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| WI-CP006 Update Log Analysis Spreadsheet |
| **Process Description:** |

| **Update Log Analysis Spreadsheet Processing Steps** | | **Comments, Warnings and Errors, and Screen Captures** |
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|  | 1. Ensure that you have completed a Fortis Export in order to obtain the BCR dollar amount as well as full justification from the BCRs.  * Open Fortis Approved BCR Query for your Hull * Select the first record and scroll to the last * While holding down Shift, click on the last record * All records in between should be marked * Go to File>Export>Data * Your export file should be the default location. If not the folder is in : * Y:\Program Management\Cobra Processing\LCS##\04## Fortis Exports\04##Fortis.xml * “XML” should be selected and “Maintain Data format” should be checked * Click OK * Open your Log Analysis spreadsheet with Macros * On the “Log Analysis” tab click on the “Refresh Fortis Export” button |  |
|  | 1. Setup the Log Analysis spreadsheet for the current month  * Copy down a blank section for next month to ensure the formulas carry over * Change the reference to the month in the “Begin ***mmm*** Changes” row to the current month * Change the reference to the month and year in the “***mmm*** 20yy Total” line to the current month and year * If needed, add additional rows in between the “Begin ***mmm*** Changes” row and the “***mmm*** 20yy Total”. You will need one row for each BCR, PCW, Mod, etc. To add a row, select one of the center rows, copy it, then insert it as a new row (this will ensure that all formulas both on the row itself and for the total rows are kept intact). You will have to follow this copy and insert process for each row added. |  |
|  | 1. Record BCR Transactions  * For each BCR, record the BCR **number only** (do not include “BCR”) in the Change Number column * The amount of budget distributed in the Distribute Budget column will be populated based upon the data in the “Fortis” tab unless it is a document not routed through Fortis, in which case you must manually enter in the amount. * The amount of budget from MR will be populated based upon the data in the “Fortis” tab unless it is a document not routed through Fortis, in which case you must manually enter in the amount. * If the BCR is being budgeted from UB (distribution of funds associated with a PCW), no additional entries are needed but you should see an offsetting amount in the UB column |  |
|  | 1. Identify AUW/PCW Changes  * Using the AUW/PCW spreadsheet from contracts, identify all changes in AUW/PCW values from the previous month. This can be done by filtering the log analysis data to include only transactions with values in the AUW Cost column, copying the rows, and pasting values into a temporary spreadsheet. All columns except the AUW, PCW, AUW Cost, and AUW Fee can be removed from the data set. Sort the data by PCW number then create subtotals by PCW. Use these subtotals to compare to the PCW spreadsheet from contracts. |  |
|  | 1. Record AUW/PCW Change Transactions  * This step is for existing AUW/PCWs whose values have changed. New AUW/PCWs are addressed in the next step. * For each AUW whose value has changed, you will need to add a new transaction with the changed amount. Changes typically occur when AUWs go from ROM values to FFP values to negotiated values. In the Log Analysis spreadsheet, record the AUW number, PCW number, status, AUW amount (additive to the current balance for the PCW), and estimated fee. When the AUW cost value is recorded, it will also increase the UB value by the same amount. Distributions of PCW budgets are typically recorded in a separate transaction associated with a BCR. |  |
|  | 1. Record New AUW/PCW Transactions  * For each new AUW/PCW, you will need to add a new transaction with the total AUW/PCW amount. In the Log Analysis spreadsheet, record the AUW number, PCW number, status, AUW amount (additive to the current balance for the PCW), and estimated fee. When the AUW cost value is recorded, it will also increase the UB value by the same amount. Distributions of PCW budgets are typically recorded in a separate transaction associated with a BCR. |  |
|  | 1. Record Contract Mod Transactions for AUW PCWs  * When PCWs that were funded as AUWs are negotiated, the AUW amount is withdrawn from the AUW values and the negotiated value is added to the Total Negotiated Cost. * Create a new transaction with just the PCW number and Contract Mod number. * Turn the filters on and filter on the PCW number to view all transactions associated with the PCW. Be sure your filter includes all Rev’s of the PCW (e.g. 0360 and 0360 R1 would both be selected). * Highlight the AUW Cost values to get a total value for the PCW. This is the amount that needs to be removed from the total AUW amount. Enter an offsetting value on the new transaction line as the AUW Cost amount. * Highlight the AUW Fee values to get a total fee value and record an offsetting amount on the new transaction line as the AUW Fee amount. * Select the AUW Costs for all the rows associated with the PCW to ensure that the sum is now 0. Repeat for the fee amounts. * On the same transaction line that the offsetting AUW values were entered on, enter the negotiated cost amount and negotiated fee amounts. |  |
|  | 1. Record Contract Mod Transactions for non-AUW PCWs  * Create a new transaction with the PCW number, Contract Mod number, negotiated cost amount, and negotiated fee amount. |  |
|  | 1. Check the totals  * Validate the totals against the Contract Budget File and AUW/PCW Spreadsheet * If there is a discrepancy of $500.00 +/- or more there **must** be a revision to the BCR to show the dollar amount calculated in Cobra.   + If the discrepancy is caused by pricing of hours only, then only the Analyst and an administrator need approve   + All other revisions must be routed for signature. |  |