Oracle

Primavera Unifier Essentials Managers Reference Guide

April 2025

Oracle Primavera Unifier Essentials Managers Reference Guide

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Contents

Introduction 13

Cost Manager 15

Cash Flow 15

Cash Flow Curves 17

Cash Flow Curves Types 18

Cash Flow Worksheets 20

Transaction Currency in Cash Flow Curves 20

Project or Shell Level Cash Flow 22

Project or Shell Level Cash Flow Log 22

Project or Shell Level Cash Flow Log Toolbar Options 25

Managing Distribution Profiles 26

Creating a View and Managing an Existing View in the Cash Flow Log 27

Refreshing Data in Cash Flow Log 28

Working with Project or Shell Level Snapshots and Audit Log 30

Project or Shell Level Cash Flow Log Columns 33

Project or Shell Level Cash Flow Worksheet 34

Project or Shell Level Cash Flow Worksheet Toolbar Options 35

Creating a View and Managing an Existing View in the Cash Flow Worksheet 35

Project or Shell Level Cash Flow Worksheet Overview Section 37

Project or Shell Level Cash Flow Worksheet Graphs View Section 39

Project or Shell Level Cash Flow Worksheet Details Section 40

Detail Curve 41

Detail Curve View (Incremental) 42

Detail Curve View (Cumulative) 44

Importing Cash Flow Data 46

Bulk Edit Cash Flow 48

Summary Curve 49

Project or Shell Cash Flow Properties 49

Project or Shell Cash Flow Properties (General Pane) 50

Project or Shell Cash Flow Properties (General Pane - More Options) 51

Project or Shell Cash Flow Properties (Curves Pane) 53

Project or Shell Cash Flow Properties Curves Pane and Curve Types 55

Baseline Curve 56

Adding a Baseline Curve for Cash Flow by Project or Shell 56

Adding a Baseline Curve for Cash Flow by Summary CBS or CBS 60

Adding a Baseline Curve for Cash Flow by Business Process (Commitments) 69

Transaction Currency in Baseline Curve for Cash Flow by Business Process (Commitments). 74

Actuals (Spends) Curve 74

Adding Actuals (Spends) Curve for Cash Flow by Project or Shell 74

Adding Actuals (Spends) Curve for Cash Flow by CBS Summary or CBS 76

Adding Actuals (Spends) Curve for Cash Flow by Business Process (Commitments) 79

Cash Flow by Commitment and Cash Flow Family Curves for Actuals (Spends) Curve 80
Actuals (Spends) Curve and Forecast Curve 81
Forecast Curve 81
Adding a Forecast Curve for Cash Flow by Project or Shell 82
Adding a Forecast Curve for Cash Flow by CBS Summary or CBS 86
Adding a Forecast Curve for Cash Flow by Business Process (Commitments) 98
Forecast Curve Behavior Test Cases 100
Portfolio Budget Curve 100
Adding Portfolio Budget Curve for Cash Flow by Project or Shell 101
Adding Portfolio Budget Curve for Cash Flow by Summary CBS or CBS 103
Adding Portfolio Budget Curve for Cash Flow by Business Process (Commitments) 108
Portfolio Budget Curve and Currency 110
Derived Curve 111
Monthly Actuals (Spends) for Derived Forecast Curve 119
Actuals (Spends) for Derived Actuals (Spends) Curve 119
Custom Curve 119
Adding Custom Curve for Cash Flow by Project or Shell 120
Adding Custom Curve for Cash Flow by Summary CBS and CBS 121
Creating Project or Shell Level Cash Flow Curves 125
Creating a Project or Shell Cash Flow Curve Manually 127
Entering Values in General Pane 128
Entering Values in General Pane (More Options) 130
Entering Values in Curves Pane 134
Creating a Project or Shell Cash Flow Curve by Auto-distribution 136
Creating a Project or Shell Cash Flow Curve From a Template 139
Creating a Project or Shell Cash Flow Curve by Copying 140
Auto-creating a Cash Flow Curve from a Base Commit Record 141
Company Level Cash Flow and Roll up Curve 142
Company Level Cash Flow Log 143
Company Level Cash Flow Log Toolbar Options 144
Company Level Cash Flow Log 145
Company Level Cash Flow Log Columns 146
Company Level Cash Flow Log Properties Tabs 147
Company Level Roll up Cashflow Curve Worksheet 147
Working with Company Level Snapshots 151
Creating Company Level Roll up Cashflow Curve 154
Company Level Cash Flow and Roll up Cashflow Properties 155
Cash Flow Curves in Cost Controls 156
Summary Cash Flow or Summary Cash Flow Curves 157
Creating a Summary Cash Flow Curve 158
Activity Sheet as a Schedule Source for the Cash Flow 158
Cash Flow Analysis 159
Using Activity Sheet Data to Track Baseline, Forecast, and Spends in Cash Flow 163
CBS Type Cash Flow Curve 165
Baseline Type Cash Flow Curve 165
Forecast Type Cash Flow Curve 166

Spends Type Cash Flow Curve 166
Estimate Cash Flow Curve 167
Activity Sheet with Resource-Loaded and Cost-Loaded Schedules 169
Portfolio Manager Budget Curves 178
Portfolio Manager Budget Curves and Financial Period in Cost Manager 179
Cost Sheet 180
Types of Cost Sheet Data Entry 181
Adding a New Cost Sheet 182
Working with Shell Cost Sheets 182
Cost Sheet sub-node (Standard View) 182
Shell Cost Sheet 184
Cost Sheet Views 191
Columns Tab in the New View Window 195
Filters Tab in the New View Window 196
Group By Tab in the New View Window 197
Sort By Tab in the New View Window 197
Conditional Formatting Tab in the New View Window 198
Condition Options 199
Open a Shell Cost Sheet 200
Cost Sheet Restrictions 200
Resize cost sheet window 201
Split or unsplit cost sheet window 201
Entering Data into a Cost Sheet 202
Add a Line Item to a Shell Cost Sheet 202
Enter data directly into a cell 203
Copy data from one column to another 203
View column properties 204
Change cost sheet currency 204
Expand or collapse CBS codes 204
View cost sheet cell details 205
Add Notes or Attachments to a Cell 207
Search for CBS codes (rows) 208
Edit cost sheet data 208
Create, schedule, or view Cost Sheet snapshots 209
Importing and Exporting Cost Sheet Data 210
Defining the budget 212
About budget and budget distribution 213
Open the Budget Distribution window 213
Distribute and lock the budget 214
Unlock the budget 215
Managing Project/Shell Cost Sheets and Properties 215
View or edit cost sheet properties 215
Working with Cost Sheet Forecasting 216
Working with Yet to Buy (YTB) and Allowance for Change (AFC) data sources 217
Working with Work Packages 218
Create a Work Package 218

Open a Work Package 219
Change Work Package Currency 219
View Work Package Properties 219
Export Work Package Data 219
Working with Worksheets 220
Create a Worksheet 220
Open a Worksheet 221
View or edit worksheet properties 222
Modify worksheet default view 222
Add a Worksheet Column to the Cost Sheet 222
Assign permissions to the worksheet 223
Import worksheet column details 224
Export worksheet details 224
Project or Shell Cost Sheet Log 224
Cost Sheet Log 225
Worksheet Log 228
Work Packages 229
Working with the Company Cost Sheet 229
Opening Company Cost Sheet 231
Searching for Projects or Shells in Company Cost Sheet 231
Importing Company Cost Sheet Data 231
Exporting Company Cost Sheet Data 231
Adding a Column to Company Cost Sheet 232
Restricting a Column on the Company Cost Sheet 233
Changing the Properties of a Column on the Company Cost Sheet 234
Creating and Opening a Snapshot of the Company Cost Sheet 234
Accessing Project or Shell Cost Sheet from Company Cost Sheet 235
Project or Shell Cost Sheet Toolbar Options 237
Project or Shell Cost Sheet Columns 241
Schedules of Values (SOV) 242
Types of SOV Sheets 244
Creating an SOV Structure 245
Creating General Spends SOV Sheet 246
Creating Payment Applications SOV Sheet 247
Granting Permissions to Other Users 249
Project Level or Shell Level SOV Sheets (Standard View) 249
Managing SOV Structure, Templates, and Sheets 256
Adding or Deleting CBS Breakdowns on an SOV Sheet 258
Adding Breakdowns to SOV sheet by Importing 259
Funding Sheet 260
Company and Project/Shell Funding 261
Company Funding Sheet and Project/Shell Funding Sheets 261
Working with the Company Funding Sheet 262
Company Funding Sheet Log 262
About company funding sheet columns 264

About company funding sheet rows 265
Add currency amounts to company funds 265
Activate or deactivate company funds 266
Import or export Company funding sheet information 266
Working with Shell Funding Sheets 267
Open a project or shell funding sheet 267
About project/shell funding sheet columns 270
About project/shell funding sheet rows 270
View Project/Shell funding sheet properties 271
About Project/Shell funding assignment options 271
View funding sheet cell details 272
View Audit Logs 273
Allocating Funds to a Project or Shell 273
Manually enter project/shell fund allocation amounts 274
Allocate funds through business processes 275
Assigning and Crediting Project/Shell Funds 275
View Unassigned Amounts 276
Manual and Automatic Fund Assignment 276
Manual Fund Assignment 276
Manual Fund Assignment at Funding Sheet Level 277
Automatic Fund Assignment 278
About Crediting Funds 278
About business processes enabled for funding 279
Manually assign or credit funds (unassigned funds) 279
Reassign project/shell funds from a business process record 281
Searching for Fund Codes 281
Viewing a Funding Sheet 282
Creating and Applying Filters 283
Creating and Managing Filters on a Project/Shell Funding Sheet 284
Applying a Filter to Limit the Fund Code Display 285
Importing and Exporting Project/Shell Funding Sheet Information 285
Export funding sheet information 285
Import and export fund details 286
Cost Manager (Standard) 286
Rules and Rule Exceptions 287
Cost Rules Impacting Cost Manager 288
Document Manager 289
Before You Begin Working with Document Manager 290
About Ownership and Permissions 291
Automatic Publishing of BP Records to the Document Manager 292
Enabling Document Manager-Generated Email Notification 292
Working with Shell and Company Documents 292
Accessing Shell Documents and Company Documents 293
Navigating Project/Shell Documents and Company Documents (Standard View) 293

Navigating Document Manager....294
Navigating to Company Documents in Document Manager....295
Navigating to Project/Shell Documents in Document Manager....300
Display Folders by Project or Shell Phase....305
Working with Document Manager in Company and Project or Shell....306
Working with DM Log Views....315
Using the DM Log Tile View....316
Searching Content....317
Finding on Page....318
Sorting Columns....318
Creating and Managing Folders....318
View Folder Contents....319
About Locked Folder Structures....319
Locked Folder Structure....319
Create a Folder....319
Create a Folder in Project/Shell/Company Documents Node....320
Create Multiple Folders in the Same Parent Folder....320
Folder Properties Window....320
Folder Properties Window (Properties Tab)....321
Folder Properties Window (Permissions Tab)....322
Folder Properties Window (Audit Log Tab)....323
Folder Properties Window (Options Tab)....323
View or Modify Folder Properties....324
View or Modify Folder Options....324
View, Add, or Modify Folder Permissions....325
Add or Modify Multiple Folder Permissions....326
Copy a Folder....327
Move a Folder....327
Rename a Folder....328
Delete a Folder....328
Creating and Managing Documents....328
View and Open Documents....328
Create an Empty Document....331
Document Properties Window....332
Document Properties Window (Properties Tab)....332
Document Properties Window (Linked Records Tab)....333
Document Properties Window (Audit Log)....334
Document Properties Window (Permissions Log)....334
Document Properties Window (Options Log)....334
Document Properties Window (E-Sign Log)....334
View or Modify Document Properties....335
View, Add, or Modify Document Permissions....335
Add or Modify Multiple Documents Permissions....336
Transferring Ownership....337

Copy a Document 337
Move a Document 338
Rename a Document 338
Delete a Document 339
Revising Documents 340
Viewing Previous Revisions 341
Restoring to a Previous Revision 341
Check-in and Check-Out Documents 342
Lock and Unlock Documents 343
Adding and Viewing Graphic Markups and Comments 344
Opening a Document to View Comments 344
Adding Markups, Comments, and File Attachments 345
Creating and Adding Stamps to Documents 346
Adding Bookmarks to Document pages 346
Send for E-Signature 347
Document Manager (DM) and E-Signature 350
Document Manager (DM) Filters 351
Document Manager (DM) Log 351
Linked Documents 352
Creating and Managing Shortcuts 352
Use Shortcuts 353
Create a Shortcut 353
View or Modify Shortcut Properties 353
Modify Shortcut Permissions 354
Copy a Shortcut 355
Move a Shortcut 355
Rename a Shortcut 355
Delete a Shortcut 355
Change the Shortcut Source 356
Favorites 356
Creating your Favorites List 356
Managing Your Favorites List 356
Opening your Favorite File or Folder 357
Uploading Files and Folders 357
Downloading Documents and Folders 359
Importing and Exporting in Document Manager 360
Import Folder Structure Template 360
Import and Export Folders, Properties, and Empty Documents 360
View the Import Audit Log 363
The Recycle Bin 363
Restore deleted items 363
Delete items from the Recycle Bin 363
Index Reports 364
View Document Manager Audit log 364

Shell Documents or Company Documents Attached to a Business Process 365
Launch a Business Process from the Document Manager 365
View Linked Business Process Records 365
Unpublished Documents....365
Unpublished Documents Log 366
Publishing of Documents Automatically 368
Opening Unpublished Documents 370
Opening Linked BP Record 370
Viewing Unpublished Document Properties 371
Viewing Unpublished Document Comments 371
Downloading Unpublished Documents....371
Deleting Unpublished Documents 371
Renaming Unpublished Documents 372
Searching for and Sorting Unpublished Documents....372
Publishing Unpublished Documents to Company or Project/Shell....373
Activity Manager 375
Activity Sheet Sub-Node....376
Activity Sheets Log and Manual Activity Sheets....378
Activity Sheet....379
Cost Sheet....382
WBS Sheet 383
Activity Sheets Log (Toolbar Options)....383
Activity Sheets Log (Columns) 389
Activity Sheets Log (Manual Activity Sheet Gear Menu) 389
Activity Sheets Log (Manual Activity Sheet Properties Tabs)....390
Creating a Manual Activity Sheet 393
Manual Activity Sheet Default 397
Importing Manual Activity Sheet....398
Import Activities (Microsoft Project)....400
Creating a WBS Sheet....402
Manual Activity Sheet....403
Manual Activity Sheet Toolbar Options 403
Manual Activity Sheet Gantt View 412
Manual Activity Sheet Columns....413
Manual Activity Sheet Tabs 421
Assignments Tab 423
Dependencies Tab....429
Bulk Assigning WBS Code to Different Activities 431
Link Activities (Adding Dependencies)....431
Manual Activity Sheet Gear Menu 432
Manual Activity Sheet Start Date, Finish Date, and Duration....433
Manual Activity Sheet and CSV Template....434
CSV Template for Activity Details 435

Using CSV Import to Update Activities 437
New and Existing Activities Through CSV Import....438
New "In Progress" and "Completed" Activities....441
Update Activities....447
Add Start Milestone Activity....452
Update Existing Activity (Not Started) to Start Milestone 461
Update Existing Activity (In Progress or Completed) to Start Milestone 462
Manual Activity Sheet Categories....480
Manual Activity Sheet (Schedule Types)....480
Manual Activity Sheet Dates....481
Activity Sheet User Defined Report (UDR) 483
Creating and Managing Views in Activity Sheets and the System Activity Sheet....484
Portfolio Manager 487
View and Open Portfolios....488
Create or Modify a Portfolio....490
Sort a Portfolio Log....492
Find, Sort, and Delete a Portfolio....493
About Scenario Sheets....493
Open a Scenario Sheet....495
Monthly Breakdown of Actuals Values in Scenario Sheet....495
View a Scenario Sheet's Properties 497
Unlink or Link Projects....498
Edit Numbers on a Sheet....498
Drill Down to Project Data....499
Change Start Dates....500
Change Cash Flow Amounts....500
Create and Manage Views on a Scenario Sheet....501
Filter the Scenario Sheet....502
Group the Data on a Scenario Sheet....502
Sort the Data on a Scenario Sheet 503
Create a Scenario....503
Edit the Name of a Scenario Sheet....504
Duplicate a Scenario....504
Share a Scenario....504
Remove a Scenario....505
Approve a Scenario....505
Export the Scenarios....506
Financial Period in Portfolio Manager....507

Introduction

This document provides additional details about the following managers:

- Cost Manager
- Document Manager
- Activity Manager
- Portfolio Manager

> **Note:** The instructions and information presented in the documentation is based on an out-of-the-box setup and before being customized by the user.

Cost Manager

The **Cost Manager** module or grouping node lets you work with the following features, which are presented as sub-modules or functional nodes:

- **Cash Flow**
- **Cost Sheet**
- **Schedule of Values (SOV)**
- **Funding Sheet**

The following topics provide details for each feature and explain other features that are related to the **Cost Manager**.

In This Section

Cash Flow 15
Cost Sheet 180
Schedules of Values (SOV) 242
Funding Sheet 260
Cost Manager (Standard) 286
Rules and Rule Exceptions 287
Cost Rules Impacting Cost Manager 288

Cash Flow

The term "cash flow" refers to:

- The movement of money in or out of a project (or business) during a specific time period.
- The movement of money in or out of a company in regard to a specific existing project, or shell, during a specific time period.
- The distribution of cost over time.

In the context of *capital projects*, cash flow is the estimating of future spends to be incurred on a project, based on current Actuals (or "spends).

The term cash flow is synonymous with cash flow forecasting, Actuals (or "spends") forecasting, and time-phasing of budget, which all refer to the availability of proper funding in each future period (month, quarter, or year).

Cash flow management includes the following steps:

1) Establishing a baseline spending plan: **Baseline**
2) Tracking actual costs: **Actuals**

3) Calculating future expenditures based on project schedules: **Forecast**

> **Note:** Cash flow forecasting is used to ensure that cash is available when payments are due.

The **Cash Flow** module lets you create the following curves and compare them on one cash flow worksheet:

- **Baseline**
- **Forecast**
- **Actual (or Spends)**
- **Portfolio Budget**
- **Derived**
- **Custom curves**

You can create data source, distribution profiles, and cash flow curve templates to simplify the creation of cash flow in multiple projects/shells.

If you do not select a distribution profile, the system uses the default distribution profile, when you refresh the curve. If you remove the default distribution profile during a CSV curve setup for import, the system uses the default distribution profile that was selected in the curve properties.

Administrators can set up Base Commit business processes to automatically create cash flow curves for the commitment record at a particular workflow step, or for non-workflow business processes, when the record is complete.

The following defines the *three most common*, *and important*, standard cash flow types:

- **Baseline**
- **Actuals (**or **Spends)**
- **Forecast**

Baseline

The **Baseline** is defined as:

- The time-phased distribution of the project budget over the project duration.
- The project budget distributed over the duration of the project, indicating how the budget might be spent.

A project can have multiple **Baselines** (original, revised, and so on).

Actuals (Spends)

The **Actuals** (Spends) is defined as:

- The spends that have actually been incurred (approved invoices, or in some cases, accruals).

> **Note**: Spends is defined as periodic outlay of money, tracked per CBS.

- The project spending which includes actual invoices received for each period.

The **Actuals** (Spends) can be compared to baseline budget to maintain budgetary control.

Forecast

The **Forecast** is defined as:

- The time-phased distribution of the project forecast, from the latest **Actuals** (Spends).
- The expected spends for the future.

The start point of a **Forecast** curve is the end of the latest **Actuals** (Spends), and the end point is the total forecast.

You can use cash flow forecasting to ensure that cash is available when payments are due.

Forecast is updated as new actuals are incurred.

You can create cash flow at multiple levels in a project to:

- Track cash flow for the entire project/shell: **Project/Shell**
- Track the costs associated with summary CBS code: **Summary CBS**

> **Note:** If you select this option, the system sets the **Summary CBS Level** to **1** by default. You can select another level, based on what is available in the Cost Sheet.

- Track cash flow at the CBS code level, across all or specific CBS code: **CBS**
- Track cash flow data for an entire commit record, including Base Commit, Change Commit, and related invoice: **Commitment**

  Base Commit and Change Commit are Commitments BPs which are sub-types of Cost-type BP.

Cash Flow Curves

Cash flow curves are graphical presentations of the expenditures or spends. Cash flow curves let you:

- Pull data from cost sheets or business process records.
- Record cash flow history by way of using snapshots.
- Generate cash flow curve reports.

The cash flow management steps (**Baseline**, **Actuals** or Spends, and **Forecast**) can be displayed as C*ash flow curves* in the system.

The following lists the cash flow curves types:

1) **Detail Curves**: Cost per period.
2) **Rollup Curves**: Each period includes sum of all previous periods.
3) **Summary Curves**: Each project/shell cash flow has a system defined project/shell summary curve.

Cash Flow Curves and Data Sources, Types, Distribution Profiles, Detail curve templates, and Roll up curve templates Options

A cash flow curve requires a data source which your administrator can create in the **Standards & Libraries** node.

Data Sources

Used to identify cash flow curves and Roll up data to the company worksheets. Multiple data sources can be defined per curve type, depending upon business needs. Example: “Original baseline and Current baseline” data sources can be defined for type “Baseline”. For roll ups, curves are summarized across data sources.

Curve Types

Used with pre-defined categories of cash flow curves for:

- **Baseline**
- **Forecast**
- **Actual (or Spends)**
- **Portfolio Budget**
- **Derived**
- **Custom**

Each curve type has its own logic to address different business requirements.

Distribution Profiles

Used to distribute data automatically in the cash flow worksheet.

Detail curve templates

Cash flow curves can be created either manually or from a template.

Cash flow templates are created in Company Workspace from project templates and are used to create cash flow worksheets.

Roll up curve templates

Used to create curves that roll up cash flow data from projects/shells.

Cash Flow Curves Types

The following explains each of the cash flow curves types in detail.

Detail Curves

The Detail Curves are referred to a family of curves that can be defined at the project/shell level, or at the company level.

Each curve, within the family, is based on a data source (one curve per unique data source).

A cash flow curve of type *Detail Curves* is a curve that is used to monitor the movement of cash at different detail levels in a project/shell.

The cash flow (Detail Curves) levels in a project/shell are:

- **Project/Shell**

- **Commitment**
- **CBS**
- **Summary CBS**

> **Note:** If you select **Summary CBS**, the system sets the **Summary CBS Level** to **1** by default. You can select another level, based on what is available in the Cost Sheet.

As mentioned earlier, you can specify the following cash flow types for each detail level in a project.

> **Note:** The first three cash flow types in the list below are the *three most common*, *and important*, standard cash flow types.

Baseline

Depicts the project budget that is spread over the duration of the project. Users can define multiple baselines for a project.

Actuals (Spends)

Depicts the expenditures (spends) that have actually incurred.

Forecast

Depicts the projection of the future costs, based on current expenditures (Actuals or Spends).

Portfolio Budget

Depicts the Baseline curve, or Forecast curve, used for portfolio optimization scenarios in the Portfolio Manager.

Derived

Depicts the Baseline curve, or Forecast curve, used for portfolio optimization scenarios in the Portfolio Manager.

The **Derived** curve is used to convert the sources currencies to a currency used by the **Portfolio Budget** curve.

Custom

Depicts cost data other than **Baseline**, **Actuals**, and so on.

The **Custom** curves can include any other cost data that you want to view graphically.

Roll up Cashflow Curve (Rollup Curves)

A **Roll up Cashflow** curve includes a group of curves with **Active** status summarized by data source across all projects/shells in a company.

A **Roll up Cashflow** curve facilitates the aggregation of cash flow data source (from projects/shells and **CBS**) to the company cash flow worksheets.

> **Note:** A **Roll up Cashflow** curve can only be created at company levels.

You can compare curves side-by-side, in the cash flow worksheet, to view cash flow distribution over time.

Summary Curves or Summary Cash Flow Curves

A summary cash flow curve is designed to present a consolidated view of cash flows, and each project/shell cash flow has a system-defined project/shell summary curve. A summary cash flow curve:

- Uses the detail cash flow curves to compare the movement of curves against the previous snapshots, and in the process show differences among curves with respect to time and schedule.
- Displays Variance and Forecast analyses, similar to the detail cash flow curves.

Cash Flow Worksheets

You can use cash flow worksheets to define and manage:

- Project/Shell level cash flow detail curves (listed under **Detail Curves** in project/shell **Cash Flow** log) and
- Company level Roll up Cashflow curves (listed in the company **Cash Flow** log).

The following descriptions applies to both the project/shell and Company levels cash flow worksheets.

> **Note**: The cash flow worksheet (Standard View) shows a blank page on the Safari browser.

The cash flow worksheet is generated automatically after you define the properties for a new cash flow curve.

The system collects data from various managers and displays it in the cash flow curves. As a result, the curve options (for example, data sources and distribution selections) determine the appearance of a curve in a Flow worksheet.

The cash flow worksheet displays a graph and each curve listed has its own data set. You can click the curve name to open the window for the curve to view the contents. Depending on the curve set up, you can manage the curve data in that window.

Each part of the cash flow worksheet can be individually maximized. Additional options let you filter the information on the cash flow worksheet to display selected curves and to print the worksheet or both.

Transaction Currency in Cash Flow Curves

Introduction to Transaction Currency

When your Company Administrator signs into the system the first time, that person specifies the Base Currency. When you use the Project Request BP to create a project, you select the Project Currency using the field of the same name. After the project/shell is created, you cannot change the Project Currency.

When you create a project/shell, you can change the default project currency to any currency listed in the company-level exchange rate table.

> **Note:** After creating your project/shell, you can add additional currencies to your project/shell as needed.

Depending on the BP design, during record creation you can select a transaction currency from the list of available currencies in your project/shell. The system stores costs in the project currency and uses the active company level exchange rate table for currency conversion.

Transaction Currency in Cash Flow Curves

In the **Project/Shell**, **Summary CBS**, and **CBS** cash flow curves, the system displays cash flow costs in the project currency.

Although the system does not include defined commitment type cash flow curves by default, you can create a commitment type curve based on a contract. If you do so, the system displays the Commitment curve cost data in the record transaction currency, which is stored in project currency, using the active currency exchange rate table.

As a result:

- If the transaction currency is different from the project currency, you can change the currency view between transaction and project currencies, but you can only edit data in the transaction currency.

  The summary curve displays 0 (zero), if:

  a. The transaction currency is different from the project currency, and

  b. No exchange rate has been defined.
- If there is a more recent value in the exchange rate table, refreshing the curve will refresh the cost data.
- If the transaction currency is different from the project currency, the system conducts the exchange rate conversion before rendering the **Summary Curves** cash flows.
- If the base currency is the only currency used in the company, the system does not conduct the exchange rate conversion, and the **Summary Curves** cash flows show the **Summary Curves** cash flows in project currency which is the same as the base currency.

Switching Between Transaction and Project Currency in Cash Flow Curves

To switch between transaction currency and project currency in a cash flow worksheet:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) Select a curve from the log and double-click the curve to open the cash flow worksheet window. By default, the worksheet opens in the transaction currency if different from project currency.
4) Use the drop-down currency menu located at the top-center of the worksheet to change currency views. If the transaction currency and the project currency are the same, you will not see the drop-down field. The numbers and curve refresh to display the new currency values.

5) In the cash flow window curves list, located on the bottom portion of the window, select a curve, and open the curve details window.

   If you selected the project currency view before opening the curve details window, and the curve is in transaction currency, the data will be read only.

6) In the details window use the currency menu to switch to the transaction currency. Depending upon the curve set up, you can manually enter data or change the automatically distribution profile.
7) When finished, click **Save**. The cash flow window will refresh with changes.

Project or Shell Level Cash Flow

Project/shell level cash flow curves are curves that are defined at the project/shell level.

> **Note:** If you are working in a project/shell, the **Cash Flow** log displays cash flow **Detail Curves**. If you are working in a company (**User** mode), the log displays the company level Roll up Cashflow curves.

Project or Shell Level Cash Flow Log

The **Cash Flow** log is the starting place for cash flow operations.

To access the Cash Flow log:

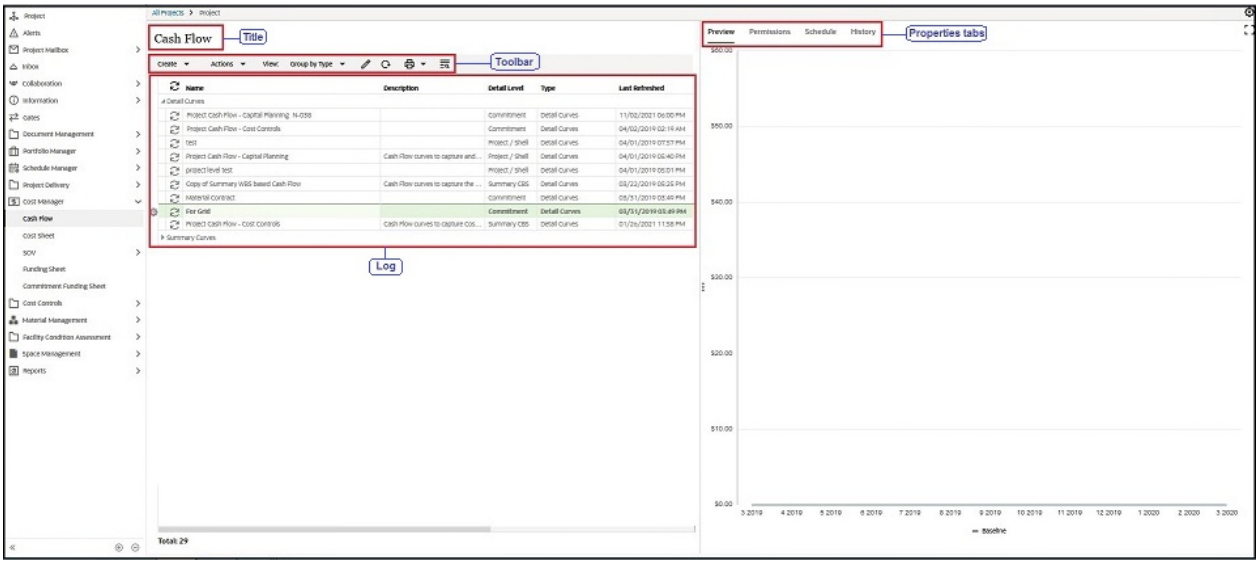
1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.

> **Note:** If you are working in a project/shell, the **Cash Flow** log displays cash flow **Detail Curves**. If you are working in a Company (**User** mode), the log displays the company-level Roll up Cashflow curves.

The project/shell **Cash Flow** log is divided into the following sections, as shown in the following typical screen capture:

- Title
- Toolbar
- Log

- Properties tabs. The Properties tabs include Preview, Permissions, Schedule, and History.



When you click and select a record (curve) on the **Cash Flow** log:

a) The log view splits in half to display the properties of the selected curve, on the right.

b) The *gear menu* (⚙) becomes active.

The following provides more details about the properties of the selected curve, and the *gear menu* options.

Properties of the selected curve

When you click and select a record (curve) on the **Cash Flow** log, the log view splits in half, and the right pane displays the following tabs which collectively *show the properties of the selected curve*, if available:

Preview

A preview of the Actuals, Baseline, or Forecast cash flow curve.

Permissions

Groups, users, and permissions that have been assigned to the cash flow are displayed on this tab. You can grant cash flow curves viewing and usage permissions to other users, within this tab.

Schedule

Information about the refresh condition, scheduled runs, schedule frequency, and range of recurrence.

History

A history log of all data updates or refresh requests (manual and scheduled). The history log contains the requestor's name, the start and end dates and times, and the status for each detail curve.

Gear menu (⚙) of a selected curve

When you click and select a record (curve) on the **Cash Flow** log, the *gear menu* becomes active.

For *Detail Curves*, the *gear menu* lets you conduct the following on the selected curve:

Open

To open a curve.

Copy

To copy a curve.

When you click **Copy**, the **New Cash Flow Worksheet** window opens with the options and values within this window pre-populated by way of information in the **Properties** of the source curve. The **Name** field in this window will be prefixed with "Copy of." You can make changes as needed and click **Save & Close** to complete creation of the cash flow curve and add it to the log.

Delete

To delete existing cash flow curves. When you select one or more curves (cash flow detail curves or summary cash flow curves) and click **Delete**, if you select, **Yes** in the resulting window, the selected cash flow detail curves will be deleted.

Refresh Now

Refresh Data has three states: Refresh Now, In Progress, and Refresh Complete.

Rollup Status

A single menu option with two sub-options:

- **Active**
- **Inactive**

To manage cash flow curves roll up status. It controls whether the cash flow data from the current project/shell is rolled up to the company cash flow curves.

This option only applies to the Detail Curves, and it will be blank for the Summary Curves.

Permissions

To set, or modify, user permissions applicable to the curve.

Properties

To open the **Cash Flow Properties** window.

> **Note:** When you highlight more than one detail curve (multiple detail curves) on the log, the *gear menu* lets you access **View Summary**. This option lets you open the **Summary** window and see a summary curve for all selected curves. You can use the **Snapshot** menu (upper-right corner of the window) to **Create Snapshot** or **Save Summary Curve**.

For *Summary Curves*, the *gear menu* (⚙) lets you conduct the following on the selected curve:

Open

To open a summary curve.

Copy

To copy a summary curve.

Project or Shell Level Cash Flow Log Toolbar Options

The **Cash Flow** log has the following toolbar options:

Create

This drop-down field has the following options:

- **Manual:** Lets you create a cash flow worksheet manually.
- **From Template:** Lets you open the **Cashflow Templates** window, select a cash flow template, and create a cash flow worksheet from the selected template.
- **Summary Curve:** Lets you create a summary curve.

Actions

This drop-down field has the following options:

- **Refresh Now:** Click one or several curves on the log and click **Refresh Now** to update the curve details. The refresh process may take some time. Refresh data has three states: Refresh Now, In Progress, and Refresh Complete including date and time. A check mark will be visible for curves that have been refreshed.
- **Rollup Status:** Click one or more curves on the log and click **Rollup Status** to mark them as **Active** or **Inactive**, for roll up purposes.
- **Permissions:** Click one or several curves on the log and click **Permissions** to open the **Permissions** window and add or modify permissions.
- **Delete:** Click one or several curves on the log and click **Delete** to create a summary curve.
- **Manage Distribution Profiles:** This action is not related to cash flow list. The Manage Distribution Profiles option lets you examine various distributions of cost, or any value, over a period of time, in a project/shell. The **Manage Distribution Profiles** option lets you open the **Edit Distribution Profiles** window and create, copy, or delete distribution profiles, for your project/shell.

View

This drop-down field has the following options:

- **All Curves:** This option lets you display all the available curves on the log.
- **Group by Type:** This option lets you display all the available curves under the following groups:
    - **Detail Curves**
    - **Summary Curves**
- **<custom view>:** Any custom view.
- **Create New View:** This option lets you open the **New View** window and create a view for the **Cash Flow** log.
- **Manage Views:** To open the **Manage Views** window and move the order of the current views, make a particular view visible or invisible, or delete a view.

Edit View

This option lets you open the **Edit View** window and update the selected log view by determining available columns, applying filters, and grouping and sorting on the following tabs:

- **Columns**
- **Filters**
- **Group By**
- **Sort By**

When finished, click **Apply** and then click **Save As** to save your view.

Refresh

This option lets you update the data in all the curves that appear on the **Cash Flow** log. The refresh has three states: Refresh Now, In Progress, and Refresh Complete which includes the date and time. See ***Refreshing Data in Cash Flow Log*** (on page 28) for more details.

Print

This option lets you print the list of curves displayed (**Print**), export the list of curves displayed to an external file (**Export to CSV** or **Export to Excel**).

Notes:

- For export to Microsoft Excel, the system currently supports only Euro (EUR) and United States Dollar (USD) currency symbols.
- If you export data from a business process (BP) record, sheet (such as an Activity Sheet), or log (such as Company Funding Sheet Log) to Excel, be aware that depending on how your negative values are formatted, you might need to configure your columns in Excel to match the correct data type (Number). Otherwise, the columns will not be treated as numeric and will not sum as expected. One supported format includes placing the negative sign between the currency symbol and the amount (for example, $-1,000).

Find on Page

This option lets you open a row on top of the rows within the log and enter values in each column to start a search for a specific curve in the log.

Managing Distribution Profiles

Distribution Profiles

When working with templates (versus detail curves) in a project/shell, the distribution profiles can be:

- Created in Admin mode (in Standards & Libraries).
- Used when selecting auto distribution for curves.

At runtime, you can create additional distribution profiles within the project's cash flow module. When working with curves, you can apply the profiles created in Admin mode, or in the project/shell.

Note: If you are creating a project/shell from a project/shell template,

and you are copying the **Cash Flow** module, the project/shell template properties and permissions will be copied into the new project/shell.

Creating and Managing Distribution Profiles

Administrators can create a library of distribution profiles in the Company Workspace (**Admin** mode), **Standards & Libraries**. In addition to these profiles, you may also want to create additional distribution profiles in a project/shell. At runtime, when you select a distribution profile, you will see the list of profiles created in **Admin** mode, as well as the ones created in **User** mode.

To add a distribution profile in a project/shell:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) From the toolbar, click **Actions**, and select **Manage Distribution Profiles**. The **Edit Distribution Profiles** window opens.
4) Edit and manage distribution profiles in this window in the same way as the default distribution profiles created in **Admin** mode. For more information, see the *Unifier Essentials Modules Administration Guide*.

Creating a View and Managing an Existing View in the Cash Flow Log

To create a view in the Cash Flow log:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) From the **View** drop-down menu, select **Create New View**. The **New View** window opens.
4) In the **View Name** field box, enter a name for the new view.
5) Set the other view parameters in the following tabs:
   Columns
   Filters
   Group By
   Sort By
6) To save your changes, click **Save**.

To manage a view in the Cash Flow log View:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.

3) From the **View** drop-down menu, select **Manage Views** to open the **Manage Views** window.

> **Note**: The **Cash Flow** log views will be shared across templates and shells.

Provided that you have pertinent permissions, in the **Manage Views** window you can:

- Move the order of the views in the **View** menu on the toolbar.
- Make a particular view visible to the user.
- Delete a particular view.

The current view is marked with a green check mark in the **Manage Views** window. To save your changes, click **Save**. To discard your changes, or to close the window, click **Cancel**.

Refreshing Data in Cash Flow Log

What does refresh do?

When you click **Refresh**, the system checks:

- To see if there are any new spends records that are not part of the curve. Depending on Period Close settings, the spends record is added to the correct period, and therefore, changes in values will appear for Spends curves and for Forecast curves that consider spends records.
- To see if a distribution profile definition has changed, either in Admin mode, or in the project/shell. Any changes will be applied to the curve.
- For a curve in the auto mode, refresh distributes unassigned values automatically.
- For errors, such as not selecting a valid business process record or cost column, or missing data. The error alert will display in red font on the worksheet (below the curve section). Click the error to view the reason.

Refresh also checks for changes to CBS structure.

What happens to unassigned fields, when you refresh?

If there is a value in the Unassigned field, hover over or click the field. The reason for the value is displayed. For example:

- Excess or deficit because of Spends (invoice) records
- Incoming Change Orders
- For Forecast curves with option to start at the end of Actuals (Spends amount), the amount is put in the Unassigned field if the To Date of the forecast curve is less than effective date of a Spends value.

Read the following topics for information about scheduling auto refresh.

You can update (refresh) cash flow curves data:

- Manually
- Automatically

How do you refresh cash flow curves manually?

The following shows the various ways that you can manually update (refresh) data that appears on the cash flow curves.

To refresh the contents of the **Cash Flow** log:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) From the toolbar, click **Refresh** to refresh the contents of the log.

To refresh the contents of the cash flow curves in the **Cash Flow** log:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) Select one or more cash flow curves from the log.
4) Click the *gear menu* (⚙) and select **Refresh Now**.

To refresh the contents of the cash flow worksheet:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) Select a curve from the log and double-click the curve to open the cash flow worksheet window.
4) From the toolbar, click the **Refresh** icon to refresh the contents of the worksheet window.

How do you refresh cash flow curves automatically?

The following shows how you can set up a schedule to automatically update (refresh) data that appears on the cash flow curves.

To set up a schedule to automatically update (refresh) data that appears on the cash flow curves, you must set the cash flow curve auto-refresh schedule. To do so:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) Select one or more cash flow curves from the log.
4) On the properties pane (right side), click the **Schedule** tab.

5) Proceed to complete the fields to schedule the refresh runs, frequency, and range of recurrence.

   Selecting the **Enable Refresh** option will automatically update (refresh) data that appears on the selected cash flow curves.

Working with Project or Shell Level Snapshots and Audit Log

A snapshot displays the graph, curves, and curve data on the worksheet. Snapshots are not editable. You can take a snapshot and view it in project, transaction currencies, and reports. You can manually save a snapshot of a cash flow curve at any time.

When you open a detail curve (a cash flow worksheet) from project/shell **Cash Flow** log, you can click the **Snapshot** menu icon (the three horizontal line icon) and access the following options:

Option	Description
Create Snapshot	Use this option to create, or to take a snapshot of a cash flow curve, at any time.
Snapshot Log	Use this option to view, open, or delete the snapshots that have been created or taken of a cash flow curve. The Title, Creator, and Created on data is also provided on this window.
Audit Log	Use this option to access a record of the details such as **Date**, **Event**, **Action**, **User Name**, and so on, about the cash flow curve. You can use the **Audit Log** toolbar options to refresh the list, print the list, and find items in the list of log items.

Option	Description
Properties	Use this option to open the **Cash Flow Properties** window. The function of the **Properties** option in the **Snapshots** menu icon (the three horizontal line icon) is identical to the function of the **Properties** option of the *gear menu* (⚙) next to a cash flow curve in the **Cash Flow** log. In the **Cash Flow Properties** window, click the **More Options** link to open the **More Options** window and set the following parameters for your snapshot in the **Period Close Settings** tab: ▸ **Enable auto snapshot** ▸ **Cut off Spends** ▸ **Apply spends to** The **More Options** window also lets you add the cash flow curve to selected summary curves, in the **Summary** tab: ▸ **Available**: This block shows a list of available summaries. ▸ **Selected**: This block will contain your selected summary. Finally, in the **More Options** window, you can set the number of decimals or opt to use currency decimal precision, in the **Decimal Options** tab.

To take a snapshot at any time:

1) Open your cash flow curve.
2) Click the **Snapshots** menu icon (the three horizontal line icon) and select **Create Snapshot**. The **Create Snapshot** window opens. The window also displays the time stamp of the snapshot for reference.
3) Enter a title for your snapshot, in the **Title** field, and click **OK**.

To schedule an automatic snapshot:

1) Open your cash flow worksheet or curve.
2) Click the **Snapshots** menu icon (the three horizontal line icon) and select **Properties**.
3) In the **Cash Flow Properties** window, click the **More Options** link to open the **More Options** window and set the following parameters for your snapshot in the **Period Close Settings** tab:
   - **Enable auto snapshot**
   - **Cut off Spends**

- **Apply spends to**

Notes:

- After taking an auto-snapshot, the system immediately refreshes the cash flow curve. Spends will resume after the auto-snapshot.
- Because your organization might have multiple cash flow jobs and automatic snapshots scheduled to run for a multitude of projects, your administrator can use the Cash Flow Jobs functional node to manage the jobs and auto-snapshots and their impact on system performance. For more information, see the *Unifier Essentials General Administration Guide*.

To view a created snapshot:

1) Open the cash flow curve.
2) Click the **Snapshots** menu icon (the three horizontal line icon) and select **Snapshot Log**. The **Snapshot Log** opens.
3) Choose a snapshot to view and double-click the snapshot to open the cash flow curve or worksheet snapshot.
4) Maximize the window to be able to identify the following elements:
   - Top block
   - Containing cost-related at-glance numeric data as well as detailed information, when you click the **Show More** option.
   - Bottom block
   - Containing curves corresponding to the cost periods and variances.
   - Screen split
   - Click the icon and drag to expand the window. You can use the **Expand** and **Dock** icons (upper-right corner) to adjust this screen. This screen lets you access detailed information for actuals, baseline, forecast, and most other interactive elements, but the snapshot data is not editable.

To search for a snapshot:

1) Open the cash flow worksheet. Click the **Snapshots** menu (hamburger) icon and choose **Snapshot Log**. The **Snapshot Log** opens.
2) In the **Snapshot Log**, click **Find on Page** to open the find box for each column (**Title**, **Creator**, and **Created On**).
3) Proceed to enter a value in one or all the boxes to search and find your desired snapshot.
4) To restore the entire list, click the **Find on Page**.

To delete a snapshot:

1) Open the cash flow worksheet. Click the **Snapshots** menu (hamburger) icon and choose **Snapshot Log**. The **Snapshot Log** opens.
2) In the **Snapshot Log**, select a snapshot, click the **Delete** icon, and follow the prompts.

To print a snapshot:

1) Open the cash flow worksheet. Click the **Snapshots** menu (hamburger) icon and choose **Snapshot Log**. The **Snapshot Log** opens.
2) In the **Snapshot Log**, click the **Print** icon and select one of the following options:
   - **Print:** To open a window that lets you select a method to print the selected curves.
   - **Export to CSV:** To open a dialog box that lets you save a Microsoft Excel Comma Separated Values (CSV) File version of the selected curves, so you can export the file to a desired destination.
   - **Export to Excel:** To open a dialog box that lets you save a Microsoft Excel Worksheet version of the selected curves, so you can export the file to a desired destination.

Notes:

- For export to Microsoft Excel, the system currently supports only Euro (EUR) and United States Dollar (USD) currency symbols.
- If you export data from a business process (BP) record, sheet (such as an Activity Sheet), or log (such as Company Funding Sheet Log) to Excel, be aware that depending on how your negative values are formatted, you might need to configure your columns in Excel to match the correct data type (Number). Otherwise, the columns will not be treated as numeric and will not sum as expected. One supported format includes placing the negative sign between the currency symbol and the amount (for example, $-1,000).

Project or Shell Level Cash Flow Log Columns

The **Cash Flow** log has the following columns options:

- **Refresh Data** (displayed by an icon): To update each curve data and view the refresh status. The refresh actions apply to *Detail Curves* and not to *Summary Curves*.
- **Name**: Name of the curve.
- **Description**: Description for the curve.
- **Detail Level**: This option applies to *Detail Curves* only and will be blank for *Summary Curves*.
- **Type**: Type of the curve.
- **Last Refreshed**: Date when the curve received the most up-to-date information.
- **Summary Status**: *Summary Curve* status. As the label suggests, the **Summary Status** column applies to *Summary Curves* and not to *Detail Curves*. This column should be blank for *Detail Curves*.
- **Time Scale**: The time taken by the process. This option applies to *Detail Curves* only and will be blank for *Summary Curves*.
- **Rollup Status**: This option controls whether the cash flow data from the current project/shell is rolled up to the Company cash flow curves. This option applies to *Detail Curves* only and will be blank for *Summary Curves*. You can change the roll up status of one or more curves. To activate or deactivate the roll up status click **Active** or **Inactive**.
- **Last Saved**: The date the cash flow curve properties were last updated and saved. This option applies to *Detail Curves* only and will be blank for *Summary Curves*.

- **Auto Refresh**: A detail cash flow curve can be set up to refresh automatically as per a schedule. This column shows the auto-refresh frequency, if the curve has been set up for the same, else, it shows as blank. This option applies to *Detail Curves* only and will be blank for *Summary Curves*.

Project or Shell Level Cash Flow Worksheet

To open a project/shell cash flow worksheet for an existing curve:

1) Navigate to the **Financial Analysis** node and click **Cash Flow** to open the **Cash Flow** log.
2) Select a curve from the log and double-click the curve to open the cash flow worksheet window.

The project/shell cash flow worksheet is divided into the following sections, as shown in the following typical screen capture:

- Title
- Toolbar
- Cash Flow Overview
- Graphic View
- Cash Flow Details

The cash flow worksheet window is divided into the following parts, as highlighted in the following screen capture, and each part can be individually maximized.

The following explains each part in detail.

Project or Shell Level Cash Flow Worksheet Toolbar Options

The toolbar section of the project/shell cash flow worksheet displays the worksheet title and the following toolbar options:

- **View:** Use this option to "**Create New View**" for the worksheet or to "**Manage Views**" that have been created.

  If your administrator defined global views in a Cash Flow template and pushed them to your project/shell, these views are also listed in the View menu of your cash flow worksheet. (One of the views might also be used to define the **Default** view in the template.) You can use these predefined views to create additional custom views and you can change the order of the views. You cannot edit or delete the predefined views.
- **Edit View:** When you click the **Edit View** option, the **Edit View** window for the current view opens. In this window, you can select the curves that you want to view on the log (for **Curves**, **Inflow**, and **Outflow**). You can also add columns and group your columns when you click the **Group By** tab and use the **Filters** tab to filter the CBS rows based on code segments or cost attributes. The Filters tab in Views is available for the By CBS and Summary CBS type of cash flows.
- **Print:** Use this option to open your browser's print options for the worksheet.
- **Refresh:** This option lets you update the data in all the curves that appear on the **Cash Flow** log. The refresh has three states: Refresh Now, In Progress, and Refresh Complete, which includes the date and time. For more information, see ***Refreshing Data in Cash Flow Log*** (on page 28).
- **Snapshot:** This menu contains the following options:
  - **Create Snapshot:** To create a snapshot of the curve.
  - **Snapshot Log:** To view, edit, or delete previous snapshots of the curve.
  - **Audit Log:** To view change details to the curve.
  - **Properties:** To view the properties of the Cash Flow.

  For more information, see ***Working with Project or Shell Level Snapshots and Audit Log***.

Creating a View and Managing an Existing View in the Cash Flow Worksheet

To create a view in the cash flow worksheet:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) Select a curve from the log and double-click the curve to open the cash flow worksheet window.
4) From the **View** drop-down menu, select **Create New View**.

   The **New View** window opens.
5) In the **Save View As** field, enter a name for the new view.
6) Set the other view parameters in the following tabs:

- **Curves:** In the **Curves** tab, select curves from the **Available Curves** list, and click the **Move** arrow to add curves to the **Selected Curves** list, or click the **Move All** double arrow to move all available curves to the **Selected Curves** list. The last column in the **Selected Curves** list is not available for locking.
- **Inflow:** In the **Inflow** tab, select curves from the **Available Curves** list, and click the **Move** arrow to add curves to the **Selected Curves** list, or click the **Move All** double arrow to move all available curves to the **Selected Curves** list. The last column in the **Selected Curves** list is not available for locking.
- **Outflow:** In the **Outflow** tab, select curves from the **Available Curves** list, and click the **Move** arrow to add curves to the **Selected Curves** list, or click the **Move All** double arrow to move all available curves to the **Selected Curves** list. The last column in the **Selected Curves** list is not available for locking.
- **Filters:** On the **Filters** tab:

a. Click the **Add Filter** button.

b. Choose a **Data Element**: This drop-down list includes all Cost Code Segments and CBS Attributes. It also includes specific fixed-column items such as Total, From Date, To Date, and Unassigned.

c. Choose a **Condition**: This drop-down list displays a list of conditions. This list is based on the type of data element selected.

d. Choose a **Value**: Depending on the type of data element, choose a value that the query condition must meet.

> **Note:** Currency precision is not adhered to within filters. For example, if your project currency uses four digits after a decimal point, the entries in the **Value** field for a **Data Element** related to a currency or a decimal amount or an entry in the **Total** or **Unassigned** column selected on the **Filters** tab for a view display only two digits after a decimal point.

You can add multiple filters to a view, and you can use the same data element multiple times. When adding multiple filters, you can use operators to specify that the view must match all listed filters or that it can match one or more of the listed filters. To add additional filters, click **Add Filter** again, repeat the preceding steps, and click the applicable operator that should apply. You can add up to 15 filters.

  - **And:** If you want to specify that the view must match all listed filters, select **And**.
  - **Or:** If you want to specify that the view should match any of the listed filters, select **Or**.

- **Group By:** Use the **Group By** tab to identify which columns should be used for grouping and in what order. When you use **Group By** to define a group based on CBS attributes, the summary row displayed on the final view shows the totals and distributed costs and–based on the filtered leaf-level rows–the earliest **From Date** and most recent **To Date**.

> **Note:** To minimize the potential performance impact when a detailed, Current Cost Variance, or At Completion Cost Variance sheet is loaded, Oracle recommends that you use Data Elements (DEs) on the Group By

tab that create useful groups, such as Type or Roll up Status, and avoid using DEs such as Cost Code, Code Name, and Cost Type.

7) To save your changes, click **Save**.

To manage a view in the cash flow worksheet:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) Select a curve from the log and double-click the curve to open the Cash Flow worksheet window.
4) From the **View** drop-down menu, select **Manage Views** to open the Manage Views window.

Provided that you have pertinent permissions, in the **Manage Views** window you can:

- Move the order of the views in the **View** menu on the toolbar.
- Make a specific view visible or hide it.
- Delete a specific view.

Note: If your administrator defined global views in a Cash Flow template and pushed them to your project/shell, these views are also listed in the View menu of your cash flow worksheet. (One of the views might also be used to define the Default view in the template.) You can use these predefined views to create additional custom views and you can change the order of the views. You cannot edit or delete the predefined views.

The current view is marked with a green check mark in the **Manage Views** window. To save your changes, click **Save**. To discard your changes, or to close the window, click **Cancel**.

Project or Shell Level Cash Flow Worksheet Overview Section

The project/shell level cash flow worksheet overview section provides a visualization of key information, snapshot changes, and system snapshots for faster understanding of project financial conditions. This section of the cash flow worksheet displays the current, at completion, and remaining cost-related information for the project, as well any remaining forecast amount and time, for the selected curve. click the **Show More** option, on the lower-left corner to expand the screen and see more details.

The following provides information about assigning inflow, outflow, variances, and forecast.

Assigning Inflow and Outflow

- **Inflow** = the amount assigned to the project as the budget. For example, this may come from either a cost sheet column or a system activity sheet in the system.

- **Outflow**= the amount that has been spent and forecasted to be spent. For example, the Actuals (Spends), Invoices, Forecast (coming from Cost Sheet), are considered Outflow in the system.

Variance Analysis

You can view inflow vs. outflow analysis in the three tiles at the top of the cash flow worksheet:

- **Current Cost Variance** shows the difference between the current cost inflow and the current cost outflow. The change in current cost variance against the last snapshot displays beside the total.
- **At Completion Cost Variance** shows the difference between the at completion cost inflow and the at completion cost outflow. The change in the at completion cost variance against the last snapshot displays beside the total.
- **At Completion Schedule Variance** shows the difference between the at completion schedule inflow and the at completion schedule outflow in months. The change in the at completion schedule variance against the last snapshot displays beside the total.

A bar chart corresponding to the colors of the curves is visible below the variance amount. Hover over a bar to display a tooltip with corresponding information, and click **Click to Open** to open the curve worksheet.

Variance Analysis Table

Click **Show More** at the bottom of the tile to view a Variance Analysis Table containing the following columns:

- Curve Name
- Current total
- Changes from last Snapshot
- At Completion Total
- Changes from last Snapshot
- End Date
- Changes from last Snapshot

Forecast Analysis

Forecast curves include a separate forecast analysis section in which you can view *Spends* versus *Forecast* analysis and *Forecast* versus *Baseline* analysis. This section contains the following tiles:

- **Remaining <Forecast Curve Name> Amount** shows the difference between the at completion forecast amount and the approved spends till date. The change in the remaining forecast amount against the last snapshot is displayed beside the total.
- **Remaining <Baseline Curve Name> Amount** shows the difference between the at completion baseline amount and the approved spends till date. The change in the remaining baseline amount against the last snapshot is displayed beside the total.
- **Remaining <Forecast Curve Name> Time** shows the difference in date between the forecast curve end date and the actuals end date. The change in the remaining forecast end date against the last snapshot displays beside the total.

- **Remaining <Baseline Curve Name> Time** shows the difference in date between the baseline curve end date and the actuals end date. The change in the remaining baseline end date against the last snapshot displays beside the total.

Forecast Analysis Table

Click **Show More** at the bottom of the tile to view a Forecast Analysis Table containing the following columns:

- Curve Name
- Total
- Changes from last Snapshot
- Remaining Total
- Changes from last Snapshot
- End Date
- Changes from last Snapshot
- Remaining Time
- Changes from last Snapshot

Project or Shell Level Cash Flow Worksheet Graphs View Section

The project/shell level cash flow worksheet Graphs view section displays the graphs view of your selected curve.

Multiple curves can display on the graph. You can add as many curves as you need to the worksheet. Each curve must be associated with a data source which is created in Admin mode. The curves are color-coded; the color is determined by the data source.

In the graph, you have the option to filter out some curves and display a subset of the available curves, change the zoom level between monthly and yearly, or print the graph. You can switch between the following views:

- **Cumulative** curve

  A Cumulative curve displays the net of all cash flows over a period of time.
- **Incremental** curve

  An incremental curve displays the cash flow for a certain period.
- **Variance**

  Inflow and Outflow data is displayed in a bar chart. Variance (Difference between inflow and outflow) is shown as an area chart.
- **Current Variance**:

  A table displays the difference between the current cost inflow and the current cost outflow.
- **Variance At Completion**:

  A table displays the difference between the at completion cost inflow and the at completion cost outflow.
- **Trend Analysis**:

  A graph displays at completion values of all the visible baseline and forecast curves against snapshots.

Project or Shell Level Cash Flow Worksheet Details Section

The cash flow details on the right, which you can open by using the split screen icon, or slider, lets you see cash flow details related to your project life cycle (iteration by iteration) and corresponding cumulative cost (total expenditures from all sources).

> **Note:** To maximize or to adjust the cash flow detail pane (**All Curves**) screen for better visibility, use **Expand** or **Dock** in the upper-right corner.

The cash flow details are presented through a table in the right pane shows the data for the curves. Each row of the table corresponds to one of the curves on the graph and displays the curve data in columns. The data in these columns show the distribution of cost, and the total of cost is the value in the **Total** field.

- If you are doing an *auto distribution* by using a distribution profile, the values in these columns will be calculated based on the distribution percentages.
- If you are doing a *manual distribution*, you will enter the values into each time period (distributing the amount in the **Total** column).

The **Unassigned** column will display how much of the amount in the **Total** column is left to be distributed.

The following table describes each column in detail.

> **Note:** The system displays the cost data using the latest exchange rate table.

Curve Data Column Name	Description
Color	The color of the graph displays in the first column
Name	The name of curve, taken from the Data Source. You can click the curve name to view the detail window of the curve.
Currency	The currency for the curve.
From Date	The starting point of the curve, which can be entered manually.
To Date	The ending point of the curve, which can be manually entered.

Curve Data Column Name	Description
Total	This amount is the cost portion of the curve. It can be pulled from a specified cost sheet column or business process. This total amount will then be distributed over the time period (From Date to To Date) to generate the cash flow curve. This is defined in the curve properties.
Unassigned	Any amount left over from the Total amount that has not yet been distributed.
Time Period Columns	These are the incremental time periods for the duration of the cash flow time period. That is, the From Date to the To Date, entered above. For monthly distribution, these will display each month and year from the From Date to the To Date. If shown Yearly, each period is one year.

The following explains the options that are available within the cash flow detail pane for *Detail Curves* and *Summary Curves.*

Detail Curve

Within a detail curve, the following toolbar options let you:

- Alter the view (from the **View menu**, select a different view)
- Create a view (from the **View menu**, select **Create New View**)
- Make existing views visible or hide existing views (from the **View menu**, select **Manage Views**)
- Edit the view (click **Edit View**)
- Print the view (click **Print**)
- Update data (click **Refresh**)
- Produce a snapshot, view the snapshot log, access the audit log, and access properties (from the **Snapshot** menu, select **Create Snapshot**, **Snapshot Log**, **Audit Log**, or **Properties**)

> **Note:** In the cash flow detail pane, any view, the values are not editable and cannot be distributed.

Within a detail curve, the **View** option provides the following options:

- **Incremental**
- **Cumulative**

The following explains each view option in detail.

- ***Detail Curve View (Incremental)***
- ***Detail Curve View (Cumulative)***

- ***Importing Cash Flow Data***
- ***Bulk Edit Cash Flow***

Detail Curve View (Incremental)

The **Incremental** view lets you see the details for:

- **Actuals** (Spends)
- **Baseline**
- **Forecast**
- **Budget**
- **Derived**
- **Custom**

Double-click each cost-related scenario to open it and see pertinent details.

Actuals (Spends)

If you select the **Incremental** view and click **Actuals** (Spends) (under the **Name** column), the actual spent amounts, per time period, are displayed. These values are not editable and cannot be distributed. You can use the toolbar options to:

- **Export:** To export one or more curves to a CSV file, which is automatically named after the cash flow worksheet.
- **Refresh:** To update the data, or amounts, on the page.
- **Find on Page:** To find a particular amount.

Baseline

If you select the **Incremental** view and click **Baseline** (under the **Name** column), the baseline amounts, per time period, are displayed. These values are not editable and cannot be distributed. You can use the toolbar options to:

- **Bulk Edit:** You can conduct bulk edit on one or more curves. When you click **Bulk Edit**, the **Bulk Edit** window opens, and you can select values for the following elements:

  Note: The **Bulk Edit** option is unavailable if in project currency mode (in the details window). See below for details.

  - **Distribution Profile** (**Back Loaded** - **Front Loaded** - **Linear** - **S curve**)
  - **From Date**
  - **To Date**
  - **Total** (not applicable to Baseline)

  Note: Elements in the window that have the "**Update**" option checked for them will be updated with the selected value. If you do not specify a value for an element and leave the element empty, the system will clear any existing value.

  Click **Update** when finished.
- **Import:** Your import options are **Curve Setup** and **Curve Distribution**. The **Curve Distribution** option is not available.

- **Export:** To export one or more curves to a CSV file, which is automatically named after the cash flow worksheet.
- **Refresh:** To update the data, or amounts, on the page.
- **Find on Page:** To find a particular amount.
- **CBS Hierarchy View:** (Only displayed for CBS cash flow curves) To display a hierarchical view of cost and summary codes. Displays summarized data for total costs, unassigned costs, and date ranges in a view-only mode. The view retains any filters already applied, which ensures that only the specific cost codes that you defined are shown in the summarized view. You can click **Expand all** to view all codes and leaf-level codes, click **Collapse all** to display the main CBS codes, and click **Refresh** to update the data displayed.

In Commitment-based curves:

- The system shows cash flow in the transaction currency of record creation.

  The system stores the data in project currency. If the project currency is different from the transaction currency, both the main and detail windows contain a currency drop-down list, which you can use to show costs in the project currency; however, you can only edit data in the transaction currency mode. Currency conversion is based on the active company-level Exchange Rates table. The **Bulk Edit** option is unavailable if the Detail Curve detail window is in project currency mode.
- The Detail Curve detail window shows columns from the Business Process. For example, **Number**, **Name**, **Line No**, **CBS Code**, **Description (Short Description)** columns.

Forecast

If you select the **Incremental** view and click **Forecast** (under the **Name** column), the baseline amounts, per time period, are displayed. These values are not editable and cannot be distributed. You can use the toolbar options to:

- **Bulk Edit:** You can conduct bulk edit on one or more curves. When you click **Bulk Edit**, the **Bulk Edit** window opens, and you can select values for the following elements:
  - **Distribution Profile** (not applicable to Forecast)
  - **From Date**
  - **To Date**
  - **Total**

  Note: Elements in the window that have the "**Update**" option checked for them will be updated with the selected value. If you do not specify a value for an element and leave the element empty, the system will clear any existing value.

  Click **Update** when finished.
- **Import:** Your import options are Curve Setup and Curve Distribution. The Curve Distribution option is not available.
- **Export:** To export one or more curves to a CSV file, which is automatically named after the cash flow worksheet.
- **Refresh:** To update the data, or amounts, on the page.
- **Find on Page:** To find a particular amount.

- **CBS Hierarchy View:** (Only displayed for CBS cash flow curves) To display a hierarchical view of cost and summary codes. Displays summarized data for total costs, unassigned costs, and date ranges in a view-only mode. The view retains any filters already applied, which ensures that only the specific cost codes that you defined are shown in the summarized view. You can click **Expand all** to view all codes and leaf-level codes, click **Collapse all** to display the main CBS codes, and click **Refresh** to update the data displayed.

Detail Curve View (Cumulative)

The **Cumulative** view lets you see the details for:

- **Actuals** (Spends)
- **Baseline**
- **Forecast**
- **Derived**
- **Custom**

Double-click each cost-related scenario to open it and see pertinent details.

Actuals (Spends)

If you select the **Cumulative** view and click **Actuals** (Spends) (under the **Name** column), the actual spent amounts, per time period, are displayed. These values are not editable and cannot be distributed. You can use the toolbar options to:

- **Export:** To export one or more curves to a CSV file, which is automatically named after the cash flow worksheet.
- **Refresh:** To update the data, or amounts, on the page.
- **Find on Page:** To find a particular amount.

Baseline

If you select the **Cumulative** view and click **Baseline** (under the **Name** column), the baseline amounts, per time period, are displayed. These values are not editable and cannot be distributed. You can use the toolbar options to:

- **Bulk Edit:** You can conduct bulk edit on one or more curves. When you click **Bulk Edit**, the **Bulk Edit** window opens, and you can select values for the following elements:
  - **Distribution Profile** (**Back Loaded** - **Front Loaded** - **Linear** - **S curve**)
  - **From Date**
  - **To Date**
  - **Total** (not applicable to Baseline)

  Note: Elements in the window that have the "**Update**" option checked for them will be updated with the selected value. If you do not specify a value for an element and leave the element empty, the system will clear any existing value.

  Click **Update** when finished.
- **Import:** Your import options are **Curve Setup** and **Curve Distribution**. The **Curve Distribution** option is not available.

- **Export:** To export one or more curves to a CSV file, which is automatically named after the cash flow worksheet.
- **Refresh:** To update the data, or amounts, on the page.
- **Find on Page** : To find a particular amount.
- **CBS Hierarchy View:** (Only displayed for CBS cash flow curves) To display a hierarchical view of cost and summary codes. Displays summarized data for total costs, unassigned costs, and date ranges in a view-only mode. The view retains any filters already applied, which ensures that only the specific cost codes that you defined are shown in the summarized view. You can click **Expand all** to view all codes and leaf-level codes, click **Collapse all** to display the main CBS codes, and click **Refresh** to update the data displayed.

Forecast

If you select the **Cumulative** view and click **Forecast** (under the **Name** column), the baseline amounts, per time period, are displayed. These values are not editable and cannot be distributed. You can use the toolbar options to:

- **Bulk Edit:** You can conduct bulk edit on one or more curves. When you click **Bulk Edit**, the **Bulk Edit** window opens, and you can select values for the following elements:
  - **Distribution Profile** (not applicable to Forecast)
  - **From Date**
  - **To Date**
  - **Total**

  Note: Elements in the window that have the "**Update**" option checked for them will be updated with the selected value. If you do not specify a value for an element and leave the element empty, the system will clear any existing value.

  Click **Update** when finished.
- **Import:** Your import options are Curve Setup and Curve Distribution. The Curve Distribution option is not available.
- **Export:** To export one or more curves to a CSV file, which is automatically named after the cash flow worksheet.
- **Refresh:** To update the data, or amounts, on the page.
- **Find on Page:** To find a particular amount.
- **CBS Hierarchy View:** (Only displayed for CBS cash flow curves) To display a hierarchical view of cost and summary codes. Displays summarized data for total costs, unassigned costs, and date ranges in a view-only mode. The view retains any filters already applied, which ensures that only the specific cost codes that you defined are shown in the summarized view. You can click **Expand all** to view all codes and leaf-level codes, click **Collapse all** to display the main CBS codes, and click **Refresh** to update the data displayed.

Importing Cash Flow Data

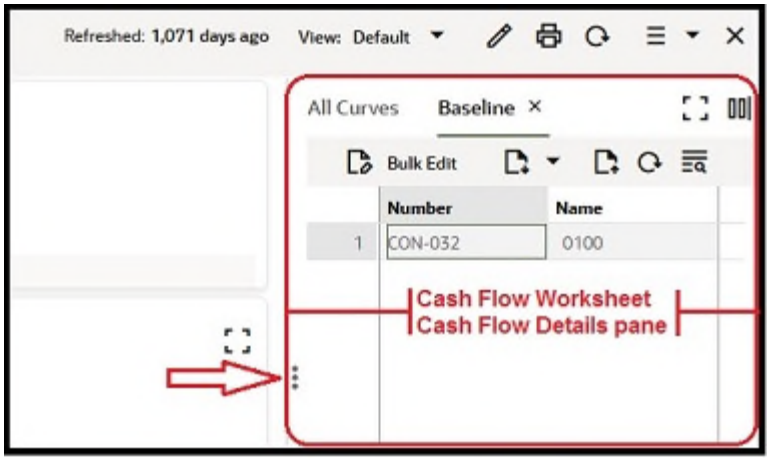
You can import cash flow data via CSV file. This includes curve setup data (From and To dates, Profile, and Total columns) and curve distribution data (distribution values of the Total amount entered in the date period columns). It is important to observe the order of curve operations: import the setup values first, then import the distribution values.

- Manual entry generally allows data import but depends upon the curve set up.
- Auto-distribution precludes data import.
- Fields that display data from other sources (cost column, business process record) cannot be edited via CSV import.

You can change curve distribution settings; however, the system will replace your data with data collected by the new distribution method. For example, if you change a manual entry field to auto, all manually entered data will be lost and replaced with the autogenerated data.

To import curve setup data into the Cash Flow Worksheet by CSV import:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) Select a curve from the log and double-click the curve to open the Cash Flow worksheet window.
4) Open the right pane by way of moving the split screen to display the Cash Flow Worksheet Cash Flow Details pane, as shown below, and click **Baseline** or **Forecast**.



If you are importing both setup and distribution data, then import the setup data first to establish the distribution time period.

5) To export the CSV template, from the toolbar, click the **Export** icon (down arrow). The CSV opens in Microsoft Excel. You can **Save** the CSV file to your desktop first or **Open** it directly.

> **Note**: Cash flow data exports the currency and the values to the CSV template.

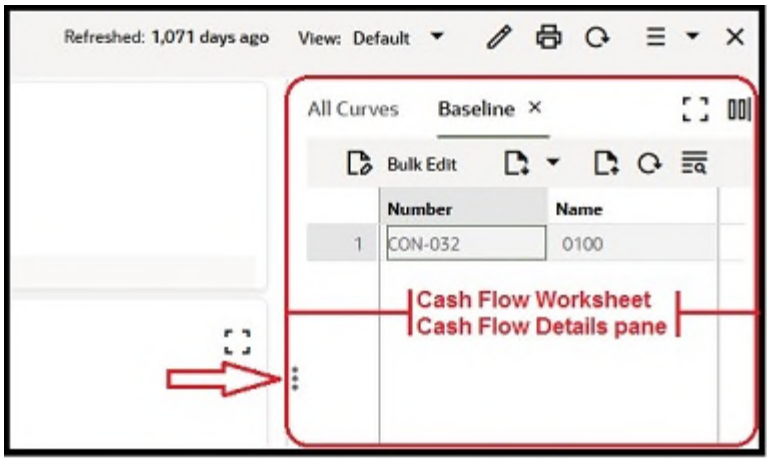
6) Add the Curve Distribution data to the CSV file.
   - **From Date, To Date**: use the date format.

- **Profile**: If using auto-profile, enter the name of the default profile you want to use. This is from the Distribution Profiles list maintained in Admin mode.
- **Total**: Enter a value to use as the cost total.
- **Save** the CSV file.

7) Import the CSV file.
   - In the Details sheet, click the **Import icon** (up arrow), then select **Curve Setup** from the drop-down menu. The File Upload window opens.
   - Locate the CSV file and click **Open**. The data will populate edited fields on the Details sheet.

To import curve distribution data into the Cash Flow Worksheet by CSV import:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) Select a curve from the log and double-click the curve to open the Cash Flow worksheet window.
4) Open the right pane by way of moving the split screen to display the Cash Flow Worksheet Cash Flow Details pane, as shown below, and click **Baseline** or **Forecast**.



5) Click the **Export** icon (down arrow) to export the CSV template. You can Save the CSV file to your desktop first or **Open** it directly.
6) Add the Curve Distribution data to the CSV file.
   - Enter values in the time period distribution fields. Do not exceed the amount for Unassigned.
   - The Currency field must have the currency listed.
   - **Save** the CSV file.
7) Import the CSV file.
   - In the Details sheet, click the **Import icon** (up arrow), then select **Curve Distribution** from the drop-down menu. The File Upload window opens.
   - Locate the CSV file and click **OK**. The data will populate edited fields on the Details sheet.
8) **Save** the Details window.

> **Note**: You can import data into cash flow by commitment curves in either transaction or project currencies. If you try to import data in an incorrect currency, you will be notified. For example, if the transaction currency is in Yen and the project currency is in USD, and you try to import in Euro, you will get an error message in the CSV file. You will need to correct the errors in the CSV before re-importing.

Bulk Edit Cash Flow

Bulk Edit is available on the Cash Flow Worksheet Cash Flow Details pane. Bulk Edit is useful when there are multiple items to be edited that are associated with the curve data.

For example, if you are doing cash flow by CBS, the data in the Details window displays the CBS codes in use. You can enter curve data for one or multiple CBS codes using Bulk Edit.

If you are doing cash flow by commitment and you are including change orders in the curves (for cost information and auto distribution), you will see all commitment records in the Details window—the base commit and any change commits. You can enter curve data for one or multiple records using Bulk Edit.

> **Note:** If you are editing a Contract-type BP, the total in the Bulk Edit will be highlighted in the details screen of the cash flow by contract curve.

To enter cash flow data using Bulk Edit:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) Select a curve from the log and double-click the curve to open the Cash Flow worksheet window.
4) Open the right pane by way of moving the split screen to display the Cash Flow Worksheet Cash Flow Details pane, and click **Baseline** or **Forecast**.
5) Select one or more rows and click **Bulk Edit**. The Bulk Edit window opens.

   The fields that are editable for the curve (based on the Properties window options) will display.
6) Enter values for the fields.
7) Select the **Update** checkbox for the fields you want to update.

> **Note**: You can use the Bulk Edit button to edit multiple items in the chosen currency. The total in the Bulk edit window will be interpreted in the currency selected in the details screen (lower part of the worksheet window.)

8) Click the **Update** button.

Summary Curve

Within a summary curve, the following toolbar options let you:

- Alter the view (from the **View menu**, select a different view)
- Create a view (from the **View menu**, select **Create New View**)
- Make existing views visible or hide existing views (from the **View menu**, select **Manage Views**)
- Edit the view (click **Edit View**)
- Print the view (click **Print**)
- Update data (click **Refresh**)
- Produce a snapshot, view the snapshot log, access the audit log, and access properties (from the **Snapshot** menu, select **Create Snapshot**, **Snapshot Log**, **Audit Log**, or **Properties**)

> **Note:** In the cash flow detail pane, any view, the values are not editable and cannot be distributed.

Within a summary curve, the **View** option provides the following options:

- **Incremental**
- **Cumulative**

Project or Shell Cash Flow Properties

You can access the project/shell **Cash Flow Properties** window in two ways:

- **Cash Flow** log
- Cash flow curve worksheet

To access the Cash Flow Properties window through the Cash Flow log:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) Select a cash flow curve from the log.
4) Click the *gear menu* (⚙) and click **Properties** to open the **Cash Flow Properties** window of the selected record.

To access the Cash Flow Properties window through the cash flow curve worksheet:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) Select a cash flow curve from the log.

4) Click the *gear menu* (⚙) and click **Open** to open the cash flow curve worksheet of the selected record. Alternatively, you can double-click the record to open the worksheet.
5) Click the **Snapshot** menu to open.
6) Click the **Properties** option to open the **Cash Flow Properties** window of the selected record.

The **Cash Flow Properties** window is divided into two panes. The left pane shows the **General** block and the right pane shows the **Curves** block.

The following explains the components of each pane in detail.

Project or Shell Cash Flow Properties (General Pane)

The following explains the fields under the **General** block. The next topic explains the fields under the **General** block: **More Options**.

> **Note:** The red asterisk by a field indicates that the field is required.

Under the **General** block, you can manage the following cash flow properties:

- **Name:** Enter a unique name for the curve in the Name field.
- **Description:** (Optional) Enter a brief description in the Description field.
- **Detail Level:** Select a detail level option from the Detail Level box. The selected option determines the level-of-data the cash flow curves will display. Choose one:
  - **Project/Shell:** Choose this to track cash flow for the entire project/shell. For example, Baseline and Actuals curves might chart the budget and cash outlay across the entire project.
  - **Summary CBS:** Choose this option to track cash flow by summary CBS codes. To select this option, the cost sheet used in the project/shell must be a tree structure. If you select this option, the system sets the **Summary CBS Level** to **1** by default. You can select another level, based on what is available in the Cost Sheet.
  - **CBS:** Choose this to track cash flow within a project/shell at the CBS code level. This lets you track cash flow across the project for specific CBS codes, or for all CBS codes.
  - **Business Process (Commitments):** Choose this option to track cash flow associated with a particular commitment record and its line items. This includes, for example, a base contract and optionally their referenced Change Commits. Select a business process.

    Items listed are the project/shell level business processes of type "Base Commit." When creating a template, choose the one that is likely to be used in the projects/shells the template will be used in. When creating the curve in a project/shell from the template, you may need to verify that the business process chosen here is active in the project/shell or pick another from the list.
- **Select Base Commit Record:** This is selectable in a project/shell, but not in a template. Click the **Select** button. Choose the commitment record from the list of available records in the project/shell. Each commitment record can be selected only once.

You can set up the automatic creation of a cash flow curve when a Base Commit record is created and completed or reaches a particular step. This is done in the BP Setup for the business process.

- **Select your reference element:** The worksheet will display the reference elements. By default, the **Record No.** will display as the **Number**. You can click the drop-down list and choose an element to display for the **Name** field (Contract No., Contract Terms, or Title).
- **Rollup cashflow data to company/program?**
  - **Yes:** The curve will roll up to company cash flow the next time the curves are refreshed.
  - **No:** The curve will not roll up to company cash flow the next time the curves are refreshed.
- **Time Scale:** If you edit the time scale, the period close settings will be reset, and you will need to enter new ones for the new time scale.

  The time scale determines the scale and format in which the data is shown on the cash flow worksheet.

  By Month or Year: The default is Month.

  Format: Choose the format that you want the month and year displayed on the graphs. The default is M YYYY.

To save your changes, click **Save & Close**. You can continue adding curves that will make up the detail curves. To discard your changes, or close the **Cash Flow Properties** window, click **Cancel.**

Project or Shell Cash Flow Properties (General Pane - More Options)

The following explains the fields under the **General** block: **More Options**.

> **Note**: The red asterisk next to a field box indicates that the field is a required field. You will not be able to save your changes without entering a value in that field.

When you click **More Options**, the **More Options** window opens which contains the following tabs on the left pane. Each tab provides additional options for the cash flow which are described below.

Period Close Settings tab

This tab lets you set the option: **Enable auto snapshot**

The **Period Close Settings** tab lets you choose some automatic settings that will happen at the end of each period (month or year, as chosen in the Time Scale field).

When you select the **Enable auto snapshot** option, you determine when the system must take an automatic snapshot of the data.

If you selected Month for Time Scale:

You can choose a specific date each month to automatically take a snapshot, or you can specify a particular day (such as the first Monday of the month).

If you selected Year for Time Scale:

You can specify the exact date to take the snapshot each year (or a particular day such as the first Monday of January).

After an auto snapshot is taken, the curve will be refreshed immediately. Actuals (Spends) will resume after the auto snapshot is complete.

Examples of using the options: **Enable auto snapshot**, **Cutoff spends**, and **Resume Spends**

Company A wants to take an auto snapshot of its cash flow data every time period. Company A would choose a particular date (such as the 3rd of the month for Month, or January 3 for Year). The system would take the snapshot and refresh the cash flow curve. They do not select the Cut off spends option.

Company B regularly reviews and revises forecast projections during fixed days every time period. Because it does not want new Spends records to hit the cash flow worksheet during this period, they choose the **Cut off spends** option. This option requires that you select the Enable auto snapshot first. The company sets this option so that an auto snapshot is taken of their changes just before spends are resumed. Snapshots can then be used for comparison of previous forecasts with the current month. Any spends records that came in during the forecast period are not lost; the **Resume Spends** option determines whether those spends records will be included in the previous month's cash flow or pushed to the next time period.

Cutoff spends

This option is applicable for Actuals (Spends) type curves.

Selecting this option will temporarily stop spends business processes (for example, Invoices) from hitting the cash flow worksheet during analysis periods.

The **Enable auto snapshot** option must be selected first. Actuals (Spends) will resume after the auto snapshot is complete.

If no value is specified, the last date of the current month is presumed.

The system marks the time of the **Cutoff spends** date at the beginning of the day. For example, on June 30, the data can become locked at the beginning of the day and not at the end of the day, therefore, preventing the user from making any last minute changes before the start of the next month.

Apply Spends to

The selections under this period close settings option let you apply spends to an effective date or before/after a **Cutoff spends** date.

By default, **Cutoff spends** will resume immediately after an auto-snapshot is taken.

Note: If there is a gap between the Cutoff spends date and the **Enable auto snapshot** date, any spends that came during that period are not lost.

For example, if a **Cutoff spends** date is October 26 and the Enable auto snapshot on date is November 2, (and the Time Scale is monthly) that defines the freeze period. Any spends that come in on October 27, 28, 29, 30, 31, and November 1 will not hit the cash flow sheet during the freeze period. After the Enable auto snapshot on date is reached, spends will be included back in October for spends (Oct 27-31) or November for spends (Nov 1-2), and the effective date will be retained.

The same month/year as the effective date

The text of the options under **Apply Spends to** change based on the selection that you made for the Time Scale (By: Month or By: Year).

If this option is chosen, spends data is included back in the current period after the freeze period is lifted. The final output is similar to the case where no period close settings are applied because the effective date is retained. Spends for Oct 26-31 will be included in October and Nov. 1-2 spends will be included for November.

For example, if the cutoff date is the 26th of October and the snapshot date is the 2nd of November, the freeze period is Oct 26 - Nov 2. Any spends that come in on Oct 27, 28, 29, 30, 31 and Nov 1 and 2 will not show on the cash flow sheet during the freeze period. After the auto snapshot date is reached, these spends will be included back in either Oct for spends (Oct 27-31) or Nov for spends (Nov 1-2) and the effective date will be retained.

The next month/year if after the cutoff date

After the freeze period is lifted, spends data from the cutoff date to the end of the month will be included in the next month/year. Spends for Oct 26-31 will be included in November and Nov 1-2 spends will be included for November.

The previous month/year if on or before the cutoff date

After the freeze period is lifted, spends data from the start of the month up to the cutoff date will be included in the previous month/year. Spends for Oct 26-31 will be included in September and Nov 1-2 spends will be included for November.

During the **Cutoff spends** period, even if automatic refresh of the curve occurs as set in the **Schedule** tab, spends data will not hit the cash flow sheet until spends are resumed again.

Summary tab

This tab lets you automatically add the selected curve to a selected summary curve. This tab contains a list of available summary curves to choose from.

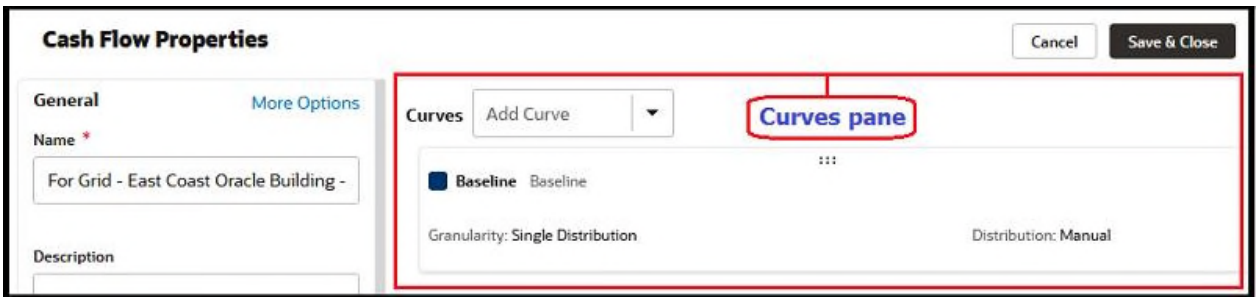
Decimal Options tab

This tab provides two options:

- **Decimal Options**: To specify the number of decimal places supported for amounts throughout the cash flow, select this option.
- **Use Currency Decimal Precision**: To ensure that the cash flow preserves the number of decimals used within areas such as Base Currency, Project Currency, and Transaction Currency, select this option.

Project or Shell Cash Flow Properties (Curves Pane)

As shown in the screen capture below, the **Cash Flow Properties** window **Curves** pane contains the **Curves** drop-down list, which lets you add or remove curves.



After you add a curve, the system adds an interactive image representation of the added curve to the **Curves** pane.

The following explains the elements of the **Curves** pane.

Curves

Click the **Curves** drop-down list to open a list that contains the list of available curves.

These curves, or data sources, have been defined by the Administrator in the **Standards & Libraries** module. (Go to the **Company Workspace** tab and switch to **Admin** mode; in the left Navigator, select **Standards & Libraries**, then select **Cash Flow**, and then select **Data Sources**.)

The **Cashflow Datasources** window, where the Administrator edits the list of data sources, contains a list of data sources that are categorized by name, curve type and color. For example, the name of a data source can be **Actuals** which is assigned to a **Spends** curve type, or the name of a data source can be **Original Budget** which is assigned to a **Portfolio Budget** curve type.

Different names can be assigned to on curve type. That is to state, depending on the curve type, the curve setup options will differ. The admin can define one curve for every data source.

For more information, see the *Unifier Essentials Modules Administration Guide*.

> **Note:** The **Portfolio Budget** curve is linked to scenarios in the **Portfolio Manager**. The Project Manager must create this curve. After it is created, the curve shows the initial budget projections.

The list of available curves include:

- **Baseline** curve
- **Actual** (Spends) curve
- **Forecast** curve
- **Derived** curve
- **Portfolio** Budget curve
- **Custom** curve

When you open a curve, you can view the data in the transaction currency, if the transaction currency is different than the project currency.

If a curve, or data source, is available within the **Curves** pane (interactive image representation of the added curve), double-click anywhere on the image to open the curve window. In this window, you can see the curve type information as well as information related to the curve, as described in the following table. If you make any changes, click **Update** to save your changes; otherwise, click **Cancel** to discard your changes or close the window.

Curve Type	Description
Granularity	▸ Single distribution of sum of Base Commit and all changes ▸ By individual record (base commit and all changes separately) ▸ By line items within each individual record
Distribution Method	▸ Manual entry of values for each cash flow period ▸ Manual dates and manual profile selection ▸ Business process dates and default profile selection
Select change orders you want to include	▸ List of Business Processes and corresponding statuses are presented. Manual entry of values for each cash flow period ▸ Manual dates and manual profile selection ▸ Business process dates and default profile selection ▸ You have the option to add methods to the distribution method or remove methods from the distribution method.
Variance	Your options are **Inflow** or **Outflow**. See the following topics for details about **Variance** values.

To add a curve:

1) Click the **Curves** drop-down list.
2) Select a data source, or curve, from the list (for example, select **Forecast**) to open the data source window.
3) Enter values in the fields and click **Add**, when finished.

Project or Shell Cash Flow Properties Curves Pane and Curve Types

This topic provides details about adding curves to the cash flow.

You can construct cash flow curves by:

- **Project/Shell**
- **Summary CBS** (Summary CBS Code) If you select this option, the system sets the **Summary CBS Level** to **1** by default. You can select another level, based on what is available in the Cost Sheet.
- **CBS** (CBS Code)

- **Commitment** (a specific commitment BP and record)

The following topics explains the process for adding the following curves to a cash flow worksheet, for comparison:

- **Baseline** curve
- **Forecast** curve

> **Notes**: The procedures that follow:
>
> - Assume that you have created your data sources.
> - Describe how to add a curve type to an *existing* cash flow (using the **Detail Level** column of the **Cash Flow** log for the project/shell) that does not have a curve.

Baseline Curve

The following topics explain how to add a **Baseline** curve for cash flow by:

- **Project/Shell**
- **Summary CBS or CBS**
- **Commitment** or **Business Process (Commitments)**

> **Notes**: The procedures that follow:
>
> - Assume that you have created your data sources.
> - Describe how to add a curve type to an existing cash flow (using the **Detail Level** column of the **Cash Flow** log for the project/shell) that does not have a curve.

Adding a Baseline Curve for Cash Flow by Project or Shell

To add a Baseline curve for cash flow by project/shell:

1) Go to the shell tab and switch to **User** mode.

   This is the shell that contains the cash flow that you want.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.

   The **Cash Flow** log is the starting place for cash flow operations. The log displays all existing cash flow curves and also provides options for creating new curves, copying curves, viewing curve properties, and assigning curve usage privileges to other users.
3) Select the cash flow from the **Cash Flow** log.
4) Click the *gear menu* (⚙) and click the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
5) In the **Cash Flow Properties** window **General** pane, ensure that the **Project/Shell** option is selected from the **Detail Level** drop-down list. The options under the **Detail Level** drop-down list are:
   - **Project/Shell**

- **Summary CBS**
- **CBS**
- **Business Process (Commitments)**

When you select the **Project/Shell** option in the **Detail Level** drop-down list, you have the option to filter for either the CBS Codes, or filter for the Summary CBS Codes.

6) In the **Cash Flow Properties** window **Curves** pane, click the **Curves** drop-down list and select **Baseline** to open the **Baseline** window.
7) Complete the fields in this window by using the following information. When finished click **Save & Close** to save your work and open the cash flow worksheet that you have added.

When you select the **Project/Shell** option in the **Detail Level** drop-down list (**General** pane) and in the **Curves** pane you add **Baseline** curve (from the **Curves** drop-down list), proceed to set up the following parameters:

Parameter	Description
Cost	**Note:** You can choose the cost column when creating a curve in a project/shell but not in templates. Select *one* of the following options: • **Manual** Lets you manually enter amounts for each period. This option will be available if you have chosen **Manual** in the **Distribution** drop-down list. You can enter cost information in the **Total** field on the worksheet. • **Distribute amount from Cost Sheet Column** Lets you use the default distribution profile. This option will be available if you have chosen **Auto by default profile** in the **Distribution** drop-down list. Examples of column: Approved Budget Revisions, Approved Commitment Changes, Approved Contracts, and so forth.

Parameter	Description
Schedule	Define the range of dates (what dates to start the curve and end the curve) to use to plot the cash flow data. Select *one* of the following options for each date: ▸ **Manual**: Select this option to manually enter the date in the cash flow worksheet. ▸ **Use dates from Activity Sheet**: Select an activity sheet (from the **Select Activity Sheet** window). After you select using dates from an activity sheet, you must determine the values for the **Project Type**, **From Date**, and **To Date**fields.

Parameter	Description
Distribution	Distribution profiles are used to distribute data automatically in the cash flow worksheet. This option lets you select a distribution profile to use as the default distribution profile for the curve. Select *one* of the following options for how to distribute the data automatically between cash flow time periods: ▸ **Manual** Lets you enter values into each field manually. ▸ **Company Level** Lets you select a pre-determined method for distribution. Your options are: ▸ Linear ▸ S curve ▸ Front Loaded ▸ Back Loaded ▸ **Project Level** Lets you select from a list of available project levels. The distribution profiles are defined in the: ▸ Go to the **Company Workspace** tab and switch to **Admin** mode. In the left Navigator, select **Standards & Libraries**, select **Cash Flow**, and then select **Distribution Profiles**. or ▸ Go to the shell tab and switch to **User** mode. In the left Navigator, select **Financial Analysis**, and then select **Cash Flow**. From the toolbar, click **Actions**, and then select **Manage Distribution Profiles**. The default profile is used for the initial display and calculations in the cash flow worksheet. You can change the distribution profile from the worksheet. If you do this, the default profile will automatically update to reflect the current selection. When you build a **Baseline** curve for individual line items, the Schedule of Value (SOV) type influences the distribution options. ▸ If the SOV lists individual line items by CBS, you can distribute cost for each

Parameter	Description
Variance	Your choices are: ▸ **Inflow** ▸ **Outflow** For **Project/Shell**, typically, the **Variance** is set to **Inflow** for a **Baseline** type curve. The value will be used to calculate variances against the **Outflow** type curves.

Adding a Baseline Curve for Cash Flow by Summary CBS or CBS

To add a Baseline curve for cash flow by Summary CBS or CBS:

1) Go to the shell tab that contains the cash flow and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow**, the start point for all cash flow operations.
3) In the **Cash Flow** log:
   a. Select a cash flow.
   b. Click the *gear menu* (⚙) and select **Properties**.
4) In the **General** pane of the **Cash Flow Properties** window, select any of the following options from the **Detail Level** drop-down list:
   - *Summary CBS* (for summary CBS codes)
   - *CBS* (for cash flow by individual CBS codes)
5) In the **Curves** pane of the **Cash Flow Properties** window, select *Baseline* from the **Curves** drop-down list.
6) In the **Baseline** window, select the cash flow properties for a Baseline curve. For more details, see the tables below.

You can create another Baseline curve by selecting Cost Sheet as the source for cost or create a Forecast, Spends, and Custom curve.

Cash Flow Properties Setup For a Baseline Curve by Summary CBS

When you select the **Summary CBS** option in the **Detail Level** drop-down list (**General** pane) and in the **Curves** pane you add **Baseline** curve (from the **Curves** drop-down list), proceed to set up the following parameters:

Property	Description
Cost	**Note**: You can choose the cost column when creating a curve in a project/shell but not in templates. Select your cost source as *one* of the following options: - **Manual:** Select this option if you want to manually enter amounts for each period. You can enter cost information in the **Total** field on the worksheet. This option is available if you select *Manual* in the **Distribution** drop-down list. - **Distribute amount from Cost Sheet Column:** Select this option if you want to use the default distribution profile. This option is available if you select *Auto* in the **Distribution** drop-down list. For example, columns such as *Approved Budget Revisions*, *Approved Commitment Changes*, *Approved Contracts*.

Property	Description
Schedule	Define the range of dates to use to plot the cash flow data. These are the dates you specify to start the curve and end the curve. Select *one* of the following options for each date: ▸ **Manual**: Select this option if you want to manually enter the date in the cash flow worksheet. ▸ **Use dates from Activity Sheet**: Select this option if you want to select dates from an activity sheet. Select a specific sheet in the **Select Activity Sheet** window, and proceed to specify the **Project Type**, **From Date**, **To Date,** and **Periods for Cost Distribution**.
Project Type	If you chose the **Schedule** as *Use Dates from Activity sheet*, select the project as either *Baseline* or *Current*.
From Date	If you chose the **Schedule** as *Use Dates from Activity Sheet*, select the start date to use for plotting the cash flow curve.
To Date	If you chose the **Schedule** as *Use Dates from Activity Sheet*, select the end date to use for plotting the cash flow curve.

Property	Description
Distribution	Distribution profiles are used to distribute data automatically in the cash flow worksheet. Select a distribution profile to use as the default distribution profile for the curve. Select any of the following options: ▸ **Manual**: Select this option if you want to enter values in each field manually. ▸ **Auto:** Select this option if you want to specify a default distribution profile for initial display and calculations in the cash flow worksheet. If you change the distribution profile from the worksheet, the default profile is also updated to reflect the current selection. To specify a default distribution profile: I. Click the **CBS Profile Distribution** button. 2. In the **Distribute by default profile CBS** window: a. Select a predetermined distribution method (at the **Company Level** or **Project Level**)from the **Set Profile** drop-down list. The distribution profiles for this field are defined in the following locations: ▪ Go to the **Company Workspace** tab and switch to **Admin** mode. In the left Navigator, select **Standards & Libraries**, select **Cash Flow**, and then select **Distribution Profiles**. or ▪ Go to the shell tab and switch to **User** mode. In the left Navigator, select **Financial Analysis**, and then select **Cash Flow**. From the toolbar, click **Actions**, and then select **Manage Distribution Profiles**. b. Select one or more WBS codes from the list, and click **Update**.

Property	Description
Periods for Cost Distribution	This field displays only if you have selected the **Schedule** option as *Use Dates from Activity Sheet*, and **Distribution** as *Auto* Select any of the following options to specify how to distribute the costs based on the activity schedule: ▸ **Consecutive Periods**: Select this option to distribute costs based on the profile from the earliest start to the latest finish dates across activities for each CBS or Summary CBS code. This is the default option for new or existing curves if you selected **Schedule** as *Use Dates from Activity Sheet*. ▸ **Exclude Gap Periods**: Select this option to distribute costs by honoring gaps between activities if there are multiple activities for the same CBS Code. ▸ **Honor Working Days**: Select this option to distribute costs based on the working days of activities.
Variance	For **Summary CBS**, typically, the **Variance** is set to **Inflow** for a **Baseline** type curve. This value is used to calculate variances against the **Outflow** type curves. Your choices are: ▸ *Inflow* ▸ *Outflow*

Cash Flow Properties Setup For a Baseline Curve by CBS

When you select the **CBS** option in the **Detail Level** drop-down list (**General** pane) and in the **Curves** pane you add **Baseline** curve (from the **Curves** drop-down list), proceed to set up the following parameters:

Property	Description
Bring Baseline Data From	Specify the source of your baseline data. Select any of the following options: ▸ **General**: Select this option if you want to bring baseline data from a general CBS code. ▸ **Activity Sheet**: Select this option if you want to use cost and dates information from an activity sheet. Proceed to specify the **Sheet Name**, **Project Type**, **Cost**, and **Schedule & Distribution**. **Note:** Cash flow worksheet data will not show accurate amounts when multiple CBS Codes are associated with a single resource. If you assign a resource to multiple activities with multiple CBS codes in the Activity Sheet and the cash flow curve has *Baseline* selected as the **Project Type**, the curve data will be incorrect.
Data Type	This field displays if you chose to **Bring Baseline Data From** a *P6 Summary Sheet*. Select any of the following values: ▸ *At Completion*: Select this option if you want to draw the Baseline curve using the At Completion Cost spread. ▸ *Planned*: Select this option if you want to draw the Baseline curve using the Planned Cost spread.
Sheet Name	If you chose to **Bring Baseline Data From** an *Activity Sheet*, select an activity sheet.

Property	Description
Cost	**Note**: You can choose the cost column when creating a curve in a project/shell but not in templates. Select your cost source as *one* of the following options: ▸ **Manual**: Select this cost option if you want to manually enter amounts for each period. This option will be available if you selected the **Distribution** as *Manual*. This allows you enter cost information in the **Total** field on the worksheet. ▸ **From Activity Sheet Column**: This cost option displays if you chose to **Bring Baseline Data From** an *Activity Sheet*. Select a column from the Activity Sheet such as *At Completion Cost*, *Planned Cost*, or *Remaining Cost*, and so forth. ▸ **From Cost Sheet Column**: Select this cost option if you if you chose to **Bring Baseline Data From** an *Activity Sheet.*, and want to use a default distribution profile. This option is available if you selected the **Distribution** field value as *Auto*. From the drop-down list, select a column name such as *Approved Budget Revisions*, *Approved Commitment Changes*, *Approved Contracts*, and so forth.
Schedule & Distribution	If you chose to **Bring Baseline Data From** an *Activity Sheet*, select a column for the Schedule & Distribution method.

Property	Description
Schedule	Define the range of dates to use for plotting the cash flow data. These are the dates you specify to start the curve and end the curve. Select *one* of the following options: ▸ **Manual**: Select this option if you want to manually enter the date in the cash flow worksheet. ▸ **Use dates from Activity Sheet**: Select this option if you want to use an activity sheet from the **Select Activity Sheet** window. When you select this option, you will need to also specify the **Project Type**, **From Date**, **To Date,** and **Periods for Cost Distribution**.
Project Type	If you chose to **Bring Baseline Data From** an *Activity Sheet*, select the project as either *Baseline* or *Current*.
From Date	If you chose the **Schedule** as *Use Dates from Schedule Sheet* or *Use Dates from Activity Sheet*, select the start date to use for plotting the cash flow curve.
To Date	If you chose the **Schedule** as *Use Dates from Schedule Sheet* or *Use Dates from Activity Sheet*, select the end date to use for plotting the cash flow curve.

Property	Description
Distribution	Distribution profiles are used to distribute data automatically in the cash flow worksheet. This option lets you select a distribution profile to use as the default distribution profile for the curve. Select any of the following options: ▸ **Manual**: Select this option if you want to enter values in each field manually. ▸ **Auto:** Select this option if you want to specify a default distribution profile for initial display and calculations in the cash flow worksheet. If you change the distribution profile from the worksheet, the default profile is also updated to reflect the current selection. To specify a default distribution profile: I. Click the **CBS Profile Distribution** button. 2. In the **Distribute by default profile CBS** window: a. Select a predetermined distribution method (at the **Company Level** or **Project Level**)from the **Set Profile** drop-down list. The distribution profiles for this field are defined in the following locations: ▪ Go to the **Company Workspace** tab and switch to **Admin** mode. In the left Navigator, select **Standards & Libraries**, select **Cash Flow**, and then select **Distribution Profiles**. or ▪ Go to the shell tab and switch to **User** mode. In the left Navigator, select **Financial Analysis**, and then select **Cash Flow**. From the toolbar, click **Actions**, and then select **Manage Distribution Profiles**. b. Select one or more WBS codes from the list, and click **Update**.

Property	Description
Periods for Cost Distribution	This field displays only if you have selected the **Schedule** option as *Use Dates from Activity Sheet*, and **Distribution** as *Auto.* Select any of the following options to specify how to distribute the costs based on the activity schedule: ▸ **Consecutive Periods**: Select this option to distribute costs based on the profile from the earliest start to the latest finish dates across activities for each CBS or Summary CBS code. This is the default option for new or existing curves if you selected **Schedule** as *Use Dates from Activity Sheet*. ▸ **Exclude Gap Periods**: Select this option to distribute costs by honoring gaps between activities if there are multiple activities for the same CBS Code. ▸ **Honor Working Days**: Select this option to distribute costs based on the working days of activities.
Variance	For **CBS**, typically, the **Variance** is set to **Inflow** for a **Baseline** type curve. This value is used to calculate variances against the **Outflow** type curves. Your choices are: ▸ *Inflow* ▸ *Outflow*

Adding a Baseline Curve for Cash Flow by Business Process (Commitments)

A Commitment BP (such as a Base Commit or a Change Commit) is a sub-type of a Cost type BP.

You can build one **Baseline** curve per **Business Process (Commitments)** record.

To add a Baseline curve for cash flow by Business Process (Commitments):

1) Go to the shell tab and switch to **User** mode.
   This is the shell that contains the cash flow that you want.

2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.

   The **Cash Flow** log is the starting place for cash flow operations. The log displays all existing cash flow curves and also provides options for creating new curves, copying curves, viewing curve properties, and assigning curve usage privileges to other users.

3) Select the cash flow from the **Cash Flow** log.

4) Click the *gear menu* (⚙), and click the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).

5) In the **Cash Flow Properties** window **General** pane, ensure that a record under the **Business Process (Commitments)** label is selected from the **Detail Level** drop-down list.

   The options under the **Detail Level** drop-down list are:

   - **Project/Shell**
   - **Summary CBS**
   - **CBS**
   - **Business Process (Commitments)**

6) In the **Cash Flow Properties** window **Curves** pane, click the **Curves** drop-down list, and select **Baseline** to open the **Baseline** window.

When you select the **Business Process (Commitments)** option in the **Detail Level** drop-down list and a **Base Commit** record (from **Select Base Commit Record**) in the **General** pane, and in the **Curves** pane you add **Baseline** curve (from the **Curves** drop-down list), proceed to set up the following parameters:

Parameter	Description

Parameter	Description
Granularity	The cash flow **Granularity** option that you select determines the: ▸ **Distribution Method** options that are available. ▸ Level of record detail available in the cash flow curve. You can roll up Base Commit and Change Commit and see individual records separately, or you can drill to individual line items in a **Business Process (Commitments)** record. The options that you can select from are: ▸ **Single distribution of sum of base commit and all changes:** Selecting this option limits the Distribution Method to Manual entry of values per cash flow period. In User mode, you must open the cash flow details window to complete time scale fields and distribute the rolled up values of the Base Commit record and any Change Commit records. ▸ **By individual record (base commit and all changes separately):** Selecting this option lets you choose from the following options for the **Distribution Method**: ‣ **Manual entry of values per cash flow period:** Use this option to enter the time scale manually and to distribute costs. ‣ **Manual Dates and manual profile selection:** Use this option to enter the time scale manually and select a distribution curve. ‣ **Business process dates and default profile selection:** Use this option to select the time scale from fields on the business process. Click **Details** to open the selection window. Use this option to enter dates manually and select a distribution profile. In User mode, the curve data is read-only, but you can change the distribution profile. This selection requires a sub-selection. There are four columns in the **Auto Distribution** window: ▪ **Business Process:** The list comes from the Cost-type

Parameter	Description
Distribution Method	The **Cash Flow Granularity** option that you select determines the **Distribution Method** options that are available, as described earlier, and the level of record detail available in the cash flow curve. By default, the system displays **Business Process (Commitments)** curve cost data in the record transaction currency, which is stored in project currency (using the active currency exchange rate table). If the transaction currency is different from the project currency, you can change the currency view between transaction and project currencies, but you can only edit data in the transaction currency. If there is a more recent value in the exchange rate table, refreshing the curve will refresh the cost data. For more information, see ***Transaction Currency in Baseline Curve for Cash Flow by Business Process (Commitments)*** (on page 74).
Select change orders you want to include	Add or remove business process from the list. Add Change Commit BPs, according to the status. These line items are also seen in the cash flow curve details window.
Variance	Your choices are: ▸ **Inflow** ▸ **Outflow** For **Business Process (Commitments)**, typically, the **Variance** is set to **Inflow** for a **Baseline** type curve. The value will be used to calculate variances against the **Outflow** type curves.

Transaction Currency in Baseline Curve for Cash Flow by Business Process (Commitments)

For costs distributed in the transaction currency, the system calculates and stores the distribution in project currency using the exchange rate table.

As a result, in curves based on a Business Process (Commitments) record, the system shows cash flow in the transaction currency of the record when it was created. The system stores the data in project currency.

If the project currency is different from the transaction currency, both the main and detail windows contain a currency drop-down list which you can use to show costs in the project currency; however, you can only edit data in the transaction currency mode.

Currency conversion is based on the active company-level Exchange Rates table.

Bulk edit is unavailable if the detail window is in project currency mode.

In curves based on a Business Process (Commitments) record, the detail window shows columns from the Business Process. For example, Number, Name, Line No, CBS Code, Description (Short Description).

Actuals (Spends) Curve

The Actuals (or "spends") curve tracks the actual invoice transactions. Actuals pulls the data from a column of the cost sheet. As a result, you must select a column associated with the data source for the **Spends** type business process and status that you want to track.

> **Note**: These curves display actual spent amounts per time period and are not editable or distributed.

The following topics explain how to add an **Actuals** (Spends) curve for cash flow by:

- **Project/Shell**
- **Summary CBS or CBS**
- **Commitment** or **Business Process (Commitments)**

> **Notes**: The procedures that follow:
>
> - Assume that you have created your data sources.
> - Describe how to add a curve type to an *existing* cash flow (using the **Detail Level** column of the **Cash Flow** log for the project/shell) that does not have a curve.

Adding Actuals (Spends) Curve for Cash Flow by Project or Shell

To add Actuals (or "spends") curve for cash flow by project/shell:

1) Go to the shell tab and switch to **User** mode.
   This is the shell that contains the cash flow that you want.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.

The **Cash Flow** log is the starting place for cash flow operations. The log displays all existing cash flow curves and also provides options for creating new curves, copying curves, viewing curve properties, and assigning curve usage privileges to other users.

3) Select the cash flow from the **Cash Flow** log.
4) Click the *gear menu* (⚙) and click the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
5) In the **Cash Flow Properties** window **General** pane, ensure that the **Project/Shell** option is selected from the **Detail Level** drop-down list. The options under the **Detail Level** drop-down list are:
   - **Project/Shell**
   - **Summary CBS**
   - **CBS**
   - **Business Process (Commitments)**

   When you select the **Project/Shell** option in the **Detail Level** drop-down list, you have the option to filter for either the CBS Codes, or filter for the Summary CBS Codes.
6) In the **Cash Flow Properties** window **Curves** pane, click the **Curves** drop-down list and select **Actuals** to open the **Actuals** window.
7) Complete the fields in this window by using the following information. When finished click **Save & Close** to save your work and open the cash flow worksheet that you have added.

When you select the **Project/Shell** option in the **Detail Level** drop-down list (**General** pane) and in the **Curves** pane you add **Actuals** (or "spends") curve (from the **Curves** drop-down list), proceed to set up the following parameters:

Parameter	Description
Cost	**Note**: You can choose the cost column when creating a curve in a project/shell but not in templates (because there is no cost sheet to reference in a template). (Required) Lets you select a cost sheet column (for example: Approved Budget Revisions, Approved Commitment Changes, and so forth). If you are creating a detail curve template, you will not be able to add an **Actuals** (or "spends") curve.

Parameter	Description
Variance	Your choices are: ▸ **Inflow** ▸ **Outflow** For **CBS**, typically, the **Variance** is set to **Outflow** for an **Actuals** (Spends) type curve. The value will be used to calculate variances against the **Inflow** type curves.

Adding Actuals (Spends) Curve for Cash Flow by CBS Summary or CBS

To add an Actuals (or "spends") curve for cash flow by Summary CBS or CBS:

1) Go to the shell tab and switch to **User** mode.
   This is the shell that contains the cash flow that you want.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
   The **Cash Flow** log is the starting place for cash flow operations. The log displays all existing cash flow curves and also provides options for creating new curves, copying curves, viewing curve properties, and assigning curve usage privileges to other users.
3) Select the cash flow from the **Cash Flow** log.
4) Click the *gear menu* (⚙) and click the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
5) In the **Cash Flow Properties** window **General** pane, ensure that either **Summary CBS** (for summary CBS codes) option or **CBS** (for cash flow by individual CBS codes) is selected from the **Detail Level** drop-down list. The options under the **Detail Level** drop-down list are:
   - **Project/Shell**
   - **Summary CBS**
   - **CBS**
   - **Business Process (Commitments)**
6) In the **Cash Flow Properties** window **Curves** pane, click the **Curves** drop-down list and select **Actuals** to open the **Actuals** (**Curves Type**: **Spends**) window.

The following explains the details regarding the following selections:

- **Summary CBS**
- **CBS**

When you select the **Summary CBS** option in the **Detail Level** drop-down list (**General** pane) and in the **Curves** pane you add **Actuals** (or "spends") curve (from the **Curves** drop-down list), proceed to set up the following parameters:

Cost

You can choose the cost column when creating a curve in a project/shell but not in templates (because there is no cost sheet to reference in a template).

(Required) Lets you select a cost sheet column (for example: Approved Budget Revisions, Approved Commitment Changes, and so forth).

If you are creating a detail curve template, you will not be able to add an **Actuals** (or "spends") curve.

Set Effective Date for CBS

The data of the curve before this date will not be included in the cash flow.

(Optional) Indicate whether you want to set an effective date for the Cost Based Schedule (CBS) code.

For setting the date for CBS and Summary CBS type cash flow curves, see the information below.

Variance

This is set, typically, to **Outflow** for an **Actuals** (or "spends") curve.

This will be used to calculate variances against the Inflow type curves.

When you select the **CBS** option in the **Detail Level** drop-down list (**General** pane) and in the **Curves** pane you add **Actuals** (or "spends") curve (from the **Curves** drop-down list), proceed to set up the following parameters:

Bring Actuals Data From

Your options are:

- **Generic**

  Lets you choose to bring data from a general CBS code.
- **Activity Sheet**

  Select an activity sheet from the **Sheet Name** drop-down list.

  Select a project type from the **Project Type** drop-down list.

  (Required) Select your cost source from the **Cost** drop down list. Your options are:
  - **From Activity Sheet Column**
  - **From Cost Sheet Column**

  (Required) Select the schedule and distribution method from the **Schedule & Distribution** drop-down list.

Cost

You can choose the cost column when creating a curve in a project/shell but not in templates (because there is no cost sheet to reference in a template).

(Required) Lets you select a cost sheet column (for example: Approved Budget Revisions, Approved Commitment Changes, and so forth).

If you are creating a detail curve template, you will not be able to add an Actuals (or "spends") curve.

Set Effective Date for CBS

The data of the curve before this date will not be included in the cash flow.

(Optional) Indicate whether you want to set an effective date for the Cost Based Schedule (CBS) code.

For setting the date for CBS and Summary CBS type cash flow curves, see the information below.

Variance

This is set, typically, to **Outflow** for an **Actuals** (or "spends") curve.

This will be used to calculate variances against the Inflow type curves.

CBS and Summary CBS Type Cash Flow Curves (Actuals)

For CBS and Summary CBS type cash flow curves, where the data is coming from cost sheet, if you do not want the Actuals amounts to be used until a certain date, so that the cash flow is accurate, you can set an effective date for the cash flow curve.

Either after you have created a cash flow worksheet, or you have an existing cash flow worksheet, to determine to whether set an effective date for CBS and Summary CBS type cash flow curves:

1) In the Cash Flow log, click the *gear menu* (⚙) of your CBS, or Summary CBS, type cash flow and select Properties.
2) In the Cash Flow Properties window, open the Actuals curve.
3) In the Actuals window, click the Set Effective Date for CBS drop-down field and select one of the following choices:
   - **No** (Default value)
   - **Yes**

   If you select **No**, the effective date will remain as is.

   If you select **Yes**, the Define Effective Dates option will appear on the Actuals window. This date represents the date from which the Actuals data are included in the cash flow curve.

   1. Click the **Define Effective Dates** option to open the **Define Date per CBS** window.
   2. In the **Define Date per CBS** window, select the CBS items that you must set an effective date for. You can select one or more rows (CBS codes) and bulk select the date time.
   3. Select a date and time (in the **Select Date Time** field).

The effective date serves as a cut-off date and time. Any data before this effective date (time) will not be included in cash flow curve.

The Variance calculations and the Forecast curve calculations will retain the data of Actuals curve.

The Distribution profiles of the Forecast curve will also use the effective date as the start for the Actuals.

If the cash flow is used for rollup, the cash flow data will roll up, considering the effective date.

The date reset options (Remove Effective Dates) enables you clear the effective date, from the selected CBS codes.

Shell templates that contain CBS and Summary CBS type cash flow curves (Actuals) with a set effective date can be used to update existing shell templates.

You can set effective date (date and time) for CBS and Summary CBS type cash flow curves (Actuals) in a shell template, instead of defining the dates for every new curve individually, and push the template.

When integrated with Web Services, the effective date can be included to help the users create the cash flow curve directly, without having to change the dates in Unifier Essentials.

Adding Actuals (Spends) Curve for Cash Flow by Business Process (Commitments)

A Commitment BP (such as a Base Commit or a Change Commit) is a sub-type of a Cost type BP.

You can build one **Actuals** (Spends) curve per **Business Process (Commitments)** record.

To add an **Actuals** (Spends) curve for cash flow by Business Process (Commitments):

1) Go to the shell tab and switch to **User** mode.

   This is the shell that contains the cash flow that you want.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.

   The **Cash Flow** log is the starting place for cash flow operations. The log displays all existing cash flow curves and also provides options for creating new curves, copying curves, viewing curve properties, and assigning curve usage privileges to other users.
3) Select the cash flow from the **Cash Flow** log.
4) Click the *gear menu* (⚙) and click the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
5) In the **Cash Flow Properties** window **General** pane, ensure that a record under the **Business Process (Commitments)** label is selected from the **Detail Level** drop-down list. The options under the **Detail Level** drop-down list are:
   - **Project/Shell**
   - **Summary CBS**
   - **CBS**
   - **Business Process (Commitments)**
6) In the **Cash Flow Properties** window **Curves** pane, click the **Curves** drop-down list and select **Actuals** (Spends) to open the **Actuals** (**Curve Type**: **Spends**) window.

When you select the **Business Process (Commitments)** option in the **Detail Level** drop-down list and a **Base Commit** record (from **Select Base Commit Record**) in the **General** pane, and in the **Curves** pane you add **Actuals** (Spends) curve (from the **Curves** drop-down list), proceed to set up the following parameters:

Parameter	Description
Granularity	The options that you can select from are: ▸ By Business Process ▸ By line items from Schedule of Values (SOV) The cash flow **Granularity** option that you select determines the: ▸ **Distribution Method** options that are available. ▸ Level of record detail available in the cash flow curve. You can roll up Base Commit and Change Commit and see individual records separately, or you can drill to individual line items in a **Business Process (Commitments)** record.
Cost	Under the **Select Spends Business Process** field: Add or remove business process from the list.
Variance	Your choices are: ▸ **Inflow** ▸ **Outflow** For **Business Process (Commitments)**, typically, the **Variance** is set to **Inflow** for a **Baseline** type curve. The value will be used to calculate variances against the **Outflow** type curves.

Cash Flow by Commitment and Cash Flow Family Curves for Actuals (Spends) Curve

In the cash flow family curves for **Actuals** (or "spends") curve for the cash flow by Business Process (Commitments) for:

- Base Commits
- Change Commits
- Payment Application BPs

If the **Effective Date** (uuu_effective_date) field has been defined in the **Detail Form** design, this date is used as the effective date for the **Costed Line Items**. In the absence of the **Effective Date** (uuu_effective_date) field, the workflow **End Date** will be used for the **Cash Flow**.

You can see the **Costed Amount** for the **Cash Flow** curves of **Actuals** (Spends) type level **CBS** and **Summary CBS**.

You can see the **Line Item** amount for the **Cash Flow** curves of **Actuals** (Spends) type level **Project/Shell**.

Actuals (Spends) Curve and Forecast Curve

The system complies with the initial profile. If Actuals (or "spends") are received for a portion of the curve, and the Forecast curve is connected to Actuals (or "spends"), the system takes the already-consumed-profile portion out of the equation and redistributes the unconsumed pending profile portion.

Examples:

- The Forecast curve starts from Jan 2022 - Dec 2024, stretching the system's default 20 point distribution profile over 36 periods.
- Actuals were received January 2022, February 2022, and March 2022.
- These three periods of Forecast curve already consumed 1.67 points of period distribution.
- The Forecast end date is now changed to December 2025.
- The Forecast curve is now March 31, 2022, to December 2025.
- The system then distributes the remaining 18.33 points of profile over 45 periods.

> **Note:** The system generates Actuals information at the start of the day and uses it to update the Forecast information. Therefore, on the last day of an Auto Snapshot (the cutoff date), the Forecast does not include changes that might have occurred between the generation of the Actuals and the generation of the Forecast and the system might prevent you from updating Actuals information on the last day of the cycle.

If there are some CBS codes that have received Actuals (or "spends") and some CBS codes that did not, the CBS codes that did not receive Actuals (or "spends") will be replaced by 0 at the end of the month, or on the cutoff date (depending on the UI settings).

If there are some CBS codes that have received future Actuals (or "spends") and some CBS codes that did not, the Forecast curve will not reflect future Actuals (or "spends") until they become current.

The following section explains the **Forecast** curve.

Forecast Curve

As a part of cash flow management, forecasting is about calculating the future expenditures, based on the project schedules.

The following topics explain how to add a **Forecast** curve for cash flow by:

- **Project/Shell**
- **Summary CBS or CBS**
- **Commitment** or **Business Process (Commitments)**

> **Notes**: The procedures that follow:
>
> - Assume that you have created your data sources.
> - Describe how to add a curve type to an existing cash flow (using the **Detail Level** column of the **Cash Flow** log for the project/shell) that does not have a curve.

Adding a Forecast Curve for Cash Flow by Project or Shell

To add Actuals (or "spends") curve for cash flow by project/shell:

1) Go to the shell tab and switch to **User** mode.
   This is the shell that contains the cash flow that you want.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
   The **Cash Flow** log is the starting place for cash flow operations. The log displays all existing cash flow curves and also provides options for creating new curves, copying curves, viewing curve properties, and assigning curve usage privileges to other users.
3) Select the cash flow from the **Cash Flow** log.
4) Click the *gear menu* (⚙) and click the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
5) In the **Cash Flow Properties** window **General** pane, ensure that the **Project/Shell** option is selected from the **Detail Level** drop-down list. The options under the **Detail Level** drop-down list are:
   - **Project/Shell**
   - **Summary CBS**
   - **CBS**
   - **Business Process (Commitments)**

   When you select the **Project/Shell** option in the **Detail Level** drop-down list, you have the option to filter for either the CBS Codes, or filter for the Summary CBS Codes.
6) In the **Cash Flow Properties** window **Curves** pane, click the **Curves** drop-down list and select **Forecast** to open the **Forecast** window.
7) Complete the fields in this window by using the following information. When finished click **Save & Close** to save your work and open the cash flow worksheet that you have added.

When you select the **Project/Shell** option in the **Detail Level** drop-down list (**General** pane) and in the **Curves** pane you add **Forecast** curve (from the **Curves** drop-down list), proceed to set up the following parameters:

Parameter	Description
Cost	**Note:** The distribution method that you select determines the Cost options that are available. Select *one* of the following options: ▸ **Manual**: Select this option to setup manual entry of amounts for each period. This option is available if you have chosen **Manual** in the **Distribution** drop-down list. Users can then enter cost information in the **Total** field on the worksheet. ▸ **Distribute amount from Cost Sheet Column:** Select this option to setup a default distribution profile. This option is available if you have chosen **Auto** in the **Distribution** drop-down list. Examples of column: Approved Budget Revisions, Approved Commitment Changes, Approved Contracts, and so forth.
Schedule	This parameter lets you plot the cash flow data. You can select *one* of the following options: ▸ **Manual** ▸ **Use dates from Activity Sheet** Lets you select an activity sheet (from the **Select Activity Sheet** window). After you select **Use dates from Activity Sheet**, you must determine the values for the **Project Type**, **From Date**, and **To Date** fields.

Parameter	Description
Distribution	Distribution profiles are used to distribute data automatically in the cash flow worksheet. This option lets you select a distribution profile to use as the default distribution profile for the curve. Select *one* of the following options for how to distribute the data automatically between cash flow time periods: ▸ **Manual**: Select this option to enter values into each field manually and therefore distribute the amount form the cost sheet column. ▸ **Company Level:** Select this option to choose a pre-determined method for distribution. Your options are: *Linear, S curve, Front Loaded, Back Loaded.* ▸ **Project Level:** Select this option to choose from a list of available project levels. **Note:** If the initial **Forecast** uses a distribution profile, and it has a configuration start at the end of Actuals (or "spends"), the profile does not impact the **Forecast** distribution when you receive Actuals (or "spends"). The distribution profiles are defined in the: ▸ Go to the **Company Workspace** tab and switch to **Admin** mode. In the left Navigator, select **Standards & Libraries**, select **Cash Flow**, and then select **Distribution Profiles**. or ▸ Go to the shell tab and switch to **User** mode. In the left Navigator, select **Financial Analysis**, and then select **Cash Flow**. From the toolbar, click **Actions**, and then select **Manage Distribution Profiles**. The default profile is used for the initial display and calculations in the cash flow worksheet. You can change the distribution profile from the worksheet. If you do this, the default profile will automatically update to reflect the current selection. When you build a **Baseline** curve for individual line items, the Schedule of Value (SOV) type influences the distribution options. ▸ If the SOV lists individual line items by

Parameter	Description
Variance	Your choices are: ▸ **Inflow** ▸ **Outflow** For **CBS**, typically, the **Variance** is set to **Outflow** for an **Actuals** (Spends) type curve. The value will be used to calculate variances against the **Inflow** type curves.
Begin calculations at end of curve	Select this option if you want to automatically start the **Forecast** at the end of a selected **Actual** (or "spends") curve for each time period. Select **Begin calculations at end of curve**, click the drop-down list below, and select your desired option (for example, you can select **Actuals** (or "spends") curve, if this curve exists in the list).
Replace current period forecast with Actuals on cut off date	If you select this option and the period close settings have not been specified, the system replaces the **Forecast** curve with the **Actuals** (or "spends") curve at the end of the month. **Note**: The cumulative graph will not show the **Forecast** connected to **Actuals** (or "spends") until the system overwrites the **Forecast** with the **Actuals**.
Allow edit of current period forecast until replacement actuals	This option lets you reconfigure the Forecast until the date set to replace the Foretasted values with **Actuals** (or "spends"). **Note**: If the cutoff date is not specified, but the **Replace current period forecast with Actuals on cut off date** and **Allow edit of current period forecast until replacement by Actuals** options are selected, the system does not allow edits to the **Forecast** curve after the end of the month.

Parameter	Description
Distribute unassigned amounts from Spends	Your options for unassigned amounts are: ▸ **Using weighted average over all remaining periods** ▸ **Using weighted average over ___ next periods** You can enter the number of time periods (1 or more) not exceeding the number of periods remaining. The options above are available only if you have chosen to: ▸ Select a distribution profile to use as the default distribution profile for the curve. ▸ Select **Begin calculations at end of curve** option to automatically start the Forecast at the end of a selected Actual (or "spends") curve for each time period. ▸ If you use auto distribution for a Forecast Curve with Spends enabled and you want to use the same approach for rows that are manually overridden, select the **Allow distribution of unassigned amount for manual override rows** checkbox.
Select Baseline curve for comparison	Click the drop-down list and select a **Baseline** curve to compare with the **Forecast** curve.

Adding a Forecast Curve for Cash Flow by CBS Summary or CBS

To add Forecast curve for cash flow by CBS Summary or CBS:

1) Go to the shell tab that contains the cash flow and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow**.
3) In the **Cash Flow** log:
   a. Select a cash flow.
   b. Click the *gear menu* (⚙) and select **Properties**.
4) In the **General** pane of the **Cash Flow Properties** window, select any of the following options from the **Detail Level** drop-down list.
   ▸ *Summary CBS*

- *CBS*

5) In the **Curves** pane of the **Cash Flow Properties** window, select *Forecast* from the **Curves** drop-down list.
6) In the **Forecast** window, select the cash flow properties for a Forecast curve. For more details, see the tables below.

Cash Flow Properties Setup For a Forecast Curve by Summary CBS

When you select the *Summary CBS* option in the **Detail Level** drop-down list (**General** pane) and in the **Curves** pane you add *Forecast* curve (from the **Curves** drop-down list), proceed to set up the following parameters:

Property	Description
Cost	**Note**: You can choose the cost column when creating a curve in a project/shell but not in templates. Select your cost source as *one* of the following options: - **Manual:** Select this option if you want to manually enter amounts for each period. You can enter cost information in the **Total** field on the worksheet. This option is available if you select *Manual* in the **Distributio**n drop-down list. - **Distribute amount from Cost Sheet Column**: Select this option if you want to use a default distribution profile. This option is available if you select *Auto* in the **Distribution** drop-down list. For example, columns such as *Approved Budget Revisions*, *Approved Commitment Changes*, *Approved Contracts*.

Schedule	Define the range of dates to use to plot the cash flow data. These are the dates you specify to start the curve and end the curve. Select *one* of the following options for each date: ▸ **Manual**: Select this option if you want to manually enter the date in the cash flow worksheet ▸ **Use dates from Activity Sheet**: Select this option if you want to select dates from an activity sheet. Select a specific sheet from the **Select Activity Sheet** window, and proceed to specify the **Project Type**, **From Date**, **To Date,** and **Periods for Cost Distribution** to plot the cash flow curve from the selected activity sheet.
Project Type	If you chose the **Schedule** as *Use Dates from Activity Sheet*, select the project as either *Baseline* or *Current*.
From Date	If you chose the **Schedule** as *Use Dates from Activity Sheet*, select the start date to use for plotting the cash flow curve. If the date is changed on the selected sheet, the change is reflected on the cash flow when the curve is next refreshed.
To Date	If you chose the **Schedule** as *Use Dates from Activity Sheet*, select the end date to use for plotting the cash flow curve. If the date is changed on the selected sheet, the change is reflected on the cash flow when the curve is next refreshed.

Distribution	Distribution profiles are used to distribute data automatically in the cash flow worksheet. Select a distribution profile to use as the default distribution profile for the curve. Select any of the following options: • **Manual**: Select this option if you want to enter values in each field manually. • **Auto:** Select this option if you want to specify a default distribution profile for initial display and calculations in the cash flow worksheet. If you change the distribution profile from the worksheet, the default profile is also updated to reflect the current selection. To specify a default distribution profile: 1. Click the **CBS Profile Distribution** button. 2. In the **Distribute by default profile CBS** window: a. Select a predetermined distribution method (at the **Company Level** or **Project Level**)from the **Set Profile** drop-down list. The distribution profiles for this field are defined in the following locations: ▪ Go to the **Company Workspace** tab and switch to **Admin** mode. In the left Navigator, select **Standards & Libraries**, select **Cash Flow**, and then select **Distribution Profiles**. or ▪ Go to the shell tab and switch to **User** mode. In the left Navigator, select **Financial Analysis**, and then select **Cash Flow**. From the toolbar, click **Actions**, and then select **Manage Distribution Profiles**. b. Select one or more WBS codes from the list, and click **Update**.

Begin calculations at end of curve	Select this option if you want to automatically start the Forecast at the end of a selected **Actual** (or "spends") curve for each time period.
Replace current period forecast with Actuals on cut off date	If you select this option, and the period close settings have not been specified, the Forecast curve is replaced with the **Actuals** (or "spends") curve at the end of the month. **Note**: The cumulative graph will not show the **Forecast** connected to **Actuals** (or "spends") until the system overwrites the **Forecast** with the **Actuals**.
Allow edit of current period forecast until replacement actuals	Select this option if you want to reconfigure the Forecast until the date set to replace the Forecasted values with **Actuals** (or "spends"). **Note**: If the cutoff date is not specified, but the **Replace current period forecast with Actuals on cut off date** and **Allow edit of current period forecast until replacement by Actuals** options are selected, the system does not allow edits to the **Forecast** curve after the end of the month.

Distribute unassigned amounts from Spends	Your options for unassigned amounts are: ▸ *Using weighted average over all remaining periods* ▸ *Using weighted average over ___ next periods* You can enter the number of time periods (1 or more) not exceeding the number of periods remaining. The options above are available only if you: ▸ Selected a default distribution profile for the curve. ▸ Selected the **Begin calculations at end of curve** option. ▸ If you use auto distribution for a Forecast Curve with Spends enabled and you want to use the same approach for rows that are manually overridden, select the **Allow distribution of unassigned amount for manual override rows** checkbox.
Select Baseline curve for comparison	Select a **Baseline** curve from the drop-down list to compare with the **Forecast** curve.
Variance	For **Summary CBS**, typically, the **Variance** is set to **Inflow** for a **Baseline** type curve. This value is used to calculate variances against the **Outflow** type curves. Your choices are: ▸ *Inflow* ▸ *Outflow*

Setting Up Cash Flow Properties For a Forecast Curve by CBS

When you select the **CBS** option in the **Detail Level** drop-down list (**General** pane) and in the **Curves** pane you add **Baseline** curve (from the **Curves** drop-down list), proceed to set up the following parameters:

Property	Description
Bring Forecast Data From	Specify the source of your baseline data. Select any of the following options: ▸ **General**: Select this option if you want to bring baseline data from a general CBS code. ▸ **Activity Sheet**: Select this option if you want to use cost and dates information from an activity sheet. Proceed to specify the **Sheet Name**, **Project Type**, **Cost**, and **Schedule & Distribution**. **Note:** Cash flow worksheet data will not show accurate amounts when multiple CBS Codes are associated with a single resource. If you assign a resource to multiple activities with multiple CBS codes in the Activity Sheet and the cash flow curve has *Baseline* selected as the **Project Type**, the curve data will be incorrect. ▸ (Required) Select your cost source from the Cost drop down list. Your options are: **From Activity Sheet Column**, **From Cost Sheet Column**. ▸ (Required) Select the schedule and distribution method from the **Schedule & Distribution** drop-down list.
Data Type	This field displays if you chose to **Bring Baseline Data From** a *P6 Summary Sheet*. Select any of the following values: ▸ *At Completion*: Select this option if you want to draw the Baseline curve using the At Completion Cost spread. ▸ *Planned*: Select this option if you want to draw the Baseline curve using the Planned Cost spread.
Sheet Name	If you chose to **Bring Baseline Data From** an *Activity Sheet*, select an activity sheet.

Property	Description
Project Type	If you chose to **Bring Baseline Data From** an *Activity Sheet*, select the project as either *Baseline* or *Current*.
Cost	**Note**: You can choose the cost column when creating a curve in a project/shell but not in templates. Select *one* of the following options: ▸ **Manual**: Select this cost option if you want to manually enter amounts for each period. This option will be available if you selected the **Distribution** as *Manual*. This allows you enter cost information in the **Total** field on the worksheet. ▸ **From Activity Sheet Column**: This cost option displays if you chose to **Bring Baseline Data From** an *Activity Sheet*. Select a column from the Activity Sheet such as *At Completion Cost*, *Planned Cost*, or *Remaining Cost*, and so forth. ▸ **From Cost Sheet Column:** This cost option displays if you chose to **Bring Baseline Data From** an *Activity Sheet.* and want to use a default distribution profile. This option is available if you selected the **Distribution** field value as *Auto*. From the drop-down list, select a column name such as *Approved Budget Revisions*, *Approved Commitment Changes*, *Approved Contracts*, and so forth.
Schedule & Distribution	If you chose to **Bring Baseline Data From** an *Activity Sheet*, select a column for the Schedule & Distribution method.

Property	Description
Schedule	Define the range of dates to use for plotting the cash flow data. These are the dates you specify to start the curve and end the curve. Select *one* of the following options: ▸ **Manual**: Select this option if you want to manually enter the date in the cash flow worksheet. ▸ **Use dates from Activity Sheet**: Select this option if you want to use an activity sheet from the **Select Activity Sheet** window. When you select this option, you will need to also specify the **Project Type**, **From Date**, **To Date,** and **Periods for Cost Distribution**.
From Date	If you chose the **Schedule** as *Use Dates from Schedule Sheet* or *Use Dates from Activity Sheet*, select the start date to use for plotting the cash flow curve.
To Date	If you chose the **Schedule** as *Use Dates from Schedule Sheet* or *Use Dates from Activity Sheet*, select the end date to use for plotting the cash flow curve.

Property	Description
Distribution	Distribution profiles are used to distribute data automatically in the cash flow worksheet. This option lets you select a distribution profile to use as the default distribution profile for the curve. ▸ **Manual**: Select this option if you want to enter values in each field manually. ▸ **Auto:** Select this option if you want to specify a default distribution profile for initial display and calculations in the cash flow worksheet. If you change the distribution profile from the worksheet, the default profile is also updated to reflect the current selection. To specify a default distribution profile: 1. Click the **CBS Profile Distribution** button. 2. In the **Distribute by default profile CBS** window: a. Select a predetermined distribution method (at the **Company Level** or **Project Level**)from the **Set Profile** drop-down list. The distribution profiles for this field are defined in the following locations: ▪ Go to the **Company Workspace** tab and switch to **Admin** mode. In the left Navigator, select **Standards & Libraries**, select **Cash Flow**, and then select **Distribution Profiles**. or ▪ Go to the shell tab and switch to **User** mode. In the left Navigator, select **Financial Analysis**, and then select **Cash Flow**. From the toolbar, click **Actions**, and then select **Manage Distribution Profiles**. b. Select one or more WBS codes from the list, and click **Update**. **Note**: The *Auto* option is selected by default, if you selected the **Schedule** option as *Use Dates from Activity*. Additionally, if you also selected the **Periods for Cost Distribution** option as

Property	Description
Periods for Cost Distribution	This field displays only if you have selected the **Schedule** option as *Use Dates from Activity Sheet*, and **Distribution** as *Auto.* Select any of the following options to specify how to distribute the costs based on the activity schedule: ▸ **Consecutive Periods**: Select this option to distribute costs based on the profile from the earliest start to the latest finish dates across activities for each CBS or Summary CBS code. This is the default option for new or existing curves if you selected **Schedule** as *Use Dates from Activity Sheet*. ▸ **Exclude Gap Periods**: Select this option to distribute costs by honoring gaps between activities if there are multiple activities for the same CBS Code. ▸ **Honor Working Days**: Select this option to distribute costs based on the working days of activities.
Variance	For **CBS**, typically, the **Variance** is set to **Inflow** for an **Actuals** (Spends) type curve. This value is used to calculate variances against the **Inflow** type curves. Your choices are: ▸ *Inflow* ▸ *Outflow*
Begin calculations at end of curve	Select this option if you want to automatically start the Forecast at the end of a selected **Actual** (or "spends") curve for each time period.

Property	Description
Replace current period forecast with Actuals on cut off date	If you select this option, and the period close settings have not been specified, the Forecast curve is replaced with the **Actuals** (or "spends") curve at the end of the month. **Note**: The cumulative graph will not show the **Forecast** connected to **Actuals** (or "spends") until the system overwrites the **Forecast** with the **Actuals**.
Allow edit of current period forecast until replacement actuals	Select this option if you want to reconfigure the Forecast until the date set to replace the Forecasted values with **Actuals** (or "spends"). **Note**: If the cutoff date is not specified, but the **Replace current period forecast with Actuals on cut off date** and **Allow edit of current period forecast until replacement by Actuals** options are selected, the system does not allow edits to the **Forecast** curve after the end of the month.
Distribute unassigned amounts from Spends	Your options for unassigned amounts are: ▸ *Using weighted average over all remaining periods* ▸ *Using weighted average over ___ next periods* You can enter the number of time periods (1 or more) not exceeding the number of periods remaining. The options above are available only if you: ▸ Selected a default distribution profile for the curve. ▸ Selected the **Begin calculations at end of curve** option. ▸ If you use auto distribution for a Forecast Curve with Spends enabled and you want to use the same approach for rows that are manually overridden, select the **Allow distribution of unassigned amount for manual override rows** checkbox.

Property	Description
Select Baseline curve for comparison	Select a **Baseline** curve from the drop-down list to compare with the **Forecast** curve.

Adding a Forecast Curve for Cash Flow by Business Process (Commitments)

A Commitment BP (such as a Base Commit or a Change Commit) is a sub-type of a Cost type BP.

You can build one **Forecast** curve per **Business Process (Commitments)** record.

To add a Forecast curve for cash flow by Business Process (Commitments):

1) Go to the shell tab and switch to **User** mode.
   This is the shell that contains the cash flow that you want.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
   The **Cash Flow** log is the starting place for cash flow operations. The log displays all existing cash flow curves and also provides options for creating new curves, copying curves, viewing curve properties, and assigning curve usage privileges to other users.
3) Select the cash flow from the **Cash Flow** log.
4) Click the *gear menu* (⚙) and click the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
5) In the **Cash Flow Properties** window **General** pane, ensure that a record under the **Business Process (Commitments)** label is selected from the **Detail Level** drop-down list. The options under the **Detail Level** drop-down list are:
   - **Project/Shell**
   - **Summary CBS**
   - **CBS**
   - **Business Process (Commitments)**
6) In the **Cash Flow Properties** window **Curves** pane, click the **Curves** drop-down list and select **Forecast** to open the **Forecast** window.

When you select the **Business Process (Commitments)** option in the **Detail Level** drop-down list and a **Base Commit** record (from **Select Base Commit Record**) in the **General** pane, and in the **Curves** pane you add **Forecast** curve (from the **Curves** drop-down list), proceed to set up the following parameters:

Parameter	Description
Granularity	The options that you can select from are: ▸ Single distribution of sum of Base Commit and all changes ▸ By individual record (Base Commit and all changes separately) ▸ By line items within each individual record The cash flow **Granularity** option that you select determines the: ▸ **Distribution Method** options that are available. ▸ Level of record detail available in the cash flow curve. You can roll up Base Commit and Change Commit and see individual records separately, or you can drill to individual line items in a **Business Process (Commitments)** record.
Distribution Method	The options that you can select from are: ▸ Manual entry of values for each cash flow period ▸ Manual entry and Auto distribution of Unassigned - for New records ▸ Manual dates and manual profile selection ▸ Business process dates and default profile selection
Select change orders you want to include	Add or remove business process from the list.
Variance	Your choices are: ▸ **Inflow** ▸ **Outflow** For **Business Process (Commitments)**, typically, the **Variance** is set to **Outflow** for a **Forecast** type curve. The value will be used to calculate variances against the **Inflow** type curves.

Forecast Curve Behavior Test Cases

The following table provides cases, conditions, and times regarding various Forecast curve tests:

Cases	Condition	Time
Forecast Curve	NA	NA
Set in the past	Forecast with Actuals (no Actuals data)	Start Date
Set in the past	Forecast with Actuals (no Actuals data)	End Date
Set in the past	Forecast with Actuals (with Actuals data)	Start Date
Set in the past	Forecast with Actuals (with Actuals data)	End Date
Set in the future	Forecast with Actuals (no Actuals data)	Start Date
Set in the future	Forecast with Actuals (no Actuals data)	End Date
Set in the future	Forecast with Actuals (with Actuals data)	Start Date
Set in the future	Forecast with Actuals (with Actuals data)	End Date

Portfolio Budget Curve

The **Portfolio Manager** lets you pull the **Baseline**, or **Forecast**, data from more than one project/shell into the following **Portfolio Budget** curves:

- **Approved Budget**
- **Original Budget**
- **Shared Budget**

For an explanation of these options see ***Portfolio Manager Budget Curves*** (on page 178).

The following topics explain how to add a **Portfolio Budget** curve for cash flow by:

- **Project/Shell**
- **Summary CBS or CBS**
- **Commitment** or **Business Process (Commitments)**

Notes: The procedures that follow:

- Assume that you have created your data sources.
- Describe how to add a curve type to an *existing* cash flow (using the **Detail Level** column of the **Cash Flow** log for the project/shell) that does not have a curve.

Adding Portfolio Budget Curve for Cash Flow by Project or Shell

To add Portfolio Budget (**Approved Budget**) curve for cash flow by **Project/Shell**:

1) Select the cash flow from the **Cash Flow** log.
2) Click the *gear menu* (⚙) and select the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
3) In the **General** pane, select **Project/Shell**.
4) In the **Curves** pane, select **Approved Budget**.
   The **Approved Budget** window (**Curve Type: Portfolio Budget**) opens.
5) Proceed to set up the following parameters:

Parameter	Description
Cost	Select an option (from the Distribute amount) from field list. The choices are: ▸ **Original** ▸ **Shared** ▸ **Approved**
Currency	Click to open the **Select Currency** window and select the currency for the Portfolio Budget type curve. See ***Portfolio Budget Curve and Currency*** (on page 110) for more information.
Variance	Select **Inflow** or **Outflow** or leave the field empty.

To add Portfolio Budget (**Original Budget**) curve for cash flow by **Project/Shell**:

1) Select the cash flow from the **Cash Flow** log.
2) Click the *gear menu* (⚙) and select the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
3) In the **General** pane select **Project/Shell**.

4) In the **Curves** pane select **Original Budget**.
5) The **Original Budget** window (**Curve Type: Portfolio Budget**) opens.
6) Proceed to set up the following parameters:

Parameter	Description
Cost	Select an option (from the Distribute amount) from field list. The choices are: ▸ **Original** ▸ **Shared** ▸ **Approved**
Currency	Click to open the **Select Currency** window and select the currency for the Portfolio Budget type curve. See ***Portfolio Budget Curve and Currency*** (on page 110) for more information.
Variance	Select **Inflow** or **Outflow** or leave the field empty.

To add Portfolio Budget (**Shared Budget**) curve for cash flow by **Project/Shell**:

1) Select the cash flow from the **Cash Flow** log.
2) Click the *gear menu* (⚙) and select the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
3) In the **General** pane select **Project/Shell**.
4) In the **Curves** pane select **Shared Budget**.
5) The **Shared Budget** window (**Curve Type: Portfolio Budget**) opens.
6) Proceed to set up the following parameters:

Parameter	Description
Cost	Select an option (from the Distribute amount) from field list. The choices are: ▸ **Original** ▸ **Shared** ▸ **Approved**

Parameter	Description
Currency	Click to open the **Select Currency** window and select the currency for the Portfolio Budget type curve. See ***Portfolio Budget Curve and Currency*** (on page 110) for more information.
Variance	Select **Inflow** or **Outflow** or leave the field empty.

Adding Portfolio Budget Curve for Cash Flow by Summary CBS or CBS

Summary CBS

To add Portfolio Budget (**Approved Budget**) curve for cash flow by **Summary CBS**:

1) Select the cash flow from the **Cash Flow** log.
2) Click the *gear menu* (⚙) and select the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
3) In the **General** pane select **Summary CBS**.
4) In the **Curves** pane select **Approved Budget**.
5) The **Approved Budget** window (**Curve Type: Portfolio Budget**) opens.
6) Proceed to set up the following parameters:

Parameter	Description
Cost	Select an option (from the Distribute amount) from field list. The choices are: ▸ **Original** ▸ **Shared** ▸ **Approved**

Parameter	Description
Currency	Click to open the **Select Currency** window and select the currency for the Portfolio Budget type curve. See ***Portfolio Budget Curve and Currency*** (on page 110) for more information.
Variance	Select **Inflow** or **Outflow** or leave the field empty.

To add Portfolio Budget (**Original Budget**) curve for cash flow by **Summary CBS**:

1) Select the cash flow from the **Cash Flow** log.
2) Click the *gear menu* ( ) and select the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
3) In the **General** pane select **Summary CBS**.
4) In the **Curves** pane select **Original Budget**.
5) The **Original Budget** window (**Curve Type: Portfolio Budget**) opens.
6) Proceed to set up the following parameters:

Parameter	Description
Cost	Select an option (from the Distribute amount) from field list. The choices are: ▸ **Original** ▸ **Shared** ▸ **Approved**
Currency	Click to open the **Select Currency** window and select the currency for the Portfolio Budget type curve. See ***Portfolio Budget Curve and Currency*** (on page 110) for more information.

Parameter	Description
Variance	Select **Inflow** or **Outflow** or leave the field empty.

To add Portfolio Budget (**Shared Budget**) curve for cash flow by **Summary CBS**:

1) Select the cash flow from the **Cash Flow** log.
2) Click the *gear menu* (⚙) and select the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
3) In the **General** pane select **Summary CBS**.
4) In the **Curves** pane select **Shared Budget**.
5) The **Shared Budget** window (**Curve Type: Portfolio Budget**) opens.
6) Proceed to set up the following parameters:

Parameter	Description
Cost	Select an option (from the Distribute amount) from field list. The choices are: ▸ **Original** ▸ **Shared** ▸ **Approved**
Currency	Click to open the **Select Currency** window and select the currency for the Portfolio Budget type curve. See ***Portfolio Budget Curve and Currency*** (on page 110) for more information.
Variance	Select **Inflow** or **Outflow** or leave the field empty.

CBS

To add Portfolio Budget (**Approved Budget**) curve for cash flow by **CBS**:

1) Select the cash flow from the **Cash Flow** log.
2) Click the *gear menu* (⚙) and select the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
3) In the **General** pane select **CBS**.
4) In the **Curves** pane select **Approved Budget**.
5) The **Approved Budget** window (**Curve Type: Portfolio Budget**) opens.
6) Proceed to set up the following parameters:

Parameter	Description
Cost	Select an option (from the Distribute amount) from field list. The choices are: ▸ **Original** ▸ **Shared** ▸ **Approved**
Currency	Click to open the **Select Currency** window and select the currency for the Portfolio Budget type curve. See ***Portfolio Budget Curve and Currency*** (on page 110) for more information.
Variance	Select **Inflow** or **Outflow** or leave the field empty.

To add Portfolio Budget (**Original Budget**) curve for cash flow by **CBS**:

1) Select the cash flow from the **Cash Flow** log.
2) Click the *gear menu* (⚙) and select the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
3) In the **General** pane select **CBS**.
4) In the **Curves** pane select **Original Budget**.
5) The **Original Budget** window (**Curve Type: Portfolio Budget**) opens.
6) Proceed to set up the following parameters:

Parameter	Description
Cost	Select an option (from the Distribute amount) from field list. The choices are: ▸ **Original** ▸ **Shared** ▸ **Approved**
Currency	Click to open the **Select Currency** window and select the currency for the Portfolio Budget type curve. See ***Portfolio Budget Curve and Currency*** (on page 110) for more information.
Variance	Select **Inflow** or **Outflow** or leave the field empty.

To add Portfolio Budget (**Shared Budget**) curve for cash flow by **CBS**:

1) Select the cash flow from the **Cash Flow** log.
2) Click the *gear menu* (⚙) and select the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
3) In the **General** pane select **CBS**.
4) In the **Curves** pane select **Shared Budget**.
5) The **Shared Budget** window (**Curve Type: Portfolio Budget**) opens.
6) Proceed to set up the following parameters:

Parameter	Description
Cost	Select an option (from the Distribute amount) from field list. The choices are: ▸ **Original** ▸ **Shared** ▸ **Approved**

Parameter	Description
Currency	Click to open the **Select Currency** window and select the currency for the Portfolio Budget type curve. See ***Portfolio Budget Curve and Currency*** (on page 110) for more information.
Variance	Select **Inflow** or **Outflow** or leave the field empty.

Adding Portfolio Budget Curve for Cash Flow by Business Process (Commitments)

To add Portfolio Budget (**Approved Budget**) curve for cash flow by **Business Process (Commitments)**:

1) Select the cash flow from the **Cash Flow** log.
2) Click the *gear menu* (⚙) and select the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
3) In the **General** pane select **Business Process (Commitments)**.
4) In the **Curves** pane select **Approved Budget**.
5) The **Approved Budget** window (**Curve Type: Portfolio Budget**) opens.
6) Proceed to set up the following parameters:

Parameter	Description
Cost	Select an option (from the Distribute amount) from field list. The choices are: ▸ **Original** ▸ **Shared** ▸ **Approved**
Currency	Click to open the **Select Currency** window and select the currency for the Portfolio Budget type curve. See ***Portfolio Budget Curve and Currency*** (on page 110) for more information.

Parameter	Description
Variance	Select **Inflow** or **Outflow** or leave the field empty.

To add Portfolio Budget (**Original Budget**) curve for cash flow by **Business Process (Commitments)**:

1) Select the cash flow from the **Cash Flow** log.
2) Click the *gear menu (* ⚙) and select the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
3) In the **General** pane select **Business Process (Commitments)**.
4) In the **Curves** pane select **Original Budget**.
5) The **Original Budget** window (**Curve Type: Portfolio Budget**) opens.
6) Proceed to set up the following parameters:

Parameter	Description
Cost	Select an option (from the Distribute amount) from field list. The choices are: ▸ **Original** ▸ **Shared** ▸ **Approved**
Currency	Click to open the **Select Currency** window and select the currency for the Portfolio Budget type curve. See ***Portfolio Budget Curve and Currency*** (on page 110) for more information.
Variance	Select **Inflow** or **Outflow** or leave the field empty.

To add Portfolio Budget (**Shared Budget**) curve for cash flow by **Business Process (Commitments)**:

1) Select the cash flow from the **Cash Flow** log.
2) Click the *gear menu* (⚙) and select the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).
3) In the **General** pane select **Business Process (Commitments)**.
4) In the **Curves** pane select **Shared Budget**.
5) The **Shared Budget** window (**Curve Type: Portfolio Budget**) opens.
6) Proceed to set up the following parameters:

Parameter	Description
Cost	Select an option (from the Distribute amount) from field list. The choices are: ▸ **Original** ▸ **Shared** ▸ **Approved**
Currency	Click to open the **Select Currency** window and select the currency for the Portfolio Budget type curve. See ***Portfolio Budget Curve and Currency*** (on page 110) for more information.
Variance	Select **Inflow** or **Outflow** or leave the field empty.

Portfolio Budget Curve and Currency

When you define a Portfolio Budget curve within any curve family type (**Project/Shell**, **Summary CBS**, **CBS**, and **Business Process (Commitments)**), you have the option to select the currency (**Currency** field under **Cost**) of the Portfolio Budget data source, from the **Portfolio Manager**.

The **Currency** field is a *required field* (default value: **Project Currency**), if you have **Portfolio Budget** curves. You can change the value of the **Currency** field to another value by opening the curve configuration window.

> **Note**: When you run a report, the value of **Currency**, in the report, is also **Project Currency** unless you have selected another value.

The **Currency** field lists all **Active** and future currencies from the **Exchange Rates** (to access this: go to the **Company Workspace** tab and switch **Admin mode**; in the left Navigator, select **Standards & Libraries**, and then select **Exchange Rates**). The **Show Currency List** window lists the available currencies that you can select.

Derived Curve

The cash flow Data Sources of type = **Derived** is available to create cash flow curves within any family (**Project/Shell**, **Summary CBS**, **CBS**, and **Business Process (Commitments)**).

When creating a cash flow curve within any cash flow family:

- Data Sources of type = **Derived** must be enabled only when there is at least one non-Derived (that is, Baseline, Spends, Forecast, Portfolio Budget, or Custom) type of curve in the family.
- If no non-Derived type of curve exists in the family, all Data Sources of type = **Derived** are grayed out.

When the **Derived** type data sources are enabled, and the user clicks at such a data source, a window is displayed that enables the user to enter the details for creating the curve.

The following table explains the fields in the **Derived** type cash flow curve configuration window:

Option	Description	Behavior
Name	Captures the name of the cash flow curve as defined in cash flow data sources in Admin mode of the Company Workspace tab.	Same behavior as in existing cash flow curves-
Type	Captures the type of cash flow curve viz., Baseline, Custom, Forecast, Spends, Portfolio Budget, Derived.	Same behavior as in existing cash flow curves-
Base Currency	Captures the base currency for user to see and make exchange rate decisions.	Behavior: Read-Only Displays the Base Currency as a read-only value
Source Curve	To select an existing curve which should be used as the basis of the 'Derived' curve.	Behavior - Drop-down List all the non-Derived existing curves within the family in which the 'Derived' curve is being configured. Values are: <Curve Name> (<Type>), example: Shared (Portfolio Budget). **Note**: Derived curve cannot

Option	Description	Behavior
		be a source curve to create another Derived curve. Required? (Not Null) - Required option. The user must select a value for this drop-down to complete the curve configuration.
Derived Curve Currency	To select the currency that must be used to convert the 'Source Curve'	Behavior - Currency Selector User has the ability to select any currency from the Exchange Rates located in Standards & Libraries of the Company Workspace tab (active and future) Required? (Not Null) - Required option. The user must select a value for this selector to complete the curve configuration.
Exchange Rate	To define how the exchange rates must be used so that those can be applied to the source curve data. That is, should the exchange rate be picked up from as defined in the Exchange Rates located in Standards & Libraries of the Company Workspace tab, or should the rate be 'Pegged' to a value as chosen by user.	Behavior: Radio button, two options: Float, Peg Default Value = Float When user selects the option 'Float', another drop-down option appears: 'Use Rate as' (see below) .
Use Rate as	To choose how to make use of exchange rate data located in Standards & Libraries of the Company Workspace tab, especially if more than one rate is found for a given period (month / year)	Behavior -Radio button Values: - At the beginning of the period - At the end of the period - A weighted average for the period Required? (Not Null) - Required option if 'Exchange rate' = 'Float'.

Option	Description	Behavior
		If the user clicks ‘OK' on the window without selecting this option, the following message appears: Invalid data entered in the following field(s): Input Required: Use rate as.

If you choose the option ‘Exchange Rate' = ‘Peg', the system provides another block titled ‘Peg Rate as':

- If Base Currency = Project Currency, then Peg Rate options should be available for conversion Base Currency -> Derived Curve Currency
- If Base Currency ≠ (not equal) Project Currency and Project Properties list the conversion Base Currency -> Project Currency as ‘Peg' option, then also behavior should be same as above, that is, list options only for Base Currency -> Derived Curve Currency
- If Base Currency ≠ (not equal) Project Currency but Project Properties list the conversion Base Currency -> Project Currency as ‘Float' option, then peg rate options are available for both:
  - Base Currency -> Derived Curve currency
  - Base currency -> Project Currency

The following explains the Derived' curve ‘Peg' Rate options:

Option: Peg Rate options

Description: To define the value by which the exchange rate must be pegged. The user will have to enter a value manually or point to an attribute on Shell Attribute Form / single record BPs within the shell, or choose if they want to use the pegged rate from shell properties. In the latter case, the system will look into the value of the data element each time when rendering the curve.

Behavior: Behavior - Radio button

Base Currency -> Derived Curve Currency: There should be helpful text informing user that conversion is for 1.0 Base Currency -> Derived Currency (text: 1.0 Base Currency =) This is be followed by three options:

- Constant
- Dynamic
- Use Project Rate

Default Radio Option: Constant

If you select 'Constant', the system opens a field (DD = Decimal Amount). The decimal places only appear when user types a digit after decimal point; otherwise, an integer value will appear. The field lets the user enter an Integer or Decimal value.

Default Radio Option: Dynamic

If you select ‘Dynamic', the system enables two drop-downs which will capture the Data Source for the multiplication factor:

Drop-down 1:

The Shell Attribute Form of the current shell within which curve is being created.

The Shell Attribute Forms of all parent/grandparent shells of current shell in which curve is being created (that is, attribute forms of all shells in hierarchy of current shell, up to the root).

All single record BPs within the shell in which curve is being created.

The above should be prefixed by identifiers ‘Shell Attribute Form / <Shell name>', or ‘Single Record BPs / <BP name>. For example:

Shell Attribute Form / All Properties

Shell Attribute Form / Buildings

Shell Attribute Form / Sites

Single Record BPs / Project Information

Single Record BPs / Important Contacts

…

Drop-down 2:

Lists all linked and custom Data Elements from the selected source form whose Data Definition = Integer / Decimal Amount / Currency Amount. (No standard elements)

The user can change the location / hierarchy of a shell. So the above two drop-down values must be refreshed each time the curve is refreshed.

> **Note:** If the user chooses the options ‘Constant' / ‘Dynamic', the user must define a value (Constant integer/decimal or Dynamic data source). If not selected, the user will see a standard prompt after clicking ‘OK':

‘Invalid data entered in the following field(s): Input Required: ‘Constant' or ‘Data Source'

The user can choose to use the third option: ‘Use Project Rate' Selecting this option does not open up any additional field, but the system picks up the exchange rate as defined in project properties (described in Peg rate as ‘Use Project Rate' section below). The user receives an applicable error message in either of following scenarios:

- The user selects a ‘Derived Curve Currency' which does not exist in Project Properties (Message: Selected currency is not defined in project.), or
- The user selects a ‘Derived Curve Currency' which is listed in Project Properties, but its conversion rate is set to ‘Float' (Message: Selected currency does not have pegged rate within project.).

Error should be presented when user clicks ‘OK' on curve configuration window.

Base Currency -> Project Currency

The radio options are for user to select how to use the rate from the Standards & Libraries module of the Company Workspace tab (label: Use Rate as).

The radio options are visible only if Base Currency ≠ Project Currency AND rate Base Currency -> Project Currency is set as ‘Float' in project properties.

Options same as when user chooses to ‘Float' rate:

You can choose to use the rate as:

- At the beginning of the Period
- At the end of the period
- A weighted average for the period

Default value: At the beginning of the period.

> **Note:** This block ‘Peg Rate options' is displayed only if ‘Exchange Rate' is selected as ‘Peg'.

The following provides some scenarios.

User selects the Peg Rate option for Base Currency -> Derived Curve Currency as = ‘Use Project Rate', and the curve configuration is successful (that is, ‘Derived Curve Currency' is listed in Project Rate with a pegged conversion rate).

The user then goes to Project Properties and changes the exchange rate for Base Currency -> Derived Curve Currency as ‘Float', and reopens the cash flow.

Because the curve has not been refreshed, the cash flow worksheet continues to show data as per previous value.

If user opens the ‘Derived' curve configuration window, the message, "Selected currency does not have pegged rate within project" appears.

If user refreshes the curve, the cash flow worksheet shows all values as zero as the curve configuration is no longer valid.

If user opens the ‘Derived' curve configuration window, the message, "Selected currency does not have pegged rate within project" appears.

In case Base currency ≠ Project Currency;

User selects the Peg Rate option for Base Currency -> Derived Curve Currency as either of the three possible options,

Base Currency -> Project Currency is set as ‘Peg' in project properties. So there are no additional options to choose from, the curve configuration is successful ;

Then user goes to Project Properties and changes the exchange rate for Base Currency -> Project Currency as ‘Float';

Then reopens the cash flow;

Because the curve has not been refreshed, the cash flow worksheet continues to show data as per previous value.

If user opens the ‘Derived' curve configuration window, the options for Base Currency -> Project currency appears, and the default value is selected as ‘At the beginning of the period'.

If user refreshes the curve, the cash flow worksheet values are refreshed as per the options for Base Currency -> Project Currency.

When user selects a currency to derive the curve, the system uses the data from source curve per period and convert it into the selected currency as per the float or peg exchange rate option as selected by user within curve definition:

If user chooses the ‘Float' option, the system uses the exchange rates as defined in the Exchange Rates section of the Standards & Libraries module located in the Company Workspace tab.

If the user chooses ‘Peg' option, exchange rate values should be as per user selection in the block ‘Peg Rate as'.

See following sections on how the derived curve should calculate its data per period.

> **Note:** The user can select the currency to be same as source curve currency. In that case, the derived curve would be same as source curve, exchange rates would not apply.

Exchange Rate = Float (Rate at beginning of the period)

The user can select the Derived curve definition such that the exchange rate for currency conversion from source to destination is picked up from the Standards & Libraries module in the Company Workspace tab in such a way that the Rate from the beginning of the period is used.

In other words, when doing the currency conversion, of all the available rates for a given period, the system selects the Rate closest to the beginning of the period.

> **Note:** If more than one rate is defined for the same day, the system picks the latest rate on that day. If no exchange rate is available for a past date, the system uses zero.

Exchange Rate = Float (Rate at the end of the period)

The user can select the Derived curve definition such that if multiple exchange rates are available for a given period (month / year), the system uses the rate ‘At the end of the period'.

In other words, when doing the currency conversion, of all the available rates for a given period, the system selects the Rate closest to the end of the period.

Exchange Rate = Float (A weighted average for the period)

If the user chooses to apply the exchange rate as a weighted of all values for a given period (Exchange Rate = ‘Use a weighted average for the period'), the value will be based on the number of days in a given month. That is, the total of all "Rate * No. of days it is applicable during the period" divided by "Total number of days within the period~" (~Month / Year).

When the Exchange Rate = ‘Float', Oracle recommends that the user set a ‘Refresh' frequency (for more information, see ***Refreshing Data in Cash Flow Log*** (on page 28)), for the Derived curves, to cover the following scenarios:

Scenario 1

Future Exchange Rates from the Standards & Libraries module of the Company Workspace tab can get changed with time. If ‘Derived' cash flow curve is not set to automatic refresh, it will continue to hold values as per older exchange rate values (unless manually opened & refreshed)

Scenario 2

The ‘Source Curve' might undergo a change in its configuration / values. If ‘Derived' cash flow curve is not set to automatic refresh, it will continue to hold values as per older source curve data (unless manually opened & refreshed).

Exchange Rate = Peg

This option means that the user does not want to use exchange rate as captured within the Exchange Rates section of the Standards & Libraries module of the Company Workspace tab, but the user prefers to define the rate as one of the following:

- Constant
- Dynamic
- Use Project Rate

If Constant:

To do the currency conversion (1.0 Base Currency = <constant value> Derived Curve currency), the system uses the constant value entered by the user.

The source curve defaults to be in Project currency. If Base Currency ≠ Project Currency, the system picks the exchange rate for Base Currency -> Project Currency from Project Properties and makes appropriate conversion to calculate the Derived curve in Derived Currency as selected by user.

If Base Currency -> Project Currency in Project properties is set as ‘Float', the system uses the option as selected by user for ‘Base Currency -> Project currency' conversion.

The system picks rates from the Exchange Rates section of the Standards & Libraries module of the Company Workspace tab by using one of the following options selected by user:

- At the beginning of the period
- At the end of the period
- A weighted average for the period

If Dynamic:

When rendering the curve, the system accesses the Data Element (DE) selected by the user and uses the value as the exchange rate to do conversion (1.0 Base Currency = <Selected DE value> Derived Curve currency).

If the DE value is blank/null (in source Shell Attribute Form/single record BP), the system applies zero as the exchange rate.

If Base Currency ≠ Project Currency, the system does one of the following:

- Picks the exchange rate for Base Currency -> Project Currency from Project Properties
- Calculates the Derived curve (in Derived Currency) as selected by user.

If Use Project Rate:

The exchange rate is pegged as specified in the shell properties.

If Base Currency ≠ Project Currency, the system does one of the following:

- Picks exchange rate for Base Currency -> Project Currency from Project Properties
- Calculates the Derived curve (in Derived Currency) as selected by user.

Note: For Commitment type curves, user can flip the view between Project and Transaction currencies. The system calculates for Source Curve data -> Derived Curve data by taking the source data in Project currency.

When the Exchange Rate = ‘Peg', Oracle recommends that the user set a ‘Refresh' frequency, for the Derived curves, to cover the following scenarios:

Scenario 1

Peg rates as defined in project properties might undergo a change. If ‘Derived' cash flow curve is not set to automatic refresh, it will continue to hold values as per older pegged exchange rate values (unless manually opened & refreshed).

Scenario 2

The ‘Source Curve' might undergo a change in its configuration / values. If ‘Derived' cash flow curve is not set to automatic refresh, it will continue to hold values as per older source curve data (unless manually opened & refreshed).

For all types of Cash flow families, the ‘Derived' curve values are always displayed in its currency, as selected by user in curve configuration window.

For Commitment type cash flow families, the user can choose to view the family curves in ‘Project' / ‘Transaction' currency.

In either case, the ‘Derived' curve renders in the currency, as selected by user for the ‘Derived' curve configuration window, regardless of whether the rate is ‘Float' or ‘Pegged'.

The following explains special scenarios related to the exchange rate.

Special Scenario 1

The user selects a ‘Source Curve' while configuring the ‘Derived' curve;

Completes ‘Derived' curve configuration and clicks ‘OK';

Removes the ‘Source Curve' itself from the cash flow family definition.

In this scenario:

When the user opens the curve worksheet, the derived curve will render all values as zero, regardless of whether the cash flow family has been refreshed or not.

When the user opens the curve configuration window, the ‘Source Curve' drop-down continues to show original value. When the user clicks ‘OK', the message, "Invalid curve configuration" is displayed.

Special Scenario 2

The user selects the ‘Exchange Rate' as ‘Peg' > Peg as ‘Dynamic', and then chooses a data source DE from grandparent shell attributes.

The user completes ‘Derived' curve configuration and clicks 'OK'.

The user changes the location of shell in which the curve was defined.

In this scenario:

If the new parent is the same type of shell (or another shell having the data Source DE on its attribute form), this is not an error scenario. The curve renders by using the Rate value from new location.

However, if the new parent does not have the Data Source DE on its attribute form, the curve configuration is invalid:

When the user opens the curve worksheet, the Derived curve renders all values as zero.

When the user opens the curve configuration window, the Data Source continues to show original value. When the user clicks ‘OK', the message, "Invalid curve configuration" is displayed.

Special Scenario 3

The user selects a ‘Source Curve' while configuring the ‘Derived' curve,

The user completes ‘Derived' curve configuration and clicks 'OK'.

The user removes the ‘Source Curve' Datasource from company Workspace Cash Flow Datasources definitions.

In this scenario:

- When the user opens the curve worksheet, the Derived curve (as well as the source curve) renders all values as zero, regardless of whether the cash flow family has been refreshed or not.
- When the user opens the Derived curve configuration window, the ‘Source Curve' drop-down shows original value, and when the user clicks ‘OK', the message, "Invalid curve configuration" is displayed.

Monthly Actuals (Spends) for Derived Forecast Curve

If the checkbox is selected in the configuration and then in the Portfolio Manager, the user will be able to the see the monthly breakdown for actuals and the values seen would be read-only for months prior to the current month for the current year. The behavior and validation, which exist in support for monthly actuals for Forecast curve, is available for Derived forecast curve as well.

Actuals (Spends) for Derived Actuals (Spends) Curve

If Derived Actuals (Spends) curve is defined, the system uses the Derived Actuals (Spends) curve data, and the derived forecast data will be pushed from cash flow to PPM. The Derived Actuals (Spends) data links to the source actuals.

In case of multiple Derived curves for the same project with inconsistent settings (either different currency or settings such as float versus peg), a cumulative data value is displayed in the project currency, which is used by PPM, and the red triangle is displayed against that cell to depict the inconsistency.

When you hover over, this warning message is displayed: `{ppmname} Portfolio Manager received data from multiple actuals curves that have inconsistent settings.`

The correct value will be seen after the settings are corrected.

Custom Curve

You can create a **Custom** curve when you want to create and compare curves in a Cash Flow worksheet, but you do not want to associate them with data sources of the other curve types (Baseline, Forecast, Actuals (or "spends"), or Portfolio).

The ORACLE PROJECT TEMPLATE includes an Estimate cash flow curve. You must have the necessary permissions to use the Master Schedule activity sheet to populate cash flow dates. The summarized Estimate amount will come from the Approved Estimates column on the Project Cost Sheet. Predefined distribution curves are available or costs can be spread manually. Using the Estimate cash flow curve facilitates capital planning before an Initial Budget is created, which subsequently creates a Forecast cash flow curve. For more information on incorporating the Estimate cash flow curve in your templates and projects/shells, see **Updating the Cash Flow Properties in the ORACLE PROJECT TEMPLATE** in the *Unifier Essentials Modules Setup Administration Guide*.

The following topics explain how to add a **Custom** curve for cash flow by:

- **Project/Shell**
- **Summary CBS or CBS**

Custom curves are not available for cash flow by **Business Process (Commitments)**.

The **Custom** curve setup is essentially the same as setting up **Baseline** curves.

> **Note**: The following procedures describe how to add a curve type to an existing cash flow (using the **Detail Level** column of the **Cash Flow** log for the project/shell) that does not have a curve.

Adding Custom Curve for Cash Flow by Project or Shell

To add a **Custom** curve for cash flow by **Project/Shell**:

1) Select the cash flow from the **Cash Flow** log.
2) Click the *gear menu* (⚙) and select the **Properties** option.
3) In the **General** pane of the **Cash Flow Properties** window or the **Cash Flow Properties** worksheet, select *Project/Shell*.
4) In the **Curves** pane select *Custom* from the **Curves** drop-down list.
5) In the **Custom** window, complete the fields using the information in the table below.
6) When finished, click **Save & Close** to save the custom curve.

Property	Description
Cost	**Note**: You can choose the cost column when creating a curve in a project/shell but not in templates. Select *one* of the following options: ▸ **Manual**: Select this amount to manually enter amounts for each period. This option will be available if you have chosen **Manual** in the **Distribution** drop-down list. You can enter cost information in the **Total** field on the worksheet. ▸ **Distribute amount from Cost Sheet Column**: Select this option to use the default distribution profile. This option will be available if you have chosen **Auto by default profile** in the **Distribution** drop-down list. Examples of column: *Approved Budget Revisions, Approved Commitment Changes, Approved Contracts*, and so forth.

Property	Description
Schedule	Lets you define the range of dates (what dates to start the curve and end the curve) to use to plot the cash flow data. Select *one* of the following options for each date: ▸ **Manual:** Lets you manually enter the date in the cash flow worksheet. ▸ **Use dates from Activity Sheet:** Lets you select an activity sheet (from the **Select Activity Sheet** window). After you select using dates from an activity sheet, you must determine the values for the **Project Type**, **From Date**, and **To Date** fields.
Distribution	Distribution profiles are used to distribute data automatically in the cash flow worksheet. This option lets you select a distribution profile to use as the default distribution profile for the curve. Select *one* of the following options for how to distribute the data automatically between cash flow time periods: ▸ **Manual**: Select this option to enter values in each field manually. ▸ **Company Level:** Select a pre-determined method for distribution. Your options are: Linear, S curve, Front Loaded, Back Loaded. ▸ **Project Level:** Select from a list of available project levels.
Variance	Select **Inflow** or **Outflow** or leave the field empty.

Adding Custom Curve for Cash Flow by Summary CBS and CBS

To add a **Custom** curve for cash flow by both **Summary CBS** and **CBS**:

1) Select the cash flow from the **Cash Flow** log.
2) Click the *gear menu* (⚙) and select the **Properties** option to open the **Cash Flow Properties** window (or the **Cash Flow Properties** worksheet).

3) In the **General** pane of the **Cash Flow Properties** window, select *Summary CBS*, or *CBS* from the **Detail Level** drop-down list.
4) In the **Curves** pane of the **Cash Flow Properties** window, select *Custom*.
5) In the **Custom** window, set up the following parameters, for *Summary CBS*, or *CBS*:

Property	Description
Cost	Select your cost source as *one* of the following options: ▸ **Manual:** Select this option if you want to manually enter amounts for each period. You can enter cost information in the **Total** field on the worksheet. This option is available if you select *Manual* in the **Distribution** drop-down list. ▸ **Distribute amount from Cost Sheet Column:** Select this option if you want to use the default distribution profile. This option is available if you select *Auto* in the **Distribution** drop-down list. For example, columns such as *Approved Budget Revisions*, *Approved Commitment Changes*, *Approved Contracts*.
Schedule	Define the range of dates to use to plot the cash flow data. These are the dates you specify to start the curve and end the curve. Select *one* of the following options: ▸ **Manual**: Select this option if you want to manually enter the date in the cash flow worksheet. ▸ **Use dates from Activity Sheet**: Select this option if you want to select dates from an activity sheet. Select a specific sheet in the **Select Activity Sheet** window, and proceed to specify the **Project Type**, **From Date**, **To Date,** and **Periods for Cost Distribution**.

Property	Description
Project Type	If you chose the **Schedule** as *Use Dates from Activity Sheet*, select the project as either *Baseline* or *Current*.
From Date	If you chose the **Schedule** as *Use Dates from Activity Sheet*, select the start date to use for plotting the cash flow curve.
To Date	If you chose the **Schedule** as *Use Dates from Activity Sheet*, select the end date to use for plotting the cash flow curve.

Property	Description
Distribution	Distribution profiles are used to distribute data automatically in the cash flow worksheet. This option lets you select a distribution profile to use as the default distribution profile for the curve. • **Manual**: Select this option if you want to enter values in each field manually. • **Auto:** Select this option if you want to specify a default distribution profile for initial display and calculations in the cash flow worksheet. If you change the distribution profile from the worksheet, the default profile is also updated to reflect the current selection. To specify a default distribution profile: I. Click the **CBS Profile Distribution** button. 2. In the **Distribute by default profile CBS** window: a. Select a predetermined distribution method (at the **Company Level** or **Project Level**)from the **Set Profile** drop-down list. The distribution profiles for this field are defined in the following locations: ▪ Go to the **Company Workspace** tab and switch to **Admin** mode. In the left Navigator, select **Standards & Libraries**, select **Cash Flow**, and then select **Distribution Profiles**. or ▪ Go to the shell tab and switch to **User** mode. In the left Navigator, select **Financial Analysis**, and then select **Cash Flow**. From the toolbar, click **Actions**, and then select **Manage Distribution Profiles**. b. Select one or more WBS codes from the list, and click **Update**.

Property	Description
Periods for Cost Distribution	This field displays only if you have selected the **Schedule** option as *Use Dates from Activity Sheet*, and **Distribution** as *Auto.* Select any of the following options to specify how to distribute the costs based on the activity schedule: ▸ **Consecutive Periods**: Select this option to distribute costs based on the profile from the earliest start to the latest finish dates across activities for each CBS or Summary CBS code. This is the default option for new or existing curves if you selected **Schedule** as *Use Dates from Activity Sheet*. ▸ **Exclude Gap Periods**: Select this option to distribute costs by honoring gaps between activities if there are multiple activities for the same CBS Code. ▸ **Honor Working Days**: Select this option to distribute costs based on the working days of activities.
Variance	Select **Inflow** or **Outflow** or leave the field empty.

Creating Project or Shell Level Cash Flow Curves

There are multiple ways to create a cash flow curve or worksheet.

- You can create a cash flow curve *manually*.
- You can create a cash flow curve *from a template*.
- You can also create a cash flow curve by *coping* an existing cash flow curve.
- You can also create a **Summary Cash Flow** curve. See ***Creating a Summary Cash Flow Curve*** (on page 158).

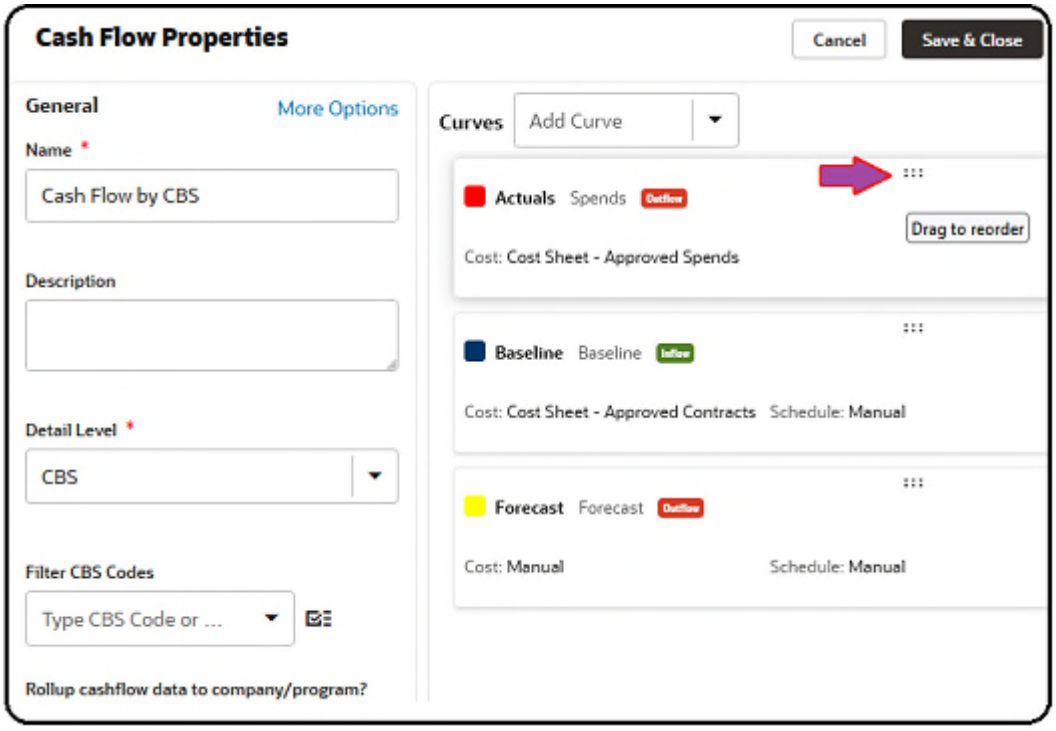
Cash flow curves require a data source which your administrator can create in the **Standards & Libraries** module of the Company Workspace tab. For details, refer to the *Unifier Essentials Modules Setup Administration Guide*.

Notes:

- You must have permission to access and configure cash flows.
- To prevent incorrect reporting in the cash flow and associated curves, do not create a project without a cost sheet. Currently, you can create a Project/Shell Detail level cash flow in which the Actuals curve properties receives data from the Cost Sheet Columns through a shell template even though the cost sheet is not defined in the destination shell. You must manually update the Actuals curve properties after the cost sheet is created.

To change the order of the Cash Flow curves, on the cash flow worksheet graph:

1) Go to the **Cash Flow** log and select the cash flow.
2) Open the *gear menu* (⚙) for the selected cash flow and select **Properties** to open the **Cash Flow Properties** window.
3) On the right pane, hover over the **Drag to reorder** icon (=) for the curve that you want to move, right-click the icon and hold.
4) Move the curve to where you want it to be displayed on the cash flow worksheet graph and release the hold.



Note: Changing the curves order in the **Cash Flow Properties** window will also change the curve order in the **All Curves** tab of the cash flow worksheet.

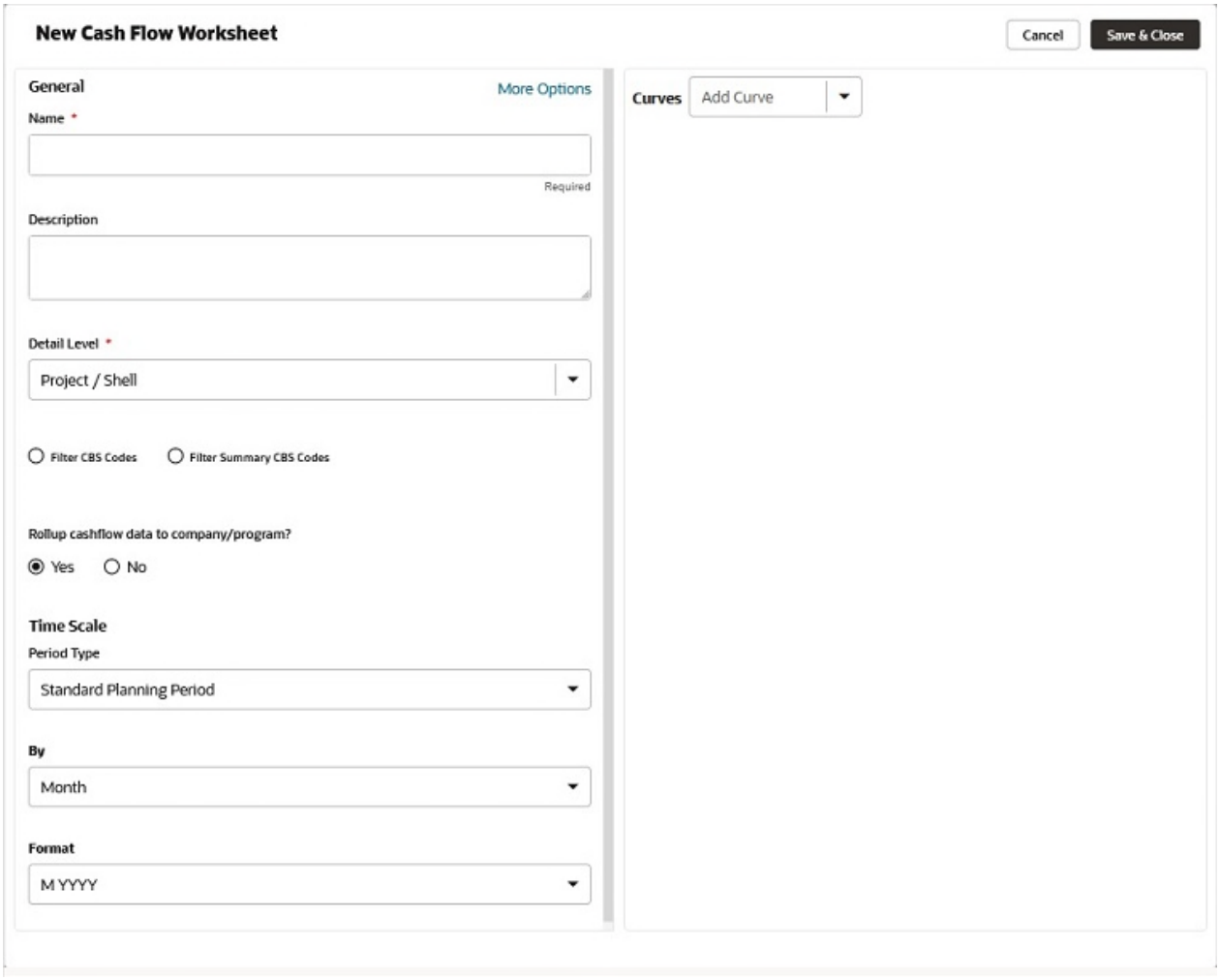
The following sections describe the basics of how to create a project/shell level cash flow curve worksheet.

Creating a Project or Shell Cash Flow Curve Manually

To create a project/shell cash flow curve manually:

> **Note**: The red asterisk next to a field box indicates that the field is a required field. You will not be able to save your changes without entering a value in that field.

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) From the toolbar, click **Create**, and select **Manual** to open the **New Cash Flow Worksheet** window, as shown below.
4) Enter values in the fields, as explained in the following sections.
5) To save your changes and create a new cash flow, click **Save & Close**. To discard your changes, or close the window, click **Cancel**.



Entering Values in General Pane

Enter values in the following fields, as described below.

Name: Enter a unique name for the curve in this field.

Description: (Optional) Enter a brief description in this field.

Detail Level: The selected option determines the level of data the cash flow curves will display. You can select one of the following options:

- **Project/Shell:** To track your cash flow for the entire project/shell. For example, Baseline and Actuals curves might chart the budget and cash outlay across the entire project.
- **Summary CBS:** To track cash flow by summary CBS codes. To be able to select this option, the Cost Sheet used in the project/shell must be a tree structure. If you select this option, the system sets the **Summary CBS Level** to **1** by default. You can select another level, based on what is available in the Cost Sheet.
- **CBS:** To track the cash flow within a project/shell at the CBS Code level. This allows you to track the cash flow across the project for specific CBS Codes, or for all CBS Codes.

Oracle recommends that you define unique leaf level cost codes, in cost sheets, and use those unique leaf level cost codes in their cash flows.

Business Process (Commitments): To track the cash flow associated with a particular BP record and its line items. This includes, for example, a base contract and optionally their referenced Change Commits. This option lets you select from:

- **Business Process**: Click the drop down menu and choose a business process. Listed are the Project/Shell level business processes of type "Base Commit." When creating a template, choose the one that is likely to be used in the projects/shells the template will be used in. When creating the curve in a Project/Shell from the template, you may need to verify that the business process chosen here is active in the project/shell, or pick another from the list.
- **Reference Elements**: The worksheet will display the reference elements. By default, the Record Number will display as the number. You can click the drop down menu and choose an element to display as the Name (Record Number, Status or Title).
- **Base Commit Record**: This is selectable in a project/shell, but not in a template. Choose the commitment record from the list of available records in the project/shell. Each commitment record can be selected only once.

  You can set up the automatic creation of a cash flow curve when a Base Commit record is created and completed or reaches a particular step. This is done in the BP Setup for the business process.

Filter CBS Codes: Specify **Filter CBS Codes** (for hierarchical CBS structures only) that are included in the cash flow data. If no codes are specified, the cash flow curves will reflect all the CBS codes present on the project cost sheet.

Filter Summary CBS Codes: Specify **Filter Summary CBS Codes** (for hierarchical CBS structures only) that are included in the cash flow data. If no codes are specified, the cash flow curves will reflect all the CBS codes present on the project cost sheet.

Rollup cashflow data to company?

Yes: The curve *will roll up* to company cash flow the next time the curves are refreshed.

No: The curve *will not roll up* to company cash flow the next time the curves are refreshed.

Time Scale: Your **Period Type** options are:

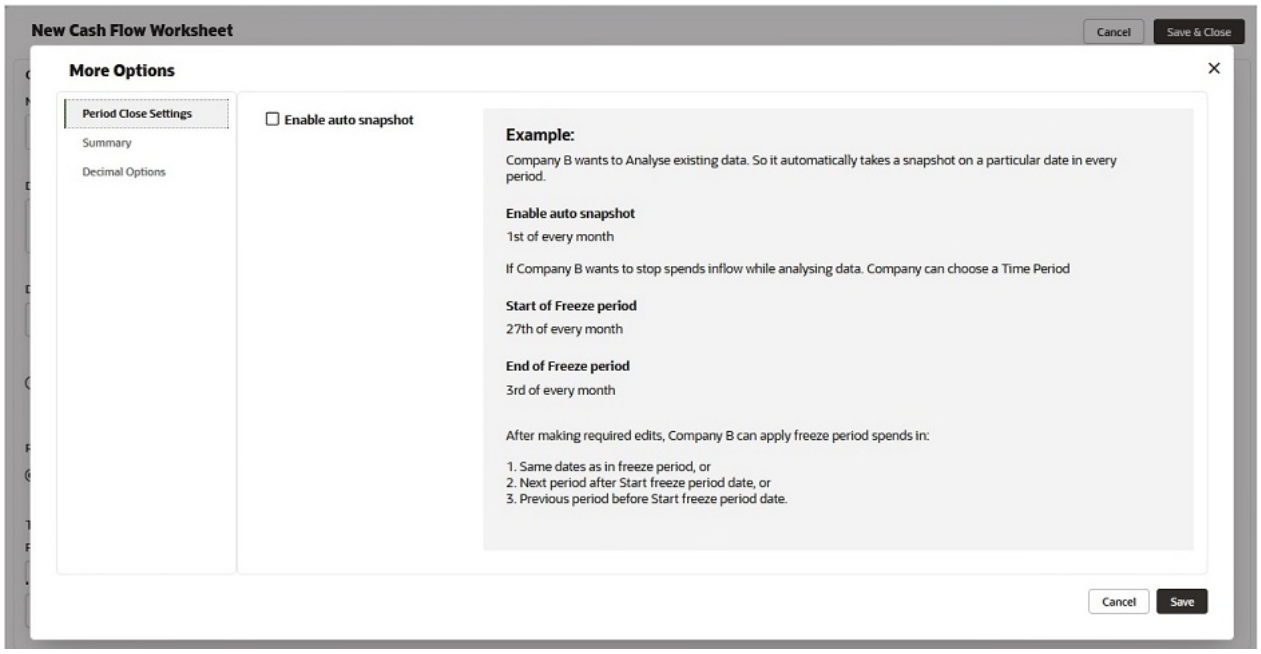
- **Standard Planning Period**
- **Financial Periods**

Proceed to set the time (monthly or yearly) and format.

To save your changes, click **Save & Close**. To discard your changes, or close the **Cash Flow Properties** window, click **Cancel**.

Entering Values in General Pane (More Options)

When you click the **More Options** link in the **General** pane, the **More Options** window opens, as shown.



The **More Options** window contains the following tabs on the left pane, and each tab provides additional options for the cash flow. Enter values in the fields of the following tabs, as described below.

Tab	Description
Period Close Settings tab	This tab lets you set the option: **Enable auto snapshot** If you select this option, then: If you selected Month for Time Scale: You can choose a specific date each month to automatically take a snapshot, or specify a particular day (such as the first Monday of the month). If you selected Year for Time Scale: You can specify the exact date to take the snapshot each year (or a particular day such as the first Monday of January). After an auto-snapshot is taken, the curve will be refreshed immediately. Actuals (or "spends") will resume after the auto-snapshot is complete. Examples of using Enable auto snapshot on, Cutoff spends, and Resume Spends

Tab	Description
	Company A wants to take an auto snapshot of its cash flow data every time period. Company A would choose a particular date (such as the 3rd of the month for Month, or January 3 for Year). The system would take the snapshot and refresh the cash flow curve. They do not select the Cut off spends option. Company B regularly reviews and revises forecast projections during fixed days every time period. Because it does not want new Spends records to hit the Cash Flow Worksheet during this period, they choose the Cut off spends option. This option requires that the Enable auto snapshot is selected first. The company sets this option so that an auto snapshot is taken of their changes just before spends are resumed. Snapshots can then be used for comparison of previous forecasts with the current month. Any spends records that came in during the forecast period are not lost; the Resume Spends option determines whether those spends records will be included in the previous month's cash flow, or pushed to the next time period. **Cutoff spends** This option is applicable for Actuals (or "spends") type curves. Selecting this option will temporarily stop spends business processes (for example, Invoices) from hitting the Cash Flow Worksheet during analysis periods. The **Enable auto snapshot** option must be selected first. Actuals (or "spends") will resume after the auto-snapshot is complete. If no value is specified, the last date of the current month is presumed. The system marks the time of the Cutoff spends date at the beginning of the day. For example, on June 30, the data can become locked at the beginning of the day and not at the end of the day, therefore,

Tab	Description
	preventing the user from making any last minute changes before the start of the next month. **Apply Spends to** The selections under this period close settings option let you apply spends to an effective date or before/after a Cutoff spends date. By default, Cutoff spends will resume immediately after an auto-snapshot is taken. If there is a gap between the Cutoff spends date and the Enable auto snapshot date, any spends that came during that period are not lost. For example, if a Cutoff spends date is October 26 and the Enable auto snapshot on date is November 2, (and the Time Scale is monthly) that defines the freeze period. Any spends that come in on October 27, 28, 29, 30, 31, and November 1 will not hit the cash flow sheet during the freeze period. After the Enable auto snapshot on date is reached, spends will be included back in October for spends (Oct 27-31) or November for spends (Nov 1-2), and the effective date will be retained. The same month/year as the effective date The text of the options under Apply Spends to change based on the selection that you made for the Time Scale (By: Month or By: Year). If this option is chosen, spends data is included back in the current period after the freeze period is lifted. The final output is similar to the case where no period close settings are applied because the effective date is retained. Spends for Oct 26-31 will be included in October and Nov 1-2 spends will be included for November. For example, if the cutoff date is the 26th of October and the snapshot date is the 2nd of November, the freeze period is Oct 26 - Nov 2. Any spends that come in on

Tab	Description
	Oct 27, 28, 29, 30, 31 and Nov 1 and 2 will not show on the cash flow sheet during the freeze period. After the auto snapshot date is reached, these spends will be included back in either Oct for spends (Oct 27-31) or Nov for spends (Nov 1-2) and the effective date will be retained. The next month/year if after the cutoff date After the freeze period is lifted, spends data from the cutoff date to the end of the month will be included in the next month/year. Spends for Oct 26-31 will be included in November and Nov 1-2 spends will be included for November. The previous month/year if on or before the cutoff date After the freeze period is lifted, spends data from the start of the month up to the cutoff date will be included in the previous month/year. Spends for Oct 26-31 will be included in September and Nov 1-2 spends will be included for November. During the Cutoff spends period, even if automatic refresh of the curve occurs as set in the Schedule tab, spends data will not hit the cash flow sheet until spends are resumed again.
Summary tab	This tab lets you automatically add the selected curve to a selected summary curve. This tab contains a list of available summary curves to choose from.
Decimal Options tab	This tab provides two options: ▸ **Decimal Options**: To specify the number of decimal places supported for amounts throughout the cash flow, select this option. ▸ **Use Currency Decimal Precision**: To ensure that the cash flow preserves the number of decimals used within areas such as Base Currency, Project Currency, and Transaction Currency, select this option.

When finished, click **Save**. To discard changes, or to close window, click **Cancel**.

Entering Values in Curves Pane

In the **Curves** pane, the **Curves** drop-down list lets you add the following curves, based on available data sources:

- **Actuals**
- **Approved Budget**
- **Baseline**
- **Custom**
- **Forecast**
- **Original Budget**
- **Shared Budget**

To save your changes, click **Save & Close**. To discard your changes, or close the window, click **Cancel**.

The following provides additional details about cash flow (Detail Curves) levels in a project/shell.

For Cash Flow by Project/Shell Detail Level

Curves pane

Distribute amount from a Cost Sheet column field and From/To Dates. This is where you add the curves based on available data sources.

Baseline, **Forecast**, **Portfolio Budget**, **Derived**, and **Custom** curves

If you want to automatically distribute a Cost amount from a cost column, the column must be selected in the project/shell. You can choose a curve for a project/shell template if you are creating a project/shell from the template and are copying both the curve and the cost sheet.

Actuals (or Spends) curve

Because you must select a cost sheet column associated with Spends data in the project/shell, a Spends curve can only be created in a project/shell (or similar to the above, in a project/shell template). You will not be able to add an Actuals (Spends) curve in a Company level template.

Forecast curve

If you define Forecast to start at the end of the Actuals (Spends) curve, the Forecast options use data from the Spends curve. Forecast options can only be set if a Spends curve is present. If auto distribution is enabled and the **Allow distribution of unassigned amount for manual override rows** option is also enabled, the system uses the same approach for rows that are manually overridden. Additionally, when the From date is pushed using CSV import in manually overridden rows, the To date is not pushed because system always considers both the From and To dates.

Portfolio Budget curve

The Portfolio Budget curve shows current project-row plan data from a Portfolio Sheet. When plan data changes, it becomes visible in the cash flow graph as a parallel curve so project managers can clearly see the variance between their projections and portfolio planner-initiated changes.

From Date and To Date

In manual mode, the system pegs cost data distribution to the From Date. If there are date changes, the system shifts the curve on the timeline based on From Date modifications. Each time period (month or year) on the curve retains the value of the original distribution if the duration remains the same. If date changes make the cash flow curve duration longer or shorter, the system will not re-balance or redistribute cost data to match the modified curve length (the data will change).

For Cash Flow by CBS Detail Level

Curves pane

The properties window for each curve type displays these settings:

Distribute amount from cost sheet column field and From/To Date fields. This is similar to the "For Cash Flow by Project/Shell Detail Level" above.

Auto by default profile by CBS field.

For Baseline, Forecast, and Custom curves, you cannot select "Auto by default profile by CBS" in a Company level template, but you can in the Project/Shell, because this setting relies on the CBS codes used in the project/shell. You can choose it for a Project/Shell template if you are creating a project/shell from the template and are copying both the curve and the cost sheet.

You will not be able to double-click the CBS Summary to view the CBS details.

For Cash Flow by Summary CBS Detail Level

Curves pane

Distribute amount from cost sheet column field and From/To Date fields. This is similar to the "For Cash Flow by CBS Detail Level" above.

Auto by default profile by Summary CBS field. Similar to CBS detail level, for Baseline, Forecast, and Custom curves, you cannot select "Auto by default profile by Summary CBS" in a company level template, but you can in the project/shell and a project/shell template if you are creating a project/shell from the template and are copying both the curve and the cost sheet.

For Cash Flow by Commitment Detail Level

General pane

Business Process and Base Commit Record fields.

For a Commitment detail level, you must select the Base Commit type business process to use. Ensure that you select business processes that are being used in the project/shell.

In the Base Commit Record field, you must select the record at runtime. This is not selectable in the template, because records do not exist in templates. The list displays all records you have permission to view. If a detail curve exists for that record, you will not be able to choose the same record again.

Curves tab

Include Change Commits and Spends business processes.

If you chose these options, ensure that you have selected Change Commits that are being used in the project/shell and are associated with the selected Base Commit.

If the cash flow is attached to a Portfolio Manager scenario, the planner-modified baseline curve appears adjacent to the original baseline in the cash flow worksheet. This lets the project manager easily spot the difference between the initial projection and the planned suggestion.

Creating a Project or Shell Cash Flow Curve by Auto-distribution

As stated, the Cash Flow module enables you to visualize the distribution of costs planned, spent, and forecasted against time periods.

Example

If you spent $1000, $1500, $800, and $1000 in four months, you can manually enter each amount in the corresponding time period, and the data can be displayed in a graphical format.

The manual distribution occurs when you set the distribution as manual and manually enter the data in all monthly periods; however, you can switch between a manual and a distribution profile.

You can access the **Manual** option through the:

- **Profile** drop-down
- **Profile** drop-down in Bulk Edit

> **Note:** The Profile column in the worksheet will remain editable, regardless of the distribution type.

At run time, the **Profile** column drop-down will have distribution profile options, and you can choose a distribution profile and amounts that must be distributed in each period. The remainder will remain in the unassigned column.

When you select the **Manual** option, the system will retain the amounts of the previous selections, and they are available for override.

The system uses the latest saved **Profile** for cash flow, while refreshing the data.

Distribution profiles are used to distribute data automatically in the cash flow worksheet. Since entering amounts for each period is sometimes a tedious task, you can use a combination of manual and auto distributions to enter amounts. So, to make the entry method simpler, you can select a distribution profile which would automatically distribute the amounts in each period.

Example

You have spent $1000 in 4 months, equally. Instead of entering $250 in each month I can select a linear distribution curve to distribute automatically.

The system allows you to switch to:

- Auto-distribution in the worksheet and manually override the amounts even if the curve configuration is set as manual.
- Manual and override auto-distributed amounts, when the curve configuration is set as auto-distribution.

If auto distribution is enabled and the **Allow distribution of unassigned amount for manual override rows** option is also enabled, the system uses the same approach for rows that are manually overridden. Additionally, when the From date is pushed using CSV import in manually overridden rows, the To date is not pushed because system always considers both the From and To dates.

To create a project/shell cash flow curve by auto-distribution:

1) In your shell, click the **Cost Manager** grouping node and click **Cash Flow** to open the log.
2) Click **Create** and select **Manual** to open the **New Cash Flow Worksheet** window.
3) Enter the required information in the left pane, and on the right pane select the curve type (for example, **Baseline**) to open the curve type window.
4) In the curve type window, enter the values for the following fields:
   - **Cost**

     You can select **Manual** (to manually enter cost data), or you can select a cost under the **Distribute amount from Cost Sheet Column** (to have a set cost data).
   - **Schedule**

     You can select **Manual** (to manually enter the schedule data), or you can select dates from the **Schedule Sheet** or dates from the **Activity Sheet**.
   - **Distribution**

     You can select **Manual** (to manually enter the distribution data), or you can select a distribution method from the **Company Level**, or the **Project Level**. For example, you can select **S curve** from the Company Level block.
   - **Variance**

     You can select:
     - **Inflow** (the amount assigned to the project as the budget) or
     - **Outflow** (the amount that has been spent and forecasted to be spent).
5) When you finish, click **Add**.

   The **New Cash Flow Worksheet** window opens. On the **New Cash Flow Worksheet** window, the **Curves** block on the right pane, the distribution method is set as manual (**Distribution: Manual**).
6) Click **Save & Close** to go back to the **Cash Flow** log.
7) In the **Cash Flow** log, click to open the cash flow that you have created.
8) Click the split screen icon, or slider, to see the cash flow details pane. Proceed to use **Expand** or **Dock** (upper-right corner) to maximize or to adjust the cash flow detail pane (**All Curves**) screen for better visibility.

   The cash flow details (the right pane) is presented through a table in the right pane shows the data for the curves. Each row of the table corresponds to one of the curves on the graph and displays the curve data in columns. The data in these columns show the distribution of cost, and the total of cost is the value in the **Total** field.
   - If you are doing an *auto distribution* by using a distribution profile, the values in these columns will be calculated based on the distribution percentages.
   - If you are doing a *manual distribution*, you will enter the values into each time period (distributing the amount in the **Total** column).

9) In the cash flow details pane click the curve that you have selected curve type (for example, **Baseline**) to open the curve type window. The following scenarios will explain how to switch manual distribution to auto distribution and conversely.

Scenario 1 (Manual to Auto):

The cash flow worksheet with default distribution profile is set to empty or manual distribution. The user is trying to override the manually distributed amounts with the auto-distributed profile selection and save the worksheet.

In this scenario, the **Profile** column will be editable so that user can quickly select the profile for distribution, but the selection will not be saved.

The user does not need to provide the distribution for each month in the request to update the distribution values. The user can use the profile value to distribute the values automatically.

Scenario 2 (Auto to Manual)

The cash flow worksheet with default distribution profile is set as S Curve. The user is trying to override the auto-distributed values and save the worksheet.

In this scenario, although the distribution profile is set as auto amounts in each period, the fields will be editable.

The user can choose to manually override the auto-distributed values, and the Profile will automatically change to **Manual**.

The user can also choose a distribution profile and override the distributed amount manually.

Editing data (Manual to Auto)

When you switch from manual to a Profile the system updates the amounts in each period accordingly. When you override the auto distributed value, the Profile will change to empty, automatically.

You must save your changes to the **Manual** values by clicking **Save** on the worksheet.

If you click Cancel, the worksheet will reset to the previously saved state.

Profile Options Menu in auto-distributed curve

The **Profile** drop-down field displays **Manual**, as an option. The profile will be manual when no distribution profile is selected in the auto-distribution profile, in the **Properties** window. You can switch between manual and distribution regardless of the profile selection, in the **Properties** window.

Bulk Edit

The **Profile** drop-down field in the bulk edit dialog is editable when the distribution is set to both auto-distribution and manual distribution. You can bulk update the **Profile** for multiple rows from **Profile** to manual or conversely using the **Bulk Edit** option within the worksheet.

Refresh

When you refresh the cash flow log, the system will check against each CBS to identify whether the distribution is manual, or the distribution uses a distribution profile and then updates the amounts in each period accordingly.

> **Note:** You can have a combination of manual and auto-distributed values in the same curve.

CSV import

Export in Manual Distribution

You can override the manual distributed costs by using a profile from the **Profile** column, in the worksheet.

In the Exported CSV template, the **Profile** column will be empty, but you can provide a valid profile name to quickly allow the distribution of that row by using profile through a CSV input request.

User can import the setup or distribution data by using the **Import** option. The system will combine the **Import** options as one single import option.

You can update the values within the **Profile** column in the worksheet.

If you select a profile as input

In the input CSV template, if you select profile, the system will override the manual distributed costs with the profile, after a successful import.

Export in Auto-Distribution

The **Export** option in the worksheet, when the curve has auto-distribution selected should show all the worksheet column data and Profile column should show 'Manual' option if selected in UI. User can update the distributed costs when profile is selected as 'Manual' through CSV import.

When auto-distribution is selected for a curve, the **Export** option shows data for all of the worksheet, and the **Profile** column shows **Manual**.

You can update the distributed costs when the profile is selected as **Manual**, through CSV import.

REST Services

You can update the cash flow curve or the distribution by using RESTful web services. You can:

- Update profile to manual in auto-distributed curve, or
- Update manual to profile in manual distributed curve.

Creating a Project or Shell Cash Flow Curve From a Template

There are two types of cash flow templates:

- **Company level templates:** Created in the Company Workspace (**Admin** mode).
- **Project or shell level templates:** Created in a project/shell.

When creating curves from templates, only the properties of the curve are copied; data and permissions are not copied.

In addition, curve properties such as cost sheet column selections will not be copied, even if they have been selected in a project/shell template (because you can select a template from any project/shell template).

You can pre-set curve options, except, for example, the business process records and cost sheet columns, which are set at run time.

To create a project/shell cash flow curve from a template:

> **Note**: The red asterisk next to a field box indicates that the field is a required field. You will not be able to save your changes without entering a value in that field.

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) From the toolbar, click **Create**, and select **From Template** to open the **Cashflow Templates** window.
4) Select the template that you want from the list and click **Select** to open the **New Cash Flow Worksheet** window.

   Note that the following required fields have values per the template that you have selected:
   - **Name**
   - **Detail Level**
5) Enter values in the fields, or edit the properties where necessary.
6) To save your changes and create a new cash flow, click **Save & Close**. To discard your changes, or close the window, click **Cancel**.

When you create a new cash flow curve from a template, the curves configured in a template are automatically included and within each curve the following details are captured:

- **Distribution:** The Distribution field is populated either with a distribution profile or manually.
- **Cost:** The Cost field is populated manually or with a particular cost sheet column.
- **Schedule:** The Schedule field is populated manually or with obtaining schedules from activity sheets.
- **Variance:** The Variance field remains not selected.

Within the **Forecast** curve, all additional values are pulled into their respective fields.

Creating a Project or Shell Cash Flow Curve by Copying

You can copy the data from one curve to another, but the destination curve must be a manual curve which means that the Distribution, From, and To dates must be manually entered data.

You cannot copy data to a curve that pulls data from a business process record or cost sheet. You can, however, copy data from an auto-distribution curve.

- For example, Spends curves pull actual spends transaction data from a cost sheet column (usually, cost sheet columns that show spends business process transactions). If you want to work with this data manually, you can create a custom curve in the Properties, be sure that all data entry is manual, and then copy the spends curve data to the manual custom curve.

- For another example, you can make a copy of the original Baseline curve, make adjustments, and save the revised version.

When you copy data, any existing data in the destination curve will be overwritten with the data from the source curve.

To create a project/shell cash flow curve by copying:

1) Open the **Cash Flow** log.
2) Select a curve from the log and click **Copy** from the *gear menu* (⚙) to open the **New Cash Flow Worksheet** window.
3) Enter a unique **Name** for the new curve. The **Name** field in this window will be prefixed with "Copy of."
4) Make changes as needed and click **Save & Close** to complete creating the cash flow curve and add it to the log.

Auto-creating a Cash Flow Curve from a Base Commit Record

If cash flow is set up in the project/shell you are working in and you have permissions to both the cash flow and to the commit BP record, you can create and view a Commitment detail level cash flow worksheet directly from the business process record. There can only be one cash flow curve per record; that is, if you create the commitment curve through the record, the base commit cannot be referenced in a new cash flow curve.

The following explains how the auto creation of a Commitment cash flow curve takes place.

- Auto-creation is enabled in the Business Process Workflow Setup for the project/shell. It is only available for base commit business processes and requires a Commitment detail level template.
- For a workflow business process, the administrator can specify the step on which to auto-create a commitment cash flow curve. The curve is created upon reaching that step when a user accepts the task.
- For a non-workflow business process, the administrator specifies the business process status that will trigger curve auto-creation from the commitment cash flow template specified in the business process setup.
- Given the proper permissions, you will see the **Cash Flow** option in the **More Actions** drop-down list on the business process record regardless of whether the auto-create feature has been enabled in the business process setup. This means that you have the option to create a commitment cash flow curve manually if the curve has not yet been auto-created.
- Creating the curve manually (by completing the curve properties, or by copying a project/shell level template) means the system will ignore an auto-create trigger when the record reaches the specified step or status.

A few things to keep in mind:

- If a detail curve exists for the record, selecting the **Cash Flow** option will open the cash flow worksheet, which is view-only when opened from here.
- If there are changes to the base commit record (such as additional or modified line item amounts), these changes will be reflected on the commitment cash flow curve the next time it is refreshed.

- If the base commit record is terminated after the cash flow curve has been created, the curve will not be deleted. However, the next time the curve is refreshed, any data will be removed.
- Because your organization might have multiple cash flow jobs and automatic snapshots scheduled to run for a multitude of projects, your administrator can use the Cash Flow Jobs functional node to manage the jobs and auto-snapshots and their impact on system performance. For more information, see the *Unifier Essentials General Administration Guide*.

To auto-create a Commitment detail level curve from a Base Commit BP record:

1) Open the base commit business process record.

   If cash flow is set up and you have permissions set, a **Cash Flow** option is available in the **More Actions** drop-down list.
2) In the upper-right corner, click **More Actions**, and select **Cash Flow**.
   - If a cash flow **Commitment detail level** curve exists, the cash flow worksheet opens automatically.
     - If at least one curve summary exists in your project, you can add this commitment curve to a summary curve listed on the Properties Summary tab.
     - You can choose an **Incremental** or **Cumulative** view by selecting the applicable option to the right of **View**.
   - If the curve does not exist yet, the **Cash Flow by Commitment** window opens. Choose one of the following options:
     - **Manual**. To create a curve manually, select this option, and click **Select**.
     - **From Template**. To select a template, select this option, select a template to copy, and then click **Select**.
3) Click **OK** on the Cash Flow by Commit window. The Properties window opens.
4) Complete the Properties window and click **OK**. The cash flow worksheet will open to display the data. The curve will be saved in the Cash Flow log.

To open a cash flow worksheet from a Base Commit record:

1) Open the base commit business process record.

   If cash flow is set up and you have permissions set, a **Cash Flow** option is available in the **More Actions** drop-down list.
2) In the upper-right corner, click **More Actions**, and select **Cash Flow**.
   - If a cash flow Commitment detail level curve exists, a view-only cash flow worksheet opens.
   - If the curve does not exist, the **Cash Flow by Commitment** window opens. Use this window to create a curve manually or by copying a template.

Company Level Cash Flow and Roll up Curve

Similar to the **Cash Flow** *Detail Curves* in projects/shells, you can conduct the following operations on a Company level (**User** mode) Roll up Cashflow curve:

> **Note:** If you are working in a project/shell, the **Cash Flow** log displays cash flow **Detail Curves**. If you are working in a company (**User** mode), the log displays the company level Roll up Cashflow curves.

- Create a **Roll up Cashflow**
- Set up the status of one or more **Roll up Cashflows** to **Active** or **Inactive**
- Set up the permissions for one or more **Roll up Cashflows**
- Delete one or more **Roll up Cashflows**
- Print **Roll up Cashflows**
- Find **Roll up Cashflows** within the **Cash Flow** log
- Select one **Roll up Cashflow** and preview the associated cash flow curve

However, you cannot work with the data presented in the Company level Roll up Cashflow curve. This is because a Company level Roll up Cashflow curve data is generated at the project/shell level and then the data is rolled up to the Company level.

The procedures involved in working with a Company level Roll up Cashflow curve are similar to the *Detail Curves* in a project/shell.

The following topics explain the components of a Company level Roll up Cashflow curve.

Company Level Cash Flow Log

To access the Company level **Cash Flow** log, follow these instructions:

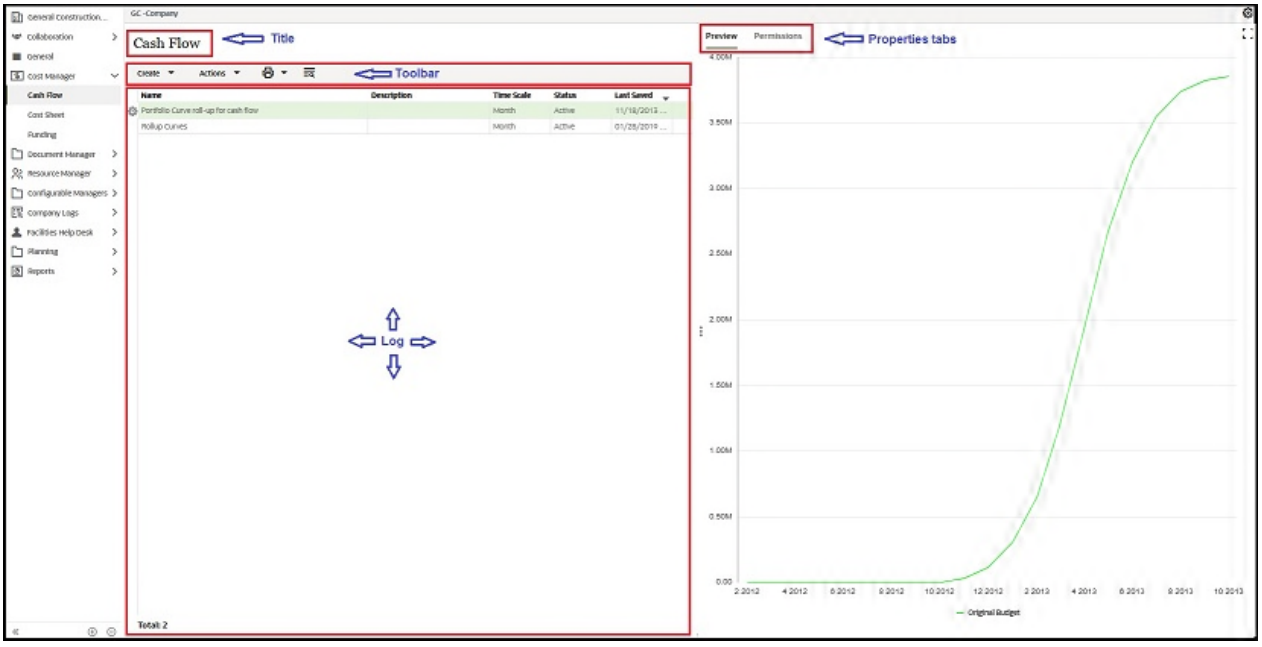
1) Go to the **Company Workspace** tab and switch to **User** mode.
2) In the left Navigator, select **Cost Manager**, and then select **Cash Flow** to open the *Company level* **Cash Flow** log.

   If you cannot see the **Cash Flow** sub-node, ensure that your company administrator has granted you the necessary permissions to the sub-node.

The *Company level* **Cash Flow** log is divided into the following sections, as shown in the following screen capture:

- Title
- Log

- Properties tabs



Company Level Cash Flow Log Toolbar Options

The Company level **Cash Flow** log has the following toolbar options:

- **Create**
  - **Roll up Cashflow**

    Click this option to open the **New Roll up Cashflow** window.

    Enter values in all the fields under the **General**, **Status**, and **Data Sources**. To save your changes, click **Save & Close**. To discard your changes, or close the window, click **Cancel**.
- **Actions**

  The **Actions** drop-down list lets you set the status and permissions for one or more Company level Roll up Cashflow curves. It also lets you delete one or more Company level Roll up Cashflow curves. The options within the **Actions** drop-down list are:
  - **Status**
    - **Active**
    - **Inactive**
  - **Permissions**

    Lets you open the **Permissions** window and add permissions for the detail curve or details curves that you have selected. In the **Add** field box you can type in the name of the user, users/group, or group. You can also select to view (**View** drop-down list) **Users**, **Users/Groups**, or Groups. Use the **Find on Page** icon to search and find users listed within the **Permissions** window. Use the arrow to go to the next page. When finished, click **Save**. To discard changes, or to close window, click Cancel.

Click the **Select** icon to open the **User and Group Picker** window. This window lets you select users, groups, or both from the **View** drop-down list (**Users/Groups**, **Groups**, **Users**) and see pertinent details about your selection, as explained below:

- **Users/Groups**: Displays the **Name** and **Company** information for the **Users/Groups**, in two columns.
- **Groups**: Displays the **Name** information for the **Groups**, in one column.
- **Users/Groups**: Displays the following information for the **Users**: **Name** - **User Type** - **Company** - **Employee ID** - **Title** - **Department** - **Manager Name**

When finished, click **Done**. To discard changes, or to close window, click **Cancel**.

- **Delete**

  Lets you delete one or more Company level Roll up Cashflow curves.

- **Print**

  Select one or more cash flow curves from the log and click **Print** from the toolbar to access the following print options:

  - **Print**

    To open a window that lets you select a method to print the selected curves.

  - **Export to CSV**

    To open a dialog box that lets you save a Microsoft Excel Comma Separated Values (CSV) File version of the selected curves, so you can export the file to a desired destination.

  - **Export to Excel**

    To open a dialog box that lets you save a Microsoft Excel Worksheet version of the selected curves, so you can export the file to a desired destination.

Notes:

- For export to Microsoft Excel, the system currently supports only Euro (EUR) and United States Dollar (USD) currency symbols.
- If you export data from a business process (BP) record, sheet (such as an Activity Sheet), or log (such as Company Funding Sheet Log) to Excel, be aware that depending on how your negative values are formatted, you might need to configure your columns in Excel to match the correct data type (Number). Otherwise, the columns will not be treated as numeric and will not sum as expected. One supported format includes placing the negative sign between the currency symbol and the amount (for example, $-1,000).

- **Find on Page**

  Use this option to find specific items in the Cash Flow log. When you click this option, the system inserts a row that lets you enter filter parameters.

Company Level Cash Flow Log

The *Company level* **Cash Flow** log lists all the Roll up Cashflow curves.

When you select a Company level Roll up Cashflow curve, in the Company level **Cash Flow** log, the *gear menu* (⚙) becomes active. Use the *gear menu* to:

- **Open**

  Open the selected Company level Roll up Cashflow curve worksheet. See ***Company Level Cash Flow Roll up Curve Worksheet (Standard View)*** (on page 142) for details.
- **Copy**

  Copy the information of the selected Company level Roll up Cashflow curve to create a Company level Roll up Cashflow curve. When you click this option, the **New Roll up Cashflow** window opens, which lets you change the copied information to create a Company level Roll up Cashflow curve. The **Name** field will contain the name of the copied, or selected, Company level Roll up Cashflow curve with the word "Copy" added at the beginning of the name.
- **Delete**

  Delete one or more Company level Roll up Cashflow curves.
- **Status**
  - **Active**
  - **Inactive**
- **Permissions**

  Open the **Permissions** window and add permissions for the Company level Roll up Cashflow curve, or the Company level Roll up Cashflow curves, that you have selected.

  In the **Add** field box you can type in the name of the user, users/group, or group.

  You can select to view (**View** drop-down list) **Users**, **Users/Groups**, or Groups.

  Use the **Find on Page** icon to search and find users listed within the **Permissions** window.

  Use the arrow (lower-right side) to go to the next page. When finished, click **Save**. To discard changes, or to close window, click **Cancel**.

  Click the **Select** icon to open the **User and Group Picker** window. This window lets you select users, groups, or both from the **View** drop-down list (**Users/Groups**, **Groups**, **Users**) and see pertinent details about your selection, as explained below:
  - **Users/Groups**: Displays the **Name** and **Company** information for the **Users/Groups**, in two columns.
  - **Groups**: Displays the **Name** information for the **Groups**, in one column.
  - **Users/Groups**: Displays the following information for the **Users**: **Name** - **User Type** - **Company** - **Employee ID** - **Title** - **Department** - **Manager Name**

  When finished, click **Done**. To discard changes, or to close window, click **Cancel**.
- **Properties**

  Open the **Roll up Cashflow Properties** window. In this window, you can modify the general, status, data sources, and time scale information of your selected Company level Roll up Cashflow curve.

When you select more than one Company level Roll up Cashflow curve in the Company level **Cash Flow** log, the *gear menu* (⚙) becomes active and lets you just delete the selected Company level Roll up Cashflow curve.

Company Level Cash Flow Log Columns

The Company level **Cash Flow** log has the following columns:

- **Name**

  Displays the name of the Roll up Cashflow curve.
- **Description**

  Displays the description of the Roll up Cashflow curve, if available.
- **Time Scale**

  Displays of the time scale (by month or year, for the period type) for the Roll up Cashflow curve.
- **Status**

  Displays whether the by month or year, for the Roll up Cashflow curve is active or inactive.
- **Last Saved**

  Displays the date the Roll up Cashflow curve was last saved.

Company Level Cash Flow Log Properties Tabs

The following lists the Company level **Cash Flow** log properties tab:

- **Preview**

  When a Company level Roll up Cashflow curve is selected, this tab shows a preview of the graph.
- **Permissions**

  When a Company level Roll up Cashflow curve is selected, this tab shows, this tab shows the types of permissions that have been assigned to each user or group.

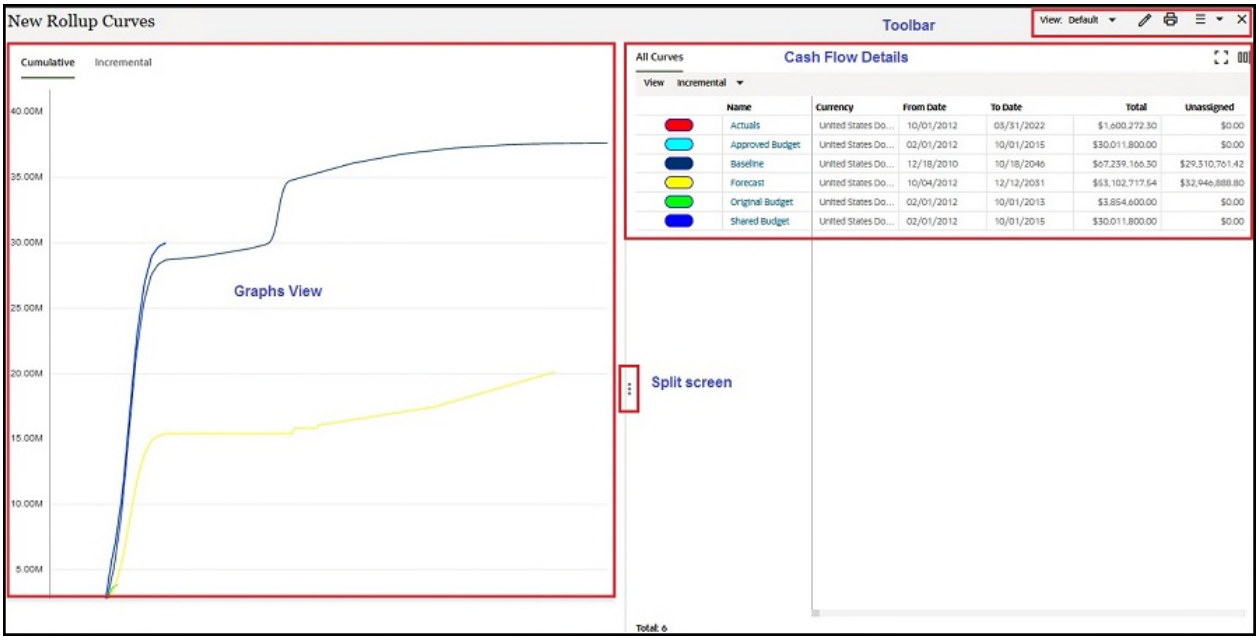
Company Level Roll up Cashflow Curve Worksheet

To open a Company level Roll up Cashflow curve worksheet for an existing curve:

1) Go to the **Company Workspace** tab and switch to **User** mode.
2) In the left Navigator, select **Cost Manager**, and then select **Cash Flow** to open the *Company level* **Cash Flow** log.

   If you cannot see the **Cash Flow** sub-node, ensure that your company administrator has granted you the necessary permissions to the sub-node.
3) Select a Company level Roll up Cashflow curve from the Company level **Cash Flow** log and double-click the curve to open the Company level Roll up Cashflow curve worksheet window.

The Company level Roll up Cashflow curve worksheet window is divided into two panes. You can open the right pane by way of moving the split screen (slider) to display the cash flow details pane, as shown in the following typical screen capture.



Company Level Roll up Cashflow curve worksheet Window Toolbar

The toolbar options are:

- **View** drop-down

  Use this option to "**Create New View**" for the worksheet, or to "**Manage Views**" that have been created.

  Similar to the errors and warnings in BPs, if there are any alerts or errors on the cash flow curve (errors due to mismatch in time scale of project cash flows), an error icon is displayed the "View" controls that shows the number of errors. When you click the error icon, a window opens that lists the error messages corresponding to the project cash flow curves.

- **Edit View**

  When you click the **Edit View** option, the **Edit View** window opens. In this window you can select the curves that you want to view on the log (for **Curves**, **Inflow**, and **Outflow**). In this window you can also add columns and group your columns when you click the **Group By** tab.

- **Print**

  Select one or more cash flow curves from the log and click **Print** from the toolbar to access the following print options:

  - **Print**

    To open a window that lets you select a method to print the selected curves.

  - **Export to CSV**

To open a dialog box that lets you save a Microsoft Excel Comma Separated Values (CSV) File version of the selected curves, so you can export the file to a desired destination.

- **Export to Excel**

  To open a dialog box that lets you save a Microsoft Excel Worksheet version of the selected curves, so you can export the file to a desired destination.

  Notes:

  - For export to Microsoft Excel, the system currently supports only Euro (EUR) and United States Dollar (USD) currency symbols.
  - If you export data from a business process (BP) record, sheet (such as an Activity Sheet), or log (such as Company Funding Sheet Log) to Excel, be aware that depending on how your negative values are formatted, you might need to configure your columns in Excel to match the correct data type (Number). Otherwise, the columns will not be treated as numeric and will not sum as expected. One supported format includes placing the negative sign between the currency symbol and the amount (for example, $-1,000).

- **Snapshot** menu drop-down

  For important details about this option, see ***Working with Company Level Snapshots*** (on page 151).

Company Level Roll up Cashflow curve worksheet Window Graphs View

The graphs view pane provides graphs presentation for the following Roll up Cashflow curves:

- **Cumulative** curve

  A Cumulative curve displays the net of all cash flows over a period of time.

- **Incremental** curve

  An incremental curve displays the cash flow for a certain period.

Company Level Roll up Cashflow curve worksheet Window Cash Flow Details

Note: Use **Expand** or **Dock** (upper-right corner) to maximize or to adjust the cash flow details pane (**All Curves**) screen for better visibility.

The **View** option in the cash flow details pane lets you switch between the **Incremental** and **Cumulative** data values. The data sources that have been selected in the properties, are listed within each view selection. If you double-click and open each of the data sources, you can see pertinent details for that data source, as described below.

Actuals (Spends)

If you select the **Incremental** view and click **Actuals** (Spends) (under the **Name** column), the actual spent amounts, per time period, are displayed. These values are not editable and cannot be distributed. You can use the toolbar options to:

- **Export**

To export one or more curves to a CSV file, which is automatically named after the cash flow worksheet.

- **Refresh**

  To update the data, or amounts, on the page.

- **Find on Page**

  To find a particular amount.

If you select the **Cumulative** view, the net of all cash flows, over a period of time is displayed, with the same toolbar options as for the **Incremental** view.

Approved Budget

If you select the **Incremental** view and click **Approved Budget** (under the **Name** column), the actual spent amounts, per time period, are displayed. These values are not editable and cannot be distributed. You can use the toolbar options to:

- **Export**

  To export one or more curves to a CSV file, which is automatically named after the cash flow worksheet.

- **Refresh**

  To update the data, or amounts, on the page.

- **Find on Page**

  To find a particular amount.

If you select the **Cumulative** view, the net of all cash flows, over a period of time is displayed, with the same toolbar options as for the **Incremental** view.

Baseline

If you select the **Incremental** view and click **Baseline** (under the **Name** column), the actual spent amounts, per time period, are displayed. These values are not editable and cannot be distributed. You can use the toolbar options to:

- **Export**

  To export one or more curves to a CSV file, which is automatically named after the cash flow worksheet.

- **Refresh**

  To update the data, or amounts, on the page.

- **Find on Page**

  To find a particular amount.

If you select the **Cumulative** view, the net of all cash flows, over a period of time is displayed, with the same toolbar options as for the **Incremental** view.

Forecast

If you select the **Incremental** view and click **Forecast** (under the **Name** column), the actual spent amounts, per time period, are displayed. These values are not editable and cannot be distributed. You can use the toolbar options to:

- **Export**

  To export one or more curves to a CSV file, which is automatically named after the cash flow worksheet.

- **Refresh**

  To update the data, or amounts, on the page.
- **Find on Page**

  To find a particular amount.

If you select the **Cumulative** view, the net of all cash flows, over a period of time is displayed, with the same toolbar options as for the **Incremental** view.

Original Budget

If you select the **Incremental** view and click **Original Budget** (under the **Name** column), the actual spent amounts, per time period, are displayed. These values are not editable and cannot be distributed. You can use the toolbar options to:

- **Export**

  To export one or more curves to a CSV file, which is automatically named after the cash flow worksheet.
- **Refresh**

  To update the data, or amounts, on the page.
- **Find on Page**

  To find a particular amount.

If you select the **Cumulative** view, the net of all cash flows, over a period of time is displayed, with the same toolbar options as for the **Incremental** view.

Shared Budget

If you select the **Incremental** view and click **Shared Budget** (under the **Name** column), the actual spent amounts, per time period, are displayed. These values are not editable and cannot be distributed. You can use the toolbar options to:

- **Export**

  To export one or more curves to a CSV file, which is automatically named after the cash flow worksheet.
- **Refresh**

  To update the data, or amounts, on the page.
- **Find on Page**

  To find a particular amount.

If you select the **Cumulative** view, the net of all cash flows, over a period of time is displayed, with the same toolbar options as for the **Incremental** view.

Working with Company Level Snapshots

A snapshot displays the graph, curves, and curve data on the worksheet. Snapshots are not editable. You can take a snapshot and view it in project, transaction currencies, and reports. You can manually save a snapshot of a cash flow curve at any time.

> **Note:** Because your organization might have multiple cash flow jobs and automatic snapshots scheduled to run for a multitude of projects, your administrator can use the Cash Flow Jobs functional node to manage the jobs and auto-snapshots and their impact on system performance.

For more information, see the *Unifier Essentials General Administration Guide*.

When you open a company level Roll up Cashflow curve (from the **Cash Flow** log), you can click the **Snapshot** menu icon (the three horizontal line icon) and access the following options:

Option	Description
Create Snapshot	Use this option to create, or to take a snapshot of a cash flow curve, at any time. See "To take a snapshot at any time," below.
Snapshot Log	Use this option to view, open, or delete the snapshots that have been created or taken of a cash flow curve. The Title, Creator, and Created on data is also provided on this window.
Properties	Use this option to open the **Roll up Cashflow Properties** window. You can see the following cash flow properties information: ▸ **General** (Name, Description, Decimal Places, Status, and Data Sources) ▸ **Time Scale** (Period Type, By, and Format) ▸ **Status** (Active and Inactive) ▸ **Data Sources** (Available Sources and Selected Sources)

To take a snapshot at any time:

1) Open your cash flow curve.
2) Click the **Snapshots** menu icon (the three horizontal line icon) and select **Create Snapshot**. The **Create Snapshot** window opens. The window also displays the time stamp of snapshot for reference.
3) Enter a title for your snapshot, in the **Title** field, and click **Create**.

To view a created snapshot:

1) Open the cash flow curve.
2) Click the **Snapshots** menu icon (the three horizontal line icon) and select **Snapshot Log**. The **Snapshot Log** opens.
3) Choose a snapshot to view and double-click the snapshot to open the cash flow curve or worksheet snapshot.
4) Maximize the window to be able to identify the following elements:
   - Top block

- Containing cost-related at-glance numeric data as well as detailed information, when you click the **Show More** option.
- Bottom block
- Containing curves corresponding to the cost periods and variances.
- Screen split
- Click the icon and drag to expand the window. You can use the **Expand** and **Dock** icons (upper-right corner) to adjust this screen. This screen lets you access detail information for actuals, baseline, forecast, and most other interactive elements, but the snapshot data is not editable.

To search for a snapshot:

1) Open the cash flow worksheet. Click the **Snapshots** menu (hamburger) icon and choose **Snapshot Log**. The **Snapshot Log** opens.
2) In the **Snapshot Log**, click **Find on Page** to open the find box for each column (**Title**, **Creator**, and **Created On**).
3) Proceed to enter a value in one or all the boxes to search and find your desired snapshot.
4) To restore the entire list, click the **Find on Page**.

To delete a snapshot:

1) Open the cash flow worksheet. Click the **Snapshots** menu (hamburger) icon and choose **Snapshot Log**. The **Snapshot Log** opens.
2) In the **Snapshot Log**, select a snapshot, click the **Delete** icon, and follow the prompts.

To print a snapshot:

1) Open the cash flow worksheet. Click the **Snapshots** menu (hamburger) icon and choose **Snapshot Log**. The **Snapshot Log** opens.
2) In the **Snapshot Log**, click the **Print** icon and select one of the following options:
   - **Print:** To open a window that lets you select a method to print the selected curves.
   - **Export to CSV:** To open a dialog box that lets you save a Microsoft Excel Comma Separated Values (CSV) File version of the selected curves, so you can export the file to a desired destination.
   - **Export to Excel:** To open a dialog box that lets you save a Microsoft Excel Worksheet version of the selected curves, so you can export the file to a desired destination.

Notes:

- For export to Microsoft Excel, the system currently supports only Euro (EUR) and United States Dollar (USD) currency symbols.
- If you export data from a business process (BP) record, sheet (such as an Activity Sheet), or log (such as Company Funding Sheet Log) to Excel, be aware that depending on how your negative values are formatted, you might need to configure your columns in Excel to match the correct data type (Number). Otherwise, the columns will not be treated as numeric and will not sum as expected. One supported format includes placing the negative sign between the

currency symbol and the amount (for example, $-1,000).

Creating Company Level Roll up Cashflow Curve

Creating and managing a Company level Roll up Cashflow curve is similar to creating detail curves in a project/shell.

Note: The administrator must grant runtime permission to users so the users can have access to each curve.

Data rolls up to the Company level Roll up Cashflow curve based on the data sources used to add the individual Baseline, Forecast, Actual (or Spends), Portfolio Budget, Derived, and Custom curves that make up the project/shell detail curves.

Note: Only project/shell level cash flow curves with Roll-up Status equal to **Active** will roll up to the Company level Roll up Cashflow curve.

To create a Company level Roll up Cashflow curve, in the Company Workspace (**User** mode):

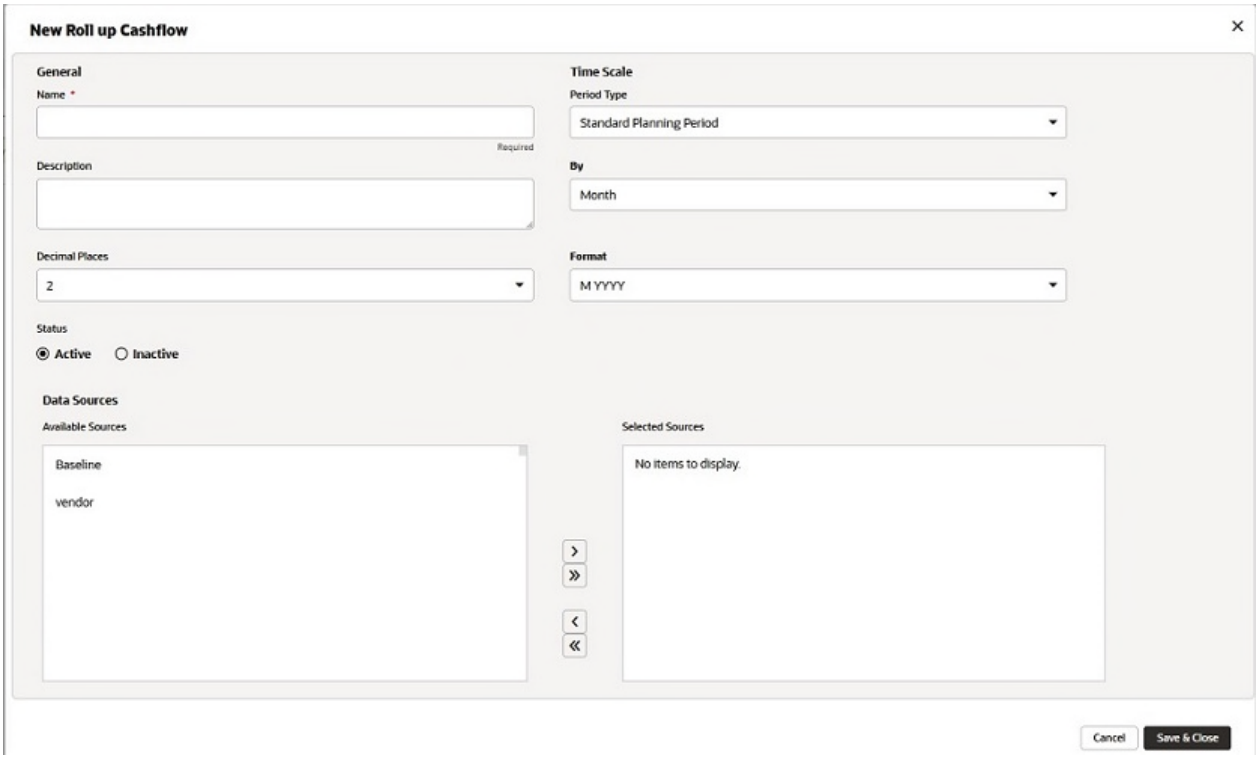
1) Go to the **Company Workspace** tab and switch to **User** mode.
2) In the left Navigator, select **Cost Manager**, and then select **Cash Flow** to open the *Company level* **Cash Flow** log.

   If you cannot see the **Cash Flow** sub-node, ensure that your company administrator has granted you the necessary permissions to the sub-node.

   You will have all the permissions for the Roll up Cashflow curves that you have created.
3) From the toolbar, click **Create**, and select **Roll up Cashflow** to open the **New Roll up Cashflow** window, as shown below.
4) Proceed to complete the fields in the **New Roll up Cashflow** window.

   The **Data Sources** block lists the available sources for you to select.

5) When finished, click **Save & Close**. to add the new Roll up Curve to the **Cash Flow** log.



Company Level Cash Flow and Roll up Cashflow Properties

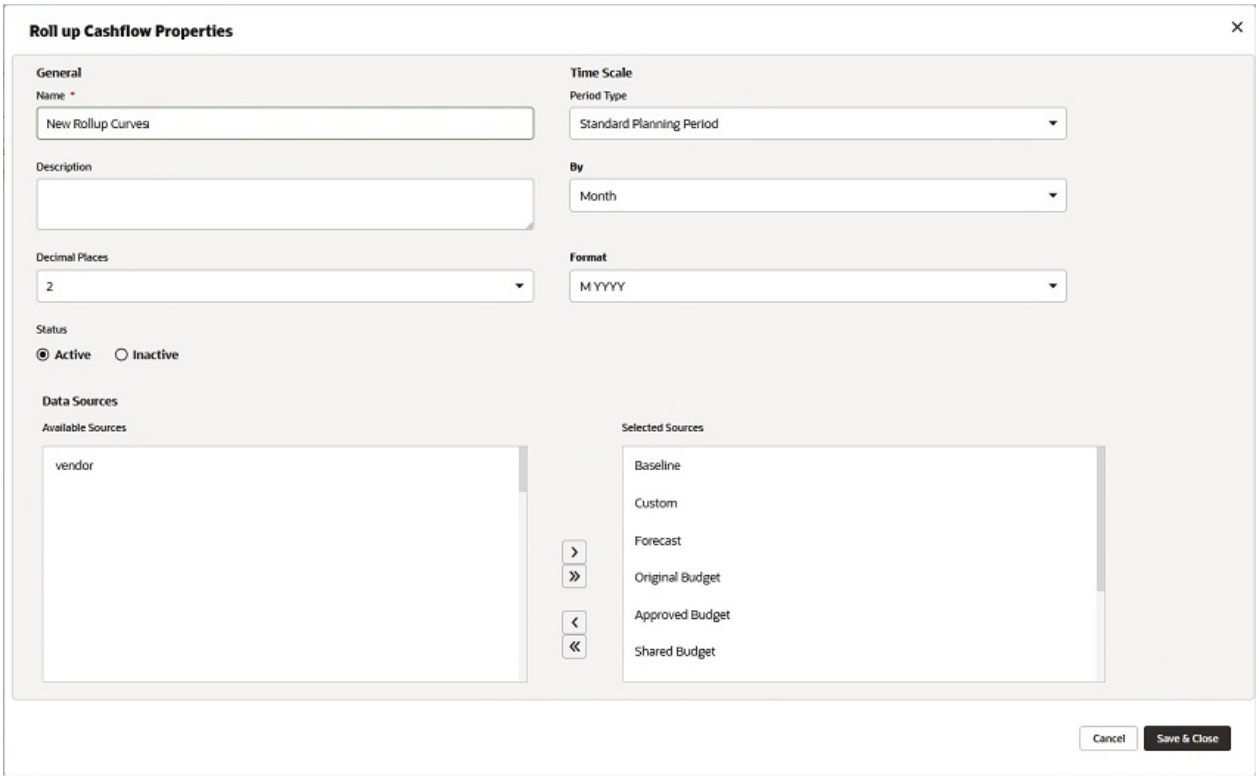
You can access the Company level **Roll up Cashflow Properties** window in two ways:

a) Company level **Cash Flow** log
   1. Select a Roll up Cashflow curve.
   2. Click the *gear menu* (⚙) and select **Properties**.

b) Company level Roll up Cashflow curve worksheet
   1. Select a Roll up Cashflow curve.
   2. Double-click to open the selected Roll up Cashflow curve worksheet.
   3. Click the **Snapshot** menu and select **Properties** to open the **Roll up Cashflow Properties** window as shown below.
   4. Proceed to complete the fields in the **Roll up Cashflow Properties** window.

      The **Data Sources** block lists the available sources for you to select.

5. When finished, click **Save & Close** to add the new Company level Roll up Cashflow curve to the **Cash Flow** log.



Cash Flow Curves in Cost Controls

With Unifier Essentials, you receive a Project-Level Cash Flow that shows Baseline, Forecast, and Actuals (or Spends) curves using an S-curve distribution profile.

After your project is in operation, your manager sheets are set up, and the Business Processes are in use, the system retrieves the curve data from the Project Cost Sheet to render the Cost Controls cash flow curves.

For Baseline and Forecast curves, you can enter dates manually or select dates from an Activity Sheet.

You can create as many Baseline, Forecast, Actual (or Spends), Portfolio Budget, Derived, and Custom curves as you need in a Cash Flow Worksheet.

Within a Project/Shell, each curve can be created in one of the following detail levels:

- Cash Flow Curve by Project/Shell
- Cash Flow Curve by CBS
- Cash Flow Curve by Summary CBS
- Cash Flow Curve by Commitment (one per base contract)

> **Note**: For a Company level Roll up Cashflow, see ***Company Level Cash Flow and Roll up Curve*** (on page 142).

The cash flow worksheet lets you:

- View or enter data
- View and compare the curves that you added

There are several ways to create a cash flow curve, including:

- Manual creation

  You define all curve properties from scratch.
- Templates

  You can pre-set curve options, except, for example, actual business process records, and cost sheet columns, which are set at run time. There are two types of cash flow templates:
  - Company level templates, which are created in Standards & Libraries (in **Admin** mode).
  - Project/shell-level templates, which are created within a Project /Shell template (in **User** mode).

  See ***Creating a Project or Shell Cash Flow Curve From a Template*** (on page 139).
- Auto-creation

  Auto-creation of a commitment curve from a base commit record. In the base commit business process workflow set up you can associate a cash flow template with any step except the Creation step. When the base commit record reaches that step, the system will automatically create a cash flow curve.

  See ***Auto-creating a Cash Flow Curve from a Base Commit Record*** (on page 141).
- Copy

  You can copy existing curves from the Cash Flow log, or you can copy data from existing curves.

  See ***Creating a Project or Shell Cash Flow Curve by Copying*** (on page 140).

Summary Cash Flow or Summary Cash Flow Curves

A summary cash flow curve is designed to present a consolidated view of cash flows.

A summary cash flow curve:

- Uses the detail cash flow curves to compare the movement of curves against the previous snapshots, and in the process show differences among curves with respect to time and schedule.
- Displays Variance and Forecast analyses, similar to the detail cash flow curves.

When you select a summary cash flow, whether it has been manually defined, or it has been system-defined, the right pane shows the following tabs:

Preview tab

The **Preview** tab lets you see the graph or chart for the summary cash flow that you have clicked on or selected. Under the X axis, you can click **Baseline**, **Actuals**, or **Forecast** curves to display their graphs or charts for comparison.

Properties tab

The **Properties** tab lets you see the properties of the summary cash flow that you have clicked on or selected. The **Summary Curve Properties** block on the **Properties** tab contains the following information:

- **Name**
- **Status**
- **Description**
- **Detail Curves**
  - **Available Curves**
  - **Selected Curves**

Creating a Summary Cash Flow Curve

To create a project/shell summary cash flow curve:

> **Note**: The red asterisk next to a field box indicates that the field is a required field. You will not be able to save your changes without entering a value in that field.

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) From the toolbar, click **Create**, and select **Summary Curve** to open the **Create Summary Curve** window.
4) Enter values in the Name, Status, Description fields, and select the detail curves that you want to summarize or compare.
5) To save your changes and create a new summary cash flow, click **Save & Close**. To discard your changes, or close the window, click **Cancel**.

Activity Sheet as a Schedule Source for the Cash Flow

An Activity Sheet can be a source for cash flow used for Resource and Cost Load Schedules. The following topics explain the details.

The ORACLE PROJECT TEMPLATE includes templates for a Master Schedule (also known as a Milestone Schedule) Activity Sheet and a Project Schedule Activity Sheet. (The ORACLE PROJECT TEMPLATE also includes a sample WBS Sheet.) By default, the Project Cash Flow Baseline and Forecast curves in the Project Schedule template pull the Start Date and Finish Date from the Master Schedule.

The ORACLE PROJECT TEMPLATE also includes an Estimate cash flow curve. You must have the necessary permissions to use the Master Schedule Activity Sheet to populate cash flow dates. The summarized Estimate amount will come from the Approved Estimates column on the Project Cost Sheet. Predefined distribution curves are available or costs can be spread manually. Using the Estimate cash flow curve facilitates capital planning before an Initial Budget is created, which subsequently creates a Forecast cash flow curve.

Cash Flow Analysis

Performing cash flow analysis lets you develop an idea about the financial health and liquidity of your business and determine what is available for you to be used for your business needs. You can perform cash flow analysis based on the following information when using Planned costs, Remaining costs, and Actual costs, from the Activity Sheet:

- Budgets
- Forecast projections
- Actuals

Unifier Essentials uses the **Cash Flow** module to determine the financial health of portfolio of projects, or a single project, or contracts. You can use the Activity Sheet data as a source for the cash flow curves. Furthermore, you can bring the activities, or assigned resources units or costs, into the cash flow to track the Budget, Baseline, Forecast, and Spends estimates and compare them to see the distribution over time.

When you use the Activity Sheet to manage activities and resource assignments from P6, you can track the **Baseline**, **Forecast**, and **Actual** (Spends) estimates in the cash flow by using the Activity Sheet data. You can import P6 data in XML format to Unifier Essentials into the System Activity Sheet through the Gateway services and proceed to update its data, as needed, in Unifier Essentials. You can manage scheduling in P6, and you can manage costs either in P6 or Unifier Essentials (depending on the schedule type).

When you use P6, you bring the activities, resource assignments, and spread data from P6 into the Unifier Essentials Activity Sheet, and from the Activity Sheet the costs and units are rolled up to the Cost Sheet, by way of the CBS Code.

You can use an Activity Sheet as a schedule source in:

- Project/shell detail level
- Data from early start and late finish date from the Activity Sheet
- Cost Breakdown Structure (CBS) detail level
- Data from CBS code assign to the activities in the Activity Sheet
- Summary CBS detail level
- Date of the summary CBS code in the Activity Sheet

Cash flow can support Activity Sheet Schedules in the following cash flow curves:

- **Baseline** curve
- **Forecast** curve

The following is an example for how to create a cash flow based on an Activity Sheet schedule:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cash Flow** to open the **Cash Flow** log.
3) Click **Create** to open and select **Manual**. The **New Cash Flow Worksheet** log opens.

The **New Cash Flow Worksheet** log has two panes with the following toolbar options, blocks, and fields:

Toolbar options:

- **Cancel**
- **Save & Close**

General block:

- **Name**
- **Description**
- **Detail Level**

  To select the needed detail level, for example project/shell.
- **Filter CBS Codes**
- **Filter Summary CBS Codes**
- **Rollup cashflow data to company?**

Time Scale block:

- **Period Type**
- **By**
- **Format**

Right pane:

- **Curves**

  To select the needed curve, for example baseline curve. When you select a curve, the curve window, for example Baseline window, opens. In this window, you can select values for the following:
- **Cost**

  Options include a manual cost creation or from cost sheet columns such as: **Approved Budget Revisions**, **Initial Budget**, **Pending Budget Revisions**, and so forth.
- **Schedule**

  To establish a schedule manually, or use dates from an Activity Sheet. Depending on your initial selection, the picker field lets you open a window and specify your selection.

  Example

You can select a type of active manual Activity Sheet (custom, import, manual, or profile) or the System Activity Sheet in the Select Activity Sheet window. The inactive manual Activity Sheets will not be displayed in the Select Activity Sheet window. In the Select Activity Sheet window, click Manual to open the curve type window (Baseline window). In the Baseline window, you can enter values for the following fields:

- Cost
- Schedule

If the manual Activity Sheet does not have a Baseline schedule, then only the "Current" schedule option will be made available, in the Project Type drop-down.

If you select a System Activity Sheet, the date values (From Date) are from the System Activity Sheet attribute form.

- Project Type
- From Date

The values are from the manual Activity Sheet or the System Activity Sheet.

- To Date
- Distribution

You have the option of selecting a manual distribution, or a distribution based on a set profile which is displayed in the drop-down.

- Variance

When finished, click **Add** to go to the **New Cash Flow Worksheet** log.

In the **New Cash Flow Worksheet** log, right pane, click the **Curves** drop-down field and select a pertinent option, such as Actuals. This will open the select option window (**Actuals** window). In the **Actuals** window, select the values for the following fields:

- Cost
- Variance

When finished, click **Add** to go to the **New Cash Flow Worksheet** log. In the **New Cash Flow Worksheet** log, right pane, you will see the added curve, in this case Actuals.

Use the **Curves** drop-down field to select more curves, such as Forecast, and enter values for each curve.

When finished, click **Add** to go to the **New Cash Flow Worksheet** log. In the upper-right corner of the **New Cash Flow Worksheet** log, click **Save & Close** to create the cash flow.

When the **Cash Flow** log displays, you can click on a profile (from the left pane) to see the preview of the curve on the right pane.

- Click on a profile to open the profile window.
- Click on a curve type tab, for example Baseline, to see the details about that curve type.

At this point, for example, you can check the date values in the curve with the values in the manual Activity Sheet.

You can update your dates from the manual Activity Sheet, within the **Activity Sheet** sub-node. After changing the dates, click **Save**, click **Actions**, and click **Update Baseline**. When finished, go to the **Cash Flow** sub-node, find the item, open the item, and click **Refresh** to see the new dates.

If you select more than one item, or date, you can change the values by using the **Bulk Edit** option (toolbar option).

You can use the import and export features to update values.

Using Activity Sheet Data to Track Baseline, Forecast, and Spends in Cash Flow

You can perform Cash Flow analysis based on the budgets, forecast projections, and actuals received by using the Planned, Remaining Cost, and Actual Costs received from the Activity Sheet. In summary, for:

Cash Flow curves: CBS Detail, Baseline, and Forecast (Activity level)

Ability to define Baseline and Forecast Cash Flow curves with the Activity Sheet (Activity level) selected as a source for distribution or cost. In this scenario:

The period distribution for each CBS Code will be received at Activity level, from the selected Activity Sheet. The value is the sum of all the planned units for each CBS code by day which it will be used to distribute the costs. The schedule will be disabled after you select Activity Sheet as the distribution source.

The cost distribution for each period can either be calculated based on the units and total cost received from cost sheet column, or based on the cost spread received from Activity Sheet (Activity level).

You can get data either from the current project or the baseline.

Cash Flow curves: CBS Detail, Baseline, and Forecast (Resource level)

Ability to define Baseline and Forecast Cash Flow curves with the Activity Sheet (Resource level) selected as a source for distribution or cost. In this scenario:

The period distribution for each CBS Code will be received at Resource level, from the selected Activity Sheet. The value is the sum of all the planned units for each CBS code by day which it will be used to distribute the costs. The schedule will be disabled after you select Activity Sheet as the distribution source.

The cost distribution for each period can either be calculated based on the units and total cost received from cost sheet column, or based on the cost spread received from Activity Sheet (Resource level).

You can get data either from the current project or the baseline.

Cash Flow curves: CBS Detail, Spends (Activity level)

You can define Spends Cash Flow curves when the Activity Sheet (Activity level) is selected as a source for cost. The value is the sum of all the actual costs for each CBS code per day across the activities.

Cash Flow curves: CBS Detail, Spends (Resource level)

You can define Spends Cash Flow curves when the Activity Sheet (Resource level) is selected as a source for cost. The value is the sum of all the actual costs for each CBS code per day across the activities.

Similar to the P6 Summary Sheet, you can use the Activity Sheet as a source in Cash Flow.

The following table explains the details:

Type	CBS
Baseline (Distribution)	**Activity Sheet (Activity Level)** Sum all the planned units for each CBS

Type	CBS
	code by day which will be used to distribute the costs. You can select either the current project or the baseline. (Schedule disabled) **Activity Sheet (Resource Level)** Sum all the planned units for each CBS code by day which will be used to distribute the costs. You can select either the current project or the baseline. (Schedule disabled)
Baseline (Cost)	**Cost Sheet Column** **Activity Sheet (Activity Level)** Sum all the planned costs for each CBS code by day. You can select if this is from the current project or the baseline. **Activity Sheet (Resource Level)** Sum all the planned costs for each CBS code by day. You can select if the from the current project or the baseline.
Baseline (Schedule)	Schedule is derived from the unit distribution.
Spends (Cost)	**Activity Sheet (Activity Level)** Sum all the actual costs for each CBS code by day. **Activity Sheet (Resource Level)** Sum all the actual costs for each CBS code by day.
Forecast (Distribution)	**Activity Sheet (Activity Level)** Sum all the remaining or at completion units for each CBS code by day which will be used to distribute the costs. (Schedule disabled) **Activity Sheet (Resource Level)** Sum all the remaining or at completion units for each CBS code by day which will be used to distribute the costs. (Schedule disabled)
Forecast (Cost)	**Cost Sheet Column** **Activity Sheet (Activity Level)** Sum all the planned costs for each CBS

Type	CBS
	code by day. **Activity Sheet (Resource Level)** Sum all the remaining or at completion costs for each CBS code by day.
Forecast (Schedule)	Schedule is derived from the unit distribution.

Note: Be aware that when the cost and schedule are brought in from the System Activity Sheet or a manual Activity Sheet and the Project Type is Baseline or Current, the cash flow uses the *earliest date* across Planned, Actual, or Remaining Cost as the From Date and the *latest date* as the To Date.

In This Section

CBS Type Cash Flow Curve 165
Baseline Type Cash Flow Curve 165
Forecast Type Cash Flow Curve 166
Spends Type Cash Flow Curve 166
Estimate Cash Flow Curve 167

CBS Type Cash Flow Curve

In a CBS type cash flow curve, you can access the units, or cost data, from the Activity Sheet according to the CBS Code at one of the following levels:

- Activity
- Resource

Note: Be aware that when the cost and schedule are brought in from the System Activity Sheet or a manual Activity Sheet and the Project Type is Baseline or Current, the cash flow uses the *earliest date* across Planned, Actual, or Remaining Cost as the From Date and the *latest date* as the To Date.

Baseline Type Cash Flow Curve

In a Baseline type cash flow curve, you can access the following, from the Activity Sheet, per CBS code:

- Planned units or costs
- Remaining units or costs
- At Completion units or costs

In this scenario, the costs information originates from one of the following resources within an Activity Sheet:

- Cost sheet column
- Planned units or costs
- At Completion units or costs

> **Note:** Be aware that when the cost and schedule are brought in from the System Activity Sheet or a manual Activity Sheet and the Project Type is Baseline or Current, the cash flow uses the *earliest date* across Planned, Actual, or Remaining Cost as the From Date and the *latest date* as the To Date.

Forecast Type Cash Flow Curve

In a Forecast type cash flow curve, you can access the following, from the Activity Sheet, per CBS code:

- Planned units or costs
- Remaining units or costs
- At Completion units or costs

> **Note:** Be aware that when the cost and schedule are brought in from the System Activity Sheet or a manual Activity Sheet and the Project Type is Baseline or Current, the cash flow uses the *earliest date* across Planned, Actual, or Remaining Cost as the From Date and the *latest date* as the To Date.

Spends Type Cash Flow Curve

In an **Actual** (or "spends) curve type cash flow curve, you can access actual costs, from the Activity Sheet, in addition to costs from the Cost Sheet Column.

In summary, for:

- **Cash Flow CBS Detail Curves—Baseline and Forecast (Activity level)**, you can define the Baseline and Forecast cash flow curves with the Activity Sheet (Activity level) selected as a source for distribution or cost.
  - The period distribution for each CBS Code will be received at the Activity level from the selected Activity Sheet. It is the sum of all the Planned units for each CBS code, by day, which will be used to distribute the costs. The schedule will be disabled after you select Activity Sheet as distribution source.
  - The cost distribution for each period can either be calculated based on units and total cost received from the cost sheet column, or from the cost spread received from the Activity Sheet (Activity level).
  - You can get the data either from the current project or the Baseline.
- **Cash Flow CBS Detail Curves—Baseline and Forecast (Resource level)**, you can define Baseline and Forecast curves with the Activity Sheet (Resource level) selected as a source for distribution or cost.

- The period distribution for each CBS Code will be received at the Resource level from selected Activity Sheet. It is the sum of all the Planned units for each CBS code, by day, which will be used to distribute the costs. The schedule will be disabled after you select Activity Sheet as distribution source.
- The cost distribution for each period can either be calculated based on units and total cost received from cost sheet column, or from the cost spread received from the Activity Sheet (Resource level).
- You can get the data either from the current project or the Baseline.

- **Cash Flow CBS Detail Curves—Spends (Activity level)**, you can define **Actual** (or "spends) curve with the Activity Sheet (Activity level) selected as a source for cost. It will be the sum of all the actual costs for each CBS code, per day, across the activities.
- **Cash Flow CBS Detail Curves—Spends (Resource level)**, you can define **Actual** (or "spends) curve with Activity Sheet (Resource level) selected as a source for cost. It will be the sum of all the actual costs for each CBS code, per day, across the resources.

> **Note:** Be aware that when the cost and schedule are brought in from the System Activity Sheet or a manual Activity Sheet and the Project Type is Baseline or Current, the cash flow uses the *earliest date* across Planned, Actual, or Remaining Cost as the From Date and the *latest date* as the To Date.

Estimate Cash Flow Curve

You can use the Estimate cash flow curve to create an estimated cash flow for a project *before* you create an Initial Budget. Cash flow dates are drawn from an updated Master Activity Sheet. The summed Estimate amount is drawn from the Approved Estimates column of the Project Cost Sheet. Use either predefined distribution curves or create them manually.

> **Note:** Be aware that when the cost and schedule are brought in from the System Activity Sheet or a manual Activity Sheet and the Project Type is Baseline or Current, the cash flow uses the *earliest date* across Planned, Actual, or Remaining Cost as the From Date and the *latest date* as the To Date.

Activity Sheet with Resource-Loaded and Cost-Loaded Schedules

For all CBS shells, the following Cash Flow curves can get data from an Activity Sheet:

- Baseline
- Forecast
- Spends

When you are defining a Baseline, Forecast, and Spends Cash Flow curves (when the detail level is selected as CBS, based on the schedule type of the source project), the Activity Sheet is available as a source for:

- Distribution
- Schedule
- Cost

The option is not available for Cash Flow curves when the detail level is selected as:

- By Project
- By Summary
- By Contract

The Cash Flow curve properties window enables you to select to get data from:

- Baseline
- General
- Schedule sheets
- P6 Source
- Activity Sheet

If you select Activity Sheet, additional options (Cost, Schedule, and Distribution) will be made available, based on the type of activity sheet that you select. In the case Resource-loaded Activity Sheet and Cost-loaded Activity Sheet, the schedule is derived from the source.

The other fields in the Cash Flow curve properties window enable you to select the distribution method and schedule for the Cash Flow curve based on the source of the Activity Sheet.

> **Note:** Be aware that when the cost and schedule are brought in from the System Activity Sheet or a manual Activity Sheet and the Project Type is Baseline or Current, the cash flow uses the *earliest date* across Planned, Actual, or Remaining Cost as the From Date and the *latest date* as the To Date.

An Activity Sheet can be linked to more than one source project.

If an Activity Sheet is linked to two or more source projects, and if at least one source project is duration-based and the other source projects are resource-based, or Cost-loaded, the other fields in the Cash Flow curve properties window will be based on resource-loaded or cost-loaded projects.

When the source project and the **Activity Sheet (Activity level)** are selected as source, the properties window for the Baseline Cash Flow Curve type enables you to select:

- Where to get the original data
- Activity sheet name
- Data type
- Cost
- Schedule and distribution method
- Variance

For Resource-loaded and Cost-loaded schedules, the properties window for the Baseline Cash Flow Curve type enables you to select cost, schedule, and distribution. When you select Activity Sheet, as a source, the **Sheet Name** drop-down field allows you to select one of the following system activity sheets, from the project activity sheets:

- **System Activity Sheet (Activity)**
- **System Activity Sheet (Resource)**

By default, the **System Activity Sheet (Activity)** option will be selected.

> **Note:** The Baseline Cash Flow curve type will display the data from the system activity sheet, if the source is a single project.

In the properties window, the **Project Type** drop-down field enables you to select the following project schedules:

- **Current Project**
- **Baseline Project**

These options are available based on the schedules that have been received.

> **Note:** If you do not receive a Baseline project spread, the options above will not be displayed.

By default, the **Current Project** option will be selected.

When you select Activity Sheet as the source and **Sheet Name** as **System Activity Sheet (Activity)**, the **Cost** drop-down field allows you to select the following options:

- **Manual**
- **Cost Sheet Columns**
- **Activity Sheet Columns**

The **Cost Sheet Columns** option enables you to display all the columns of the Cost Sheet. The **Activity Sheet Data Sources** will display the Planned, At Completion, and Remaining Costs, based on the **Sheet Name** that you have selected.

In the scenarios above, the **Cost** options are:

Use the **Cost** option to select one of the cost sources for the Baseline Cash Flow curve type.

By default, the **Manual** option is selected.

The **Schedule & Distribution** drop-down field displays all the units based on the **Sheet Name** and the project type that you have selected. If you select the **Cost** as **Activity Sheet Columns**, the **Schedule & Distribution** field drop-down will be disabled while displaying **From Activity Sheet**.

The **Schedule & Distribution** drop-down field displays the following options when you select **Sheet Name** as **System Activity Sheet (Activity)** and the **Cost** is selected as **Cost Sheet Columns** or **Manual**:

- **Planned Total Units**
- **At Completion Total Units**
- **Remaining Total Units**

By default, the value in the drop-down field will be **Planned Total Units**.

The following table lists the various selections and results:

When Sheet Name is selected as:	Project type is selected as:	Cost options are:	Schedule & Distribution options are:
System Activity Sheet (Activity)	Current Project or Baseline Project	Activity Sheet Columns: • Planned Total Cost • At Completion Total Cost • Remaining Total Cost	From Activity Sheet option selected and disabled.
System Activity Sheet (Activity)	Current Project/Baseline Project	Cost Sheet Columns	Will show following options: • Planned Total Units • At Completion Total Units • Remaining Total Units
System Activity Sheet (Resource)	Current Project/Baseline Project	• At Completion Cost • Remaining Cost • Planned Cost	From Activity Sheet option selected and disabled.
System Activity Sheet (Resource)	Current Project/Baseline Project	Cost Sheet Column	Will show following options: • At Completion Units • Remaining Units • Planned Units

The following explains **Forecast** Cash Flow curve properties for when the Activity Sheet is selected as a source:

- Start at the end of the actuals. Use the drop-down field and select the actuals curve. The drop-down field displays all the actual curves that have been defined with the Cash Flow curve family.

  Note: The Forecast options will be disabled if the Activity Sheet is the source of data.

- Replace the current period Forecast with the actuals on the cutoff date.
- For the unassigned amount, the auto-distribution options will be enabled. You can select the redistribution of unassigned amount based on the weighted average calculations.
- The period close settings option is not applicable to Spend, if the period close settings are received from the Activity Sheet.

The following explains **Spends** Cash Flow curve properties for when the Activity Sheet is selected as a source:

In the **Spends** Cash Flow curve properties, you can select the source of cost as Activity Sheet. The **Spends** Cash Flow curve properties has the following Cost and Distribution options, based on the source that you select:

- Where to bring the approved **Spends** data from.

  The **Bring <Spends Curve name> data from** drop-down field displays a list of sources that you can use to bring the actuals cost and distribution. If you select Activity Sheet from the list, the **Sheet Name** field value will be activated and provides the list of sheet names, both at the Activity level and Resource level.

- Sheet name

  The **Sheet Name** drop-down field displays the Activity Sheets in the project, which is a single activity sheet or the System Activity Sheet. The following are the options available for the **Sheet Name** drop-down field:

  - **System Activity Sheet (Activity)**
  - **System Activity Sheet (Resource)**

- **Cost**

  The Cost drop-down field displays:

  - The business process columns that are available in the **Cost Sheet**.
  - The formula columns which are based on the business process.
  - The **Activity Sheet** column, **Actual Total Cost**, if the **Sheet Name** is selected as **System Activity Sheet (Activity)**.
  - The **Activity Sheet** column, **Actual Cost**, if the **Sheet Name** is selected as **System Activity Sheet (Resource)**.

- **Schedule & Distribution**
  - This option displays **Actual Total Units** when you select **Cost** as the **Cost Sheet** column and the **Sheet Name** is selected as **System Activity Sheet (Activity)**.
  - This option displays **Actual Units** when you select **Cost** as the **Cost Sheet** column and the **Sheet Name** is selected as **System Activity Sheet (Resource)**.

- **Variance**

The following table shows the various selections:

Sheet Name	Cost	Schedule & Distribution
System Activity Sheet (Activity)	Cost Sheet Column	Actual Total Units
System Activity Sheet (Resource)	Cost Sheet Column	Actual Units
System Activity Sheet (Activity)	Actual Total Cost	From Activity Sheet text selected and disabled.
System Activity Sheet (Resource)	Actual Cost	From Activity Sheet text selected and disabled.

If you select the **Cost** option, the system draws the **Spends** Cash Flow curve by using the **Actual Cost** spread, **Actual Start Date**, and **Actual Finish Date** for each CBS Code, from the selected Activity Sheet.

The following topics explain the various **Baseline and Forecast Budget (Cost Distribution)** Cash Flow curve properties for when the Activity Sheet is selected as a source:

- **Baseline curve or Forecast curve when Schedule & distribution are derived from the Activity Sheet and Cost is derived from the Cost Sheet**
- **Baseline curve or Forecast curve when Schedule & distribution and cost are derived from the Activity Sheet**
- **Baseline curve or Forecast worksheet when Schedule, distribution, and cost are derived from the Activity Sheet**
- **Baseline curve or Forecast worksheet when Schedule, distribution, and cost are derived from the Activity Sheet**

When you select the original source as Activity Sheet for the **Baseline** Cash Flow curve, the **From** and **To** dates and the spread for each CBS Code will be derived from the selected Activity Sheet and **Project Type**. Unifier Essentials uses the spread data from the selected Activity Sheet to draw **Baseline** Cash Flow curve (the period units are coming from the activity spread, and the cost will be derived either from the **Cost Sheet** column, or from the activity spread.

Baseline curve or Forecast curve when Schedule & distribution are derived from the Activity Sheet and Cost is derived from the Cost Sheet:

You can select the following distribution and cost sources when the data is originating from the Activity Sheet:

Distribution	Cost	Cost per CBS Code
Sheet Name: System Activity Sheet (Activity) Project Type: Current Project Data Source: Planned Total Units	Cost Sheet Column: Assigned Budget	Cost for each unit per CBS Code = Total cost from the Cost Sheet column/ The number of total units. Cost for each period per CBS Code = The number of units * Cost per unit.

Example

Monthly time scale: Sample monthly unit spread for CBS Code1 which is coming from Planned Total Units in the above scenario:

	January	February	March	April	May	June	July
CBS Code 1	100	100	100	100	100	100	100

If Total cost per CBS Code1 = $70000, then the cost per unit = $70000/700 = $100 and cost per period will be = 100 * $100 = $10000

Monthly time scale: Sample cost spread for CBS Code1 for each period will be calculated as follows:

	January	February	March	April	May	June	July
CBS Code 1	$10000	$10000	$10000	$10000	$10000	$10000	$10000

The above **Cost** spread sample will be distributed in the **Baseline** Cash Flow curve. If the user selects **Sheet Name**: **Activity Sheet (Resource level)**, with resource units selected as distribution source, and the cost source is coming from the **Cost Sheet** column, then sum all of the Planned units for each CBS Code by day which it will be used to distribute the costs. The Cost per unit will be calculated as shown above. The user should be able to select the units spread from either the current project or the Baseline. The cost distribution will be done in the similar way (as shown above) for the other time periods such as yearly scale or financial periods.

Baseline curve or Forecast curve when Schedule & distribution and cost are derived from the Activity Sheet:

You can select the following distribution and cost sources for the data that is originating from the Activity Sheet:

Distribution	Cost	Cost for each unit per CBS Code
Sheet Name: System Activity Sheet (Activity) Project Type: Current Project Data Source: Planned Total Cost	Cost in this case is coming from Planned Total Cost spread data at Activity level for each CBS Code.	The cost will be calculated in the source Activity Sheet itself using the units and assigned role or resource rate at Activity level. **Cost for each period per CBS Code**: Sum of all planned costs for each CBS Code at activity level.

The sample cost spread for the CBS Code 1, when the selected Planned Total Cost in the above scenario is as follows:

Note: In this case, the cost spread data will be received from the selected Activity Sheet (either from current project or Baseline).

	January	February	March	April	May	June	July
CBS Code 1	$100	$100	$100	$100	$100	$100	$100

If you select the new distribution and cost options from the Activity Sheet, then:

- Both the cost and dates will be received from the Activity Sheet spread data.
- The forecast curve, which is set to begin at the end of actuals curve, shows data from the data date instead of the current period.
- You can select distribution from the Activity Sheet and cost from the Cost Sheet column, or manual, so that the cost spread will be calculated using the total spread units from the Activity Sheet, and the total cost received from the Cost Sheet, or entered manually.
- The Project Type drop-down field and the Data Source field enables you to get the units or cost spread from the Activity Sheet current project or baseline. The values for the fields are Planned, At Completion, and Remaining. By default, the Planned options is selected.
- For the Forecast Cash Flow curve, the spread data (units or costs) comes from Planned, At Completion, and Remaining costs or units. In the Forecast Cash Flow curve the default data source is At Completion. The Forecast Cash Flow curve that is set to begin at the end of actuals shows the actuals received as of current date, from the Activity Sheet or from the Cost Sheet column, and the remaining periods show the spread data received from the Activity Sheet (including the redistributed unassigned amount). The unassigned amount is redistributed in the remaining periods, based on the selected weighted average option.

Baseline curve or Forecast worksheet when Schedule, distribution, and cost are derived from the Activity Sheet:

For each CBS Code in the Baseline or Forecast worksheet, when the source is selected as Activity Sheet:

- From Date will be the earliest date (beginning period from the selected Project spread data). This can be either at Activity level or Resource level based on the sheet name that you have selected. Similarly, the dates come from the current project or baseline.
- To Date will be the latest date (from the selected Project spread data). This can be either at Activity level or Resource level based on the sheet name that you have selected. Similarly, the dates come from the current project or baseline.
- From Date and To Date are read-only.
- The Profile column remains empty and will be read-only.
- The Period data shows the costs distributed from the spread.
- The distributed costs can be calculated when units are coming from the Activity Sheet, only (you can bring the costs from the Activity Sheet). The data will be read-only, similar to the data received from the P6 Summary Sheets.

Note: The project picker will not be available in the worksheet. You can

see the project picker when you are allowed to pick a project as source. In this case, the data is filtered (in the graph and worksheet) based on the project.

- The worksheet tab enables you to export.
- The Cumulative and Incremental graphs are available.
- The unassigned amount in the Forecast curve, or Baseline curve, is redistributed in the remaining periods, based on weighted average option that you have selected.

Spends Curve and Data Distribution

The following explains:

- When both cost and distribution is coming from Activity Sheet
- When the total actual cost is derived from cost sheet and schedule/distribution is derived from Activity Sheet

When both cost and distribution is coming from Activity Sheet

You can define the Spends curve to get the actuals spread data from the Activity Sheet for the Resource loaded or Cost loaded projects. When you select the Activity Sheet as a source for the Spends curve, the system will derive the distribution and actual costs from the Activity Sheet. The actual spread data will be coming from the current project.

The **From Date** and **To Date** fields are displayed according to the values of the earlier **Actual Start Date** and **Date** which is across the activities, per CBS Code for In progress activities. The **From Date** and **To Date** fields are read-only.

Note: The **Data Date** field value can be in the past, current, or in the future. The Actuals are always shown, until the date of the **Data**.

The Actuals in periods show the spread data coming from the Activity Sheet that you have selected.

The distribution data is read-only.

The Actual spread data as of the data date is displayed in the Forecast curve worksheet if in the Forecast curve properties, the curve is set to begin at the end of the actuals.

The graph shows both the actuals (cumulative and incremental values).

The Actual spread data per CBS Code will be until the data date. For example, if the Actual Start is 02/10/2020 and Data Date is 08/15/2020, then the Actuals cost spread will be shown until the data date (08/15/2020), in the worksheet.

	From Date	To Date	Feb	Mar	Apr	May	Jun	Jul	Aug
CBS Code 1	02/10/2020	08/15/2020	$100	$100	$100	$100	$100	$100	$100

Forecast with Actuals

When you select the source as Remaining Total Cost, or Remaining Total Units, the remaining spread data will be used as source for the Forecast curve. The Actuals will be seen as of data date, and the remaining spread will start from the data date. For example, in the table above, the month of August will show the Actuals as of date + remaining Forecast data ($700 + $100).

	From Date	To Date	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
CBS Code 1	08/15/2020	04/15/2021	$800	$100	$100	$100	$100	$100	$100	$100	$100

When the total actual cost is derived from cost sheet and schedule/distribution is derived from Activity Sheet

You can receive the Actual spread units from the Activity Sheet and the total payment amount from the **Cost Sheet** column. In this case, the Actual cost can be calculated as the number of actual units * actual cost per unit. See the following example for the monthly time scale:

	January	February
CBS Code 1	50	10
CBS Code 2	0	20

In this example, if the total actual cost (received from the Cost Sheet column) for CBS Code 1 is $6000, and the CBS Code 2 is $1000, then the actual cost per unit will be as follows:

	January	February
CBS Code 1	$50000	$1000
CBS Code 2		$1000

Additional Information:

- If an Activity Sheet has more than one mapped source projects, the system displays the following message: You cannot view the data because the system activity sheet is mapped to more than one source project with different data dates.

  Note: Cash Flow curves will receive data from the System Activity Sheet mapped with multiple source projects, if they all have the same data date.

- If you select an Activity Sheet as a source to one or more Cash Flow curves in the Cash Flow detail curves, you cannot open the Cash Flow curve in Classic View, and the system displays the following message when you try to open a Cash Flow worksheet, or properties, in Standard View: The source for one or more curves is Activity Sheet. You cannot view the curves in Classic View.
- If an Activity Sheet has not been created in the project, the drop-down field will not display Activity Sheets as an option for the Baseline, Forecast, and Actuals Cash Flow curves.

- The Baseline, Forecast, and Actuals Cash Flow curves show the properties irrespective of the schedule type for the System Activity Sheet. Furthermore, the **Sheet Name** drop-down field displays manual activity sheets that are created in the project.
- The Cash Flow worksheet does not show the data for the Cash Flow curves that are based on the Activity Sheet, if there is no cost spread or unit spread associated with the activities in the selected Activity Sheet.

Portfolio Manager Budget Curves

The Portfolio Budget curve is linked to scenarios in the Portfolio Manager. The project manager must create this curve. After it is created, the curve shows the initial budget projections.

When you open a Portfolio Budget curve, you can view the data in the transaction currency, if different from the project currency.

> **Note**: If the currencies of your data sources are different, you can create a base currency using the Derived curve as your data source.

For cash flow purposes, the Portfolio Manager extracts a project's baseline or forecast budget numbers for use in a scenario sheet.

During a portfolio analysis, the Portfolio Manager can produce three different Portfolio Budget curves:

1) **Shared Budget curve**
2) **Approved Budget curve**
3) **Original Budget curve**

> **Note**: Before you can use these curves, you must add them to your project.

You can pull data from the three different Portfolio Budget curves (Portfolio Manager) into the cash flow curves within your project/shell.

> **Note**: If the currency of data pulled from any of the three different Portfolio Budget curves (Portfolio Manager) is different from the project/shell currency, you can create a Derived curve (using the existing curves within a family) that converts data from existing curves to a different currency.

Shared Budget curve

This curve shows the portfolio planner's proposed number for the project. You will not have access to this curve until the planner shares a scenario. You can include this curve on the cost worksheet, along with the forecast budget, or any other budget curve, to see the difference between your project's numbers and the planner's proposed budget numbers.

Approved Budget curve

When a scenario is approved in the Portfolio Manager, the budgets for each project in the scenario are marked "approved." They are then locked and stored in the Portfolio Manager. An Approved Budget curves shows the approved budget for the project for that planning period (usually a year).

Original Budget curve

This curve is for a project in execution. This budget is the last approved budget for the project before it moves into its execution phase. This approved budget becomes the project's original budget; and this original budget, plus any changes that occur to the numbers during the life of the project, becomes the project's approved budget.

Portfolio Manager Budget Curves and Financial Period in Cost Manager

The Portfolio Budget curves (Shared, Approved, and Original), in cash flow, are linked to Portfolio Manager scenarios.

User can attain data from the Portfolio Budget curves (Shared, Approved, and Original), from the Portfolio Manager scenario in Parent Shell, into the cash flow curves within a project/shell.

During a portfolio analysis, the Portfolio Manager can produce the following Portfolio Budget curves:

Shared Budget curve

The Shared Budget curve displays the portfolio planner's proposed number for the project.

The User can include the Shared Budget curve on the Cost worksheet (along with the forecast budget or any other budget curve) to see the difference between the project numbers and the planner's proposed budget numbers.

Approved Budget curve

When a scenario is approved in the Portfolio Manager, the budgets for each project in the scenario are marked "approved."

The system locks and stores the budgets in Portfolio Manager.

An Approved Budget curve displays the approved budget for the project for the planning period (usually a year).

Original Budget curve

The Original Budget is the last approved budget for the project before it moves into its execution phase.

The approved Original Budget becomes the project original budget. This original budget (and any changes that occur to the numbers during the life of the project) becomes the project approved budget.

The Portfolio Manager scenario (with Financial Period as the Period Structure) created in the parent Shell will push/pull the data from respective curve only. That is:

- For the child Shell, it has the same Financial Period in its options, and

- It will consolidate the data for only those cash flows where the timescale has been selected as Financial Period.

If the user selects a financial period from the ‘by' drop-down list, the corresponding drop-down list for financial period will get populated with the Financial Period present in the Shell options.

Other options, in timescale, will be disabled (for format and so forth), and it will remain blank with other options enabled (for format and so forth).

For Baseline and Forecast type curves, the summary sheet spreads will be assigned to the relevant period.

For the Actuals, the cost sheet columns and effective dates will be used to assign the values to the relevant period.

> **Note:** For a cash flow curve, the X-axis for graph will still remain the same but the points in the curve will be based on the *Financial Period* that has been selected. The columns in the grid will also be based on the Financial Period that has been selected.

Cost Sheet

A cost sheet captures data from data sources such as cost code data values, budget, business processes (by status), and Activity Sheets.

The system *dynamically* updates the **Company Cost Sheet** with information from the project/shell cost sheets. See **Company Cost Sheet** below for more details.

Project/Shell Cost Sheet

The project/shell cost sheet is a detailed accounting of the project/shell budget and costs. A cost sheet works like a spreadsheet within the system to calculate and maintain the project/shell cost information stored in the project/shell. The project/shell cost sheet rows contain unique CBS codes (or cost codes), which can be used to link project/shell costs to the general ledger for finance. Cost information can be entered manually, pulled from work packages or worksheets, or rolled up automatically, into the project/shell cost sheet, from business processes when transactions occur in the system.

Project/Shell Cost Sheet Column Properties

- The Datasource drop-down list contains a list of Single, Logical, and P6 data sources (only published P6 data sources as defined in the Standards & Libraries [Admin mode]).
- The Element drop-down contains a list of options as defined in the Cost Sheets Templates.
- The Data Format option, Decimal, is selected for all the "Unit" fields that you have selected from the Element drop-down list.

For Base Commits, Change Commits, and Payment Application BPs.

- The Costed line items (in Base Commits, Change Commits, and Payment Applications) roll up to the Cost Sheet by using the "Amount" field.

- The Amount that rolls up to the Cost Sheet is the Costed Amount for each of the CBS codes that is added to the Cost Distribution grid.
- If the Line Item Amount = Costed Amount, you will see a discrepancy between the Total Amount seen in the Line Item section of Record, and the rolled up Amount to the Cost Sheet.
- You can go to the Line Item level details by opening the record in the Transactions section.

Company Cost Sheet

A **Company Cost Sheet** pulls cost information from across all the CBS projects/shells that exist in a Unifier Essentials instance.

> **Note:** There is only one **Company Cost Sheet**.

The company administrator can create a company level cost sheet (the **Company Cost Sheet**) to display the cost data across all the projects/shells.

Projects/shells included in the **Company Cost Sheet** are added by default as the project/shell-level cost sheets are created.

> **Note:** Only the **Active** and the **On-hold** projects/shells must be rolled up to the **Company Cost Sheet**.

Company Cost Sheet Columns Properties

Data rolls up to the **Company Cost Sheet** columns from the individual project/shell cost sheets columns, by data source.

The **Company Cost Sheet** columns headings provide the following information, upon hover over:

- **DataSource**
- **Total**
- **Formula** (when applicable to the data source)

For details about **Company Cost Sheet**, see ***Working with the Company Cost Sheet*** (on page 229).

Types of Cost Sheet Data Entry

Cost sheet cells can be populated with data in the following ways, depending on how the column has been set up:

Manual entry: Your cost sheet may include some columns in which you can enter data through line items or directly into a cell. Line items can be added manually by copying data from an existing line item within the cell or from copying existing line item data from one column to another.

Business processes: Cost sheet data can also be rolled up automatically when cost-type business processes reach a specified status. For example, when a purchase order is approved, the amount can be rolled up to the appropriate column and CBS codes.

Formulas: Cell data is calculated from other column entries based on a formula defined for the column. The formula may include data from other columns.

Budget: Information from the project/shell budget can be rolled up to budget columns. This data is entered in the Budget window.

Worksheet: Data can be entered into worksheets and rolled up to cost sheet columns.

The following sections discuss how to view, enter, and manage cost sheet data and budget information.

Adding a New Cost Sheet

When adding a new cost sheet either by way of copying from a template or by way of copying from a CBS Shell instance, note the following:

Adding a new Cost Sheet by way of copying from a template

- If the CBS Shell instance *does not have* the Schedule Type Data Element on the attribute form, the templates that have the option "Enable P6 sources" selected are not available for use. That is, you are not able to add a cost sheet that has P6 Sources to the Shell.
- If the CBS Shell instance *does have* the Schedule Type Data Element on the attribute form, you can only select the "Tree" structure cost sheet.

Adding a new Cost Sheet by way of copying from a Shell instance

- If the CBS Shell instance *does not have* the Schedule Type Data Element on the attribute form, the shell instance that have the option "Enable P6 sources" selected are not available for use. That is, you are not able to add a cost sheet that has P6 Sources to the Shell.
- If the CBS Shell instance *does have* the Schedule Type Data Element on the attribute form, you can only select the "Tree" structure cost sheet.

More information about adding a new Cost Sheet

- Enable P6 sources

  You can select any Cost Sheet *with* the option "Enable P6 sources" selected, or *without* the option "Enable P6 sources" selected.

  After a new Cost Sheet is created within a CBS Shell instance, the option "Enable P6 sources" is carried over from the source. The "Enable P6 sources" option is editable if no columns are added to the Cost Sheet via the P6 Data sources. If a Cost Sheet contains columns that use P6 Data Sources, you cannot edit (Select or Deselect) the "Enable P6 sources."

Working with Shell Cost Sheets

This section discusses working with cost sheets in CBS-code based shells.

Cost Sheet sub-node (Standard View)

When you click the **Cost Sheet** sub-node (go to the shell tab and switch to **User** mode; in the left Navigator, select **Financial Analysis**, and then select **Cost Sheet**), the **Cost Sheet** log opens. This log displays the cost sheets, worksheets, and work packages (where available) within the project/shell. The log has the following elements:

- Toolbar
- Grid displaying the list of all the sheets within the project/shell
- Right pane capturing the details of each sheet

The **Cost Sheet** log toolbar options:

Option	Description
Create	Lets you create a **Worksheet** (from a template or from projects) or **Work Package**.
Actions	Lets you set the permissions (**Permissions**).
View	Lets you set the view of the log by showing all sheets (**All**) or group the sheets by type (**Group by Type**).
Refresh	Lets you update the information of the items listed on the log.
Print	Lets you print the sheet (**Print**) or export it to CSV (**Export To CSV**) or Microsoft Excel (**Export To Excel**). **Notes:** - For export to Microsoft Excel, the system currently supports only Euro (EUR) and United States Dollar (USD) currency symbols. - If you export data from a business process (BP) record, sheet (such as an Activity Sheet), or log (such as Company Funding Sheet Log) to Excel, be aware that depending on how your negative values are formatted, you might need to configure your columns in Excel to match the correct data type (Number). Otherwise, the columns will not be treated as numeric and will not sum as expected. One supported format includes placing the negative sign between the currency symbol and the amount (for example, $-1,000).

Option	Description
Find on Page	Lets you find items on the displayed page. When you click this option, the system inserts a row that lets you enter filter parameters.

The **Cost Sheet** log grid column headings include Name, Reference No., Date Created, and so on.

When you select a worksheet, the **Cost Sheet** log tabs (right pane) include Properties, Permissions, and Audit Log. Be aware that the Audit Log only provides details based on the import of a CSV file or an API-based update.

When you select a work package, the **Cost Sheet** log tabs (right pane) include Properties and Audit Log. Be aware that the Audit Log only provides details based on the import of a CSV file or an API-based update.

To open a sheet, you can double-click the sheet or click the *gear menu* (⚙) and select **Open**. After you open a cost sheet, the **Cost Sheet** overlay opens. The next topic explains the elements of the **Cost Sheet** overlay.

Shell Cost Sheet

When you open a shell cost sheet, the **Cost Sheet** overlay window opens, and the following elements appear on the screen:

- Cost Sheet header and locked/unlocked indicator
- Toolbar enabling access to several actions
- Grid with rows (if available) and columns

To open a shell cost sheet:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, select **Cost Sheet**, and then open the applicable **Project Cost Sheet.**

The **Cost Sheet** overlay window toolbar options are as follows:

Option	Description

Manage Rows	**Note:** This option is available only to those users who have permission to modify the cost sheet rows. Clicking this option lets you open a new grid sheet (inline), on top of the cost sheet, titled: **Manage Rows**. For a tree-structure cost sheets, the **Manage Rows** sheet has the following toolbar options: ▸ **Add Sibling** ▸ **Add Child** **Note**: When a cost code has not been created, the toolbar has only the **Add** option (instead of the two separate **Add Sibling** and **Add Child** options). ▸ **Refresh** ▸ **Print** ▸ **Find on Page** ▸ **Expand All Groups** or **Collapse All Groups** For a flat-structure cost sheets, the **Manage Rows** sheet has the following toolbar options: ▸ **Add** Clicking **Add**, when no row has been selected, adds a new row at the bottom of the existing rows. Clicking **Add**, when a row has been selected, inserts a new row below the selected row. You can drag a row to move it above or to any other valid place. ▸ **Refresh** ▸ **Print** ▸ **Find on Page** When you make changes, the following additional options, which appear in the upper-right corner of the screen, let you cancel or save your changes: ▸ **Cancel** ▸ **Save** The **Manage Rows** sheet has the following columns that are stationary: ▸ Cost Code ▸ Code Name Other columns on the **Manage Rows** sheet vary as per design. For each cost code row in the **Manage Rows** sheet, you have the following options columns at the very end: ▸ **Delete:** If a row is eligible for deletion

Add Column	Lets you open the **New Column** overlay window, which contains the following fields:
	▸ **Name:** Name of the cost sheet column.
	▸ **Type:** The drop-down menu lets you select the values:
	  ▸ From Business Processes (the default value for **Type**)
	  Select the From Business Processes option if you want to have a column in the Cost Sheet log the pulls data from the **Amount** field of a Business Process. If you select this option, then:
	  - The **New Column** form (overlay window) stays as is.
	  - The **Datasource** drop-down menu gets updated to show a list of all Business Process datasources which can be used to create a column.
	Note: The datasources that have already been used to create a column will not be included in the list. To create the new column successfully, you must populate the mandatory options on the form.
	  ▸ Direct Entry: Select the Direct Entry option when you want to enter **Numeric** values into the cell directly. When you select this option on the overlay form, similar to the "From Business Process" option, the form stays as is. The only difference is that the **Data Source** drop-down menu displays "Logical Sources," only. Also, those sources that have already been used to create a column will not be displayed in this list.
	  ▸ Line Item Content: Select the Line Item Content option when you want to enter data for each cell in the column in a line item format, allowing multiple line item entries per cell. The total is displayed in the cell. When you select this option on the overlay form, the overlay form stays as is. The behavior of the **Data Source** drop-down menu is the same as when you select the "Direct Entry" option.
	  ▸ From Worksheet: Select the From

View	These options let you use a default view, create your own views, and manage (rearrange, hide, show, and delete) views. For more information, see ***Cost Sheet Views***. ▸ **Default** ▸ **Create New View** ▸ **Manage Views**
Edit View	Use this option to modify the current view.
Forecasting	This option is available only if the cost sheet is enabled for forecasting. When you click this option, the **Forecast Adjustment** window opens.
Refresh	Lets you see the added values to the columns of the sheet.
Print	Lets you print or export the log content.
Find on Page	Lets you search for a sheet on the log.
Expand All Groups or **Collapse All Groups**	Lets you expand or collapse the sheets to see the subordinates.

Menu Options ☰	Lets you conduct and access:
	▸ **Import**
	  ▸ **Summary Budget**
	  ▸ **CBS Details**
	▸ **Export**
	  ▸ **Summary Cost Sheet**
	  ▸ **Summary Budget**
	  ▸ **CBS Details**
	  ▸ **Column Details**
	▸ **Columns**
	  ▸ **Unhide**
	  ▸ **Restrictions**
	▸ **Snapshots**
	  ▸ **Create**
	  ▸ **Open**
	  ▸ **Enable Auto Snapshot**
	▸ **Currency**
	  ▸ **Project Currency**
	  ▸ **Base Currency**
	▸ **Budget Distribution:** See Budget Distribution below for details.
	▸ **Row Coloring**
	  ▸ **Multi-Color**
	  ▸ **Single-Color**
	▸ **Properties**
	▸ **Audit Log**

Currency Toggle	Lets you switch the cost sheet currency from Project Currency to Base Currency (or vice versa).

The **Cost Sheet** overlay window column options may vary. The following is a list of possible columns:

- Sequence No.
- CBS Code (or Cost Code): Static column
- CBS Item (or Code Name): Static column
- Assigned Budget
- Purchase Orders (Approved)
- Change Orders (Approved)
- Invoices (Approved)
- Contingencies
- LI Content

- Risks & Issues (Closed)
- Forecasts
- Budget Approval (Approved)
- Budget Transfers (Approved)
- CBS/WBS Actuals (Approved)
- Contract Change Orders (Approved)
- Contracts (Approved)

The bottom of the **Cost Sheet** log (underneath the second column from the left, after the Sequence No. column) displays the totals for the amounts for each column.

The bottom of the **Cost Sheet** log (left corner) displays the total number of items.

When you right-click a cell heading, you will see the following options:

- **Insert**
- **Properties**
- **Hide**
- **Delete**
- **Lock after this column**

When you right-click a cell within the cost sheet, you will see the following options:

- **Add Sibling Row**
- **Add Child Row** (available only if the selected cell row is not associated with any cost item or line item data)
- **Insert Column Before** (not available if you select a cell within the CBS Code or the CBS Item columns)
- **Insert Column After** (not available if you select a cell within the CBS Code column column)
- **Copy**
- **Delete**

When you click a cell, the **Cost Sheet** screen opens a pane on the right side that has the following tabs:

- **General**
- **Attachments**
- **Notes**
- **Fund Assignment Order**

These tabs provide additional information about each cell. Where allowable, you can update the fields within each tab.

The **Budget Distribution** overlay window contains the following elements:

Element	Description

When the **Budget Distribution** is locked (padlock icon in locked position)	The following blocks (accordion menu) are visible:
	▸ **Overview:** If available, the right pane of this block (accordion menu) contains the following tabs:
	  ▸ **Attachments**
	  ▸ **Audit Log**
	  ▸ **Lock/Unlock History**
	▸ **Distributed Amount:** Lets you see the **Cost Code**, **Code Name**, **Type**, and **Distributed Amount**. You can use the toolbar options to refresh, print (or export), find, and collapse the information in the log.
	The right pane of this block (accordion menu) contains the following tabs:
	  ▸ **General**
	  ▸ **Attachments**
	  ▸ **Notes**
	All the fields are read-only.
	If you click **Unlock**, you must enter a reason.

When the **Budget Distribution** is unlocked (padlock icon in unlocked position)	You have all the options available in the locked position, and you can change the values in the editable fields. After you are finished, you must click **Save & Lock**.

Cost Sheet Views

In addition to opening and viewing a cost sheet within a project/shell, you can create your own views with filters, groupings, and so on, to modify the default view of the cost sheet. You can view values from data sources such as activity sheets, as well as cost attributes from the Cost Attribute Form. When you create a view, you can select columns from the cost sheet as well as Data Elements (DEs) from the Cost Attribute Form. For example, you can view information for specific CBS Codes and then filter and group them by their Status of Active and Inactive.

Notes:

- You can use all applicable DEs from the Cost Attribute Form, including hidden blocks and Date and Date Only Picker DEs, but excluding all other Picker DEs and multiple-select input fields, if the

DEs are included on the form.

- If you switch to the Base Currency view, no exchange currency rates will be applied. Currency DEs on the Cost Attribute Form will be in the project currency format.

After you open a specific cost sheet, a **View** option is available after the **Add Column** option. If your administrator defined global views in a Cost Sheet template and they are linked to your project/shell, these views are available through the **Manage Views** option. You can make these views visible in your cost sheet, and you can change the order in which they are listed. After they are visible, you can use them to create additional custom views. You cannot edit or delete the predefined views. You can add multiple filters to a view, and you can use the same data element multiple times. When adding multiple filters, you can use operators to specify that the view must match all listed filters or that it can match one or more of the listed filters.

Notes:

- If the administrator pushes additional updates to the Cost Sheet template, custom views that you created are deleted.
- If the administrator imported predefined cost sheet views through a configuration package, the views are hidden (the **Visible** checkbox is deselected) if the destination contains the same shell template and cost sheet. If the destination environment does not have the same shell template, the views are imported and visible when the cost sheet is created in the destination.

If the cost sheet is created from the project template, the sheet initially uses the **Default** view, which is selected from the **View** list. You can use the **Create New View** option to create views or the **Manage Views** option to manage (show, hide, rearrange, or delete) existing views in the **View** list.

The View list within the cost sheet is followed by the **Edit View** option.

Creating Cost Sheet Views

When you choose **Create New View**, a **New View** window is displayed. A **Save View As** text box with **New View** as the default value can be seen at the top of the window. Validations are performed to ensure that the view has been given a unique name.

The **Save View As** text box is followed by the **Cancel** and **Save** options. If you choose **Cancel**, creation of the new view is canceled and you are brought to the previous view in the cost sheet. If you choose **Save**, the new view is saved and loaded into the cost sheet.

There are multiple tabs below the **Save View As** text box. For more information, see the following:

- ***Columns Tab in the New View Window***
- ***Filters Tab in the New View Window***
- ***Group By Tab in the New View Window***
- ***Sort By Tab in the New View Window***
- ***Conditional Formatting Tab in the New View Window***

Managing Cost Sheet Views

Similar to BP logs in the Standard interface, the **Default** view and all the manually created views are available in the **Manage Views** window. This window has the same features as other logs, which also have the **View** feature within them.

Editing Cost Sheet Views

In the **Edit View** window, you can update the name of the view or use it to create a view with a different name. (You cannot change the name of the Default view; however, you can use it to create a view with a different name.) The view name is followed by the options available for canceling the edit action, saving changes, and saving the view with a new name, or **Cancel**, **Save**, and **Save As**. When you select **Save As**, a small overlay form is displayed where you can save the view with a new name.

You can also update the settings defined on the **Columns**, **Filters**, **Group By**, **Sort By**, and **Conditional Formatting** tabs as described earlier.

> **Note:** If you remove the view permission for a user, the user's filter conditions in the view are not automatically updated. The user will need to edit and save their view to see the changes in the view definition. Ensure you notify the user to update their cost sheet filters accordingly.

Functionality within Cost Sheet Views

In the **Default** view, you can perform any of the actions listed below:

- Drag and drop columns
- Rearrange column order
- Select a column header to change the **Sort By** column
- Right-click a column header to choose the **Lock after this column** option

When you perform any of the above actions, the prefix of the view name becomes **Modified**. The **Edit View** option is disabled. Therefore, you cannot save the **Modified** view.

The remaining *gear menu* (⚙) for the rows and columns remain as they are in the Standard interface of the cost sheet. All the toolbar options remain as they are in the Standard interface of the cost sheet. You must save any modifications that were made to the **Default** view without changing the view name to **Modified**.

In a manually created view, you cannot perform any of the actions listed below:

- Manage rows
- Add columns
- All Menu (A.K.A. Hamburger) actions
  - The only exceptions are Row Coloring in the case of a Tree structure cost sheet and Import and Export options for both Flat and Tree structure of the cost sheet.
    - Import options: This has the submenu option ‘Column Details' using which customer can choose a column from the view and import data into it. The import action allows import into all leaf rows of the cost sheet and not just the ones present within the view.

- Export options: Same as above, this has a submenu option ‘Column Details'. Use this option to select the column from which data should be exported. After it is chosen, the customer can export of column data. This exports data from all leaf rows from the cost sheet and not just the ones present within the view.

- All *gear menu* (⚙) actions
- All Column Menu actions

When you select a value in any of the cost sheet cells, the **General** tab in the right pane is displayed as read-only.

You can drag and drop columns to any place on the cost sheet. When this action is performed, the prefix of the view name becomes **Modified**. However, in the case of a manually created view, you can select **Edit View** and ultimately choose **Cancel**, **Save**, or **Save As** after making modifications in the **Columns**, **Filters**, **Group By**, or **Sort By** tabs.

After the **View** drop-down, there are many available options from the Standard interface of the cost sheet, including: **Refresh**, **Print**, **Find on Page**, **Expand/Collapse**, **Menu Options—Row Coloring**, and **Currency**. If you change the Row Coloring or the Currency of the cost sheet, these changes are not saved to the view.

The **Group By** options that are within the view definition are visible as a grouping section with the appropriate rows grouped in it. Each group, along with its appropriate rows, displays an additional column that shows the group's name before the **Cost Code** column. There is no column header for this grouping column.

When a **Group By** option applies to the view, the group's summary row displays the summary value that is based on the **Total** option in the column's properties.

A special case for creating views is the addition of a few columns. After creating a view, your administrator can take away your permissions to the columns that you added. When you try to open the view, those columns are no longer visible. The **Edit View** window does not show the columns in the **Selected Columns** section nor the **Available Columns** section.

Menu Options in Worksheet

A typical **Cost Sheet** log (go to the shell tab and switch to **User** mode; in the left Navigator, select **Financial Analysis**, and then select **Cost Sheet**) has the following types of sheets when you switch the view of the log from default to another type of view (**View**, and then select **Group by Type**):

- **Cost Sheet**
- **Work Package**
- **Worksheet**

In the **Group by Type** view, the records are grouped under each category.

When you open the project cost sheet (**Cost Sheet**), when it is locked, you can use the **Menu Options** (☰) to perform the following actions for the project cost sheet:

- **Import** - Column Details
- **Export** - Column Details
- **Row Coloring** - Multi-Color and Single-Color

The **Menu Options** (☰) and submenu options are not available for work package (**Work Package**) records.

When you open a worksheet (**Worksheet**), you can use the **Menu Options** (☰) to perform the following actions for the worksheet:

> **Note:** The view of the worksheet can be **Default**.

- **Import** - Column Details
- **Export** - Summary Work Sheet and Column Details
- **Columns** - Copy Column Data
- **Snapshots** - Create, Open, and Enable Auto Snapshot
- **Currency** - Project Currency and Base Currency
- **Row Coloring** - Multi-Color and Single-Color
- **Properties**
- **Audit Log**

Columns Tab in the New View Window

The sections under the **Columns** tab are: **Available Columns**, **Selected Columns**, **Left Lock after Column**, and **Right Lock after Column**.

In addition to the previous sections, there are three options located after the **Selected Columns** section: **Group Management**, **Group Selected Columns**, and **Delete Group**.

For a new view, the **Available Columns** section displays a list of all the columns from the **Default** view. **Cost Code** and **Cost Name** columns are not available in the list because they are part of all views by default. The columns that you have view restrictions for are also not available in the list.

The Cost columns listed under **Available Column** are grouped as **CBS Attributes** and **Sheet Columns**.

The **CBS Attributes** block items are sorted alphabetically.

In the case of a new view, the list in the **Selected Columns** section contains the **Cost Code** and **Cost Name** columns. You can select one or more columns from the **Available Columns** list and move those columns to the **Selected Columns** list.

> **Note:** If you select **Save** without choosing a column from the **Available Columns** list, a view with **Cost Code** and **Cost Name** columns is created.

When you select multiple columns in the **Selected Columns** list and then select the **Group Selected Columns** option, you are prompted to enter a name for the new column group. The maximum character limit for a group name is 255 characters.

You can click two or more selected columns and group them under a new name, or you can create a column group first and then add columns to it.

The groups:

- Display with a distinct color in custom views.

- Only exist within the view in which they were created.

You cannot create a group just once and then use it within multiple views.

Upon choosing the **Group Management** option, a new window that shows the created groups as tabs is displayed. You can update the **Group Title** for each group, but know that the **Group Title** is a required field. Along with the lists of **Available Columns** and **Selected Columns in the Group**, there are also two checkboxes. You can select the **Show last column when group collapsed** checkbox as well as the **Collapse group by default** checkbox.

The **Available Columns** list displays the columns that exist in the default view of the cost sheet. One or more columns can be selected from the **Available Columns** list and moved to the **Selected Columns in the Group** list. Columns that are part of another group are italicized. Each group must contain at least one column, as empty groups are not retained. You can re-order the columns in a group by selecting any of the arrow options.

After you create a group, the group is displayed in the **Selected Columns** section of the previous window with a **Column Tree** icon and the group name. This group name contains a hyperlink that takes you to the **Group Management** window and selects the previously selected column.

All changes are saved upon selecting the **Save** option.

If you choose a column in the **Left Lock after column** drop-down list, the list for **Right Lock after column** displays the remaining columns and, if applicable, any groups that you created, from the **Selected Columns** list. For example, if there are 20 columns in the **Selected Columns** list and you choose column 4 in **Left Lock after column**, **Right Lock after column** displays columns 4-19. Another scenario is if you select column 19 in **Left Lock after column**, **Right Lock after column** displays column 19.

The **Left Lock after column** drop-down list initially displays every column from the **Selected Columns** list, except for the last column and any groups that you created. **None** is selected in the drop-down list by default. When **None** is the value in the drop-down list, it means that no column has been chosen to be locked from the left side of the sheet.

For the **Right lock after column** drop-down list, **None** is selected by default. When **None** is the value in the drop-down list, it means that a right lock column has not been chosen for the view. The remaining values in the drop-down list consist of a dynamic list that gets populated based on the value chosen in the **Left Lock after column** drop-down list.

Filters Tab in the New View Window

For both Tree and Flat Structure cost sheets, there are three sections in the **Data Element** drop-down list on the **Filters** tab: **Cost Code Segment**, **CBS Attributes**, and **Sheet Columns**. The **Cost Code Segment** section displays each cost code segment as an attribute that can be used to apply filters to the cost sheet. The **CBS Attributes** section displays all “uuu” data elements (DEs), including hidden blocks but excluding Data Picker DEs and Multi Select DEs, defined for the cost breakdown structure (CBS) Attributes form. The **Sheet Columns** section displays all columns from the cost sheet in order.

Note:

- Picker DEs and multiple-select input fields *cannot* be added as filters.
- The system only applies filters to leaf-level codes within the cost sheet. The summary cost codes do not show up in the filter results.
- Hidden, restricted, and deleted fields are *not* shown.

To create a filter:

1) Click the **Add Filter** button.
2) Do the following:
   a. Choose a **Data Element**.
   b. Choose a **Condition**: This drop-down list displays a list of conditions. This list is based on the type of data element (DE) selected. For more information, see ***Condition options***.
   c. Choose a **Value**: Depending on the type of DE, choose a value that the query condition must meet.
      - **Data Element:** Lists the DEs on the Cost Code Attribute Form.
      - **Constant Value:** You can enter a full or partial entry of the value to filter by. This is similar to entering search criteria.

Note: The default value for an integer drop-down list is 0. Therefore, the integer list can be used as a CBS attribute DE and defined as a filter with the criteria **is not empty**, which will result in the display of data with the default value.

3) To add additional filters, click **Add Filter** again, and repeat the preceding steps.
   You can use the same data element multiple times.
4) If you are using multiple filters, click the applicable operator that should apply to the set:
   - **And**: To specify that the view must match all listed filters, select **And**.
   - **Or**: To specify that the view should match any of the listed filters, select **Or**.

Group By Tab in the New View Window

Use the **Group By** tab to group rows in the Cost Sheet. The drop-down field in the **Group By** tab contains a list of columns that the user can see in the Cost Sheet, such as the cost code and cost item, as well as items from the Cost Attribute Form.

Sort By Tab in the New View Window

In the **Sort By** tab, all the columns from the default cost sheet are available, as well as items from the Cost Attribute Form.

Conditional Formatting Tab in the New View Window

In addition to using the **Filters** tab to create views that display specific data, you can use the **Conditional Formatting** tab to format columns based on specific conditions. This feature helps you visually identify rows within the column that match specific criteria. You can use different formats, such as background fill, font color, icons, and data bar, to customize the visual identification. You can format up to 10 columns in a sheet and use up to 5 format conditions for each column.

You can also apply conditional formats at the cell level, which lets you identify amounts or decimal-based values that match specific conditions. For example, you can use conditions to highlight amounts where the Total Cost Incurred is greater than the Forecasted amount for specific cost codes. By using a condition such as Background Fill & Color, you can access your custom view and immediately identify where total costs have exceeded what was expected (forecasted). Or you might want to highlight approved contracts that exceed $500,000 or are valued at less than $50,000, which lets you visually identify the approved contracts with high or low (or both) values.

When creating conditions, be aware of the following:

- You can only apply conditions to columns and fields that you have permission to access. Hidden, restricted, and deleted columns are *not* shown. If a column becomes available after you create a view and set up conditional formatting, you must update the view to add the previously restricted or hidden column.
- If a column that you can view when you create a condition subsequently becomes hidden or restricted, or is deleted, the system automatically updates the information shown to you when you select the view or its settings. Similarly, if the column becomes visible to you again because it is no longer hidden or restricted, the system automatically updates your customized view and settings. However, if you update and the customized settings *before* the column display is reinstated, the system permanently removes the applicable column from the customized view; you must manually update the view to add it.
- If multiple conditions of a column are true, the conditions are applied in the order in which you created and applied them; that is, the condition that you specified first is applied first, and so on.
- If none of the conditions are met, the display of the Cost Sheet remains unchanged; no message is displayed that indicates no conditions were met.
- If you intend to print the Cost Sheet or export it to Microsoft Excel:
  - You must enable support for background graphics in your browser before printing the sheet.
  - Formatting is not retained during an export to Microsoft Excel, so viewing the conditions in Excel is not supported.

To create a condition:

1) Click **+ Add Column**.
2) Select a **Column**.

   The list contains all columns available to you in the Default view. Hidden, restricted, and deleted columns are *not* shown. Conditional Formatting is applied to the selected column.
3) Select a **Format Type**.

4) Click **Add Format Condition** (the plus [**+**] sign) to specify the elements for which you want to use different formatting.
5) Do the following:
   a. Choose a **Data Element**. This list contains all columns available to you in the Default view. Restricted and hidden columns are not listed. The validation process to determine whether the condition is met is processed on the selected column.
   b. Choose a **Condition**. The conditions listed are based on the type of data element (DE) selected. For more information, see ***Condition options***.
   c. Choose a **Value**. Depending on the type of DE, choose a value that the query condition must meet. If you chose a **Condition** such as **is empty,** the **Value** field does not apply.
   d. Choose a **Format**. The options in this list depend on the selected **Format Type**.
      - If you chose **Background Fill & Color** or **Font Color**, select the applicable color. The listed colors are the only options available; they cannot be customized for use.
      - If you chose **Data Bar**, Format displays a read-only Data Bar selection. Data Bar assumes that the associated Column contains numeric values, including negative values. A Data Bar is not displayed for summary records or totals. After the Conditional Format is applied, the selected Column is replaced with data bars whose length is proportional to the percentage value with regard to the maximum value. The values are printed inside their respective bars. Negative values are represented by red bars.
      - If you chose **Icon Set**, Format displays a read-only Icon Set selection that uses a fixed representation. Positive values are reflected by a green Up Arrow, negative values by a red Down Arrow, and zero values by a yellow Horizontal Arrow.

> **Note:** Because you can create multiple conditions for the same column, conditions are applied in the order in which you create them; after the first condition is satisfied, the remaining conditions are ignored.

6) To add additional columns, click **Add Column** again, and repeat the preceding steps.

Condition Options

The following is a list of the available **Condition** options that you can use in the **Filters** tab and the **Conditional Formatting** tab:

- contains
- does not contain
- equals
- does not equal
- is empty
- is not empty

White spaces (blank characters):

- **Filters tab:** All leading and trailing white spaces (blank characters) are included in the condition; that is, they are *not* trimmed.

- **Conditional Formatting tab:** When you use any of these options on the Conditional Formatting tab, all leading and trailing white spaces are excluded; that is, they *are* trimmed.

Case sensitivity: When you use **equals** or **does not equal**, the results *are* case sensitive.

Open a Shell Cost Sheet

The ability to open, view, enter data, work with the column structure, or modify properties on a cost sheet is dependent upon the permissions that you have. Contact your project or company administrator if you have questions regarding your permission levels.

> **Note:** When you first open the sheet, the opening view will depend on the **Default View** option selected in the Properties window. Your cost sheet administrator can set this default view. Cost sheets can be resized and split/unsplit (see ***Resize cost sheet window*** (on page 201) or ***Split or unsplit cost sheet window*** (on page 201)).

To open a shell cost sheet:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cost Sheet** to open the **Cost Sheet** log.
3) To open the applicable Cost Sheet, either double-click it, or click it and select **Open** from the *gear menu (* ⚙ *)*.

   The applicable Cost Sheet opens. For more information, see ***Shell Cost Sheet***.

Cost Sheet Restrictions

Your Administrator can configure cost sheet restrictions to restrict users or groups from viewing or editing columns within a cost sheet. The behavior of these restrictions depends upon the Company-level Global setting **Override column restrictions**.

The following feature applies to the following cost sheets:

- Company-level
- Shell-level
- Project-level

For each type of cost sheet, the user's corresponding groups must be considered (company level and project/shell level) for the column restrictions.

If the option **Override column restrictions** *is not selected*, then:

If the user belongs to a group which does not allow editing or viewing a column in the cost sheet (or a user is individually restricted), the user will be restricted from editing or viewing a column in the cost sheet.

If the option **Override column restrictions** *is selected*, then:

It allows user to view or edit a cost sheet column if any of the restricted groups or the individual user is allowed to view or edit the column.

> **Note**: If you remove the view permission for a user, the user's filter conditions in the view are not automatically updated. The user will need to edit and save their view to see the changes in the view definition. Ensure you notify the user to update their cost sheet filters accordingly.

For more details on Cost Sheet column behavior, when the checkbox is selected, consider the following scenarios:

For all the groups that are configured for restrictions on a cost sheet column, if all the groups to which a user belongs are restricted from viewing or editing the column and if the user is individually configured and restricted to view or edit that column, the user will be restricted from viewing that column.

If the user (who is configured for restrictions in the cost sheet) is not restricted from viewing or editing the column, or if the user belongs to a group that is not restricted from viewing or editing the column, the user is not restricted from viewing or editing that column.

If the user does not belong to any groups that are configured for restrictions on a column in the cost sheet, and the user is not configured individually for restrictions in the cost sheet, the user is not restricted from viewing or editing the column.

For the user to view a cost sheet column, the user must have **View** permission for the cost sheet. If the user does not have **View** permission for the cost sheet, the user cannot view the cost sheet columns even if the user belongs to a group that is configured to view the cost sheet columns.

When you select or deselect the **Override column restrictions** option and save the change, the system approves the change immediately, and you do not need to sign out and sign back in.

Resize cost sheet window

The cost sheet window can be resized by clicking the **Minimize** or **Maximize/Restore** buttons in the upper right corner of the window, or by dragging the edges of the window to the size that you need.

Split or unsplit cost sheet window

When working with a cost sheet with many columns, it can be useful to split the window using the **Split** and **Freeze** toggle buttons. This lets you scroll through the columns in the right half of the window, while maintaining a view of the CBS Code and CBS Item columns in the left half.

To display the cost sheet in split window mode:

1) In the cost sheet window, click the **Split** button. The sheet is split into two sections.
2) Click the vertical split line and move it horizontally to adjust the size of the panes, if desired.
3) Use the scroll bars at the bottom of the window to scroll horizontally through the columns. When you have the left portion of the window in the position you want (for example, to view the CBS Code or CBS Item column), click the **Freeze** button to lock it in place.
4) Scroll through the columns in the right half of the window to view or enter data as necessary.

5) Click **Freeze** again to unlock the left half, or click **Split** again to restore the window.

Entering Data into a Cost Sheet

The following topics describe how to enter data into a cost sheet.

Add a Line Item to a Shell Cost Sheet

A cost sheet column may be defined for manual data entry, depending on the column definition:

- **Manual, line item content:** The data is entered in a line item format, allowing multiple line item entries per cell. The total is displayed in the cell.
- **Manual, direct entry:** Numeric values are entered directly into the cell.

To add a line item to a project or shell cost sheet:

1) From the shell Cost Sheet window, click the link in the line item cell. The Cell Detail window opens.
2) Click the **Add** button. The Line Item window opens.
3) Complete the Line Item window as described in the following table.
4) Click **OK**. The new line item will be added to the Cell Detail window.

In this field	Do this
Short Description	This description will appear on the Cell Detail window.
Long Description	Optional, to provide more information.
Work Package	Select a work package, if any, with which to associate the line item.
Spend Category	Select a spend category if this has been set up to be tracked.
Quantity	Enter a quantity (at least 1) as applicable.
Unit of Measure	Select the appropriate choice from the list.
Unit Cost	Enter this manually.
Amount	Automatically calculated as Quantity X Unit Cost.
Delete Line Item	Click this button to delete the line item from the Cell Detail window.

Note: For budget-related columns (for example, Assigned Budget), you can enter line item data if the undistributed balance is at least as large as the line item amount. The undistributed balance will adjust as line items are added, displaying the budget amount left.

To add a line item cost entry by copying an existing line item:

1) In the shell Cost Sheet window, click the link in the line item cell. The Cell Detail window opens. Any existing line items will be listed in the lower portion of the window.
2) Select the line item to copy and click the **Copy Line Item** button. The Line Item window opens with the original line item entry information filled in.
3) You may make changes as necessary for the new entry, or leave as is to make an exact copy of the original line item.
4) Click **OK**. The new line item will be added to the Cell Detail window.

Enter data directly into a cell

Some manual entry cells are configured for direct entry, rather than line item entry. Data entry cells do not have links.

To enter data into direct entry cells:

1) Click inside the cell. The cell becomes editable.
2) Enter the numeric value directly into the cell.

> **Note**: For percentage type direct cell entry columns, you can enter a value greater than 100%.

Copy data from one column to another

You can copy the data from any manual entry column to another.

To add line items by copying existing data from one column to another:

1) Open the project/shell Cost Sheet window.
2) From the toolbar, click **Edit**, select **Copy**, and then select **Column Data**. The Copy Column Data window opens.
3) Complete the Copy Column Data window as described in the table below.
4) Click **Copy**. The data in the first column will be copied into the second column.

In this field	Do this
Copy type	Choose one of the following: ▸ **Cell total only:** Copies the total value displayed in the cell. The new line item will be labeled as "Copy of *original column name*," ignoring quantity and unit cost. ▸ **Cell detail:** Copies all cell detail information from the original line item.
Copy from column	From the drop-down list, select the column to copy. Only line item entry columns will be listed.
Percentage	You may enter a percentage value to copy. For example, if you choose 10%, then 10%

In this field	Do this
	of the value of the original column value will be copied into the new column.
Copy to column	From the drop-down list, select the column into which you want the line items copied
Rows	Choose one of the following from which you want to copy the values: ▸ **All:** To copy values to all the rows. ▸ **Partial:** To copy the values of selected rows only. Click the **Select** button to choose the rows to copy.

View column properties

To view column properties:

Click the column heading. All column headings except the first two (CBS Details and CBS Item) are hyperlinks that open the View Column window. The window shows information about the column, such as the data source, entry method or formula, data format, and format of the last total row.

Change cost sheet currency

You can view cost sheet data in the company base currency or the project/shell currency, which may differ.

> **Note**: This is also applicable to work packages and worksheets.

To choose the display currency on a cost sheet or worksheet:

1) Open the project/shell Cost Sheet or worksheet window.
2) From the **Edit** menu, click **Currency** and choose the currency from the list.

To choose the display currency on a work package:

1) Open the work package window.
2) Click the currency drop-down list in the upper right corner of the sheet and choose the currency from the list.

Expand or collapse CBS codes

You can expand or collapse all CBS codes in a cost sheet. If you have many CBS codes in a tree structure, you can expand that structure to view all the CBS codes at once.

To expand or collapse CBS codes in a cost sheet:

1) Open the project/shell Cost Sheet or worksheet window.

2) From the toolbar, click **View**, and select **Expand** to expand all the CBS codes in the cost sheet or select **Collapse** to collapse all the CBS codes in the cost sheet.

   Alternatively, you can click the **Expand** and **Collapse** buttons.

View cost sheet cell details

The values displayed in a cost sheet cell may reflect information from multiple line items, business process transactions, or results of a calculation from other cells. The following procedures discuss how to view the details about an entry in a cost sheet cell.

To open the Cell Detail window:

In the project/shell Cost Sheet dialog, click the link of the cost code. The Cell Detail tab in the right pane displays the contents of the Cost Attribute Form.

> **Note:** If the data elements in the Cost Attribute Form have tooltips, they will appear in the form of a question mark (?) symbol. You can hover over the question mark (?) symbol to see more information.

To view manual line item entry details:

From the Cell Detail window, double-click a listed line item. The Line Item window opens.

To view business process transaction details:

1) From the Cell Detail window, double-click a listed line item. A copy of the business process transaction opens. In here, you can view or act on the BP transaction.
2) Double-click a BP line item. The BP's Line Item window opens.

To view formula cell details:

1) In the Cell Detail window, if line items from manual entry columns or BP transaction columns are included in the calculation, they will be listed in the lower portion of the window, with the calculated value for each line item.

> **Note**: In the Forecasts and Forecasts (Unaccepted) columns, if data sources are from a business process enabled for costs sheet forecasting, the Cell Detail window contains an Include in Forecast button.

2) Click a listed line item. If the line item is a BP transaction, the BP form opens. If the line item is a manual entry, the Line Item window opens.
3) To view the formula used for the column, click the **Formula** link.

To view budget cell details:

The Cell Detail window displays as line items information generated from the budget, as applicable. Typical budget columns include assigned budget. The undistributed balance amount will be displayed as a line item. You may add line items if the undistributed balance is at least as large as the line item amount.

This item	Does this
Attach	Lets you attach files to the cell from your local machine (My Computer) or from the Document Manager. You can view existing file attachments by clicking the **Attachments** link in the upper portion of the window.
Add Notes	Click to add a note to the cell. You can view existing notes by clicking the **Notes** link in the upper portion of the window.
Add	Click to add a line item (transaction) to the cost sheet (applicable for manual transaction columns).
Remove	Lets you remove a selected line item.
Copy	Adds a line item by copying an existing one.
View Menu, and then select Audit Log	Opens the Audit Log for the cell. The log displays a record of the activity for cells using line item data entry.

To open a workflow BP record from cost sheet:

For a workflow BP, you can:

- Accept a task if the BP record is not in the end-step.
- Modify the BP record and route it to the next step. The cost sheet will be refreshed if the record is routed to next step. If you edit the BP record and save it, the system saves a draft.

To open a non-workflow BP record from cost sheet:

You can open and act on a non-workflow BP record if you have Edit permission. If the BP record is in non-edit mode, the Edit option is available.

If you do not have Edit permission, you can only view the BP record.

If you do not have View permission, the system will display the message, "You do not have permission to view record."

To open a BP record from cost sheet (Record Editors or Step Editors):

When the BP record editor, or step editor, opens the BP record from cost sheet, the editor can update the BP record if the BP record is in accepted state and the editor has View permissions to view the BP record.

Upon opening the record, the editor will only see the Save option. The editor can edit the BP record but cannot route the BP record to the next step or submit the BP record.

Add Notes or Attachments to a Cell

You can add notes or attach files to any cell in the cost sheet. Files can be uploaded from your local environment (My Computer) or from the Document Manager.

To access cell detail notes and attachments:

1) In the Cost Sheet window, click in any cell that displays as a link (line item entry, formula, or automatic entry from a BP). The Cell Detail window opens.
2) You can add a note, view existing notes, add a file attachment, or view attached files.

To add notes to a cell:

1) In the Cell Detail window, click **Add Notes**. The Add Notes window opens.
2) Type the note in the text box and click **OK**. Each time you add a new note, the **Notes counter** in the Cell Detail window updates to reflect the number of notes that exist for the cell.

To view notes attached to a cell:

1) If any notes have been added to the cell, the **Notes** link on the Cell Detail window will display the number of notes.
2) Click the **Notes** link. The Notes List opens, displaying all the notes that have been added. Each note displays the user who added the note, and the date and time it was added.

To modify or delete cell detail notes:

Notes added to a cost sheet cell cannot be modified or deleted.

To attach files to a cell:

In the Cell Detail window, click **Attach** and choose:

- **My Computer** to attach the file from your local system. The procedure is the same as for uploading files to the Document Manager.
- **Primavera Unifier Folder** to attach documents from the Document Manager. The window opens, displaying the project/shell documents files and folders. Select the files and folders to attach and click **OK**.

> **Note:** Folders are not attached. The contents of selected folders are attached in a flat list. Documents with duplicate file names will not attach.

To view attached files:

1) If any files have been attached to the cell, the **Attachments** link on the Cell Detail window will display the number of attached files.
2) Click the **Attachments** link. The Attachments window opens.
3) Choose a file and click **Open**. The document will open in the viewer selected in your user preferences.

To delete an attached file:

1) In the Cell Detail window, click the **Attachments** link to open the Attachments window.
2) Select the file to be deleted, and click **Delete**.

To download a copy of an attached file:

1) In the Cell Detail window, click the **Attachments** link to open the Attachments window.
2) Select the file to be downloaded and click **Download**.
3) Browse to a location on your local system and click **OK**. Click **Yes** to confirm.

Search for CBS codes (rows)

You can search for a particular cost code by searching for one or multiple segments.

To search for a cost code:

1) In the Cost Sheet window, click **Find**. The Cost Code Find window opens.
2) Select the cost code segments you want to search by and click **OK**.

   The results will be shown in a separate cost sheet window. The new window also has split capability so that you can keep the CBS code in view and scroll through the columns.

Edit cost sheet data

The following procedures discuss how to modify cost sheet data. Manually entered cost sheet data can be edited or modified directly from the cost sheet (assuming you have modify permissions).

Cost sheet entries rolled up from transaction BPs or calculated in formula columns are not editable. Data rolled up through business processes can only be modified by submitting business processes such as change orders. Formula column cells will reflect changes made to other column data used in the calculations.

To edit direct entry data:

1) In the project/shell Cost Sheet window, click inside the cell to edit. The cell becomes editable.
2) Enter the new value.

To edit line item data:

1) In the project/shell Cost Sheet window, click the link in the cell to edit. The Cell Detail window opens. Line items are listed in the lower portion of the window.
2) Double-click the line item to edit. The Line Item window opens.
3) Edit the Line Item window as needed.
4) Click **OK** to save changes and close the Line Item window.

To delete a line item:

1) From the project/shell Cost Sheet window, click the link in the cell in which to delete the line item. The Cell Detail window opens.
2) Do one of the following:
   - Select the line item to delete, and click **Remove**. The line item is deleted.

- Double-click the line item to open the Line Item window. Click the **Delete** button.

3) Click **Yes** to confirm.

To edit or delete data rolled up from a business process:

Cost sheet data originating from a business process cannot be edited from the cost sheet.

Data must be edited in the business process record if it is still active or through an appropriate change BP, such as a change order.

To edit or delete data calculated in a formula column:

Formula column cells will reflect changes made to other column data used in the calculations. Click the column heading to view the formula and display the cost sheet columns used in the calculation. This will help you determine whether to edit the formula, the data on another column, or other source.

Create, schedule, or view Cost Sheet snapshots

You can manually create a snapshot (a read-only view) of the project/shell cost sheet and worksheets. You can also schedule the creation of snapshots on a weekly, monthly, quarterly, or annual basis, which you might use based on specific conditions, such as before approval of each Budget Change business process (BP) record or using conditional formatting of forecasts that you can then compare to earlier forecasts.

Using the Snapshot Log, you can view, print, export, and search the list of snapshots. You can also open an existing snapshot and display it in both project and transaction currencies. You cannot delete a snapshot.

To create (save) a manual snapshot of the cost sheet or worksheet:

1) Open the cost sheet or work sheet.
2) From the toolbar, click **Menu Options** (☰), select **Snapshots**, and then select **Create**.
3) In the **Create Snapshot** dialog box, enter a **Title**, and click **Create**.

To schedule snapshots of the cost sheet or worksheet:

1) Open the cost sheet or work sheet.
2) From the toolbar, click **Menu Options** (☰), select **Snapshots**, and then select **Enable Auto Snapshot**.
3) In the **Schedule Snapshot** dialog box, select the **Enable Auto Snapshot** checkbox if you are ready to start using the automated snapshot schedule immediately after creation.

   You can create the schedule and enable or disable it at any time.
4) From the **Select Snapshot Frequency** list, select the applicable option (Monthly is selected by default) and then complete the corresponding steps.
   - If you select **Weekly**, select the day of the week.
   - If you select **Monthly**, select:
     - **Day**, and specify a date from 1 through 31. For months that have fewer than 31 days, the system automatically adjusts the schedule depending on the month.
     - **The**, and select First, Second, Third, or Fourth, and then select the day of the week.

- If you select **Quarterly**, specify a Day from 1 through 90. Quarters are based on the calendar year.
- If you select **Yearly**, specify a Day from 1 through 365.

> **Note:** The system generates Actuals information at the start of the day and uses it to update the Forecast information. Therefore, on the last day of an Auto Snapshot (the cutoff date), the Forecast does not include changes that might have occurred between the generation of the Actuals and the generation of the Forecast and the system might prevent you from updating Actuals information on the last day of the cycle.

5) In the **Range of Occurrence** section, specify the **Start Date** (required) and **End Date** (optional).
6) If you want the system to update the Prior Forecast column in the sheet after each snapshot, select the **Update Prior Forecasts** checkbox.

   If you do not select the Enable Auto Snapshot checkbox or if you clear it later, the Update Prior Forecasts checkbox is disabled (dimmed).
7) To create the scheduled snapshot, click **Save**.

To view a snapshot:

1) Open the cost sheet, work package, or worksheet.
2) From the toolbar, click **Menu Options** (☰), select **Snapshots**, and then select **Open**.
3) In the **Snapshot Log**, locate and double-click the applicable snapshot to view it.

   You can also refresh the list of items in the log, print it, export it to a Microsoft Excel or CSV file, or search for a specific snapshot.

   A non-editable view of the cost sheet or worksheet opens, displaying the sheet at the time the snapshot was taken. You can use the toolbar options to print the log, export it to a Microsoft Excel or CSV file, or search for specific information, such as a cost code.

Importing and Exporting Cost Sheet Data

You can import CBS detail information into a cost sheet manual entry column from a comma-delimited-value (CSV) file, such as a Microsoft Excel spreadsheet saved in CSV format.

> **Note:** For information about internationalization and CSV files, see the *Unifier Essentials General Administration Guide*.

To import shell cost sheet information:

1) In the shell cost sheet, from the **File**, select **Import**, and then choose one of the following:
   - **Summary Budget:**

     Summarizes the budget information.
   - **CBS Details:**

     Lists CBS codes and CBS details information for each.
   - **Column Details:**

Summarizes column details for specific columns.

For a shell level cost sheet, the following columns are available for import/export:

- Assigned Budget
- Yet To Buy
- AFC
- Shell Cost 1 to Shell Cost 100, for columns where the Entry Method is set to Manual Entry for either Direct entry into cell or Line Item content (either visible or hidden)

2) Browse to the CSV file to import, select it, and click **OK**.

Note the following:

Import Option	Rules
Summary Budget	The following rules apply when importing into the cost sheet: ▸ Negative numbers are not allowed for budget distribution amount. ▸ There is no check on import whether the total capital or expense budget was exceeded. After the import is complete, return to the Budget Distribution page and save and lock the budget. After the budget is locked, the system performs the necessary check to determine if the total capital or expense budget has exceeded the original budget.
CBS Details	The following rules apply to the CBS details when importing into the cost sheet: ▸ CBS details are updated, and new, valid CBS details are added in the order specified in the CSV file. ▸ The complete CBS code, including the parent code, must be valid and in the correct order in the CSV file.
Column Details	The following rules apply to the column details when importing into the cost sheet: ▸ This selection adds a column to the cost sheet and is usually done as part of the administration of the cost sheet. ▸ For the Assigned Budget (or Budget Remaining Balance) column and Manual Entry column, all of the existing budget line items are deleted and replaced with the new budget line items defined in the CSV file, even if the CSV file only provides a partial list

Import Option	Rules
	of CBS codes. ▸ Values in the Distributed Budget column are for reference only.

After you have constructed the cost sheet and distributed the budget, you can export specific cost sheet information, saving it to a local file system in a comma-separated-value (CSV) format.

To export shell cost sheet data:

1) In the shell cost sheet, from the **File**, select **Export**, and then choose one of the following options.
   - **Summary Cost Sheet:**
     Creates a summary of all rows, columns, and data on the cost sheet.
   - **Summary Budget:**
     Creates a summary of the budget window information.
   - **CBS Details:**
     Lists all of the CBS codes on the cost sheet and the CBS details information for each.
   - **Column Details:**

     Creates a summary of column details for the selected column.

     For a shell level cost sheet, the following columns are available for import/export:

     - Assigned Budget

     - Yet To Buy

     - AFC

     - Shell Cost 1 to Shell Cost 100, for columns where the Entry Method is set to Manual Entry for either Direct entry into cell or Line Item content (either visible or hidden)

   The Summary Cost Sheet option only supports saving the structure for reference purposes. The other three exported files can be modified and then imported into a new or existing shell cost sheet.
2) Read the confirmation message and click **Yes** to continue.

   You can open the file in a compatible program, such as Microsoft Excel, to review it before saving.
3) Click **Save** and specify the location in which to save the CSV file.

> **Note:** If you open the CSV file, you will see that it contains notes regarding modifying the columns and data in the exported file for re-importing into a cost sheet. Follow the notes embedded in the CSV file for modifying columns and data in the exported file.

You can create Cost Based Structure (CBS) Codes in Cost Sheets.

Defining the budget

After the project/shell cost sheet is defined, you can define the project/shell capital and expense budget amounts and begin distributing the budget to the various CBS accounts. Budgets are managed in the Budget Distribution window.

About budget and budget distribution

After the project/shell cost sheet is defined, you can define the project/shell capital and expense budget amounts and begin distributing the budget to the various CBS accounts. Budgets are managed in the Budget Distribution window.

> **Note**: Users with module-level modify permission can lock and unlock the budget distribution. An exception to this is if Assigned Budget is one of the cost sheet columns, and the user has view restrictions on the column. If a user cannot view the Assigned Budget column, the Budget Distribution menu option is not available. In addition, the user cannot import a summary budget.

Open the Budget Distribution window

To open the Budget Distribution window:

1) Open the project/shell cost sheet.
2) Click the **Edit** menu and select **Budget Distribution**. The Budget Distribution window opens.
3) Use the information in the table below to enter budget information as necessary.
4) Click **OK** to save and exit.

Item	Description
Project or Shell Capital Budget	
Project or Shell Expense Budget	
Scope of Budget	
Comments	A text field for any budget-related comments.
Undistributed Capital Amount	
Undistributed Expense Amount	
Lock Date	If the budget is currently locked, the lock date displays.
Status	Shows if the budget is currently locked or unlocked.
Lock/Unlock Explanation (View)	Click the **View** link to open an audit log that lists the dates, times, and explanations for lock and unlock budget instances.
Project or Shell Currency	Displays the currency used in the project/shell. This may differ from the base currency.
Base Currency	Displays the base currency used for your

Item	Description
	company.
Exchange Rate	This is the calculation that is used to convert the base currency to the project/shell currency.
No. of Attachments	Displays the number of files, if any, attached to the budget window. Click the link to view or download.
Budget Distributed Amount	The lower part of the window displays each CBS code row that appears on the cost sheet. Enter the budget amount for each one. Clicking a CBS code link will open the CBS Detail window.
Attach	Click this button to attach files to the budget distribution window.
Save & Lock	This button is available if the budget is currently unlocked. Clicking it locks and distributes the budget. You will be prompted to provide an explanation for this action.
Unlock	This button is available if the budget is currently locked. Clicking it unlocks the budget to allow for modification to the budget window and cost sheet rows. You will be prompted to provide an explanation for this action.
Audit Log	This button accesses the audit log, which records budget activity.

Distribute and lock the budget

After the Budget Distribution window has been completed, you can distribute the budget and lock the budget.

To distribute and lock the budget:

1) Complete the Budget Distribution window.
2) Click **Apply** to save changes.
3) Click **Save & Lock**.
4) When prompted, enter an explanation for locking the budget, and then click **OK**.
5) Click **Close** to close the Budget Distribution window.

Unlock the budget

If the budget has been locked, you must unlock it to make any budget changes or certain cost sheet modifications, such as adding or modifying cost sheet rows.

To unlock the budget:

1) From the Budget Distribution window, click the **Unlock** button.
2) When prompted, enter an explanation for unlocking the budget, and then click **OK**.
3) Make edits to the budget or cost sheet as needed, and then save and lock the budget again.

Permission matrix for the Budget Distribution window

Assigned Budget			**Budget Distribution**				**Import Summary Budget**
Not Added	Added		Lock	Unlock	View	Edit	
X	X		Yes	Yes	Yes	Yes	Yes
	Restrictions (View)	Restrictions (Edit)					
	Yes		No	No	Yes	No	No
	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	No		No	No	No	No	No

Managing Project/Shell Cost Sheets and Properties

The ability to modify cost sheet rows, columns, or properties is dependent on your user permissions. Contact your project or company administrator regarding your permission levels.

View or edit cost sheet properties

Cost sheet properties include the name, description, structure definition (flat or tree), CBS code, CBS item titles, and switches for forecast details and forecast inclusion functionality.

Most properties are not editable in the cost sheet after it has been created. The exception is the **Default View**, which can be edited.

To open the cost sheet Properties window:

1) Open the cost sheet Properties window by doing one of the following:
   - Select the cost sheet from the log. From the toolbar, click **Properties**.
   - Open the cost sheet. Click the **File** menu and choose **Properties**.
2) The Properties window opens.
   - The **General** tab displays the Title and Description and enables the administrator to set a Default View for when the cost sheet is opened from the log.

- The **Structure** tab displays the CBS Code segment and display structure used in the cost sheet. This information is view-only after the cost sheet has been created.
- The **Options** tab displays display and forecasting information used in the cost sheet. This information is also view-only after the cost sheet is created.

Working with Cost Sheet Forecasting

Cost sheet forecasting lets you manage the forecast process by detail line items. It utilizes cost-type base commits, change commits, or generic business processes that were included in the Forecasts (Unaccepted) formula.

Here is a high level overview of the Cost sheet forecasting process.

1) When a forecast-enabled commitment routes to a terminal status it attains "Unaccepted" status, for example, Base Commits (Unaccepted). Note: this is different from Base Commits (Approved) or any other routing status.
2) In this example Base Commits (Unaccepted) line items become available for inclusion in the cost sheet forecast.
3) When you click the Forecasting button, the Forecast Adjustment log opens, where you can see all unaccepted line items, based upon the formula used in the Forecasts (Unaccepted) column.
4) As these line items are accepted into the forecast, the unaccepted status changes to accepted, for example, Base Commits (Accepted).
5) Depending upon cost sheet configuration, for the amount accepted into the forecast:
   - Yet To Buy automatically decreases
   - Forecast (Unaccepted) decreases
   - Forecast increases

To accept line items into the forecast:

1) In the cost sheet, click the **Forecast** button. The Forecast Adjustment log opens.
2) Select the line items that you want to include in the forecast and click the **Include in Forecast** button. Select either **All Line Items** or **Selected Line Items**. The Select Adjustment Option window opens.
3) In the Select Adjustment Option window you have three options. Your selection of an option controls how your cost sheet uses the Yet To Buy (YTB) and Allowance For Change data sources to construct the forecast. Option behavior is as follows:

   Automatically adjust YTB

   - The system automatically changes the line item to Accepted status, subtracts the amount from the YTB (or adds it if designed to do so), and includes the line item amount in the forecast, if configured to do so.
   - Cell Details displays a line item for System Auto Adjustment that shows the transaction in the YTB column
   - Because the value of the YTB cannot become negative, each transaction will be processed individually. This may result in only certain transactions being processed and others staying at Unaccepted status. If the transaction was not processed because doing so would have yielded a negative YTB, the system will cause an alert. The unaccepted line items will be available to view in the Forecast Adjustment window.

Manually adjust YTB and AFC

- This option becomes available in the Cell Detail window when you click the Include in Forecast button
- You can add, delete, or modify line items before including commits into the forecast
- The system does not validate the entry or automatically update the YTB in the cost sheet

No adjustment

- The system will automatically add the commitment into the forecast, if configured, and change the status to Accepted. It will not update the Yet To Buy or Allowance For Change columns.

Working with Yet to Buy (YTB) and Allowance for Change (AFC) data sources

Cost sheet forecasting is designed to leverage the YTB and AFC data sources. If your company's forecast process uses the YTB and AFC data sources, you can configure the system to reduce the YTB automatically as you accept commits into the forecast.

Example:

The Total Commits is at $4,000, Yet To Buy is at $2,000, Pending Forecasts (that is, Forecasts (Unaccepted)) is at $2,000, and Forecasts is at $2,000.

When the $2,000 in the Pending Forecasts column is accepted into the Forecasts column, the Yet To Buy decreases by that amount. The Total Commits and Forecasts columns will read $4,000, and the Yet To Buy and Pending Forecasts columns will read 0.00. The Yet To Buy value may never go below zero.

If designed to do so, the line item commitment may increase the YTB instead of reducing it. For example, if you have a change commit that adds scope to a project, when that change commit is approved you may want to add scope to the YTB.

If your company's forecast process does not use YTB or AFC, you may still use cost sheet forecasting. When the Yet To Buy column is added to the cost sheet, column details will show any actions previously taken with the YTB.

To adjust YTB and AFC manually:

1) Click the link in the cost sheet cell to open the Cell Detail window.

   In any column built with the Forecast(Unaccepted) data source, the Cell Detail window will have an Include in Forecast button.
2) Select the line item in the Transactions log, and then click **Include in Forecast**.

   The Select Adjustment Option window is now available.
3) Select **Manually adjust YTB and AFC**. The Forecast Adjustment window opens.
4) To include items in Transactions in the forecast:
   a. Select a line item.
   b. In the **Action** field select **Mark**. The system refreshes the sheet.
   c. Repeat the last step and select Include marked in Forecast.

      The option Include marked in Forecast changes the status of any marked transactions to Accepted and becomes a data source for use in the forecast, if included in the Forecast formula.

Manual actions taken are not validated; you can include a value in the forecast without touching the YTB or AFC.

Working with Work Packages

A work package is a group of cost sheet rows that is a subset of the project/shell cost sheet. Work packages display view-only data taken directly from the project/shell cost sheet and is not editable in the Work Package window. Data must be edited in the project/shell Cost Sheet window.

Create a Work Package

The following procedure discusses how to create a work package.

Note: After a work package has been created, it cannot be deleted.

To create a work package:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cost Sheet** to open the **Cost Sheet** log.
3) Click the **Create** button, and select **Work Package**. The Work Package Properties window opens.
4) Use the information in the following table to complete the Work Package Properties window, and click **Save**.

In this field	Do this
Title	Enter a title, which displays in the log.
Reference No.	Enter a unique reference number.
Description	You may enter a description of the work package here.
Creator	This will be populated automatically with the name of the user creating the work package.
Date Initiated	This is populated automatically with the initiated date.
Status	Select **Active** or **Inactive**.
Owner	Select an owner for the record.
Vendor	Select a vendor for the work package.

You can attach files to the work package after creation with the **Attachments** tab, which appears in the right pane when the record is selected.

Open a Work Package

To open a work package:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cost Sheet**. The Cost Sheet log opens.
3) Double-click a work package from the log, or hover over the work package, click the *gear menu* (⚙), and click **Open**. The Work Package opens.

> **Note:** You can click the **Split** button to split the window to scroll through the columns while maintaining the CBS code in view. A summary of the work package data can be exported into a CSV file from this window.

Change Work Package Currency

You can view work packages in the company base currency or the project currency, which may differ.

To choose the currency in which to display the work package data:

1) Open the Work Package window.
2) In the top toolbar, click **Switch to Base Currency** .
3) If you want to switch back to project currency, click the same button again.

View Work Package Properties

To open the Work Package Properties tab:

From the project/shell Cost Sheet log, select the work package. The **Properties** tab is visible in the right pane.

Export Work Package Data

You can save summary work package data to a local file system in a CSV or Excel format.

To export work package data:

1) Open the Work Package
2) From the Work Package window, click the **Print** button.
3) Select one of the following options:
   - **Print**
   - **Export To CSV**
   - **Export To Excel**

Notes:

- For export to Microsoft Excel, the system currently supports only Euro (EUR) and United States Dollar (USD) currency symbols.
- If you export data from a business process (BP) record, sheet (such as an Activity Sheet), or log (such as Company Funding Sheet Log) to Excel, be aware that depending on how your negative values are formatted, you might need to configure your columns in Excel to match the correct data type (Number). Otherwise, the columns will not be treated as numeric and will not sum as expected. One supported format includes placing the negative sign between the currency symbol and the amount (for example, $-1,000).

Depending on your browser or your export selection, the file will be downloaded automatically, or you will be prompted to download the file manually.

Working with Worksheets

Worksheets are extensions of the cost sheet. They can be used as subcost sheets, enabling specific calculations or data entry in a separate sheet, which can then be rolled up into a defined project/shell cost sheet column. The rows equal the CBS codes on the cost sheet. Worksheets can have multiple columns for data entry or formula calculations, but do not support data rolled up from business processes.

Example uses of a worksheet:

- A worksheet can be used to off-load complex calculations requiring multiple columns. The final value can be rolled up into a single cost sheet column.
- Worksheets are governed by individual permissions. You can design worksheets to use as a method of data entry or review for users that you do not want to have any access to the project/shell cost sheet, for example, a contractor who is developing an estimate.

A cost sheet column can be associated with a worksheet as the data entry method. A worksheet column can also be associated with another worksheet, if there is not a circular reference. There can be multiple worksheets in a project/shell.

Note: A circular reference is referred to a reference in which the last field references the first field and creates a closed loop.

A worksheet template can be created in Admin mode. Permissions can be controlled for individual worksheets. Worksheets are not independently reportable; however, cost sheet columns that reference worksheets can be reported on.

Create a Worksheet

You can create a worksheet by copying a worksheet template or copying a worksheet from another project/shell.

To create a worksheet from a template:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cost Sheet**. The Cost Sheet log opens.
3) From the toolbar, click **Create**, select **Worksheet**, and then select **From Template**.
4) In the **Create Worksheet Template** dialog box, select the template to copy and click **Save**. The worksheet appears in the log.

To create a worksheet from another worksheet:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cost Sheet**. The Cost Sheet log opens.
3) From the toolbar, click **Create**, select **Worksheet**, and then select **From Projects**.
4) In the **Create Worksheet from Project** dialog box, click **Select**.

   The **Worksheets** list contains each worksheet in each project/shell. If there are multiple worksheets in a project/shell, they are listed separately.
5) Choose and item, and click **Select**.
6) Click **Save**. The worksheet appears in the log.

You can add manual-entry or formula columns to a worksheet. Rows are created automatically from the CBS codes in the cost sheet.

Open a Worksheet

To open a worksheet directly from the log:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cost Sheet**.

   The Cost Sheet log opens.
3) Select the worksheet from the log, and click **Open**.

> **Note:** When you first open the sheet, the opening view will depend on the **Default View** option selected in the Properties window. Your cost sheet administrator can set this default view. Worksheets can be resized and split/unsplit the same way as cost sheets (see ***Resize cost sheet window*** (on page 201) or ***Split or unsplit cost sheet window*** (on page 201)).

To open a worksheet from the cost sheet:

Click cost sheet column data that refers to a worksheet as data entry.

Adding a column to a worksheet is similar to adding a column to the cost sheet. You can add manual-entry (direct or line item) columns or formula columns. You can also add columns that reference other worksheets. This allows interaction between worksheets.

The available data sources are Project Worksheet Cost 1 through 50.

To add a column:

1) Open the worksheet and click the **Columns** button. The Columns Log opens.
2) Click **New**. The Column Properties window opens.
3) Complete the column properties as usual for a column.

   If you are creating a formula, the data sources that are available for the formula are limited to the other columns on the worksheet.
4) Complete the window and click **OK**.

View or edit worksheet properties

Worksheet and worksheet type properties can be viewed and edited. The ability to edit worksheet properties is dependent on your user permission settings. Contact your project or company administrator if you have questions regarding your user permission settings.

To view or edit worksheet properties:

When you select your existing project cost sheet in the **Cost Sheet** log, the right pane of the log displays the **Properties** and **Audit Log** tabs.

When you open (*gear menu* [⚙] or double-click) your existing project cost sheet from the **Cost Sheet** log, the Cost Sheet window opens and displays the currency, series of toolbar options, and the project cost sheet.

> **Note:** You cannot edit your existing project cost sheet from the **Cost Sheet** log.

When you click a worksheet type in the **Cost Sheet** log, the right pane of the log displays the **Properties**, **Permissions**, and **Audit Log** tabs. These tabs let you edit or change the name or description of a worksheet type, view permissions for it, and view a log listing the changes in it. (Be aware that the Audit Log only provides details based on the import of a CSV file.)

When you open (*gear menu* or double-click) a worksheet type in the **Cost Sheet** log, the worksheet overlay window opens, which contains details about the worksheet. If you click any of the cells, under any column in the worksheet, the **Cell Detail** window opens, which lets you view the information, add attachments, add notes, and so forth.

Modify worksheet default view

You cannot modify a worksheet default view, but you can create views and set any newly created view as the default view.

Add a Worksheet Column to the Cost Sheet

You can roll up the data from a worksheet column into a project/shell cost sheet column.

To add a worksheet column to the cost sheet:

1) In the cost sheet, click **Columns**, and then click **New**. The Column Properties window opens.
2) In the **Datasource** column, choose any of the project/shell cost data sources **Project Cost 1** through **Project Cost 25**.
3) For Entry Method, choose **Worksheet**.
4) Choose the worksheet (name), and then the column within the worksheet.
5) Complete the rest of the Properties window and click **OK**.

Worksheet data in cost sheet column:

When a worksheet is used as a source for a cost sheet column, you can open the source worksheet by clicking a cell in the cost sheet column, make the necessary data changes in the worksheet, and then click **Save** to save the updated source worksheet.

When you update the source worksheet using this method, the system saves the updated worksheet in the database, but the system does *not* immediately show the updates in the cost sheet window.

To see the updates in the cost sheet, either:

- Refresh the cost sheet (click **Refresh**), or
- Close the cost sheet and open it again.

  Example:

  You enter $8,888.00 in your project Work Sheet Column (Cost 1 column, row 3) for cost code 00800 and save your input.

  As per design, the system saves your updates in the project worksheet, but it does not display the updates in the cost sheet until you click **Refresh** in the cost sheet or close the cost sheet and open it again.

Assign permissions to the worksheet

You can configure the permission settings for each worksheet, which lets you control access to each worksheet individually. The owner of the worksheet is granted permission to access and modify it automatically. The owner must grant permissions for other users or groups to access a worksheet.

To assign permissions to a worksheet:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cost Sheet**. The Cost Sheet log opens.
3) Select one or more worksheets.
4) From the toolbar, click **Actions**, and then select **Permissions**. You can also click the *gear menu* (⚙) and click **Permissions** to assign permissions to only one worksheet. The Permissions window opens.
5) In the Permissions table, type the user or group name in the **Add** box and select the user or group to grant access.

6) By default, each listed user or group will be granted **View** permission, allowing them to open the worksheet. To grant additional permissions, select the checkboxes that correspond to the user or group:
   - **All**: User will have **View**, **Edit**, and **Modify Permission**.
   - **Modify Permissions:** Allows user to control the worksheet's permission settings.
   - **Edit Data:** User can import worksheet information, save a snapshot, edit worksheet properties, and add columns.
   - **View**: User can view the worksheet.
7) Click **Save**, or click **Save & Next** to go to the next worksheet.

   When you change settings in the Permissions window, the **Save** button is enabled. After you click Save, a spinning wheel appears while your changes are saved and then the Save button is dimmed.

You can Remove user or group permission by clicking the trash-can icon in the **Remove** column.

> **Note**: Permissions can only be set for worksheets. You cannot set permissions for cost sheets or work packages.

Import worksheet column details

You can only import data into columns that are defined as manual data entry.

To import column details:

1) From the **File** menu, select **Import**, and then select **Column Details**, or click the **Import** button and choose **Column Details**. The Select Column window opens.
2) Select the column and click **OK**.

Export worksheet details

This will allow the user to export details of the worksheet. The following options are available under Export:

- **Summary Worksheet:** This option will export the entire worksheet similar to cost sheets.
- **Column Details:** You can only export data from manual data-entry columns.

To export a summary worksheet:

From the **File** menu, select **Export**, and then select **Summary Worksheet**, or click the **Export** button and choose **Summary Worksheet**.

Project or Shell Cost Sheet Log

When you click the Cost Sheet sub-node in the left Navigator (User mode), you can see the Cost Sheet log layout.

Note: The functions of the options presented in this section have been explained in the preceding sections of ***Working with Shell Cost Sheets***. This section explains new functions and procedural differences.

The log contains the following types of records:

- Cost Sheet
- Worksheets
- Work Packages

Cost Sheet Log

When you select a cost sheet row, the right pane opens. The right pane contains the Properties and Audit Log tabs, which provide more details for the selected cost sheet.

The **Properties** tab contains the following fields:

- **Name:** Cost Sheet Name. Read-only field.
- **Structure:** Read-only field. Displays the selected Radio option only. For example, if cost sheet Structure is 'Tree', this field displays the 'Tree' only structure.
- **Segments:** Displays a preview of the cost code structure using the segments and cost code separator as defined by the user.
- **CBS Code Label:** Read-only field.
- **CBS Item Label:** Read-only field. This is same as existing field 'CBS Item' within the block 'Labels' and tab 'Options.'
- **Forecast Details:** Read-only. Displays the radio option selected by the user when defining the cost sheet.
- **Forecast Inclusion:** Read-only. Displays the radio option selected by the user when defining the cost sheet.
- **Enable Cost Sheet Forecasting:** Read-only checkbox. It is displayed only if the user has selected this option.
- **Enable P6 sources:** Editable checkbox.

The **Audit Log** tab displays the Audit log for the cost sheet. Be aware that the Audit Log only provides details based on the import of a CSV file or an API-based update.

The right pane has the 'Expand' icon in the upper-right corner. Use it to expand or collapse the pane.

The left pane lists all the shell instances of the same type (the shell in which cost sheet is being created).

The Cost Sheet log layout contains the following columns:

- **Name**
- **Reference No.**

This column does not appear in an empty log or if there are no work packages in the log. That is, this column appears only if there are work packages within the log.

- **Date Created**
- **Created By**
- **Type**

  This will be the default sort column, followed by sort on **Name**.
- **Auto Snapshot**

  This column indicates whether automatic snapshots are scheduled for the sheet.
- **Status**

The following options are available on the toolbar: Create, Actions (which provides access to Permissions), View, Refresh, Print, and Find on Page. The following explains each option in detail.

Create

When *no* Cost Sheet has been created yet, there are two submenu options available:

- **from Template**

  Lists all the available Cost Sheet Templates within the company. You can create a Cost Sheet within the project/shell when you click New, select Cost Sheet, and then select Copy from Template.
- **from <shell type>**

  When you select this option, the Create Cost Sheet from Project window opens. In this window you can:
  - See the selected project
  - Manually enter columns from a list of available columns
  - Determine the shell size, location, and duration

  The fields in this window capture the factors that you can copy over manual entry columns from source project/shell cost sheet to destination. The Available Columns displays a list of all manual entry columns from the selected project cost sheet. You can select none or any number of available columns in the right section. The Factors fields let you enter a factor to copy over the manual entry columns into the cost sheet.

  When you click **Done**, a new cost sheet will be created in the project.

Actions, and then Permissions

Lets you configure the permission settings for a worksheet. For more information, see ***Assign permissions to the worksheet***.

View

The default view is **All** which results in the display of all sheets in the log. You can select **Group by Type** view which results in the cost sheets grouped by type, with the cost sheet at the top.

Refresh

Updates the data that is displayed.

Print

Lets you print the list of cost sheets displayed (**Print**) or export the list to an external file (**Export to CSV** or **Export to Excel**).

Notes:

- For export to Microsoft Excel, the system currently supports only Euro (EUR) and United States Dollar (USD) currency symbols.
- If you export data from a business process (BP) record, sheet (such as an Activity Sheet), or log (such as Company Funding Sheet Log) to Excel, be aware that depending on how your negative values are formatted, you might need to configure your columns in Excel to match the correct data type (Number). Otherwise, the columns will not be treated as numeric and will not sum as expected. One supported format includes placing the negative sign between the currency symbol and the amount (for example, $-1,000).

Find on Page

To find an item on the log. You can do a text-based Find on each column.

When no records have been created within the log, the right pane is blank. You can collapse the right pane.

When there are records within the Cost Sheet node, the Project Cost Sheet is selected by default, and the **Create** option has the following submenu options:

- **Worksheet:** (Same as creating the cost sheet from a template or from another project. Selecting any template creates a worksheet in the project by copying the selected template.)
  - **from Template:** Selecting any template creates a worksheet in the project by copying the selected template.

    Project Cost Sheet - Template 1 < listing all the available Worksheet Templates in the Company

    Project Cost Sheet - Template 2 < listing all the available Worksheet Templates in the Company
  - **from Projects:** Selecting this option lets you select a worksheet from another shell of the same type in which the worksheet is being created. This picker is similar to the 'Select Project' picker in 'Create Cost Sheet from Project' window. Similar to 'Select Project' picker in 'Create Cost Sheet from Project' form, when you click at the 'Select Project' picker a flat list of all worksheets from all shells of same type as the one in which the worksheet is being created. You can select 'Create Worksheet (from project) and then navigate to some other log within the system without taking any action in the resulting overlay form. In such a scenario, when you return to the Cost Sheet log, the previously opened overlay form will continue to show up in the log.
- **Work Package**

  When you select to create a Work Package, you will see a new overlay window (Create Work Package). The 'Owner' picker is similar to a single-select type-ahead user picker at other places in the system (For example: Transfer Ownership action within BP logs). The 'Vendor' picker is a single select type-ahead Company picker (similar to the single select user picker). Both pickers provide suggestive text informing you that these are type-ahead boxes.

If you select more than one record from the cost sheet log at the same time, the right pane will be blank with message: Details of multiple records cannot be viewed.

> **Note:** If you select more than one worksheet at the same time, the right pane displays the **Permissions** tab.

Worksheet Log

When you select a project/shell worksheet (click the row), the right pane opens. The right pane contains the **Properties** and **Audit Log** tabs.

The **Properties** tab is displayed by default and contains properties of the Worksheet. The General block in this tab has the following tabs:

- **Name**: Worksheet Name. Editable text box, DD will be same as existing.
- **Description**: Worksheet description. Editable text box, DD will be same as existing.

The **Audit Log** tab displays the Audit log (View and then select Audit Log) for the Worksheet. Be aware that the Audit Log only provides details based on the import of a CSV file or an API-based update.

The right pane has the 'Expand' icon at the top right. Use it to expand or collapse the pane.

If you select more than one record from the worksheet at the same time, the right pane displays the Permissions tab. This lets you set permissions for more than one worksheet at the same time.

To grant permission to a worksheet:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Cost Sheet**.
   The Cost Sheet log opens.
3) Select one or more worksheets, click **Actions**, and select **Permissions**. You can also click the *gear menu* (⚙) and click Permissions to assign permissions to only one worksheet. The Permissions window opens.
4) In the Permissions table, type the user or group name in the **Add** box and select the user or group to grant access.
5) By default, each listed user or group will be granted **View** permission, allowing them to open the worksheet. To grant additional permissions, select the checkboxes that correspond to the user or group:
   - **All**: User will have **View**, **Edit**, and **Modify Permission**.
   - **Modify Permissions:** Allows user to control the worksheet's permission settings.
   - **Edit Data:** User can import worksheet information, save a snapshot, edit worksheet properties, and add columns.
   - **View**: User can view the worksheet.
6) Click **Save.**

When you change settings in the Permissions window, the **Save** button is enabled. After you click Save, a spinning wheel appears while your changes are saved and then the Save button is dimmed.

7) When editing one record at a time, click the **left arrow** to view the previous worksheet or the **right arrow** to view the next worksheet.
8) After exiting the Permissions window, the Permissions tab will be refreshed with the updated information.

You can Remove user or group permission by clicking the trash-can icon in the **Remove** column.

Work Packages

When you hover over a Work Package row, the *gear menu* (⚙) displays.

When user will select a Work Package row (click the Work Package row), the right pane opens and displays the following tabs:

- **Properties**
- **Attachments**

> **Note:** The 'Vendor' is a company picker.

The **Properties** tab is displayed by default and contains properties of the Work Package. The General block contains all the elements of the Work Package properties window.

The **Attachments** tab has the same elements of the Attachments tab in a BP log. You can add attachments from a Document Manager, or your local computer, from this tab.

The *gear* (⚙) menu, for any attachment has the following options:

- **Review**
- **Open in Office for the web**
- **Download**
- **Remove**

You can right-click multiple attachments and perform download or remove.

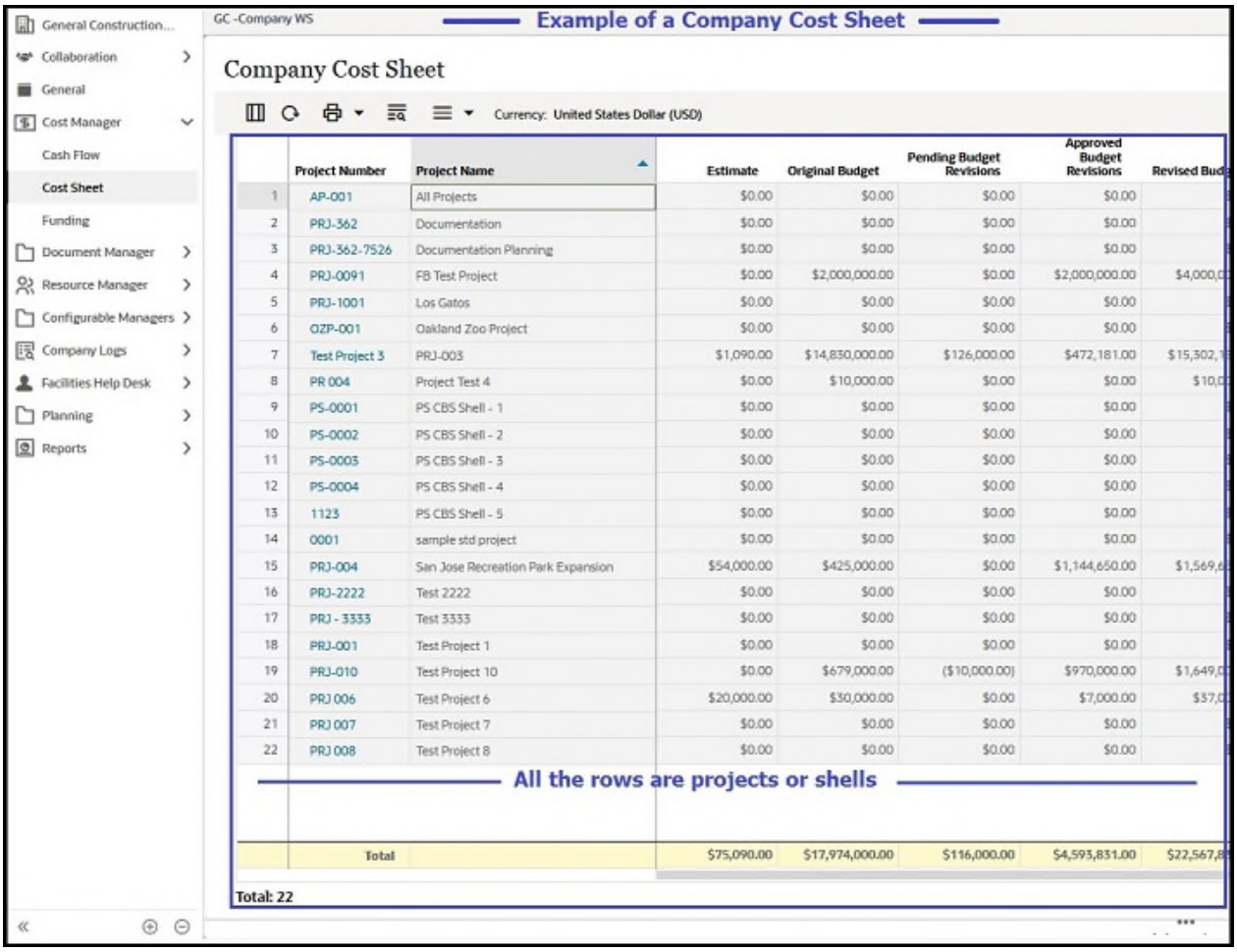
Working with the Company Cost Sheet

Like other cost sheets, the ability to work with the **Company Cost Sheet** depends on the permissions that you have.

> **Note**: Contact your project or company administrator if you have

questions regarding your permission levels.

A **Company Cost Sheet**, as shown in the example below, is comprised of a series of company projects/shells represented in rows.



	Project Number	Project Name	Estimate	Original Budget	Pending Budget Revisions	Approved Budget Revisions	Revised Budg
1	AP-001	All Projects	$0.00	$0.00	$0.00	$0.00	
2	PRJ-362	Documentation	$0.00	$0.00	$0.00	$0.00	
3	PRJ-362-7526	Documentation Planning	$0.00	$0.00	$0.00	$0.00	
4	PRJ-0091	FB Test Project	$0.00	$2,000,000.00	$0.00	$2,000,000.00	$4,000,0
5	PRJ-1001	Los Gatos	$0.00	$0.00	$0.00	$0.00	
6	OZP-001	Oakland Zoo Project	$0.00	$0.00	$0.00	$0.00	
7	Test Project 3	PRJ-003	$1,090.00	$14,830,000.00	$126,000.00	$472,181.00	$15,302,1
8	PR 004	Project Test 4	$0.00	$10,000.00	$0.00	$0.00	$10,0
9	PS-0001	PS CBS Shell - 1	$0.00	$0.00	$0.00	$0.00	
10	PS-0002	PS CBS Shell - 2	$0.00	$0.00	$0.00	$0.00	
11	PS-0003	PS CBS Shell - 3	$0.00	$0.00	$0.00	$0.00	
12	PS-0004	PS CBS Shell - 4	$0.00	$0.00	$0.00	$0.00	
13	1123	PS CBS Shell - 5	$0.00	$0.00	$0.00	$0.00	
14	0001	sample std project	$0.00	$0.00	$0.00	$0.00	
15	PRJ-004	San Jose Recreation Park Expansion	$54,000.00	$425,000.00	$0.00	$1,144,650.00	$1,569,6
16	PRJ-2222	Test 2222	$0.00	$0.00	$0.00	$0.00	
17	PRJ - 3333	Test 3333	$0.00	$0.00	$0.00	$0.00	
18	PRJ-001	Test Project 1	$0.00	$0.00	$0.00	$0.00	
19	PRJ-010	Test Project 10	$0.00	$679,000.00	($10,000.00)	$970,000.00	$1,649,0
20	PRJ 006	Test Project 6	$20,000.00	$30,000.00	$0.00	$7,000.00	$57,0
21	PRJ 007	Test Project 7	$0.00	$0.00	$0.00	$0.00	
22	PRJ 008	Test Project 8	$0.00	$0.00	$0.00	$0.00	
	Total		$75,090.00	$17,974,000.00	$116,000.00	$4,593,831.00	$22,567,8

Note: There is only one **Company Cost Sheet**.

Within the **Company Cost Sheet**, the projects/shells are listed in order by **Project Number** and then by **Project Name** followed by other data sources, all shown in columns.

Data rolls up to the **Company Cost Sheet** columns from the individual project/shell cost sheets columns, by data source.

The **Company Cost Sheet** columns headings provide the following information, upon hover over:

- **DataSource**
- **Total**
- **Formula** (when applicable to the data source)

If the *Base Currency* is different from the *Shell Currency*, the current "Active" *Exchange Rate* is used to display Costs in the **Company Cost Sheet**.

Only published P6 data source, as defined by the Administrator (in the **Standards & Libraries** (**Admin** mode)), can be used for P6 as data source. If you add a column to the **Company Cost Sheet** and select P6 as the data source, the data is acquired from the corresponding **P6 Source** column of the shells in the company.

The following explains how to work with the **Company Cost Sheet**.

Opening Company Cost Sheet

To open the **Company Cost Sheet**:

1) Go to the **Company Workspace** tab and switch to **User** mode.
2) In the left Navigator, select **Cost Manager**, and then select **Cost Sheet** to open the **Company Cost Sheet** to access all the CBS projects/shells that the **Company Cost Sheet** pulls data from.

Searching for Projects or Shells in Company Cost Sheet

To search for projects/shells that are listed (rows) in the **Company Cost Sheet**:

1) From the toolbar, click **Find on Page** to open a row on top of the rows within the **Company Cost Sheet**.
2) Enter values in the desired column to start a search for a specific project/shell that contains the information that you are searching for.

To deactivate the search, click **Find on Page**.

Importing Company Cost Sheet Data

To export the **Company Cost Sheet** data:

1) From the toolbar, click **Menu Options** (☰) and select **Import**.
2) Click **Column Details** to open the **Import Column Details** window.
3) Click the **Column Name** drop-down and select the column that you want to import.
4) Click **Import**.
5) Follow the prompts.

Exporting Company Cost Sheet Data

To export the **Company Cost Sheet** data:

1) From the toolbar, click **Menu Options** (☰) and select **Export**.
2) Select one of the following options:
   - **Summary Cost Sheets:** Lets you create a comma-separated values (CSV) file (**Summary_Cost_Sheet.csv**) for export. This option lets you export complete cost sheet information, including project/shell name, number, and data from all columns.
   - **Column Details:** To open the **Export Column Details** window and select the column that you want to export. Click the **Column Name** drop-down and select the column that you want to export. This option exports only Company Cost 1 to Column Cost 25 logical data sources that are configured as manual entry.

3) Click **Export**.
4) Follow the prompts.

Adding a Column to Company Cost Sheet

The **Project Number** and **Project Name** columns in the **Company Cost Sheet** are static. This means that you cannot delete or hide these columns. Also, you cannot add columns to the static columns or see or access their properties. These two columns are separated from the rest of the columns through a vertical separator.

The rest of the columns in the **Company Cost Sheet** are dynamic. This means that you can delete or hide these columns. Also, you can add columns to the dynamic columns or see or access their properties. To access these options, right-click the column heading and select from the following available options:

- **Hide**
- **Delete**
- **Lock after this Column**
- **Insert**
- **Properties**

With the exception of the very first column (one of the static columns), if you click inside a cell and right-click, you get the **Insert Column Before** and **Insert Column After** options. The second column (**Project Name**) only lets you **Insert Column After**.

To add a column to the **Company Cost Sheet**:

> **Note:** The red asterisk next to a field box indicates that the field is a required field. You will not be able to save your changes without entering a value in that field.

1) From the toolbar, click the **Add Column** icon to open the **New Column window**.
2) Enter values, or select options, in the following fields:
   - **Name:** (Required) Enter the name of the new column that you want to add to the existing **Company Cost Sheet**.
   - **Type:** (Required) Select the source type. Your options are:
     - **From Business Process**
     - **Direct Entry**
     - **Line Item Content**
     - **Formula:** (Required) When you select this option, the **Formula** field box opens in the **New Column** window, which lets you enter the formula.

       To create or build a formula, click the **Select** icon (upper-right corner of the **Formula** field box) to open the **Formula Creation** window. In this window, you can select the column that you want to contain the formula and use the features to create or build your formula.
   - **Datasource:** (Required) Select your data source.

> **Note:** The options made available in **Datasource** drop-down list

changes based on the selection that you make in the **Type** drop-down list.

- **Data Format:** Selecting one of options under this field depends on your previous selections. The options are:
  - **Currency**
  - **Decimal**
- **Display Mode:** Lets you determine whether to display the column after you add it to the sheet.
  - **Show**
  - **Hide**
- **Total:** Lets you set how the totals are displayed. The options are:
  - **Blank**
  - **Sum of All Rows**
- **Column Position After:** Lets you determine the position of the added column.

3) When finished, click **Save** or **Save & Add New.**

   To discard changes, or to close window, click **Cancel**.

Restricting a Column on the Company Cost Sheet

Restricting columns on the **Company Cost Sheet** refers to allowing or disallowing users or groups to edit or view columns.

To place restrictions on a column on the **Company Cost Sheet:**

1) From the toolbar, click **Menu Options** (☰) and select **Columns**.
2) Click **Restrictions** to open the **Restrictions** window.
3) To select users or groups, click the **Select** icon to open the **User and Group Picker** window. After you select your users or groups, click **Done** to add the users or groups and close the window and go back to the **Restrictions** window.
4) Proceed to select the column (under the **Column**) that you want to be restricted for the users or groups.
5) Restrict users or groups by preventing (disallowing) them to edit or view the column.

   If you do not see the **Disallow Editing** or **Disallow Viewing** columns, right-click the **Column** header to open the menu, click **Columns** and select **Disallow Editing** and **Disallow Viewing** one at a time.

   The **Column** header menu also lets you sort, lock, and unlock columns: **Sort Ascending**, **Sort Descending**, **Lock after this Column**, and **Unlock**
6) When finished, you can do one of the of the following:
   a. Click **Save** to save your changes and close the window.
   b. Click **Save & Close** to save your changes and close the **Restrictions** window.

   To discard changes, or to close window, click **Cancel**.

Changing the Properties of a Column on the Company Cost Sheet

To change the properties of an existing column on the **Company Cost Sheet**:

1) To open the **Column Properties** window, right-click the column heading and select **Properties**.
2) Proceed to change or update the values, or selections, for the following fields:
   - **Name**
   - **Type**
   - **Datasource**
   - **Data Format**
   - **Display Mode**
   - **Total**
   - **Column Position After**

   For details about each of the preceding fields, see ***Adding a Column to Company Cost Sheet*** (on page 232).
3) When finished, click **Save** to save your changes and close the window.

To discard changes, or to close window, click **Cancel**.

Creating and Opening a Snapshot of the Company Cost Sheet

Snapshot provides a rendering of the **Company Cost Sheet** at the time that the snapshot was taken. It is similar to taking a photo of the **Company Cost Sheet** at a specific time.

To create a snapshot of the Company Cost Sheet:

1) From the toolbar, click **Menu Options** (☰) and select **Snapshots**.
2) Click **Create** to open the **Create Snapshot** window.
3) (Required) Enter a title for the snapshot. Note that the date and time is displayed.
4) Click **Create**.

   To discard changes, or to close the window, click **Cancel**.

To open your snapshot, or any previous snapshots:

1) From the toolbar, click **Menu Options** (☰) and select **Snapshots**.
2) Click **Open** to open the **Snapshot Log**.
3) The **Snapshot Log** lists all the **Company Cost Sheet** snapshots in a table, categorized according to the snapshot title, date that it was created, and the user who created it.

   You can use the toolbar options to refresh the list, print or export the list, or find items in the list.
4) Click the desired snapshot on the list, click the *gear menu* (⚙) and select **Open** to open the snapshot. Alternatively, you can double-click the selected snapshot to open it.

You can open several snapshots, if available, to compare past values with the current ones.

You can close the **Snapshot Log** after you have opened your snapshots.

Accessing Project or Shell Cost Sheet from Company Cost Sheet

You can access a project/shell cost sheet through the **Company Cost Sheet**. This lets you access any specific cost information (about the project/shell cost sheet) that "rolls up" to the **Company Cost Sheet**.

To access the project/shell cost sheet through the **Company Cost Sheet**:

1) Go to the **Company Workspace** tab and switch to **User** mode.
2) In the left Navigator, select **Cost Manager**, and then select **Cost Sheet** to open the **Company Cost Sheet** to access all the CBS projects/shells that the **Company Cost Sheet** pulls data from.

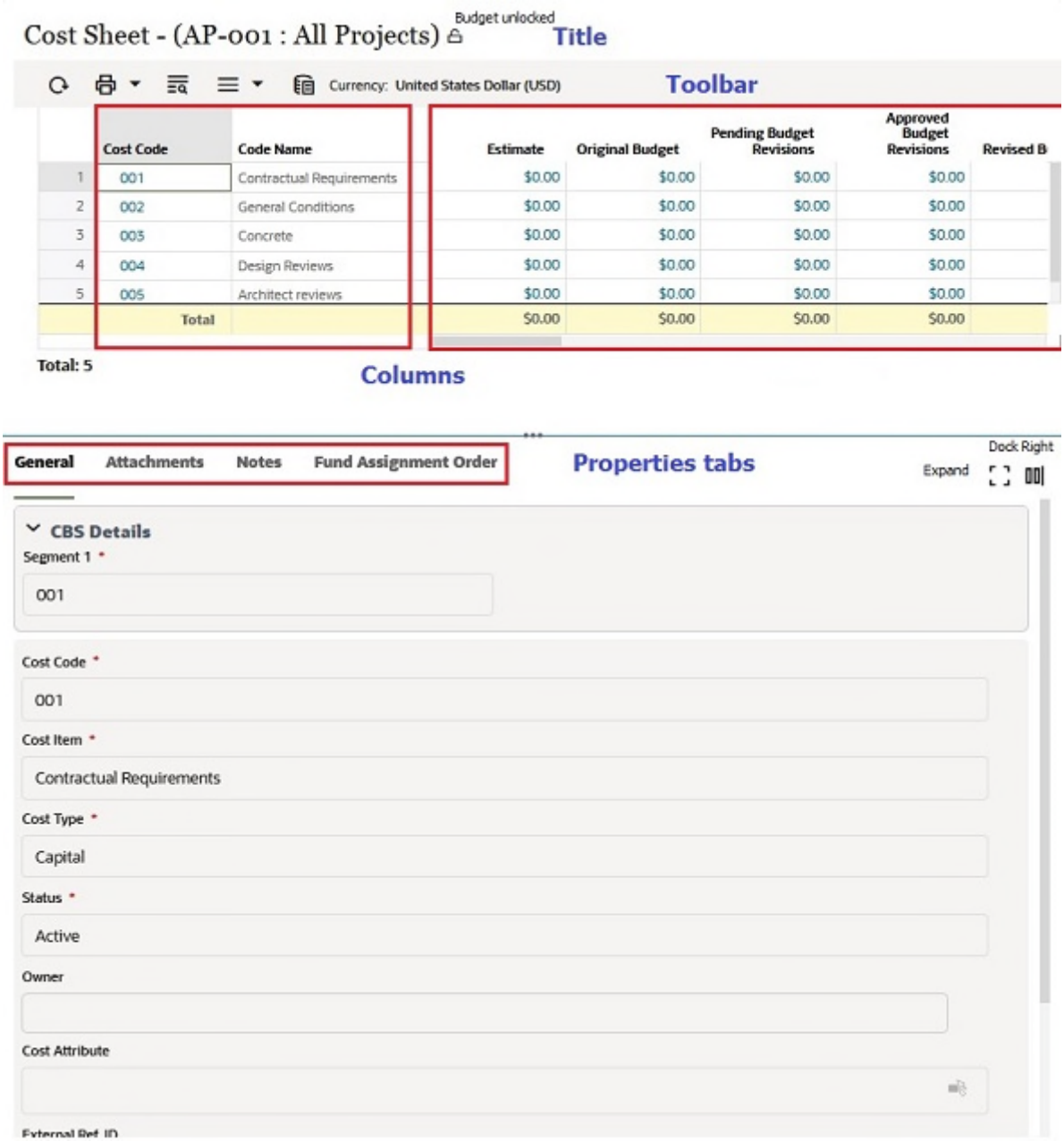
> **Note:** If the selected source cost sheet has duplicate columns that the system cannot auto-correct, an alert is displayed to the user to take further action.

3) From the first column, identify the project/shell that you want to access, and click in the cell (click the link) to open the cost sheet for that project/shell in a window.

As shown in the image below, the cost sheet window has the following parts:

- Title
- Toolbar
- Columns

- Properties tabs



- Title

  Displaying the title of the cost sheet and an icon (open padlock or closed padlock) indicating whether the budget for the project/shell is unlocked or locked.

- Toolbar

  Enabling to conduct various operations within or with the cost sheet. For more information, see ***Project or Shell Toolbar Options*** (on page 237).

- Columns

  There are two sets of columns:

- Cost Code and Code Name columns
- Other columns

For more information, see ***Project or Shell Cost Sheet Columns*** (on page 241).

- Properties tabs

  The properties tabs provide additional information about each cost code, as well as the associated budget, included in the project/shell cost sheet. With the exception of the **Code Name** column, each column in the cost sheet has corresponding properties that are shown in a series of tabs, displayed at the lower section of the project/shell cost sheet window. In case you cannot see these properties tabs, click and drag the split screen icon (the three horizontal dots) to adjust the size of the lower pane.

  For details about the columns and properties tabs, see ***Project or Shell Cost Sheet Columns*** (on page 241).

  The following explains the elements of project/shell cost sheet when you access it from the company cost sheet.

Project or Shell Cost Sheet Toolbar Options

The following explains the project/shell cost sheet toolbar options, after you open the project/shell cost sheet from the company cost sheet.

Refresh: Use this option to update the information displayed on the screen.

Print: Use this option to print the information displayed on the screen (**Print**) or export the list displayed to an external file (**Export to CSV** or **Export to Excel**).

Notes:

- For export to Microsoft Excel, the system currently supports only Euro (EUR) and United States Dollar (USD) currency symbols.
- If you export data from a business process (BP) record, sheet (such as an Activity Sheet), or log (such as Company Funding Sheet Log) to Excel, be aware that depending on how your negative values are formatted, you might need to configure your columns in Excel to match the correct data type (Number). Otherwise, the columns will not be treated as numeric and will not sum as expected. One supported format includes placing the negative sign between the currency symbol and the amount (for example, $-1,000).

Find on Page: Use this option to search the information displayed on the screen to find a particular item or entry. Clicking this option will open a row on top of the rows within the log, and you can enter values in each column to start a search for a specific item in the log.

Menu Options (☰)**:** This option lets you access the following features:

Feature	Description
Export	Lets you export the following: ▸ Summary Cost Sheet ▸ Summary Budget ▸ CBS Details ▸ Column Details
Snapshots	To open the **Snapshot Log** and access all the snapshots taken from the cost sheet.
Currency	To select one of the following currency options for the cost sheet: ▸ **Project Currency** ▸ **Base Currency**
Budget Distribution	To open the **Budget Distribution** window. Note that the open padlock icon signifies that the budget for this cost sheet is unlocked. For more information, see the **Working with Budget Distribution Overview** and **Working with Budget Distribution Distributed Amount** sections later in this topic.
Row Coloring	To apply color to the columns. Your options are: ▸ **Multiple Colors** ▸ **Single Color**
Properties	To open the **Properties** window. This option lets you review properties such as CBS code label, CBS item label, whether the cost sheet has been enabled to received data from P6, and so forth. The Properties fields are read-only.

Feature	Description
Audit Log	To see a record of all the actions that have been taken on the project/shell cost sheet based on the import of a CSV file or an API-based update. The following are captured in the **Audit Log**: ▸ **Date** ▸ **Event** ▸ **Action** ▸ **Field** ▸ **Old Value** ▸ **New Value** ▸ **User Name** ▸ **Proxy User** ▸ **Attachment** Use the toolbar options to refresh, print, or find items within the **Audit Log**.

Currency

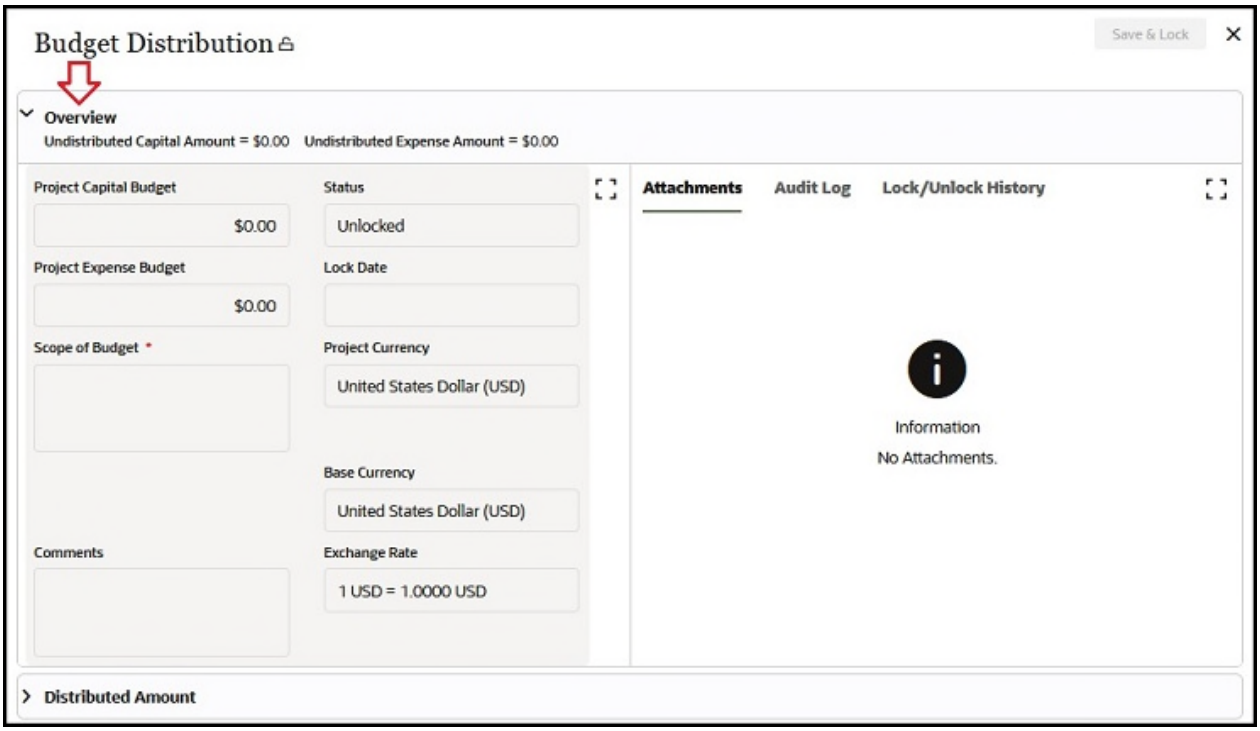
This is a toggle key that lets you switch to Base Currency or switch to Project Currency.

Working with Budget Distribution Overview

When you click **Budget Distribution** from the **Menu Options**, as shown in the image below, the **Overview** block provides two sets of information within two panes. For example, the left pane provides information about the project budget capital, expense, and scope, and the right pane provides properties information within the following tabs:

- **Attachments** tab**:** Contains any available files that have been attached to the budget as supporting record.
- **Audit Log** tab**:** Lists all the actions taken on the budget.

- **Lock/Unlock History** tab**:** Provides a history regarding the times that the budget has been locked or unlocked, which includes date, time, explanation, and user name.



Working with Budget Distribution Distributed Amount

When you click **Budget Distribution** from the **Menu Options**, as shown in the image below, the **Distribution Amount** block shows cost code details and properties. The **Distribution Amount** block is divided into two panes:

- The left pane lists the cost codes and the cost codes information related to the budget distribution.
- The right pane is the properties pane which contains the information to a selected cost code that is listed in the left pane.

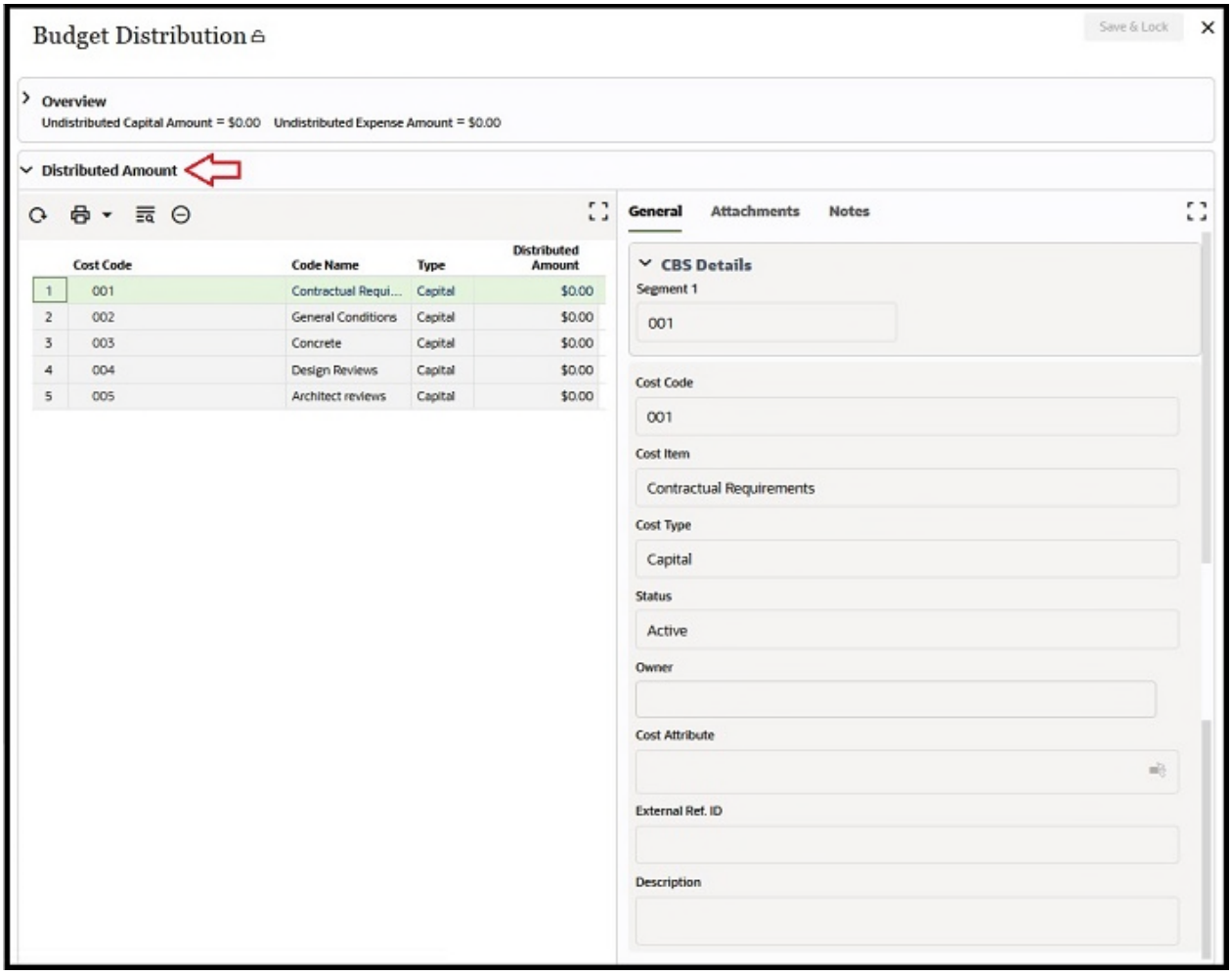
These properties pane has the following tabs:

General tab**:** When you select a cost code from the left pane, this tab shows the CBS details for that cost code. All the fields are read-only.

Attachments tab**:** When you select a cost code from the left pane, this tab lists any files that are attached to that cost code.

Notes tab**:** When you select a cost code from the left pane, this tab lists any notes related to that cost code.

Use the **Distribution Amount** block toolbar options to refresh, print, find, or collapse-expand the groups of cost codes listed (if any).



Project or Shell Cost Sheet Columns

There are two sets of columns in a project/shell cost sheet:

- Cost code and code name columns
- Other columns

In the first column, **Cost Code**, you can click inside a cell, then right-click, and do one of the following:

- **Add Sibling Row:** This selection will open the **Add Rows** window which lets you enter CBS details for the sibling row.
- **Add Child Row:** This selection will open the **Add Rows** window which lets you enter CBS details for the child row.

In the second column, **Cost Name**, you can click inside a cell, then right-click, and do one of the following:

- **Add Sibling Row**

- **Add Child Row**
- **Insert Column After:** This selection will open the **New Column** window which lets you name the new column, select the source type (form BP, worksheet, activity sheet, line item, and so on), select a data source, data format, display mode, total, and determine the column position.

If you right-click in a cell within other columns, you can:

- **Add Sibling Row**
- **Add Child Row**
- **Insert Column Before**
- **Insert Column After**

Project/Shell Cost Sheet Columns and Properties Tabs

If you click inside a cell under the **Cost Code** column, the following properties tabs will be displayed at the lower section of the project/shell cost sheet window:

- **General** tab**:** The **General** tab will display the CBS details, Cost Code, Cost Item, Cost Type, Status, and other information related to the selected Cost Code. The information on the **General** tab is read-only.
- **Attachments** tab**:** The **Attachments** tab will include attachments, if available.
- **Notes** tab**:** The **Notes** tab will include any related notes, if available.
- **Fund Assignment Order** tab**:** The **Fund Assignment Order** tab will include information if the Funding Manager is used to set the project/shell fund assignment order at the CBS level.

If you click inside a cell under the other columns, the following properties tabs will be displayed at the lower section of the project/shell cost sheet window:

- **Transactions** tab**:** Which, depending on the column that you select, you can group and view the details. For example, if you select a cost code cell under the column named Original Budget, you can view the Transactions by selecting the Budget Approval (Approved), for the View By drop-down field, and see the details for that transaction such as the title, work package, description, and amount.
- **Cell Details** tab**:** As the name of the tab suggests this tab provides read-only fields containing details about the CBs code that you have selected.
- **Attachments** tab**:** To access any attached files related to the cost code.
- **Notes** tab**:** To access any notes related to the cost code.
- **Audit Log** tab**:** To see a record of all the actions that have been taken on the column that the selected cost code is a part of. Be aware that the Audit Log only provides details based on the import of a CSV file or an API-based update.

Schedules of Values (SOV)

The Schedule of Values (SOV) feature provides a way to assemble information from Contract, Change Order, Invoice, and Payment Business Process into an SOV sheet and streamline the process of invoicing for completed phases of a project. The following is a list of Schedule of Values (SOV) types:

- **General Spends**
- **Payment Applications**

SOV functionality is available with Cost BPs for which the **Allow creation of SOV** option is defined. The business processes can be designed to create an SOV sheet automatically upon reaching the designated step.

When a Base Commits Business Process (BP) is approved, it creates a Schedule of Values (SOV) sheet. The SOV sheet is the "working document" on which committed amount are entered. The committed monies shown on the SOV sheet are rolled up to the Company Cost Sheet.

> **Note**: The Change Commit BPs continue to change or add costs to the SOV during the life of the Project/Shell.

The Schedule of Values (SOV) functionality provides a way to assemble information from contract, change order, and invoice/payment BPs into a SOV sheet, streamlining the process of invoicing for completed phases of a Project/Shell.

SOV functionality is available for Cost type BPs in which the "Allow creation of Schedule of Values" option is defined, or selected, in the design properties. The BPs can be designed to create an SOV sheet automatically upon reaching the designated step.

You may define one SOV sheet per Commit BP, for example, a Purchase Order or a Contract. Rows are automatically populated based on the CBS/Cost/Accounts codes defined in the Commit BP.

Similar to the Cost Sheet, you can create SOV sheet views for better view of data.

To access the SOV sheet log:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, select **Schedule of Values**, and then select the applicable SOV, such as **General Spends**.

From the SOV sheet log, you can open:

- BP records
- Base Commits BP records

When you double-click the SOV Sheet of a Base Commits BP record, a window opens that lets you see the SOV of the Base Commits BP record.

In the **Schedule of Values: General Spends** window, when you select a **SOV Base Record**, you can click the *gear menu* (⚙) and perform one of the following:

- Open a record (**Open**)

  You can also open a record by clicking the record number link in the **Properties** tab (right pane of the log).
- Set permissions for a record (**Permissions**)

- Open a SOV Base Record in Standard View (**Open Base Record**)
- Open a record in Classic View (**Open Classic Interface**)

When you open an SOV Base Record, the **Lineitem Type** column includes an active data element link, which lets you access the line item and edit the data.

When you open an SOV Base Record, the following tabs are displayed on the right-pane:

- **General**
- **Breakdown**
- **Attachments**

  In classic view, you could add attachments, but in the standard view this option is not supported.
- **Notes**
- **Fund Assignment Order**

The contents of these tabs are read-only, and the View Transactions is similar to Cost Sheet.

Types of SOV Sheets

The following lists the types of Schedule of Values (SOV) sheets:

- General Spends
- Payment Applications

> **Note:** In an SOV sheet, the system will round the field values, including the Decimal Amount type field values, to two decimal places.

General Spends

Use the General Spends SOV type for any Commit Business Process and associated Change Commits and Spends/Invoices.

Payment Applications

Use the Payment Applications SOV type:

- In association with Commit and Spends Business Processes that are designed for payment applications. This allows direct entry of values in an SOV sheet, which are automatically added to a payment application.
- For invoicing at the CBS or breakdown level. Payment Applications auto-populate data to and from the SOV to manage balance-forward formulas. The breakdown is similar to the General Spends SOV sheet.

> **Note:** The General Spends and Payment Applications SOV types can show CBS information either by grouping CBS codes (CBS mode) or as individual line items from commits (base commit and change commit

together). The information that the SOV displays is dependent upon the design of the base commit.

Creating an SOV Structure

The SOV structure is defined at the Project level (User mode). Any modifications applied to an SOV structure will be reflected on all SOV sheets using that structure, that is, all SOV sheets used in a Project. If an SOV structure does not exist when you auto-create an SOV sheet with a Cost type Business Process (BP), one will be created automatically with the default columns CBS Code, CBS Item, and Breakdown. You can edit this structure as needed. The default columns are not editable.

This section explains how to create, view, add columns to, and edit an SOV sheet structure.

To create an SOV sheet structure:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Schedule of Values**.
   If SOV sheets related to your options are present, a structure exists, and you can click **Update Structure** to update the existing structure.
3) In the left Navigator, select one of these options: **General Spends** or **Payment Applications** to open the Schedule of Values log.
4) Click the **Create Structure** button. The Select Template window opens.
5) Select an SOV template from the list and click **OK**.
6) Read the confirmation message and click **Yes** to confirm. The SOV sheets will be created using the structure defined by the template. You can use this structure as is or make edits as necessary.

To view or to set up the SOV structure:

1) From the Schedule of Values log, click the **Update Structure** button the toolbar to open the SOV Structure window and view the contents and information that is listed under each column.
2) Click the **Columns** button to begin the process of adding additional columns.
3) In the Columns log, click **New** to open the Column Properties window.
4) Enter a name for the column in the **Name** field.
5) Select a data source from the **Datasource** drop-down list.
6) Select a Display Mode to determine whether the new column should appear on the SOV sheet or not.
7) Select a position for the new column from the **Column Position After** field.
8) Click **OK**.

Notes:

- While setting up the SOV structure, you may click the **Split** button to divide the window in half. This lets you scroll through columns and rows on the right while maintaining a view of the activity column on the left. Clicking the **Split** button again restores the whole window. While the window is split, you may click the **Freeze** button to lock the left half of the window in place. Click **Freeze** again to unfreeze.
- The structure may contain hidden columns. For example, one or more columns used in the formulas for other columns where the information in the hidden columns is not important to be viewed may have been hidden, leaving more room in the display for the formula column. Hidden columns otherwise behave normally.

To edit an existing SOV structure:

1) From the Schedule of Values log, click **Update Structure** to open the SOV Structure window.
2) Click the **File** menu and choose **Properties** to open the Properties window.
3) Make edits as needed in both General and Options tabs and when finished, click **OK**.

Note: You cannot edit read-only (grayed-out) fields.

Creating General Spends SOV Sheet

Typically, Commit Business Processes (BPs) such as Contracts and Purchase Orders, are designed to automatically create an SOV sheet upon reaching a specified status. Occasionally, the Business Process (BP) may allow manual sheet creation.

When you create and send a Cost-type BP in a Project, the system automatically creates a Schedule of Values (SOV) sheet for that BP record. The General Spends SOV sheet column structure must include the required columns and correct formulas for validating summary commitments (by Cost code) and remaining commits balance. You must define a formula for remaining commits balance, which reflects the amount of commits minus actual spends. This ensures that the Spends BP line items are not overdrawn from SOV breakdowns.

After the SOV template structure is set up for a General Spends SOV sheet, the rest of the SOV sheets are created based on the same structure.

Note: If you manually create an SOV sheet, you can only create one based on an approved commit BP record.

Follow these steps to create a General Spends SOV sheet manually:

1) In the **Schedule of Values** log, click the **New** button. The **Select Commit** window opens.
2) Select a commit BP (for example, a purchase order) and click **OK**. The SOV sheet is added to the log.

Note: If the commit BP has been set up to automatically create an SOV

sheet upon the end step, the above procedure is not required.

To view cell details, click a link (for example, **Amount** or **Ref**) to open the Cell Detail window. Double-clicking a record from the list window shows the details of the record.

The columns with decimal values preserve, or maintain, the decimal values specified in the data element of the following business processes and SOV types:

- Schedule of Values (SOV) sheet: Payment Application
- Payment Application Line Items

As a result, the system will not round the decimal value to two decimals, for the preceding DEs.

Creating Payment Applications SOV Sheet

You can define the structure of a Payment Applications SOV sheet based on a Payment Application Business Process (BP) in the Project/Shell.

The Payment Applications SOV type:

- Allows tracking of payment schedule against your commits similar to industry-standard forms.
- Lets you create a breakdown for line items.

The Payment Applications SOV sheet column structure uses Data Elements (DEs) from the Detail form. After the SOV template structure is set up for a Payment Applications SOV sheet, the rest of the SOV sheets are created based on the same structure.

Follow these steps to create a Payment Applications SOV sheet, manually:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, select **Schedule of Values**, and then select **Payment Applications**.
3) Click the **New** button to open the Select Commit window.
4) Select a Commit BP such as a Purchase Order and click **OK**. The SOV sheet is added to the log.

> **Note**: If a BP has been set up to automatically create a Payment Applications SOV sheet upon the end step, the above procedure is not required.

From the right pane, **Schedule of Values: Payment Applications** window, you have the option to click the record number and open the base record. The *gear menu* (⚙), for each SOV Base Record, lets you:

- **Open**
  Open a record.
- **Permissions**
  Set permissions to a record.
- **Open Base Record**
  Open the base record.
- **Open Classic Interface**
  Open the base record in Classic View.

In the **Schedules of Values** window of a base record, the **Ref** column displays information when you select an SOV line item type as individual Commit Lines. The **Ref** column is not displayed when you select an SOV line item type as Group by Commit Codes.

When you click a CBS Code, the tabs of the right pane are:

- **General** tab
- **Breakdown** tab
  You can add breakdown for each row in the right pane, under the **Breakdown** tab.
- **Attachments** tab
  The added attachments will be shown in a grid similar to cost sheet. You cannot add attachments in this tab.
- **Notes** tab
  The CBS notes added in the cost sheet will be displayed here. You cannot add notes in this tab.

In the **Schedules of Values** window of a base record, the **Schedule Value** lists a series of values, when you click a value, the following tabs are displayed on the right pane:

- **Line Items** tab
  The tab displays all the transactions in the cell.
- **Cell Details** tab
- **Attachments** tab
- **Notes** tab

You can reorder rows by drag and drop in the sheet, similar to General Spends SOV.

The columns with decimal values preserve, or maintain, the decimal values specified in the data element of the following business processes and SOV types:

- Schedule of Values (SOV) sheet: Payment Application

- Payment Application Line Items

As a result, the system will not round the decimal value to two decimals, for the preceding DEs.

Granting Permissions to Other Users

The SOV sheets can only be seen for project/shell-level Commit BPs. The following applies to the project/shell-level SOV sheets.

The creator of a Commit BP becomes the owner of the associated SOV sheet and can grant permission to other users to view or modify the SOV sheet.

Follow these steps to grant permissions to other users or groups:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, select **Schedule of Values**, and then select the applicable **Schedule of Values** log (for example: **General Spends**).

   The SOV sheet displays a structure with fields that are populated by the values in the Commit BP.
3) Select the applicable record.
4) From the toolbar, click **Actions** and select **Permissions**, or click the *gear menu* (⚙) and select **Permissions**.
5) Use the **Add** field or **Select** option to locate and select users or groups.
6) Select the permissions that you want to grant (**All**, **Modify Permissions**, **Edit Data**, or **View**).
7) Click **Save**.

Project Level or Shell Level SOV Sheets (Standard View)

The following details apply to logs of all the following types of the SOV Sheets:

- General Spends
- Payment Applications

To open the SOV sheet:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, select **Schedule of Values**, and then select the applicable SOV sheet, such as **General Spends**.

You will see:

- Toolbar options

- Grid
- Right pane

The following explains the toolbar options. The explanations for the grid and the right pane will follow.

Option	Description
Create	**Note:** This option is only available in toolbar of the General Spends type and the Payment Application type SOV logs. Lets you create an SOV. This option is available only if: - You have permission to create an SOV. - There are Commits BP records (without a created SOV) in Terminal step. When you click **Create**, the **Commits** window opens that lists all the Commit BPs for which a Schedule of Value (SOV) has *not* been created. Use the **Find on Page** option to search for a particular Commits BP record. The column headers are according to the Commits BP log column headers. After you select a Commits BP record from the list, the system creates the SOV for the selected record.

Option	Description
Create Structure	You will see this option on the toolbar if: ▸ You have permission to edit the SOV structure. ▸ The SOV structure has not been created yet. The **Create Structure** option in the *General Spends* type SOV sheets: ▸ When an SOV sheet has not been created and there are no General Spends SOV templates defined at the company-level (set up in the **Templates** module of **Company Workspace**), when you click this option, the system displays this message, "No General Spends SOV Template exists." ▸ When an SOV sheet has not been created and there is one, or more, General Spends SOV template defined at the company level (set up in the **Templates** module of **Company Workspace**), when you click this option, you will see a list of templates that have been defined at the company level (set up in the **Templates** module of **Company Workspace**). When you select a template from this list, the system displays this message, "You may create only one SOV structure per project. Do you want to continue?" If you select Yes, the system creates a default SOV structure and displays this message, "Structure created successfully." The **Create Structure** option in the *Payment Applications* type SOV sheets: When you click **Create Structure**, the **SOV Structure** window opens. See **Update Structure** for the details on the **SOV Structure** window.

Option	Description

Update Structure	You will see this option on the toolbar if you have permission to edit the SOV structure when an SOV structure has been created. When you click this option, the **SOV Structure** window opens. The following elements are accessible in this window:
	▸ **Add Column** (the plus symbol icon): When you click this option, the **New Column** window opens which lets you set the column properties. You can only edit fields that are allowed.
	▸ **SOV Structure Properties** (the grid and plus symbol icon): When you click this option, an overlay window (**SOV Properties**) opens which contains the following blocks:
	  ▸ **General**: Displays the Name and Description fields.
	  ▸ **Labels**: Displays all the fields in the Classic View of the **Options** tab (available through **Update Structure**, select **File**, and then select **Properties**).
	▸ **Find On Page**
	▸ **Name** column
	▸ **Data Source** column
	▸ **Data Format** column
	▸ **Visible** column
	For each SOV structure that is listed you have the following options:
	▸ Delete
	▸ Menu (the three horizontal bar icon): Lets you open the **Permissions** window (similar to Non-Workflow BP or Cost Sheet log). You can use this window to grant or edit permissions to user or groups. All permission fields are read-only.

Actions	To access the **Permissions** window.
Refresh	To update the list on the screen.
Print	To print the items on the log.

Option	Description
Search	To search for a SOV structure.
Find on Page	To find an item on the page.

When you open the SOV sheet from the **Schedule of Values** log, you will also see the grid and the right pane.

The grid displays the columns shown in the *General Spends* SOV sheet log (Classic View).

The right pane displays details related to a record and if there are no details, the following message, "You do not have any details for this view." is displayed on the screen.

SOV Sheet: Description/Breakdown Column

BP forms such as contracts are created with high-level descriptions (in the line items) during the beginning of the project life cycle, and after a contract is approved, the high-level description needs to be updated to provide more details (for example, explaining or adding the payments for the SOV).

Because it is important to be able to update the line items descriptions, after a contract is approved, the **Description/Breakdown** column will become editable.

Example

After a contract is approved and the SOV is created, the owner asks the contractor to update the SOV line items descriptions so that the owner can accurately determine the payments for those SOV line items.

Similarly, a user can add a breakdown to the SOV line items in the *General Spends* and *Classic Payment Applications type SOV Sheet*.

The length of the **Description/Breakdown** column is the same as the length for the short_desc field of the line item.

You can edit the description or breakdown in the following SOV sheet types:

- General Spends (within each individual Commit line item)
- Classic Payment Applications (within each individual Commit line item)

> **Note:** Only Users or Groups who have **Edit** data at the record level, or **Full Access**, permissions will be able to edit, or modify, or update the data for the **Description/Breakdown** column.

The following explains how updating the description or breakdown will impact:

- Invoices already reached terminal status or end step

  Records that already in terminal status or end step (where user cannot update line items) will not have any impact on the SOV line item description updates.

- Invoices that are in inflight status

  When you modify or add a line item and edit the SOV picker for the records that are inflight status you will be able to view the latest SOV description for the lines.
- Invoice records

  The SOV picker in line item for the new records will display the latest description for the SOV line item.
- Change orders selecting reference picker to update existing SOV line item

  When you select a reference picker to update an existing SOV line item scheduled value the reference picker displays the latest description for the SOV lines.

  There is no impact on existing change orders, where the SOV line items are not modified.
- Records created through CSV, Integration, Auto-creation, and BP Templates

  All the invoices created using CSV import, CreateBPRecord, CreateBPRecord with attachments using REST V1/V2 services will show the SOV line items with the latest updated description, when the description is set to auto-populate in to the line items.

  All the invoices updated using UpdateBPRecord, UpdateBPRecord with attachments using REST V1/V2 services will show the line items with updated SOV descriptions.

  All the invoices created through auto-creation and BP Templates will have the latest descriptions for the SOV line items selected.

  > **Note:** Although the system supports the inclusion of Pull Down DEs (string or integer) on the payment detail form for use with Auto Population from an SOV Sheet, the Pull Down DE column cannot be added to the SOV Sheet from the SOV Structure. Because of this, the Pull Down DE in a line item cannot auto-populate a value from the SOV Sheet when a classic Payment BP record is created. Auto Population is *only* supported for decimal or current amount DEs.

- Breakdown name

  The **Breakdown** name can be updated in the SOV Sheet in the **Description/Breakdown** column. The breakdowns can be defined for an SOV line item and can be updated from the **Breakdown** tab.

  Only Users or Groups who have **Edit** data at the record level, or **Full Access**, permissions will be able to edit, or modify, or update the data in the SOV Sheet and the breakdown for the **Scheduled Values** and other direct entry columns.

  When exporting the SOV summary sheet, the updated Description/Breakdown will be included in the exported file.
- Audit Log

  The Audit log will display the updated description or breakdown. The Audit log will also display the old and new values.

For the Classic Payment Applications SOV sheet type, the following explains how updating the description or breakdown will impact:

- Payment Application records that have already reached terminal status or end step

  Records that already in terminal status or end step (where user cannot update line items) will not have any impact on the SOV line item description updates.

- Payment Application records that are inflight and Draft status

  When SOV restrictions are allowed

  - SOV sheet will be locked for the inflight payment records (accepted or nonaccepted state); therefore, the updated description will be displayed in the inflight payment record.
  - Draft payment records will show the updated description as well as other SOV merge updates.

  When SOV restrictions are not allowed

  - Both inflight (accepted and nonaccepted) and draft payment records will show the latest description for the SOV lines.

- New Payment Application records

  When a new Payment Application record is created, the new SOV line items that have been added to the payment grid will show the latest descriptions.

- Change orders selecting Reference picker to update existing SOV line item

  When you select a reference picker to update an existing SOV line item or the **Scheduled Values**, the reference picker displays the latest description for the SOV line items.

  > **Note:** There will be no impact on the existing change orders, where line items are not modified.

- Change commits when updating committed line item

  When updating a committed line item (by using selecting Add and then selecting the Modify Committed line item option) the commit line item picker window will show the updated description for both summary SOV line items and cost breakdown SOV line items.

- Records created through CSV, Integration, Auto-creation, and BP Templates

  All the payments created using CSV import, CreateBPRecord, CreateBPRecord with attachments using REST V1/V2 services will show the SOV line items with the latest updated description, when the description is set to auto-populate in to the line items.

  All the payments updated using UpdateBPRecord, UpdateBPRecord with attachments using REST V1/V2 services will show the line items with updated SOV descriptions.

  All the invoices created through auto-creation and BP Templates will have the latest descriptions for the SOV line items selected.

  > **Note:** Although the system supports the inclusion of Pull Down DEs (string or integer) on the payment detail form for use with Auto Population from an SOV Sheet, the Pull Down DE column cannot be added to the SOV Sheet from the SOV Structure. Because of this, the Pull Down DE in a line item cannot auto-populate a value from the SOV Sheet when a classic Payment BP record is created. Auto Population is *only* supported for decimal or current amount DEs.

- Audit Log

  The Audit log will display the updated description or breakdown. The Audit log will also display the old and new values.

Managing SOV Structure, Templates, and Sheets

The following topics apply to all SOV sheets. This section explains the following:

- Editing SOV sheet
- Editing SOV columns
- Deleting SOV sheet
- Searching for SOV sheet
- Managing SOV sheet data
- Exporting SOV data
- Viewing and editing SOV sheet properties

Editing SOV sheet

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, select **Schedule of Values**, and then select **General Spends** or **Payment Applications** to open the Schedule of Values log.

   The SOV sheet displays a structure with fields that are populated by the values in the commit BP.

   > **Note:** If SOV sheets related to your options are present, a structure exists, and you can click Update Structure.

3) Select a record from the Schedule of Values log.
4) From the toolbar, click **Properties** to open the Properties window for the SOV sheet record that you want to edit.
5) Click the **Options** tab and proceed to edit the fields.

   > **Note:** You can enter a custom label for the **Ref**, **Breakdown**, and **Description** fields. These are the labels that will appear as column names on the SOV sheet. You cannot modify CBS Code and CBS Item. These labels can be modified only on the cost sheet.

6) Click **Close** to close the Properties window.
7) Click **Apply** and then click **OK**.

Editing SOV columns

1) Open the project/shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, select **Schedule of Values**, and then select **General Spends** or **Payment Applications** to open the Schedule of Values log.
3) Select a record from the Schedule of Values log.

4) From the toolbar, click **Update Structure** to open the SOV Structure window for the SOV sheet record that you want to edit.

> **Note:** If SOV sheets related to your options are present, a structure exists, and you can click Update Structure.

5) Click **Columns** and select a column from the Columns Log.
6) Click **Open** to open the Column Properties window and proceed to edit the fields.

> **Notes:**
>
> - Some fields may not be editable. It may be necessary to delete the column and create a new one.
> - Although it is possible to change the entry method for a column (for example, from line item content to direct entry into a cell), use caution when doing so if you have already entered values in the column cells. For example, if you change from line item entry to direct cell entry, the amount value shown in the cell will display correctly. Because this field is an editable field, if you edit this field, the direct entry amount and detailed line item information will be lost.

To move a column, from the Columns log, select a column to move, and then click **Move Up (Left)** or **Move Down (Right)**. The order that the columns appear in the log is the order (from left to right) that they appear on the sheet.

To delete SOV columns:

1) Select a column from the Columns log and click **Open** to open the Column Properties window.
2) Click **Delete**. The column will be deleted.

> **Note:** If the column is being used in a formula in another column, you must remove the column from the formula before you can delete it. If the column contains a cell with line item data, you must first remove each line item before it can be deleted.

Deleting SOV sheet

Select the sheet from the log and click **Delete**. If you delete an automatically created SOV sheet, you will have to recreate it manually.

> **Note:** You cannot delete an SOV for Payment Applications.

Searching for SOV sheet

You can search for SOV sheets by the SOV Base Record or SOV Description.

1) In the Schedule of Values log, click **Find**.
2) In the Search by drop-down list, select **SOV Base Record** or **SOV Description**.

3) In the Search for field, enter the search criteria. Click the **Search** button. The log will display the records meeting the search criteria.

Managing SOV sheet data

SOV data is rolled up from Cost-type BPs that have been set up for SOV sheets. As a result, the SOV sheets cannot be edited.

Exporting SOV data

You can export SOV data to a local file system in a CSV format.

1) Select an SOV Base Record and open.
2) In the Schedule of Values window, click **File** and then select **Export** (or click Export from the toolbar).
3) Open the file and review it before saving.
4) Click **Save** and specify the location in which to save the CSV file.

Viewing and editing SOV sheet properties

To open the SOV Properties window:

1) From the SOV log, select an SOV sheet and click the **Properties** button. The Properties window opens.
2) Click the tabs to view properties information.

To edit SOV sheet properties:

1) From the toolbar, click **Update Structure**.
2) Click **File** and then select **Properties**.
3) Click the **Options** tab to modify information.

   You can enter a custom label for the Ref, Breakdown, and Description fields. These are the labels that will appear as column names on the SOV sheet.

> **Note:** You cannot modify the CBS Code and CBS Item labels here. These labels can only be modified in the cost sheet.

Adding or Deleting CBS Breakdowns on an SOV Sheet

CBS breakdowns can be added to an SOV sheet. This enables each contract to have its own set of CBS breakdowns. These breakdowns can be added directly on the SOV sheet, or they can be imported from a CSV file. Breakdowns can be added to general spends or payment application SOVs.

> **Note**: You cannot add a breakdown to an SOV if there is a pending spends record against the row, or a pending change commit with a negative line item (which may potentially reduce the Schedule Value after routing).

To add a breakdown to an SOV line:

1) Open the SOV sheet.
2) Click the **Rows** button. The Rows window opens.
3) Select an SOV line by clicking the checkbox. If you select an SOV line, the breakdown will be added to that line. If you select an existing breakdown, the new breakdown will be inserted directly below the existing breakdown.
4) Click the **Add Detail** button. The Details window opens.
5) Enter the **Breakdown**.
   - This will appear on the SOV sheet in the **Breakdown** column.
   - You can add an optional **Description**.
6) Click **OK**. The breakdown is added to the sheet.
7) Close the Rows window.
8) You may need to click the plus (+) by the checkbox on the Rows window and on the SOV sheet to expand rows and display the breakdowns.

To delete a breakdown row:

1) Open the SOV sheet.
2) Click the **Rows** button. The Rows window opens.
3) Select one or more breakdown rows to delete.
4) Click the **Delete Detail** button. Click **Yes** to confirm.

Adding Breakdowns to SOV sheet by Importing

If you have multiple breakdowns to enter, you can do it in bulk through CSV file import. You can add as many breakdowns as you need to multiple CBS codes.

You can also optionally enter breakdown scheduled value amounts. To do this, there must be a column to the SOV sheet using the data source Scheduled Value. The amount you enter on the CSV file will appear in the Scheduled Value column.

> **Note**: By default, the Scheduled Value column will validate that the sum of all breakdowns added to an SOV line will not exceed the scheduled value for summary line. That is, if the scheduled value for a line is $1000 from the base commit record and you add breakdowns, the amounts that you enter for the breakdown amounts for that line cannot add up to more than $1000. (It can, however, add up to less than $1000.)

To add breakdowns by importing a CSV sheet:

1) Open the SOV sheet.
2) Click the **Rows** button. The Rows window opens.
3) Click the **Export** button and choose **Breakdowns**.
4) Save the CSV file. This provides the structure for the import file.
5) Add the breakdown rows to the CSV file.
   a. Open the CSV file.
   b. Insert a line under the CBS code to which you are adding the breakdown.

c. Add the breakdown name in the **Breakdown** column. You can enter an amount in the **Scheduled Value** column. Do not add any additional information in the new row.
d. Add additional breakdown rows as needed.
e. Save the file.

6) On the SOV sheet, click the **Import** button.
7) Browse to the CSV file and click **OK**. The breakdowns and amounts will be added to the sheet. Any breakdowns in the CSV file that exist on the sheet will be updated with the **Scheduled Value** amount on the CSV file.

If any errors occur, download and open the error file, and correct the CSV file before reimporting. Validations include:

- The sum of breakdown amounts cannot add up to more than the scheduled value amount of the summary CBS code line
- They cannot exceed Commits Remaining Balance, if used
- They cannot cause Commits Remaining Balance to fall below zero.

Funding Sheet

Funding lets you track where project funding comes from and how it is being spent. This feature is accessed by way of the **Funding** sub-node under the **Financial Analysis** node.

A Funding Sheet tracks company funding through allocation to, and consumption at, the project level.

Use the Funding Sheet to specify the appropriation and assignment of funds from each source. You can automate fund appropriation and assignment when used with Cost business processes.

Company Funding Sheets

The Company Funding Sheet tracks all sources of funding across all projects. You create only one sheet per company. Funding sources that are made available at project level are rolled up to the company sheet, which maintains the overall fund information. After it has been created, the Company Funding Sheet can be edited, but not deleted. The Company Funding Sheet must be created before creating individual Project/Shell Funding Sheets.

Project/Shell Funding Sheets

The Project/Shell Funding Sheet tracks how funding is being allocated and consumed at the project level. Project/Shell Funding Sheets work in conjunction with the Company Funding Sheet. Allocating funding sources at project level can be done manually or through a business process. A funding template and Company Funding Sheet must be complete before you can create a Project/Shell Funding Sheet.

> **Note:** Filters that you set up in the shell template for a Funding Sheet are not currently included in the Project/Shell Funding Sheet.

Company and Project/Shell Funding

- **Import and set up fund business processes.** You can use business processes for fund allocations, fund assignment (consumption), and fund credits.
- **Create and set up the Company Funding Sheet.** The Company Funding Sheet tracks the funds that can be used to fund project/shell expenses. The following procedures assume that the rows (funds) and columns of the Funding Sheet have already been created.
- **Create and set up the Project/Shell Funding Template and Sheet.** The Project/Shell Funding Sheet tracks the funds that have been allocated from company funds for a particular project/shell. The Project/Shell Funding Sheet is based on the funding template, which is created first. The following procedures assume that the Project/Shell Funding Sheet has been created, and rows and columns have been added.

  Notes:

  - The rows correspond to funds chosen from the Company Funding Sheet. Funds can be added manually, or can be added via fund allocation business processes, discussed later in this section.
  - Filters that you set up in the shell template for a Funding Sheet are not currently included in the Project/Shell Funding Sheet. To use filters, you must set them up in the Project/Shell Funding Sheet. For more information, see ***Searching for Fund Codes*** (on page 281) and ***Creating and Applying Filters*** (on page 283).

- **Define funding assignment rules.** Funding assignment rules are set up in the Project/Shell Funding Sheet or template. These determine which business processes are used for fund appropriations and assignments and how to consume funds (ratio or fund order) if you will be using automatic fund assignment from business processes. The following procedures assume these options have been set up.
- **Create funding rules in the rules engine.** Optionally, funding rules can be created in the rules engine that can help you manage your funds and fund balances, for example, to prevent fund balances from becoming less than zero.

Company Funding Sheet and Project/Shell Funding Sheets

The first step to setting up funding is to create and set up a Company Funding Sheet, where individual funding sources are set up.

For example, a corporation's funding sources may include different types of corporate accounts. For municipal or educational facilities, funds may come from bond measures, grants, donations, or other sources. All of these funding sources will be listed and tracked on the Company Funding Sheet. As funds are consumed via business processes or manually in individual project/shells, this data is rolled up to the Company Funding Sheet.

Project/Shell Funding Sheets track how your company's funding is being spent on each project or shell. It tracks individual transactions, which are rolled up to the Company Funding Sheet. All Project/Shell Funding Sheets must be created based on a funding template.

> **Note:** Filters that you set up in the shell template for a Funding Sheet are not currently included in the Project/Shell Funding Sheet. To use filters, you must set them up in the Project/Shell Funding Sheet. For more information, see ***Searching for Fund Codes*** (on page 281) and ***Creating and Applying Filters*** (on page 283).

Working with the Company Funding Sheet

The following procedures described managing funds on the company funding sheet.

Company Funding Sheet Log

To access the Company Funding Sheet log:

1) Go to your **Company Workspace** tab and switch to **User** mode.
2) In the left Navigator, select **Cost Manager**, and then select **Funding**.

When you double-click the funding sheet, the **Company Funding Sheet** window opens. Alternatively, you can use the *gear menu* (⚙) to open the funding sheet. The **Company Funding Sheet** window displays the fund codes and other details about the fund sheet and contains the following toolbar options:

Add Rows

Lets you access the Fund Attributes window and add a new row to the fund sheet after entering the fund details.

Add Column

Lets you access the New Column window and add a new column to the fund sheet after entering the column details. After you select the data source, the remaining data will auto-populate; however, you can change the values of the fields, if there is a need. This window also lets you select the position of the newly added column, in the funding sheet.

View

Edit View

Lets you add or move columns from the fund sheet.

Refresh

Print

- **Export To CSV**
- **Export To Excel**

> **Notes:**
>
> - For export to Microsoft Excel, the system currently supports only Euro (EUR) and United States Dollar (USD) currency symbols.
> - If you export data from a business process (BP) record, sheet (such as an Activity Sheet), or log (such as Company Funding Sheet Log) to Excel, be aware that depending on how your negative values are formatted, you might need to configure your columns in Excel to match the correct data type (Number). Otherwise, the columns will not be treated as numeric and will not sum as expected. One supported format includes placing the negative sign between the currency symbol and the amount (for example, $-1,000).

Find on Page

Menu Options

- **Columns** (which includes **Unhide** and lets you select a [COLUMN NAME])
- **Import**
- **Export**
  - **Summary Fund Sheet**
  - **Fund Details**
- **Fund Status**

  Lets you open the **Fund Status** window and either change the status for the fund codes or delete unwanted fund codes. Use the Find on Page option to find a particular fund code.
- **Properties**

  Lets you open the **Properties** window and determine the fund sheet properties, including the two display modes, **Flat** or **Tree**.
- **Audit Log**

In the **Company Funding Sheet** window, you can customize the columns, except the first two columns (**Fund Code** and **Fund Name**).

> **Note**: You can use the **Lock after this Column** option, explained below, to add to the stationary columns; however, the two first columns shall remain on the sheet by default.

Click a fund code to split the screen and access the properties of that fund code, within the following tabs:

- **Fund Attributes** tab
- **Audit Log** tab

You can use these tabs to update the details of the fund code.

The details of your changes will be recorded in the **Audit Log** tab. You can print or export (by way of the Print option on the **Audit Log**) the audit log data.

The fund sheet window (**Company Funding Sheet** log) has multiple columns. As stated before, the first two columns are stationary, and the other columns can be customized. You can hover over a column header to see additional information about the field. For example, if you hover over the **Approved Appropriations** column heading, you may see the Data Source and Data Format information for the "Approved Appropriations." If you click a column header, the following options let you manipulate the selected column:

- **Hide**
- **Delete**
- **Lock after this Column**
- **Insert**

Lets you insert a new column.

- **Unhide**
- **Properties**

Lets you open the **Columns Properties** window and access all the properties of the selected column. Use the navigation icons (right or left bracket or arrows) to move to and access the next or previous column properties.

You can select a cell, for a fund code, and see the different line items for that fund code, in the properties screen, within the Line Items tab. In this tab, you can create a line item (using the plus icon), copy a line item, or delete a line item (using the *gear menu* [⚙] options). When you select a line item and select copy, a copy of the selected line item will be inserted at the last row; you can then change the values of each cell within the added row. Use the **Find on Page** option to search for a particular line item in the **Line Items** tab.

When you select a cell, for a fund code, you can click the **Cell Details** tab to see the cell details such as values for the **Fund Code**, **Fund Name**, and so forth.

You can use the **Attachments** tab to include attachments (using the **Browse** option or the **Document Manager** option), the **Notes** tab to include notes, and the **Audit Log** tab to access the details of the changes made to the line item.

Use the maximize or docking icons to adjust the location of the tabs on your screen.

The following topics provide additional information about the **Company Funding Sheet** log.

About company funding sheet columns

The columns on the company funding sheet are used to track project/shell-level funding and keep track of fund balances.

A common way to enter the starting value of a fund is by adding a Company Funding column to the company funding sheet. This is generally a manual entry column (either direct entry or line item entry). The original value of each fund (one fund per row) is entered into this column.

Additional columns commonly track fund assignments (consumption) made against each fund in projects/shells. These can be in the form of business process transactions or manual funding assignments. Each project/shell level business process or manual entry column can be rolled up to the company funding sheet separately, or project/shell fund assignments can be totaled in the project/shell sheet and rolled up to the company sheet. A good practice is to have a fund balance formula column that tracks the difference between the original fund value minus all funding assignments, which provides a running balance for each fund. A rule can be created in the Rules Engine to make sure that this fund balance never becomes less than zero (or other specified value).

To view column details:

In the funding sheet, click a column header link to view the column details. This will display the data source and, for formula columns, display the formula used.

About company funding sheet rows

Each row in the company funding sheet corresponds to one fund. Depending on how the company funding sheet is set up, the starting value of each fund may need to be manually entered. This is commonly done in a column using the Company Funding data source.

If you are working with many funds, there are ways to help you find the fund that you are looking for. You can search for individual fund codes using the Find feature. You can also create and apply filters, which can be used to temporarily limit the number of funds displayed on the sheet. For more information, see ***Searching for Fund Codes*** (on page 281) and ***Creating and Applying Filters*** (on page 283).

To view fund details:

In the funding sheet, click the fund code link (in the **Fund Code** column) to open the Fund Details.

- If a **Fund Attribute** Form has been designed, this window shows the fields on the form.
- If a **Fund Attribute** Form is not being used, the default window opens, showing basic information such as the fund code, fund name and description.

Add currency amounts to company funds

After the company funding sheet has been set up, the funds must be "funded"; that is, you must enter the funding amounts that will be used to fund your projects/shells. Commonly, the Company Funding data source is used as a manual entry column to enter the starting amount of each fund or add additional funds to it. This column can be direct entry or line item entry.

This procedure assumes the funds have already been added to the sheet. It also assumes that a column has been added to the sheet for manual fund entry. Commonly, this uses the **Company Funding** data source. You can click a column heading to verify the data source used.

To add a value to a company fund:

1) Go to your **Company Workspace** tab and switch to **User** mode.
2) In the left Navigator, select **Cost Manager**, and then select **Funding**.
3) Open the company funding sheet.

4) Locate the column that is used for adding value to company funds on the sheet, commonly, the **Company Funding** column.
5) Do one of the following:
   - If the column is direct entry, click inside the cell and enter the amount. If the cell already has a value, you can modify it.
   - If the column is line item entry, click the link in the cell. The Cell Detail window opens in which you can take these actions.
     - Click **Add Line Item** to add a new line item.
     - Select a line item and click **Copy Line Item** to add a line item by copying another.
     - Double-click an existing line item to modify it.
     - Select a line item and click **Remove Line Item** to remove it.
6) Enter the line item information in the Line Item window and click **OK**.

The amount in the **Company Funding** column can be used as the starting amount of a fund. Other columns on the company funding sheet can be used to roll up transaction and manual funding amounts from project/shell funding sheets, and formula columns can be added to keep track of the fund balance.

Activate or deactivate company funds

You can active or deactivate company funds, which controls their availability for project/shell funding. If you set a fund to "Inactive" at company level, that fund will no longer be available for project/shell-level funding sheets; however, if a fund is already listed on a project/shell funding sheet, inactivating the fund at the company level will not affect the fund.

To set the company fund status:

1) Go to your **Company Workspace** tab and switch to **User** mode.
2) In the left Navigator, select **Cost Manager**, and then select **Funding**.
3) Open the company funding sheet.
4) From the toolbar, click **Menu Options** ( ), and then select **Fund Status**. The Fund Status window opens.
5) Select a fund in the table, and then click **Activate** or **Deactivate**.
6) Click **Close** to exit the window.

Import or export Company funding sheet information

You can export a summary of the funding sheet, which creates a CSV file that contains the rows, columns, and data on the funding sheet. You can also export a CSV file containing fund details, which includes all fund codes on the sheet and the data captured for them from the Fund Details window. This is available in company, project, and shell funding sheets.

You can also import fund details to a company funding sheet. This lets you add fund codes to a funding sheet directly from a CSV file, rather than add them manually.

For details, see ***Importing and Exporting Project/Shell Funding Sheet Information*** (on page 285).

Working with Shell Funding Sheets

The Shell Funding Sheet tracks how funding is being allocated and consumed at the shell level. Shell funding sheets work in conjunction with the company funding sheet.

Fund allocation, assignment, and credits can be done manually, or through a business processes.

> **Note:** Because funding originates at the company level in the company funding sheet, funding is always done in base currency, even if the project currency is different.

Open a project or shell funding sheet

The project or shell funding sheet is accessed from the **Funding Sheet** log.

> **Note:** There is only one funding sheet per project or shell.

To open a project/shell funding sheet:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Funding Sheet**. The **Funding Sheet** log opens.
3) Click the *gear menu* (⚙) and select **Open**, or double-click the funding sheet to open the funding sheet window.

The **Funding Sheet** window has the following toolbar options:

> **Note:** For projects that do not have funding sheet, you can use the **Create** toolbar option (in **Funding Sheet** window) to create a funding sheet. The **Create** option will not be displayed for the users with View permission. To create a funding sheet, click **Create** to open the **Select Template** window and select a template.

Funding Sheet Window Toolbar Option	Description
Manage Rows (icon with horizontal lines)	Opens the **Manage Rows** window which lets you manage the displayed rows based on the available company fund codes.

Funding Sheet Window Toolbar Option	Description
Add Column (icon with vertical lines)	Opens the **New Column** window that lets you enter data about the new column.
View	▸ Default ▸ Create New View ▸ Manage Views
Edit View	Opens the **Edit View** window which lets you manage the displayed view based on the following tabs: ▸ Columns ▸ Filters ▸ Group By ▸ Sort By
Fund Assignment Order	Opens the Fund Assignment Order window which lets you manage the order for: ▸ Fund Code ▸ Fund Name ▸ Status ▸ Reorder: Bring the pointer to the cell to activate the move-pointer, click and hold, and move the row to a desired location.
Refresh	Lets you refresh the contents of the **Funding Sheet** window.

Funding Sheet Window Toolbar Option	Description
Print	▸ Print ▸ Export To CSV ▸ Export To Excel **Notes:** ▸ For export to Microsoft Excel, the system currently supports only Euro (EUR) and United States Dollar (USD) currency symbols. ▸ If you export data from a business process (BP) record, sheet (such as an Activity Sheet), or log (such as Company Funding Sheet Log) to Excel, be aware that depending on how your negative values are formatted, you might need to configure your columns in Excel to match the correct data type (Number). Otherwise, the columns will not be treated as numeric and will not sum as expected. One supported format includes placing the negative sign between the currency symbol and the amount (for example, $-1,000).
Find on Page	Lets you find a particular record on the page.

Menu Options	▸ Export
	  ▸ Summary Fund Sheet
	  ▸ Fund Details
	▸ Row Coloring
	  ▸ Multi-Color
	  ▸ Single Color
	▸ Properties
	▸ Audit Log

Create and Edit Transactions

You can manually enter transaction line item.

> **Note:** Including attachments is not permitted in line items.

About project/shell funding sheet columns

The columns on the project/shell funding sheet are used to track the funding on that project/shell, and to keep track of the fund balances that have been appropriated for its use.

Commonly, the Project Funding column is used to enter the allocation amount of each fund for that project/shell.

Additional columns commonly track fund assignments (consumption) made against each fund. These can be in the form of business process transactions or manual funding assignments, with one column for each business process, and manual entry columns for project level funding and CBS level funding.

The Records Funded at Project Level (or CBS Level) column(s) can be used to track the totals of business process transactions involving fund assignment. This is used for records already reaching terminal status. The Transient Records Funded at Project Level (or CBS Level) column(s) works similarly, but is used for records that are currently in process, and have already been funded before reaching terminal status. These columns can also include any credited funding that may occur due to invoice credits or other negative amounts.

A good practice is to add a fund balance formula column that tracks the difference between the original fund value minus all funding assignments, which provides a running balance for each fund.

To view column details:

In the funding sheet, click a column header link to view the column details. This will include the data source and, for formula columns, display the formula used.

About project/shell funding sheet rows

Each row in the project/shell funding sheet corresponds to a fund that has been allocated for use on this project/shell. Each fund originates on the company funding sheet.

Fund allocation can be done manually, by adding rows to the project/shell funding sheet. A fund picker is used to select which funds from the company funding sheet to add.

Funds can also be allocated to a project by using a fund allocation business process that is designed to choose the funds and funding allocation amounts for the project/shell.

For manually allocated funds, the starting amount of each fund can be entered manually. Commonly, the Project Funding column is used to enter the starting value of each fund when funds can be used for the project regardless of CBS code, or the CBS Funding column is used when funding is specified per CBS code. These values can roll up to the company funding sheet column of the same data source.

If you are working with many funds, there are ways to help you find the fund that you are looking for. You can search for individual fund codes using the Find feature. You can also create and apply filters, which can be used to temporarily limit the number of funds displayed on the sheet. For more information, see ***Searching for Fund Codes*** (on page 281) and ***Creating and Applying Filters*** (on page 283).

To view fund details:

In the funding sheet, click the fund code link (in the Fund Code column). The Fund Details opens. If a Fund Attribute Form has been designed, this window will include the fields added to the form in the design. If a Fund Attribute Form is not being used, the default window opens, listing basic information such as the fund code, fund name and description.

View Project/Shell funding sheet properties

The Properties window defines general setup information and assignment details for the funding sheet.

To view project/shell funding sheet properties:

1) In the project/shell Funding log, select the funding sheet and click the **Properties** button. The Properties window opens.
   - The General tab defines the Title, Description and Display Mode for the sheet. If you have edit permissions, you can edit these, including switching back and forth between the display mode options as needed.
   - The Assignment tab is used to define the funding assignment options:
     - **Project and CBS Level**: Specifies the sources of fund allocation for the project/shell, either manual entry or via fund appropriation business processes.
     - **Assignment Levels and Rules**: For each funding business process that has been set up for the project/shell, this specifies how funds are assigned, either manually, Auto Order, or Auto Ratio:

   For more information, see ***About Project/Shell funding assignment options*** (on page 271).
2) Click **OK** or **Cancel** to close the window.

About Project/Shell funding assignment options

Funding assignment options for the project/shell are defined on the Assignment tab of the Properties window. (Open the funding sheet, select **File** and then select **Properties**.) This includes defining how fund allocation can be done, specifying whether manual assignment is allowed, defining the business processes that can be used to assign funds to projects/shells or to specific CBS codes, and defining assignment levels.

Project Level and CBS Level: Specifies how funds can be added for this project/shell. This can be Manual (appropriate funds manually from the company funding sheet) or through funding appropriation business processes.

You can define funding appropriations at the project level (not associated with specific CBS codes), and at the CBS level (funding is specified per CBS code). You can "mix and match" for each project, with some business processes using project level funding, and others CBS level. Manual fund appropriations can be done at both levels.

Assignment Levels and Rules: Specifies how assignment is done for each funding business process that has been set up for the project/shell: Manual, Auto Order, or Auto Ratio. It also specifies whether funds are assigned at the Project Level (funding is consumed based on the total of the spends business process, providing greater flexibility for fund assignment), or CBS Level (funding is consumed per line item of a spends business process, which provides greater control over how funds are spent on each item.)

- **Manual**: Funds can be manually assigned. As spends business processes (for example, invoices or payment applications) are routed and reach specified statuses, the amounts to be funded are collected under the Unassigned total on the funding sheet. A **Funding** button becomes available on the business process form. Clicking the button opens the Funding window, in which funds can be assigned.
- **Auto Order**: Funds are assigned automatically when a spends business process reaches a specified status. Funds are assigned based on the fund order, which is defined on the funding sheet by clicking the **Fund Assignment Order** button. When funds are consumed on one fund, the next funding source is used for funding. After all funds are consumed, remaining spends are collected under Unassigned.
- **Auto Ratio**: Funds are assigned automatically when a spends business process reaches a specified status. Funds are assigned based on the fund ratio, which is automatically calculated based on current fund levels. After all funds are consumed, remaining spends are collected under Unassigned.

View funding sheet cell details

The values displayed in a cell on the funding sheet may reflect information from multiple line items, business process transactions, or results of a calculation from other cells. The following procedures discuss how to view the details about an entry in a funding sheet cell.

To open the Cell Details window:

In the Funding Sheet window, click the link in the line item cell to view information. The Cell Detail window opens.

To view manual line item entry details:

In the Cell Detail window, double-click a listed line item. The Line Item window opens.

To view business process transaction details:

1) In the Cell Detail window, double-click a listed line item. A view-only copy of the business process transaction opens.
2) Double-click a line item. The Line Item window opens.

To view formula cell details:

In the Cell Detail window, if line items from manual-entry columns or business process transaction columns are included in the calculation, they will be listed in the lower portion of the window, with the calculated value for each line item.

1) Click a listed line item. If the line item is a BP transaction, the business process form opens. If the line item is a manual entry, the Line Item window opens.
2) To view the formula used for the column, click the **Formula** link.

View Audit Logs

Audit logs are available within the Fund Detail and Cell Detail windows of the project/shell funding sheet. The Audit log captures all the events that took place, including what action occurred, who took the action, and the value that was created or modified.

To view the project/shell funding audit log:

Open the project/shell funding sheet and do one of the following:

- From the View menu, click **Audit Log**.
- Click a listed fund to open the Fund Detail window, and then click the **Audit Log** button.
- Click a cell link (line item or project/shell allocation entry) to open the Cell Detail window. From the View menu, click **Audit Log**.

To view an audit log of company funding:

Open the company funding sheet and do one of the following:

- From the Funding Sheet View menu, click **Audit Log**.
- Click a listed fund to open the Fund Detail window, and then click the **Audit Log** button.
- Open the Cell Detail window. From the View menu, click **Audit Log**.

The Audit log captures all the events that took place, including what action occurred, who took the action, and the value that was created or modified.

Allocating Funds to a Project or Shell

This section discusses fund allocation. Allocation refers to reserving a certain amount of a company fund to a particular project/shell.

Funds can be allocated to a project/shell either by manually adding rows to the project/shell funding sheet and entering allocation amounts, or through business processes transactions, which automatically add the rows and allocation amounts.

To review information about Schedule of Values (SOV) Sheets and Business Processes, see the *Unifier Essentials Business Processes User Guide*.

Fund allocation can be done at the project/shell level (funds are available to any expense in the project/shell), or at the CBS level (funding is allocated per CBS code).

Manually enter project/shell fund allocation amounts

After the project/shell funding sheet has been set up, the funds must be "funded"; that is, you must enter the funding amounts that will be used to fund your projects/shells. The following procedures discuss manually allocating funds and entering amounts to the funds that will be used in the project/shell. (Fund allocation using business processes is discussed in a later section.)

Commonly, the Manual Funding By Project data source is used as a manual entry column to enter the starting amount of each fund or add additional funds to it. This column can be direct entry or line item entry and is used for project level fund allocation. The Manual Project by CBS data source can be added to the project/fund cost sheet, and values added there. The same column data source can be added to the project/shell funding sheet to display the values added to the cost sheet column. This is used for CBS level fund allocation.

The following procedures assume that the appropriate funds (rows) and columns have already been added to the funding sheet. You can click a column heading to verify the data source used.

To enter project level fund allocation values (on the funding sheet):

1) Open the project/shell funding sheet.
2) Locate the column that is used for adding value to funds on the sheet, commonly, the **Manual Funding by Project** column.
3) Do one of the following:
   - If the column is direct entry, click inside the cell and enter the amount. If the cell already has a value, you can modify it.
   - If the column is line item entry, click the link in the cell. The Cell Detail window opens. You can:
     - Click **Add Line Item** to add a new line item.
     - Select a line item and click **Copy Line Item** to add a line item by copying another.
     - Double-click an existing line item to modify it.
     - Select a line item and click **Remove Line Item** to remove it.

     Enter the line item information in the Line Item window and click **OK**.

This amount can be used as the starting project level amount of a fund. Other columns on the funding sheet can be used to track transactions, and formula columns can be added to keep track of the fund balance.

To enter CBS level fund allocation values (on the cost sheet):

1) Open the project/shell cost sheet.
2) Locate the column that is used for adding value to funds by CBS code, commonly, the **Manual Funding by CBS** column.
3) Click the link in the cell. The Cell Detail window opens. You can:
   - Click **Add Line Item** to add a new line item.
   - Select a line item and click **Copy Line Item** to add a line item by copying another.
   - Double-click an existing line item to modify it.
   - Select a line item and click **Remove Line Item** to remove it.
4) Complete the Line Item window.

5) Select a fund from the fund picker by clicking the **Select** button for the Funding Source. The fund picker lists the funds that are active at the company level. To search for a specific fund, click **Find**.
6) Click **OK**. The new line item will be added to the Cell Detail window. If the **Manual Funding by CBS** column has also been added to the project/shell funding sheet, the value will display there.

To add funding sheet data through a formula:

Formula columns calculate results based on data entered in other columns. You cannot enter data directly into a formula column. You may click the funding sheet column header to view the data source for the cells in the column. If the column is a formula column, it will be displayed, and you can view which other columns are used in the calculation.

Allocate funds through business processes

Funds can be allocated to a project/shell using a fund allocation business process. Following is a summary of the business process types and design options that may be used:

- **Project level**:
  - Cost type, subtype line items with fund code, classification generic.
  - Workflow or non-workflow
- **CBS level**:
  - Cost type, subtype line items with CBS and fund code, classification generic.
  - Workflow or non-workflow

Commonly, columns are added to the funding sheet to capture funding allocation business process transactions. The Project Funding column might be used (as a formula) to capture the sum of all allocations and manual allocation for each fund.

To allocate funds and enter amounts through a business process:

1) Create the business process record.
2) Add line items as necessary.
   - Select a fund from the fund picker by clicking the **Select** button for the Funding Source. The fund picker lists the funds that are active at the company level. To search for a specific fund, click **Find**.
   - The Line Item window may also include a CBS picker, for CBS level allocations.
3) Route the business process record as usual.

Assigning and Crediting Project/Shell Funds

This section discusses assigning (consuming) funds on project/shell funding sheets. When funds are "assigned," it means they are consumed from the allocated amount for that project/shell. Funds can also be credited back to the source when necessary.

Fund assignments are based on spends type business processes within the project/shell (for example, invoices or payment applications), which enables accurate funding and tracking of project expenses. Funds are assigned based on the amount of a spends record and can never exceed that amount. The behavior of funding business processes depends both on the design options chosen and the Assignment Levels chosen on the project/shell funding sheet properties.

Funding assignments are based on business processes transactions, and commonly, columns are added to the funding sheet to track spends business processes eligible for funding. Formula columns may also be added to track the totals of these records, which may include Records Funded at Project Level (or CBS Level), for completed records; and Transient Records Funded at Project Level (or CBS Level), to track funding on records that are funded while in process. Values can also roll up to the company funding sheet if the same data source columns are added.

View Unassigned Amounts

When spends business processes are set up to be funded manually, the amount of the record initially is captured in one of the Unassigned fields on the funding sheet. This value displays until the entire amount of the record has been fully funded. For Project level funding, the amount displays in the Unassigned (Project Level) field; for CBS level funding, the amount shows up in the Unassigned (CBS Level) field.

It is possible that an Unassigned amount can be negative, as the result of a credit invoice that has not yet been credited back to the funding source.

> **Note**: These can also be rolled up to the cost sheet using the Unfunded Record data source.

To view unassigned amounts:

1) Open the project/shell funding sheet.

   If business process transactions have occurred that have not yet been funded, the total of the record(s) will display in one of the Unassigned fields in the upper portion of the sheet.

2) Click the link next to **Unassigned (Project Level)** or **Unassigned (CBS Level)**.

   The Manual Fund Assignment window opens. This window lists transaction records that have not yet been fully funded.

Manual and Automatic Fund Assignment

Funding assignments can be done automatically or manually. This is set in the funding assignment levels in the funding sheet properties.

Manual Fund Assignment

For manual assignments, and depending on the design of the business process, the following may occur:

- You may be able to view or perform funding assignments or credits at any step in the workflow (or for a non-workflow business process, any status). When the business process is in process, it is referred to as a "Transient Record." This allows the record to be funded, edited, and reviewed before the record is finalized and closed.
- When funding is enabled (or can be viewed), a Funding button appears on the business process form. Click the button to open the Funding Window.
- It is possible that the business process can be designed to disallow funding assignments or credits at the end step (or terminal status if non-workflow). This option prevents further editing of funding assignments or credits after the record has gone through a review process.

Good practice tips

Review the invoice line items and be sure they are accurate before doing funding. A good practice for design is to disallow line item from being edited after fund assignment steps. This will prevent the invoice line items from being edited after funding has already been assigned.

Manual Fund Assignment at Funding Sheet Level

To assign funds manually, you must access the **Funding Sheet** log, and then use the **Fund Code** to assign the funds.

To access the Funding Sheet:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Financial Analysis**, and then select **Funding Sheet**.
3) In the Funding Sheet log, double-click the Funding Sheet.
4) Under the **Fund Code**, select an item.
5) On the top of the screen, click **Unassigned (Project Level)** link to open the **Manual Fund Assignment** page. The funds that are pulled out of the record are displayed on this page. The unassigned fund amount and all funds balances that have been assigned are also displayed on top of the page, in tiles, under the page title. For example, Fund 3 is the fund code, and the fund balance is displayed.

   When there is any funding available for a fund, the fund will have an information icon (exclamation mark ! symbol) next to it. For any fund that does not have any funding, the information icon (exclamation mark ! symbol) does not appear. Hover over the information icon (exclamation mark ! symbol) to see more details about each fund (such as **Total**, **Assigned Amount** (at fund sheet level), and **Remaining Amount**).

   On the toolbar, by using the expand or collapse option, you can activate or deactivate the display of both **Amount** and **Percentage** for the funds. You can enter either the **Amount** or the **Percentage** values. For example, you can select a record with remaining value that has been unassigned (**Remaining Unassigned**) and then click the cell under the corresponding **Percentage** column and enter the desired percentage value, or do the same for the **Amount**, for a particular fund. Depending on the value that you enter, the system recalculates the **Remaining Unassigned** value.

   Records with partial assignments will have an icon displayed under the **Split** column.

   - If a record is modified, then the information icon (exclamation mark ! symbol), under the **Split** column, turns blue. When you hover over the icon, the title of the report, total, assigned amount, and remaining amount will display.

- If you assign one hundred percent for fund value (consumption), the information icon (exclamation mark ! symbol), under the **Split** column, turns green.
- If there is negative amount unassigned, the information icon (exclamation mark ! symbol), under the **Split** column, turns red.
- If a record does not have any assignments, then there will be no icons under the **Split** column.
- If you do not see an icon displayed under the **Split** column, the **Remaining Unassigned** value will be the total and the assigned amount will be zero.

6) Click **Save** to save your changes. You can click **Cancel** to discard your changes and return back to the previous screen.

If you enter values greater than one hundred percent, the cell will display a red triangle (cell level error icon) and when you hover over, a tooltip message explains the error.

A funding sheet-level error message will be displayed to inform you that you cannot assign more than total fund amount to a fund.

Automatic Fund Assignment

For automatic assignments, the following generally occurs:

- Automatic funding occurs when the record reaches the **End** step in the workflow business process, or when **Finish Editing** is clicked in the non-workflow business process.
- The funds are assigned based either on the fund assignment order, or by the ratio of the amounts of each fund, as determined in the assignment options in the Properties.

It is possible to adjust funding after automatic fund assignments.

About Crediting Funds

Sometimes it is necessary to credit back funds that have already been assigned. The same general procedures for assigning funds can be used for crediting funds as well. You may need to credit funds back to the credit source if:

- You receive an invoice credit from a vendor, and funds have already been assigned to the original invoice amount.
- A mistake was made in the original fund assignment, either by assigning too high a value, or assigning funds from the wrong fund.

You cannot credit more of a fund than has been consumed.

You can also credit previously assigned funds back to the fund source, either due to receiving a credit invoice or line item (for example, a vendor credit), or to correct a previous assignment error.

About business processes enabled for funding

Business process behavior is dependent on the how the business process was designed and the assignment options chosen in the project/shell funding sheet. In general, the design determines when funding assignments can be viewed or performed, and the assignment options determine whether the assignment is done manually or automatically, and at what levels.

Spends type business processes (for example, invoices or payment applications) can be designed to consume funds. Following is a summary of the business process types and design options that can be used:

Project level:

- Cost type, subtype line items with fund code, classification generic, general spends or payment application.
- Workflow or non-workflow.
- Each action form can be enabled with the following options: "View fund assignment" and "Allow fund assignment." This option allows funding assignments to be viewed or performed at any step in the workflow (or any status if non-workflow). The "Allow fund assignment" option is applicable when the business process is set up for manual assignment in the funding assignment levels in the funding sheet properties.
- An option can be set for the business process that disallows manual fund assignment after the record reaches the end step (or terminal status for non-workflow). When this option is chosen, it takes precedence over the "Allow fund assignment" setting, even if an action form is used on the end step. This option does not affect automatic fund assignments. This option is found on the Edit Studio window, **Options** tab.

CBS level:

- Cost type, subtype line items with CBS and fund code, classification generic, general spends or payment application.
- Other options are the same as for project level.

Manually assign or credit funds (unassigned funds)

Normally, if a spends business process record has not been set up to automatically assign funds upon reaching a certain status, that record total will show as Unassigned Funds in the project/shell funding sheet.

When the funding business process reaches a specified workflow step or status, a **Funding** button appears on the business process form. Clicking the Funding button opens the Funding window, allowing manual fund assignment.

Funds can be manually assigned at the project/shell level (project/shell funding sheet), CBS level (project/shell cost sheet), or business process level (spends business process record designed to consume funds).

If a credit invoice (negative line item or invoice amount) has been submitted, this can be used to credit previously consumed funds back to the source, or can be used to credit another fund. You cannot credit an amount that is more than has been consumed.

> **Note:** This section discusses assigning and crediting funds on the project/shell funding sheet.

To manually assign funds at the project/shell level from the funding sheet:

1) Open the project/shell funding sheet.
2) In the upper portion of the window, click the link next to **Unassigned (Project Level)**. This link displays the amount of funds that are not currently assigned to a particular fund.

   The Manual Fund Assignment window opens. This window displays the list of spends business process records that have not yet been fully funded. A record can appear on this list if you do not have enough funds available during an auto-assignment process, or if you set Manual as the assignment rule for the business process under the funding sheet Assignment tab.
3) Select one or more records from the list.
4) From the toolbar, click **Assign to Funds**.

   The Manual Fund Assignment window opens.
5) Enter a percent (%) amount for each record against a funding source.
6) Click **OK**.

To manually assign funds at the CBS level from the cost sheet:

1) Open the project/shell cost sheet.
2) In the upper portion of the window, note the amount shown in the **Unassigned at CBS Level** field. This is an amount that gets rolled up from the unfunded record data source in the project/shell cost sheet.
3) Click a cell under the Unfunded Records column for a CBS code.

   The Cell Detail window opens. This window displays the list of records that are not funded.
4) Select one or more records from the list and click **Assign to Funds** on the toolbar.
5) Enter a percent (%) amount for each record against a funding source.
6) Click **OK** to close the form.

> **Note:** Funds can be automatically consumed at the CBS level by defining the fund order for each CBS Code from the Fund Assignment Order window on the Project/Shell cost sheet and setting the assignment level to CBS Auto Order.

To manually assign or credit funds from a business process record:

1) Open the business process record that needs to be funded. If the record is at a specified workflow step and status that allows funding, a Funding button is available.
2) From the toolbar, click **Funding**. The Funding window opens.
3) Select a line item from the upper pane. The bottom pane will display a list of funds that are available for that line item.

4) Enter the amounts for fund assignment. This is subtracted from the fund balance. For credits, enter negative amounts; the amount entered is added back to the fund balance.
5) Click **OK**.

   If the business process is configured to use individual commit line items as SOV line items, the upper pane will not show a list of line items. You will see a total amount under the Unassigned Amount field.

Reassign project/shell funds from a business process record

In addition to assigning or crediting funds from the funding sheet, you can also adjust the funding allocations that were rolled up to the funding sheet directly from the business process record in which the transaction took place.

To reassign project/shell funds:

1) Open the business process record in which you want to reassign funds.
2) Click the **Funding** button. The Cell Detail window opens.
3) Click **Select**. The fund picker opens.
4) Select the funding source from which to assign funds.

   Depending on the design of the BP, the Fund picker may display all funds being used by the company or only those funds currently allocated to the project/shell.
5) Click **OK**. The Assign to Fund window opens.
6) Enter the percentage of the transaction amount to assign to the new fund and click **OK**.

Searching for Fund Codes

If you are working with many funds, there are ways to help you find the fund or funds that you are looking for. You can search for individual fund codes using the Find feature. You can also create and apply filters, which can be used to temporarily limit the number of funds displayed on the sheet.

You can use the Find button to help you find a particular fund on company, project/shell funding sheet, or a funding template. You can search by any column on the funding sheet. This option is available if the display mode is Flat or Tree. Find is available on company and project/shell funding sheets and templates.

In addition, you can search for funds in a fund picker. The fund picker displays when you are adding funds to a project/shell funding sheet, or funds when adding line items to a business process record used for funding.

To search for a fund on a funding sheet:

1) Open the project/shell funding sheet.
2) From the toolbar, click **Find**. The Find window opens.
3) Complete the Find window:
   - **Column**: Choose a column name. This drop-down contains the names of all columns that are displayed on the funding sheet, including Fund Code and Fund Name.

- **Value**: Enter a value for which to search. You can enter a full or partial word, number, or other value. (Do not enter a wildcard character for partial entries.) The format of your entry will depend on the type of value you are searching for. If you are searching for a fund code, you can include the code separator if one is used (for example, a dash).
- **Search**: Choose **Up** or **Down**. For new searches, use Down. If a value is found, it will be selected on the sheet. If you want to continue to search, you can choose to search up or down from the current selection.

4) Click **Cancel** to close the Find window.

To search for a fund in a fund picker:

1) Open the funding sheet or business process record.
2) Open the fund picker by doing one of the following:
   - On a project/shell funding sheet or template, add a row to the sheet by clicking **Rows**, and then clicking **Add Row**. In the Fund Details window, click the **Select** button next to the field for choosing a fund (for example, Fund Code).
   - In the business process record, click the **Select** button next to the field for choosing a fund (for example, Fund Code).

   The Fund Picker opens.
3) You can search for a specific fund in the fund picker:
   a. Click the **Find** button. The Find window opens. The window that opens will depend on the design.
      - If an attribute form is not defined, the default Find window will let you search by Fund Code or Fund Name.
      - If an attribute form is defined, the Find window can also be designed, and you may have additional fields to search by.
   b. Enter search criteria and click **Search**. This limits the number of funds that are displayed to those that match the search criteria.
4) Click **OK**. The fund appears as a row on the Funding Sheet. Funds are displayed in alphabetical order on funding sheet.

Viewing a Funding Sheet

You can use the **View** option to access created views, create views, or update existing views. The views that have been created, including Default, are listed in the upper segment of the drop-down list. The lower segment of the list includes the Create New View and Manage Views options.

To create a view:

1) Click **Create New View**.
2) Use the **Save View As** field to name your new view.
3) Use the following tabs for adding columns and filtering, grouping, and sorting information:
   - **Columns** tab
   - **Filters** tab
   - **Group By** tab

- **Sort By** tab

The **Available Columns** box displays all the columns that you might want to include. The **Selected Columns** box displays all the columns that you select. You can move columns in and out of the **Selected Columns** box.

Use the following fields to set the position of the new view:

- **Left Lock after Column:** Displays a list of all columns, except the last column from the selected columns list. By default, **None** is selected, which means that you have chosen no column to be locked, from the left side of the sheet.
- **Right Lock after Column:** The default value is **None**, which means that you can select not to right-lock the column in the view. Other values in this field are based on the value that you have selected in the **Left Lock after Column**.

The **Filters** tab lets you further control what information is displayed in the selected view. For more information, see ***Creating and Applying Filters***.

The **Group By** and **Sort By** tabs let you identify which columns should be used for group and sorting and in what order.

4) When you are done, click **Save**.

To manage a view:

To update a view, select the applicable view from the **View** list, click **Edit View** (the pencil icon), and then make and save the applicable changes.

Creating and Applying Filters

If you are working with many funds, it may be useful to display a subset of the total number of funds when working with the Funding Sheet. For example, you may want to view only new funds for the current year.

You can temporarily limit the number of funds displayed on the sheet by applying a filter. This feature is available on Company Funding Sheets, Project/Shell Funding Sheets, and funding sheet templates.

> **Note:** Filters that you set up in the shell template for a Funding Sheet are not currently included in the Project/Shell Funding Sheet. To use filters, you must set them up in the Project/Shell Funding Sheet.

Creating and Managing Filters on a Project/Shell Funding Sheet

If you have Create or Modify permissions, you can create and save any number of filters. Anyone with permission to view the Funding Sheet can view and apply saved filters. You can add multiple filters to a view, and you can use the same data element multiple times. When adding multiple filters, you can use operators to specify that the view must match all listed filters or that it can match one or more of the listed filters.

These procedures are applicable to Company Funding Sheets, Project/Shell Funding Sheets, and funding sheet templates.

> **Note:** Filters that you set up in the shell template for a Funding Sheet are not currently included in the Project/Shell Funding Sheet. To use filters, you must set them up in the Project/Shell Funding Sheet.

To create a filter:

1) From within the applicable view for the Funding Sheet, while you are in the **New View** or **Edit View** window, select the **Filters** tab.
2) Click the **Add Filter** button.
3) Do the following:
   a. Choose a **Data Element**: This drop-down list displays all data elements that are on the Fund Attribute Form. Any data elements in a hidden block are not available.
   b. Choose a **Condition**: This drop-down displays a list of conditions. This list is based on the type of data element selected.
   c. Choose a **Value**: Depending on the type of data element, choose a value that the query condition must meet.
      - Data Element: Lists the data elements on the Fund Attribute Form.
      - Constant Value: You can enter a full or partial entry of the value to filter by. This is similar to entering search criteria. For example, if you want to display only funds with "2010" in the fund code, choose the data element Fund Code, condition of equals, and 2010 as a constant value. For pulldown or other multiple-entry fields, a Select button appears, allowing you to select a value.
4) To add additional filters, click **Add Filter** again, and repeat the preceding steps.

   You can use the same data element multiple times.
5) If you are using multiple filters, click the applicable operator that should apply to the set:
   - **And**: To specify that the view must match all listed filters, select **And**.
   - **Or**: To specify that the view should match any of the listed filters, select **Or**.
6) When you are done, click **Save** or **Save As**, as applicable.

To modify or remove a filter:

1) From within the applicable view for the Funding Sheet, click **Edit View** (the pencil icon), and select the **Filters** tab.
2) Make the applicable changes, such as changing the selected Data Element or Condition, updating the Value, or removing one or more of the filters from a set.
3) To save your changes, click **Save** or **Save As**.

Applying a Filter to Limit the Fund Code Display

By using the **Default** view and applying a filter to the funding sheet, you can temporarily reduce the number of fund codes that are displayed on the sheet.

To apply a filter:

1) From within the **Default** view for the funding sheet, click **Edit View** (the pencil icon), and select the **Filters** tab.
2) Click **Add Filter**.

   The **Data Elements** list selects **Fund Code** by default.
3) Select the applicable **Condition**, such as **equals**.
4) In the **Value**, enter the first fund code that you want to include in the view.
5) If you want to include multiple fund codes, click **Add Filter** again, repeat the preceding steps for each fund code that you want to include, and select the **Or** operator.
6) Click **Save As**, enter a name for the view, and click **Save**.

The funding sheet will display only those funds meeting the conditions of the filter selected. The top of the sheet will display the name of the view.

To display all funds, select **Default** from the **View** menu.

Importing and Exporting Project/Shell Funding Sheet Information

You can export a summary of a funding sheet, which creates a CSV file that contains the rows, columns, and data on the funding sheet. You can also export a CSV file containing fund details, which includes all fund codes on the sheet and the data captured for them from the Fund Details window.

You can also import fund details to a company funding sheet. This lets you add fund codes to a funding sheet directly from a CSV file, rather than add them manually.

These procedures are applicable to company, project, and shell funding sheets.

Export funding sheet information

You can export a summary funding sheet, which is a CSV file containing the rows (funds), columns, and data on the funding sheet. You can do this in a company, project, or shell funding sheet. Summary funding sheet information cannot be re-imported.

To export a funding sheet summary:

1) Open the company, project, or shell funding sheet.
2) Click the **Export** button and then choose **Summary Fund Sheet.**

3) Read the confirmation message and then click **Yes** to continue.

   You may choose to open the file in a compatible program such as Microsoft Excel to review it before saving.

4) Click **Save** and specify the location in which to save the CSV file.

Import and export fund details

You can export fund detail information from a company, project, or shell funding sheet to a CSV file. This contains all the information captured in the Fund Details form when the funds were added to the company funding sheet. When you export the fund details from the company funding sheet, the details of all funds are exported; exporting from a project/shell funding sheet gives the details of those funds added to that sheet.

When adding funds to a company funding sheet, you can use the export file as a template, add fund details to the CSV file, and then re-import the file to add funds to the company funding sheet. You cannot use import to add funds to a project/shell funding sheet.

To export fund details from a funding sheet:

1) Open the company, project, or shell funding sheet.
2) Click the **Export** button and then choose **Fund Details.**
3) Read the confirmation message and then click **Yes** to continue.

   You may choose to open the file in a compatible program such as Microsoft Excel to review it before saving.

4) Click **Save** and specify the location in which to save the CSV file.

To import fund details into a company funding sheet:

1) Open the company funding sheet.
2) Be sure you first export the fund details and save the CSV file.

   Note the instructions at the top of the file. Remove any existing funds that may be listed in the export file, so that only the column headings remain. The instructions at the top of the file can remain. Save the file.

3) Add the fund details for the funds that you want to import. Be sure to complete all required fields. Do not add fund codes that already exist on the funding sheet.
4) Click the **Import Fund Details** button**.**
5) Browse to the CSV file and click **Ok**. The funds you added to the import file will be added to the company funding sheet.

> **Note**: If any errors occur, download and open the error file, and correct the CSV file before reimporting. Common errors include trying to import fund codes that exist on the sheet, or not completing required fields.

Cost Manager (Standard)

This table lists the areas that the standard Cost Manager works with.

The cost data from Shell (CBS) rolls up to the Company level.

Cost Manager	Company	Shell (CBS)
Cost Manager (for CBS codes)	**X**	**X**

Rules and Rule Exceptions

The system employs a rules engine to help control costs as they roll up to the Cost Sheet. Your administrator creates rules to work with the rules engine. For example, your administrator might create a rule that enforces a budget limit on contracts so that invoices do not exceed the contract amounts.

When a cost exceeds a rule, it triggers a "rule exception," and the system displays a message that warns you of the exception. The window shows the level of the rule, an identifier, the rule that was exceeded, the current value of the field, and the value that triggered the rule exception.

Rule exceptions can be triggered by:

- Adding or copying a line item on the Cost Sheet
- Copying data from one column to another on the Cost Sheet
- Entering data directly into a cell on the Cost Sheet
- An email action that sends cost data to the sheet
- An integration transaction that sends cost data to the sheet
- I-Step business process auto-creation
- A business process record that rolls up cost data to the sheet

Some users can override a rule violation. These users are specified when the administrator creates the rule. These users can choose to override the exception or accept it.

If you override the rule exception, the system sends your user information and any comments you include to the audit log. If notification was specified when the rule was created, those users who were designated will be notified by email of the override.

If you accept the rule exception (click **Cancel**), you will stay on the current step.

> **Note:** The system does not display the rule exception warning if the cost data comes from an email action, an integration transaction. If you have override control, the system will assume that you want to override the rule and sends information to the audit log.

When your administrator creates a rule template:

- If the **Include positive pendings in calculation** checkbox is selected, the system adds the positive pending values when calculating the **Limit Expression**.
- If the **Include negative pendings in calculation** checkbox is selected, the system adds the negative pending values when calculating the **Data Expression**.

> **Note:** Your administrator can check one or both options, when creating a rule template.

The rule is implemented during runtime (as a cost type BP is routed in its workflow or is **Finish Edited**) and according to your choices.

Cost Rules Impacting Cost Manager

The following cost rules affect how you can work with the **Cost Manager** sub-modules:

- **Budget**
  - The Budget must be equal to or greater than 0.
  - This rule validates that a budget line item cannot be reduced below $0.
- **Revised Budget**
  - The Revised Budget must be greater than or equal to Approved Commitments.
  - This rule validates revised budget (approved budgets, budget transfers, and budget changes) versus approved commitments (approved contracts, change orders, purchase orders [POs], and PO amendments).
- **Incurred Costs**
  - Incurred costs cannot exceed the approved budgets.
  - This rule validates revised budget (approved budgets, budget transfers, and budget changes) versus invoices (payment applications, invoices, journal entries, project timesheet, and miscellaneous costs).
- **Payment Application**
  - A Payment Application must be less than Approved Contracts and Change Orders.
  - This rule validates invoices (approved payment applications and invoices) versus approved commitments (approved contracts, change orders, purchase orders, and PO amendments).

The following actions can trigger the cost rules:

- When you attempt to send a Business Process record to the next step, whose status activates the rule. For example, the rule may activate when a Business Process record reaches to the Pending or Approved status.
- When you have entered the data into a Cost Sheet manually.
- Web Services calls create records.
- Records are auto-created from other records.

Document Manager

The Document Manager provides a robust platform for maintaining a wide variety of files and documents, for example, drawings, spreadsheets, image files, specifications, and various Microsoft Office files. Files can be stored directly in the project/shell Documents node or organized into folders. You can also create shortcuts to commonly used files and folders. The system ensures that all members of your team are always working on the most current versions, and dramatically increases efficiencies by providing ready access to all documents from anywhere at any time.

The Document Manager is available at the project/shell level for project/shell-specific documents, and at the company level for company-specific or cross-project/shell documents. At the project/shell or company level, the Document Manager is integrated with business processes and the user-defined reports module. Files uploaded into the Document Manager are stored on the Unifier Essentials file server.

The Document Manager is integrated with business processes. This means that you can initiate a business process directly from the Document Manager and automatically attach files and folders to it. In addition, if designed to do so, any business process can automatically publish records, along with their comments and attachments, to the Document Manager. In effect, this produces a detailed audit trail of the business process. Depending on how your administrator set up the business process, it can be automatically published to the Document Manager at a specific step in a workflow, or whenever an email notification is sent regarding the status of the business process, or both.

At both the project/shell level and the company level, the Document Manager consists of two nodes:

- **Project or shell/Company Documents**: This is the root node where published documents (that is, documents that are ready to be used by team members) are stored and managed. (The node is labeled project/shell Documents at the project/shell level, and Company Documents at the company level.) You will typically work out of this node when working with your company or project/shell documents. All uploads, downloads, revisions, markups, and so on, are performed within this node. Access to specific folders, documents, and shortcuts is independently controlled by permissions.
- **Unpublished Documents**: This is the temporary, automatic repository for files that have been uploaded from local machines and attached to business processes, but have not yet been published in project/shell documents or company documents. Typically, access to this node is limited by permissions, and a designated document administrator will publish documents from this node into the project/shell or Company Documents nodes for use by team members.

> **Note:** By default, files attached to business processes are placed in the **Unpublished Documents** folder in the Document Manager. A Publish Path data element can be designed in business processes to specify the automatic publishing of documents to a specified path and override the default.

For information about language (internationalization) and CSV files, refer to the *Unifier Essentials General Administration Guide*.

In This Section

Before You Begin Working with Document Manager 290
About Ownership and Permissions 291
Automatic Publishing of BP Records to the Document Manager 292
Enabling Document Manager-Generated Email Notification 292
Working with Shell and Company Documents 292
Accessing Shell Documents and Company Documents 293
Navigating Project/Shell Documents and Company Documents (Standard View) .. 293
Navigating Document Manager 294
Working with Document Manager in Company and Project or Shell 306
Creating and Managing Folders 318
Creating and Managing Documents 328
Creating and Managing Shortcuts 352
Favorites 356
Uploading Files and Folders 357
Downloading Documents and Folders 359
Importing and Exporting in Document Manager 360
The Recycle Bin 363
Index Reports 364
View Document Manager Audit log 364
Shell Documents or Company Documents Attached to a Business Process 365
Unpublished Documents 365

Before You Begin Working with Document Manager

Ensure that you have the following defined in your user preferences.

- **File Viewer option**: This option affects how files are opened and viewed within the system.
- **Permission settings**: Like other modules within the system, access and use of the Document Manager is fully permission based, including for specific files and folders. Contact your project/shell or company administrator regarding general permission access to the Document Manager.

> **Note:** For security, the Company Administrators can use the **Security** tab on the **Company Settings** page to specify the type and size of files that can be uploaded by users and per company policy. Contact your Company Administrator for more information.

About Ownership and Permissions

Like other modules, access to the Document Manager features is based on permissions set at the module level in Admin mode. Each Document Manager node—project/shell Documents, Company Documents, and Unpublished Documents—have separate permissions. The **Unpublished Documents** node is controlled by module-level permissions in Admin mode only.

In the project/shell and Company Documents nodes, access to specific folders, documents, and shortcuts is also independently controlled by permissions that can be set within the Document Manager.

> **Note**: Folder and document permissions are set at the folder level and can be changed independently or inherited by subfolders and documents. Unlike module-level permissions, permissions set at the folder level can differ from project/shell to project/shell.

The creator of a folder, document or shortcut is, by default, its owner, and has full access (privileges to view, manage, grant permissions, delete, transfer ownership, and so on). The owner must grant other users or groups permission to view and manage these documents, folders, or shortcuts. Otherwise, other users will not have access to them. (Exception: some administrators will have access permissions and will be able to view all items in the document manager.)

For this reason, it is also important to verify the permission settings for all files and folders that you upload, create, revise, check in, copy, or modify to make sure that it is accessible by the people who need them. For example, if one user creates folders, and then another user attempts to move documents among those folders, the move will not be permitted by the system unless that user attempting that move has specific permissions granted (in this case, Copy and Delete to achieve the document move).

For more information about permission settings, see ***View, Add, or Modify Folder Permissions*** (on page 325), ***View, Add, or Modify Document Permissions*** (on page 335), and ***Modify Shortcut Permissions***.

> **Note**: Document Manager email notifications as set in User Preferences are only sent if the user has at least view permission in the **Document Manager** node on the item triggering the email, and if the item owner enables email notification. If you make changes in the Document Manager root folder, to get email notifications regarding events in the root folder, you must have at least view permission because the root folder has no owner.

Automatic Publishing of BP Records to the Document Manager

A business process can be designed to automatically publish its records, along with their comments and attachments, to the Document Manager in a folder the administrator specifies when the business process is set up. In effect, this produces a detailed audit trail of the record information through the business process (for both workflow and non-workflow processes). You can open these records and their information from the Document Manager.

Automatic publishing of documents from business processes is already set up. For more information on how to configure the location for each business process, see "Project Configuration Business Process" in the *Unifier Essentials User Guide*.

Enabling Document Manager-Generated Email Notification

As with other modules, there are events in Document Manager that can trigger email notifications to other team members. There are three conditions that must be met for a user to receive Document Manager emails:

- **Folder Properties, Options tab**: The owner or a user with modify properties permissions on a folder can select the **Send email notification to subscribed users** checkbox on the Options tab.

  This option enables notifications to be generated in the first place for items in the folder. That is, select the checkbox to notify users whenever the folder properties are modified. If the checkbox is not selected, no emails will be generated for the folder (or subfolders either, unless the box is selected for subfolders).

  Selecting or deselecting this checkbox will automatically apply to all subfolders automatically. This option will not override a user's email subscription selection in User Preferences.
- **Permission setting in Document Manager**: A user has to be explicitly assigned at least view permissions (at the folder or document level in the Document Manager) to the specific folder, document, or shortcut target to subscribe to email notifications.

  For example, even if users have full access permission at the module level, they will not get email notifications unless they are on the permission list for the folder, document, or shortcut for which the e-mail notification would normally be generated.
- **Email Subscription Preference**: The user must subscribe to the Document Manager email notifications in User Preferences.

  The events that can trigger email notifications are document upload, transfer ownership, move, delete, document revise, and folder rename.

Working with Shell and Company Documents

The shell Documents node (in the shell-level Document Manager) and the Company Documents node (in the company-level Document Manager) are the root nodes in which published documents (that is, documents that are ready to be used by team members) are stored and managed. You will typically work out of these nodes when working with your company or project or shell documents. All uploads, downloads, revisions, markups, and so on, are performed here.

Permission-based access: Similar to a shared network storage drive, access to specific folders, files, and shortcuts is independently controlled by permissions. The user who creates a folder or shortcut, or uploads a file, is, by default, its owner, and has full access (privileges to view, upload, delete, download, and so on). The owner (could be the shell or company administrator) can set these permissions to allow or disallow access by other team members. For this reason, it is important to verify the permission settings for all files or folders of which you are the owner to make sure that they are accessible by the people who need them.

Editing and version control: The shell Documents and Company Documents nodes have check-in and check-out, document lock, and revision history capabilities enabling full version control.

Use with business processes: The Document Manager is integrated with business processes. You can initiate a BP from directly within the Document Manager and automatically attach selected files and folders.

Reporting: In addition, document and folder properties are associated with data elements, and are therefore fully reportable through user-defined reports.

> **Note:** The Document Manager does not support multibyte or Unicode characters in file names.

Accessing Shell Documents and Company Documents

To access project or shell documents:

1) Open a shell and click **Document Manager** in the left Navigator.
2) Click **Documents**.

To access company documents:

1) Go to the Company Workspace tab and click **Document Manager** in the left Navigator.
2) Click **Company Documents**.

Navigating Project/Shell Documents and Company Documents (Standard View)

Document Manager navigation works the same way at the company level and project or shell level, user mode.

There are two panes in the shell **Documents** and **Company Documents** nodes:

- The main document log or document view: Displays the contents (subfolders, documents, empty documents, shortcuts) of the folder selected in the Folders view, in alphabetical order. Click the plus sign (**+**) next to the folder name to expand it and reveal subfolders, or click the minus sign (**-**) to collapse the structure.

> **Note**: Hover over a folder to view the number of subfolders and documents under it.

- The right-pane view: The document summary (right-hand pane) displays tabs that contain information pertaining to the selected folder, subfolder, document, shortcut, or empty document. The following tabs are displayed based on the object selected:
  - Properties
  - References
  - Linked Records: Open the tab and click any of the linked record row, from the grid, to view the record details.
  - Audit Log
  - Permissions
  - Options
  - Revisions

> **Note:** If you are using a custom user mode navigator, you must add the Recycle Bin to the navigator.

Essentially, the **Document Manager** navigation works the same way at the shell level, and company level, user mode.

Navigating Document Manager

The following explains the options that are available in both the company level and the project/shell level **Document Manager** grouping node.

Navigating to Company Documents in Document Manager

1) Go to the Company Workspace tab and switch to **User** mode
2) In the left Navigator, select **Document Manager**.

   The following functional nodes appear under the **Document Manager** grouping node:
   - **Company Documents**
   - **Unpublished Documents**

Navigating to Project/Shell Documents in Document Manager

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Document Manager & Submittals**.

   The following functional nodes appear under the **Document Manager & Submittals** grouping node:
   - **Documents**
   - **Unpublished Documents**

> **Note:** Navigation in the **Document Manager & Submittals** grouping node works the same way at the company level and the project/shell

level, when in **User** mode, as explained below.

The documents log (for both the Company Workspace and the project/shells) displays the contents (subfolders, documents, empty documents, shortcuts) of the folder selected. If you are viewing the log using Tree View, you can click the plus sign (+) next to the folder name to expand it and reveal subfolders, or you can click the minus sign (-) to collapse the structure. If you are using Tree View, you can also hover over a folder to view the number of subfolders and documents under it.

Note: If you are using a custom user mode navigator, you must add the **Recycle Bin** to the navigator.

Navigating to Company Documents in Document Manager

The following functional nodes appear under the **Document Manager** grouping node in your Company Workspace (**User** mode):

- **Company Documents**
- **Unpublished Documents**

Company Documents

When you click **Company Documents**, the **Company Documents** page opens. This page is divided into two panes, **Company Documents** log on the left and Properties on the right.

The **Company Documents** log displays:

- Categorized list of available company documents and folders
- Navigational element, as in locator links (or breadcrumbs)
- Toolbar (for details, see below)
- Columns (for details, see below)

Properties (right pane) displays the following tabs:

- **Properties** tab
- **Audit Log** tab
- **Permissions** tab
- **Options** tab

The following explains the **Company Documents** toolbar options:

Create

This option lets you create any of the following:

- **Folder**

  When you click this option, the **Create Folder** window opens. This window has the following tabs:

- **Properties** tab

  In this tab, you can provide a name and a description for the new folder and an external link. You can also click the owner's name (the read-only **Owner** field) and view the owner's user profile.

  Use the **Save** option to save your input.

  Use the **Save & Create New** option to save your input and create the folder, which will be added to the categorized list of available company documents and folders (in the **Company Documents** window).

  Click **Cancel** to discard your changes and close the window.

- **Options** tab

  In this tab, you can set the folder upload conditions, folder download conditions, and notification preference.

  Use the **Save** option to save your input.

  Use the **Save & Create New** option to save your input and create the folder, which will be added to the categorized list of available company documents and folders (in the **Company Documents** window).

  Click **Cancel** to discard your changes and close the window.

- **Empty Document**

  When you click this option, the **Create Document** window opens. This window has the following tabs:

  - **Properties** tab

    In this tab, you can provide a name, a description for the requester, a general description for the new document, and an external link. In addition, you can enter or select information that is related to the empty document. That is, you can select an action discipline (for example, Architecture, Construction, Design, Planning, and so on), enter the cost center number, title or tenure, city, and select the acquisition year.

    Use the **Save** option to save your input.

    Click **Cancel** to discard your changes and close the window.

  - **Options** tab

    In this tab you can set the document revision option (**Revisions must have same file name**).

    Use the **Save** option to save your input.

    Click **Cancel** to discard your changes and close the window.

- **Business Process**

  When you click this option, the **New Record** (BP record) window opens, which lets you create a BP record. In the **New Record** window, you must select a BP from the **Select Business Process** drop-down field. If the BP record that you select is a workflow BP, the system activates the **Select Workflow** drop-down field, and you must select a type of workflow for the BP record.

  When finished, click **Create** to create the record.

  Click **Cancel** to discard your changes and close the window.

Actions

The **Actions** option has the following suboptions:

- **Add to Favorites**

  Use this option to add a selected file or folder to your favorite list.
- **Move**

  Use this option to move the selected file or folder into another folder.
- **Copy**

  Use this option to create a copy of the selected file or folder.
- **Delete**

  Use this option delete the selected file or folder.
- **Send for E-Signature**

  Use this option to send a document to another Unifier Essentials user or to an External User for an electronic signature.
- **Recall E-Sign Request**

  Use this option to rescind a request for an electronic signature from users who have not responded to the original request.
- **Transfer Ownership**

  Use this option to change the owner assigned to the document or folder.
- **Edit**

  The **Edit** option lets you perform the following operations on the file or folder:
  - **Revise**

    When you click this option, the **Upload** window opens which contains a list of files or folders that are available for edit, and provides additional information related to the files or folders that are listed.

    If you do not see the file or folder that you want to edit in this window, you can search for that file or folder by clicking the **Browse** icon (the three horizontal dots) and conducting a search.
  - **Check In**

    Use this option to check in a file or folder. You can only select a checked-out item.
  - **Check Out**

    Use this option to check out a file or folder. If you select more than one item, the system creates a zip folder that contains all the selected items.
  - **Cancel Check Out**

    Use this option if you changed your mind about checking out an item. This option lets you avoid checking the checked out item and prevents unnecessary versioning.
  - **Lock**

    Use this option if you want to lock a document. This option is only for documents.
  - **Unlock**

    Use this option if you want to unlock the item that was locked.

- **Export**

  Use this option to export the **Structure and Properties** of a selected item to a Microsoft Excel (XLSX) file or a comma-separated values (CSV) file.
- **Import**

  Use this option to import an existing **Folder Structure Template** from within the system or the **Structure and Properties** of a selected item from a Microsoft Excel (XLSX) file or a CSV file.
- **Permissions**

  When you click this option, the **Permissions** window opens, which lets you select one of the following options:
  - **Inherit from parent folder <name of parent folder>**
  - **Assign new permissions**

  When you select the items that you want to assign permissions to and you select **Inherit from parent folder <name of parent folder>**, you cannot edit the selected items.
  - **Inherited Permissions**
  - Click **View** and select users, groups, or both.
  - **Find on page**

  When you select the items that you want to assign permissions to and you select **Assign new permissions**, you can start from a blank permission window, or you can copy the existing permissions of the parent folder and use it as a template.
  - **Add**, by way of copying, parent folder permissions to the manual permissions available. In case of conflicts, the parent folder permissions will override.
  - Select from the **User and Group Picker**
  - **View** users, groups, or both
  - **Find on Page**
- **Index Report**

  Applicable only to folders. This option lets you generate a report of the files that are in the folder that you have selected, in the following formats:
  - **HTML Format**
  - **PDF Format**
  - **CSV Format**
- **View Import Audit Log**

  To view detailed information about the CSV or Microsoft Excel import process that was used to create or update the structure and properties of the selected folder or files, select this option. The Status information displayed in the log includes an indication of whether the import process failed, completed, or was partially completed.

Flat View

This option displays all documents in the standard structure of all other logs. Clicking a folder opens another log that displays all the files inside the folder. You can navigate back out of the folder using the breadcrumb trail at the top of the log.

Tile View

This option displays all documents as tiles with a preview of the file. Files and folders are grouped together in two separate collapsible sections.

Tree View

This option displays all documents in the standard structure of all other logs, but you can use the plus and minus icons next to each folder to expand and collapse folders and display all files contained within.

Download

Use this option to save a copy of selected files to your computer.

Upload

Use this option to add new documents to the Document Manager from your computer.

View

Use this option to filter records based on specific criteria, such **Owned by me** and **Checked out by me**.

You can add and manage your own views with the **Create New View** and **Manage Views** options.

Edit View

Use this option to change the selected view. Use the arrow buttons to move columns between the **Available Columns** list and the **Selected Columns** list. All columns in the Selected Columns list will be visible.

Refresh

Use this option to refresh the log and view any newly uploaded documents.

Favorites

Use this option to view a list of documents with favorite status. You can use the **Find on Page** option to filter for specific documents, or you can use the **Delete** option to remove a document from your favorites list.

Initiate Bluebeam Studio Session

Use this option to start a Bluebeam Studio Session on a selected PDF file.

Search

Use this option to search for specific items by entering key words in the search box. Use the drop-down menu to select which column should contain the key word.

Find on Page

Use this option to find items on the displayed page. When you click this option, the system inserts a row that lets you enter filter parameters.

Expand All/Collapse All

This will open or close all folders, displaying all the files contained in each folder. This option is available only when the **Tree View** option is selected.

The following explains the properties (right pane) elements:

Properties tab

Use this tab to edit the properties of selected files or folders. You can only edit files and folders for which you are the owner.

Linked Records tab

After you begin the process of creating a line item, you can link the line item to a business process record in the Linked Records tab. This tab is only available after you save the record. Use this tab to see information such as the **Record Number** and **Status**.

Audit Log tab

Use this tab to view all changes to the selected document. You can use the **Print** option to print the Audit Log, or you can use the **Find on Page** option to find a specific entry by filtering column information.

Permissions tab

Use this tab to view what permissions are available for selected users or groups.

Options tab

Use this tab to configure the **Folder Upload** and **Folder Download** options available for the selected folder. If you are working with a file, under the **Document Revisions** block, select the **Revisions must have same file name** option if you want revised documents to keep the same file name.

Unpublished Documents

For details, see ***Unpublished Documents*** (on page 365).

Navigating to Project/Shell Documents in Document Manager

The following functional nodes appear under the **Document Manager & Submittals** grouping node, in your project/shell:

- **Documents**
- **Unpublished Documents**

Documents

When you click the **Documents** functional node, the **Documents** page opens. This page is divided into two panes, **Documents** log on the left and Properties on the right.

The **Documents** log displays:

- Categorized list of available project/shell documents and folders
- Navigational element, as in locator links (or breadcrumbs)
- Toolbar (for details, see below)
- Columns (for details, see below)

Properties displays the following tabs:

- **Properties** tab

- **Audit Log** tab
- **Permissions** tab
- **Options** tab

The following explains the project/shell documents (left pane) toolbar options:

Create

This option lets you create any of the following:

- **Folder**

  When you click this option, the **Create Folder** window opens. This window has the following tabs:

  - **Properties** tab

    In this tab you can provide a name and a description for the new folder, and an external link, and you can select a category and phase. You can also click the owner's name (the read-only **Owner** field) and view the owner's user profile.

    Use the **Save** option to save your input.

    Use the **Save & Create New** option to save your input and create the folder, which will be added to the categorized list of available project/shell documents and folders (in the **Documents** window).

    Click **Cancel** to discard your changes and close the window.

  - **Options** tab

    In this tab you can set the folder upload conditions, folder download conditions, and notification preference.

    Use the **Save** option to save your input.

    Use the **Save & Create New** option to save your input and create the folder, which will be added to the categorized list of available project/shell documents and folders (in the **Documents** window).

    Click **Cancel** to discard your changes and close the window.

- **Empty Document**

  When you click this option, the **Create Document** window opens. This window has the following tabs:

  - **Properties** tab

    In this tab, you can provide a name, a description for the requester, an external link, and a general description for the document that you have created. In addition, you can enter or select information that is related to the empty document that you are creating. That is, you can select an action discipline (for example, Architecture, Construction, Design, Planning, and so on), enter the cost center number, title or tenure, city, and select the acquisition year.

    Use the **Save** option to save your input.

    Click **Cancel** to discard your changes and close the **Create Folder** window.

  - **Options** tab

In this tab, you can set the document revision option (**Revisions must have same file name**).

Use the **Save** option to save your input.

Click **Cancel** to discard your changes and close the window.

- **Business Process**

  When you click this option, the **New Record** (BP record) window opens, which lets you create a BP record. In the **New Record** window, you must select a BP from the **Select Business Process** drop-down field. If the BP record that you select is a workflow BP, the system activates the **Select Workflow** drop-down field, and you must select a type of workflow for the BP record.

  When finished, click **Create** to create the record.

  Click **Cancel** to discard your changes and close the window.

Actions

The **Actions** option has the following suboptions:

- **Add to Favorites**

  Use this option to add a selected file or folder to your favorite list.
- **Move**

  Use this option to move the selected file or folder into another folder.
- **Copy**

  Use this option to create a copy of the selected file or folder.
- **Delete**

  Use this option delete the selected file or folder.
- **Send for E-Signature**

  Use this option to send a document to another Unifier Essentials user or to an External User for an electronic signature.
- **Recall E-Sign Request**

  Use this option to rescind a request for an electronic signature from users who have not responded to the original request.
- **Transfer Ownership**

  Use this option to change the owner assigned to the document or folder.
- **Edit**

  The **Edit** option lets you perform the following operations on the file or folder:

  - **Revise**

    When you click this option, the **Upload** window opens, which contains a list of files or folders that are available for edit, and provides the following details related to the files or folders that are listed, under the following columns:

    - **File Name**
    - **Revise File Name**

- **File Size**
- **Document Title**
- **Revision No**
- **Issue Date**

If you do not see the file or folder that you want to edit in this window, you can search for that file or folder by clicking the **Browse** icon (the three horizontal dots) and conducting a search.

- **Check In**

  Use this option to check in a file or folder. You can only select a checked-out item.

- **Check Out**

  Use this option to check out a file or folder. If you select more than one item, the system creates a zip folder that contains all the selected items.

- **Cancel Check Out**

  Use this option if you changed your mind about checking out an item. This option lets you avoid checking the checked out item and prevents unnecessary versioning.

- **Lock**

  Use this option if you want to lock a document. This option is only for documents.

- **Unlock**

  Use this option if you want to unlock the item that was locked.

- **Export**

  Use this option to export the Structure and Properties of a selected item to a Microsoft Excel (XLSX) file or a comma-separated values (CSV) file.

- **Import**

  Use this option to import an existing **Folder Structure Template** from within the system or the **Structure and Properties** of a selected item from a Microsoft Excel (XLSX) file or a CSV file.

- **Permissions**

  When you click this option, the **Permissions** window opens which lets you:

  - Select one of the following options:
    - **Inherit from parent folder <name of parent folder>**
    - **Assign new permissions**

    When you select the items that you want to assign permissions to and you select the **Inherit from parent folder <name of parent folder>** option, you cannot edit the selected items.

    - **Inherited Permissions**
    - Click **View** and select users, groups, or both.
    - **Find on page**

    When you select the items that you want to assign permissions to and you select **Assign new permissions**, you can start from a blank permission window, or you can copy the existing permissions of the parent folder and use it as a template.

    - **Add**, by way of copying, parent folder permissions to the manual permissions available. In case of conflicts, the parent folder permissions will override.

- Select from the **User and Group Picker**
- **View** users, groups, or both
- **Find on Page**

- **Index Report**

  Applicable only to folders. The Index Report option lets you generate a report of the files that are in the folder that you have selected, in following formats:

  - **HTML Format**
  - **PDF Format**
  - **CSV Format**

- **View Import Audit Log**

  To view detailed information about the CSV or Microsoft Excel import process that was used to create or update the structure and properties of the selected folder or files, select this option. The Status information displayed in the log includes an indication of whether the import process failed, completed, or was partially completed.

Flat View

This option will display all documents in the standard structure of all other logs. Clicking a folder will open another log that displays all the files inside the folder. You can navigate back out of the folder using the breadcrumb trail at the top of the log.

Tile View

This option will display all documents as tiles with a preview of the file. Files and folders are grouped together in two separate collapsible sections.

Tree View

This option will display all documents in the standard structure of all other logs, but you will be able to expand and collapse folders to display all files contained inside the folder. Use the plus and minus icons next to each folder to expand or collapse the folder.

Download

Use this option to save a copy of selected files to your computer.

Upload

Use this option to add new documents to the Document Manager from your computer.

View

Use this option to filter records based on specific criteria, such as **Owned by me** and **Checked out by me**.

You can add and manage your own views with the **Create New View** and **Manage Views** options.

Edit View

Use this option to change the selected view. Use the arrow buttons to move columns between the **Available Columns** list and the **Selected Columns** list. All columns in the Selected Columns list will be visible.

Refresh

Use this option to refresh the log and view any newly uploaded documents.

Favorites

Use this option to view a list of documents with favorite status. You can use the **Find on Page** option to filter for specific documents, or you can use the **Delete** option to remove a document from your favorites list.

Initiate Bluebeam Studio Session

Use this option to start a Bluebeam Studio Session on a selected PDF file.

Search

Use this option to search for specific items by entering key words in the search box. Use the drop-down menu to select which column should contain the key word.

Find on Page

Use this option to find items on the displayed page. When you click this option, the system inserts a row that lets you enter filter parameters.

Expand All/Collapse All

This will open or close all folders, displaying all the files contained in each folder. This option is available only when the **Tree View** option is selected.

The following explains the properties (right pane) elements:

Properties tab

Use this tab to edit the properties of selected files or folders. You can only edit files and folders for which you are the owner.

Audit Log tab

Use this tab to view all changes to the selected document. You can use the **Print** option to print the Audit Log, or you can use the **Find on Page** option to find a specific entry by filtering column information.

Permissions tab

Use this tab to view what permissions are available for selected users or groups.

Options tab

Use this tab to configure the **Folder Upload** and **Folder Download** options available for the selected folder. If you are working with a file, under the **Document Revisions** block, select the **Revisions must have same file name** option if you want revised documents to keep the same file name.

Unpublished Documents

For details, see ***Unpublished Documents*** (on page 365).

Display Folders by Project or Shell Phase

The following is only applicable to the project/shell **Document Manager**.

A project/shell document folder can be associated with one or more project/shell phases. This will make the document folder accessible only during specific phases of a project/shell and helps ensure that important phase-specific documents are visible at the appropriate times, during the life cycle of the project/shell.

Example

If a folder or subfolder is associated with the construction phase of a project/shell, the folder or subfolder will appear in the project/shell documents folder view (project/shell **Documents** log) for that project/shell only when the project/shell is in that phase.

If a phase has not been designated on a folder or subfolder, the folder or subfolder will display for all project/shell phases.

The folder phase is designated in the **Phase** selection box in the folder **Properties** window. The project/shell phase is maintained in the project/shell **Properties** window, by a project/shell administrator.

You have the option to either view folders for the current project/shell phase, or you can choose to view all folders regardless of project/shell phase.

To display folders by current phase:

1) Access the project/shell **Document Manager & Submittals** grouping node, and click the **Documents** functional node.
2) From the toolbar, **View**, and select **Current Phase**.

   The folders and subfolders that have been associated with the current phase of your project/shell, as well as the folders and subfolders that have no specific phase designation, will be displayed.

   The folders and subfolders that have been associated with a different project/shell phase will not display.

   To display folders for all project/shell phases, click the **View** drop-down menu and select **All**. This will display all folders, regardless of project/shell phase.

Working with Document Manager in Company and Project or Shell

Navigating to **Document Manager** at the company level:

1) Go to the **Company Workspace** tab and switch to **User** mode.
2) In the left Navigator, expand the **Document Manager** node.

Navigating to **Document Manager** at the project/shell level:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, expand the **Document Manager** node.

In general, the following nodes appear under the **Document Manager** node at the company or project/shell levels:

- **Documents** (or **Company Documents**)
- **Recycle Bin**
- **Unpublished Documents**

The project/shell **Documents** log and **Company Documents** log display attributes about the documents and folders listed in them.

Project/Shell Documents

1. Go to the shell tab and switch to **User** mode.
2. In the left Navigator, select **Document Manager**, and then select **Documents** to open the **Documents** log.

Company Documents

1. Go to the **Company Workspace** tab and switch to **User** mode.
2. In the left Navigator, select **Document Manager**, and then select **Company Documents** to open the **Company Documents** log.

The log is designed if the folder and document properties have been designed.

Notes:

- The log used in your **Document Manager** may vary.
- You may need to use the horizontal scroll bar to view all the columns.

The following shows the default display of the project/shell **Documents** log and **Company Documents** log.

Documents log or Company Documents log

The **Documents** log or the **Company Documents** log is divided into two left and right panes. The following explains each pane.

The **Documents** log or the **Company Documents** log left pane has the following toolbar options:

Toolbar	Description
Create	Enables you to create: - **Folder** - **Empty Document** - **Business Process** **Note**: The options above are available if you select **All** for the **View** toolbar option.

Toolbar	Description
Actions	Lets you conduct the following actions on multiple files or folders: **Add to Favorites** **Move** **Copy** **Delete** --- **Send for E-Signature** **Recall E-sign Request** --- **Transfer Ownership** **Edit** ▸ **Revise** ▸ **Check In** ▸ **Check Out** ▸ **Cancel Check Out** ▸ **Lock** ▸ **Unlock** --- **Export** ▸ **Structure and Properties (CSV)** ▸ **Structure and Properties (Excel)** --- **Import** ▸ **Folder Structure Template** ▸ **Structure and Properties (CSV)** ▸ **Structure and Properties (Excel)** --- **Permissions** --- **Index Report** ▸ **HTML Format** ▸ **PDF Format** ▸ **CSV Format** --- **View Import Audit Log**

Toolbar	Description
Flat View	Lets you see a flat list (default view) of all files and folders, located in the root (Project Documents) folder. To browse a folder in this view, double-click the folder name. This opens the contents of that folder in the log. When you click a file or folder, the relevant tabs open on the right pane, which let you define the file or folder properties, permissions, and so on.
Tile View	To change the views between list, tile, and tree views.
Tree View	To change the view of folders and documents. You can open any number of folders in the hierarchy and view their contents in the same view.
Download	To download documents or folders onto your local or network drive.
Upload	To upload files from your local system into the project/shell or company-level Document Manager.
View	To customize the **Documents** log to display files based your filter criteria. For details, see ***Working with DM Log Views*** (on page 315). ▸ **All** ▸ **Owned by me** ▸ **Checked out by me** ▸ **Locked** ▸ **Uploaded in last 7 days** ▸ **Uploaded in last 30 days** ▸ **Current Phase** ▸ **Create New View** ▸ **Manage Views**
Edit View	To change the log view (columns, filters, sort, and so on).

Toolbar	Description
Refresh	To refresh the items on the log.
Favorites	To view the favorites list.
Initiate Bluebeam Studio Session	To initiate a Bluebeam Studio Session. For details about Bluebeam, refer to the *Unifier Bluebeam User Guide*.
Search	To open the search window and search for a specific document. For more information, see ***Searching Content*** (on page 317).
Find on Page	To find an item on the page or log. For more information, see ***Finding on Page*** (on page 318).

Next to each item on the log (next to a folder, subfolder, document, shortcut, or empty document), there is a *gear menu* ( ). The *gear menu* for each document is explained below:

Note: The following menu options change for empty documents.

Option	Description
Open	To open a file in the default File Viewer.
Download	To download a file.
Add to Favorites	To add the item to the list of favorites.
Create	To create a file based on a business process.

Option	Description
Actions	Lets you perform the following on a file: ▸ **Revise** ▸ **Check Out** ▸ **Check In** ▸ **Cancel Check out** ▸ **Lock** ▸ **Unlock**
Transfer Ownership	To transfer the ownership of the file.
Move	To open the **Move** window and move the file to the destination folder.
Copy	To open the **Copy** window and copy the file to the destination folder and include comments.
Delete	To delete the row or item.

The *gear menu* (⚙) for each folder is:

Option	Description
Create	To create a folder.
Upload	To upload folder.
Download	To download folder.
Add to Favorites	To add the folder to the favorites list.

Option	Description
Move	To open the **Move** window and move the folder.
Copy	To open the **Copy** window and copy the file to the destination folder and include comments.
Delete	To delete the row or item.

The *gear menu* ( ) for each PDF is:

Option	Description
Self-sign	To sign the PDF.
Send for E-Signature	To send for E-signature.
Initiate Bluebeam Studio Session	To initiate a Bluebeam Studio Session. For details about Bluebeam, refer to the Unifier Essentials *Bluebeam User Guide*.

The **Documents** or **Company Documents** left pane has the following columns:

Column	Description
Name	The name of the document or folder.
Comments	Comments associated with a file.
Envelope Code	If you are using envelopes in DocuSign or Acrobat Sign and a document or group of documents was submitted for an e-signature request, this column displays the code assigned to the envelope that contains the applicable documents. If an envelope is resubmitted for signatures, the code is overwritten with a new code.

Column	Description
Lock	Indicates whether the file is locked or not.
Bluebeam Session Status	Indicates the status of the document in the Bluebeam studio session.
References	Any references included in the file.
Linked Records (BP)	Any linked records included in the file.
Title	The file title.
Creation Date	Creation date.
Issue Date	Date that the file was issued.
Owner	The owner of the file.
Revision No.	If the file has been revised, the revision number appears here.
Pub No.	Publication number.
% Complete	The status of a file.
Size	The size of the file.

Column	Description
Upload By	The name of the user who has uploaded the file.
Upload Date	The date that the file was uploaded.
Location	The location of the file.
Discipline	The selected discipline.
Document Status	Current state of the document.

The **Documents** or **Company Documents** right pane has the following tabs:

Tab	Description
Properties	Displays detailed information about a selected item on the log (left pane).
Linked Records	This tab only applies to Documents. Displays the information about records that are linked to the file.
Audit Log	Displays the actions that have been taken on an item, with details. You can print the audits or search for a particular audit.
Permissions	Displays the name of the users or groups that are permitted to work on the selected item, and the permission type.
Options	Displays the type of options available for each item selected.

Recycle Bin

Lists all files that have been deleted along with details about each deleted file. You can use the following toolbar options to restore deleted files, search among deleted files, or permanently delete the deleted files:

- **Restore**
- **Restore All**
- **Delete**
- **Empty Recycle Bin**
- **Find on Page**

Unpublished Documents

Lists all unpublished documents and provides details on each one. You have the option to publish or download documents on the **Unpublished Documents** log. The *gear menu* (⚙) for each file lets you conduct the following operations on a selected file.

- **Open**
- **Publish**
- **Download**

The **Unpublished Documents** node log is divided into two panes. The left pane provides a list of unpublished documents, and the right pane provides details on each document in the following tabs:

- **Properties**
- **Linked Record**

Working with DM Log Views

Use the **View** drop-down list to customize the Document Manager log to display files based your filter criteria. You can use the following pre-defined views or create your own view:

- **All**
- **Owned by me**
- **Checked out by me**
- **Locked**
- **Uploaded in last 7 days**
- **Uploaded in last 30 days**
- **Create New View**
- **Manage Views**

If the option **DM View** is available, it lets you see the views defined in Log views, in Document configuration, at runtime. In such a scenario, you can only see the active views at runtime, and you can see all active views pertaining to the **Documents** log, if you have permission to access to the DM log.

You cannot modify the view names "All" and "Current Phase" of the **View** option.

To create a view:

1) Go to your **Documents** log.

2) Click the **View** drop-down list and select **Create New View** to open the **New View** page.
3) On the **New View** page, enter a name for your new view under the field **Save View As**.
4) In the **Columns** tab, select columns that you want to display.
5) Select the columns that you want to remain static on the page from: **Lock after selected Column** drop-down list.

   In addition to arranging the columns, you can go to the **Filters**, **Group By**, and **Sort By** tabs to customize the new view by applying more refined selections.
6) Click **Save** to create your new view.

Your new view appears in **View** drop-down list.

> **Note:** Avoid defining a view with no columns selected.

To manage your views:

1) Go to your **Documents** log.
2) Click the **View** drop-down list and select **Manage Views** to open the **Manage Views** window.

   Use the **Manage Views** to create, delete, or hide views within any log. In addition, you can reorder views by dragging and dropping them in the **Manage Views** window.
3) When finished, click **Apply**.

Your arrangement appears in the View drop-down list.

To edit or delete an existing view:

1) Go to your **Documents** log.
2) Click the **Edit View** ( ) icon .

> **Note:** If you modify the view and do not save the changes, the system keeps the existing name and adds the word "Modify" to the existing name.

3) You can edit the view of the following elements on your log:
   - Columns
   - Filters
   - Group By
   - Sort By
4) Click **Apply** when you have finished editing.

Using the DM Log Tile View

The Tile view lets you view files and folders as thumbnails. All folders and files are grouped separately, you can expand and collapse each group. The Tile view only show the immediate children of the folder.

When a file is selected, the right pane displays all the information tabs. The *gear menu* ( ) lets you act on an individual file or folder. The folder and file names are hyperlinks, you can click the hyperlink to open a folder or file.

To use the tile view, from the Document Manager log, select **Tile View**. To switch to list view, select **List View**.

Searching Content

When a search is initiated by typing text in the search box, the system displays suggested areas to search in. Some of these suggested areas are system-defined (such as: Content or Linked Records) and others can be defined by the user in the Document Manager attribute form Log. The user can configure to search on any attribute of a document including text, drop-down, numeric, or date type attributes.

> **Note:** The default elements and fields (log layout, view, search, and so on) that are defined in the Standard Log determine the Standard user interface elements and fields of all logs.

After selecting the areas you want to search in, the system displays a filtered list based on your search criteria. In addition, you can also use the quick filters to further refine your search criteria.

From within the search result screen, you can choose to open, download, create a business process record, or go to the folder by selecting the options under the *gear menu* ( ). The following menu and toolbar options are displayed on the Search pages.

Menu and Toolbar Options	Description
Create	Lets you create a business process. Select a business process and workflow, and click **Create**.
Download	To download a file.
Tile View **List View**	To view the search results in Tile view or List view.
Find on Page	Lets you find a file on the page.
	Select one of the following options: **Open**, **Download**, **Create** and then select **Business Process**, or **Go to Folder**.

To search the document log:

1) Click the **Search** icon.
2) Enter one or more keywords.
3) Select the areas you want to search in, for example Content, Linked Records, and so on.
4) Click **Search**. The search results are displayed.
5) From the quick filters displayed on the left pane, select filters to further narrow your search.
6) To change the area you want to search in, or to include multiple search areas, click **Change**.
7) Click the **Add** icon to add additional search areas. Use the **Trash** icon to remove search areas.
8) Select if you want the search results to display only if it matches all or any of the search criteria by selecting the **Match All** or **Match Any** buttons.
9) Click **Search**. The search results are displayed.

> **Note:** The search bar is not case-sensitive. Accented characters and wild card searches are not supported.

Finding on Page

The **Find on Page** option lets you find items on the displayed page.

1) Click the **Find on Page** icon. The system inserts a new row that lets you enter your search parameters.
2) Enter your search parameters.

The system displays a list of files, folders, subfolders, or shortcuts that match the criteria you entered.

If you decide to cancel the find for one of the cells, you must remove the parameters that you have entered. If you decide to cancel the find for an entire row, you must click **Find on Page** .

Sorting Columns

You can sort columns in the ***Document Manager (DM) Log*** and the Search Results page. The **View** menu is prefixed with the word *Modified* if the sort is applied to the columns.

To sort columns, click the up and down arrows next to the column name.

Creating and Managing Folders

If you have proper permissions, you can create any number of folders and subfolders to organize documents and shortcuts. Folders can be created in various ways:

- Manually create a folder.
- Upload folders from your local machine.
- Import folders from a CSV file.

- Create folders in a project/shell template (Admin mode). When a new project/shell is created from the template, the folder structure will be copied.
- Import a folder structure from a folder structure template.

> **Note**: You must have permission to create or modify folders to perform the following procedures.

View Folder Contents

To view folder contents:

In the folders view, click a folder to select it. The contents of the folder appear in the project/shell or Company Documents log. If a folder has a plus sign (+), click it to reveal subfolders.

About Locked Folder Structures

The document administrator (the project/shell or company administrator or other designated user with full administrative permissions) has the ability to lock the first-level folder structure. First level refers to folders and documents directly under the root folder. It does not refer to the sub-folders within the first-level folders.

Locking the first level folder structure prevents other users from adding, modifying, or deleting folders and documents on the first level, or changing the document or folder properties. Users can modify permissions on first-level folders and documents.

This ability allows the administrator to establish and maintain a consistent main folder structure within and across project/shells.

Locked Folder Structure

To check if the first-level folder structure is locked:

1) Open the Document Manager.
2) In the left Navigator, select **Documents** or **Company Documents**.
3) Select the first level folder in the Document Manager log.
4) From the right pane, select the **Options** tab. If the **Lock first level folder structure below Project Documents or shell Documents** checkbox is selected, the first-level folder structure is locked.

Create a Folder

When you create a folder, you become its owner by default and have full read, write, and edit privileges. For other users to access the folder and its contents, you must grant permission. It is recommended that you understand the permissions settings before creating folders.

You can also easily create multiple folders under the same parent folder and with similar properties.

You cannot use special characters / \ : * ? " < > | when naming a folder.

Note: It is possible for the first-level folders to be locked by a document administrator, which prevents folders directly under the project/shell or Company Documents node from being changed or added. This prevents the main folder structure from being altered. Subfolders can be added to existing folders.

Create a Folder in Project/Shell/Company Documents Node

To create a folder in the project/shell or Company Documents node:

1) Select the folder in which you want to create another folder, or the project/shell or Company Documents root node.
2) From the toolbar, click **Create**, and then select **Folder**. The **Create Folder** window opens. The Create Folder window opens. The Create Folder window is identical to the Folder Properties window, which can be viewed for existing folders.
3) In the **Properties** tab, enter values in the editable fields. The other fields are system-defined or optional.
4) Click **Options** tab and select the desired options.
5) Click **Save**. The new folder is created, and the **Create Folde**r window closes.
   If you want to create another folder, click **Save & Create New**.

To cancel the creation of a folder, click **Cancel**.

Create Multiple Folders in the Same Parent Folder

To create multiple folders in the same parent folder:

1) In the Create Folder window, click the **Create Multiple** button. This lets you create multiple folders with similar properties.
2) Add the information in the **General** and **Options** tabs for the first folder.
3) When the General and Options tabs are complete for the first folder, click the **Create** button. The first folder will be created and the Create Folder window will remain open.
4) Give a new name to the second folder and verify the other information in the General and Options tabs. (By default, the same as the first folder, but can be modified.)
5) Click **Create** to create the second folder.
6) Continue to create folders as needed.
7) Close the Create Folder window when you are done creating folders.

Folder Properties Window

To open the **Folder Properties** window:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Document Manager**, and then select **Documents**.
3) Click a folder to select it.

When you select a folder, the right pane displays the following tabs:

- **Properties**
- **Audit Log**
- **Permissions**
- **Options**

If a data element in the right pane contains a tooltip (a description of the field), a question mark (?) symbol appears next to that field. When you hover over the question mark, the tooltip appears.

Folder Properties Window (Properties Tab)

The **Properties** tab has several fields that are categorized under the following blocks:

- **General**
- **Other**

General

In this field	Do this
Name	This always appears at the top and is required. For the project/shell Documents or Company Documents root folder, this is not editable.
Location	The folder location within the project/shell Documents node. "/" indicates the project/shell Documents root folder.
Owner	The name of the folder creator or current owner. Click to view the user profile.
Creation Date	The date that the folder was created.
% Complete	This is a calculated field derived from the overall percent complete of all documents within the folder. The % Complete for documents is maintained manually in the Document Properties window.
Description	You can enter an optional description for the folder.
Reference URL	Lets you add an external link for a document or folder.

Other

In this field	Do this
Categories (applicable to project-level Document	Project administrators can group folders into customized categories. You cannot

In this field	Do this
Manager only)	use Find to search for Category designations, but you can include them in a report (user-defined reports). This field is not present at the company level.
Phases (applicable to project/shell level Document Manager only)	In the project/shell level Document Manager, a folder can be associated with one or more project/shell phases, making it accessible only during those phases of the project/shell. This helps ensure that important, phase-specific documents are visible at the appropriate times during the life cycle of the project/shell. Click the **Select** button and select one or more phases. The Phase setting controls the visibility of folders. For example, if the project/shell administrator sets the project/shell phase to conceptual design, only those folders tagged with the phase conceptual design, as well as those without a phase tag, will be visible during that phase. If you do not specify a phase, the folder will display during all project/shell phases.

Folder Properties Window (Permissions Tab)

The **Permissions** tab has several fields that are categorized under the following blocks:

- **Inherit permissions from the parent folder**

  This option is not available for folders or files that do not have a parent folder (that is, are located at the root).

  This option has the following are the two blocks:

  - **User Name or Group Name**

    A selection section on the left. You can enter in the field (picker). Alternatively, you can click at an option to open a user or group picker, select one or more users or groups, and add your selections. When you select users or groups, an expanded list of selected users or groups appears.

    If there are both users and groups, the first group is displayed as selected by default. The permissions are in the right section.

    If there are no groups, but users only, the first user is displayed as selected by default. The permissions are in the right section.

    You can delete any of the existing or saved permission (trash can icon).

Usernames shows the user's profile picture next to the user name. Also, the user Title (from user's Unifier Essentials profile) is displayed below the user name.

- **Document Permissions**

  A definition section on the right. This section displays a list of all folder or file permissions. If the option "Inherit permissions from the parent folder" is selected, this section will become read-only. You can edit the contents of this section only when the option "Inherit permissions from the parent folder" does not exist (for root level files or folders), or if the option "Inherit permissions from the parent folder" is selected.

  When you select multiple files (from the Documents log in the Document Manager), the right pane displays the following tabs:

  Revisions tab: The Revisions tab is not available if more than one file has been selected in the DM. This tab is displayed only if the document has revisions.

  Permissions tab

  Options tab: Revisions must have same file name

  Audit Log tab: Print, Export To CSV, and Export to Excel.

- **Selected Users/Groups**
- **Folder Permissions**
- **Document Permissions**
- **Apply these permissions to documents and sub-folders**

Folder Properties Window (Audit Log Tab)

The **Audit Log** tab has a tabular log that displays the following information:

- **Date**
- **Event**
- **Action**
- **Field Name**
- **Old Value**
- **New Value**
- **User Name**
- **Proxy User**

Folder Properties Window (Options Tab)

The **Options** tab has several fields that are categorized under the following blocks:

- **Folder Upload**
  - **Upload files only**: Default selection; when a folder is selected for upload, only the files within it are uploaded, not the folder itself.
  - **Upload folders and files**: Allows uploading of both files and folders.
  - **Apply these options to all sub-folders:** If you select this option for the current folder, all new and existing subfolders and documents within the folder will be modified when the window is saved.
- **Folder Download**

- **Download files only**: Default selection; when a folder is selected for download, only the files within it are downloaded, not the folder itself.
- **Download folders and files**: Allows downloading of both files and folders.
- **Apply these options to all sub-folders:** If you select this option for the current folder, all new and existing subfolders and documents within the folder will be modified when the window is saved.

- **Send email notification to subscribed users:** Select this box if you want the owner to receive an email notification whenever the folder properties are modified. If you select or deselect this box on a folder, the checkbox will update on all subfolders automatically. This option will not override users' email subscription selections in user preferences. Users also have to have at least view permissions on the specific folder or document to get the notification.

Lock folder structure for the first level below project or shell Documents: This option appears only for the root project/shell Documents folder. It disallows the addition, modification, or deletion of any first-level folder: folders that are directly under the project/shell Documents node. Subfolders can still be added to the first-level folders. The administrator can unlock the structure to change first-level folders if necessary.

View or Modify Folder Properties

You can view or modify (with proper permissions) the folder properties of existing folders. When you create or upload a folder, you become its owner and have full access to the folder and its contents.

To view folder properties:

1) From the project/shell or Company Document log, select any folder or subfolder, or the project/shell or Company Documents root folder.
2) From the right-pane, select the **Properties** tab. The folder properties are displayed in the right-pane.

To modify folder properties:

1) From the project/shell or Company Document log, select any folder or subfolder, or the project/shell or Company Documents root folder.
2) From the right-pane, select the **Properties** tab.
3) Make your changes and select **OK**.

View or Modify Folder Options

To view folder options:

1) From the project/shell or Company Document log, select any folder or subfolder, or the project/shell or Company Documents root folder.
2) From the right-pane, select the **Options** tab. The folder options are displayed in the right-pane.

To modify folder options:

1) From the project/shell or Company Document log, select any folder or subfolder, or the project/shell or Company Documents root folder.
2) From the right pane, select the **Options** tab.
3) Make your changes and select **Save**.

View, Add, or Modify Folder Permissions

When you create or upload a folder, you become its owner and have full access to the folder and its contents.

Setting permissions at the folder level lets you grant other users access not only to the selected folder, but also (optionally) its contents as well, such as subfolders, shortcuts, and documents. You also have the option of setting individual permission settings to specific shortcuts and documents within the folder, as discussed in the documents and shortcuts sections.

Notes:

- You may want to add yourself to the permissions list. Though not necessary, if you remain the owner and you decide later to transfer ownership of the folder, you will no longer have owner permissions. However, you will retain the permissions, if any, that you specify in the permission window.
- The project/shell Documents root folder is selectable for modifying permissions.

To view the folder permissions:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Document Manager**, and then select **Documents** to open the **Documents** log (for **Project Documents**).
3) Click an item (folder) from the log to select it.
4) On the right pane, click the **Permissions** tab to view the folder permissions.

To add or modify the folder permissions:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Document Manager**, and then select **Documents** to open the **Documents** log (for **Project Documents**).
3) Click an item (folder) from the log to select it. You can select more than one item.
4) From the toolbar, click the **Actions** drop-down list and select **Permissions** to open the **Permissions** overlay page. Alternatively, if you are working with one item (folder) only, you can click the *gear menu* ( ) next to the item and select **Permissions**.
5) On the **Permissions** overlay page, you can add or modify the folder permissions by using the following options:
   - **Inherit form parent folder <parent folder name>**

     If the **Inherit permissions from the parent folder** checkbox at the top of the window is selected, the folder-level permissions will apply automatically and cannot be modified.
   - **Assign new permissions**

- **Apply these permissions to documents and sub-folders**

  You can select this option to apply the selected permissions to all the documents and folder contained within the selected items (folders). This selection erases the existing permissions assigned to the selected items (folders).

6) Click **Save** when done, or click **Cancel** to close the **Permissions** overlay page without any changes.

   When you are working with more than one item (folder), there is an additional option: **Save and Close**.

   When you are working with permission of one item (folder) only, there are additional options: **Previous** and **Next**. These additional options let you finish your work and navigate to permissions of the previous or the next item.

7) Do any of the following:
   - To add a new user, click **Add** and add users or groups to grant permission. Select the user from the list and grant or remove individual permissions (see below).
   - To remove a user's permissions, select the user from the list and click **Remove**.
   - To modify a user's permissions, select the user from the list and grant or remove individual permissions.

Add or Modify Multiple Folder Permissions

To add permissions to multiple folders:

> **Note:** This option does not let you use the existing permissions for the selected folders. For example, if a user 'A' already has permission to one of the selected folders, and if the same user is selected again from the user group picker, then user A's existing permissions will get overwritten with the new permissions.

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Document Manager**, and then select **Documents**.
3) In the **Documents** log (for **Project Documents**), select multiple folders.
4) From the toolbar, click **Actions**, and then select **Permissions**.
5) In the **Permissions** window, assign permissions to users or groups.

   By default, permissions are inherited from the common parent folder of all the chosen files. The inherited permissions will all be read-only. You have the option to assign new permissions instead of choosing to inherit from parent folder.

   The permissions of folder owners can never be removed. If you select multiple folders, add the folder owners from the users- or group-picker, and click **Remove**, the system removes the folder owners from the current permission window. The system does not remove permissions for the folder owner.

   If you switch between the **Inherit form parent folder <parent folder name>** and **Assign new permissions** options, all the inherited permissions are removed and the **Permissions** page toolbar and grid is updated as if you are proceeding to create permissions from scratch.

If you have already inserted one or more rows in the grid (manually or by copying from parent) and you decide to switch between the **Assign new permissions** and **Inherit form parent folder <parent folder name>** options, the system displays a message stating that the manually added permissions will be erased and replaced with the inherited permissions. You will have the option to proceed or cancel.

6) When you are done, click **Save**.

Copy a Folder

You can copy a folder from one location to another. When you copy a folder, you become the owner with ownership permissions of the copied folder and its contents. The owner of the original folder and other users with permissions to the original folder retain their permissions on the original and the copied folder. You can copy more than one folder at a time.

> **Note:** If a folder contains attachments, you can copy the folder with the attachments.

To copy a folder:

1) Select a folder in the project/shell Documents log.
2) Click , select **Edit**, and then select **Copy**.
3) Select the target location from the folders shown.
4) Select the **Include Comments** checkbox if you want to copy any comments or markups that may be on documents within the copied folder.
5) Click **Copy**. The folder and all contents (subfolders, documents, shortcuts) are copied to the target location.

> **Note:** To copy multiple folders, select the folders, go to the toolbar, click **Actions**, select **Edit**, and then select **Copy**.

Move a Folder

If you are the owner of the folder (or otherwise have proper permissions), you can move a folder to a new location. When you move a folder from one location to another, all subfolders, documents, and any comments or markups on the documents are moved to the new location. Original ownership and user permissions are maintained. To move a folder, you must have the following permissions: *Create Sub-Folder* permission in the destination folder and *Move* permission in the source folder. If a folder with the same name exists in the destination folder, you can choose to either cancel the move or keep both the folders. When you select the option to keep both, the folder you are moving will be appended with a number to distinguish it from the folder that exists. If you are moving multiple folders at the same time, you can select the **Apply for all conflicts** checkbox to apply the same action for subsequent conflicts.

To move a folder:

1) Select a folder in the project/shell Documents log.
2) Click , select **Edit**, and then select **Move**.

3) Select the target location from the folders shown.
4) Click **Move**. The folder and its contents are moved to the target location.

> **Note:** To move multiple folders, select the folders, go to the toolbar, click **Actions**, select **Edit**, and then select **Move**.

Rename a Folder

To rename a folder:

1) Select the folder in the project/shell Documents log.
2) Click ⚙, select **Edit**, and then select **Properties**.
3) Enter the new folder name and click **OK**.

Delete a Folder

When you delete a folder, it is moved to the Recycle Bin. Items in the Recycle Bin can be restored back to their original location or permanently deleted. See ***The Recycle Bin*** (on page 363). You can delete more than one folder at a time.

> **Note:** Documents attached to business processes cannot be deleted. Therefore, to delete a folder that contains a document that cannot be deleted, you must first move that document to a different location.

To delete a folder:

1) Select a folder in the project/shell Documents log.
2) Click ⚙, select **Edit**, and then select **Delete**.
3) Click **Yes** to confirm. The folder is moved to the Recycle Bin.

> **Note:** To delete multiple folders, select the folders, go to the toolbar, click **Actions**, select **Edit**, and then select **Delete**.

Creating and Managing Documents

A document refers to a file that is uploaded into the system and stored in the Document Manager. A document in the Document Manager can be thought of as a container of the file that was uploaded.

View and Open Documents

Documents can be stored in folders or directly in the root project/shell documents or company documents node. The project/shell documents log displays the contents of the selected folder, including subfolders, documents, and shortcuts.

Documents can be opened in several ways from within the system, depending on your default viewer selection and integrations enabled by your Company Administrator:

- **Native:** Documents are opened in their native software applications; for example, Microsoft Word documents are opened in Microsoft Word. This option requires that users have the native software application installed on their machine or your Company Administrator enabled Office 365 integration for use with Microsoft 365 applications.
- **Unifier Viewer:** Documents are displayed in the Unifier Viewer. Documents are opened in a read-only view that supports adding graphical markups and text comments. Unifier Viewer supports the document file types listed in the table below.
- **Office for the web:** If Office 365 integration is enabled, you can also use Microsoft 365 to view and update documents, including working on attachments for Generic Line Item, Cost type with Line items with CBS code, Document Type, and Simple BPs.

Supported File Types with Unifier Viewer

File Type	File Type	File Type	File Type	File Type	File Type	File Type
BMP	DOTX	JFIF	ODT	PPSX	TXT	XLT
CSV	DWF	JP2	PDF	PPT	VSD	XLTM
DGN	DWG	JPC	PNG	PPTM	VSDX	XLTX
DOC	DXF	JPEG	POT	PPTX	WMF	
DOCM	EMF	JPG	POTM	PUB	XLS	
DOCX	EML	MSG	POTX	RTF	XLSB	
DOT	GIF	ODP	PPS	SVG	XLSM	
DOTM	HTML	ODS	PPSM	TIF	XLSX	

Microsoft Cloud Storage Partner Program (CSPP) File Size Guidelines (Microsoft 365)

Application	Mode	CSPP Limit	CSPP+ Limit	Notes
Word for the web	View			No limit, but there is a 60-second file download time out that applies to all `GetFile` operations, and this time out can affect the perceived file size limit. In practice, this time out is rarely reached, since connectivity and bandwidth is typically very good between Office for the web and host data centers. However, hosts should be aware of this limit.
Word for the web	Edit	100 MB	100 MB	
Excel for the web	View	25 MB	100 MB	
Excel for the web	Edit	25 MB	100 MB	
PowerPoint for the web	View			No limit, but subject to the 60-second time out for file downloads as described above.
PowerPoint for the web	Edit	300 MB	2 GB	Subject to the 60-second time out for file downloads described above so it is possible that smaller files will reach that timeout. In addition, for embedded media, the size limit is 100MB for most embedded media types. For WAV files the limit is 100KB.

The **Viewer Option** is set in the **Preferences** section of the **More** tab.

To view a document:

1) In the **Documents** log, select a document.
2) Do one of the following:
   - To open the document in the default viewer set in your preferences, click ⚙ , and then select **Open**.
   - To open the document in Microsoft 365, click ⚙ , and then select **Open in Office for the web**.

You can also click the link in the **Name** column to view or download the document.

3) If you are using Microsoft 365 and you are logging into a new session, click **I Agree** to continue.
4) If you are using Unifier Viewer and the document is protected with a password, enter the password in the **Password required** dialog box after it appears, and then click **Submit**.

   You can try entering the correct password up to three times.

   By default, Unifier Viewer opens the document in a compressed state to reduce the impact on environment bandwidth and improve the time required to display the document. To view the document in its original state, click **Switch to Original Document**. To switch back to the compressed state, click **Switch to Compressed Document**.

To search a document by using Unifier Viewer:

1) Open the document in Unifier Viewer.
2) Click anywhere in the **Comments** box.
3) From the toolbar, click the **Search** icon.
4) Specify the content that you are looking for.

Create an Empty Document

Empty documents are used as placeholders for documents that have yet to be uploaded into Document Manager. For example, a project/shell manager might create an empty document in a folder and then send an action item to a team member to upload the file into it.

All documents, including empty documents, display a URL after document creation. You can use the document URL to view a document from your browser.

You can also import empty documents. For more information, see ***Import and Export Folders, Properties, and Empty Documents***.

Empty documents can be populated with files by revising them (replacing the empty document with the completed document. For more information, see ***Revising Documents*** (on page 340).

To create an empty document:

1) In the **Documents** log, click **Create**, and then select **Empty Document**. The **Create Document** window opens.
2) In the **Properties** tab, enter the document name.
3) Complete the other fields as necessary.
4) Click the **Options** tab, and select **Revisions must have same file name**, if necessary.
5) Click **Save**. The empty document is created.

> **Note:** To upload a file into the empty document, see ***Uploading Files and Folders*** (on page 357).

Document Properties Window

To open the Documents Properties window:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Document Manager**, and then select **Documents**.
3) Click a document to select it.

When you select a document , the right pane displays the following tabs:

- **Properties**
- **Linked Records**
- **Audit Log**
- **Permissions**
- **Options**

If a data element in the right pane contains a tooltip (a description of the field), a question mark (?) symbol appears next to that field. When you hover over the question mark, the tooltip appears.

Document Properties Window (Properties Tab)

The **Properties** tab has several fields that are categorized under the **General** and **Other** blocks.

General

In this field	Do this
Name	This always appears at the top and is required. For the project/shell Documents or Company Documents root folder, this is not editable.
Location	The folder location within the project/shell Documents node. "/" indicates the project/shell Documents root folder.
Document URL	The URL for the selected document.
Owner	The name of the folder creator or current owner. Click to view the user profile.
Creation Date	The date that the folder was created.
% Complete	This is a calculated field derived from the overall percent complete of all documents within the folder. The % Complete for documents is maintained manually in the Document Properties window.
Description	You can enter an optional description for the folder.

In this field	Do this
Reference URL	Lets you add an external link for a document or folder.

Other

In this field	Do this
Categories (applicable to project-level Document Manager only)	Project administrators can group folders into customized categories. You cannot use Find to search for Category designations, but you can include them in a report (user-defined reports). This field is not present at the company level.

In this field	Do this
Phases (applicable to project/shell level Document Manager only)	In the project/shell level Document Manager, a folder can be associated with one or more project/shell phases, making it accessible only during those phases of the project/shell. This helps ensure that important, phase-specific documents are visible at the appropriate times during the life cycle of the project/shell. Click the **Select** button and select one or more phases. The Phase setting controls the visibility of folders. For example, if the project/shell administrator sets the project/shell phase to conceptual design, only those folders tagged with the phase conceptual design, as well as those without a phase tag, will be visible during that phase. If you do not specify a phase, the folder will display during all project/shell phases.

Document Properties Window (Linked Records Tab)

Click **Expand** (⛶) to expand the **Linked Records** tab.

The **Linked Records** tab has a tabular log that displays the following information:

- **Record Number**

- **Name**
- **Title**
- **Status**
- **Upload Date**

The right pane of the **Linked Records** tab displays the **Record Details** tab. The **Record Details** tab has several fields that are categorized under the following blocks:

- **General**
- **Details**
- **Calculation**

Document Properties Window (Audit Log)

The **Audit Log** tab has a tabular log that displays the following information:

- **Date**
- **Event**
- **Action**
- **Field Name**
- **Old Value**
- **New Value**
- **User Name**
- **Proxy User**

Document Properties Window (Permissions Log)

The **Permissions** tab has several fields that are categorized under the following blocks:

- **Inherit permissions from the parent folder**
- **Selected Users/Groups**
- **Document Permissions**

Document Properties Window (Options Log)

The **Options** tab lets you select the following option:

- **Revisions must have same file name**

Document Properties Window (E-Sign Log)

The **E-Sign Log** tab has a tabular log that displays the following information:

- **Signee**
- **Status**
- **Initiated Date**
- **Completion Date**

View or Modify Document Properties

You can view or modify (with proper permissions) the **Document Properties** of uploaded files and empty documents. You can also import properties values. For more information, see ***Import and Export Folders, Properties, and Empty Documents***.

To view document properties:

1) Select the document in the project/shell **Documents** log.
2) From the right-pane, select the **Properties** tab. The folder properties are displayed in the right-pane.

To view document options:

1) Select the document in the project/shell **Documents** log.
2) From the right-pane, select the **Options** tab. The folder options are displayed in the right-pane.

To modify document properties:

1) Select the document in the project/shell **Documents** log.
2) From the right pane, select the **Properties** tab.
3) Make your changes and select **OK**.

To modify document options:

1) Select the document in the project/shell **Documents** log.
2) From the right pane, select the **Options** tab.
3) Make your changes and select **Save**.

> **Note:** The Administrator can specify values on the Document Attribute Form (for Document Properties) that enable auto-sequencing (auto-numbering of documents). You can use document auto-numbering on documents across the Company level or the project/shell level. For example, the Administrator can specify that a Document Name field uses auto-sequencing to give each document a unique number as it is created. The auto-numbering occurs when you click **Apply** or **OK** in the Document Properties window. Later, you can view the auto-numbering of the document by clicking the Properties button to view the Document Properties.

View, Add, or Modify Document Permissions

When you upload a document or when you publish a document from the **Unpublished Documents** sub-node, you become its owner and have full access to it. You can grant other users access to it.

If you have granted folder-level permission to other users and allowed the permission to apply to the contents of the folder, those permissions will apply to the documents that you add to it automatically. They will appear as selected in the document permissions window. However, you can modify these permissions per document if needed.

To view the document permissions:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Document Manager**, and then select **Documents** to open the **Documents** log (for **Project Documents**).
3) Click an item (document) from the log to select it.
4) On the right pane, click the **Permissions** tab to view the document permissions.

To add or modify the document permissions:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Document Manager**, and then select **Documents** to open the **Documents** log (for **Project Documents**).
3) Click an item (document) from the log to select it. You can select more than one item.
4) From the toolbar, click the **Actions** drop-down list and select **Permissions** to open the **Permissions** overlay page. Alternatively, if you are working with one item (document) only, you can click the *gear menu (*) next to the item and select **Permissions**.
5) On the **Permissions** overlay page, you can add or modify the document permissions by using the following options:
   - **Inherit form parent folder <parent folder name>**

     If the **Inherit permissions from the parent folder** checkbox at the top of the window is selected, the folder-level permissions will apply automatically and cannot be modified.
   - **Assign new permissions**
6) Click **Save** when done, or click **Cancel** to close the **Permissions** overlay page without any changes.

   When you are working with more than one item (document), there is an additional option: **Save and Close**.

   When you are working with permission of one item (document) only, there are additional options: **Previous** and **Next**. These additional options let you finish your work and navigate to permissions of the previous or the next item.

To modify the folder permissions, deselect **Inherit permissions from the parent folder**.

Do any of the following:

- To add a new user, click **Add** and add users or groups to grant permission. Select the user from the list and grant or remove individual permission.
- To remove a user's permissions, select the user from the list and click **Remove**.
- To modify a user's permissions, select the user from the list and grant or remove individual permissions.

Add or Modify Multiple Documents Permissions

To add permissions to multiple documents:

> **Note:** This option does not let you use the existing permissions for the selected documents. For example, if a user 'A' already has permission to one of the selected documents, and if the same user is selected again

from the user group picker, then the user A's existing permissions will get overwritten with the new permissions.

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Document Manager**, and then select **Documents**.
3) In the **Documents** log (for **Project Documents**), select multiple documents.
4) From the toolbar, click **Actions**, and then select **Permissions**.
5) In the **Permissions** window, assign permissions to users or groups.

   By default, permissions will be inherited from the common parent folder of all the chosen files. The inherited permissions will all be read-only. You have option to assign new permissions instead of choosing to inherit from parent folder.

   The permissions of file owners can never be removed. If you select multiple files, add the file owners from the users- or group-picker, and click **Remove**, the system removes the file owners from the current permission window. The system does not remove permissions for the file owner.

   If you switch between the **Inherit form parent folder <parent folder name>** and **Assign new permissions** options, all the inherited permissions are removed and the **Permissions** page toolbar and grid is updated as if you are proceeding to create permissions from scratch.

   If you have already inserted one or more rows in the grid (manually or by copying from parent) and you decide to switch between the **Assign new permissions** and **Inherit form parent folder <parent folder name>** options, the system displays a message stating that the manually added permissions will be erased and replaced with the inherited permissions. You will have the option to proceed or cancel.
6) When you are done, click **Save**.

Transferring Ownership

You can transfer ownership of a document, or multiple documents, in a folder. The new owner will have all privileges of the original owner.

To transfer ownership:

1) Select a folder, document, or multiple documents.
2) From the **Actions** menu, select **Transfer Ownership**.
3) Type the name of the user you would like to transfer the ownership to. As you type, the list of users is refined to show you the closest match.
4) Select a user from the list.
5) Click **Transfer**.
6) Click **Ok**.

Copy a Document

A document can be copied from one location to another, with the option to include any comments or markups associated with it. You can select and copy multiple documents or folders at once. If you copy a document owned by another user, you become the owner of the copy, and the original owner maintains original permissions on the original and copied versions.

> **Note:** You must select a destination folder that is different from the source folder. You cannot copy a document into the same location you are copying it from.

To copy a document:

1) Select the document in the project/shell **Documents** log.
2) Click ⚙, select **Edit**, and then select **Copy**.
3) Select the destination folder into which you want to place the document copy.
4) To copy with comments or markups attached to the document, select the **Include Comments/Markups** checkbox.
5) Click **Copy**.

> **Note:** To copy multiple documents, select the documents, go to the toolbar, click **Actions**, select **Edit**, and then select **Copy**.

Move a Document

When a file is moved, comments or markups associated with the document are moved with it automatically. To move a document, you must have the following permissions: *Add Document* folder permission in the destination folder and *Move* document permission in the source folder. If a file with the same name exists in the destination folder, you can choose to either cancel the move, revise the file in the destination folder, or keep both the files. When you select the option to revise, the file in the destination folder is revised and an entry is made in the Revisions tab. When you select the option to keep both files, the file you are moving will be appended with a number to distinguish it from the file that exists. If you are moving multiple files at the same time, you can select the **Apply for all conflicts** checkbox to apply the same action for subsequent conflicts.

To move a document:

1) Select the document in the project/shell **Documents** log.
2) Click ⚙, select **Edit**, and then select **Move**.
3) Select the target folder into which you want to move the document.
4) Click **Move**.

> **Note:** To move multiple documents, select the documents, go to the toolbar, click **Actions**, select **Edit**, and then select **Move**.

Rename a Document

You can rename a document, if your administrator has enabled the document name field as an editable and required field. When you rename a document, the change is reflected everywhere the document is referenced or linked. The name is also updated in formulas that use file name in its calculations. Each time a file is renamed, it is tracked and can be viewed from the Audit Log tab.

If you rename a file with a name that exists in the same folder, an alert message is displayed. You can rename the file or choose to keep the same file name. If you choose to keep the same file name, it is appended with an integer. For example: Architecture Diagram.png will be renamed as Architecture Diagram(1).png.

> **Note:** You cannot change the extension of a file; you can only rename the file.

To rename a document:

1) Select the document in the project/shell **Documents** log.
2) Click ⚙ , select **Edit**, and then select **Properties**.
3) Enter a new file name and click **OK**.

Delete a Document

When you delete a document, it is moved to the Recycle Bin. Items in the Recycle Bin can be restored to their original location or permanently deleted to save space. You can select and delete more than one document simultaneously.

A document that is attached to a business process (BP) record is linked to it and cannot be deleted from the Document Manager. If the document is linked to a record, it shows a linked records icon in the BP (Linked Records) column of the Documents log. However, if the latest version of the document is not linked to a BP, the icon is not displayed in the log. You can select the document, click **View**, and then select **Revisions** to check if an older revision has linked records. In addition, a document may also contain links to BPs that are still in draft, which will not display as a link to the document until the BP record is sent.

> **Caution:** Use caution when deleting drawing base files.

> **Note:** If you must remove a document that cannot be deleted, move it from its original location into another folder with limited user access.

To delete a document:

1) In the project/shell **Documents** log, select the document.
2) Click ⚙ , select **Edit**, and then select **Delete**.
3) When the Confirmation message appears, click **Yes** to confirm to move the document to the Recycle Bin.

> **Note:** To delete multiple documents, select the documents, go to the toolbar, click **Actions**, and then select **Delete**.

Revising Documents

To revise a document, you replace the current version with a new one that you upload from your local machine or that you save if you are using Microsoft 365. The new file does not need to have the same file name as the original. This is also how you populate an empty document in the system with the completed document from your local machine or from Microsoft 365.

The newest version of a document is available in the project/shell Documents log. Earlier versions are accessible on the Revisions tab. When a document is revised, the file itself is never changed. It remains untouched. Each version is maintained separately.

The procedures for uploading revisions are the same as for uploading files.

Notes:

- You can help control revisions by locking documents or checking them out prior to revising. If you have locked the file, you must unlock it before proceeding. If you have checked it out, you can revise it by checking it in, or cancel the check out before proceeding.
- If you are using the co-authoring feature of Microsoft 365 and you want to update a document, make sure that the document supports co-authoring and that the co-authors have permission to access and edit the applicable document. For more information, see your Microsoft documentation.

To revise a document using the Revise function:

1) Do one of the following:
   - If you are revising a file with a new version with the same file name, proceed to the next step.
   - If the revised file has a different name, select the document in the **Documents** log, click the **Properties** button and select the **Options** tab. Be sure the **Revisions must have the same file name** checkbox is not selected.
2) Select the document in the **Documents** log.
3) From the **Actions** menu, select **Edit**, and then select **Revise**.
4) Do one of the following:
   - If you are *not* using Microsoft 365:
     1. In the **Upload** dialog box, drag and drop the revised file to the dialog box or use the **Browse** option to locate and select the file.
     2. Click **Upload** to bring the revised file into the Document Manager.
   - If you *are* using Microsoft 365:
     1. Click **Edit**.
     2. If there is more than one user updating the same document, verify that all instances are participating in the same co-authoring session.

        Whenever you invoke the **Edit** action on a Microsoft 365-supported document, a new revision is created. When another user joins the co-authoring session while your session is active, changes from both users are saved in the same revision of the document.

The publication number (Pub. No.) of the file increases by one for each revision uploaded. For example, the first time you upload a document, the publication number is 1. If you revise it, the publication number becomes 2, and so on.

To revise a document automatically upon uploading:

1) Follow the procedure for uploading documents.
2) In the **Upload** window, select the **Revise automatically if file with same name exists** option.

   If you are uploading a file that has the same file name as a document that exists in the Document Manager target folder, that document will automatically be revised to the newly uploaded version.

To learn more about comparing two versions of a document and file attachments, see the *Unifier Essentials Business Processes Reference Guide*.

Viewing Previous Revisions

You can view earlier versions of a revised document, including any comments or markups or linked BPs on previous versions.

To view earlier versions of a document:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Document Manager**, and then select **Documents**.
3) Select a document in the log.
4) From the right-pane, select the **Revisions** tab. The current and any previous versions of the document are displayed on the right-pane.
5) Select a file version, and perform one the following actions:
   - **Open** to view the file in the default viewer.
   - **Open in Office for the web** to view a CSV, DOCX, PPTX, or XLXS file in Microsoft 365.
   - **Download** to download the selected version.
   - **Restore this Revision** to make the selected file the current version of the file.
   - **Comments** to view any comments added to the selected version.
   - **View Linked Records** to view the list of business process records to which the selected version may be linked.

Restoring to a Previous Revision

You can revert to a previous version of the file, if you have the **Revise Document** permission. When you restore a file, all comments and references associated with it are also restored. It also gets tracked in the Audit log.

If the **Revisions must have same file name** option is selected, you cannot restore to a revision with a different name.

> **Note:** The following HTML special characters **/ \ : * ? " < > |** cannot be used in the file name.

The selected version becomes the current version.

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Document Manager**, and then select **Documents**.
3) Select a document in the log.
4) From the right pane, select the **Revisions** tab. The Revisions tab is displayed only if the file has revisions. The Revisions tab displays all previous versions of the document.
5) Select the version you want to revert to, click , and then select **Restore this Revision**. The selected file now becomes the current file. This change is tracked and can be viewed from the **Audit** tab. The **Restore this Revision** option is displayed only if you have the **Revise Document** permission.

Check-in and Check-Out Documents

The Document Manager's check-in and check-out capability helps you have greater control over document revisions. If you must revise a file, you have the option of checking it out, which locks it and prevents others from modifying it. It is available to other users as view only. You can change the document as necessary, and then check in the new revision.

The procedure for checking out a document is similar to downloading a document. The procedure for checking in a document is similar to the procedure for revising a document.

When a document is checked out, the check-out icon appears next to the document name in the Document Manager log.

To check out a document:

1) Select the document in the project/shell **Documents** log.
2) Click , select **Actions**, and then select **Check out**.
3) Download a copy of the file to your local system.

> **Notes:**
>
> - If you cancel the download procedure, the document will still be checked out to you.
> - To check out multiple documents, select multiple documents, select **Actions**, select **Edit**, and then select **Check Out**.

The **Check Out** icon appears next to the document in the log. You can upload a new revision and check the document back in, or you can cancel the check out without revising the document.

To check in a new revision of a checked out document:

1) Select the document in the project/shell **Documents** log. Checked-out documents have an icon in the lock column.

2) Click ⚙ , select **Actions**, and then select **Check in**.
3) Click **Upload** to upload and check in the revised file into the Document Manager.
   The publication number (Pub. No.) of the file increases by one for each revision uploaded.

> **Note:** To check in multiple documents, select multiple documents, select **Actions**, select **Edit**, and then select **Check In**.

To restore a checked out document without checking in a new revision:

1) Select the checked out document in the project/shell **Documents** log.
2) Click ⚙ , select **Actions**, and then select **Cancel check out**.
   The document will no longer be checked out.

> **Note:** To restore multiple checked out documents, select multiple documents, select **Actions**, select **Edit**, and then select **Cancel Check Out**.

To ascertain which user has a document checked out:

1) Select the checked out document in the project/shell **Documents** log.
2) From the right-pane, select the **Audit Log** tab. The Audit Log report displays the complete history of the document, including who last checked out or revised it.

Lock and Unlock Documents

If you are the owner of a document, you have the option of locking the document to prevent it from being revised or modified. After a document is locked, only the document owner (or an administrator with proper permissions) can unlock it.

When a document is locked, users can:

- View the document, revision log, and audit log.
- Download or copy the document.
- Create a shortcut to the document.
- Modify document permissions.
- Move a document, or move the folder containing the document.

When a document is locked, users cannot:

- Delete, revise, edit properties, transfer ownership, or add comments or markups.

To lock or unlock a document:

1) Select the document in the project/shell Documents log.
2) Click ⚙ , select **Actions**, and then select **Lock** or **Unlock**.

> **Notes:**
>
> - Only the document owner or an administrator with full access can lock or unlock a document.
> - To lock or unlock multiple documents, select **Actions**, and then select

Lock or **Unlock**.

- Only the document owner or an administrator with full access can lock or unlock a document.

Adding and Viewing Graphic Markups and Comments

You can add text comments or graphical markups to a document in project/shell Documents. You can even add a file attachment directly to the comment, for example, supporting documentation.

Comments and markups can be added to the latest version of a document only. You can view but not add or modify comments or markups made to previous versions. If a listed comment was entered using the previous Oracle Outside In Technology (OIT) technology, the comment is labeled OIT Comment and is displayed in a read-only format.

Text comments are like notes that accompany the document but do not become part of it.

Markups can be thought of as an invisible layer, like a sheet of acetate that can be laid over the document. If multiple users create markups, each markup is on a separate sheet and can be viewed together, one at a time, or not at all. Markups are always associated with a text comment.

Text comments and graphic markups can be copied between business process records and the Document Manager, including:

- Comments added to documents in the Document Manager
- Comments added to business process records
- Comments added to file attachments on non-Document-type BP records
- Comments added to file attachments (line item content) of Document-type BP records
- Markups on file attachments that have been added to comments

Opening a Document to View Comments

To open a document using the Unifier Viewer:

1) Select a document.
2) Click , and then select **Open**, or click the link in the **Name** column to open the document.
3) If the document is protected with a password, enter the password in the **Password required** dialog box after it appears, and then click **Submit**.

   You can try entering the correct password up to three times.

The document and any associated comments are displayed in one window. By default, the system displays one page at a time. You can use the **Page Number** field or the arrows to scroll through the pages. You can also click **Switch to Full Document** if you want to view the complete document in a single view instead of viewing individual pages.

The **Comments** section on the right displays a list of existing comments. You can highlight and view all comments in a single view. If you are in pagination mode, this only applies to the comments on one page. If you are in full document mode , this applies to all comments across all pages.

> **Note:** Older comments entered using OIT are shown in read-only mode and are excluded from the option to view all comments in a single view.

To highlight the comments (annotations):

1) Choose one of the following:
   - To highlight multiple comments in a multi-page document, make sure that you are using full document mode (**Switch to Full Document**).
   - To highlight multiple comments on a specific page, make sure that you are in pagination mode (**Switch to Page level Document**).
2) In the **Comments** pane on the right, select the applicable comments by pressing the **Ctrl** key and then clicking the applicable comments.

Adding Markups, Comments, and File Attachments

To mark up a document using Unifier Viewer:

1) Select a document.
2) Click , and then select **Open** to open a document.
3) To activate an additional set of tools, such as **Pan**, **Select**, **View**, **Annotate**, **Shapes,** and so on, click anywhere in the **Comments** box.
4) Use the applicable tools to mark up your document.

   For example, to annotate a document, from the toolbar, click **Annotate**, and then click one of the tool buttons located below it, such as Highlight. After you select a tool, additional options appear in the container section to the right of the toolbar. If you selected Highlight, you might also want to select a specific color to use. If you click **Shapes**, you can add different objects, such as arrows, or draw boxes around specific content.
5) If applicable, enter your comments in the **Comments** box.
6) To add attachments to your comments, click the **Attachment** icon and upload the applicable attachment.
7) When you are done, click **Post**, which is located below the **Comments** box.

Creating and Adding Stamps to Documents

The system includes standard stamps, such as Approved, Completed, Confidential, and so on. You can use these stamps to mark a document. You can also create your own unique stamps (duplicates are not allowed).

To create additional stamps for use within Unifier Viewer:

1) After opening a document in Unifier Viewer, click anywhere in the **Comments** box.
2) From the toolbar, click **Insert** to display an additional set of options.
3) Select the **Rubber Stamp** icon.
4) On the **Custom** tab, click **Create New Stamp**.
5) In the **Create New Stamp** window, use the features to design a stamp, and then click **Create**.

   The stamp is added to the list of stamps available for use on the Custom tab.

To add stamps to a document that was opened using Unifier Viewer:

1) After opening the document, go to the location in the document where you want to insert a stamp.
2) Click anywhere in the **Comments** box
3) From the toolbar, click **Insert**, and then select the **Rubber Stamp** icon.
4) On the **Standard** or **Custom** tab, select the applicable stamp, and then click the applicable location in the document to mark it with the selected stamp.

Adding Bookmarks to Document pages

The system lets you bookmark specific pages in a document within Unifier Viewer and use those bookmarks later for quicker retrieval.

To bookmark a page:

1) After opening a document in Unifier Viewer, click anywhere in the **Comments** box.
2) Make sure that you are viewing the document in pagination mode (**Switch to Page level Document**) and not full document mode (**Switch to Full Document**).
3) From the toolbar, click the **Panel** icon to display an additional set of options.
4) Select the **Bookmarks** tab.
5) Go to the page that you want to mark, and either click the outlined Bookmark icon on the applicable page or click **+ Add Bookmark** at the bottom of the Bookmarks tab and enter a custom name for the bookmark.

   When a page is bookmarked, the Bookmark icon is filled in on the applicable page instead of appearing as an outlined icon.

To view a list of bookmarks:

1) After opening a document in Unifier Viewer, click anywhere in the **Comments** box.
2) From the toolbar, click the **Panel** icon to display an additional set of options.
3) Select the **Bookmarks** tab.

   The list of existing bookmarks is displayed on the Bookmarks tab.

Send for E-Signature

To send one or more documents to another Unifier Essentials user or to an External User for an electronic signature (e-sig):

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Document Manager**, and then select **Documents**.
3) In the **Documents** log, locate and select the applicable documents.
4) From the toolbar, click **Actions**, and then select **Send for E-Signature.**
5) In the **Send for E-Signature** dialog box, enter the names of the recipients.
   The **Internal user** field lets you either enter a user name or select from the **User Picker** window.
   The **External user** field lets you enter a user name.
6) Enter a mandatory **Subject**.
   The attached documents appear below the Subject field. Click the drop-down menu to see your options.
7) Enter an optional **Message** (fewer than 4000 characters).
8) Click **Send**.
   If the number of files selected or the size of the files exceeds the limits defined by DocuSign or Acrobat Sign, the system displays an error message. Make the applicable adjustments and try again.

Alternatively, you can select the document, click the *gear menu* (⚙), and use **Self-sign** or **Send for E-Signature**.

The *gear menu* (⚙) lets you conduct the following operations on a document:

- **Open**
- **Download**
- **Add to Favorites**
- **Create**
  - **Business Process**
- **Actions**
  - **Revise**
  - **Check Out**
  - **Check In**
  - **Cancel**
  - **Lock**
  - **Unlock**
- **Transfer Ownership**
- **Properties**

- **Move**
- **Copy**
- **Delete**

E-sign Log tab

If your administrator has used the **Integration** node to configure and activate **DocuSign** or **Acrobat Sign** and a document has been self-signed, or a document has been sent to an Internal or External User, when the recipient selects the document in the Document Manager log, in addition to the existing tabs on the right side, the log displays the **E-sign Log** tab. The **E-sign Log** tab contains:

- The message that was sent when the sender clicked **Send** in the **Send for E-Signature** window.
- A list of all users who received the document for signature.
- A list of all users who self-signed the document.
- Print option.
- Download option.
- The columns for Signer, Sign Status, Initiated Date, and Completion Date.

E-Signature Status column

DocuSign or **Acrobat Sign**, the system displays the **E-Signature Status** column in the Document Manager log (select **View**, and then select **All**). When creating a view, you can include the **E-Signature Status** column in any order you select for the log. The following values are displayed in the **E-Signature Status** column:

- **In-Progress:** When at least one signer or assignee has to bring the signing task to a **Terminal** status (**Completed**, **Declined**, or **Reassigned**).
- **Completed:** When the status is marked **Completed** or **Reassigned**.
- **Declined:** When the status is marked **Declined** by at least one signer or assignee.

  If there is more than one signer, the **Declined** status overrides the status for other signers.

> **Note:** These values are represented by yellow, green, and red icons.

In the **E-Signature Status** column, the values are sorted by **Completed**, **In-Progress**, and **Declined** statuses.

You can use the following file types if you select **DocuSign**:

Format	Extension
Document	.doc, .docm, .docx, .dot, .dotm, .dotx, .htm, .html, .msg, .pdf, .rtf, .txt, .wpd, .xps
Image	.bmp, .gif, .jpg, .jpeg, .png, .tif, .tiff .dwg: If DocuSign does not support this type of file, the system converts it to a .pdf prior to sending it for e-sign.

Format	Extension
Presentation	.pot, .potx, .pps, .ppt, .pptm, .pptx
Spreadsheet	.csv, .xls, .xlsm, .xlsx

You can use the following file types if you select **Acrobat Sign**:

Format	Extension
Document	.doc, .docx, .txt, .rtf, .odt
Image	.jpg, .png, .gif, .tif .dwg: If Acrobat Sign does not support this type of file, the system converts it to a .pdf prior to sending it for e-sign.
Presentation	.ppt, .pptx
Spreadsheet	.xls, .xlsx

About Actions options

If a document is already sent for E-Signature but the signing process is not yet complete (the E-Signature status has not yet reached a terminal state), you cannot check out, lock, or revise that document. If you try to check out, lock, or revise the document, the system displays: This action cannot be performed on documents whose E-Signature process is not yet complete.

About email containing an E-Signature task

When you (a Unifier Essentials user) receive an E-Signature email notification to sign a document, click the **Login** option in the email, enter your sign-in credentials. The system opens the document in DocuSign or Acrobat Sign and you can sign.

> **Note:** To receive E-signature task notification emails, ensure that you have selected to receive emails with E-Signature task in your **Preferences**.

Exceptions:

- If the **E-signature** node is not deployed from the User Mode Navigator for the project/shell in which the task resides, then, when you sign in, the system takes you to the home tab of the **E-Signature Tasks** node, and the E-Sign task can be accessed from this log.
- If the **E-signature** node is not deployed for the **Home** tab as well, then, when you sign in, the system takes you to the project/shell landing page and displays the message: You do not have permission to view E-Signature tasks. Contact your Company Administrator.

The above conditions apply only if the status of E-Signature Task that is sent to you is "In Progress." If the status is not "In Progress," the task window does not appear. Instead, you will be navigated to the E-Signature node in the respective project/shell or home tab (or to the shell landing page, if the node is not deployed. In this case, you will be presented with the message: You do not have permission to view E-Signature tasks. Contact your Company Administrator.).

Document Manager (DM) and E-Signature

When the E-signature process for a document is incomplete (E-Signature Status = In Progress), the E-Signature request sender or the document owner can right-click at the document or click the *gear menu* (⚙) and select **Recall E-Sign Request**.

> **Note:** This option is not available when the E-Sign process is complete or when a document has not been sent for E-Sign. Alternatively, you can click the Actions option (toolbar) and select Recall E-Sign Request.

The Recall E-Sign Request option is available only to the:

- E-Signature request sender
- Document Owner

Other users will not be able to view or act even if all other conditions are met.

If you select multiple documents in the ***Document Manager (DM) Log*** and select **Recall E-Sign Request**, then:

- If all the selected documents are such that their E-Signature Status = In Progress, the system displays the **Recall E-Sign Request** option. If you select this option, a confirmation message appears that indicates *all* files associated with the selected envelopes will be recalled. If you click **Yes**, the files are recalled and the E-Signature status is set to Recalled on the Document Manager log, E-Signature node, Attachments tab, and File Viewer. Additionally, for each document:
  - The E-Signature request sent out to each signee who has not yet completed the E-Signature request (E-Signature Status = In Progress) is recalled, and the E-Signature Status = Recalled.
  - The E-Signature status column in the DM log is set to Recalled.

    > **Note:** There might be signees who have completed the E-Sign request. Irrespective, the E-Signature Status for the file in DM is set = Recalled.

  - The E-Signature Status in the E-Signatures node for each signee who has not yet completed the E-Sign task is set = Recalled, in the E-sign log as well as in the E-Signatures log.
  - When you proceed to open a task that has been recalled, the system displays the alert: This E-signature task has been recalled and cannot be acted upon.
  - If an E-Sign request is recalled for an External User, that user will not be able to act upon the E-Sign request by clicking at relevant links in the E-Sign email from Acrobat Sign or DocuSign.

- If any document in the user's selection has a completed E-Signature request, or it has not been sent for E-Signature at all, no change will take place, and the system ignores the recall request.

When you select a file in DM Tile View and click the *gear menu* (⚙), the following options are available depending on the E-Signature Status of the selected document:

- Self-sign
- Send for E-Signature
- Recall E-Sign Request

Additionally, similar to the Flat View, the E-Signature related actions are available when you select one or more files in Tile View and click Actions.

After all recipients have signed the request, they receive an e-mail notification. If they are using DocuSign, individual attachments are included in the email. If they are using Acrobat Sign, a single file that contains the combined documents is included with the email. For Unifier Essentials users, the signed file can also be viewed on the **E-Signatures** node. The signatures of the recipients appear on the actual page that they signed; they are not grouped on a specific page.

Document Manager (DM) Filters

You can filter files in the DM log based on the E-Signature status (for more information, see ***Working with DM Log Views*** (on page 315)). If all the E-Signature features are enabled for the Company, Shell, and Project home landing pages, the Filters tab within the Document Manager log displays the E-Signature status as a field on the basis of which user can filter the records. You can filter on basis of multiple E-Signature statuses, and you can see the operators "equals" and "does not equal." The options are available at the end of all other fields, if configured.

Document Manager (DM) Log

If your company or project/shell is configured for E-Signatures (E-Signatures functionality is enabled), then:

- The **Search** window within the DM log displays **E-Signature Status** as an option, which lets you search for files with particular E-Signature statuses within the DM. The search parameters are available at the very end of the list of all other parameters within the **Search** window, and you can conduct a search on the basis of E-Signature Status.
- Your search results log displays the **E-Signature Status**, which lets you filter the DM files based on the E-Signature status that you are searching for.
- The **All** option under **View** lets you view all files and run the find option on the **E-Signature Status**.

If your company or project/shell is configured to display a value for the E-Signature type (Acrobat Sign or DocuSign):

- When you export, or import, the structure and properties of a file in the DM, the CSV or Microsoft Excel file will contain an additional column, **E-Signature Status**, before the **Categories** column. The value of the status cannot be modified because the value is system-populated based on the file status through the E-Signature process.
- An export file is populated with the E-Signature status value, but an import file will always ignore the values contained in the **E-Signature Status** column.

> **Note**: If you enter values in this column during import, the system will ignore your input and run the import for remaining columns that allow modification.

If there are pending e-signature tasks for an existing E-signature type and you change the E-Signature type at project/shell level, the system will display an alert message that lets you recall those pending e-signature tasks and change the E-Signature type. If you do not recall the pending tasks, the E-Signature type at project/shell level will not change.

If you change the E-Signature type of a project/shell from "Default" to another value that matches the "Default" set at the company level, and there are pending E-Signature tasks for the "Default" E-Signature type, the system displays a message that the newly chosen E-Signature Type value is the same as the company Default and lets you decide whether you still want to change the E-Signature type. The same behavior applies when you change the E-signature type to "Default," and the "Default' value is the same as the current E-Signature type value.

Linked Documents

If a DM file is attached to a BP record, the system lets you sign or send it for E-Signature from within the DM.

If a linked file is sent out for E-signature, the BP record will remain linked to the original file. The E-signature status, E-Signature log, and so on, from DM does not reflect back into the BP record. When the E-Signature process from DM is complete, the BP continues to show as linked to the original file; however, the DM displays the signed and revised file.

> **Note**: If you link a DM file to a BP record and send the DM file for E-Signature from the DM as well as the BP record, the result will be similar to attaching a checked-out file from DM to a BP record. In this case, the system revises the file on the BP record (the E-Signature request [DM or BP record] that completes first revises the file in the DM first).

Creating and Managing Shortcuts

You may create convenient shortcuts to frequently used documents or folders.

Document and folder permissions always take precedence. That is, you must have the proper permissions to view, open, or modify the document or folder to which the shortcut is pointing.

Use Shortcuts

Shortcuts are a convenient way to quickly navigate to important or frequently used documents and folders. They can be used to quickly access and view a document or folder. Shortcuts cannot be downloaded.

> **Note**: If a folder or document is moved, any shortcuts that have been created for it will point to the new location. However, if you rename or delete a document or folder, any associated shortcuts will not be automatically modified. Users who try to use a shortcut to a document or folder that has been renamed or deleted will see an error message.

To use a shortcut:

Do one of the following:

- Select the shortcut in the project/shell Documents log and click **Open**.
- Double-click the shortcut.

If the shortcut is to a folder, the folder opens in the folders view, displaying the contents. If the shortcut is to a document, the document opens.

Create a Shortcut

You may create a shortcut to a document or a folder. Clicking a shortcut to a folder displays the folder contents. Clicking a shortcut to a document opens the document for viewing.

> **Note:** For ease of use, create shortcuts to commonly used documents and folders and store them in a central folder.

To create a shortcut:

1) Select the folder in which you want the shortcut to reside.
2) Click , and then select **Create Shortcut**. The New Shortcut window opens.
   In the **Name** field, enter a name for this shortcut. You can rename the shortcut.
3) In the **Source** field, click the **Browse** button. The Select Files window opens.
4) Select to the document or folder for which you want to create the shortcut. You can select the **Find on Page** icon to help you find a particular document or folder.
5) Click **Select**. The shortcut is created in the selected folder.

View or Modify Shortcut Properties

The Shortcut Properties window consists of the name of the shortcut as it appears in the project/shell Documents log and the path of the document or folder to which it points. It is not customizable.

In this field	Do this
Name	The name of the shortcut, as displayed in the log.
Source	The path of the file or folder to which the shortcut points. You can click the **Browse** button to change the source.

To view shortcut properties:

1) In the project/shell Documents log, select the shortcut.
2) From the right-pane, select the **Properties** tab. The folder properties are displayed in the right-pane.

To modify shortcut properties:

1) In the project/shell Documents log, select the shortcut.
2) Click ⚙, select **Edit**, and then select **Properties**.
3) Make your changes and select **OK**.

Modify Shortcut Permissions

When you create a shortcut, you become its owner and have full access to it. You can grant other users access to it. A shortcut will have limited permission settings related to the document or folder to which it points.

If you have granted folder-level permission to other users and allowed the permission to apply to the contents of the folder, those permissions will apply to the documents that you add to it automatically; however, you can modify these permissions per document if needed.

To view the shortcut permissions:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Document Manager**, and then select **Documents** to open the **Documents** log (for **Project Documents**).
3) Click an item (shortcut) from the log to select it.
4) On the right pane, click the **Permissions** tab to view the folder permissions.

To add or modify the shortcut permissions:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Document Manager**, and then select **Documents** to open the **Documents** log (for **Project Documents**).
3) Click an item (shortcut) from the log to select it.
4) From the toolbar, click the **Actions** drop-down list and select **Permissions** to open the **Permissions** overlay page. Alternatively, you can click the *gear menu* (⚙) next to an item and select **Permissions**.
5) On the **Permissions** overlay page, you can add or modify the shortcut permissions by using the following options:

- **Inherit form parent folder <project name>**

  If the **Inherit permissions from the parent folder** checkbox at the top of the window is selected, the folder-level permissions will apply automatically and cannot be modified.
- **Assign new permissions**
- **Inherit Permissions** (**View** drop-down list)
- **Apply these permissions to documents and sub-folders**

6. Click **Save** when done, or click **Cancel** to close the **Permissions** overlay page without any changes.

Copy a Shortcut

To copy a shortcut:

1) Select the shortcut in the project/shell Documents log.
2) Click , select **Edit**, and then select **Copy**.
3) Select the destination folder into which you want to copy the shortcut.
4) To copy with comments or markups attached to the document, select the **Include Comments/Markups** checkbox.
5) Click **Copy**.

Move a Shortcut

To move a shortcut:

1) Select the shortcut in the project/shell Documents log.
2) Click , select **Edit**, and then select **Move**.
3) Select the target folder into which you want to move the shortcut.
4) Click **Move**.

Rename a Shortcut

To rename a shortcut:

1) Select the shortcut in the project/shell Documents log.
2) Click , select **Edit**, and then select **Properties**.
3) Enter the new name and click **OK**.

Delete a Shortcut

When you delete a shortcut, it is moved to the Recycle Bin. Items in the Recycle Bin can be restored back to their original location or permanently deleted. Deleting a shortcut does not delete the folder or document to which it points.

To delete a shortcut:

1) Select the shortcut in the project/shell Documents log.

2) Click ⚙ , select **Edit**, and then select **Delete**.
3) Click **Yes** to confirm. The document is moved to the Recycle Bin.

> **Note:** To delete multiple shortcuts, select the shortcuts, go to the toolbar, click **Actions**, select **Edit**, and then select **Delete**.

Change the Shortcut Source

You can change the file or folder to which the shortcut points by choosing a different source in the Shortcut Properties window.

To change a shortcut source:

1) In the project/shell Documents log, select the shortcut.
2) Click ⚙ , and then select **Edit Properties**.
3) If you want to rename the shortcut automatically with the name of the new source document or folder, delete the name in the **Name** field.
4) In the **Source** field, click the **Browse** button and browse to the new source document or folder.
5) Make your changes and select **OK**.

Favorites

Creating your Favorites List

Select and tag your frequently used files and folders within DM log, as favorites. This list is user specific and lets you view, access, and delete frequently visited items in Document Manager.

To add files or folders to your favorites list:

1) From the DM log, select a file or folder.
2) Click ⚙ , and then select **Add to Favorites**.

Managing Your Favorites List

To view your Favorites list, from the Document Manager log, select ★ **Favorites**. A pop-up window displays all your files and folders that you have marked as favorite.

Task	Action
Sort the order of your files and folders.	From the Favorites pop-up window, drop and drag files or folders to change the order.
Find files or folder	From the Favorites pop-up window, click

Task	Action
	the **Find on Page** icon and start typing the name of your file or folder.
Remove files or folders from your Favorites list.	From the Favorites pop-up window, select a file or folder and click **> Delete**, or click the **Delete** icon.
View the path of your file or folder	From the Favorites pop-up window, hover over a file or folder to view its location.
View the folder and file in the DM log	From the Favorites pop-up window, select a file or folder and click **> Go to Folder**.

Opening your Favorite File or Folder

To open your favorite file or folder:

1) From the Document Manager log, select **Favorites**. A pop-up window displays all your files and folders that you have marked as favorite.
2) To open a file:

   From the Favorites pop-up window, select a file, click , and then select **Open** to open the file using the default Unifier Viewer.
3) To open a folder:

   From the Favorites pop-up window, select a folder, click , and then select **Open** to open the folder in the Document Manager log.

Uploading Files and Folders

You can upload files or folders from your local system into the **Document Manager**.

> **Note:** You can navigate to different parts of the application while the upload is in progress (in the background).

Asynchronous upload of files or folders lets you upload files while simultaneously using the application. The login session is kept active if there are pending uploads; uploads are canceled if you sign out of the application.

You can view the status of your upload by clicking the **Upload Status** icon on the top banner (next to the **Announcements** icon). The color of this icon changes from blue (in progress) to green (successful) or red (failed) to indicate the status of the uploads. The Upload Status window displays a list of all files or folders that were uploaded within the last 15 days. From this window, you can see the name of the uploaded file or folder, size of the file, the reason for the failed upload, and the number of files in the uploaded folder. You can click the file name or folder name to open or save the file. From the Upload Status window, you can also cancel pending and in progress uploads, and clear the upload history.

The file size for the uploads must be more than 0 bytes and less than the size limit that has been specified by the Company Administrator on the **Security** tab of the **Edit Company** window (also known as the Company Properties window).

The file size also depends on the following:

- The network bandwidth, session time-out setting, and other pertinent parameters.
- Browser restrictions.

Additional information

- While you can upload an extensive range of document file types, Unifier Viewer only supports the markup of the types listed in the table in ***View and Open Documents*** (on page 328). If you try to view a file type that is not supported, the system displays a message that it is not supported but that you can download it. You can also use the **Comments** box to add notes regarding the file.
- The following drawing file types are supported: DWG and DGN
- Drawing files are always uploaded synchronously, regardless of the browser you are using. When selecting multiple files all the files will be uploaded synchronously, if the upload contains one or more drawing files.
- You can view the parent folder of the uploaded file in the **Update Status** window.
- You can navigate to the uploaded folder from the **Update Status** window.

Using the Upload Status Window

From the top banner, select the **Upload Status** icon to view the Upload Status window. From this window, you can do the following:

- View a count of pending uploads.
- View the status of uploads. Failed uploads are in red; you can click the Info icon to view the reason for the failed upload.
- Cancel a pending or in-progress upload. Hover around the file or folder name and click the **X** icon. To cancel all pending and in-progress uploads, click **Cancel All**.
- Open or save the uploaded file or folder. Click the file or folder name.
- Open the parent folder of the uploaded file. Click the folder icon next the uploaded file.

- Clear the upload history. Click the Clear button. The history is saved for 15 days.

Uploading Files and Folders

1) Choose the applicable location:
   - For a project/shell, use the left Navigator to open the **Document Manager & Submittals** node, and then open the applicable sub-node.
   - For company-related documents, use the left Navigator (User mode) to open the **Document Manager** node, and then open the **Company Documents** sub-node.
2) Select the destination (target) folder into which you want to upload the files.
3) Click **Upload** to open the **Upload** dialog box.

   In this dialog box, you can select the **Revise automatically if file with same name exists** option, if necessary. The other two options (**Upload files only** and **Upload folders and files**) are selected by default and based on the folder options (**Options** tab).
4) Proceed to drag and drop the files, or folders, to the **Drag and Drop** field.

   Alternatively, you can click anywhere in the **Drag and Drop** field, and select the file or folder to upload by way of the Windows File Explorer.
5) Click **Upload**.

   After a few seconds, the system displays a confirmation message. The file upload time depends on your server and network bandwidth.

   If you want to delete an item in the **Upload** dialog box, select the item, click the three horizontal dots icon, and click **Delete**.

   If Unifier Viewer is your default file viewer, the system converts new documents for use with the viewer. If you try to view a new document before conversion is finished, the system displays a file conversion message.

Downloading Documents and Folders

You can download copies of documents from the Document Manager to your local or network drive.

When you download files, the name of the downloaded files must be unique. If you select multiple documents or files in the Unpublished Documents folder of the Document Manager and click to download them, and you notice that not all your selected documents have been downloaded, it is because duplicated names existed in the Unpublished Documents folder.

The file size for the *downloading* must be more than 0 byte. The actual file size for the *downloading* depends on the following:

- The network bandwidth, session time-out setting, and other pertinent parameters.
- Browser restrictions.

By default, the latest version of a document will be downloaded.

Shortcuts, empty folders, and empty documents cannot be downloaded.

To download a document:

1) Select the document to be downloaded. You can choose only one document at a time.
2) Click the **Download** button. The File Download window opens.
3) Click the **Save** button. The Save As window opens.
4) Browse to the location where you want to download the file and click **Save**.
5) If you are downloading drawing and reference files, repeat for each file.

To download a file or folder:

1) Select one or more documents or folders in the documents log.
2) From the **File** menu, click **Download**, or click the **Download** button. The Download Files and Folders window opens.
3) Browse to the location where you want to download the files.

Importing and Exporting in Document Manager

The following topics describe how to import and export using the Document Manager.

Import Folder Structure Template

If a folder structure template has been created in Admin mode (Standards & Libraries), you can import it into your project/shell document manager to quickly create a predesigned structure of folders and subfolders. You can import the folder structure template into the root project/shell Documents or Company Documents node or into any subfolder.

To import a folder structure template:

1) In the project/shell or Company Documents node, navigate to the target folder (or the project/shell Documents root node) into which you want to import the new folder structure.
2) From the toolbar, click **Actions**, select **Import**, and then select **Folder Structure Template**. The Select Folder Template window opens.
3) Select a template from the drop-down list.
4) You can preview the template structure by clicking the **Preview** button.
5) When you are ready to import, click **Import**. The folders and subfolders defined in the template are created within the target folder you selected.

Import and Export Folders, Properties, and Empty Documents

You can import a folder structure and folder metadata (properties, such as the enabling of auto-sequencing of formulas and other values) from a CSV or Microsoft Excel file. This procedure also allows the import of empty documents into the structure.

> **Note:** The term "file" in this topic applies to both comma-separated values (.csv) and Microsoft Excel files.

You can export the current structure and properties after making the selection in the **Document Manager**. The export file (the file name is suffixed with "Project Documents") has the following worksheets or tabs:

- **Instructions** tab: This tab contains important instructions, tips, and additional information. Ensure that you read the contents.
- **Project Documents** tab: Use the **Project Documents** tab to update document structure and properties.

You can update the exported file and import it using the options available under **Actions**.

Before importing a file into **Document Manager**, you must follow these steps:

Step 1: Export structure and properties to a file

Your options are:

- **Structure and Properties (CSV)**
- **Structure and Properties (Excel)**

Exporting the existing structure and properties creates the file structure (rows and columns).

The file template will contain a list of documents and folders with their full paths and all attributes displayed on the **General** tab of folder and document properties (either by default or by design).

Documents and folder rows are identified by the first column (type).

The location of the folder or document is identified in the second column.

The order in which the columns appear is the same as they appear in the folder and document properties forms.

Step 2: Modify the file

While ensuring that you do not change the structure, proceed to add new folder, folders, document properties, or empty documents to the file.

You can only modify the columns that are modifiable in project/shell documents.

The read-only fields cannot be modified by importing.

Folder and document names are case sensitive.

> **Note:** As of the date of publication, there is a known issue with Microsoft Excel CSV files with 15 or more rows. See the procedure below for details.

Step 3: Import the modified file

Your options are:

- **Structure and Properties (CSV)**
- **Structure and Properties (Excel)**

The imported file can include new folders and documents (empty documents), as well as modified or additional properties that have been applied to existing folders and documents.

You can upload files into empty documents later by using the **Revise** option.

Export structure and properties to a file

To export structure and properties to a file:

1) Select specific folders or documents to export.
2) From the toolbar, click **Actions**, select **Export**, and then select **Structure and Properties**.
3) Click **Yes** to confirm.
4) Save the file to your local system.

Modify the file

To modify the import file:

1) Open the file in a compatible software application.
2) If needed, add new folders or documents in rows (will be added as empty documents) as needed.

   You can also add property information to existing folders and documents. This includes enabling the auto-sequencing of formulas and other values.
3) Save the file.

> **Note:** As of the date of publication, there is a known issue in the way that Microsoft Excel handles CSV files with 15 or more rows. In CSV files, columns are separated with commas. However, when the CSV template is opened with Excel, if one or more columns toward the end are empty, Excel drops the additional commas from the 15th row onward, resulting in an error when you try to import the file. You can work around this in one of two ways:
>
> - Add your data to the CSV file in Excel and save the file. Reopen the file in a text editor such as Notepad, find the rows that have the missing commas, and add the additional commas to these rows.
> - Use the text editor instead of Excel to modify column values in the CSV file.

Import the modified file

To import the modified file into the **Document Manager**:

1) In project/shell **Documents**, select the folder into which to import the structure or properties.
2) From the toolbar, **Actions**, select **Import**, and then select **Structure and Properties**.
3) In the **File Upload** window, browse for the file, select it, and click **Open**.
4) When the confirmation message appears, click **Yes** to download a status file or **No** to skip.

View the Import Audit Log

1) Navigate to:
   - (For Document Manager at the company level) Go to the **Company Workspace** tab and switch to **User** mode; in the left Navigator, select **Document Manager**, and then select **Company Documents**.
   - (For Document Manager at the project/shell level) Go to the shell tab and switch to **User** mode; in the left Navigator, select **Document Manager**, and then select **Documents**.
2) In the applicable log, **Company Documents** or **Documents**, select the applicable folder or file.
3) From the **Actions** menu, select **View Import Audit Log**.

   The **Import Audit Log** for the selected folder or file opens. You can view and print information pertaining to the import process that created the folder or file, such as the name of the CSV or Microsoft Excel file that was imported, the date that the folder or file was created and completed, the name of the user who performed the import, and so on.

The Recycle Bin

When you delete documents, folders, or shortcuts from project/shell Documents, they are stored temporarily in the Recycle Bin. These items can be restored back to their original location. Items in the Recycle Bin remain there until you permanently delete them.

> **Note:** If you are using a custom user mode navigator, you must add the Recycle Bin to the navigator.

Restore deleted items

Deleted documents, folders, and shortcuts that are still in the Recycle Bin can be restored back to their original locations.

> **Note:** If you restore a folder whose parent folder has been deleted, the folder structure will be recreated. However, the other contents of the parent folder will not automatically be restored.

To restore deleted items in the Recycle Bin:

1) Select the **Recycle Bin** node from left pane.
   - To restore a single item, select it and click the **Restore** button.
   - To restore all items in the Recycle Bin, click the **Restore All** button.
2) Click **Yes** to confirm.

Delete items from the Recycle Bin

After documents, folders, or shortcuts are deleted from the Recycle Bin, they cannot be retrieved.

To permanently delete items from the Recycle Bin:

1) Select the **Recycle Bin** node in left pane and do one of the following:
   - Select the item and click the **Delete** button.
   - Click the **Empty Recycle Bin** button to permanently delete all items in the Recycle Bin.
2) Click **Yes** to confirm.

Index Reports

The index report utilizes the Oracle Primavera Unifier Essentials user-defined report engine. It lists content (documents, subfolders, shortcuts) within a selected folder, properties, and phase (contents may be associated with more than one phase). The index report can be generated in HTML, PDF, or CSV format.

To view an index report:

1) Select a folder in folders view of the project/shell Documents or Company Documents node.
2) From the **Actions** menu, click **Index Report** and choose the format to display:
   - **HTML:** Displays the report in a browser window.
   - **PDF:** Creates a PDF file of the report.
   - **CSV:** Creates a CSV file of the report.

View Document Manager Audit log

Actions that you take, such as uploading a file, are automatically noted on the Document Manager Audit Log in the system, whether those actions are initiated from the Unifier Essentials web application or the Unifier mobile application.

To view the Audit log:

1) Select a folder or document in the project/shell Documents or Company Documents log (or a folder in the folders view).
2) From the right-pane, select the **Audit Log** tab.
3) To view additional information about an Event, select the Event, and view the information in the **Audit Details** tab located to the right of the **Audit Log** tab.

   To view the **Audit Details** tab, you might need to resize the Audit Log tab and use screen split to make adjustments.

   The information displayed in **Audit Details** includes the mode of entry or change to a record and line items in the record, whether the change was processed through REST, CSV, or reverse auto-population. This tab contains the following toolbar options:
   - **Print (Export To CSV** and **Export to Excel)**
   - **Find on Page**

Shell Documents or Company Documents Attached to a Business Process

A document that is attached to a business process record maintains a link with that record. You can view the business process records to which any document is linked (permissions to view BPs apply). Because of this link, documents that are attached to BP records cannot be deleted.

Launch a Business Process from the Document Manager

A business process record can be launched directly from documents (**Documents** sub-node) within the **Document Manager** node.

For information about creating a BP record in **Document Manager**, see the *Unifier Essentials Business Process Reference Guide*.

View Linked Business Process Records

If a document in project/shell Documents or Company Documents has been attached to one or more business process records, an icon will appear in the BP column next to the document in the log. You can view the records to which the document is attached if you have view permissions for that BP.

To view business process records to which a document is linked:

1) In the project/shell Documents or Company Documents log, select a document. Documents with the paper clip icon ( ) in the BP column are linked to BP records.
2) From the right-pane, select **Linked Records**.
3) To open the BP record form, click the hyperlink for the **Record Number**. You must have permission to view the specific BP to open the record.

Unpublished Documents

When a user uploads a file from a local machine and attaches it to a business process, the document is automatically stored in the **Unpublished Documents** log as soon as the business process is sent. The link to the business process is also listed in the **Unpublished Documents** log. The **Unpublished Documents** log is an automatic repository for files that have been attached to business processes and which have not yet been published in the company or project/shell (**Company Documents** and **Documents** functional nodes).

You can access the unpublished documents for the company or project/shell in the respective **Unpublished Documents** functional node.

- To access the **Unpublished Documents** log in your Company Workspace: Go to the **Company Workspace** tab and switch to **User** mode; in the left Navigator, select **Document Manager**, and then select **Unpublished Documents**.

- To access the **Unpublished Documents** log in your project or shell: Go to the shell tab and switch to **User** mode; in the left Navigator, select **Document Manager & Submittals**, and then select **Unpublished Documents**.

Within your company or project/shell, when you click the **Unpublished Documents** functional node, the **Unpublished Documents** log opens which displays a list of unpublished documents. The following topic provides the details of the **Unpublished Documents** log.

Unpublished Documents and Link to BPs

The link to the BP allows the BP record to be reviewed, allowing the administrator to review where the document originated from. This provides a means to control the documents that are accessible in the company or project/shell **Document Manager**.

Example

A subcontractor submits a Request for Information (RFI) BP with attached documents requesting input from the architect. These attached documents can be traced back to the original BP through the link, and the documents become available in the unpublished area of the Document Manager. The administrator can then review the documents and make the decision to publish them into the project/shell or Company Documents node and where to store them, or not to publish them at all.

Note the following:

- This process applies only to business processes that support form attachments.
- BPs such as action items or RFIs are excluded. This is because these BPs, by design, can have file attachments only in comments, not to the form itself.
- Files cannot be directly uploaded to or deleted from the **Unpublished Documents** folder.
- Permissions for unpublished documents are at the node-level only. You can either see all the documents or you cannot see any. There are no document-level permissions. Folder-level permissions are not applicable, as there are no folders in **Unpublished Documents**.
- Drawing files are handled with the base file listed, similar to a zip file.

Unpublished Documents Log

The documents in the **Unpublished Documents** log have the following toolbars:

- **Publish** ( ): To publish a document.

  When you click **Publish**, the **Publish -Select Destination Folder** window opens. The function of Publish is similar to the Move option in Document Manager (DM). In the **Publish -Select Destination Folder** window you can:

- Select the document phase (**All Phases** or **Current Phase**) from the drop-down list field on top to load pertinent folders from Document Manager into the space below.
- Use the **Find on Page** link to open a row under the **Name** block and search for a particular folder from the Document Manager.
- Use the scroll bar to parse through all folders from the selected phase so you can browse and select a destination folder for the document publication.
- Include comments by selecting the **Include Comments** option.
- Ensure that if a file with the same name exists in the Document Manager, it gets revised by the selected file in Unpublished Documents by selecting the **Revise automatically if file with same name exists** option.
- Discard your changes by clicking **Cancel**.
- Publish the selected file to the chosen folder in the **Documents** sub-node under **Document Manager** node, by clicking **Publish**. This option is available only after you have selected a destination folder from the available list. When you click **Publish**, the **Publish Status** window opens. This window displays a grid with the following columns:
  - No
  - File Name
  - Title
  - Status
  - Message

  If you select more than one file and click Publish, the **Publish -Select Destination Folder** window opens and the names of all the selected files will be listed at top of the window.

- **Download** ( ): To download documents or folders onto your local or network drive. If you select more than one file to download, the system creates a zip file for all the selected files and opens the download window.
- **Switch to Tile View** ( ): To view documents and folders as tiles. When this option is selected, the icon changes to **Switch to List View** ( ).
- **Search** ( ): To search for unpublished documents in the log. For more information, see ***Searching Content***.
- **Find on Page** ( ): To find files on the displayed page. For more information, see ***Finding on Page***.

The documents in the **Unpublished Documents** log includes multiple columns, such as File Name, Record Number, and so on.

For each record, the **Unpublished Documents** log displays the following tabs in the right pane:

- Properties: Under General, this tab displays the following read-only information about the selected file:
  - File Name: To change the file name, access **Properties** from the *gear menu* ( ).
  - Title
  - Size
  - Issue Date
  - Revision No.

- Publication No.
- Publication Date

- Linked Record: To see records linked from the same, or different, business process log. The Linked Record tab displays the Record Number, Name, Title, Status, and Upload Date of the linked records
- References: This tab appears only if the selected file has associated references.

You can use **Expand** (⛶) to expand the right pane.

Each record has a *gear menu* (⚙) that lets you perform the following actions:

- **Open:** To open the selected document in viewer.
- **Properties:** To review the document properties and change the file name.
- **Publish**
- **Download**

Publishing of Documents Automatically

By default, files attached to business processes are placed in the Unpublished Documents folder in the Document Manager. A Publish Path data element can be designed in business processes to specify the automatic publishing of documents to a specified path and override the default. For Document-type business processes With Folder Structure, the designer can specify that a configured folder path be appended to the folder structure. This appended path is based on the path configured in the **uuu_dm_publish_path** data element on the business process form, and the selection of the Append Line Items Folder Structure to AutoPublish Path option.

The automatic document publication folder path is built based on the values of data elements specified in the path defined in the data element **uuu_dm_publish_path** (Publish Path). To help you understand why automatic publishing does or does not occur and the results of automatic publication, these are the rules for the automatic publication of documents:

- The data element **uuu_dm_ publish _path** is used in business process design to specify the folder path into which the file should be published in the Document Manager. This applies to Company, project, or shell business processes. A formula is configured to define the value of the path to use when automatically publishing documents.

  On the Creation Step of the Workflow-type business process, the system evaluates, or replaces, the "record_no" in the data element "uuu_dm_publish_path" or in the data element "uuu_dm_record_info_path," when the "record_no" is used directly as part of formula, as shown in the example below. This condition (evaluation or replacement) does not apply to the "Advanced Formula" type data element.

  Example:

  Suppose 'uuu_dm_publish_path' and 'title' are defined as formula.

  => uuu_dm_publish_path = firstName + record_no + title

=> title = subject + record_no

uuu_dm_publish_path would be evaluated as 'firstName + record_no + subject' ('record_no' in data element 'title' is ignored)

- To use the automatic publishing feature, you must know (from your Administrator) which data elements comprise the publish path that will populate the Publish Path field. The values in this field are used to create and populate the folders in the Document Manager with the business process attachment.
- If you do not have permissions granted to upload documents to the Document Manager, the file is placed in the Unpublished Documents folder.
- If there is no folder defined or the path is invalid, the file will be placed in the Unpublished Documents folder.
- If the folder specified in the defined path does not exist in the Document Manager as defined by the data element **uuu_dm_publish_path** (Publish Path), it should be created automatically and inherit rights from the parent folder, (if you have permission to create folders), otherwise the file will be placed in the Unpublished Documents folder.
- If the file exists in target file, the file shall be published as a revision.
- The owner of the automatically published document is the owner of the business process that published it.
- The folders created and used for automatic publication are based on the values of the data elements specified in the **uuu_dm_publish_path** data element (Publish Path). For example, if the publication path contains the data elements State and City, and the values for those data elements are Iowa and Rapid City, the folder structure will be Documents/Iowa/Rapid City.
- The publication path displays in the Publish Path data element on the business process form. If the path is shown as /, the documents will publish to the Documents folder. Usually, when the / to shows in the Publish Path field, this indicates that you have no values in the fields for the data elements configured as the publication path. Be sure that you have values in the fields that are part of the publication path.
- If a business process has a publication path configured on the upper form and another on a line item, and the path on the line item is invalid, the attachment will be published to the path designated on the upper form. If the paths on the line item and the upper form are both invalid, the attachment is published to the Unpublished Documents folder. The exception is that in a non-workflow business process, if the publication path configured on the line item is invalid, the attached document is not published in any folder.
- When a document is published from a business process (BP) record, the system compares the data elements (DEs) in the BP record with the DEs in the Document Attribute Form and where the DEs match, the system copies the values from one DE to the other DE.
- If the attachment is on the Upper Form, the system matches the DEs on the Upper Form with the DEs on the Document Attribute Form and updates the values.
- If the attachment is on the Detail form, the system compares the DEs on the Detail and the Upper Form. If a DE exists on both the Upper Form and the Detail form, the system only matches the value of the DE that is on the Detail form. This lets you override the "default" value that exists on the Upper Form.
- The system lets you selectively restrict attachments from getting published, as explained below:

  - For Document-type BPs: Open the **Document Review** window and deselect the **Publish** checkbox for the attachments that you do not want published.
  - For non-Document-type BPs: Open the **Document Review** window, or the respective attachment log (record or Line Item) and deselect the **Publish** checkbox for the attachments that you do not want published.
- On a Document-type BP, when a value is added to **uuu_revision_no** or **uuu_title or uuu_issue_date**, it will get respectively copied over to **uuu_file_revision_no** or **uuu_file_title** or **uuu_file_issue_date** when the document is published to **Document Manager**.
- After a document that has been attached to a business process is published, it will not get published again even if you have the uuu_dm_publish_path defined in consecutive forms in your workflow.
- If you are attaching a document to your business process by selecting the document from Document Manager, the document will not get published again from your business process because it is already published in Document Manager.

Opening Unpublished Documents

To open and view an unpublished document:

1) In the **Unpublished Documents** log select a document.
2) Click the *gear menu* (⚙) and select **Open** to open a window that shows the unpublished document and any comments that are related to that unpublished document.

Opening Linked BP Record

To open the BP record to which an unpublished document is linked:

1) Select the document in the **Unpublished Documents** log.
2) From the properties pane on the right, click the **Linked Record** tab.
3) Click the record number of the BP record you want to view to open a new window which contains the following details:
   - BP details, on the left pane.
   - Properties of the BP, on the right pane.

     The properties are detailed in the following tabs:
     - **Attachments** tab
     - **Comments** tab
     - **Linked Records** tab
     - **Workflow Progress** tab
     - **Audit Log** tab
     - **Reference Records** tab

Viewing Unpublished Document Properties

To view the properties of an unpublished document, select a document in the **Unpublished Documents** log and the **Properties** tab will display on the right.

Viewing Unpublished Document Comments

You can view any comments that are added to a document from the BP. To view comments or markups on an unpublished document:

1) Select a document in the Unpublished Documents log and, on the right, click the **Linked Record** tab.
2) Click the record number of the associated BP record to open a new BP window.
3) On the right, under the **Attachments** tab, click the *gear menu* (⚙) and select **Review** or double-click the document and a new Attachments window will open. Comments may be viewed in the log on the right.

Downloading Unpublished Documents

To download an unpublished document, select a document in the **Unpublished Documents** log and click **Download**, from the toolbar.

Deleting Unpublished Documents

If a document is linked to a BP, the document cannot be deleted directly from **Unpublished Documents** (or from the **Company Documents** and **Documents** logs).

A document is stored in the **Unpublished Documents** log automatically and as soon as a document is directly uploaded from the local machine, or network, and attached to a business process.

A document can be deleted from the **Unpublished Documents** log:

- If the uploaded document is deleted from the BP during the workflow, or
- If the document is deleted when the BP is in **Draft** mode, in case of a non-workflow BP.

You cannot delete a document:

- If the BP has already completed the workflow, or
- If the document has already been moved by an administrator to the Published Documents folder.

> **Note**: You can create a special folder in project/shell Documents for documents that you want to publish and limit access to those documents, but the documents remain traceable.

Renaming Unpublished Documents

You can rename an unpublished document, if your administrator has enabled the document name field as an editable and required field. When you rename an unpublished document, the change is reflected everywhere the unpublished document is referenced or linked to. The name is also updated in formulas that use file name in its calculations.

> **Note**: You cannot change the extension of a file, you can only rename the file.

To rename an unpublished document:

1) From the **Unpublished Document** log, select an unpublished document.
2) On the right pane, in the **Properties** tab, edit the **File Name** field with a new file name and select **Save.**

Searching for and Sorting Unpublished Documents

To search for an unpublished document:

1) Click **Search** in the **Unpublished Documents** log toolbar to open the **Search** window bar, and from the field on the right select a category that you want to search for. For example, select **File Name**. These categories that are listed correspond to the column headings in the **Unpublished Document** log (**File Name**, **Content**, **File Type**, **Record Number**, **Rev. No.**, **Title**, **Publication Date**, and **Issue Date**).
2) In the left field, enter a value that corresponds to the category that you selected in the right field. For example, if you selected **File Name**, enter the name of the file.
3) Click **Search** in the **Search** window. A new **Search** window will open which has two panes.

   The right pane lists the items that correspond to your search, in columns. The **Search** window toolbar options are:

   - **Publish**
   - **Download**
   - **Switch to Tile View** / **Switch to List View**
   - **Find on Page**

   The left pane of the **Search** window lets you sort or filter unpublished documents. In the left pane, you can select options to sort or filter unpublished documents based on results from your search.

   The default options are as follows:

   - **Group By** - Publication Date
   - **Format** - Drawing Files, PDF, Word, Excel, PowerPoint, Images, Text, Others
   - **Publication Date** - Last 7 days, Last 15 days, Last 30 days
   - **Bluebeam Session Status** - Active, Finalized, Archived, Deleted in Bluebeam
4) Follow the prompts to complete your search. You can click **Change** to open the **Search** window bar and change your search parameters.

Publishing Unpublished Documents to Company or Project/Shell

Publishing a document (from the **Unpublished Documents** log) to the **Company Documents** log, or the project/shell **Documents** log, will make the document to the team members, with the full functionality made available in that log or functional node.

> **Note**: Only the administrator (administrator or other user with full access to the **Document Manager**) can publish documents from the **Unpublished Documents** functional node (company or project/shell) to the **Company Documents** log, or the project/shell **Documents** log.

To publish an unpublished document to the **Company Documents** log, or the project/shell **Documents** log, select the document in the **Unpublished Documents** log, click the *gear menu* (⚙) and select **Publish**.

To publish multiple documents, select one or more documents and from the toolbar, click **Publish**. A new **Publish** window will open. If you select documents with the same name to publish, the **Duplicate Files** window opens, which lets you remove or delete the duplicate files.

1) Select a destination folder to publish the document or documents to.
   - You may select **Include Comments** if you want to include any attached comments with the document.
   - **Revise automatically if the file already exists** is selected by default. Deselect if you do not want to automatically revise existing documents. If you deselect this, the new version of the document will not be copied into the Document Manager and are skipped.
2) Click **Publish** to finalize. The Publish Status window opens and displays the status of the documents as they are published. The window displays the following:
   - **No.**
   - **File Name**
   - **Title**
   - **Status**
   - **Message**
3) Click **OK** to close this window.

> **Note**: The user who publishes the document becomes the owner. In the **Company Documents** log, or the project/shell **Documents** log, select the document, and click the **Permissions** tab on the right log to grant the proper permissions to the team members who need it. You may want to click **Properties** tab to review properties and update if necessary.

Activity Manager

The system lets you create, consolidate, and monitor activities that must be completed on a schedule by way of the **Activity Manager**.

The ORACLE PROJECT TEMPLATE includes templates for a Master Schedule (also known as a Milestone Schedule) activity sheet and a Project Schedule activity sheet. (The ORACLE PROJECT TEMPLATE also includes a sample WBS Sheet.) By default, the Project Cash Flow Baseline and Forecast curves in the Project Schedule template pull the Start Date and Finish Date from the Master Schedule.

A Project Manager or Coordinator can use these templates in new Projects. After editing the WBS Sheet, defining tasks, and setting durations, schedule the Activity Sheet and set a baseline. Doing so populates the start and end dates for the default cash flow curves.

If you do not use a Master Schedule activity sheet, you can set cash flow dates manually or use an integrated schedule from Oracle Primavera Cloud or P6.

The **Activity Manager** node, or module, contains the following sub-nodes, when available:

- **Activity Sheet**
- **WBS Sheet**

To access the **Activity Manager** node:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Activity Manager** to expand it.

The following table provides summary details about each sub-node.

> **Note:** To view the **Activity Sheet**, or other sheets, you must have the appropriate permissions.

You can create user-defined reports (UDRs) from the Activity Sheet Data Elements (DEs).

The **Activity Manager** node contains the following sub-nodes:

Sub-node name	Description
Activity Sheet	The **Activity Sheet** sub-node contains a list of activity sheets listed in the **Activity Sheets** log. You can have multiple activity sheets.

Sub-node name	Description
WBS Sheet	A **WBS Sheet** (Work Breakdown Structure sheet) contains the following information: ▸ Planned Units ▸ Planned Total Cost ▸ Actual Units ▸ Actual Total Cost ▸ Remaining Units ▸ Remaining Total Cost ▸ At Completion Units ▸ At Completion Total Cost The WBS Sheet node log displays the only available WBS sheet.

In This Section

Activity Sheet Sub-Node 376
Creating a Manual Activity Sheet 393
Importing Manual Activity Sheet 398
Creating a WBS Sheet 402
Manual Activity Sheet 403
Bulk Assigning WBS Code to Different Activities 431
Link Activities (Adding Dependencies) 431
Manual Activity Sheet Gear Menu 432
Manual Activity Sheet Start Date, Finish Date, and Duration 433
Manual Activity Sheet and CSV Template 434
Manual Activity Sheet Categories 480
Manual Activity Sheet (Schedule Types) 480
Manual Activity Sheet Dates 481
Activity Sheet User Defined Report (UDR) 483
Creating and Managing Views in Activity Sheets and the System Activity Sheet ... 484

Activity Sheet Sub-Node

The **Activity Sheet** sub-node contains a list of activity sheets (including the **System Activity Sheet**), and they are all listed in the **Activity Sheets** log.

You can have multiple activity sheets.

You can create User-Defined Reports (UDRs) from the Activity Sheet Data Elements (DEs).

The system uses the following schedule types to determine the activity schedule when sending activity data to the Cash Flow:

Note: The Cash Flow properties will be displayed based on the activity sheet schedule type.

Type	Description
Resource	The Activity Sheet receives the entire duration based information from P6. The Activity Sheet receives the entire resource assignment related information. (Not always) The Activity Sheet receives the entire cost related information. The Activity Sheet is available as a source for Cash Flow and Cost Sheet. The Activity Sheet has all cost related feature. (Assign rate sheet and Recost.)
Cost	The Activity Sheet receives the entire duration based information from P6. The Activity Sheet receives the entire resource assignment related information. The Activity Sheet receives the entire cost related information. The Activity Sheet is available as a source for Cash Flow and Cost Sheet. The Activity Sheet does not have any cost related feature. (Assign rate sheet and Recost.) **Note**: The system uses the data directly from P6 and does not perform any calculations for a cost loaded schedule.
Duration (without 'Based')	The Activity Sheet receives duration based information from P6. (Not always) The Activity Sheet receives resource assignment related information. (Not always) The Activity Sheet receives cost related information. The Activity Sheet is not available as a source for Cash Flow and Cost Sheet. The Activity Sheet does not have any cost related feature. (Assign rate sheet and Recost.)

The following explain the **Activity Sheets** log elements, followed by information regarding manual activity sheets.

Activity Sheets Log and Manual Activity Sheets

Activity Sheets Log

The **Activity Sheets** log contains a list of manually created activity sheets. The log also contains the **System Activity Sheet**. The activity sheets listed are referred to as manual activity sheets.

All the activity sheets that are defined in Unifier Essentials will be displayed with source type as 'Custom' in the **Activity Sheets** log.

Manual Activity Sheet

To create and maintain project schedules within the system, you can manually define activity sheets.

A manual activity sheet captures the:

- Schedule of activities, within a project
- Resource assignments
- Rate

> **Note:** When you assign resources or roles that have multiple rates to an activity sheet, to update the total cost (Total Cost value), you must reschedule, or recost, the activity sheet; otherwise, the system will assign earliest assigned resources or roles rates (price/unit) to the activity sheet, and you will not be able to view the correct accumulated cost.

A manual activity sheet also tracks the progress of activities, over the life time of the project.

You can use an activity sheet to:

- Define simple project schedules.
- Define tasks, milestones, and relationships between tasks, to enhance user experience.
- Assign resources and track project progress by capturing actuals and calculating remaining work that needs to be done.

In an activity sheet you can:

- Set the view to WBS and add activities or update and remove the activities in the **WBS** view, similar to the **Default** view.
- Include attachments and comments for the activities.
- View the **History Log** (within Activity Sheet and Schedule) by using the **Data Date**.
- Add, edit, and remove the activities and dependencies and assignments in the user-defined views. You will also be able to view the dates, costs, units, and other summary data within the WBS hierarchy view.
- Within the WBS hierarchy, add, copy, or remove the activities in WBS view and user-defined views.

- Add, edit, or remove both the column and row data in user-defined views.
- Add additional notes to the tasks or activities.
- Schedule the activities based on data date and view the schedule history.

In the Activity Sheet, the following two default views are available:

- **Default**
- **WBS View**

The **Default** view is shown by default when you open the sheet. In the **Default** view, all the activities will be in flat mode.

When you select the **WBS View**, all the activities within the sheet are grouped by WBS hierarchy. At WBS (Summary level), all the costs show the sum of the costs of all the activities, as well as the costs that are received at the summary level.

The **Start** and **Finish** dates, in the WBS row, will show the earliest start date and latest finish dates for all the activities under that WBS.

All the attributes defined in the **Activity Attribute** Form will be displayed as columns in the **WBS View**, similar to the **Default View**. The order of columns will be the same as selected in the design.

You can create views with filters, groupings, and so forth (within an activity sheet) to view the filtered and small list of activities and associated columns, instead of scrolling down and right to navigate to specific activities.

If your administrator defined additional views in a template and pushed them to your project/shell, these views are listed in the **Manage Views** dialog box of your activity sheet. You can make these views visible in your activity sheet, and you can change the order in which they are listed. After they are visible, you can use them to create additional custom views. You cannot edit or delete the predefined views. If the administrator pushes additional updates to the template, custom views that you created are deleted. For more information about views, see ***Creating and Managing Views in Activity Sheets and the System Activity Sheet***.

For the default and user-defined views, you can perform the following functions, in addition to adding, deleting, and updating the activities and the schedules:

- Drag and drop columns and reorder the columns, except the first 2 columns (Activity ID and Activity Name) which are fixed.
- Click at a column header to change the Sort By option.
- Right-click at a column header and select Lock after this column option to lock a column.
- Right-click at a column and select Lock after this column option to lock a column.

> **Note:** You cannot lock before this column beyond the **Activity Name** column.

Similar to a Cost Sheet or a WBS Sheet, you can group selected columns in the sheet.

Activity Sheet

The values for the following cost-related units are calculated according to the assignments, as follows:

Planned Cost & **Remaining Cost**

Planned Cost and Remaining Cost for the assigned resource will be calculated based on the number of the units * the rate per unit.

Planned Cost is calculated as Planned units * price/unit.

If the rate source is an override, the system uses the rate present in the activity sheet that corresponds to that assignment.

The resource rate is derived from the rate based on the effective date between the start and the finish dates.

The exchange rates for that day are applied if the resource/role does not have the same currency as the project.

Remaining Cost

Remaining Cost for the assigned resource will be calculated based on the number of remaining units * price per unit.

If the rate source is an override, the system uses the price/unit for the calculating remaining cost.

Actual Cost

The system calculates the Actual Cost based on the number of actual units * rate per unit.

The rate is based on the Actual Start Date onwards.

The unit rate is based on the effective date which falls on the actual start date.

At Completion Cost

At Completion Cost value is equal to: **Actual Cost** + **Remaining Cost**.

All the calculated costs (Planned Cost, Actual Cost, Remaining Cost, and At Completion Cost) will be rolled up to the activity sheet and to the:

- Planned Total Cost
- Actual Total Cost
- Remaining Total Cost
- At Completion Total Cost

The following units will be rolled up from **Assignments** tab:

- Planned Total Units
- Actual Total Units
- Remaining Total Units
- At Completion Total Units

Activity % Complete

The system calculates this field as a simple and intuitive formula for **Units % Complete of Activities,** with labor or non-labor assignments:

Activity % Complete = [Actual Units] / ([Actual Units] + [Remaining Units])

Earned Value Calculations at the Activity level:

- Planned Value (uuu_P6PVCost)

This is the planned total cost of the activity that is complete as of the data date.

- Earned Value (uuu_P6EVCost)

  The cost of all activities in the project that are actually completed as of the data date.

  The **Budget At Completion** is calculated from the project baseline and is calculated as: **Budget At Completion** multiplied by **Performance % Complete**.

- Estimate to Complete (uuu_P6ETC)

  The estimated cost to complete the activity, WBS, or project.

  It is calculated as **Remaining Total Cost** for the activity or the **Performance Factor** multiplied by (**Budget At Completion** minus **Earned Value**), depending on the **Earned Value** technique selected for the activity's WBS.

  The **Budget at Completion** is calculated from the project baseline. The ETC technique will be fetched from the WBS sheet for the respective activity.

- Schedule Performance Index (uuu_P6SPIndex)

  A measure of the work accomplished as a percentage of the work scheduled.

  The **Schedule Performance Index** indicates whether you are meeting earned and planned values within your schedule. A value less than 1 indicates that less work was performed than was scheduled.

  It is calculated as **Earned Value** divided by **Planned Value**.

- Cost Performance Index (uuu_P6CPIndex)

  A measure of the value of work accomplished as a percentage of the actual costs.

  The **Cost Performance Index (CPI)** indicates whether you have spent money over the budget to date.

  It is calculated as **Earned Value Cost** divided by **Actual Cost**. A value less than 1 indicates that the actual cost has exceeded the planned value.

- Cost Schedule Index (uuu_P6CSIndex)

  It is a product of **Schedule Performance Index** & **Cost Schedule Index**.

- Schedule Variance (uuu_P6ScheduleVariance)

  The measure of **Schedule Performance Index** on a project. A negative value indicates that less work was actually performed than was scheduled.

  It is calculated as **Earned Value** minus **Planned Value**.

- Cost Variance (uuu_P6CostVariance)

  A measure of **Cost Schedule Index** on an activity, WBS, or project. A negative value indicates that the actual cost has exceeded the planned value.

  It is calculated as **Earned Value** minus **Actual Cost**.

- To Complete Performance Index (uuu_P6TCPIndex)

  The ratio of the remaining work to the remaining funds.

  It is calculated as (**Budget at Completion** minus **Earned Value**) divided by (**Estimate at Completion** minus **Actual Units** or **Cost**).

- Estimate at Completions (uuu_P6EACCost)

  The expected total cost of a schedule activity, a work breakdown structure (WBS) component, or the project when the defined scope of work will be completed.

It is calculated as **Actual Cost** plus **Estimate to Complete Cost**. The method for calculating estimate to complete depends on the earned value technique selected for the activity's WBS.

- Budget at Completion (uuu_P6BAC)

  The planned total cost through activity or project completion.

  It is calculated as **Planned Labor Cost** plus **Planned Non-labor Cost** plus **Planned Expense Cost** plus **Planned Material Cost**.

- Variance at Completion (uuu_P6VAC)

  The difference between the baseline total cost and the current estimate of total cost. A negative value indicates an estimated cost overrun.

  The **Budget At Completion** is calculated from the current baseline.

  It is calculated as **Budget At Completion** minus **Estimate At Completion**.

All the earned value calculations will be performed at activity level.

- Assign a CBS Code at Assignment level:

  You can assign the CBS Code at the resource level similar to the CBS Code assignment at the activity level. CBS code is a picker column which shows active CBS Codes defined in the project cost sheet.

  All the costs and units will be rolled up to the cost sheet and cash flow based on the CBS assignment.

> **Note:** All the calculations will be performed during recosting.

Cost Sheet

You can roll up all the units (Planned, Actual, Remaining, and At Completion) and costs (Planned, Actual, Remaining, and At Completion) from manual activity sheets, both at the resource and activity level, into the cost sheet by using logical sources.

In the column properties, when you select **From Activity Sheet** as type, the **Sheet Name** drop-down field displays all the active manual activity sheets, and you can select columns (Planned Units, Actual Units, Planned Cost, and so on) at the activity and resource level.

The following columns are displayed when you select the manual activity sheet:

Activity

- Planned Total Cost - cost (uuu_P6PlannedTotalCost)
- Actual Total Cost - cost (uuu_P6ActualTotalCost)
- At Completion Total Cost - cost (uuu_P6AtCompletionTotalCost)
- Remaining Total Cost - cost (uuu_P6RemainingTotalCost)
- Planned Units - units (uuu_P6PlannedTotalUnits)
- Actual Units - units (uuu_P6ActualTotalUnits)
- At Completion Units - units (uuu_P6AtCompletionTotalUnits)
- Remaining Units - units (uuu_P6RemainingTotalUnits)
- Planned Duration
- Actual Duration
- Remaining Duration

- At Completion Duration
- Performance % Complete
- User Defined Data Elements which are of currency and decimal type data elements

Resource

- Planned Cost - cost (uuu_P6PlannedCost)
- Actual Cost - cost (uuu_P6ActualCost)
- At Completion Cost - cost (uuu_P6AtCompletionCost)
- Remaining Cost - cost (uuu_P6RemainingCost)
- Planned Units- Units (uuu_P6PlannedUnits)
- Actual Units- Units (uuu_P6ActualUnits)
- At Completion Units- Units (uuu_P6AtCompletionUnit)
- Remaining Units- Units (uuu_P6RemainingUnits)

If the selected activity sheet becomes inactive, the new data will not be rolled up to the Cost Sheet.

The system changes the value of the current **Sheet Name** from **Activity Sheet 1** to **System Activity Sheet** at both Activity and Resource level.

All the existing columns that are available from the **System Activity Sheet** are displayed for other manual activity sheets that you have selected.

You can pull data from all costs and units and all other custom defined decimal and currency fields from the manual activity sheets.

The cost sheet template (company and shell levels) remains as it is, except that the label will change.

WBS Sheet

You can see the rolled-up value against WBS codes in the WBS sheet.

Activity Sheets Log (Toolbar Options)

The **Activity Sheets** log contains the following toolbar options:

- **Create**

  To open the **Create Activity Sheet** window and manually proceed to create a standard, project/shell, or custom activity sheet. See ***Creating a Manual Activity Sheet*** (on page 393) for more details.
- **View**

  Lets you determine the type of activity sheets that you want to view. Your options are:
  - **Active**
  - **All**
- **Actions**
  - **Permissions**

This option is not applicable to the **System Activity Sheet**. This option is available when you select a single or multiple activity sheets (manual or custom). The functionality is the same as when the **Permissions** option is selected using the *gear menu* (⚙) option. You can assign permissions to multiple activity sheets that are created manually from the log. This includes the sheets created using import from MPP or P6 XML files.

- **Import**
  - **Microsoft MPP**
  - **P6 XML**

- **Get Data into System Activity Sheet**

  See ***Creating a Manual Activity Sheet*** (on page 393) for more details.

- **Send Data from System Activity Sheet**

  See ***Creating a Manual Activity Sheet*** (on page 393) for more details.

- **Refresh**

  To update the information displayed on the screen.

  When a different rate sheet is assigned to roles and resources or when recost is performed, values in the sheet are not automatically updated. Click **Refresh** to display updated data in the fields.

- **Print**

  To print the information displayed on the screen. Your other options are:

  - **Export To CSV**
  - **Export To Excel**

  Notes:

  - For export to Microsoft Excel, the system currently supports only Euro (EUR) and United States Dollar (USD) currency symbols.
  - If you export data from a business process (BP) record, sheet (such as an Activity Sheet), or log (such as Company Funding Sheet Log) to Excel, be aware that depending on how your negative values are formatted, you might need to configure your columns in Excel to match the correct data type (Number). Otherwise, the columns will not be treated as numeric and will not sum as expected. One supported format includes placing the negative sign between the currency symbol and the amount (for example, $-1,000).

- **Find on Page**

  To find items on the displayed page. When you click this option, the system inserts a row that lets you enter filter parameters.

If you have the **Create Manual Activity Sheets** permission, or the **Full Access** permission (see **Activity Sheet in Shell (User Mode) Permissions** in *Unifier Essentials Modules Setup Administration Guide*), the toolbar options in the **Activity Sheets** log are as follows:

Toolbar Option	Description
Create	Lets you create activity sheets. This option is enabled when the user has at least the **Create** permission for the manual activity sheets. The **Create** option has two additional sub-options to support the manual creation of an activity sheet and creating an activity sheet from Activity Sheet templates (when the Activity Sheet templates is made available in **Admin** mode). When you click **Create**, the system checks for Manual Activity Attribute Form, if a system activity sheet has been created by using the System Activity Sheet Attribute Form. If there is no System Activity Sheet Attribute Form defined, or there is no Manual Activity Attribute Form, in the design, the system uses the canned form for the activities in the activity sheet. An Activity Attribute Form must be defined for you to be able to create custom activity sheets. If a System Activity Attribute Form is defined, but there is no Manual Activity Attribute Form, the system displays this message: `Activity attribute form must be defined in order to create custom activity sheets.`
View	Lets you select how to view the list of the activity sheets that are available. To be able to see any activity sheets in the Activity Sheets log, you must have the **View** permission, or above. The **View** drop-down field displays the following out-of-the box, or default, options: ▸ **All:** To display all the activity sheets. ▸ **Active:** To display all the activity sheets with active status. Available if there are activity sheets in the log that have active status. **Note**: The System Activity Sheet will be active (Status) at all times, and the status cannot be changed.

Toolbar Option	Description
Actions	To set permissions and import options: **Permissions:** To assign activity sheet-level permissions similar to the record-level permissions set for the non-Workflow BPs. **Import** (**Microsoft MPP** or **P6XML**)

Toolbar Option	Description
Get Data **Get Data into System Activity Sheet**	The **Get Data** option will be enabled when you have the **Get Data** permission at the node level in the **Permissions** tab. This option lets you receive the schedules from P6 or Oracle Primavera Cloud based on synchronization selected in Gateway, Primavera Cloud, or Oracle Integration settings. Use the **Get Data** option to: ▸ Create an activity sheet for the first time. ▸ Update an existing activity sheet with the most recent activity spread data from the Oracle Primavera Cloud project. Updating an existing activity sheet triggers a new OOTB import synchronizations if you have selected the Select Synchronization to Exchange Activity Data option in Gateway integration settings drop-down list. All the synchronized Oracle Primavera Cloud project activities, planned dates, actual, at completion dates, and associated WBS Code will be displayed in the activity sheet. **Note**: A WBS code assignment is applicable only to a manual activity sheet, whereas a CBS code assignment is applicable to both manual and system activity sheets. If the shell is not active (inactive shell), Gateway integration will fail. When you select **Get Data**, the system checks for the Oracle Primavera Cloud project that as defined in the **Integration** tab and then brings the Oracle Primavera Cloud project activity data and their schedules into the activity sheet based on the import synchronization defined in Gateway settings, and if Oracle Primavera Cloud and Unifier Essentials projects are linked. If you select **Get Data** and there is no Project ID added in the **Integration** tab, the system will display this message: Valid Project ID is not specified in the Shell Integration Tab. Unifier Essentials does not bring the baseline (project data) from Oracle Primavera Cloud.

Toolbar Option	Description
Send Data **Send Data from System Activity Sheet**	The **Send Data** option will be enabled when you have the **Send Data** permission at the node level in the **Permissions** tab. This option lets you receive the schedules from P6 or Oracle Primavera Cloud based on synchronization selected in Gateway settings. Use the **Send Data** option to run the export synchronization to send the updated activities and schedules from the Unifier Essentials Activity Sheet to the Oracle Primavera Cloud. You can send the updated Activity Sheet data (such as: updated Actual Start Date or Finish Dates) to the Oracle Primavera Cloud project which is linked by way of the OOTB export synchronization option: Update Unifier Essentials Activity data in to Oracle Primavera Cloud. The **Schedule** tab, in the **Activity Sheet** log, shows this option, and you can set the scheduled send data based on frequency. Before the initial synchronization, the **Get Data** is the only toolbar function available in the log. Click **Get Data** to initiate synchronization and create the Activity Sheet.
Refresh	To retrieve the latest number of activity sheets created in the log.
Print	To print the log contents into HTML, CSV, or Excel formats.
Find on Page	To search in the log.

If you do not have the **Create Manual Activity Sheets** permission, or the **Full Access** permission, the toolbar in the **Activity Sheets** log will not display the **Create** option.

Activity Sheets Log (Columns)

The **Activity Sheets** log contains the following columns:

- **Refresh:** A refresh icon will be displayed in this column if the activity calendar is edited in the following areas:
  - Working and Non-working days
  - Working hours
  - Start time of working day

  Use the **Refresh** toolbar option to update the sheet based on the new calendar values. The refresh will be captured in the **History** tab of the sheet.
- **Name:** The name of the manual activity sheet.
- **Description:** The description for the manual activity sheet.
- **Source Type:** To show whether the source for the manual activity sheet is standard, project/shell, or custom.

  Note: The **Source Type** for a **System Activity Sheet** is **P6** or **Oracle Primavera Cloud**.
- **Status:** To show whether the manual activity sheet is active.
- **Last Updated On**
- **Creation Date**
- **Created By**

Activity Sheets Log (Manual Activity Sheet Gear Menu)

To open the Activity Sheets log:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Activity Manager**, and then select **Activity Sheet**.

The **Activity Sheets** log lists the activity sheets. Each activity sheet is listed in a row, and each activity sheet has a *gear menu* (⚙). The following table explains the functions of each option within the *gear menu*:

Option	Description
Open	To open the Activity Sheet from the log. Alternatively, you can highlight a row, right-click, and use the **Open** option.
Import Microsoft MPP	To import the activity sheet by way of MPP. This option lets you bring the file from P6 and import them into an activity sheet to create a schedule. The import will remove the existing data from the activity sheet.

Option	Description
Import P6 XML	To import the activity sheet by way of P6 XML. This option lets you bring the file from P6 and import them into an activity sheet to create a schedule. The import will remove the existing data from the activity sheet.
Permissions	To assign **Edit**, **View**, and **Modify** permissions to other users for the selected activity sheets. The functionality supported is same as assigning permissions to Non-Workflow BPs.
Recost	To perform the cost calculations.

Activity Sheets Log (Manual Activity Sheet Properties Tabs)

In the **Activity Sheets** log, when you click and select an activity sheet (manually created), the following properties tabs appear in the right pane:

- **Properties** tab
- **Permissions** tab
- **Audit Log** tab
- **History** tab

The following table describes the tabs listed above:

See ***Creating a Manual Activity Sheet*** (on page 393) for details.

Tab Name	Description
Properties	The **Properties** tab displays the following properties of the selected activity sheet, based on the values entered when the activity sheet was created: - **Name** - **Description** - **Status (Active or Inactive)** - **Calendar** - **Select Project Schedule Start Date Source (Manual or From Shell Attribute)** - **Schedule Start Date**

Tab Name	Description
	▸ **Time Zone** (cannot be changed after creation) ▸ **Data Date** ▸ **Schedule Type** ▸ **Assign Rate Sheet** (block) which contains the **Rate Sheet (Planning)** and **Rate Sheet (Actual)** fields. ▸ **Activity Sequence Numbering** (block) which contains the **Activity Id Prefix**, **Activity Id Suffix**, and **Increment** fields, all required. You can change the values for the following fields: ▸ **Name** ▸ **Description** ▸ **Status** ▸ **Calendar** ▸ **Assign Rate Sheet** (block) **Note:** Assigning a Rate Sheet is optional. If a Master Rate Sheet is defined at the Company level, it is assigned to the **Rate Sheet (Planning)** and **Rate Sheet (Actual)** fields by default; however, you can select a different Rate Sheet for a project. ▸ **Activity Sequence Numbering** (block) The **Project Schedule Start Date** can be modified if there are no activities that are in progress in the log. You can modify the activity sequence number in the **Properties** tab. The modified sequence will be displayed for any new activity sheets that are created after the sequence got modified. The activity sheets will not be impacted with this change in the activity sequencing. When changes are made in the **Properties** tab, the **Cancel** and **Save** options will be enabled. There will be an entry in the activity sheet **Audit Log** tab for the changes made.

Tab Name	Description
	The **Schedule Type** field (by default the value is **Duration**) determines the type as resource-based or cost-based.
Permissions	The **Permissions** tab lets you view or conduct a user or group search and view the corresponding permissions. Use the **Permissions** tab to define, edit, or view other members' permissions in the project. The activity sheet owner, or the user with full access permission, will be able to assign, modify, and view other members' permissions. The permissions that are allowed to be assigned to other users are: ▸ **Modify Permissions** ▸ **Edit Data** ▸ **View** The permissions will be similar to record-level permissions set for earned value reports or non-workflow business process. You can select an activity sheet or multiple activity sheets, right-click, and select Permissions. This action lets you assign permissions to multiple groups and users.
Audit Log	The **Audit Log** tab in the Activity Sheets log captures the following events: ▸ Creation of the sheet. ▸ Update of the activity sheet properties, including the data date and activity sequence numbering field. ▸ Cost Sheet roll up of costs (in the future). The **Audit Log** tab will be available for the activity sheets that are created manually. The **Audit Log** tab provides the following details regarding the events that have taken place in the **Activity Sheets** log: ▸ Date ▸ Event ▸ Action

Tab Name	Description
	▸ Field Name ▸ Old Value ▸ New Value ▸ User Name ▸ Proxy User You can use the toolbar options in the **Audit Log** tab to refresh the list on the page, print (including exporting the list to CSV or Excel), and search and find an item in the page.
History	This tab contains the history information about an activity sheet, based on: ▸ **Action** ▸ **Requestor** ▸ **Initiated On** ▸ **Start Date** ▸ **End Date** ▸ **Status**

Creating a Manual Activity Sheet

The manual activity sheet is mainly used for projects (such as building owners projects) that do not use a P6/Oracle Primavera Cloud and Unifier Essentials integration, and the project schedule is simple.

> **Note:** The maximum duration of an activity in a Manual Activity Sheet is 5 years (rounded to 20000 working hours).

You can manually create an activity sheet in the **Activity Sheets** log (**User** mode) if you have the **Create Manual Activity Sheets** permission or the **Full Access** permission. If you have the applicable permission, the **Activity Sheets** log displays the **Create** option.

To create a manual activity sheet:

1) In the **Activity Sheets** log, click **Create** to open the **Create Activity Sheet** window.
2) Proceed to name the manually created activity sheet, determine the status, select a calendar, select the source for the project schedule start date, select the schedule start date, data date, and the activity sequence number.

The **Time Zone** and **Schedule Type** selected in the properties will be saved and cannot be reverted. The **Time Zone** defaults to the time zone indicated in the **User Preference**, and the **Data Date** defaults to the Project Schedule Start Date.

3) When you are done, click **Create**, and click **Yes** when the confirmation message appears.

The following explains the **Create Activity Sheet** window fields and block:

Name

Use this required field to specify the name of the activity sheet. The name specified should be unique. Also, do not use "System Activity Sheet" as the name. The field supports names of 150 characters or less.

Description

Use this long-description field to describe the activity sheet. This field supports alphanumeric characters, as well as all special characters, and can be up to 400 characters in length.

Status

Use this field to make an activity sheet active or inactive. The default status is Active. The activity sheet can later be set as active or inactive through the properties screen. Only the active sheet data will be rolled up to other cost modules like Cost Sheet, Cash Flow, and so on.

Calendar

This field lets you select any calendar for the project schedule. You cannot deselect the calendar from the drop-down, but you can change the selected calendar.

This field has the following options to select from:

- Standard (24x7 Calendar or Company Calendar)
- Project / Shell (Project/Shell Calendar)
- Custom (Custom Calendar)

The 'Project/Shell Calendar' is the default value.

The drop-down field lists all the calendars that have been defined at the Custom Calendars node, in the project/shell and company calendars (as defined in Standards & Libraries).

Select Project Schedule Start Date Source

This field lets you select a manual start date, or the start date in the shell properties, for your project (project schedule start date).

- **Manual**
- **From Shell Attribute**

This field is identified as the start date for the project schedule as defined in the activity sheet.

The project schedule start date can be entered manually by selecting the **Manual** option or by using the shell attribute: **uuu_project_start_date**. This is a required field in the activity sheet properties.

If it is selected as manual, you must provide a start date to be able to save the activity sheet properties.

The second option, **From Shell Attribute**, will populate the start date on the activity sheet by using the targeted project start date (**uuu_project_start_date**) on the project/shell properties which in turn can be received from the project creation business process.

Any change in the project start date in shell properties will automatically update the activity sheet start date. Synchronous update to the activity sheet takes place if there is no activity which is either in-progress or has been completed.

Schedule Start Date

If you select Manual in the previous field, this field lets you enter a specific start date for the project schedule.

Time Zone

The field defaults to the User Preference time zone. This time zone is used when saving the activities date and time within the sheet. The users or groups who have view access to this sheet will see the activity dates and times based on the specified time zone.

Data Date

This field displays the date that the project can be scheduled. This date can be the same as the project start date, for initial schedules. The value in this field will populate the data date for the scheduled activity sheet. Initially, the value is the project start date, if no schedule has been run.

Schedule Type

The value in this field is used to determine the activity schedules (as resource-based or cost-based) when the activity data is sent to the Cash Flow. The values can be: **Duration** or **Resource**. The default setting is **Duration**, which renders the field read-only because cash flow only supports a duration-based schedule.

Assign Rate Sheet

Use these optional fields to select Rate Sheets for a project. The system will use the resource or role rates from the selected Rate Sheets for both Planning and Actuals to calculate the Planned, Actual, At Completion, and Remaining Costs.

- **Rate Sheet (Planning)**
- **Rate Sheet (Actual)**

If a Master Rate Sheet *is* defined at the Company level, by default, the resource or role rates in the activity sheet are retrieved from the Master Rate Sheet and applied across all the projects. If the Master Rate Sheet is selected, the following guidelines apply:

- The system pre-populates the Rate Sheet (Planning) and Rate Sheet (Actual) lists with Master Rate Sheet, which lets a Project Manager assign resources or roles and perform resource management.
- To get the project rates for assignments, users can assign any Rate Sheet that they defined at the project/shell level.
- If the assigned Rate Sheet selection is removed from the Activity Sheet properties, the system defaults to using Master Rate Sheet so that recosting is be done based on rates defined in the Master Rate Sheet.

Note: When an Activity Sheet is created from a shell template, the

Master Rate Sheet (if it exists) is also assigned by default.

If a Master Rate Sheet is *not* defined at the Company level, the following guidelines apply:

- The system allows creation of Activity Sheets, and the Project Scheduler can be used to define the activities and their schedules.
- The Assignments tab will be visible, but users cannot add resources and roles.
- If a user accesses the Recost option from the *gear menu* (⚙), the following message is displayed: "No Rate Sheet is assigned to the selected Activity Sheet to calculate costs."

Activity Sequencing Numbering (block)

To define the sequence number for the **Activity ID** while defining activities or tasks in the activity sheet.

The following required sub-fields are available:

Activity Id Prefix (a letter value)

To define the sequence prefix which can be a sequence of characters. The limit on the number of characters will be between 1 to 20. This is a required field, and the default value is 'A.' The field allows alphanumeric characters.

Activity Id Suffix (a number value)

This field defines the suffix for the Activity ID. It allows integer digits from 1 to 6 characters long. The range will be between 1 to 999,999. No negative and decimal values are allowed. The default value will be 1000.

Increment (a number value)

To define the increment that each activity sheet can be incremented. It allows only integer digits from 1 to 1000. The default value is '1.' No negative and decimal values are allowed. The system shows the unique ID for each activity sheet that is defined.

Example

Prefix of A combined with the suffix of 1000 with default increment as '1' would show the activity IDs as A1000, A1001, and so on.

The above activity sequencing format will be retained for all new activities that get created within the Sheet. Any activities that get imported from an external source (MPP or P6 XML) or CSV import then the activity ID column will show the imported IDs if provided otherwise would use the activity sequence defined in the sheet properties to generate a unique Activity ID for all the activities that are imported.

You can change the activity sequencing anytime from the properties window. All the new activities will retain the new sequence format, if the activity sequencing is changed. Any changes to the activity sequence numbering fields will be audited (Audit Log).

Technique for computing Estimate to Complete (ETC)

The technique for computing Estimate to Complete (ETC) is available when you are:

- Creating an activity sheet, or

  An ETC user value will be added for the user to select the ETC technique, as explained below.

- In the activity sheet properties (see ***Manual Activity Sheet Tabs*** (on page 421) for details on activity properties).

  An ETC user value will be added for the user to select the ETC technique, as explained below.

By default, the ETC technique for the activity sheet is applicable for all the WBS codes and Activities, unless there is a different ETC technique for the WBS or Activity.

The ETC drop-down will have the following values:

a) ETC = remaining cost for the activity, the default setting

b) ETC = [PF*(Budget at Completion- Earned Value Cost)]

   PF = 1

   PF = 1/CPI

   PF = 1/(CPI * SPI)

   PF = user defined value

After creating the activity sheet manually by defining the properties, the system creates a default activity sheet. You can then update the activities. (If an activity sheet was created by integration, it contains activities that you can subsequently update.)

The **Activity Sheets** page contains the following sections:

- Toolbar
- Log
- Properties tabs. The Properties tabs include Preview, Permissions, Audit Log, and History.

Manual Activity Sheet Default

When you create an activity sheet, after defining the activity sheet properties, the system creates a default activity sheet.

You can populate the newly created activity sheet by way of opening an existing activity in the log.

The following explains the first four columns displayed in a created activity sheet, in the grid section of the activity sheet:

- **Sequence Number**

  Displays the row number and errors, if any. This is a read-only column, with a sequential number starting from 1 (one).

- **Activity ID**

  Displays the activity ID for each added activity sheet. The system uses the default sequence number specified in activity sheet properties to populate the activity ID. You can edit the column and enter a custom activity ID for a selected activity sheet. This is a required field and only alphanumeric characters are allowed. Verify that no special characters are entered when defining the activity ID.

- **Activity Name**

  Displays the name of the activity sheet. This is a required field and alphanumeric characters are allowed.
- **Notes**

  Displays the notes icon. You can add notes for the selected activity sheet in the Notes tab. (The functionality will be the same as in the CBS rows.) For example, you can use notes to specify the reasons for the change of the activity sheet dates or duration from the initial baseline.

All the other columns are displayed in their defined order. If there is no attribute form defined (for manual activity sheets), all the P6 data elements (uuu_P6 data elements) are displayed as columns.

Importing Manual Activity Sheet

You can use (import) data from P6 or Microsoft Project into a Unifier Essentials project, including creating or managing activity, activity schedules, dependencies, and resource assignments.

> **Note**: If you select multiple activity sheet or System Activity Sheet, import options will not be seen.

You also have the ability to import project schedules that are maintained in P6 (.xml) or Microsoft Project (.mpp) in the manual activity sheets. You can create a project schedule in Unifier Essentials (manual activity sheet) and bring data by way of importing a Microsoft Project file (.mpp). After a successful import, you can see that all the activities, their dependencies, and assignments are created in a new activity sheet.

You can create a project schedule in Unifier Essentials (a manual activity sheet) and bring data by way of importing a P6 (.xml). After a successful import, you can see that all the activities, their dependencies, and assignments are created in a new activity sheet.

The imported data can be further used in the earned value calculations, cash flow management, and so forth.

For the manual activity sheets, the system supports:

- Integrating with P6 or Microsoft Project to be able to import activities and related data to a specified activity sheet.
- Adding new activities in an activity sheet, through P6 or Microsoft Project import, with no additional setups.
- Synchronizing matching activities, through P6 or Microsoft Project import.
- Integrating with P6 or Microsoft Project out of the box (OOB), without any data mapping.
- Importing activity schedules, dependencies, and resource assignments, through P6 or Microsoft Project import.
- Updating the activities that are created, through P6 or Microsoft Project import.

To import from data from P6 or Microsoft Project:

1) Select a manual activity sheet.

2) Click the *gear menu* (⚙) and select either **Import Microsoft MPP** or **Import P6 XML**, to open the source and import either a Microsoft Project or P6 XML file.

The options above are available for the users who have the **Create** permission, at the activity sheet node level.

> **Note**: The *gear menu* displays the same options for any selected activity sheet.

You can export the XML version of an existing project schedule (of an activity sheet) into other sources, such as Microsoft Project or P6 schedules.

The **History** tab contains the details for any import that you have initiated. (Go to the **Activity Sheets** log, select a manual activity sheet, and select the **History** tab in the right pane.)

After a successful import, a new activity sheet will be created.

The import will remove any existing data in the activity sheet. Only activities for the selected activity sheet will be removed. The WBS associated to the activity sheet will not be removed.

The following file formats are supported, for the file upload:

- The .mpp format (Microsoft Project Standard)
- The .xml format (P6 schedule)

The following objects are supported:

- Activity Sheet properties

  The project schedule start date and calendar. If there is no calendar, the default project/shell calendar is used, and the earliest start date (across all the activities in the sheet) will be the project schedule start date.
- Activity Sheet

  The activity attributes (uuu_P6 elements only), Dependencies (Predecessors and Successors), and Resource Assignments (units and costs).
- WBS Sheet

  All the WBS attributes (**WBS Code**, **WBS Name**, and other default mapped attributes).

  After the activities are created in the sheet, you can assign a WBS Code (**Select WBS Code** window) to a selected activity by using the WBS picker. By default, all the activities created in the manual activity sheet will show the project-level WBS row as assigned WBS. You can select a single WBS Code from the hierarchy. You can bulk assign the same WBS Code to multiple activities, through drag-and-drop at the cell level within the activity sheet.
- Master Rate Sheet:

  Resources/Roles (along with calendars). The Resource ID and Name/Role ID and Name, Currency, Calendar, Default Units/time, type of resource, and standard rates.

You can modify an existing activity sheet data only if you have the **Edit** permission.

The following data from the source file will be copied into an activity sheet:

- Activity Sheet properties
- Activity details

For Not Started, In Progress, and Completed activities: All uuu_P6 activity data elements and other system defined data elements like uuu_successor, uuu_predecessor, and so forth.

For In Progress and Completed activities: The uuu_P6percentcomplete will be updated.

- WBS Summaries

  Project WBS Sheet will be updated with the Summary tasks as WBS items, if no data exists.

- Dependencies

  All the relationships between the activities will be retained during the import. Those dependencies will be imported as successors and predecessors.

- Assigned Resources/Roles

  Master Rate Sheet will be updated with adding new resources and roles.

- Resource Assignments

  All the Resources/Roles assigned in the project schedule will be imported, along with units and costs. All activities will show the rolled-up costs and units when there are assignments.

In case of errors, the system aborts the importing process. The **History** tab will contain details about failed or successful imports.

Import Activities (Microsoft Project)

Activities are uniquely identified within one Microsoft Project file by the Unique ID (<UID>). The following applies when importing activities from Microsoft Project:

- New activities inserted
  - A new activity row will be created for each <UID>
  - The <ID> will be copied into Activity ID (uuu_P6ActivityID)
  - The <Name> will be the Activity Name (uuu_P6ActivityName).
  - The Unique ID (<UID>) will be copied from the corresponding Microsoft Project activities.
  - All other default (mapped) elements will be copied into the new activity.
- Dependencies of new activities
  - Dependencies will be added for the new activities (if dependencies exist) using elements within the PredecessorLink tags.
- WBS summaries for new activities
  - The WBS will be identified using the hierarchy provided within the <WBS> tag in the .xml file.
  - This is **WBS Code** field in the source (the .mpp file for each activity in the Advanced tab).
  - All the summary tasks (in .mpp file) will be created as WBS in project WBS Sheet, if they do not exist.
- Resource assignments for new activities

- When a new activity is created, all assignments for that activity will be created. If the resource does not exist (resource ID does not exist), a new resource will be created in Master Rate Sheet, with resource name from Microsoft Project as resource ID and Name. If the resource exists and matches the source, the resource will not be updated, and the existing resource will be assigned to the activity. If the resource exists but does not match the resource (resource ID is different from the ID in the source Microsoft Project file), you must create a resource with resource ID and Name identical to the source file.

Also, when importing the project schedule by using Microsoft Project (.mpp), for:

- **Activities with start date earlier than the project schedule start date**:

  The project schedule start date will show the earliest start date across all the activities and the activities will be imported according to the schedule specified in the import file. In case the project schedule start date is selected (from shell attribute), the system displays: Import has failed as activities have <label of uuu_P6start> earlier than project schedule start date for the selected Activity Sheet. This takes place when importing the project schedule with activities earlier than project start date. Similarly, when the required field values are missing in the source Microsoft Project file, the system displays: Could not add Activity <Activity ID> as <Field1> is required.

- **WBS Code import**:

  The summary tasks in Microsoft Project will be imported as a WBS summaries into the project WBS Sheet. All the summaries with hierarchy will be imported as a WBS hierarchies into the Project WBS Sheet. Only the WBS Code and the Name will be populated for the WBS Summaries.

  > **Note**: Ensure that you add a new WBS Code and associate the activity, or task, with the existing WBS Code if there is an existing WBS Code (with the same WBS name but different WBS code), when importing the summary tasks as WBS codes.

  If the WBS Code exists in the project WBS Sheet, create an activity with the WBS Picker populating the WBS Code. The Used By field, in the project WBS Sheet, will be populated with Activity Sheet that the WBS Code is associated with. Similarly, when the required fields are missing in the source Microsoft Project file, the system displays the message: Could not add WBS <WBS Code> as <Field1> is required.

- **Resources that do not exist in the Master Rate Sheet in Unifier Essentials**:

  The system matches the resources by resource name, in the Master Rate Sheet.

  If the resource is not found in the Master Rate Sheet, the resources will be added with the resource ID and Name because the resource name (from the Microsoft Project), and the source are selected as user-defined (User Defined).

  If the resource exists in the Master Rate Sheet with the same name, but the ID does not match, you must create a resource.

  The default values will be used for the resources that you create.

  If the resource has a required field that is not available in the source Microsoft Project file, the system displays the message: Could not add resource <Resource ID> as <Field1> is required.

- **Roles**:

The Microsoft project resource assignment does not specify a role.

- **Project calendar in the Microsoft Project does not match with the Activity Shee**t:

  Use the project schedule calendar that is selected for the Activity Sheet. All the imported activities will be adjusted based on the calendar in the project schedule start date.

- Resource calendar in the Microsoft Project does not match with any calendars available in Standards & Libraries:

  Use the company calendar for the resources that have calendar that do not match. All the imported resource assignments will be adjusted to the company calendar.

- **Currencies and formats**:

  All costs will be converted to the shell currency, from the source file, for the activities and assignments.

- **Constraints and dependencies**:

  The import process will match the dependencies based on the connected activities. If a dependency is matched, all properties of the dependency will be updated from the Microsoft Project file, based the mapping described earlier. Activities will be moved to retain the new dependency values. By default, all the activities will have the "**As Soon As Possible**" constraint even if there are different constraints set for the activities.

- **Impact on milestone activities**:

  You can import the milestone activities into the activity sheet. All the activities that are created as milestone will have activity type selected as: **Start Milestone**.

- **Required fields not part of Import file**:

  If there are any required elements in the activity attributes, and the imported file does not have any values for the required elements, the system will display the following message in the History tab, and the import will fail: <field name> is a required field in activity details. Or <field name> is a required field in WBS details.

  Note: The above condition applies to all the required elements (in the WBS Sheet and Master Rate Sheet) when importing the WBS Summaries and Resources.

- **Rollback on error**:

  The various conditions (such as resources are not matched or no data for required fields) described above can cause the import process to abort. In such cases, all the changes made in the project schedule, by the import, will be reverted.

  The errors and warnings will be reported in the History tab (log) for various miscellaneous conditions such as: Activities with start date that is beyond the project start date, and the activity sheet has "From Shell" attribute that is selected for project start date.

  You can import the schedule irrespective of the status of the activity sheet.

Creating a WBS Sheet

To create a Work Breakdown Structure (WBS) Sheet:

1) Go to the shell tab and switch to **User** mode.
2) In the left Navigator, select **Schedule Manager**, and then select **WBS Sheet**.
3) In the **WBS Sheets** window, click **Create**.

Manual Activity Sheet

When you open an activity sheet, the **Activity Sheet** window, or page, opens. You can also double-click an activity sheet, in the log, to open the activity sheet.

The **Activity Sheet** window, or page, contains:

- Toolbar options, including the view options (Baseline or Current), if applicable
- Columns grid
- Activity properties (presented in the **General**, **Dependencies**, **Notes**, and **Audit Log** tabs, below the columns grid).

Each row in the **Activity Sheet** window contains an activity. Each activity has a *gear menu* ( ) that lets you:

- **Add Activity**
- **Duplicate**
- **Add Milestone**
- **Delete**
- **Copy**

You can use the toolbar options in the **Activity Sheet** window to:

- Add an activity to the sheet.
- Schedule the project.
- View, create, edit, and manage log views.
- Create a baseline, and link or unlink activities.
- Refresh the information displayed.
- Print the sheet, or export it to CSV or Excel.
- Export or import activity-related information, and view a log of activity.
- Switch a grid view and a Gantt chart view.

Manual Activity Sheet Toolbar Options

The following table explains the manual activity sheet toolbar options:

Option	Description
Add	To add a new row. The row will have the Activity ID field value pre-populated with the sequence number specified in the activity sheet properties. The Activity Name field is displayed as required and other required columns will be highlighted with a red triangle on the right corner. Upon selecting Save All, the required fields will show as errors in the first column (similar to manage rows in the cost sheet). ▸ If you select an activity and click **Add**, the new activity row will be created after the selected activity. ▸ If you do not select an activity and click **Add**, the new activity row will be created after the selected activity. ▸ If you do not select any activity, the new activity row will be created at the very end. **Note**: The activity sheet shows the flat list of activities. Any user with edit permissions would be able to add and update the activities to the activity sheet.

Option	Description
Schedule	When you open an activity sheet, from the Activity Sheets log, the activity sheet details page will be displayed. On this page, when you click **Schedule**, select a **Data Date**, and click **Schedule Now**, the log (upper-right corner) displays a check-mark icon (a circle with a check mark) which indicates the status of the schedule as completed. You can click the icon to open the **History Log** and review the details of scheduling that have been done to the activity sheet. The **Schedule** option, in an activity sheet, is similar to the scheduling option in P6. You can use the **Schedule** option to: ▸ Apply selected data necessary for scheduling the project. ▸ Schedule activities based on Data Date value. When you click **Schedule**, the **Schedule** window opens which lets you select a date (from the Data Date field) and click Schedule Now to initiate the scheduling process. ▸ Schedule activity sheet after you added activities and updated activity schedule (such as planned, actual dates, duration, and so forth). ▸ Remove activities. Upon removal of activities, all the dependent activities will be rescheduled based on the Data Date value specified in the schedule. **Additional information about the Schedule option**: ▸ If you click the **Schedule** option in a blank sheet, the system displays this message: There are no activities in the sheet to be scheduled. ▸ Scheduling more than 2000 activities will take time to complete. ▸ Any unsaved changes to the sheet will be lost after the scheduled refresh. ▸ The activity sheet data will be refreshed after the schedule completion. ▸ When you open an activity sheet, from the Activity Sheets log, the activity sheet details page will be displayed, and when you click **Schedule**, select a **Data Date**, and click **Schedule Now**, on the activity sheet page (upper-left corner) the **Schedule Status** icon

Option	Description
View	To create a view or manage the existing views. You can create and manage views in the activity sheet by using the following options: ▸ **Default** ▸ **Create New View** ▸ **Manage Views** **Note:** If a view is linked from the template, you cannot delete or modify it. If you created the view, you can modify or delete it. You can also add activities and change column structure in the **Default** view. Same as in the **System Activity Sheet**, the **View** drop-down list displays the system-defined view **Default** and **WBS View**, by default. Similar to the other activity sheets, the data creation (both rows and columns) will be available in the default view. The **View** field lets you create the **WBS View** which displays all the activities based on WBS codes in one screen as well as the roll-up data for each WBS. In this view, similar to the default view, you can add an activity (click the *gear menu* [⚙], and then select **Add Activity**) under a WBS code and add information such as the activity name (click in the **Activity Name** cell) and so forth, such as units and duration. The newly created WBS code can be dragged and dropped under a different WBS. The roll-up, in this scenario, will be calculated automatically. You can use the default view, or the custom view, to add, update, delete, link, unlink activities, milestones, and scheduling.

Option	Description
Edit View	To open the **Edit View** window and: ▸ Select a name for your view (**View Name**). ▸ Access tabs The list of tabs: ▸ **Columns** tab: To set the contents of columns and lock columns. ▸ **Filters** tab: To set filters on activity attributes. For example, WBS Code can be set to contain, or not contain, a certain value. ▸ **Group By** tab: To group activities. ▸ **Sort By** tab: To sort activities.

Option	Description
Actions	To conduct the following: ▸ **Create Baseline**, if not available. ▸ **Link Selected Activities** ▸ **Unlink Selected Activities** You must have **Edit Data** permission, for the manual activity sheet, to be able to use these options. Use the **Create Baseline** option to create the baseline data for the project schedule defined in the activity sheet. After you create the baseline, the **Update Baseline** option appears in the **Actions** drop-down, which lets you update the baseline view with the latest data and date. In the **Project Baseline** view, the window title will show the name that is given while creating the baseline, and the baseline creation date will be shown on the right corner. This date retains the date preference set for the logged in user. Within the **Project Baseline** view, all the fields are read-only and contain the current project data including CBS and WBS assignments. You can view the activity sheet details in the **General** tab. The creation date will be populated with the current date. The baseline name will be defaulted to the project schedule name. Use the **Update Baseline** option to update the baseline data for the project schedule defined in the activity sheet. This option becomes available after you create a baseline. If there are no baselines, the **Update Baseline** option will be replaced by the **Create Baseline** option. You can navigate to the **Project Baseline** view by clicking the **Switch to Project Baseline** view link (this function is similar to the **System Activity Sheet**, after the baseline is created). You can export all the activities by clicking **Menu Options**, selecting **Export**, and then selecting **All Activities**. Use the **Link Selected Activities** to link multiple activity sheets. The selected activity sheets will be linked with the default relationship (Finish-to-Start) if no relationship exists. See the "***Manual Activity Sheet Dependencies Tab*** (on

Option	Description
Refresh	To update the information displayed on the screen. If there are unsaved changes in the activity sheet and you click Refresh, your unsaved changes will be lost.
Print	To print the information displayed on the screen. Your other options are: ▸ **Print** ▸ **Export To CSV** ▸ **Export To Excel** **Notes:** ▸ For export to Microsoft Excel, the system currently supports only Euro (EUR) and United States Dollar (USD) currency symbols. ▸ If you export data from a business process (BP) record, sheet (such as an Activity Sheet), or log (such as Company Funding Sheet Log) to Excel, be aware that depending on how your negative values are formatted, you might need to configure your columns in Excel to match the correct data type (Number). Otherwise, the columns will not be treated as numeric and will not sum as expected. One supported format includes placing the negative sign between the currency symbol and the amount (for example, $-1,000).
Find on Page	To find items on the displayed page. When you click this option, the system inserts a row that lets you enter filter parameters.

Option	Description
Menu Options (☰)	All the existing export and import options available for CBS Code activities and assignments will be seen in the **Menu Options**. Depending on your permissions, the **Menu Options** option lets you: **Export** - Activity Details - All Activities Use the **Activity Details** to export the CSV template with the defined activity attributes. All the columns seen in the activity sheet will be exported. The order of columns seen in the CSV template is the same as in the activity sheet. The Required columns will show additional required symbol in the CSV template. All the existing activities details will be exported. Use **All Activities** to include all the activities. **Import** - Activity Details Use **Activity Details** to import the activities and add new activities if activities do not exist. When you select this option, the existing activities in the sheet will be exported to CSV template. **View History Log** To open the **History Log** to see the following: ▸ Action ▸ Requestor ▸ Initiated On ▸ Start Date ▸ End Date ▸ Status Dates and Numeric values displayed in tooltip are based on the user preference set at company-level.

Option	Description
Gantt	Click the **Gantt** icon to associate a Gantt chart with an activity and see the baseline comparison (Baseline Comparison icon). You can click the **Grid** icon to return to the previous view. To split the screen and view the Gantt chart. If applicable, the following toolbar options will be displayed: **Grid** **Focus Activity** **Baseline Comparison** Lets you see the baseline bars along with current activities. The relationship between the current activities will also be seen. Use the **Baseline Comparison** option to compare the current project dates and costs with the baseline dates and costs and highlight the cells where: ▸ The activity progress is not as expected, or ▸ The activities are delayed (comparing to the baseline). The link to view the baseline data will be seen only when the baseline is created successfully. You can view the schedule comparison of current project data with baseline data by way of selecting the **Menu option** and then selecting **Baseline Comparison**. When you click **Baseline Comparison**, the **Baseline and Current Project Comparison** window opens. This window displays all the activities comparing the schedules based planned, actual, remaining dates, and other dates. Variance will show the number of days the activity has been delayed, and the number of days the activity has started ahead or on time. By default, all the columns within the current activity sheet will be compared with the baseline. This is shown as **Default** view. The **View** option lets you filter the columns that can be seen. You can filter the columns that can be seen in the **Baseline and Current Project Comparison** window by navigating to **Views**, creating a view, and filtering the columns displayed.

Option	Description
Project view options (Baseline or Current), if applicable	Depending on whether a baseline has been set, the following additional links will also be present in the activity sheet page, or in the sheet: ▸ **Switch to Baseline Project View** (from project view): To see the baseline for the project. ▸ **Switch to Current Project View** (from baseline view): To add activity and change the activity schedule.

Manual Activity Sheet Gantt View

The **Activity Sheet** node supports the manual Activity Sheets to define project schedules. To be able to view the activities and the relationship between the activities and their associated resources that define the project schedule, the system provides the option to view the **Gantt** chart (bar chart) in the manual Activity Sheets.

The **Gantt** chart provides a representation all the activities of the project in a timeline view, the amount of time each activity is expected to take, the time frame in which an individual task has to be completed, and the relationship between various activities.

The Gantt chart can be launched from both the System Activity Sheet and the Manual Activity Sheet (the Gantt option from the toolbar).

After you click **Gantt**, the right-pane will show the Gantt representation of the project schedules, and you will be able to view and perform the following functions:

- Show project schedules activities in a Gantt mode.
- Zoom in or zoom out to view the details of the activities and links.
- Show dependencies between activities (predecessors and so forth).
- Show assigned resources by category.
- Show percent (%) complete for each activity to monitor the progress of the activities.
- Allow changing the activity durations by dragging the bars.
- Allow moving activities from one time frame to another (modifying start and end dates at the same time).
- Allow critical path calculation and viewing activities in the critical path.
- Show tooltips for the activity, link, and milestones.

Increasing duration of activities and moving activities

In Gantt view, you can move the activities (tasks) that do not start ahead of the schedule. The selected activity start and finish dates are updated along with duration. When you select the schedule option from the toolbar, the successor activities start and finish date will be updated along with the current updated activity according to the new data date, and the Gantt view will reflect the changes in activity start and finish dates. The tooltip will show the updated start and finish dates, duration, and so forth upon selecting the activities.

You can increase or decrease the duration of the activity using drag-and-drop of the selected activity. In this scenario, the duration and the Finish Date values will be updated accordingly, for the selected activity.

The following shows the basic keyboard shortcuts for moving activities:

- Tab: Tab to the Gantt view and use the arrow keys to navigate to the task you want to move. You can select multiple tasks and move them together.
- Ctrl + m: Click "Ctrl + m" to enter into the move mode. Use the left arrow and the right arrow keys to move the activities (tasks) horizontally, and use the up arrow and so keys to move the task(s) to different rows.
- Enter: Enter to finalize the move and exit move mode, or Esc to cancel and exit move mode

To perform task resize, use:

- Alt + s
- Alt + e

Manual Activity Sheet Columns

The activity details are presented in columns. The columns are displayed in their defined order. If there is no attribute form defined (for manual activity sheets), all the P6 data elements (uuu_P6 data elements) are displayed as columns.

You can change the default view by creating and managing custom views in the **View** drop-down list.

Columns	Description
Sequence No.	This is a read-only column, with a unique, sequential number starting from 1 (one). It indicates the numbering sequence of activities. The column cells are pre-populated with the sequence number provided in the activity sheet properties. In addition to displaying the row number, it displays errors if there are any. To select an activity, click inside the corresponding **Sequence No.** cell.

Columns	Description
Activity ID <label of the uuu_P6ActivityID>	The activity identification (ID) number for each added activity sheet, starting with letter A. This column shows a color icon that is based on the activity status and type. For example, the green rectangular icon indicates that an activity has not started, the yellow rectangular icon indicates that an activity is in progress, the light green rectangular icon indicates that an activity is completed, and the diamond icon indicates that an activity is milestone activity. The system uses the default sequence number specified in activity sheet properties to populate the field. However, you can edit the column and enter a custom activity ID for a selected activity sheet. This required field only allows alphanumeric characters; make sure that you do no use special characters if you update the field.
Activity Name <label of the uuu_P6ActivityName>	The name of the activity sheet. You must specify the activity name. This required field only allows alphanumeric characters. You can edit the **Activity Name** column data.
Notes	If available, a **Notes** (paper and paper-clip) icon indicates that there are notes related to the activity. If you have the applicable permission level, you can add notes for the selected activity sheet in the **Notes** tab. You must have permission to be able to post notes. The functionality is the same as in the CBS rows. For example, you can use notes to specify the reasons for the change of the activity sheet dates or duration from the initial baseline.

The following shows a list of typical column headings in the **Activity Sheet** window (the default layout):

Columns	Description
Start <label of uuu_P6StartDate>	Indicates when the activity is scheduled to start. The column is populated with the project start date by default. You can edit the date by selecting the date picker in the column. You can edit the date before or later but cannot move the date before project start date. For Activities that are In Progress and Completed, the start date will be the **Actual Start** (uuu_P6ActualStart). For new activities, after the project is scheduled on certain data date, the new activities start date will be by default the data date. Upon scheduling, if the activity is still not started as per the Data Date, the activity will be rescheduled according to the data date.
Finish <label of uuu_P6FinishDate>	Indicates when the activity is scheduled to finish. The column is populated with the project start date by default for activities with a status of Not Started. You can edit the date. When the activity sheet is not scheduled, the Data Date will be the project start date. For activities that have been created after the activity sheet is scheduled (on certain data date), the finish date will default to the start date that is the Data Date. For Activities that are In Progress and Completed, the finish date will be the date from Data Date plus duration. When an activity sheet has not been scheduled, the Data Date will be the project start date.

Columns	Description
Duration <label of uuu_P6Duration>	Indicates how long the activity is expected to take. The column is populated with duration as one (1) day by default for regular Tasks/Activities and duration as 0 for the milestone activity. Duration will be updated by means of finish date changes or the user can manually update the duration column. Finish date will be calculated accordingly.
Activity Status <label of uuu_P6ActivityStatus>	The default 'Not Started' will be displayed, and the activity icon (seen before the activity ID) will be in blue color, for not started activities. When the **Activity Status** changes to 'In Progress' or 'Completed' (based on the activity actual start date and finish dates), the color of the **Activity ID** will be changed accordingly.
Activity % Complete	Lets you indicate what percentage of the activity is completed. Before you can manually update the percentage completed, make sure that the Actual Start is specified or change the Activity Status to In Progress.
WBS Picker	If a Work Breakdown Structure (WBS) Sheet was defined for the project, use this field to select the applicable code.
Planned Start <label of uuu_P6PlannedStart>	Scheduled start date. This column is populated with the default value of **Start Date** (uuu_P6Start) for the activities with a Not Started status. When the project is scheduled by using project scheduler, the values for the **Start** and **Planned Start Date** will move to the **Current Data Date**, if they are past dates.

Columns	Description
Planned Finish <label of uuu_P6PlannedFinish>	Scheduled finish date. This column is populated with the default value of **Finish Date** (uuu_P6Finish) for the activities with a Not Started status. When the project is scheduled by using project scheduler, the values for the **Start** and **Planned Finish Date** will be the **Planned Start Date** plus **Duration**. The task-dependent activities base their duration on the working and non-working days of the activity calendar, but the resource-dependent activities base their duration on the working and non-working days of the assigned resource's calendar. When multiple resources are assigned, the **Finish Date** of the activity will be based on the time required by the last resource to finish the same task, based on the resource calendar. You can edit the **Duration** column value in the activity sheet. This field will allow only integer-type data with no negative values. **Note**: The calendar that you select for each activity will be used to calculate the **Finish Date**.
Planned Duration	Scheduled duration of the activity
Actual Start	Lets you indicate the specific date and time at which the activity began.
Actual Finish	Lets you indicate the specific date and time at which the activity was completed.
Actual Duration	A read-only field that indicates how long the activity took to complete.
Cost Code	Lets you select a Cost Breakdown Structure (CBS) code for the activity.
Code Name	A read-only field that displays the name associated with the Cost Code.
Planned Total Cost	Lets you indicate how much the activity should cost.

Columns	Description
Actual Total Cost	Lets you indicate how much the activity actually cost.
Remaining Total Cost	Lets you indicate how much is left to spend.
At Completion Total Cost	Lets you indicate how much the activity cost to complete.
WBS Code	If applicable, a read-only field that displays the name associated with the WBS Cost Code associated with a Project Cost Sheet.
WBS Name	A read-only field that displays the name associated with the WBS Cost Code.
WBS Path	A read-only field that displays the hierarchy associated with the WBS Cost Code.
Calendar	Indicates the type of calendar selected when the sheet was created. Lets you select a different one, if applicable.
Include in Project Reporting?	If you want to include this activity in reports, select the checkbox. To remove it from reporting, deselect the checkbox.
Assigned Resources	A read-only field that displays the resources based on the Master Rate Sheet.
Activity Constraint Type	Lists the available types defined for the activity. This column is populated with the default value of As Soon As Possible. If you change the selection, the system updates the schedule accordingly.
Activity Type	This column is populated with the default value of Task Dependent. You can select other values, such as Start Milestone, which will automatically the task to milestone with 0 duration days.
Predecessor	A read-only field that lists an activity or task that must be completed before this one.

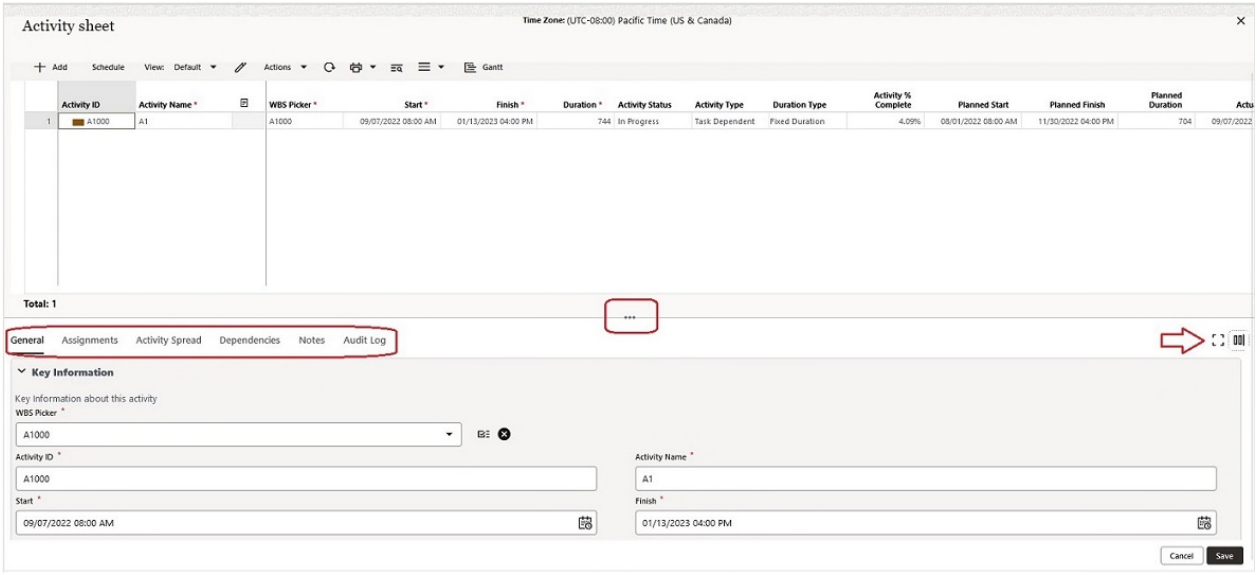
Columns	Description
Successor	A read-only field that lists an activity or task that must be completed after this one.
Float	A read-only field that indicates how much of a delay (also known as slack) can occur without affecting the schedule.
Early Start	A read-only field that indicates how early an activity can start based on the amount of float.
Early finish	A read-only field that indicates how early an activity can finish based on the amount of float.
Late Start	A read-only field that indicates how late an activity can start based on the amount of float.
Late finish	A read-only field that indicates how late an activity can finish based on the amount of float.
Remaining Early Start	Defaults to Start if it is not scheduled or started. You can manually change it for an activity that is In Progress.
Remaining Early Finish	Defaults to Finish if it is not scheduled or started. You can manually change it for an activity that is In Progress.
Remaining Duration	Defaults to Duration if it is not scheduled or started. You can manually change it for an activity that is In Progress.
Planned Units	Lets you specify the number of units of work that you intend to use for the activity.
Actual Units	Lets you specify the number of units actually expended for the activity.
Remaining Units	Lets you indicate the number of remaining units of work to be performed on the activity. Also calculated by the system as Planned Units minus Actual Units.
At Completion Units	Lets you indicate the number of remaining units at completion. Also calculated by the system as Actual Units plus Remaining Units.

Columns	Description
Planned Value	A read-only field that indicates the portion of the baseline total cost of the activity that is scheduled to be completed as of the project data date.
Earned Value	A read-only field that indicates the portion of the project baseline total cost of the activity that is actually completed as of the project data date.
Estimate To Complete	A read-only field that indicates the estimated cost to complete the activity.
ETC Technique	A read-only field that indicates the formula used to calculate the Estimate To Complete.
Estimate At Completion	A read-only field that indicates the expected total cost of the activity after the defined scope of work is completed.
Budget At Completion	A read-only field that indicates the planned total cost of the activity through completion.
Variance At Completion	A read-only field that indicates the difference between the baseline total cost and the current estimate of total cost.
At Completion Duration	A read-only field that indicates the total working time from the Start date to the Finish date.
ETC User Value	A read-only field that indicates the Estimate To Complete (ETC) value based on user-entered values.
Cost Schedule Index	A read-only field that displays a combination of the Schedule Performance Index and the Cost Performance Index.
Schedule Performance Index	A read-only field that displays a measure of the work accomplished as a percentage of the work scheduled.
Cost Performance Index	A read-only field that displays a measure of the work accomplished as a percentage of the actual costs.

Columns	Description
Schedule Variance	A read-only field that displays a measure of the schedule performance.
Cost Variance	A read-only field that displays a measure of cost performance.
To Complete Performance Index	A read-only field that displays the ratio of the remaining work to the remaining funds.
Performance % Complete	Lets you indicate the percentage of the activity that is currently complete.

Manual Activity Sheet Tabs

When you open an activity from the list of activities, when available, a series of tabs can be accessed from the bottom of the window, or page, as shown below:



The following explains the activity sheet properties tabs:

General

The **General** tab provides information about **Activity Name**, **Start** date, **Finish** date, and so forth.

Assignments

The **Assignments** tab lets you view the resources and roles assigned to the activity selected in the main grid. See the next topic for more details about the **Assignments** tab.

Activity Spread

In the **Activity Spread** tab, you can see the spread data of the selected activity. The **Activity Spread** tab lets you select the values for:

- **Frequency**

  The Frequency drop-down field enables you to select the frequency of the spread in:
  - Day
  - Week
  - Month
  - Year
- **Cost & Rate Type**

  Enables you to select:
  - All Cost Types |Direct
  - All Cost Types |Indirect
  - Standard |All Rate Types

Dependencies

The **Dependencies** tab provides information about activity predecessors and successors. Depending on your permissions, you can use the **Add** option to add activities in either category. See the next topic for more details about the **Dependencies** tab.

Notes

Use the **Notes** tab to enter comments regarding the activity; when you are finished, click **Post**. You must have permission to add notes.

Audit Log

Displays the audit details at the activity level in the following columns:

- Date
- Event
- Action
- Field Name
- Old Value
- New Value
- User Name
- Proxy User

Assignments Tab

Use the **Assignments** tab to view the resources and roles assigned to the activity selected in the main grid. The costs associated with the resources allocated for an activity will be calculated and rolled up to the Activity and WBS level summaries. The cost associated with each resource will be calculated based on the number of total planned units * price per unit.

> **Note**: The **Assignments** tab is not available for the milestones or WBS Summaries.

The following toolbar options will be available in the **Assignments** tab:

- **Assign**
  - **Resources**
  - **Roles**
- **Refresh**
- **Print**
  - **Print**
  - **Export to CSV**
  - **Export to Excel**

> **Notes:**
>
> - For export to Microsoft Excel, the system currently supports only Euro (EUR) and United States Dollar (USD) currency symbols.
> - If you export data from a business process (BP) record, sheet (such as an Activity Sheet), or log (such as Company Funding Sheet Log) to Excel, be aware that depending on how your negative values are formatted, you might need to configure your columns in Excel to match the correct data type (Number). Otherwise, the columns will not be treated as numeric and will not sum as expected. One supported format includes placing the negative sign between the currency symbol and the amount (for example, $-1,000).

- **Find on page**

The **Assignments** tab log displays the following fixed columns, as seen in the **Assignments** tab for the *System Activity Sheet*:

- Resource Name

  The Resource Name is read-only and is populated according to the assigned resource, as defined in Master Rate Sheet regardless of the status.
- Role Name

  The Role Name is read-only and is populated according to the assigned role, as defined in Master Rate Sheet regardless of the status.
- Rate Source
- Cost Code
- Planned Units

- Actual Units
- Remaining Units
- At Completion Units
- Price/Unit (Planning)
- Price/Unit (Actuals)
- Planned Units/Time
- Remaining Units/Time
- Start
- Finish
- Duration (hrs)
- Planned Start
- Planned Finish
- Planned Duration (hrs)
- Actual Start
- Actual Finish
- Remaining Early Start
- Remaining Early Finish
- Planned Cost
- Actual Cost
- Remaining Cost
- At Completion Cost
- Profile

All the duration columns are also displayed:

- Planned Duration
- Duration
- Actual Duration along with dates
- Remaining Duration along with dates

The system calculates the duration based on Finish - Start for all date types.

The following columns in the **Assignments** tab log are required:

- Start
- Finish
- Planned Start
- Planned Finish
- Planned Units/Time
- Remaining Units/Time

You can edit all the columns in the **Assignments** tab log except the Planned and Actuals Price/Unit for which the value will be populated from the assigned rate sheet for the resources. The rate displayed will be based on the current date (the rate as of the current date as an effective date). You can edit this column only if the rate source is selected as **Override**.

Planned Units/Time column will populate with the default number of units that the assigned resource is available for, per hour. By default, this value will be populated from the Master Rate Sheet. You can edit the Planned Units/Time column, which means that you can increase or decrease the resource capacity, per hour. Only numeric values are allowed for the Planned Units/Time. The AtCompletion units will be set to the same value as the Planned Units/Time.

Remaining Units/Time column will populate with the default number of units that the assigned resource is available for, per hour. By default, this cell value will be populated with Planned Units/Time but can be editable. Only numeric values are allowed for the Remaining Units/Time.

Planned Units column is editable. By default, the Planned Units will show the calculated value which means the number of working days between the planned start and planned finish date times, based on the Activity calendar, multiplied by the number of the Planned Units/Time.

Remaining Units is by default calculated as Number of working days between Remaining start and Remaining end date times the number of Remaining Units/Time.

Actual Units can be entered manually. If the Actual Units for the resource assignments is entered manually, the Activity Status will be 'In Progress'. The actual cost will be calculated based on the number of units per day and rate per effective date. You can enter the units manually or through P6 XML or Microsoft Project import.

When a resource/role is assigned to an activity in the **Assignments** tab, the Planned Start and Planned Finish dates will be defaulted to show the Start (uuu_P6Start) and Finish(uuu_P6Finish) dates of the activity. The system should allow modification of these dates.

Remaining Units will default to the AtCompletion Units - Actual Units for Not Started activities. When you enter the Actual Units, the Remaining Units will not change unless you updated the Remaining Units manually.

When you update the AtCompletion Units, the Remaining Units will be AtCompletionUnits - Actual Units

AtCompletion Units will be calculated as Actuals Units + Remaining Units.

The *gear menu* (⚙) options for the resource, in the **Assignments** tab, vary depending on the project type. The *gear menu* options are:

- **Add Resource**

  This option enables you to open the **Resource Picker** and select a resource to add.
- **Add Role**

  This option enables you to open the **Role Picker** and select a role to add.
- **View Assignment Spread**

  This option (for any selected resource) displays the spread data for that resource, in a split screen **Assignment Spread of <resource>** at the bottom of the window. In the **Assignment Spread of <resource>** screen you can set the frequency and the cost and rate type to see the following details for your selections. The **Cost & Rate Type** field enables you to select either a **Cost Type Grouping** or a **Rate Type Grouping**.
  - Period Start
  - Cost & Rate Type
  - Planned Units
  - Actual Units

- Remaining Units
- At Completion Units
- Planned Cost
- Actual Cost
- Remaining Cost
- At Completion Cost

- **Remove**

  This option enables you to remove the assignment and its associated costs. When an existing assignment is removed, the resource assignment and the associated costs will be removed and subsequently all the costs at the activity level will be recalculated based on the updated or changed assignments list.

The additional options seen will allow the user to add new resources or roles using resource or role picker and remove the existing assignments.

You can add the resources or roles from the activity sheet grid (right-click, select **Assign**, and then select **Resource** or **Roles**). When selected, the **Add Resources** (a resource picker) window will be displayed which displays all the active resources available in the company *Master Rate Sheet*.

The resource picker user interface, and the function, is same as when accessed by way of the **Assignments** tab.

The resource picker will show all the resources whether they were created manually or created through receiving from a source, such as P6. You can select one or multiple resources from the list and contains the following columns:

- **ID**

  Displays the ID of the resource.
- **Name**

  Displays the name of the resource.
- **Type**

  Displays the type of the resource. It can be Labor, Non-labor, and Material type.
- **Status**

  Displays the status of the resource.
- **Source**

  Will display either as Unifier Essentials or P6 currently based on the resources created in the Master Rate Sheet.

When you assign the resource, a row will be inserted in the Assignments tab, and the following data will be populated for that row:

- The Planned start and Planned finish date will default to the uuu_P6plannedstart and uuu_P6plannedfinish of the activity and can be edited. Similarly, the:
  - Assignments Start and Finish will be defaulted to uuu_P6Start and uuu_P6Finish.
  - Remaining Start and Remaining Finish will be defaulted to uuu_P6Remainingearlystart and uuu_P6Remainingearlyfinish of the activity.

- For an activity that is In progress, if any new assignment is added, the new assignment will default the actual start date to uuu_P6ActualStart of the activity.
- For an activity that is Completed, if any new assignment is added, the new assignment will default the actual start date and actual finish date to uuu_P6ActualStart and uuu_P6ActualFinish of the activity.

- The Price/Unit (Planned and Actuals) will be populated with the standard rate, defined for the resource in the Master Rate Sheet, and the columns are editable if the rate source is selected as Override, similar to the *System Activity Sheet*.

You can assign the Rate Sheet per activity sheet in the log, and the rates defined in that selected Rate Sheet will be retained for calculating costs for units spread. If there is no rate defined in the assigned rate sheet on an effective date, the rate will be considered as zero (0). The default Price/Unit will show the rate that is the earliest one, at which resource has started (effective rate close to the start date of the assignment).

If multiple effective rates are defined for the assignment, the costs will be calculated based on multiple rates. In this case, the Planned Cost, Actual Cost, Remaining Cost, and AtCompletion Cost will be total of the cost spread.

The Rate Source in the Assignments tab is a drop-down field, and it is editable. You can either pick the rate from the resource or override it for the assigned resources. You can override the rate within the sheet. The Price/Unit will become editable if you select to override both the Planned and the Actuals. If the role is assigned, the rate source will show Role or Override, and the default rate (from the Master Rate Sheet) will be selected, if a rate sheet is not assigned.

When you select multiple activities, excluding milestones, and right-click, you can select the **Assign** option, and then select **Resource** or **Roles**, which enables you to assign a source to multiple activities. The **Resource** and **Roles** options are not available if you select multiple activities, including milestones.

When you copy an activity (select the activity and click **Copy**), you have the option to also copy the assignments and dependency information, if you need. You can select any activity to copy, regardless of the Activity Status.

> **Note**: When you select **Duplicate** from the *gear menu* (⚙), the activity details will be copied, along with assignments and dependencies.

Fixed Duration

The duration type field will default to **Fixed Duration** in the Activity Sheet Properties.

If the duration type data element is included in the activity attributes, or the activity sheet is created using the standard method or without Activity Attribute Form, the value for the following columns in the **Assignment** tab will be as if duration type selected as **Fixed Duration**, by default.

- Units
- Duration
- Units/Time

The following table details the behavior of duration and unit data elements in the activity sheet, and the **Assignments** tab.

Field	Activity Level when Activity % Complete entered/updated	Resource Level when Activity % Complete entered/updated
Start	Start Date of the Activity. When checks it becomes the Actual Start and will set the Actual Start for all Resource Assignments.	Start Date of the Activity. When checks it becomes the Actual Start and will set the Actual Start for all Resource Assignments.
Finish	Defaults to 8 units after the start date. If changed then the Planned Duration will be recalculated as Finished - Started.	Defaults to 8 units after the start date. If changed then the Planned Duration will be recalculated as Finished - Started.
Activity % Complete	You must manually update or enter a value.	You must manually update or enter a value.
Planned Duration	Defaults to the Finished - Started. When changed it will change the Finished date to Started + Planned Duration.	Defaults to the Finished - Started. When changed it will change the Finished date to Started + Planned Duration.
Actual Duration	Actual Duration will be calculated whenever the project is scheduled based on the Data Date - Actual Start Date.	Actual Duration will be calculated whenever the project is scheduled based on the Data Date - Actual Start Date.
Remaining Duration	Remaining Duration calculated as Planned Duration - ((1-Activity % Complete) * Planned Duration). This can be edited and will recalculate the Activity % Complete. (Planned Duration - Remaining Duration) / Planned Duration.	Remaining Duration calculated as Planned Duration - ((1-Activity % Complete) * Planned Duration).
At Completion Duration	At Completion Duration is Actual Duration + Remaining Duration.	At Completion Duration is Actual Duration + Remaining Duration.
Planned Units	Planned Units is calculated as Planned Duration * Planned Units/Time.	Planned Units is calculated as Planned Duration * Planned Units/Time.
Actual Units	Actual Units can be rolled up from the resource assignments or can be	Actual units will not be updated and can be entered manually. These will then

Field	Activity Level when Activity % Complete entered/updated	Resource Level when Activity % Complete entered/updated
	entered manually. If entered manually then the values are pro-rated across the assignments if the assignment has an actual start date.	be rolled up to the Actual Units at the Activity level.
Remaining Units	Remaining Units calculated as Planned Units - ((1-Activity % Complete) * Planned Units). This can be overridden and entered manually. If entered manually then the values are pro-rated across the assignments remaining units.	Remaining Units calculated as Planned Units - ((1-Activity % Complete) * Planned Units). This can be overridden and entered manually.
At Completion Units	At Completion Units is Actual Units + Remaining Units.	At Completion Units is Actual Units + Remaining Units.

Dependencies Tab

Use the **Dependencies** tab to:

a) Link one or more activities.

b) Define relationship between activities.

You can also enter predecessor dependencies between a selected activity and another activity. The dependency relation is used to automatically shift activity dates forward or backwards based on changes to the predecessor. This is also reflected in the Gantt chart.

In the predecessor section, you can add predecessor activities, in bulk, by using the **Add** option in the predecessor section. In the successors section, you can add the successors, in bulk, to a selected activity by using the **Add** option in successors section.

Predecessors block

ID

The **ID** column displays the activity ID of the predecessor for the current activity. The **ID** column is added by way of the **Add** option, in the toolbar. This field is editable, and you can change the activity ID. If you enter a value in the **ID** column in the grid and that activity ID does not exist, the system displays an error message. You can only enter alphanumeric characters in the **ID** column.

Activity Name

The value in the **Activity Name** column is populated with the activity ID that was entered. This is a read-only column in the grid, and you cannot enter or edit the **Activity Name** column value.

Relationship

The following relationship types are supported:

- Finish-to-Start
- Finish-to-Finish
- Start-to-Finish
- Start-to-Start

Lead/Lag (days)

The **Lead/Lag (days)** column enables you to specify the number of days the activity can start ahead (lead), or delayed (lag), by mentioning the number of lead or lag days. This is an integer type field which allows both the negative and the positive integers.

The lead days will be provided by specifying the negative number, and the lag days can be provided by specifying a positive number (specifying the days that the successor activity can be delayed to start).

When you click **Add**, a picker with a list of all activities that were defined in the activity sheet will be displayed. This list does not include activities which are successors and current activity. Can select one or multiple activities as predecessors. The default relationship shown in the grid is Finish to Start after the user adds the activities.

User should be able to select the relationship between the predecessor and current activity by choosing the relationship drop-down and lead/lag days.

The same functionality as seen while adding predecessors is applicable in the case of adding successors in the **Dependencies** tab.

Successors block

ID

The activity **ID** column displays the activity ID of the predecessor for the current activity. This is added via the Add action on the toolbar.

Activity Name

The value in the **Activity Name** column is populated with the activity ID that was entered. This is a read-only column in the grid, and you cannot enter or edit the **Activity Name** column value.

Relationship

The following relationship types are supported:

- Finish-to-Start
- Finish-to-Finish
- Start-to-Finish
- Start-to-Start

Lead/Lag (days)

The **Lead/Lag (days)** column enables you to specify the number of days the activity can start ahead (lead), or delayed (lag), by mentioning the number of lead or lag days. This is an integer type field which allows both the negative and the positive integers.

The lead days will be provided by specifying the negative number, and the lag days can be provided by specifying a positive number (specifying the days that the successor activity can be delayed to start).

When you click **Add**, a picker with a list of all activities that were defined in the activity sheet will be displayed. This list does not include activities which are successors and current activity. Can select one or multiple activities as predecessors. The default relationship shown in the grid is Finish to Start after the user adds the activities.

User should be able to select the relationship between the predecessor and current activity by choosing the relationship drop-down and lead/lag days.

The same functionality as seen while adding predecessors is applicable in the case of adding successors in the **Dependencies** tab.

Bulk Assigning WBS Code to Different Activities

You can highlight the WBS Code column for multiple activities and assign the same code to all the selected activity sheet, by using the WBS picker.

Link Activities (Adding Dependencies)

You can link multiple activity sheets by selecting one or more activity sheets, right-click, and selecting the **Link Selected Activities** option. The selected activity sheets will be linked with the default relationship (Finish-to-Start) if no relationship exists.

The **Predecessor** and **Successor** columns in the **Activity Sheet** log show the activity sheets that are linked based on the Finish-to-Start relationship of the selected activity sheets. This setup will also reflect in the Gantt Chart.

Similarly, you can unlink the selected activity sheets by highlighting one or more activity sheets, right-click, and selecting the **Unlink Selected Activities** option. The **Unlink Selected Activities** option will be available only if the selected activity sheets are linked.

When you link multiple activity sheets (using the **Link Selected Activities** option):

- If the same relationship exists for all the selected activity sheets, the system will not update any values.
- If the predecessor activity has been already added as successor for the highlighted row, the system will display an error message.
- If the successor activity has been already added as predecessor for the highlighted row, the system will display an error message.
- If you select a single activity sheet and try to link (using the **Link Selected Activities** option from **Actions** menu), the system will display an error message.

Manual Activity Sheet Gear Menu

The following explains the *gear menu* (⚙) options when you select a single activity. To access an activity:

1) Go to the product/shell page and switch to **User** mode.
2) In the left Navigator, select **Activity Manager**, and then select **Activity Sheet.**
3) Select and open an activity sheet.
4) To the left of an activity, click the *gear menu*.

Note: You can add, duplicate, copy-paste, and delete the activities by using the *gear menu*. Whenever a new activity is created by default, the Activity ID would be populated and you must enter all the other mandatory data (such as Name and any other required fields) to be able to save the activity details.

Option	Description
Add Activity	This option should not be available if you select more than one activity row at a time. When you select this *gear menu*, while highlighting an activity, a new row will be inserted below the selected activity. The **Activity ID** will have a generated sequence number, and you have to enter the required fields to save the newly created activity row. The **Cancel** and **Save** options, in the sheet, will be enabled.
Duplicate	You can select an activity and click duplicate to create an activity with the same information. The new activity will be created underneath the selected activity. All the information related to selected activity (such as dependencies, WBS, and assignments) will be copied into the new activity. The **Activity ID** will have a generated sequence number, as specified in properties, and you can update the activity information.

Option	Description
Add Milestone	Use this option to create an activity of activity type 'Start Milestone'. The duration of this activity will be always 0. If you change the **Change Start Date**, the **Finish Date** will also be updated to the same date as the **Start Date** and conversely. The **Duration** field cannot be updated, and it is always read-only.
Delete	You can select one or more activities and click **Delete** to remove the selected activities. A confirmation message will be displayed and if you select **Yes**, then the selected activities along with dependencies, assignments, and WBS will be removed.
Copy	When you highlight the activities and select **Copy** from the *gear menu* option, the **Paste** *gear menu* option will become available. Selecting **Copy** copies all the activities along with dependencies, assignments, WBS, and actuals, for the selected activities. The other *gear menu* options will be seen after you select **Copy**.
Paste	This *gear menu* option will be seen only if the activities are copied or cut. When you select **Paste**, a confirmation message will be displayed and if you select **Yes**, all the activities along with dependencies, assignments, WBS, and actuals will be copied into the destination row selected.

Manual Activity Sheet Start Date, Finish Date, and Duration

The values for the **Start Date**, **Finish Date**, and **Duration** columns are controlled by an automatic formula.

- If you change the **Duration**, the **Finish Date** will change.
- If you change the **Finish Date**, the **Duration** will change.

- If you change the **Start Date**, the **Finish Date** will change.

These fields also control the display on the **Gantt** chart, and their values can change when you manipulate the activity bar, in the **Gantt** chart.

The **Activity Status** will be changed into 'In Progress' if the **Actual Start Date** is entered.

To edit the activity % complete (progress), you have to enter the **Actual Start Date**. Also, you can change the **Activity Status** to 'In Progress' to change the **Actual Start Date** to the current date and make the activity % complete (progress) editable.

Similarly, when an **Activity Status** is changed to 'Completed,' the **Actual Start Date** and the **Finish Date** will populate with current date, and the % complete value will be: 100%.

You cannot change the **Activity Status** to 'Not Started' if there are values for the **Actual Start Date** and % complete. To change the **Activity Status**, the values for the **Actual Start Date** and % complete must be removed. Also, when the actual finish date is entered, the **Activity Status** will be changed to 'Completed.' When the **Activity Status** is changed to 'Completed,' the actual finish date will be updated.

If you clear the **Start Date** or **Finish Date**, the system displays an alert notifying you that the fields are required. All the date columns (uuu_P6Start ,uuu_P6Finish, and uuu_P6Duration) are required columns in the activity sheet. You cannot reset the **Start Date** or **Finish Date**, and the system displays an error message if you attempt to do so.

- If you enter a **Start Date** that is earlier than the **Project Schedule Start Date** (specified in the activity sheet properties), the system displays the following message: "<uuu_P6Start> cannot be earlier than Project Schedule Start Date."
- If you update the Finish Date <uuu_P6Finish> with a date earlier than <uuu_P6Start>, the system displays the following message: "<uuu_P6Finish> cannot be earlier than <uuu_P6Start>."

The **Duration** <uuu_P6Duration> and the **Finish Date** <uuu_P6Finish> values will change based on the activity sheet calendar selected. The **Activity Calendar** drop-down field will show all the calendars that are defined at the project level (which are located, by default, under **Custom Calendars** in the **Activity Manager**).

The **Activity Status** (uuu_P6ActivityStatus) value will be "Not Started," by default

The **Start Date** and the **Finish Date** values will show the **Project Schedule Start Date**, specified in properties, by default.

The **Activity Type** (uuu_P6ActivityType) value will be "Task Dependent," by default. You can update the task to "Resource Dependent' or "Milestone."

Manual Activity Sheet and CSV Template

This section covers a variety of topics related to using the CSV template to import and update activities.

CSV Template for Activity Details

When you export the CSV template file (click **Menu Options**, select **Export**, and then select **Activity Details**), the order of the columns in the CSV template matches the order of the data elements that are added in the integration phase. You can:

- Add new activities by specifying the details for each row.
- Enter data for all editable data. The values entered in the CSV file will be ignored if that data element is a formula column in the sheet.

CSV import of activities

The Activity ID is generated using the activity sequence numbering set up at properties level, if no value is provided in the Activity ID column. You can enter only alphanumeric characters in the Activity ID column.

You cannot leave any of the required field in an activity attributes form blank. If the CSV file imported does not have data for all the required fields in the activity attributes form, import will fail.

Only columns that are editable can be updated, for the existing activities. Changes to read-only columns in the CSV file will be ignored.

The WBS Code and CBS Code for the activities can be added for new activities. For the existing activities, the WBS Code and CBS Code for the activities can be updated.

CSV restrictions

The data elements that are added in the Integration tab must match the names, or labels, in the exported CSV template.

All the data elements that are defined in the Integration tab will be seen as column headers in the CSV template. The order of the column headers are as they appear in the Integration tab.

If no integration interface is defined, all the uuu_P6 pre-defined columns will be seen in the CSV template. In this case, the Activity ID and Activity Name will be shown as the first two columns, followed by other uuu_P6 data elements.

The existing rows (activities) must be in the same order as currently seen in the sheet.

The Activity ID and Activity Name columns are shown as required in the exported CSV template, along with other required fields.

During the CSV import (for creating activities), the system performs the following validations:

- Required field validations will be shown, except for the Activity ID which uses the activity sequence specified in sheet properties. New rows will automatically generate the next sequence and show it as a new Activity ID.
- Activity Name is shown as required in the exported CSV template. If you do not enter the Activity Name, the "required field" error message will be displayed.
- Other than the Activity Name (uuu_P6ActivityName), the uuu_P6 data elements which are marked as required in the design will not show as required in the exported CSV template, if there are no default values.

- If you enter the Activity ID value in the CSV template, this input will have high priority. A new row will be created using the Activity ID specified in the CSV template. The Activity ID value column allows alphanumeric values only in the input CSV file.
- If no value is entered, the Activity ID will take the next auto-sequence number that is generated. If you provide the Activity ID, a new activity is created with the value that you enter (provided that there is no activity with the same ID in the Activity Sheet).
- If not available in the input CSV file, the default values will be used for the following columns:
  - Start Date
  - Finish Dates
  - Duration
  - Activity Status
  - Activity Type
  - Calendar
- If the user did not provide any value for these columns in the CSV file, by default the value for the:
  - Activity Status (uuu_P6ActivityStatus) will be: Not Started.
  - Start Date will be the project schedule start date specified in the properties.
  - Finish Date will be the project schedule start date specified in the properties.
- Activity Calendar (uuu_P6ActivityCalendar) will be the default calendar, as the calendar selected in the activity sheet properties window. If the calendar is specified in the CSV file, the system validates the calendar name to ensure that it is a custom calendar or a company calendar.
- You must specify the entire path for the WBS Picker (uuu_cmwbs_picker) and CBS Picker (bitemID) columns in the input CSV file. Check for valid WBS Code and CBS Code when updating existing activities or importing new activities.
- All the required fields must be entered for the CSV import to be successful.

You will encounter error messages when creating activities by way of CSV import if:

- You enter a Start Date (uuu_P6Start) that is earlier than the Schedule Start Date (act_sch_start_date).
- You enter a Start Date (uuu_P6Start) that is later than the Finish Date (uuu_P6Finish), and conversely.
- You enter an Actual Finish Date (uuu_P6ActualFinish) that is earlier than the Actual Start date (uuu_P6ActualStart).
- The above date-related errors will be displayed when you enter input values for the following date combinations:
  - uuu_P6PlannedStart, uuu_P6PlannedFinish, and uuu_P6PlannedDuration
  - uuu_P6Start, uuu_P6Finish, and uuu_P6Duration
  - uuu_P6RemainingDuration, uuu_P6RemainingEarlyFinish, and uuu_P6RemainingEarlyStart
- You enter the Actual Start Date (uuu_P6ActualStart) that is after the current date.
- If the Start Date (uuu_P6Start) is provided in the input CSV file, but the Finish Date (uuu_P6Finish) is not provided in the input CSV file.

- If the Finish Date (uuu_P6Finish) is provided in the input CSV file, but the Start Date (uuu_P6Start) is not provided in the input CSV file.
- You enter a CBS Code that is currently inactive or does not exist in the Cost Sheet.
- You enter a WBS Code that is currently inactive or does not exist in the Project WBS Sheet.
- The uuu_P6Start and uuu_p6Finish dates are different for the milestone-type activity.

You will encounter the following validations when creating activities by way of CSV import:

- The Start(uuu_P6Start) alone is provided with the Activity Name. In this case, the activity is created with default duration 1 and finish (uuu_P6Finish) same as uuu_P6Start.
- The Duration (uuu_P6Duration) and Start (uuu_P6Start) are provided. In this case, the duration will be calculated based on Finish Date and uuu_activity_calendar.
- The Start (uuu_P6Start) and Finish (uuu_P6Finish) are provided. In this case, the uuu_P6Duration will be calculated accordingly.
- When the Start, Finish, and Duration values are provided. In this case, the Duration will be calculated based on Start and Finish values.
- When you enter Actual Finish Date (uuu_P6ActualFinish) without Actual Start Date (uuu_P6ActualStart). In this case, after the CSV import, the uu_P6ActualStart and uuu_P6ActualFinish will have the same date, and the uuu_P6ActivityStatus will be shown as: Completed

> **Note**: The error validation applies to all dates in the input CSV file.

- When you enter Activity Percent Complete (uuu_P6PercentComplete), you can enter a value for Performance Percent Complete (uuu_P6PerfPercComplete). In this case, the value must be between 0 and 100 (zero and one hundred).
- The value of the Duration (uuu_P6Duration) must be entered in the number of days, in the CSV file. You cannot enter a negative or decimal number.
- You can enter the CBS Code, or WBS Code, for the new activities. When entering the CBS Code, or WBS Code, you must specify the entire path.
- When you enter the Activity Type as "Start Milestone" (for the new activities in the input CSV file), the sheet shows the activity as milestone-type with uuu_P6Start and uuu_P6Finish shows the same date and duration as 0, after a successful import.
- You only enter the uuu_P6Start in the input CSV file for the milestone-type activity.

Using CSV Import to Update Activities

The editable data elements in the activities that exist in the sheet can be updated by using the CSV import, including:

- Activity Name (uuu_P6ActivityName)
- Start Date (uuu_P6Start)
- Finish Date (uuu_P6Finish)
- Duration (uuu_P6Duration)
- Activity Status (uuu_P6ActivityStatus)
- Percent Complete (uuu_Percent Complete)

When updating through CSV import, the system validates the existing activities including:

- Activity Name (uuu_P6ActivityName)
- Start Date (uuu_P6Start)
- Finish Date (uuu_P6Finish)

If the Start Date (uuu_P6Start) exists for an activity and the Duration (uuu_P6Duration) is also provided in the input CSV file, the system calculates the Finish Date (uuu_P6Finish). In this case, if Finish Date (uuu_P6Finish) is provided, the system calculates the Duration (uuu_P6Duration) based on the Finish Date (uuu_P6Finish) and uuu_P6ActivityCalendar.

In the CSV file, for existing activities:

- You cannot change the status of an activity that is "In Progress" to "Not Started."
- The Actual Finish Date cannot be earlier than the Actual Start Date.
- You can update the Percent Complete column. The range of values are 0 to 100 (zero to one hundred).
- When you enter the Actual Start Date (uuu_P6ActualStart) in the CSV file after the import, the system changes the status for that activity from "Not Started" to "In Progress."
- You can update an activity with Actual Finish Date (uuu_P6ActualFinish) status as "In Progress."
- If you update the Actual Finish Date for an activity that has not started (Status + Not Started), the Actual Start Date shows the same value as the Actual Finish Date, and the status shows as "Completed" with the Percent Complete as 100% (one hundred percent).
- If you enter the Percent Complete value without providing an Actual Start Date or an Actual Finish Date, the system dismisses the Percent Complete value.
- For an activity that is in progress (Status = In Progress), if you update the Percent Complete value to 100% (one hundred percent), the system updates the Actual Finish Date to the current date.
- When you update the Actual Start Date and the Actual Finish Date values, the dates cannot be earlier than the Scheduled Start Date.
- When you update the Actual Start Date and the Actual Finish Date values, the dates cannot be later than the Current Date.
- You can add or update the CBS Code (bitemID) and the WBS Code (uuu_cmwbs_picker).
- The system changes the Start Date of the successor activities accordingly and based on the Scheduling.
- You can use reschedule the remaining activities by way of the Schedule option from the toolbar.

New and Existing Activities Through CSV Import

For the new activities with uuu_P6ActivityStatus as "Not Started" the following cases apply for Start, Finish, and Duration:

> **Note**: Invalid values for any of the date and duration columns will result in error.

- If duration is provided without a start date, the duration will be ignored.
- If duration is provided with a start date, the finish date is calculated.
- If the start date and the finish date are provided, duration is calculated.

- If duration is provided without a start date or a finish date, an error message will be displayed.
- If only the duration is provided, an error message will be displayed.
- If only the start date is provided, an error message will be displayed.
- If only the end date is provided, an error message will be displayed.
- If the start date and the duration are provided, the finish date will be calculated.
- If the start date and the finish are provided, the duration will be calculated.

> **Note**: Any new activities created without any dates entered in the input CSV file will retain the Project Start Date.

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Duration	uuu_P6 PlannedStart	uuu_P6 PlannedFinish	uuu_P6 PlannedDuration	uuu_P6 RemainingEarlyStart	uuu_P6 RemainingEarlyFinish	uuu_P6 RemainingDuration	Behavior after Import
No value entered	No value entered	No value entered	No value entered	No value entered	No value entered	No value entered	No value entered	No value entered	Activity will be created with default value as project Start date for Start, Finish, Planned Start, Planned Finish, Remaining EarlyStart, Remaining EarlyFinish.

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Duration	uuu_P6 PlannedStart	uuu_P6 PlannedFinish	uuu_P6 PlannedDuration	uuu_P6 RemainingEarlyStart	uuu_P6 RemainingEarlyFinish	uuu_P6 RemainingDuration	Behavior after Import
Valid date entered >= Project Start Date	Valid date >=Project Start Date and > uuu_P6Start	Calculated field if not provided explicitly	If not provided, should show same as P6Start	If not provided, should show same as P6Finish	Duration calculated between planned start and Planned finish	If not provided, should show same as P6Start	If not provided, should show same as P6Finish	Duration calculated using remaining start and remaining finish	Activity will be created with duration calculated based Start and Finish Dates
No date entered, then same as uuu_P6PlannedStart; otherwise, retain the date entered	No date entered, then same as uuu_P6PlannedFinish; otherwise, retain the date entered	Calculated field if not provided explicitly	Valid date entered >= Project Start Date	Valid date >= Project Start Date and uuu_P6PlannedStart	Duration calculated between planned start and Planned finish	No date entered, then same as uuu_P6PlannedStart; otherwise, retain the date entered	No date entered, then same as uuu_P6PlannedFinish; otherwise, retain the date entered	Duration calculated using remaining start and remaining finish	Activity will be created with duration calculated based Start and Finish Dates

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Duration	uuu_P6 PlannedStart	uuu_P6 PlannedFinish	uuu_P6 PlannedDuration	uuu_P6 RemainingEarlyStart	uuu_P6 RemainingEarlyFinish	uuu_P6 RemainingDuration	Behavior after Import
No date entered, then same as uuu_P6RemainingEarlyStart; otherwise, retains the date entered	No date entered, then same as uuu_P6RemainingEarlyFinish; otherwise, retains the date entered	Calculated field if not provided explicitly	No date entered, then same as uuu_P6RemainingEarlyStart; otherwise, retains the date entered	No date entered, then same as uuu_P6RemainingEarlyFinish; otherwise, retains the date entered	Not applicable	Valid date entered >= Project Start Date	Valid date >= Project Start Date and uuu_P6RemainingStart	Duration calculated using remaining start and remaining finish	Activity will be created with duration calculated based Start and Finish Dates

The validations mentioned above will be applied to the following dates and durations:

- uuu_P6PlannedStart
- uuu_P6PlannedFinish
- uuu_P6PlannedDuration
- uuu_P6RemainingDuration
- uuu_P6RemainingEarlyFinish
- uuu_P6RemainingEarlyStart

New "In Progress" and "Completed" Activities

In the input CSV file for a new activity creation, the following applies to:

- Actual Start
- Actual Finish
- Actual Duration

The invalid values for any of the date and duration columns will result in error.

uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6ActualDuration	uuu_P6ActivityStatus	uuu_P6PercentComplete	Behavior
Valid date entered and on or after Project	Valid date entered and >= uuu_P6Actu	Not applicable	Not applicable	Not applicable	Activity will be created with Activity Status as

uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6ActualDuration	uuu_P6ActivityStatus	uuu_P6PercentComplete	Behavior
Schedule Start Date	alStart				"Complete" Activity Complete will be 100% Actual Duration will be duration between Actual Start and Actual Finish. uuu_P6RemainingStart and uuu_P6Rea mining Finish will not show any dates as the activity is complete If provided, the remaining dates in the input CSV file for completed activity will be ignored and remaining duration will be 0 (zero) **Note**: If not provided in the CSV input file, the P6Start, P6Finish, P6PlannedSt art, and P6PlannedFi nish will be the project start date;

uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6ActualDuration	uuu_P6ActivityStatus	uuu_P6PercentComplete	Behavior
					otherwise, the user-provided dates will be retained.
No date entered for uuu_P6Start, uuu_P6Finish and entered uuu_P6ActualStart	No Value provided	No Value provided	No Value provided	Valid value entered	Activity will be created with Activity Status as "In Progress" Activity Percentage as entered in input CSV file Actual Duration will be 0 (zero), if not entered **Note**: If not provided in the CSV input file, the P6Start, P6Finish, P6PlannedStart, and P6PlannedFinish will be the project start date; otherwise, the user-provided dates will be retained. The uuu_P6RemainingStart will be the Actual Start Date and the uuu_RemainingFinish will

uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6ActualDuration	uuu_P6ActivityStatus	uuu_P6PercentComplete	Behavior
					be the uuu_P6RemainingStart + uuu_P6RemainingDuration
Valid date entered for uuu_P6Start, uuu_P6Finish but no uuu_P6ActualStart is provided.	Valid date entered and on or after Project Schedule Start Date	No Value provided	No Value provided	No Value provided	Activity will be created with Activity Status as "Completed" Actual Start and Actual Finish Dates are shown with same date as provided in Actual Finish Date and Activity % Complete should be 100% (one hundred percent) Actual Duration will be duration between Actual Start and Actual Finish **Note**: If not provided in the CSV input file, the P6Start, P6Finish, P6PlannedStart, and P6PlannedFinish will be the project start date;

uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6ActualDuration	uuu_P6ActivityStatus	uuu_P6PercentComplete	Behavior
					otherwise, the user-provided dates will be retained The uuu_P6RemainingStart and uuu_P6Remaining Finish will not show any dates because the activity is complete (if provided in the input CSV file for completed activity, the dates will be ignored and remaining duration will be 0) Actual Duration will be total duration between Actual Start and Actual Finish
No Value provided	No Value provided	Valid value entered for uuu_P6Actual Duration	No Value provided	No Value provided	Activity will be created with Activity Status as "Not Started" Activity Complete will be 0% (zero percent) Actual

uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6ActualDuration	uuu_P6ActivityStatus	uuu_P6PercentComplete	Behavior
					Duration value will be ignored if entered without uuu_P6ActualStart If the uuu_P6Start and uuu_P6Actual Start are both entered, those dates are retained; otherwise, the uuu_P6Start and uuu_P6Finish will be the project start date, if it exists The uuu_P6PlannedStart will be same as uuu_P6Start, and the uuu_P6PlannedFinish will be same as uuu_P6Finish The uuu_P6RemainingStart and uuu_P6Remaining Finish will be the same as uuu_P6Start

uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6ActualDuration	uuu_P6ActivityStatus	uuu_P6PercentComplete	Behavior
					and uuu_P6Finish
Valid date entered in uuu_P6Start and uuu_P6Finish Valid date entered and on or after Project Schedule Start Date	Valid date entered and <= uuu_P6ActualStart	Not applicable	Not applicable	Not applicable	Error message indicating that the uuu_P6ActualFinish cannot be earlier than uuu_P6ActualStart

Update Activities

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Planned Start	uuu_P6 Planned Finish	uuu_P6 ActualStart	uuu_P6 ActualFinish	uuu_P6 RemainingEarly Start	uuu_P6 RemainingEarly Finish	Behavior after import
For Not Started Activity: Valid date provided	No Change	No Change	No Change	No Value	No Value	No Change	No Change	Activity will be updated with uuu_P6 Start update provided uuu_P6 Finish will be calculated based on Start and duration All other

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Planned Start	uuu_P6 Planned Finish	uuu_P6 ActualStart	uuu_P6 ActualFinish	uuu_P6 RemainingEarly Start	uuu_P6 RemainingEarly Finish	Behavior after import
								dates - Planned Start, Planned Finish, Remaining Early Start and Remaining Early Finish will be updated same as Start and Finish Activity status will be "Not Started"
No Change	Valid date provided	No Change	No Change	No Value	No Value	No Change	No Change	Activity will be updated with uuu_P6 Finish and duration will be recalculated All other dates - Planned Start, Planned Finish, Remaining Early Start

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Planned Start	uuu_P6 Planned Finish	uuu_P6 ActualStart	uuu_P6 ActualFinish	uuu_P6 RemainingEarly Start	uuu_P6 RemainingEarly Finish	Behavior after import
								and Remaining Early Finish will be updated same as Start and Finish Activity status will be "Not Started"
No Change	No Change	No Change	No Change	Valid Value entered	No Value	No Change	No Change	Activity will be updated with uuu_P6 Start same as uuu_P6 ActualStart Planned Start and Planned Finish will not be changed Remaining Early start will be same as uuu_P6 ActualStart and Remaini

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Planned Start	uuu_P6 Planned Finish	uuu_P6 ActualStart	uuu_P6 ActualFinish	uuu_P6 RemainingEarly Start	uuu_P6 RemainingEarly Finish	Behavior after import
								ng Early Finish will be same as uuu_P6 Finish Activity status will be "In progress"

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Planned Start	uuu_P6 Planned Finish	uuu_P6 ActualStart	uuu_P6 ActualFinish	uuu_P6 RemainingEarly Start	uuu_P6 RemainingEarly Finish	Behavior after import
No Change	No Change	No Change	No Change	No Change	Valid date entered	No Change	No Change	Activity will be updated with uuu_P6 Finish same as uuu_P6 ActualFinish Planned Start and Planned Finish will not be changed Remaining Early start and Finish will not show any dates (empty) as the activity is being completed Activity status will be "Complete" Activity percent will be 100% (one hundred percent)

Note: When you change any of the above dates, the system updates the dates accordingly. For activities that are marked as "Not Started," the values for the Start, Finish, Planned Start, Planned Finish, Remaining Early Start, and Remaining Early Finish will be the same.

Add Start Milestone Activity

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Duration	Activity Status	Activity Type	uuu_P6 ActualStart	uuu_P6 ActualFinish	uuu_P6 Percent Complete	Behavior
Valid date provided	No value	No value	No value	Activity type is provided as 'Start Milestone'	No value	No value	No value	Activity will be created as milestone with Activity Type selected as "Start Milestone" Activity Status will be "Not Started" uuu_P6 Start and uuu_P6 Finish will be the same date as given in input CSV for uuu_P6 Start. uuu_P6 Duration will be 0

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Duration	Activity Status	Activity Type	uuu_P6 ActualStart	uuu_P6 ActualFinish	uuu_P6 Percent Complete	Behavior
								(zero)
No value	Valid date provided.	Valid value provided or not provided.	No value	Activity type is provided as 'Start Milestone'	No value	No value	No value	Activity will be created as milestone with Activity Type selected as "Start Milestone" Activity Status will be "Not Started" uuu_P6 Start and uuu_P6 Finish will be the same as uuu_P6 Finish uuu_P6 Duration will be 0 (zero)
No value	No value	No value	Activity Status is provided as 'Not	Activity type is provided as 'Start	No value	No value	No value	Activity will be created as milestone with

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Duration	Activity Status	Activity Type	uuu_P6 ActualStart	uuu_P6 ActualFinish	uuu_P6 Percent Complete	Behavior
			Started'	Milestone'				Activity Type selected as "Start Milestone" Activity Status will be "Not Started" uuu_P6 Start and uuu_P6 Finish will be the project schedule start date uuu_P6 Duration will be 0 (zero)
No value	No value	No value	Activity Status is provided as 'Completed'	Activity type is provided as 'Start Milestone'	No value	No value	No value	Activity will be created as milestone with Activity Type selected as "Start Milestone" Activity Status

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Duration	Activity Status	Activity Type	uuu_P6 ActualStart	uuu_P6 ActualFinish	uuu_P6 Percent Complete	Behavior
								will be "Completed" uuu_P6 Start and uuu_P6 Finish will be the project schedule start date uuu_P6 ActualStart and uuu_P6 ActualFinish will be the project schedule start date uuu_P6 Duration will be 0 (zero) uuu_P6 Percent Complete will be 100 (one hundred)
Valid date provided	Valid date provided and not	Valid value provided or not	No value	Activity type is provided as 'Sta	No value	No value	No value	Activity will be created as mileston

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Duration	Activity Status	Activity Type	uuu_P6 ActualStart	uuu_P6 ActualFinish	uuu_P6 Percent Complete	Behavior
	same as uuu_P6 start	provided.		rt Milestone'				e with Activity Type selected as "Start Milestone" Activity Status will be "Not Started" uuu_P6 Start and uuu_P6 Finish will be the same date as given in input CSV for uuu_P6 Start uuu_P6 Duration will be 0 (zero)
No Value	No Value	Valid value provided or not provided.	No value	Activity type is provided as 'Start Milestone'	No value	No value	No value	Activity will be created as milestone with Activity Type selected as "Start Milestone

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Duration	Activity Status	Activity Type	uuu_P6 ActualStart	uuu_P6 ActualFinish	uuu_P6 Percent Complete	Behavior
								e" Activity Status will be "Not Started" uuu_P6 Start and uuu_P6 Finish will be the same date as given project schedule start date uuu_P6 Duration will be 0 (zero)
Valid date provided	Valid date provided and not same as uuu_P6 start or Value not provided	Valid value provided or not provided.	No value	Activity type is provided as 'Start Milestone'	No value	No value	No value	Error message **Note:** This is the same case when uuu_P6 ActualStart and uuu_P6 ActualFinish are provided, and they are

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Duration	Activity Status	Activity Type	uuu_P6 ActualStart	uuu_P6 ActualFinish	uuu_P6 Percent Complete	Behavior
								different dates.
Valid date provided	Valid date provided and same as uuu_P6 start or Value not provided	No value	No value	Activity type is provided as 'Start Milestone'	Valid date provided	No value	No value	Activity will be created as milestone with Activity Type selected as "Start Milestone" Activity Status will be 'Completed'. uuu_P6 ActualStart and uuu_P6 ActualFinish will be same date as provided uuu_P6 Start and uuu_P6 Finish will be the same date as uuu_P6 ActualSt

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Duration	Activity Status	Activity Type	uuu_P6 ActualStart	uuu_P6 ActualFinish	uuu_P6 Percent Complete	Behavior
								art uuu_P6 Duration will be 0 (zero) uuu_P6 Percent Complete will be 100 (one hundred) Activity will be created as milestone with Activity Type selected as "Start Milestone" Activity Status will be 'Completed'. uuu_P6 ActualStart and uuu_P6 ActualFinish will be same date as provided uuu_P6

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Duration	Activity Status	Activity Type	uuu_P6 ActualStart	uuu_P6 ActualFinish	uuu_P6 Percent Complete	Behavior
								Start and uuu_P6 Finish will be the same date as uuu_P6 ActualStart uuu_P6 Duration will be 0 (zero) uuu_P6 Percent Complete will be 100 (one hundred)

The following dates will show the same date as uuu_P6Start, uuu_P6Finish and uuu_P6Duration for the milestone activities:

- uuu_P6PlannedStart
- uuu_P6PlannedFinish
- uuu_P6PlannedDuration
- uuu_P6RemainingDuration
- uuu_P6RemainingEarlyFinish
- uuu_P6RemainingEarlyStart

Update Existing Activity (Not Started) to Start Milestone

uuu_P6 Start	uuu_P6 Finish	uuu_P6 Duration	Activity Status	Activity Type	uuu_P6 ActualStart	uuu_P6 ActualFinish	uuu_P6 Percent Complete	Behavior
Valid value provided or not provided.	Valid value provided or not provided.	Valid value provided or not provided.	Valid value provided or not provided.	Activity type is provided as 'Start Milestone'	Not applicable	Not applicable	Not applicable	Activity will be created as milestone with Activity Type selected as "Start Milestone" Activity Status will be "Not Started" uuu_P6 Start and uuu_P6 Finish will be the same as project schedule start date uuu_P6 Duration will be 0 (zero)

Update Existing Activity (In Progress or Completed) to Start Milestone

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
Valid value provided or not provided.	Valid value provided or not provided.	Valid value provided or not provided.	Valid value provided or not provided.	Activity type is provided as 'Start Milestone'	Valid value provided or not provided.	Valid value provided or not provided.	Valid value provided or not provided.	Activity will be created as milestone w

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								ith Activity Type selected as "StartMile

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								stone" Activity Status will be "Completed"

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								uuu_P6Start and uuu_P6Finish will be the s

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								ame date as uuu_P6ActualStart uuu_P6Durat

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								ion will be 0 (zero) uuu_P6ActualStart and

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								uuu_P6ActualFinish will be same date and

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								uuu_P6ActualDuration will be 0 (zero) uuu_

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								P6 Percent Complete will be 100 (one hundre

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								d) Activity will be created as milestone w

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								ith Activity Type selected as "StartMile

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								stone" Activity Status will be "Completed"

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								uuu_P6Start and uuu_P6Finish will be the s

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								ame date as uuu_P6ActualStart uuu_P6Durat

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								ion will be 0 (zero) uuu_P6ActualStart and

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								uuu_P6ActualFinish will be same date and

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								uuu_P6ActualDuration will be 0 (zero) uuu_

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								P6PercentComplete will be 100 (one hundre

uuu_P6Start	uuu_P6Finish	uuu_P6Duration	Activity Status	Activity Type	uuu_P6ActualStart	uuu_P6ActualFinish	uuu_P6PercentComplete	Behavior
								d)

Manual Activity Sheet Categories

There are three categories of Activity Sheet:

- Duration Based Schedules
- Cost Loaded Schedules
- Resource Loaded Schedules

Duration Based Schedules

The Duration Based Schedules are schedules in which you use P6 to capture only “durations” of the schedules. Users define the CBS structure, Activities, Start / End Dates of Activities, Durations, and so forth, but you do not do Resource Assignments or Cost management in P6.

Cost Loaded Schedules

Users use P6 to capture CBS structure, activities, durations, resource assignments, as well costs.

The Activity Sheet, in this case, receives costs as well as dates that come from P6.

Resource Loaded Schedules

Users use P6 to capture “durations” as well as resource assignments (resource units, resource CBS assignment, resource units spread, actual resources consumed till date, and so on). There are no costs captured within P6. A manual activity Sheet, in this case, can receive all the resource units and calculate costs using P6 data and rates.

Manual Activity Sheet (Schedule Types)

The following explains each of the manual activity sheet Schedule types:

Duration Based Schedules

- The manual Activity Sheet receives duration based information from P6 only through XML import.
- The manual Activity Sheet is available as a source for Cash Flow.
- The manual Activity Sheet does not have any cost related feature (Assign rate sheet and Recost).

Manual Activity Sheet Dates

Activities with Status: Not Started

> **Note:** For **Not Started** activities, the dates are always the same for Start, Finish, Planned Start, Planned Finish, Remaining Early Start, and Remaining Early Finish dates.

Start	Finish	Planned Start	Planned Finish	Actual Start	Actual Duration	Actual Finish	Remaining Early Start	Remaining Early Finish
Default to Project Schedule Start Date or to Data Date if the Project Schedule Start Date moved forward. Can modify the date.	Default to Project Schedule Start Date or to Data Date if the Project Schedule Start Date moved forward. Can modify the date. Calculated based on start date +	Default to Start Date. Can be modified.	Default to Finish Date. Calculated based on Planned Start date + duration Can be modified.	Not applicable.	Not applicable.	Not applicable.	Default to Start Date. Can be modified.	Default to Finish Date. Calculated based on Remaining Start date + duration. Can be modified.

Start	Finish	Planned Start	Planned Finish	Actual Start	Actual Duration	Actual Finish	Remaining Early Start	Remaining Early Finish
	duration.							

Activities with Status: In Progress

> **Note:** For **In Progress** activities, the Start and Actual Start would always be the same, and the Remaining Early Start will be >= Actual Start Date.

Start	Finish	Planned Start	Planned Finish	Actual Start	Actual Duration	Actual Finish	Remaining Early Start	Remaining Early Finish
Default to Actual Start Date Can modify the date. If Start date is modified, then update Actual Start date and vice versa. Can be updated by means of the update of Actual Start Date.	Start Date + Duration. Can modify the date >= Start Date.	Planned Start Date will not be updated to latest schedule data dates. Can be modified manually.	Calculated based on Planned Start date + duration. Can be modified.	Can enter date in the column >= project schedule start date. Start will be updated accordingly to align with Actual Start Date. Can be updated by means of Activity Status.	In the attribute form and activity sheet, this field is read-only. The value for this field will be updated as the Duration calculated between Actual Start Date and Duration.	Not applicable.	Default to Start or Actual Start if not scheduled. Can be updated to later date by means of the actual start date or start date. If scheduled, then Remaining Start Date will be Data Date. Can be modified > = Data	Calculated based on Remaining Start Date + Duration If Scheduled, then Remaining Finish will be Data Date + Remaining Duration. Can be modified >= Remaining Start.

Start	Finish	Planned Start	Planned Finish	Actual Start	Actual Duration	Actual Finish	Remaining Early Start	Remaining Early Finish
							Date.	

Activities with Status: Complete

Start	Finish	Planned Start	Planned Finish	Actual Start	Actual Duration	Actual Finish	Remaining Early Start	Remaining Early Finish
Default to Actual Start Date Can modify the date. If Start Date is modified, then update Actual Start Date and vice versa. Can be updated by means of the update of Actual Start Date.	Default to Actual Finish Date. Can modify the date >= Start Date.	Planned Start Date will not be updated. Can be modified manually.	Calculated based on Planned Start Date + Duration. Can be modified.	Can enter date in the column >= project schedule start date. Can be updated by means of Activity Status.	In the attribute form and activity sheet, this field is read-only. The value for this field will be updated as the Duration calculated between Actual Start Date and Actual Finish.	Not applicable.	Will be empty as the activity is being completed.	Will be empty as the activity is being completed.

Activity Sheet User Defined Report (UDR)

You can create User-Defined Reports (UDRs) from the data present in your activity sheet.

The **Create User-defined Report** window lets you define the following fields for your UDR (template or individual reports):

- **Data Type**
- **Element**
- **Report Type**
  - **Tabular**
  - **Cross Tab**
  - **Summary**
  - **Alert**
- **Access Type**

> **Note**: The same fields will be available for system and permission-based data sources.

The elements (Currency/Decimal) in the OOTB Activity Sheet, along with any user-defined column, will be available as DEs for your report.

> **Note**: Only the data elements available in the Activity Sheet will be available in the respective UDR.

Data for reports can be imported to Unifier Essentials from the CSV file. You can import data for Date Field, only (if it is in the same format as in the Unifier Essentials client). In cases where the client is using mm/dd/yyyy, you have to create custom settings in the CSV file.

In Excel, add the new custom formats as follows:

1) Right-click the applicable cell and select **Format Cells**.
2) On the **Number** tab, select the **Custom** category, and specify a **mm/dd/yyyy** format.

Creating and Managing Views in Activity Sheets and the System Activity Sheet

You can use the **View** option to access created views, create views, update the existing views, and change the order and visibility. The views that have been created, including **Default**, are listed in the upper segment of the drop-down list. The lower segment of the list includes the **Create New View** and **Manage Views** options.

If your administrator defined additional views in a template and pushed them to your project/shell, these views are listed in the **Manage Views** dialog box. You can make these views visible in your sheet, and you can change the order in which they are listed. After they are visible, you can use them to create additional custom views. You cannot edit or delete the predefined views. If the administrator pushes additional updates to the template, custom views that you created are deleted.

To create a view:

1) Open the applicable activity sheet or the system activity sheet.
2) From the toolbar, select **Create New View** from the **View** list.
3) In the **Save View As** field of the **New View** window, enter a name for the new view.

4) Use the various tabs for adding columns and filtering, grouping, and sorting information.
5) Use the **Columns** tab to select the columns that you want displayed in the view.

   The **Available Columns** box displays all the columns that you might want to include. The **Selected Columns** box displays all the columns that you select. You can move columns in and out of the **Selected Columns** box.

   Use the following fields to set the position of the new view:

   - **Left Lock after Column:** Displays a list of all columns, except the last column from the selected columns list. By default, **None** is selected, which means that you have chosen no column to be locked, from the left side of the sheet.
   - **Right Lock after Column:** The default value is **None**, which means that you can select not to right-lock the column in the view. Other values in this field are based on the value that you have selected in the **Left Lock after Column**.

   In addition to the previous sections, there are three options located after the **Selected Columns** section: **Group Management**, **Group Selected Columns**, and **Delete Group**.
6) Use the **Filters** tab to control what information is displayed in the selected view.
7) Use the **Group By** and **Sort By** tabs to identify which columns should be used for group and sorting and in what order.
8) When you are done, click **Save**.

To update a user-defined view:

1) From within the applicable view, click **Edit View** in the toolbar.
2) Make the applicable changes.
3) To save your changes, click **Save** or **Save As**.

To manage views:

1) Open the applicable activity or system activity sheet.
2) From within the applicable view, select **Manage Views** from the **View** list.
3) In the **Manage Views** dialog box, make the applicable changes.
   - You can select the checkbox in the **Visible** column to display or hide a view.
   - You can click the trash-can icon to delete a user-defined view.
   - You can click and drag views to reorder the way they will appear in the **View** list.
4) When you are done, click **Save**.

Portfolio Manager

The Portfolio Manager is where the budget forecast planners in your company can gather cost and schedule information on projects (both planned and in execution) and analyze "what if" scenarios. These scenarios are used to propose an optimal mix of projects for a portfolio, based on available budget targets and the strategic goals of the company.

As a planner, you can create a portfolio for a specific "planning horizon" (for example, from 2014 through 2020) and then create multiple scenarios in that portfolio. Each scenario can use forecast numbers and actuals, as well as schedule dates, for both planned and active projects in a specific shell type across a hierarchy in the company.

You create these scenarios on sheets, one for each scenario. The scenario sheets can pull in the following data from any shell type in a hierarchy:

- Project information from the Shell Attribute Form or single-record business process
- Project start and end dates from the Shell Attribute Form or single-record business process
- Cash flow data (both forecasted and actual) from each project's Cost Manager

With this data, you can forecast costs over a specific time period (called a "period structure"). You can then manipulate scenarios by:

- Including or excluding projects
- Pushing start dates for planned projects into the future, which automatically updates end dates for Standard Planning Periods (not for Financial Periods)
- Modifying project end dates to change the project's duration
- Proposing different cash flow distribution numbers by manually editing the cash flow columns
- Negotiating proposed budgets with project managers

After these scenario analyses have been completed, the best (or several best) scenario(s) can be sent to the executive decision makers for approval.

After a scenario has been approved, the system:

- Marks the approved scenario "shared" so that project managers can see the approved dates and numbers. The scenario is set to read-only mode and can no longer be modified or deleted.
- Updates each project's original budget numbers with the proposed numbers on the approved scenario.
- Updates each project's monthly or yearly cash flow numbers with the proposed numbers on the approved scenario.
- Updates the project start date (if it was changed) for any planned projects that will begin during the portfolio's planning period.
- Locks the budget and cash flow numbers to prevent any further changes.

In This Section

View and Open Portfolios 488
About Scenario Sheets 493
Financial Period in Portfolio Manager 507

View and Open Portfolios

Portfolios are grouped by their portfolio type. Scenarios are grouped under each portfolio.

To view portfolios:

1) Go to the shell tab where the Portfolio Manager resides and switch to **User** mode.
2) In the left Navigator, select **Portfolio Manager**. The system expands the navigator to show the portfolio types currently loaded into the system.
3) In the left Navigator, select the portfolio type that contains the portfolio you want to view. The system displays the portfolios for this type in the right pane.

   The portfolio type log contains the following *toolbar* options:

   - **Create:** To create a new portfolio manager sheet, or to create a new portfolio manager sheet for the next planning period.

     When you select an existing portfolio, click **Create**, and then select **Portfolio** or **Plan for next period**, the **Add Portfolio** window opens which has two blocks: the general block and the options block. For each block, enter the values in the fields and click **Save**.
   - **Delete:** To delete a selected portfolio in the portfolio type log.
   - **Refresh:** To refresh the list of portfolios in the portfolio type log.
   - **Print:** To print the list of portfolios in the portfolio type log or export to CSV or Excel.
   - **Search:** To open the **Search** block and search for a particular portfolio in the portfolio type log. Use the following toolbars (the icons on the right corner) to dock the **Search** block, clear values in the search fields, apply the search criteria, or close the **Search** block:
     - **Dock Right**
     - **Clear**
     - **Apply**
     - **Close**
   - **Find on Page:** To open a row in the list of portfolios in the portfolio type log and find items according to the column headings. See the portfolio type log contains the following columns, below. To close the row, click the **Find on Page** option again.
   - **View Help menu:** To access the portfolio type help (not available).

   The portfolio type log contains the following *columns*:

   - **Attachments**
   - **Portfolio Name**
   - **Planning Period**

- **Creation Date**
- **Creator**

The portfolio type log contains the **Properties** pane (the right-pane) that appears when you select a portfolio. The **Properties** pane, similar to the **Properties** window (accessed by the **Properties** toolbar option available in an opened portfolio), lets you access the following information:

- **Portfolio Name**
- **Planning Period**
- **Creation Date**
- **Creator**
- **Planner Comments**
- **Decimal Places**

To open a portfolio:

1) Go to the shell tab where the Portfolio Manager resides and switch to **User** mode.
2) In the left Navigator, select **Portfolio Manager**. The system expands the navigator to show the portfolio types currently loaded.
3) In the left Navigator, select the portfolio type that contains the portfolio you want to open. The system displays the portfolios for this type in the right pane.
4) In the portfolio type log, select a portfolio and either double-click to open it or click the *gear menu* (⚙) and select **Open** to open the portfolio details page or pop-up to either:
   - The scenario that has been marked for sharing
   - The most recently updated scenario

Within either of the scenarios, you are presented with two tabs (for example, a **Budget Planning** tab and a **Dashboard** tab).

In this window, you can click the plus option (the plus symbol + next to the scenario) to open the **Add Scenario** window, add the title for your new scenario, add projects, and when finished, click **Save** to add your new scenario. At the same level as the tabs, you have the option to:

- Approve a scenario (or tab)
- Share or unshare a scenario (or tab)
- Duplicate the information of a scenario (or tab)

In the default tab of the scenario that has been marked for sharing, or the most recently updated scenario, you can use the *toolbar* options to:

- Select projects
- Switch from the Grid View (default) to the Gantt Chart View

> **Note:** If **Begin calculations at end of curve** is selected for a Forecast Curve and **Display financial period breakdown of Actuals** is selected for the portfolio configuration, the Actuals information displayed in a Grid View or Gantt Chart View does not shift if the Start Date is modified.

- Change the view of the log by selecting with columns to be presented on the log
- Edit the view of the log
- Print the log items or export the items to a CSV or Excel file
- Refresh the list log items to get the latest, or the most up-to-date
- Access the Properties pane of the portfolio
- Collapse or expand all columns groups (you can group monthly reports into yearly groups)
- Find items on the log

In each row, you can:

- Click the *gear menu (* ⚙) and remove, or unlink, a project from the scenario.
- Click a project number cell to open the project.
- See the following amounts, for each project, after the split at the bottom of the log:
  - **Total**
  - **Target**
  - **Difference**
  - **Current Project Data**
- The number of projects appear at the very end of the screen.

Additional information

When a cell value in the Project Portfolio Manager (PPM) Sheet is updated for a current project data, the system places a **Warning** symbol (a triangle with an exclamation mark in the middle) in the cell to indicate that the cell value differs from the current project data.

When you conduct a **Find on Page** in the log view (grid), if the value of an item in your filter has no match, the bottom part of the grid (after the split at the bottom of the log) will remain as it was, and it will not change from what it was prior to conducting the **Find on Page**. The bottom part of the grid will change only when the value of an item in your filter has a match.

When exporting your grid to a file, the column groups are exported, too.

Read-only cells in a grid cannot be deleted. Note that the read-only cells are highlighted gray.

Create or Modify a Portfolio

You can create a portfolio "from scratch," or you can create one using a portfolio that has been approved for the current planning period.

To create a portfolio, you must have Create or Full Access permission.

To create a portfolio:

1) Go to the shell tab and switch to **User** mode.

Note: Portfolios can only be created at the project level, not at the company level.

2) In the left Navigator, select **Portfolio Manager**, and then select the portfolio type that contains the portfolio you want to view. The system displays the portfolios for this type in the right pane.
3) In the portfolio type log, click **Create** to create a portfolio manager sheet, or to create a portfolio manager sheet for the next planning period.

   When you select an existing portfolio, click **Create**, and then select **Portfolio** or **Plan for next period**, the **Add Portfolio** window opens which has two blocks: the general block and the Options block. For each block, enter the values in the fields and click **Save**.

After you create a portfolio, the system displays the portfolio name in the right pane and automatically creates an initial scenario sheet called Scenario 1. On this sheet, the system displays the projects that:

- Are included in the scenario, if the projects are configured to be automatically added
- Can be included on the scenario, if the projects are configured to be manually added.

The project records for the scenario sheet are extracted from the database using a query that your Administrator created when the portfolio was configured. Whenever you open a portfolio, the system re-runs the query and adds or removes projects from the scenario depending on whether the project matches the query criteria. For example, a project that was previously on the sheet may be dropped from the sheet if it no longer meets the query criteria. Another project may be added to the sheet because it now meets the query criteria.

In this field:	Do this:
Portfolio Name	Enter a name for the portfolio you are creating.
Planning Period	Select the year for which you want to analyze the data in this scenario.
Creation Date	This field shows the current date.
Creator	This field shows the name of the person creating the portfolio.

In the Options block:	Do this:
Use Decimal Places	To specify the number of decimal places that the column data should display, select this option.
Use 1000 Separator (,)	If you want the data to be formatted with a separator (for example, 1,000, not 1000), select this checkbox.
Negative Number Format	Specify how negative values will be displayed on the sheet: with a negative

In the Options block:	Do this:
	sign, or in parentheses.
Use Currency Decimal Precision	To use the number of decimals used within areas such as Base Currency, Project Currency, and Transaction Currency, select this option.

Create a portfolio from an approved or shared portfolio

Rather than create a completely new portfolio for your next planning period, you can save time and effort by "copying" a portfolio that has already been shared or approved for the current planning period.

To create a portfolio from an approved one:

1) Open the Portfolio Manager log and select the portfolio you want to copy for the new planning period.
2) From the **File** menu, choose **Plan** for next period. The Portfolio Properties window opens.

   The General tab of the Properties window will show the name of the portfolio you selected as the new portfolio's name. In addition, the Planning Period field will display that portfolio's next planning period by default.
3) In the **Name** field, change the portfolio name.
4) If necessary, you can change the planning period by clicking the drop-down list beside the Planning Period field.

> **Note:** The combination of the portfolio name and the planning period must be unique.

5) If necessary, you can change the numeric format on the **Options** tab.
6) Click **OK**.

   The system displays the portfolio name in the right pane and automatically creates an initial scenario sheet called Scenario 1. This scenario sheet will contain all the projects that were present in the portfolio you copied. These projects will show the data that was current for each project at the time the portfolio was copied, based on the matching monthly and yearly cash flow columns. For the new scenarios, the system will calculate the new totals and then calculate the variances to show the differences.

> **Note:** If the original portfolio contained monthly numbers and the new portfolio contains only a year column, the monthly numbers will be consolidated for the year. Conversely, if a year column is being copied into a portfolio with monthly columns, the number will be divided into monthly columns.

Sort a Portfolio Log

You can sort the portfolio log by portfolio name into ascending or descending alphanumeric order. To do so, click the triangle icon on the right side of the Portfolio Name column.

Find, Sort, and Delete a Portfolio

Find a Portfolio

For information on searching for a portfolio, see the *Unifier Essentials User Guide*.

Sort a Portfolio

You can sort the portfolio log by portfolio name into ascending or descending alphanumeric order. To do so, click the triangle icon on the right side of the Portfolio Name column.

Delete a Portfolio

1) Open the Portfolio Manager log.
2) Select the portfolio(s) you want to delete.
3) From the toolbar, click **Delete**.

About Scenario Sheets

As the budget forecast planner, you can create scenarios to plan an optimal portfolio of projects for the company, based on available budget targets and strategic goals.

Portfolio management entails collaboration and negotiation between you, as the budget forecaster, and the project managers in your company. At their respective project levels, project managers maintain project information and create cash flow budgets and projections in the Cost Manager.

In the Portfolio Manager, on the scenario sheets you create, the system collects the budget and projection numbers from the projects' Cost Managers, as well as project start and end dates from the project information.

During a scenario analysis, you can:

a) Apply regional budget targets
b) Group the projects in the scenario according to project characteristics
c) Sort and filter the rows of project data and analyze the summary totals
d) Accept the project managers' budget numbers or propose new numbers
e) Accept the schedule dates, or remove or postpone planned projects
f) Create additional scenarios to reflect other possible forecasts

Notes:

- The numbers you propose in a scenario will *not* affect a project's live data. Your proposed numbers are stored only in the Portfolio Manager and will not affect live project data until a scenario has been approved by your company management.
- For Standard Planning Periods only: If **Begin calculations at end of curve** is selected for a Forecast Curve and **Display financial period**

> **breakdown of Actuals** is selected for the portfolio configuration, the Actuals information does not shift if the Start Date is modified. Otherwise, modifying the Start Date in either view automatically adjusts the End Date and it adjusts the cost data for monthly and yearly planning periods.

During this analysis, you will likely be in touch with project managers to negotiate these numbers and dates until you reach agreement.

Project managers will not see the changes you make on the scenario sheet. Instead, the project managers must create a "shared" type of portfolio budget curve. This curve shows your proposed numbers for the project. The project manager can include this curve on the cost worksheet, along with the forecast budget, or any other budget curve, to see the difference between the project's numbers and your proposed budget numbers.

For them to see the curve, you must share the scenario (see ***Share a Scenario*** (on page 504)).

For more information about the portfolio budget curve, refer to the *Unifier Essentials Modules Administration Guide* and the *Unifier Essentials Managers Reference Guide*.

After you have completed a budget forecast analysis using these scenarios, you can send the best (or several best) scenario(s) to the executive decision makers for approval by "sharing" the scenario.

Gantt View

Gantt Chart View shows you how capital is used over time. It lets you quickly adjust schedules to achieve a better combination of projects within schedule and target. You can access a Gantt view of any scenario in which one or more projects is selected for budget planning. From the toolbar, click **Gantt** to display a Gantt distribution of proposed total over time on the grid. You can open the dialog of select projects and add projects to the Gantt view.

Make schedule adjustments by moving Gantt bars and adjusting the project schedule. You can view the target and difference rows simultaneously. You can also change start and end dates, and the Gantt view will update accordingly. Based on changes that you make, the system updates Total fields, such as Year and Proposed Total, so that you can immediately see the impact. Click **Save** or **Cancel** after making changes.

> **Note:** In the case of a standard planning period and if you have chosen some years as monthly, all Proposal Distribution columns will be displayed in months.

Portfolio Dashboard

The portfolio dashboard lets you gather insights by looking at visual representations of Risk vs. Benefit, Investment vs. Return on Investment (ROI), and so forth. The dashboard displays all project data that has been selected in Budget Planning of the current scenario. Click **Dashboard** at the top of the scenario sheet to view the portfolio dashboard. A bubble chart displays alongside six fields with drop-down menus: Chart Type, X-Axis, Y-Axis, Bubble Size, Shape, and Color. Use the drop-down menus to select values for each field. A bubble color legend is displayed below the chart.

Click **Reset** to clear all selections.

Click **Apply** to configure the chart based on your selections.

Click **Update** to apply your configuration to the chart. The chart configuration saves upon clicking Update.

> **Note:** The system will not display the bubble chart legends when the number of projects exceed 100 (one hundred) items. This is the limitation of the technology framework.

Open a Scenario Sheet

On the Portfolio Manager log, double-click the portfolio that contains the sheet you want to open.

The system displays one of these scenario sheets:

- The scenario sheet marked "shared"
- The scenario sheet that was last updated, if there is no shared scenario

You can resize the column that is available in the left of the split. The fields, in the left side of the split, will be editable along with the fields in the right side of the split.

In the Project Portfolio Manager (PPM) scenario sheet, regardless of their position (left or right splits), the following are considered special columns and are read-only:

- Project Name
- Project Number
- Project State

These fields are read-only because the option “Enable Column Editing” (in the Column Properties window) is not selected.

For the “Start Date” column, if the Project State is in execution, the column will not be editable in the scenario sheet, whether placed in right or left side of the split.

For the “Start Date” column, if the Project state is not in execution, because the field is editable in the right side of the split, if the column is moved to left it can be edited in that scenario sheet.

The read-only columns will have a background color.

For a selected cell, the corresponding row and column header, will be highlighted in color, with border.

Monthly Breakdown of Actuals Values in Scenario Sheet

For the projects that are in-progress, where Forecast Curve is used (not Baseline Curve), if the Administrator has selected to display the monthly breakdown of Actuals (Display monthly breakdown of Actuals option in the portfolio Configuration window), then:

- Within the Portfolio Manager for the current year, all months prior to the current month will display the corresponding value from the Actuals curve, and the fields will be read-only.
- The current month will display the value from the Forecast, or the value from Actuals curve. After the Actuals value is displayed, the cell becomes read-only.

Similarly, the **Pre-Actuals** (in the Project Portfolio Manager) will contain the total, from the Actuals curve, for all previous years if the Actuals source is defined.

Example

For project City4, the user has defined Actuals source (in the Configuration window of the portfolio) for period 2017.

For period between 1/1/16 to 12/1/17, the total Actuals amount is $7200.

The Actuals total for period 1/1/16 to 12/16 is $5806.45.

When the user opens the Project Portfolio Manager for period 2017, the "Pre-Actuals" column will show the total amount from Actuals for previous year (1/1/16 to 12/1/16), and the Cash flow Curve displays a steady incline.

Considering it is May 2017:

When the Actuals source is defined (in project City4) for the columns from Jan 2017 to April 2017, when the selected tab in the Portfolio Manager is not shared or is not approved, the screen displays the corresponding value (read-only) that is coming from the Actuals curve in the Cashflow.

For the month of May 2017, the corresponding values displayed for City4 will be editable, or read-only, based on the Period Close Settings fields, defined in the Cash flow properties ("Enable auto snapshot on").

For the current year and current month, in the Portfolio Manager, the same logic applies as for the Forecast Curve in the Cashflow.

Within the Portfolio Manager for the current year, for the current month, the logic will follow the same logic as for the forecast curve in the Cash flow (Cash flow by Forecast - CBS).

If the **Enable auto snapshot on** option is checked, then:

- If the current date is before the date defined, the value shown in Portfolio Manager (for the current month) will show the value from the Forecast Curve.
- If **Replace current period forecast with Actual on cut off date**" (in the Forecast options) is checked, the value shown in the Portfolio Manager (for the current month) will be the value from the Forecast curve.
- If the **Allow edit of current period forecast until replacement by Actuals** is checked, the value shown in the Portfolio Manager (for the current month) will be editable; otherwise, it will be read-only.
- If **Replace current period forecast with Actual on cut off date** (in the Forecast options) is not checked, the value shown in the Portfolio Manager (for the current month) will be the value from the Actuals curve.
- If the current date is on, or after, the date defined, the value shown in the Portfolio Manager (for the current month) will show value from the Actuals curve and will be read-only.

If the "Enable auto snapshot on" option is not checked, the value shown in the Portfolio Manager (for the current month) will be from the Actuals curve and will be read-only.

When the user shares the scenario in the Portfolio Manager, only the "ALL values of Forecast" will be shared.

If the Project Portfolio Manager (PPM) is unlinked, then for those scenarios the Actuals will be read-only for the previous months.

For approved scenarios, the monthly Actuals are displayed as read-only only when the PPM is linked.

Unless the Cash flow is refreshed (even after the checkbox is selected), the Actuals will not be displayed.

Additional information

Approved/shared date will reflect actuals spread data only if the project is unlinked.

For the existing PPM Sheet, for prior years (for example,2014), the actual data is not displayed for yearly columns (for example, 2015 or 2016).

As the cash flow is refreshed, the current month forecast data will become non-editable in PPM even if the project is not linked.

As the cash flow is refreshed, the current month and the previous month baseline data will become non-editable in PPM even if the project is not linked.

Multiple Forecast Curve

If there are multiple forecast curves defined within a project, with different option setting, this system displays a warning message (through a red triangle) in the current month cell when you hover over. In this case:

- For the future months, the scenario sheet shows cumulative values on forecast. For the prior months, the scenario sheet shows cumulative values for actuals.
- For current month, the scenario sheet shows the cumulative actuals values which are linked to forecast as read-only, always.

For support for monthly actuals, in case of consistent settings in multiple forecast curves, the behavior for the current, prior, and future months will be determined according to the existing functionality.

Project Portfolio Manager (PPM)

Whether linked, or unlinked, in the scenario sheet, the approved and shared data actuals spread are displayed in the Cashflow.

For the current month forecast data, whether the PPM is linked or unlinked, the system retains the forecast settings in the Cashflow.

Yearly PPM

In an existing PPM scenario sheet, for prior years actuals, data is seen as read-only for yearly columns if the checkbox to show monthly actuals is selected in the PPM configuration.

The current and future years will be determined according to the existing functionality.

View a Scenario Sheet's Properties

To view a scenario sheet's properties, from the toolbar, click **Menu Options** (☰), and select **Properties**. The Properties will show you the following information:

- Portfolio name
- Planning period for the portfolio analysis

- Date the portfolio was created
- Any other fields of information that were added to the Portfolio Manager form

Unlink or Link Projects

When you create a scenario, the system populates the sheet with all the projects that have met the criteria for inclusion on the sheet. (These criteria were created in a query by your administrator when the Portfolio Manager was configured.) This is a dynamic process that occurs whenever you open a scenario sheet. The projects that appear on the sheet will fluctuate, depending on whether they still meet the criteria for inclusion. For example, a project that was previously on the sheet may be dropped from the sheet if it no longer meets the query criteria. Another project may be added to the sheet because it now meets the query criteria.

According to the configuration your administrator created for the Portfolio Manager, all the projects on the scenario sheet will be automatically either linked or unlinked when you first open the scenario sheet.

- If they are linked, the data on the scenario sheet is linked to the project data and is updated every time you open the sheet. Any new project that is added to the sheet will also be linked.
- If they are unlinked, the data on the scenario sheet is not linked to the project data and will not be updated by changes in the project data. Any new project that is added to the sheet will also be unlinked.

You can link and unlink one or multiple projects.

To link a project on the scenario sheet to current project data:

1) Select the project row(s) you want to link.
2) Click the *gear menu* (⚙) next to one of the selected rows, and select **Link**, or click the cell in the **Linked** column of that row. The system will display a warning that any numbers you changed on the sheet will be lost if the project is linked. When the project is linked, you will see a link icon in the **Linked** column beside the project(s) name(s).
3) Click the **Save** icon.

To unlink a project from the scenario sheet:

1) Select the project row(s) you want to unlink.
2) Click the *gear menu* (⚙) next to one of the selected rows, and select **Unlink**, or click the cell in the **Linked** column of that row. When the project is unlinked, the system will delete the link icon in the **Linked** column beside the project(s) name(s).
3) Click the **Save** icon.

   You can also unlink a project by editing any cell in the row. After you start editing, the system will automatically unlink the project from the project data.

Edit Numbers on a Sheet

A primary function of scenario sheets is to make it easy for you to modify numbers and see the resulting budget analysis quickly. You can edit the following numbers on the scenario sheet:

- Cash flow projections
- Targets for cash flows and numeric columns

- Start and end dates for planned projects

When you edit any of these numbers, the system dynamically updates totals and calculates the differences between target numbers and those totals; however, it does NOT change a project's live data. Your proposed numbers are stored only in the Portfolio Manager and will not affect live project data until a scenario has been approved by your company management.

> **Note**: When you edit numbers in any project row, the system automatically unlinks that project row from the project data.

To edit numbers on the sheet:

1) Double-click the cell containing the number you want to change. The cell becomes editable.

> **Note**: If any yearly projections have been broken down into months, you must make your edits in the month cells, not the yearly total.

2) Enter the change.
3) Press the **Enter** key on your keyboard, or press the Tab key to move to the next editable cell in the row.

   The system updates the values in the Total and Difference rows for this column and flags the cell to indicate that there is a discrepancy between the number you entered and the project data.

> **Note:** To leave a cell without saving your changes, press the ESC key on your keyboard. The system restores the original numbers to the cell.

4) Click the **Save All** button.

You cannot edit:

- Project name
- Number
- Status
- Location

Drill Down to Project Data

During the planning cycle, you might need quick access to project data to view project characteristics, schedule activities, cost data, cash flow data, and other information. In addition, you might need to update some of this data as you are working on a scenario. For this purpose, the project names on a scenario sheet are hyperlinked to the project. If you have permissions, you can open the project's landing page from the scenario sheet and view or edit data directly in the project.

To drill down to project data:

On the scenario sheet, click the hyperlinked project name. The system opens the project landing page in a new window. From this page, you can navigate to project data and view or edit it directly.

The scenario sheet remains open in a separate window so that you can easily work on both the project data and the scenario sheet at the same time.

Additional Information

If a Drill Down dashboard (Table or Grid) is set to show data from the *current shell*, when you create a report of your records, the report will contain all the pertinent records as hyperlinks, which can take you to the details of that record.

If a Drill Down dashboard (Table or Grid) is set to show data from *sub-shells*, when you create a report of your records, the report will contain all the pertinent records without any hyperlinks, which is by design.

Change Start Dates

You can change the start dates of planned projects, but not those in execution. When you change a start date, the system shifts the end date to preserve the project duration and also shifts the cash flow numbers (excluding pre-actuals) left or right to preserve the cash flow distribution.

To change a start date:

1) Double-click the date in the **Start Date** column. The system displays a calendar.
2) Choose the new date from the calendar.

   The system shifts the end date and the cash flow numbers to reflect the change.

How the System Distributes Cash Flow

The system stores all cash flow amounts by month in the database. The logic that the system uses to distribute cash flow dollars is rendered in monthly allocations and presented as follows:

- If you move the start date backwards by (for example) three months, the system will move all the cash flow amounts (excluding the pre-actuals column) left by three months and display a zero dollar amount in the last three month columns for that year. Amounts from the following fiscal year will not move left.
- If you move a start date forward by three months, the system will move all the cash flow amounts (excluding the pre-actuals column) right by three months and display a zero dollar amount in the first three month columns. The cash flow amounts will continue to move forward in time, replacing the values of the next three months with the values of the past three months. If the cash flows through multiple years, the total for the next year will increase by the three months' amount, and the monthly cash flow for the last three months of the previous year will replace the new year's first three months. The rest of the new year's monthly values will move forward three columns.

Change Cash Flow Amounts

You can change the cash flow amounts of any project on the sheet, planned or in execution. When you change a number in the cash flow amounts, the system unlinks the project from the live project data.

To change a cash flow amount:

1) Double-click the cell that contains the amount you want to change.
2) Enter your change, and press **Enter**.

   The project's **Total** amount and the year's total amount increases or decreases by the amount you entered. The system calculates the difference, indicates the edited column amounts in italics, and changes the color of the text in the cell.

Create and Manage Views on a Scenario Sheet

To make viewing information easier on either the scenario sheet or the project candidate list, you can create views that show relevant cash flow columns.

To create a view:

1) In the **View** drop-down menu, select **Create New View**. The New View window opens.
2) In the Save View As field, enter a name for the view.
3) Complete the **Columns** tab to determine which columns will be visible in this view.
   a. In the **Columns** tab, choose columns from the Available Columns list, and click the **Move** arrow to add columns to the Selected Columns list, or select the **Move All** double arrow to move all available columns to the Selected Columns list.
   b. You can remove columns from the Selected Columns list by selecting columns and clicking the **Remove** arrow or clicking the **Remove All** double arrow.
4) Complete the **Filters** tab. See ***Filter the Scenario Sheet (Standard View)*** (on page 502).
5) Complete the **Group By** tab. See ***Group the Data on a Scenario Sheet (Standard View)*** (on page 502).
6) Complete the **Sort By** tab. See ***Sort the Data on a Scenario Sheet (Standard View)*** (on page 503).
7) When finished, click **Save**.

Note: Avoid defining a view with no columns selected.

To manage a view:

1) Click the **View** drop-down menu and select **Manage Views**.

   The Manage Views window opens.
   - You can select the box in the Visible column to Show View or deselect it to Hide View.
   - You can click the trash-can icon to Delete View.
   - You can click and drag views to reorder the way they will appear in the View menu.
2) When finished, click **Save**.

Filter the Scenario Sheet

When creating a view, you can make viewing project information easier by using filters on both the scenario sheet and the project candidate list to narrow the focus of information to particular specifics, such as a date range, or a budget amount. For example, you might want to see only those projects in a specific date range, or only those projects with budgets greater than a specific amount, or projects of a specific type.

How you filter information depends on the column you choose to use as a filter. For example, you can use a text column, such as Project Name, or you can use a date column, such as Start Date. You can also use the AND and OR operators to apply multiple filters.

To filter information:

1) In the View drop-down menu, select **Create New View**.
2) In the **New View** window, select the **Filters** tab.
3) Click the **Add Filter** button.
4) Choose a **Data Element**: This drop-down list displays all data elements that are on the attribute form. Any data elements in a hidden block are not available.
5) Choose a **Condition**: This drop-down displays a list of conditions. This list is based on the type of data element selected.
6) Choose a **Value**: Depending on the type of data element, choose a value that the query condition must meet.
7) To add additional filters, click **Add Filter** again, and repeat the preceding steps.

   You can use the same data element multiple times.
8) If you are using multiple filters, click the applicable operator that should apply:
   - **And:** If you want to specify that the view must match all listed filters, select **And**.
   - **Or:** If you want to specify that the view should match any of the listed filters, select **Or**.
9) When you are done, click **Save**.

Group the Data on a Scenario Sheet

When creating a view, you can group the data on the sheet by column. Grouping data can make it easier to identify projects with similar characteristics, such as estimated cost or start date. You can group by any column except the **Pre-Actuals** and year columns. When you group data, the system displays a sub-total amount by group.

To group the data:

1) In the View drop-down menu, select **Create New View**. The New View window opens.
2) Navigate to the **Group By** tab.
3) Select the column by which you want to group the data from the drop-down menu.
4) Select **Ascending** or **Descending** from the **Order** drop-down menu to determine the order in which the data will be displayed.
5) Add more groups by clicking the *gear menu* (⚙) and then clicking **Add Below**.
   - When you create multiple groups, you can use the *gear menu* to **Add Above** or **Add Below**.

- When you create multiple groups, you can use the *gear menu* to **Move Up** or **Move Down**, to determine the order in which your groups will appear on the scenario sheet.
- You can use the *gear menu* to **Delete** groups that you have created.

6) When finished, click the **Save** icon. Whenever you open this view, it will display the data in this grouping.

Sort the Data on a Scenario Sheet

To make data easier to locate alphanumerically on either the scenario sheet or the project candidate list, you can sort the information by column in ascending or descending order.

To sort the sheet by column:

Hover over the column heading. A set of arrows will appear. Click the arrows to sort the data.

- Click the arrow once to sort Ascending.
- Click the arrow second time to sort Descending.

To sort the sheet by column when creating a view:

1) In the View drop-down menu, select **Create New View**. The New View window opens.
2) Navigate to the **Sort By** tab.
3) Select the column in which you want to sort the data from the drop-down menu.
4) Next, select **Ascending** or **Descending** from the Order drop-down menu to determine the order in which the data will be displayed.
5) Sort more columns by clicking the *gear menu* (⚙) and then clicking **Add Below**.
   - When you sort multiple columns, you can use the *gear menu* to **Add Above** or **Add Below**.
   - You can use the *gear menu* to **Delete** sortings that you have created.
6) When finished, click the **Save** icon. Whenever you open this view, it will display the data in the way you have sorted it.

Create a Scenario

When you create a portfolio, the system automatically creates one initial scenario sheet. You can create additional scenario sheets.

To create a scenario sheet:

1) Click the plus sign at the top of the scenario sheet window.
   The system adds a "new scenario" tab to the top of the window.
2) Enter a name for the new scenario, and press **Enter**.
   You can include up to 30 characters in the name. Letters, numbers, hyphens, spaces, underscores, and special characters are allowed.

The project records that will be included on the scenario sheet are extracted from the database using a query that your Administrator created when the portfolio was configured. Whenever you create or open a scenario sheet, the system re-runs the query and adds or removes projects from the scenario depending on whether the project matches the query criteria. For example, a project that was previously on the sheet might be dropped from the sheet if it no longer meets the query criteria. Another project may be added to the sheet because it now meets the query criteria.

Edit the Name of a Scenario Sheet

To edit the name of a scenario sheet:

1) At the top of the scenario sheet window, double-click the tab showing the name that you want to edit. The tab name becomes editable.
2) Change the name as necessary. You can include up to 30 characters in the name. Letters, numbers, hyphens, spaces, underscores, and special characters are allowed.

Duplicate a Scenario

To duplicate a scenario:

1) At the top of the scenario sheet window, select the tab containing the scenario you want to duplicate.
2) In the upper-right corner of the window, click **Duplicate**.

   The system duplicates the scenario into a new tab, which you can rename. All the projects in the original scenario will be duplicated to the new scenario, including their linked or unlinked state, and current column widths, targets, sorting, and so on. For the new scenario, the system will calculate the new totals and then calculate the variance to show the difference.

Share a Scenario

Sharing a scenario makes the budget numbers you propose available to project managers for viewing. Project managers will not see the changes you make on the scenario sheet itself. Instead, the project managers will use a read-only portfolio budget curve in their Financial Analysis Cash Flow node to view both their original budget curve and a parallel scenario curve that shows the differences between their initial forecast projections and your proposed numbers.

For project managers to see the portfolio budge curve, you must share the scenario. For more information about the portfolio budget curve, refer to the *Unifier Essentials Modules Administration Guide* and the *Unifier Essentials Managers Reference Guide*.

You must have "full access" permission to share a scenario. You can share only one scenario at a time.

To share a scenario:

1) At the top of the scenario sheet window, select the tab containing the scenario you want to share.
2) In the upper-right corner of the window, click **Share**.

3) Click **Save**.

   The system visually marks the scenario tab with a "shared" icon and makes the scenario numbers visible on the portfolio budget cash flow curve for the project manager to see.

To stop sharing a scenario:

1) At the top of the scenario sheet window, select the tab containing the scenario you want to stop sharing.
2) In the upper-right corner of the window, click **UnShare**.
3) Click **Save**.

Remove a Scenario

To remove a scenario:

1) At the top of the scenario sheet window, click the x on the tab containing the scenario you want to delete, or
2) Right-click the tab containing the scenario you want to delete, and select **Remove**.
3) Click **Save**.

Approve a Scenario

After management has approved a scenario for the portfolio, you can mark the scenario as "approved." You must have "full access" permission to approve a scenario.

After you approve a scenario, the system:

- Marks the approved scenario "shared" so that project managers can see the approved dates and numbers. The scenario is set to read-only mode and can no longer be modified or deleted.
- Updates each project's original budget numbers with the proposed numbers on the approved scenario.
- Updates each project's monthly or yearly cash flow numbers with the proposed numbers on the approved scenario.
- Updates the project start date (if it was changed) for any planned projects that will begin during the portfolio's planning period.
- Updates the project/shell data with any project/shell information that was changed on the scenario sheet, and sends you an email notification of the updates
- Locks the budget and cash flow numbers to prevent any further changes.

To approve a scenario:

1) At the top of the scenario sheet window, select the tab containing the scenario you want to approve.
2) In the upper-right corner of the window, click **Approve**.
3) Click **Save**.

   When you approve a scenario, the system automatically shares the scenario and visually marks the scenario tab with an **Approved and Shared** icon to indicate to project managers that this is the approved scenario.

To "un-approve" a scenario:

1) At the top of the scenario sheet window, select the tab containing the scenario you want to un-approve.
2) In the upper-right corner of the window, click **UnApprove**.
3) Click **Save**.

   The Portfolio Manager deletes the approval icon from the tab, but does not delete the shared icon. If you want to stop sharing the scenario as well, you must click **Unshare** in the upper-right corner of the window.

> **Note**: If you "un-approve" a scenario, the system does *not* reset dates to their original values. Date fields will retain the approved values.

Export the Scenarios

To use scenario data for additional purposes, you can export your scenario sheets to CSV files or Excel sheets.

To export scenarios:

1) Click the **Print** button at the top of the window.
2) Select **Export To CSV** or **Export To Excel**.

   The Portfolio Manager will export all your scenario sheets.

> **Notes:**
>
> - For export to Microsoft Excel, the system currently supports only Euro (EUR) and United States Dollar (USD) currency symbols.
> - If you export data from a business process (BP) record, sheet (such as an Activity Sheet), or log (such as Company Funding Sheet Log) to Excel, be aware that depending on how your negative values are formatted, you might need to configure your columns in Excel to match the correct data type (Number). Otherwise, the columns will not be treated as numeric and will not sum as expected. One supported format includes placing the negative sign between the currency symbol and the amount (for example, $-1,000). One supported format includes placing the negative sign between the currency symbol and the amount (for example, $-1,000).

You will see a prompt at the bottom of the window, asking you to open or save the files.

When you open the file, it displays the data from each scenario sheet, arrayed in tabs and columns identical to the Portfolio Manager scenarios. The sheet will include any formulas that were created in the Portfolio Manager for calculating values. The sheet also retains the frozen columns, as well as the scrolling ability so that you can scroll through the cash flow columns.

Financial Period in Portfolio Manager

If you select the financial period type of the period structure in the configuration of Portfolio Manager, the system summons all the sub-periods, based on the selected planning period (drop-down list), starting from the year.

When you select Financial period in the time scale of Cash Flow curve, the system populates the financial period (present in the Shell options) in the financial period field of that Cash Flow curve.

The financial period present in the Shell options of parent Shell will not be used to filter projects in Portfolio Manager.

> **Note**: When a financial period from the Shell is being used in a portfolio, you will not be able to change it in the future unless you delete all the scenarios associated with it.

The system displays all the periods (and their names) in Portfolio Manager as individual columns.

The scenario sheets bring in the following data from any Shell type in a hierarchy:

- Project information from the Shell Attribute Form
- Project information from a single-record business process
- Project start and end dates from the Shell Attribute Form
- Project start and end dates from a single-record business process
- Cash Flow data (both forecasted and actual) from each project Cost Manager
- Column names in the Portfolio manager will be the period name from financial period.
- Forecast & Actuals data will be populated only when user chooses the Forecast option in Cashflow **Begin calculations at end of curve**.
- Forecast data will be populated if **Display financial period breakdown of Actuals** checkbox is not selected.
- Actuals data will be populated if **Display financial period breakdown of Actuals** checkbox is selected.
- Baseline data will be populated if user has not used the option in Forecast **Begin calculations at end of curve**.

After these scenario analyses have been completed, you can send the best (or several best) scenarios to the executive decision makers for approval. After a scenario has been approved, the system:

- Marks the approved scenario "shared" so that project managers can see the approved dates and numbers. In this case, the scenario is set to read-only mode and can no longer be modified or deleted.
- Updates each project's original budget numbers with the proposed numbers on the approved scenario.
- Updates each project's monthly or yearly cash flow numbers with the proposed numbers on the approved scenario.
- Updates the project start date (if it was changed) for any planned projects that will begin during the portfolio's planning period.
- Locks the budget and cash flow numbers to prevent any further changes.

Note: The pre-actuals will be the consolidated amount for actuals before the start of Financial Period.