

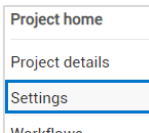
# QUICK GUIDE


# REVENUE MANAGEMENT



## CONFIGURE REVENUE SETTINGS

- From the Project home page, select **Settings**.



- Select  from the side menu.
- Select the **Revenue** tab.
- Select earnings rule for Fixed Final Price items.

- CE final cost** is recommended if forecast quantities differ from pay quantities

Fixed final price

Earnings amounts based on:

☐ Forecast (T/O) qty

☒ CE final cost

- Select earnings rule for Unit Price items.

- Forecast (T/O) qty** is typically recommended for unit price items.

Unit price

Earnings amounts based on:

☒ Forecast (T/O) qty

☐ CE final cost

- If desired, turn on the switch to have Forecast (T/O) quantities in the CBS roll up to Forecast (T/O) quantities in the Pay Item register.

Enable pay item Forecast (T/O) qty rollups

☒

## ASSIGN PAY ITEMS TO COST ITEMS

- On the CBS tab, scroll to the Pay item assignment column.

WBS phase code	Pay item assignment	CBS contr qty
1069	001	
1071	002	

- Double-click in the **Pay item assignment** field for the cost item you want to assign.

CBS position	Description	WBS phase code	Pay item assignment
1	Job Overhead	1002	
2	Earthwork	1069	001
3	Concrete	1071	002

- Select the **pay item** to assign.

Select...	Pay item ID	Description
<input type="radio"/>	001	Earthwork - Labor & Mater...
<input checked="" type="radio"/>	002	Concrete - Labor & Material
<input type="radio"/>	003	Steel - Labor & Material

- Click **Assign**.

**Note:** Avoid assigning the same pay item to superior and subordinate cost items as this will double-up costs.

## BILL A PAY ITEM

(If not brought in from your ERP)

- Right-click on a pay item and select **Billed revenue details**.

- Pending billable quantity and revenue come from contributing cost items.

002

Concrete - Labor & Material

BILLED BILLED HISTORY

Pending billable quantity 700.00

Pending billable revenue \$ 204,331.45

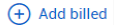
- Enter billing details.

Billed revenue \$ 700.00

Cost category Undefined Labor

Billed quantity 1,000.00

Billed date 08/25/2021

- If needed, click , then submit additional billing under another cost category.
- Click **Apply**.

- Billed values update in the Pay Items register.

Billed revenue	Billed quantity	Revenue earned	Quantity earned	Pending billable quantity	Pending billable revenue
\$ 49,392.66	650.00	\$ 49,392.66	650.00	0.00	\$ 0.00
\$ 408,662.90	1,400.00	\$ 612,994.35	2,100.00	700.00	\$ 204,331.45
\$ 10,000.00	200.00	\$ 273,163.84	120.00	-80.00	\$ 263,163.84

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## REVENUE MANAGEMENT



### BILL MULTIPLE PAY ITEMS

1. Select the pay items to bill.

<input type="checkbox"/>	Pay item number
<input checked="" type="checkbox"/>	001
<input checked="" type="checkbox"/>	002

2. Right-click on the selection and select **Bill multiple pay items**.

- On the New Bill Request, the Billed Revenue should match the Pending billable revenue on the Pay Item Register.

New bill request	
Description	Billed revenue
Earthwork - Labor & Material	\$ 49,392.66
Concrete - Labor & Material	\$ 408,662.90

3. If needed, manually change the Billed Revenue value(s).
4. Assign a cost category and notes as needed.

Billed quantity	UoM	Cost category
650.00	CY	Labor

5. Click **Submit**.

### REVIEW BILLED HISTORY

1. Right-click on a pay item and select **Billed revenue details**.
2. Select the **Billed History** tab.
3. Review the register of billing entries.

BILLED			BILLED HISTORY	
Billed date	Billed quantity	Billed	Cost item	Cost Category
08/25/2021	650.00	\$ 49,392.66		Undefined Lab...

### UNIT PRICE REVENUE FORECASTING

Forecast total revenue = Current forecast (T/O) Qty X Unit Price

Description	Current forecast (T/O) qty	Current unit price	Current price	Forecast total revenue
Earthwork - Labor & Mater...	10,000.00	CY	\$ 75.99	\$ 759,887.01
Concrete - Labor & Material	10,000.00	CY	\$ 291.90	\$ 2,919,020.71
Steel - Labor & Material	800.00	Ea...	\$ 2,276.37	\$ 1,821,092.28

### REVENUE FORECASTING DATA BLOCK

Create a data block with revenue forecasting columns in the CBS.

Revenue						
Forecast % margin	Forecast total margin	Forecast total revenue	Forecast remaining revenue	Forecast revenue unit cost	Forecast revenue earned	Forecast total cost
0.00 %	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250,000.00
13.11 %	\$ 61,322.78	\$ 467,622.78	\$ 367,083.88	\$ 467,622.78	\$ 100,538.90	\$ 406,300.00
14.40 %	\$ 252,162.43	\$ 1,751,412.43	\$ 1,629,689.26	\$ 1,751,412.43	\$ 121,723.16	\$ 1,499,250.00
9.37 %	\$ 118,946.13	\$ 1,269,246.13	\$ 1,185,365.52		\$ 83,880.61	\$ 1,150,300.00
9.77 %	\$ 97,023.06	\$ 993,323.06	\$ 932,619.99	\$ 993,323.06	\$ 60,703.08	\$ 896,300.00
9.17 %	\$ 20,238.46	\$ 220,738.46	\$ 198,664.61	\$ 220,738.46	\$ 22,073.85	\$ 200,500.00
3.05 %	\$ 1,684.61	\$ 55,184.61	\$ 54,080.92	\$ 55,184.61	\$ 1,103.69	\$ 53,500.00
13.04 %	\$ 262,318.66	\$ 2,011,718.66	\$ 1,315,077.77		\$ 696,640.90	\$ 1,749,400.00

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