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| Applying a new Fwd Pricing Rate File to Current Project |
| **Process Description: When a forward pricing rate adjustment is created a new rate table should be produced in Cobra. Each project should attach to this new rate file and recalculate it’s forecast to align with the new adjusted rates. This work instruction will enable you to do so** |

| **Checklist Steps** | | **Comments, Warnings and Errors, and Screen Captures** |
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|  | First you must integrate your status file and reconcile to Primavera utilizing the original rate file. This will give you the base for comparison to the new file for change. After this has been completed you must then make a “copy” of the Forecast class so reports can be ran later to show the change. **It is recommended that you do a “Save As” copy of the project before doing this procedure** in order to retain any Forecast in case of issues that may occur | |
|  | 1. Make sure your “PreFPRate” class is looking to the previous month’s rate file.    * Project: Project Information    * Classes: PreFPRate    * Make sure the rate file matches the rates file of the previous month 2. To make the “Copy” of the Forecast you will utilize the “Reclass” function in Cobra    * Project: Reclass    * Check box for Allow reclass of Completed CAs/WPs    * Total Project for Criteria    * Select “Forecast” for Source Class      1. Make sure “Copy” radial is selected    * Select a Class that you will copy the forecast to      1. Select “Replace Existing” radial |  |
|  | * + Select “Reclass all periods in your project”   + Select Finish   + You now have a copy of the existing Forecast in the class that you targeted |  |
|  | Now that you have a copy of the Forecast based on the old rates, you are ready to apply the new rates   1. Secure the correct name of the new Forward Pricing Rate file (typically “MMCFP##”) |  |
|  | 1. Attach the new Fwd Rate table to your project    * Project: Project Information    * Go to “Classes” tab    * Click on the “Forecast” Class    * Look towards the bottom and change the name of the rate file to the new rate file    * Select “Apply”   Your project’s Forecast class will now calculate based on the new Forward Pricing Rate Table |  |
|  | Now you must Recalc the Forecast class in order for the new rates to take effect in the project   1. To Recalc the Forecast Class    * Project: Recalc    * No options should be checked    * Total Project for Criteria    * Classes      1. Click “Deselect All”      2. Check “Forecast”    * All Results can be checked    * Date Range      1. Select “Recalc costs in specific range”      2. Ensure the “From” date is the very first month in the forecast class    * Select Finish   Your “Forecast” class now reflects the new rates in the tables and will also be reflected in your reporting cost sets such as “ETC” and “EAC” |  |
|  | To run a comparison you should have a Cost set labeled “RATECHG”. This reporting cost set contains the Class in which you copied the old rate forecast to. If you run a project cost set and compare this to **ETC**, this will give you the comparison between the old **ETC** and the New **ETC**. Reference previous rate adjustment files here and make sure to store your projects reports in the same location as these are to be referenced by CAMs and management as well as for your Format 5 reports: Y:\EVMS\CAM\_Notebooks\Rate Adjustment Files | |