

Oracle  
**Textura Payment Management  
Subcontractor Work Breakdown Management Guide**

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Oracle Textura Payment Management Subcontractor Work Breakdown Management Guide

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# Updating a Budget

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Your budget is called your Work Breakdown (WB) on Textura Payment Management and reflects a list of works your organisation will complete for a contract. In instances where the Head Contractor does not use the **Specified WB** setting, you will need to record your own budget.

If your organisation has the ability to edit and itemise your budget, users assigned the Project Manager role will see a **Budget** task on the **Project Home** page after accepting a contract. Selecting the **Edit Budget** task from the **Project Home** page opens the **Edit Work Breakdown** page.

## FAQs

**How should I fill out my Work Breakdown?** (see page 19)

**My Work Breakdown is out of balance. What do I do?** (see page 19)

**Why does my Work Breakdown have multiple tables?** (see page 19)

## Additional Resources

- ▶ **In-App Help:** In the application, select the **? > Help for this Page** link in the top right corner of your page. The Help topics presented are context sensitive to the page you have open in TPM.
- ▶ **Documentation Library** ([https://docs.oracle.com/cd/E97085\\_01/10313806.htm](https://docs.oracle.com/cd/E97085_01/10313806.htm))
- ▶ **Support** ([https://docs.oracle.com/cd/E97085\\_01/10313339.htm](https://docs.oracle.com/cd/E97085_01/10313339.htm))

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## Work Breakdown Management

Modify the budget if the total value of the contract is not changing. The sum of the line items (**Working Totals**) must equal the total contracted value of each component (**Totals**). If you need to change the value of the contract, you need to submit a variation.

### Why Modify a Budget Without Changing the Contract Value?

Modify your current Work Breakdown (WB) to:

- ▶ Create, delete, or combine Work Breakdown lines
- ▶ Allocate or reallocate funds in accordance with existing variations.

### Before You Begin

- ▶ You can only edit your work breakdown if your Head Contractor does not use the **Specified WB** contract setting. If your Head Contractor uses the **Specified WB** setting, you cannot access the **Edit Work Breakdown** page, but you can still see your billing information on the **View Work Breakdown** page.
- ▶ Make sure someone in your organisation is assigned the Project Manager project role for the project related to your WB. This is a required role for working on a project on TPM and only Project Managers can edit the WB.
- ▶ Consider whether you need to break out your WB before beginning these steps. If you or your Head Contractor do not need a detailed record of your work and fund allocation, you can leave this page alone.
- ▶ The **Edit Work Breakdown** and **Enter Progress Claim** pages and workflows are different. The WB is your budget for the project and reflects your total contract value. You use the **Edit Progress Claim** page to record the value of and submit a claim for the work you performed during a scheduled period.
- ▶ If your assigned budget on the **Edit Work Breakdown** page is too low or too high for the work you will provide on the project, you can make a variation request to your Head Contractor to adjust the amount. The Head Contractor will need to approve the variation request before it is applied to your budget.

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**Note:** The links below open the **Help** documentation in a new browser tab. The current tab will continue to display this guide (**Subcontractor Work Breakdown Management**) and will retain the topic you are currently viewing.

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### High-Level Overview

This guide directs you through the steps required to itemise your work breakdown.

To edit your work breakdown on a project:

- 1) **Navigate to the Edit Work Breakdown Page** (see page 8).

When you first access this page, you will see a table with a single line item on the **Edit WB** tab. The line item includes a description and the entirety of your budget for the project.

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**Note:** This is the most common experience for Subcontractors on TPM. If your Head Contractor linked your contract to two separate components in their work breakdown, you might see two or more tables on this page.

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- 2) **Manually break out the WB** on the **Edit WB** tab to show more details for your budget. Add a new line to the table and edit the following columns for that line: Item Number, Description, and Adjustment Amount.

The total of all lines in your Work Breakdown (**Working Totals**) must equal the original budget amount (**Totals**). If these two numbers do not match, your Work Breakdown will be out of balance and you will not be able to proceed.

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**Note:** Your project budget is determined by the Head Contractor organisation. Once you accept the contract, you will need to submit a

variation request if you need to increase or decrease the total contract value. You can also request a variation as a part of Your Billing Workflow when entering a progress claim. See the **Subcontractor Monthly Billing Guide (Australasia)** ([https://docs.oracle.com/cd/E97085\\_01/English/workflow\\_guides/sub\\_billing\\_guide\\_au/index.html](https://docs.oracle.com/cd/E97085_01/English/workflow_guides/sub_billing_guide_au/index.html)) for more information on how to submit claims on TPM.

## Optional Steps

**View Work Breakdown:** As a Subcontractor, you can view the current budget on the **View Work Breakdown** page. This page differs slightly from the **Edit Work Breakdown** page because it shows the WB as a single table and reflects the budget after the last claims period.

If your Head Contractor uses the **Specified WB** contract setting, you cannot edit your budget or access the **Edit Work Breakdown** page, but you can still access and view the **View Work Breakdown** page.

See **View Work Breakdown for Subcontractors**

[https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Australasia/10306102.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Australasia/10306102.htm).

## Working with the Work Breakdown Page as a Subcontractor

Enter your project's budget on the **Edit WB** tab of the **Enter Work Breakdown (WB)** page.

The screenshot displays the 'Edit Work Breakdown' interface. At the top, there's a navigation bar with 'ORACLE Textura Payment Management' and user information 'Adam Davis'. Below that, a breadcrumb trail shows 'Tower Plaza - TOWPLA-0028' and 'TOWPLA001 - Demolition and Excavation'. The main heading is 'Edit Work Breakdown'. There are several numbered callouts (1-9) pointing to specific UI elements: 1) 'Save Changes' button, 2) 'Revert to Saved' button, 3) 'Reallocating for Period 4 - Not yet opened.' message, 4) 'View Components' section with radio buttons for 'All', 'No Variations', 'Only Variations', and 'Only Out of Balance', 5) '01 Demolition' section header, 6) 'Edit WB' tab, 7) 'Edit Contract' tab, 8) 'Edit Billings' tab, and 9) '02 Excavation' section header. The '01 Demolition' section contains a table with 10 columns: 'Item Number', 'Description', 'Adjustment Amount', 'Work Breakdown Amount', 'Net Change By Variation Amount', 'Contract Sum to Date Amount', 'Billed To Date Amount', '% Comp', and 'Balance to Complete'. It lists three items: 01 (Demolition zone A), 02 (Demolition zone B), and 03 (Demolition zone C). Below the table is a 'Working Totals' row. The '02 Excavation' section follows a similar structure with items 04 (Excavation zone A), 05 (Excavation zone B), and 06 (Excavation zone C). A 'Retention' table is visible on the right side of the page.

**Project Roles for AUS Subcontractors new window link**

[https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Australasia/10312709.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Australasia/10312709.htm)

Only users with the Project Manager role can edit a WB.

- 1) **Save Changes:** Save changes you made on the page. When you select **Save Changes**, you will see a **Status** page, confirming changes were saved.
- 2) **Revert to Saved** Button: Discards changes and returns the WB to the last saved version

- 3) **Period Context:** Shows a message defining when the changes impact the project.
- 4) **Filter Components:** Choose to view:
  - ▶ **All:** Displays all components
  - ▶ **No Variations:** Displays only non-variation components
  - ▶ **Only Variations:** Displays only variation components
  - ▶ **Only Out of Balance:** Displays only components which are out of balance

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**Note:** Variation components will display as collapsed tables when WBs have more than ten components.

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- 5) **Contract Description:** Acts as a label for the WB table.
- 6) **Edit WB Tab:** Use this tab to modify the value for the line item.
- 7) **Edit Contract Tab:** View and access subcontracts associated with the project, associate tax rates to a line, and change **Self Performed** status. If you engaged a Sub-Tier for this contract, you can assign them to budget lines here and change the Self Performance status. Do not make any contract level changes without speaking to your Head Contractor, or contact **Oracle Support** [https://docs.oracle.com/cd/E97085\\_01/10313339.htm](https://docs.oracle.com/cd/E97085_01/10313339.htm) for more information.
- 8) **Edit Billings Tab:** View and edit billed to date amounts. If you think you need to make any changes to Billing values, contact **Oracle Support** [https://docs.oracle.com/cd/E97085\\_01/10313339.htm](https://docs.oracle.com/cd/E97085_01/10313339.htm) for additional information.
- 9) **WB Table:** Contract components appear as individual line items. A Head Contractor's line item becomes a contract component in a subcontract. The name of the table matches the name of the component in the Head Contractor's Work Breakdown.  
**Out of Balance** components display with a red outline and always load in an expanded view. Use the available buttons to manage your project budget.
  - ▶ **Add New Line:** Adds a new line to the WB table. Your cursor will be in the new line. The active line displays in yellow.
  - ▶ **Copy Selected:** Adds a copy of the active line immediately below the original.
  - ▶ **Delete Selected:** Deletes the active line.
  - ▶ **Browse:** Displays a dialogue box to select a file from your device.
  - ▶ **Upload New from CSV Button:** Upload a file selected from your device into the WB table.
  - ▶ **Download Example CSV File Link:** Download a sample Excel file to your device to use as a template if you plan to upload a CSV file to use as your WB.

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### Navigate to the Edit Work Breakdown Page

To make changes to the WB after it is created, choose **Edit Work Breakdown** from the **My Contract** menu at the top of any project page.



## Edit Work Breakdown as a Subcontractor

Use the **Edit Work Breakdown** page to enter the budget after agreeing to a contract. This acts as your contract's budget on the system and shows the Head Contractor budget components included in your subcontract. The Work Breakdown (WB) originally displays the budget total in one line. Consider breaking out the WB if you or the Head Contract require a detailed work budget.

**Caution:** Do not confuse this page with the **Your Billing Workflow**. The values entered on this page must add up to the entire contract budget.

Subcontractors use their Billing Workflow to submit progress claims the Head Contractor during a given period.

- ▶ If your contract includes only one component, the WB will show a single table. The **Work Breakdown Amount** column will display the **Contract Value** entered by the Head Contractor.
- ▶ If your contract includes more than one component, the **Edit Work Breakdown** page will show a separate table for each one.
- ▶ Only users assigned the **Project Manager** role and **Manage Project** user permissions can edit a WB.

## Breaking Out Subcontractor WB Manually

Head Contractors can opt to Specify Work Breakdown (WB) values on behalf of Subcontractors. If you wish to modify your WB but do not see an option to do so, consult with your Head Contractor.

When breaking out your WB on the **Edit WB** tab, you can reallocate budget amounts to new or existing line items.

## Reallocating Budget Amounts to a New Line Item for Subcontractors

**Not sure whether to break out your WB?** Consult the Head Contractor to determine if the WB needs to show a work breakdown.

To break out the budget on the **Edit WB** tab of the **Edit Work Breakdown** (WB) page:

- 1) Select the **Add New Line** button.  
The new row displays in yellow, and a dashed line borders the active field.
- 2) In the **Item Number** column for the new line, enter a number.  
Lines will display in order by item number on project documents.  
When creating an item number:
  - ▶ Use numbers and/or letters
  - ▶ Do not use special characters.
  - ▶ Make item numbers sequential.

Lines are sorted by the first digit of the item number. If your WB includes more than nine lines, use leading zeroes to sort items correctly. Remember to add an item number to the original line, too.

**For example:** To ensure your line items sort correctly use 001, 010, and 100 for 1, 10, and 100.

If you add on-system Subcontractors and Suppliers, you will link the subcontracts to your WB using item numbers.

- 3) Enter a **Description** for the work or expense. The first line will default to the **Contract Description** the Head Contractor entered when creating your contract.

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**Note:** This is the description that will appear on a progress claim for a line item.

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- 4) In the **Adjustment Amount** column, enter the amount of money budgeted for the line item. Entering amounts in this column will update the amounts in the **Work Breakdown Amount**, **Contract Sum to Date**, and the **Balance to Complete** columns. When adding **Adjustment Amounts** on a new line, remember to subtract an equivalent amount from the original line.
- 5) Confirm your **Working Totals** amounts.  
The **Working Totals** display totals, including adjustments that are not yet saved. This row displays in red until you allocate the correct contracted value in the table.
- 6) After you complete your WB, select the **Save Changes** button.  
The **Working Totals** should match the **Totals** when you complete the work breakdown. A **Status** page confirms the budget has been saved.

### Reallocating Budget Amounts to an Existing Line for Subcontractors

Use the **Edit WB** tab on the **Edit Work Breakdown** page to adjust the Work Breakdown (WB) amounts in a project's budget. If original contract values (total) are not changed, line item amounts may be reallocated without creating a variation.

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**Note:** Contract amounts assigned to Subcontractors can only be changed by a variation.

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To reallocate budget amounts to an existing line from the **Edit WB** tab of the **Edit Work Breakdown** page:

- 1) In the **Adjustment Amount** column for each line to edit, either:
  - ▶ Type a negative number to adjust down, or decrease the amount
  - ▶ Type the same number as a positive number to adjust up, or increase the amount.
- 2) Verify the **Adjustment Amount** column totals remain zero. If totals are not zero, review the amounts in the column for an imbalance.
  - ▶ Amounts cannot be less than the **Billed to Date** amounts. To change the **Billed to Date** amount, change the payment and retention amounts under the **Edit Billings** tab first.
  - ▶ You can make the **Contract Sum to Date** amount less than the amount of the work breakdown value.
  - ▶ You can subtract the **Billed To Date** amount from the **Contract Sum To Date** amount to determine the un-billed or **Balance to Complete** amount.
- 3) Select the **Save Changes** button.  
A **Status** page confirms the application saved your changes.

- 4) Optional. From the **Status** page, select the here link to return to the **Edit Work Breakdown** page so you can review your changes.

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### Uploading Subcontract WB from CSV

Use the **Enter Work Breakdown** page to enter the budget after agreeing to a contract. If the WB is large, you can upload it via an Excel CSV file.

See **Edit Work Breakdown as a Subcontractor** (on page 9) for more about the **Edit WB** tab. The **Breaking Out Subcontractor WB Manually** (on page 9) topic explains how to enter the budget on the system by adding line items and adjusting amounts on the screen.

### Tips

Use general formatting:

- ▶ Do not use commas
- ▶ Do not use dollar signs
- ▶ Do not use subtotals
- ▶ Do not use totals.

Each cell in the active area of the spreadsheet must contain a value.

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**Note:** Download the example CSV file to use as a template for your Work Breakdown.

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If you upload the file, you will **not** need to add each line individually. However, the CSV file must be formatted following the columns on the spreadsheet.

To upload a new WB on the Edit Work Breakdown page:

- 1) Choose **Download Example CSV File** link to get a sample Excel file with proper formatting.
- 2) Use the sample CSV file as a formatting guide. Either enter budget details directly into the sample file, or modify an existing Excel spreadsheet to match the format of the sample file. Columns in the spreadsheet correlate with the columns on the **Enter Work Breakdown** page.

- ▶ Column A (Phase Code/Item Number): A number used to sort line items in an WB
- ▶ Column B (Phase Code/Item Code Description): Text describing the work or expense for the line item

When you download the file, your item numbers will automatically populate the first column.

- ▶ Column C (Budget Amount): The amount of money budgeted for the line item
- ▶ Column D (Billing Adjustment): An amount entered to account for previous, off-system billings for the line item
- ▶ Column E (Retention Adjustment): An amount entered to account for retention held from previous, off-system billings for the line item

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**Note:** Only enter a value in this column if your project uses **Line Item Retention**. Most projects in the Australasian region use Contract Level Retention. When projects use **Contract Level Retention**, retention

information displays in a separate box near the top of the page instead of in the WB table.

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Projects with special budgets should also include:

- ▶ Column F (Special Budget): An alternative budget tracked on the system
- ▶ Column G (Special Budget Changes): Changes made to the alternative budget.

Projects with unit billing may also include:

- ▶ Column H (Unit of Measure): The way quantities are measured
- ▶ Column I (Unit Price): The cost of each unit
- ▶ Column J (Unit Quantity): The amount of units budgeted for the line item

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**Note:** Columns H through J only display if a project uses the **Display Units** project setting.

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- 3) Save the file to your computer.
- 4) Select **Browse...**  
A file upload dialogue box appears.
- 5) Choose your budget CSV file.  
The file name displays next to the **Upload New from CSV** button.
- 6) Select **Upload New from CSV**.  
The spreadsheet lines should display in the **Edit WB** tab.
- 7) Verify the totals are correct and the WB is in balance.
- 8) Choose **Save Changes** when the WB is complete and the totals are accurate.

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**Note:** The **Working Totals** should match the **Totals**.

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A **Status** page confirms the budget has been saved.

### Tip

If the WB is out of balance, check the amounts. When you are in balance, the **Working Totals** should display in black and match the **Totals** under the **WB Amount Column**. Contact **Oracle Support** [https://docs.oracle.com/cd/E97085\\_01/10313339.htm](https://docs.oracle.com/cd/E97085_01/10313339.htm) if you need help balancing your WB.

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### Viewing Subcontracted Lines for Subcontractors

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**Note:** Most Subcontractors do not include on-system Sub-Tiers in their billings on TPM. If you need to add a Sub-Tier, contact **Oracle Support** [https://docs.oracle.com/cd/E97085\\_01/10313339.htm](https://docs.oracle.com/cd/E97085_01/10313339.htm) for assistance.

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Use the **Edit Contract** tab to view subcontracts associated with line items, access subcontracts, create a contract for a line item, or change self-performed status.

Initially, the **Organisation/Subcontract** column displays:

- ▶ **New:** The line has not been subcontracted

- ▶ An empty cell: Some part of the line item has been subcontracted.

To view lines subcontracted out to other organizations on the **Edit Contract** tab of the **Edit Work Breakdown** page:

- 1) In the **Nav** column, select the **+** sign to show line details.  
The expanded line shows subcontracts associated with a line item.  
The Sub-Tier Subcontractor names in the **Organisation/Subcontract** column link to the **Contract Maintenance** page for a subcontract.  
See **Contract Maintenance for Subcontractors**  
[https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Australasia/10306571.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Australasia/10306571.htm) for more information.
- 2) Optional. From the **Organisation/Subcontract** column for a line without a subcontract, select the **New** link to navigate to the **Create Contract** page.  
See **Contract Maintenance for Subcontractors**  
[https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Australasia/10306571.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Australasia/10306571.htm) for more information about creating subcontracts.

### Additional Work Breakdown Information

These additional topics list and explain the fields you may see on the **Edit Work Breakdown** page.

### Edit Work Breakdown Fields Overview for Subcontractors

#### Nav

When a line item is subcontracted, the Subcontractor and Self-Performed budget lines are included under the work breakdown.

Select the **+** sign to see line item details associated with a work breakdown. If you select the **+** sign on one tab, it expands line item details on all tabs.

Select the **-** sign to hide the line item details. If you select the **-** sign on one tab, it hides line item details on all tabs.

#### Item Number

An **Item Number** identifies the budget line items in a Work Breakdown. Lines are sorted by the first digit of the work breakdown. If your WB includes more than nine lines, use leading zeroes to sort items correctly.

**For example:** To ensure your line items sort correctly, use 001, 010, and 100 for 1, 10, and 100.

#### Description

The **Description** defines the line item. This is the description that will appear on a progress claim for a line item. The character limit is 80 characters.

### Edit WB Tab of Subcontractor Work Breakdown

Use the **Edit WB** tab to view the budget and adjust un-billed line items.

**Adjustment Amount**

Used to change line item amounts.

**Work Breakdown Amount**

Current value for the line item, including **Adjustment Amount**.

**Net Change by Variation Amount**

Total value of variations (positive or negative) that impact the line item.

**Contract Sum to Date Amount**

Value of the line item plus the **Net Change by Variation** amount.

**Billed to Date Amount**

Amount claimed to date (this value changes based on Period Context).

**% Comp**

Percentage of the line item completed so far.

**Balance to Complete**

Amount left to bill on the contract (the total amount of work outstanding on the contract). This amount equals the **Contract Sum to Date Amount** minus the **Billed to Date** amount.

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**Edit Contract Tab Overview for Subcontractors**

The **Contract** tab lists subcontracts for the project. Use this tab to view contracts associated with line items, access Sub-Tier subcontracts, create a contract for a line item, or change self-performed status.

Subcontractors in the Australasia region generally will not use this tab because they often do not track on-system Sub-Tiers.

**Organisation/Subcontract**

Lists the organisation contracted for the line and links to the **Contract Maintenance** page for the subcontract. If **New** appears in the column, the line is not linked to a subcontract. Select the **New** link to navigate to the **Contract Maintenance** page to create a new subcontract.

See **Contract Maintenance for Subcontractors**

[https://docs.oracle.com/cd/E97085\\_01/TPMhelp/en/Australasia/10306571.htm](https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Australasia/10306571.htm) for more information.

**Work Breakdown Amount**

Current value for the line item, including the **Adjustment Amount**.

**Net Change by Variation Amount**

Total value of variations (positive or negative) that impact the line item.

**Contract Sum to Date Amount**

Value of the item plus or minus the **Net Change by Variation** amount.

**Subcontract Amount**

Total value of the contract.

#### Self Performed

Indicates whether the line is self-performed (Yes) or includes subcontracts.

#### Billed to Date Amount

Amount claimed to date (changes based on Period Context).

#### % Comp

Percentage of the line item completed so far.

#### Retention to Date Amount

Amount of retention held back.

#### Balance to Complete

Amount left to bill on the contract (the total amount of work outstanding on the contract). This amount equals the **Contract Sum to Date Amount** minus the **Billed to Date Amount**.

---

### Edit Billings Tab Overview for Subcontractors

The **Edit Billings** tab shows billed line items. Use this tab to view billings.

This tab is also used by Oracle Support to:

- ▶ Account for worked performed before system implementation
- ▶ Modify billed to date lines.

Contact **Oracle Support** [https://docs.oracle.com/cd/E97085\\_01/10313339.htm](https://docs.oracle.com/cd/E97085_01/10313339.htm) for help recording payments made before implementation. Do not edit this tab yourself.

#### Contract Sum to Date Amount

Value of the line item plus or minus the **Net Change by Variation** amount.

#### Adjustment Amount

Column used to change the **Billed to Date Amount** for the line item.

#### Billed to Date Amount

Amount claimed to date (changes based on Period Context).

#### % Comp

Percentage of the line item completed so far.

#### Allow Overbill

Only displays when enabled by Oracle Support on the subcontract. Select individual line items to enable overbilling, or select the tick box at the top of the column to select all line items for overbilling.

#### Balance to Complete

Amount left to bill on the contract (the total amount of work outstanding on the contract). This amount equals the **Contract Sum to Date Amount** minus the **Billed to Date Amount**.

## Allocate Variations as a Subcontractor

As a Subcontractor, use the **Variation Allocation** page to adjust your Work Breakdown (WB) with the variation amounts assigned by the Head Contractor.

The page shows:

- ▶ How many variations need to be allocated
- ▶ Which variation is being allocated on the current page
- ▶ The period context (which claims period is impacted by the variation allocation).

It also includes an **Allocate** column with the variation amount.

You can only allocate one variation at a time. If a contract has more than one variation awaiting allocation, the next variation will display on the **Allocate Variation** page after you allocate and save the first one.

After you allocate all outstanding variations, a **Status** page confirms the variations have been allocated.

## Allocating a Variation

The **Allocate Variation** page shows one variation at a time. If a contract has more than one variation, the next variation will display on the **Allocate Variation** page after you save the first one.

To allocate a variation amount on the **Allocate Variation** page:

- 1) **Navigate to the Variation Allocation Page** (see page 16).
- 2) On the **Allocate Variation** page, enter an amount in the **Allocate** column for each line impacted by the variation. When you complete an entry, the amount displays in the **Net Change By Variation** total.
  - ▶ When the **Working Total** in the **Allocate** column equals the **Total**, the allocation is complete.
  - ▶ The **Working Total** amount matches the amount in the **Allocate** column heading.
- 3) Optional. Add an additional line.
  - a. Select the **Add New Line** button to add an additional line to the Work Breakdown for the variation.
  - b. In the **Allocate** column for the new line, enter the variation amount you would like to allocate.

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**Note:** The new line also requires an **Item Number** and **Description**.

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- 4) Select **Save Changes**.  
A **Status** page confirms you allocated the variations.

## Navigate to the Variation Allocation Page

When a Head Contractor creates a variation that needs to be allocated, an **Allocate Variations** message appears on the **Project Home** page for all Subcontractors.



There are two ways to see the **Allocate Variations** page.

- ▶ Use the **Required: Edit Work Breakdown** link in the **Contract** tasks section.
- ▶ Choose the **Edit Work Breakdown** link under the **My Contract** menu of at the top of any project page.



## Frequently Asked Questions

### How should I fill out my Work Breakdown?

The system originally displays the Work Breakdown (WB) as one line item on the **Edit Work Breakdown** page. If your Head Contractor does not use **Specified WB** and wants to see a detailed budget, break out your WB.

You will use the **Edit WB** tab to allocate your funds to multiple line items.

See ***Edit WB Tab of Subcontractor Work Breakdown.***

### My Work Breakdown is out of balance. What do I do?

If the Work Breakdown (WB) is out of balance, it means your **Working Totals** and **Totals** values do not match. There are two reasons why an WB may become out of balance.

#### There are Budgeting Errors

Navigate to the **Edit Work Breakdown** page. Make corrections to the **red** fields and save the page. When the WB is in balance, the **Working Totals** and **Totals** amounts will both display in black.

If you cannot edit your Work Breakdown, but you do have the Project Manager role, the Head Contractor is using the **Specified WB** contract setting and enters budget information on your behalf. Contact your Head Contractor if you need them to update your budget.

See ***Edit WB Tab of Subcontractor Work Breakdown.***

#### Variations Need Allocating

Select the **Required: Edit Variations** link on the **Project Home** page to navigate to the **Allocate Variations** page. Enter the variation value in the **Allocate** column.

Variations must be entered one at a time. You must allocate the first variation and save before the system prompts you with the next one.

See ***Allocate Variations for Subcontractors.***

### Why does my Work Breakdown have multiple tables?

If your subcontract includes multiple components (sections of work), the Work Breakdown (WB) will show separate tables for each component in your contract on the **Edit Work Breakdown** page.

You can edit each table as you would normally edit a line item, but the sum of the lines in each component must always equal the amounts in the **Totals** line.

Most Subcontractors will only see a single table on their **Edit Work Breakdown** page.