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| WI-CP023 Prepare and Load Combined Actuals File |
| **Process Description:** |

| **Load Actual Costs Processing Steps** | | **Comments** |
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|  | 1. Create a combined actual cost file for import into Cobra  * Open the current month Labor Actual Cost File * Open the current month Material Actual Cost File * Copy the Material data to the bottom of the Labor Actuals data, If you copied the header, delete it. * Enter “0” in DetailSGA and DetailSGACOM columns for the Material rows * Paste your material Estimated Actuals and Miss Mappings to the bottom of the data * Enter “EA” into the Cost Class column for the Estimated Actuals and Miss Mappings rows * Enter “MATL” in the Resource column for the Estimated Actuals and Miss Mappings rows * Enter “0” in TotHours, OHDollars, COMDollars, DetailSGA, and DetailSGACOM columns * Filter the Resource column for “MATL” * Add conditional formatting to the Activity column to show duplicates by going to the “Conditional Formatting” option on the Home Ribbon. Click “Highlight Cell Rules” > “Duplicate Values” * Filter the “Activity” column for color * Add any activities together that have duplicates for the EA Cost Class because there can only be one AC and one EC row per Activity * Remove all filters * Make sure formatting on added rows matches formatting on rows that came on original file from Baan Actuals Tool * Save As in the current month Actual Cost folder. Title it ***“04xx mmm yyyy Combined Actual Costs.csv”*** |  |
|  | 1. Load Combined Actual costs  * Click **<File>, <Integration>, <Integration Wizard>** * Select the radio button for Actual costs. Click **<Next>.** * Click the radio button to **Open an existing configuration.** Navigate to and select the correct configuration file for your program. Click **<Next>**. * The ***Project*** field should be pre-populated with your project, if it is not, click the ellipsis for ***Project,*** navigate to and select the correct project * Click the ellipsis for ***Actual Cost File*** and navigate to the correct actual cost file * Click the dropdown for *Actual cost file contains records at the following level* and select ***Work Package.*** . Click **<Next>**. * The ***Field Mapper*** should be set up. The box for ***File contains a header row*** should be checked. And each column has a title (WBS, WP, Class, Resource, Hours, Direct, OH, COM, GANDA, SYSGA). . Click **<Next>**. * The Class and Results screen is grayed out as no input is needed. . Click **<Next>**. * On the ***Included Costs*** screen, select the radio button for ***Cumulative Costs*** * The first time through, check ***Zero unreferenced actuals.***  Click **<Next>**. * The second time through, **DO NOT** check Zero ***unreferenced actuals.***  Click **<Next>**. * On the ***Options*** screen, the boxes that should be checked are:   + ***Print the values of the invalid records to the process log***   + ***Allow posting actual costs to a planned Control Account or Work Package***   + ***Allow posting actual costs to a completed Control Account or Work Package***   + Click **<Next>** * On the ***Save and Load*** screen, check the box to ***Load Data Now*** and ***Save your configuration.*** The Configuration Name should be pre-populated with the name of the file you started with. * Do entire step 2 over again, but this time DO NOT check ***Zero unreferenced actuals.*** |  |
|  | 1. Correct Actuals load errors. |  |
|  | 1. Calculate the ODC Resource    * In Cobra click Project > Recalc    * Select your project. Click Next.    * Check the box to allow recalculation of completed Control Accounts and Work Packages. Click Next.    * Click the Dropdown for Criteria and select **Resource**.    * Click the Dropdown For Selection. Expand the MMC Resource. Highlight **OTHER DIRECT COSTS**. Click Select. Check the box to Include All Children. Click Next.    * Check the box for **Actual** only. Click Next.    * Leave all results checked. Click Next.    * Click the radio button to **Recalc costs in a specific date range**. Click the **From:** dropdown and select the current period. Click Next.    * Click Finish.    * Click OK on the box that pops up |  |
|  | 1. Reconcile Cobra material actual costs to Baan input file  * Run a CPR 1 Material, filter on Material Only and ODC, then FInish * Filter your Combined Actuals Cost “Resource” column for MATL, sum the DirDollars column and compare to CPR 1 Material Cumulative Actual Cost Work Performed. |  |
|  | 1. Reconcile Cobra labor actual costs to Baan input file  * Run a CPR 1 Dollars, filter on Labor Only, change Scale factor to 1 * Filter your Combined Actuals Cost “Resource” column for everything except “MATL”, sum the DirDollars, OHDollars, COMDollars, DetailSGA, and DetailSGACOM columns and compare to CPR 1 Dollars Cumulative Actual Cost Work Performed. |  |
|  | 1. Calculate Forecast  * In Cobra select **Project, Calculate Forecast** * Click the ellipsis, navigate to and select your project. Click **Next** * On the Options screen, select the radio button to **Slip all invalid dates that are earlier than the status date** * **Check** the box to **Allow negative ETC** * Spread ETC according to: should say **Existing ETC Spread** * Scale Retain EAC: should say **Hours and Currency.** Click **Next.** * On the Forecast Class Selection screen, check the boxes for **Forecast** and **F2** * Click **Finish.** |  |
|  | 1. Update Totals **DO NOT UPDATE TOTALS (until forecast has been calculated)**  * In Cobra select **Tools, Update Totals** * Click the ellipsis, navigate to and select your program. Click **Next.** * Click **<Finish>.** * Click **<Yes>** when the popup window displays confirming that **“This Program has the scale/retain EAC option …”** |  |
|  | 1. Update EACs that have incorrectly changed  * Run a 04-10 EAC PREVEAC Comp report using the **Material and ODC filter**. * Click Finish * Do a difference formula between EAC and PREVEAC * Filter out 0’s in the difference column * Change each EAC back to PREVEAC by finding the activity in Cobra and going into Resource Assignments > Click Show Details (Do not change EAC back if the EAC was driven up by actuals) * Enter in the PREVEAC value into the “Hours EAC” * Click on “Spread” * Spread Linear * **Save after each update!** |  |
|  | 1. Backup the Cobra Project ***“04xx-xx after combined actual costs load”*** |  |
|  | 1. If actuals have to be reloaded after CAM meetings, repeat steps 2 through 10 above. |  |