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| WI-CP008 Create Cobra Log Transactions |
| **Process Description:** |

| **Create Cobra Log Transactions Processing Steps** | | **Comments** |
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|  | 1. Open the Log Transactions Workbook for your Hull |  |
|  | 1. Ensure you have a current Cobra backup and/ or Save As File |  |
|  | 1. Reconcile to Log to align the log to the current budget.  * In Cobra, click **Project, Project Audit** * Click the ellipsis, navigate to and select the appropriate program. Click **<Next>.** * Select the radio button to **Adjust the log.** * In the Update Project Log section, select the radio button to **Reconcile the project audit log to the current budget.** Click **<Next>.** * In the Change Number field, enter ***Reconcile Log.*** In the Change Comment field, enter ***Reconcile Log mmm yyyy.*** Click **<Finish>.** |  |
|  | 1. Open the log in Cobra  * In Cobra, click **Project, Project Audit** * Click the ellipsis, navigate to and select the appropriate program. Click **<Next>.** * Select the radio button to **Adjust the log.** * In the Update Project Log section, select the radio button for **Transaction Change of new unpriced work …** Click **<Next>** |  |
|  | 1. Create log transactions for BCRs funded from Management Reserve  * Select “Allocate Management Reserve” from the Transaction Type drop down list * Enter the amount of MR issued for the BCR. If the MR value in the spreadsheet is a negative, you will enter a positive number in Cobra. If the MR value in the spreadsheet is positive, you will enter a negative value in Cobra. Click **<Next>.** Click **<Finish>.** * For the change number, enter “BCR xxx” where xxx is the BCR number. * For the comment, enter “BCR xxx MMM YYYY” where xxx is the BCR number, MMM is the processing month, and YYYY is the processing year. Click **<Next>.** * **IMPORTANT:** Before clicking Finish, double check your numbers, comment and change number. If you make a mistake, you will most likely have to recover from a backup. Changes can be made to comments and change numbers but if the transaction type or amount values are wrong, restoring from back up is usually required. |  |
|  | 1. If you have many log transactions, create a new backup here |  |
|  | 1. Create log transactions for AUW/PCWs  * Select “New Unpriced Work” from the Transaction Type drop down list * Enter the AUW cost value from the Log Analysis spreadsheet * Select “UB” as the Credit To value. Click **<Next>.** Click **<Finish>.** * For the change number, enter “AUW xxx PCW zzz” where xxx is the AUW number, zzz is the PCW number. * For the comment, enter “AUW xxx PCW zzz MMM YYYY” where xxx is the AUW number, zzz is the PCW number, MMM is the processing month, and YYYY is the processing year. * **IMPORTANT:** Before clicking Finish, double check your numbers, comment and change number. If you make a mistake, you will most likely have to recover from a backup. Changes can be made to comments and change numbers but if the transaction type or amount values are wrong, restoring from back up is usually required. |  |
|  | 1. If you have many log transactions, create a new backup here |  |
|  | 1. Create log transactions for AUW/PCWs that have been negotiated and the negotiated value is equal to or greater than the AUW value  * Select “Negotiated Changes” from the Transaction Type drop down list * Enter the Negotiated Cost value from the Log Analysis spreadsheet * Enter the AUW value of the AUW/PCW as the “Amount from AUW”. If the AUW cost amount on the spreadsheet is a negative number, enter a positive number. If the AUW cost amount on the spreadsheet, enter a negative number. * Select “UB” as the Credit To value. * For the change number, enter “PCW xxx MOD zzz” where xxx is the PCW number, zzz is the MOD number. * For the comment, enter “PCW xxx MOD zzz MMM YYYY” where xxx is the PCW number, zzz is the MOD number, MMM is the processing month, and YYYY is the processing year. * **IMPORTANT:** Before clicking Finish, double check your numbers, comment and change number. If you make a mistake, you will most likely have to recover from a backup. Changes can be made to comments and change numbers but if the transaction type or amount values are wrong, restoring from back up is usually required. |  |
|  | 1. If you have many log transactions, create a new backup here |  |
|  | 1. Create log transactions for AUW/PCWs that have been negotiated and the negotiated value is less than the AUW value  * When the AUW value is greater than the negotiated value, two separate transactions are required. One to offset the AUW amount and one to record the new negotiated value. * Select “Negotiated Changes” from the Transaction Type drop down list * Enter the Negotiated Cost value from the Log Analysis spreadsheet * Enter the 0 as the Amount from AUW * Select “UB” as the Credit To value. * For the change number, enter “PCW xxx MOD zzz” where xxx is the PCW number, zzz is the MOD number . * For the comment, enter “PCW xxx MOD zzz MMM YYYY” where xxx is the PCW number, zzz is the MOD number, MMM is the processing month, and YYYY is the processing year. * **IMPORTANT:** Before clicking Finish, double check your numbers, comment and change number. If you make a mistake, you will most likely have to recover from a backup. Changes can be made to comments and change numbers but if the transaction type or amount values are wrong, restoring from back up is usually required. * When the “Adjust Fee” pop**-**up displays, click OK. We will adjust the fee later. * Select “New Unpriced Work” from the Transaction Type drop down list * Enter the AUW Cost value from the Log Analysis spreadsheet as is it recorded. If it is a negative number, enter a negative number in Cobra. If it is a positive number, enter a positive number in Cobra. * Enter the 0 as the Amount from AUW. * Select “UB” as the Credit To value. * For the change number, enter “PCW xxx MOD zzz” where xxx is the PCW number, zzz is the MOD number. * For the comment, enter “PCW xxx MOD zzz MMM YYYY” where xxx is the PCW number, zzz is the MOD number, MMM is the processing month, and YYYY is the processing year. * **IMPORTANT:** Before clicking Apply, double check your numbers, comment and change number. If you make a mistake, you will most likely have to recover from a backup. Changes can be made to comments and change numbers but if the transaction type or amount values are wrong, restoring from back up is usually required. * When the “Adjust Fee” pop**-**up displays, click OK. We will adjust the fee later. |  |
|  | 1. Reconcile Cobra and Log Analysis Spreadsheet  * Record the contract target cost, authorized unpriced work, management reserve, distributed budget, and undistributed budget values from Cobra into the Log Analysis spreadsheet on the “Cobra Log Balances” row. The Contract Target Cost value is synonymous with the Negotiated Cost value. * In Cobra, close the log and navigate to Project> Project Information> Budget Tab * Update the Fee Amount (In Dollars) to match the log analysis spreadsheet * Record the fee amount on the Cobra Log Balances row |  |
|  | 1. Create a Cobra backup after Cobra Log Transactions |  |