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| WI-CP012 Prepare P6 Material Actuals File |
| **Process Description:** |

| **Prepare P6 Material Actuals File Processing Steps** | | **Comments** |
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|  | 1. After loading material actual costs into Cobra run a Project Cost Set report to generate a report of AC and EA combined  * In Cobra click **< All Reports>** * Navigate to and double-click *Project Cost Set* * Click the ellipsis in the File section. Navigate to and select the correct program. Click **<Next>** * Click the ellipsis for *Filter,* navigate to and select *Material Only.* Click **<Next>** * On the Sub-Totals screen, select **WP**, uncheck the *Show Total* box. Click **<Next>** * On the Cost Sets screen, select **ACWP.** Click **<Next>** * On the Style screen , ensure the Scale Factor is **1**. Click **<Next>** * Click **<Finish>** * When the report displays, select the column with ACWP and format the column as number with 2 decimal places. Make sure the total equals what should be there. * Select columns ***A and B*** and copy them into the paste buffer |  |
|  | 1. Prepare the P6 Material Cost Import File  * Open the P6 import file provided by scheduling and add two blank columns after the Actual Units column * Paste the copied data to a new tab within the P6 file titled **“Cobra mtrl”** * On the **“Cobra mtrl”** tab delete the first four rows * In the first blank column (G) you added to the P6 import file, on the first work package line, perform a vlookup against the **“*Cobra mtrl”***worksheet to bring those values to this sheet * Copy the vlookup down the entire column * Filter out all except **“N/A”**s and change them to **“0”** * ***Verify the total actual value in col G matches the total value from the Cobra mtrl worksheet. If not, select Column A, click Conditional formatting, Highlight Cell Rules and highlight any duplicate values****. Sometimes an activity will be listed twice. If they are, zero out the second incidence.* * Remove the filter and copy the values from Column G to the Actual Units column replacing the existing figures in that column. Remember to **Paste Values** since the figures were created by a formula * Verify the totals in the P6 file now matches the total amount on the **Cobra mtrl** worksheet * Remove the two columns you added to the P6 file * Delete the ***“Cobra mtrl”*** worksheet you added to the P6 file * Save the P6 import file, attach it to an email, and send it to Scheduling |  |