmm yyyy Cobra Processing\0465 mmm yyyy Reconciliations*** * Select the current month LM Files Reconciliation Spreadsheet ***“0465 LM Files Reconciliation pmmm to mmm”****.* Rename the file where ***pmmm*** is the ***previous month*** and ***mmm*** is the ***current month*** * Open the file * In cell ***A3,*** change the month to the previous month * In cell ***A16,*** change the month to the current month * In cell ***A29,*** change it to reflect ***Previous month*** to ***Current Month*** Differences * Copy the Hours data from what **was** current month ***(BCWS, BCWP, ACWP, ETC)*** to what is **now** previous   month   * Copy the Dollars data from what **was** current month ***(BCWS, BCWP, ACWP, ETC)*** to what is **now** previous month * Clear the contents of all ***BCWS, BCWP, ACWP, and ETC*** rows (***Hours and Dollars)*** to and including the Cumulative values in the ***current month*** section * To update the BAC and EAC Comparison Spreadsheet * Navigate to the current month reconciliations folder * Select and open the BAC/EAC Comparison Spreadsheet Open the ***“Detail”*** worksheet * Scroll to the end of the worksheet and click the button to Replace Prev with Curr * In the column headers for each section, change what was the current month to what is now current month and change what was the previous month to what is now the previous month |  |