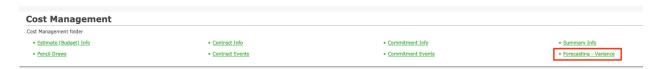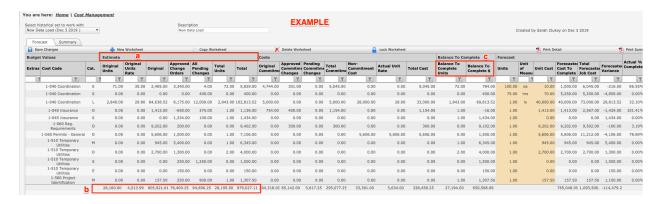# Use Forecasting Worksheets

- You can create forecasting worksheets and enter work remaining to complete to track costs and evaluate remaining budget amounts. The system lets you create one worksheet per day. This job aid explains forecasting worksheets.

Create A Forecasting Worksheet

1. Go to Cost Management and select Forecasting - Variance

2. The first worksheet of a project is the Initial Data Load. This is the data uploaded from Sage 300 Construction and Real Estate. If changes are made to estimates or commitments, you can click Refresh to update the worksheet.
   a. The first group of columns shows estimates and committed costs at the category level. Pending and approved changes are included, as well as job-to date costs
   b. The row at the bottom shows totals.
   c. Scroll to the right to see the Balance to Complete column

3. Enter values in the shaded columns, for Units, Unit of Measure, and Unit Cost. When you change an amount, a red triangle appears in the top left of the cell. If you need to pause during data entry, click Save Changes

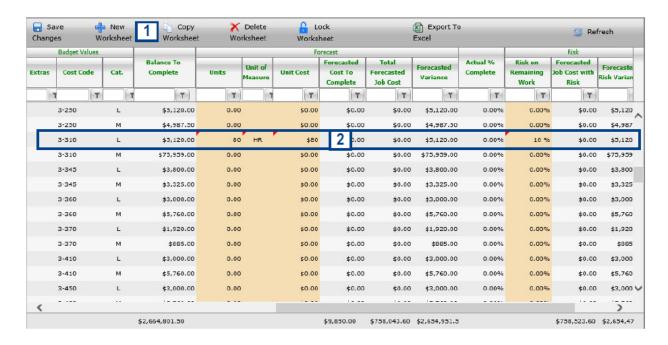|	Budget Values		Estimate							Costs							Balance To Complete		Forecast		
Extras	Cost Code	Cat.	Original Units	Original Units Rate	Original	Approved Change Orders	All Pending Changes	Total Units	Total	Original Commitment	Approved Commitment Changes	Pending Commitment Changes	Total Commitment	Non-Commitment Cost	Actual Unit Rate	Total Cost	Balance To Complete Units	Balance To Complete $	Units	Unit of Measure	Unit Cost
	1-040 Coordination	E	71.00	35.00	2,485.00	3,340.00	4.00	72.00	5,829.00	4,744.00	301.00	0.00	5,045.00	0.00	0.00	5,045.00	72.00	784.00	100.00	ea	10.00
	1-040 Coordination	S	0.00	0.00	0.00	0.00	400.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		4	hrs	70.00
	1-040 Coordination	L	2,840.00	29.80	84,638.52	6,175.00	12,000.00	2,843.00	102,813.52	5,000.00	0.00	0.00	5,000.00	28,000.00	28.00	33,000.00	1,...000	69,813.52	1.00	ls	40,000.00
	1-045 Insurance	O	0.00	0.00	1,413.00	-650.00	375.00	1.00	1,138.00	754.00	400.00	0.00	1,154.00	0.00	0.00	1,154.00	1.00	-16.00	1.00		1,413.00
	1-045 Insurance	S	0.00	0.00	0.00	1,334.00	100.00	1.00	1,434.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1,434.00	1.00		0.00
	1-060 Reg. Requirements	O	0.00	0.00	9,202.00	200.00	0.00	0.00	9,402.00	0.00	300.00	0.00	300.00	0.00	0.00	300.00	0.00	9,102.00	1.00		9,202.00
	1-065 Permits - General	O	0.00	0.00	5,606.00	1,500.00	0.00	1.00	7,106.00	0.00	0.00	0.00	0.00	5,606.00	5,606.00	5,606.00	0.00	1,500.00	1.00		5,606.00
	1-510 Temporary Utilities	M	0.00	0.00	945.00	5,400.00	0.00	1.00	6,345.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	6,345.00	1.00		945.00
	1-510 Temporary Utilities	O	0.00	0.00	2,700.00	1,300.00	0.00	2.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	4,000.00	1.00		2,700.00
	1-510 Temporary Utilities	S	0.00	0.00	0.00	250.00	1,250.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1.00		0.00
	1-510 Temporary Utilities	E	0.00	0.00	0.00	150.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	1.00		0.00
	1-580 Project Identification	M	0.00	0.00	157.50	250.00	900.00	1.00	1,307.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1,307.50	1.00		157.50
			28,160.00	4,513.99	805,921.61	78,409.25	94,696.25	28,195.00	979,027.11	204,318.00	85,142.00	5,617.25	295,077.25	33,381.00		5,634.00		328,458.25	27,194.00		650,568.86

4. The forecasted variance is calculated using the formula shown below
   a. Risk is a percentage of risk against only the Forecasted Amount Remaining
   b. For categories against which a commitment for the full budgeted amount exists, any additional units are shown as negative forecasted variance-meaning the cost has exceeded the budget
   c. Total Estimate - (Forecasted Cost to Complete + Current Total Costs) = Forecasted Variance

Total Estimate Calc: A+B+C=D

Total Commitment Calc: E+F+G=H

Balance to Complete Calc: D-H-I=J

Forecasted Job Cost: H+I+N=O

Forecasted CTC: K*M=N

Forecast Risk Variance: D-S=T

Forecasted Variance: D-O=P

Forecasted Job Cost with Risk: H+I+(N+(N*R))=S

Cabo Hilton Project
Forecasting Worksheet
Project Last Sync'd on 11/7/2016 5:03:10 PM

Select historical set to work with
Initial Data Load (Dec 13 2016)

Description
Initial Data Load

Created by Project Manager on Dec 13 2016

Project Forecasting

A B C D E F G H I J K L M N O P Q R S T

Save Changes | New Worksheet | Copy Worksheet | Delete Worksheet | Lock Worksheet | Export To Excel | Refresh

Budget Values — Extras, Cost Code, Cat., Original Estimate
Revenue — Approved Contract Changes, Pending Contract Changes, Total Estimate
Costs — Original Commitment, Approved Commitment Changes, Pending Commitment Changes, Total Commitment, Job To Date Costs
Balance To Complete
Forecast — Units, Unit of Measure, Unit Cost, Forecasted Cost To Complete, Total Forecasted Job Cost, Forecasted Variance, Actual % Complete
Risk — Risk on Remaining Work, Forecasted Job Cost with Risk, Forecasted Risk Variance

Budget Values: Pulled from the budget, to the category

Revenue: The Approved and Pending Change Events from SCPC

Costs: The Commitment Values and Associated Cost Events from SCPC

JTD Costs: Sage 300 Costs less the Released SCPC Costs

Forecast Input Fields

Forecast Calculated Fields

Risk Input Field (%)

Estimate | Contract | Summary | Cost Code Overview

	Extras	Cost Code	Cat.	Original Estimate	Pending Est Changes	JTD Appvd Est Chgs
		02-140 Dewatering	LB	$12,500.00	$13,000.00	

	Commitment Number	Organization Name	Description	Original Commitment Amount	Pending Change Orders	Approved Change Orders	Total Commitment
		All Temperatures Controlled		$25,000.00	$0.00	$0.00	$25,000.00
		Carol's Concrete		$215,000.00	$0.00	$0.00	$215,000.00
		A Architects		$140,000.00	$0.00	$0.00	$140,000.00

Copy A Worksheet to Update Information

1. At any point after the day of the initial data load, click Copy Worksheet to start a new worksheet with the data you have already entered.
   NOTE: If you click New Worksheet, any values in the units columns are not copied
   In this example, your original estimate for cost code 3-310 L was for 64 hours at $80/hour ($5,120). However, now you've concluded that you'll need 80 hours of labor, plus or minus 10%

2. Enter the new forecasted numbers and risk

Save Changes | [1] New Worksheet | Copy Worksheet | Delete Worksheet | Lock Worksheet | Export To Excel | Refresh

Extras	Cost Code	Cat.	Balance To Complete	Units	Unit of Measure	Unit Cost	Forecasted Cost To Complete	Total Forecasted Job Cost	Forecasted Variance	Actual % Complete	Risk on Remaining Work	Forecasted Job Cost with Risk	Forecasted Risk Varian
	3-250	L	$5,120.00	0.00		$0.00	$0.00	$0.00	$5,120.00	0.00%	0.00%	$0.00	$5,120
	3-250	M	$4,987.50	0.00		$0.00	$0.00	$0.00	$4,987.50	0.00%	0.00%	$0.00	$4,987
	3-310	L	$5,120.00	80	HR	$80	[2] 0.00	$0.00	$5,120.00	0.00%	10 %	$0.00	$5,120
	3-310	M	$75,959.00	0.00		$0.00	$0.00	$0.00	$75,959.00	0.00%	0.00%	$0.00	$75,959
	3-345	L	$3,800.00	0.00		$0.00	$0.00	$0.00	$3,800.00	0.00%	0.00%	$0.00	$3,800
	3-345	M	$3,325.00	0.00		$0.00	$0.00	$0.00	$3,325.00	0.00%	0.00%	$0.00	$3,325
	3-360	L	$3,000.00	0.00		$0.00	$0.00	$0.00	$3,000.00	0.00%	0.00%	$0.00	$3,000
	3-360	M	$5,760.00	0.00		$0.00	$0.00	$0.00	$5,760.00	0.00%	0.00%	$0.00	$5,760
	3-370	L	$1,920.00	0.00		$0.00	$0.00	$0.00	$1,920.00	0.00%	0.00%	$0.00	$1,920
	3-370	M	$885.00	0.00		$0.00	$0.00	$0.00	$885.00	0.00%	0.00%	$0.00	$885
	3-410	L	$3,000.00	0.00		$0.00	$0.00	$0.00	$3,000.00	0.00%	0.00%	$0.00	$3,000
	3-410	M	$5,760.00	0.00		$0.00	$0.00	$0.00	$5,760.00	0.00%	0.00%	$0.00	$5,760
	3-450	L	$3,000.00	0.00		$0.00	$0.00	$0.00	$3,000.00	0.00%	0.00%	$0.00	$3,000
			$2,654,801.50				$9,850.00	$758,043.60	$2,654,951.5			$758,523.60	$2,654,47

3. Click Lock Worksheet when you have finished entering data. At that point, you'll be able to view a PDF of the worksheet, and the Delete Worksheet button will be unavailable.

4. When you save changes to the worksheet, the Forecasted Cost to Complete reflects your new estimate, and the Forecasted Job Cost with Risk is: (Cost) * (Risk) = Forecasted Risk $6,400 * 1.1 = $7,040.00

Save Changes | [1] New Worksheet | Copy Worksheet | Delete Worksheet [3] | Lock Worksheet | Export To Excel | Refresh

Extras	Cost Code	Cat.	Balance To Complete	Units	Unit of Measure	Unit Cost	Forecasted Cost To Complete	Total Forecasted Job Cost	Forecasted Variance	Actual % Complete	Risk on Remaining Work	Forecasted Job Cost with Risk	Forecasted Risk Variance
	3-250	M	$4,987.50	0.00		$0.00	[4] $0.00	$0.00	$4,987.50	0.00%	0.00%	$0.00	$4,987.50
	3-310	L	$5,120.00	80.00	HR	$80.00	$6,400.00	$6,400.00	-$1,280.00	0.00%	10.00%	$7,040.00	-$1,920.00
	3-310	M	$75,959.00	0.00		$0.00	$0.00	$0.00	$75,959.00	0.00%	0.00%	$0.00	$75,959.00
	3-345	L	$3,800.00	0.00		$0.00	$0.00	$0.00	$3,800.00	0.00%	0.00%	$0.00	$3,800.00