

Anticipated Cost Report (ACR)

What is the Anticipated Cost Report?

The Anticipated Cost Report (ACR) tracks budget and cost on a project as documents progress through workflow in ePM. The ACR gives real time information as documents are set to Pending, Approved, etc. Each row on the ACR represents a certain level of the GSA Cost Account Structure. User can define which of these levels, as well as which ACR columns wish to be displayed. Every allocation in the ePM financial modules (Funding, Contracts, Modifications, Potential Change Orders, and Invoices) is associated with an ACR column. ePM has been configured to automatically update the appropriate ACR column as a Funding Document, Contract, etc. moves through its workflow states. Grouping, filtering, sorting, and printing this information depending on the needs.

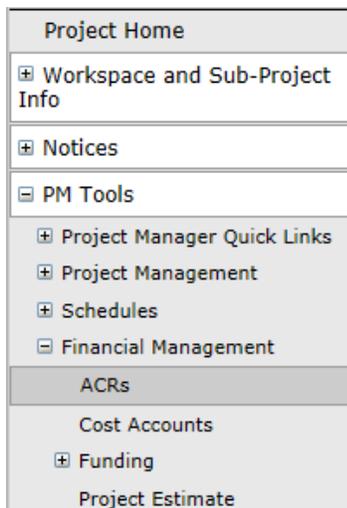
Who Will Use This?

- ✓ GSA Executive
- ✓ GSA Contracting Officer
- ✓ Construction Manager
- ✓ Project Manager

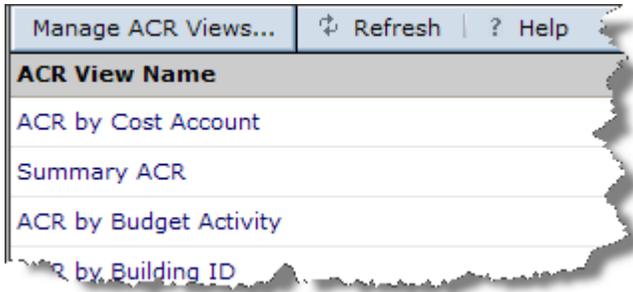
Steps to View the ACR

Any ePM User (with security permission to view the ACR):

1. Log into ePM, navigate to project, and then to PM Tools > Financial Management > ACRs. ePM displays the ACR register.



- Under the column called 'ACR View Name', click on the name of the ACR wished to be viewed.



Notice in the resulting ACR display that all the dollar values (except variances and column totals) are hyperlinks.

Anticipated Costs: practice_usc				
Views ▾ Refresh Print ? Help				
View: ACR by Cost Account		Total Rows: 13		Last Updated: 8/20/2009 2:4
Cost Account	Original Funding Received	Funding Redistribution	Total Funding Received	Pending
▶ 2009 CM	45,000,000.00	0.00	45,000,000.00	
Basement Construction	400,000.00	0.00	400,000.00	
Concrete	0.00	0.00	0.00	
Contingency	10,000.00	(105,000.00)	(95,000.00)	
Demolition and Abatement	200,000.00	100,000.00	300,000.00	
Design 2008	2,400,000.00	0.00	2,400,000.00	
Flooring	0.00	0.00	0.00	
Foundations	540,002.00	5,000.00	545,002.00	
Masonry	0.00	0.00	0.00	
Metal Framing	0.00	0.00	0.00	
Sitework	0.00	0.00	0.00	
Steel	0.00	0.00	0.00	
Grand Total	48,550,002.00	0.00	48,550,002.00	

- The ACR can also be viewed, grouped and filtered by the different ways cost accounts and line items are classified in ePM. For example, grouped by Phase and then sub-grouped by Cost Account.



ePM Quick Reference Guide #030

Views		Refresh	Print	Help
View: Budget Summary - By CSI and Cost Account Title		Total Rows: 12		Last Updated: 8/20/2009
Phase- Stage	Original Funding Received	Approved Funding Changes	Funding Redistribution	
- 01: Phase 1	10,000.00	0.00	(105,000.00)	
Cost Account	Original Funding Received	Approved Funding Changes	Funding Redistribution	
Contingency	10,000.00	0.00	(105,000.00)	
- 05: Phase 5	200,000.00	0.00	100,000.00	
Cost Account	Original Funding Received	Approved Funding Changes	Funding Redistribution	
Demolition and Abatement	200,000.00	0.00	100,000.00	
+ 06: Phase 6	400,000.00	0.00	0.00	
+ 08: Phase 8	540,002.00	0.00	5,000.00	
+ N/A	47,400,000.00	0.00	0.00	
Grand Total	48,550,002.00	0.00	0.00	

5. Funding related columns of the ACR include the following:

- **Allowable Funding:** dollar amount of funding approved
- **Funding Redistribution:** dollar amount of approved transfers of money between cost accounts
- **Total Funding Received:** A calculated column, Original Funding Received plus Funding Redistribution
- **Pending Funding:** dollar amount of any funding documents in the Pending workflow state
- **Pending Funding Redistribution:** dollar amount of pending transfers of money between cost accounts
- **Total Pending Funding:** A calculated column, Pending Funding plus Pending Funding Redistribution
- **Project ETPC:** Total Funding Received plus Total Pending Funding





6. Contract related columns of the ACR include the following:

- **Original Obligations:** dollar amount of approved contracts
- **Approved Changes:** dollar amount of approved contract modifications
- **Current Obligations:** A calculated column, Original Obligations plus Approved Changes
- **Commitments:** dollar amount of contracts and contract modifications in pending workflow state
- **UnObligated Balance:** autopopulated during creation and approval of Funding documents. As contracts and modifications are written against cost accounts, the Estimated Costs are drawn down accordingly
- **Planned Obligations:** Estimated amount of work waiting to be bought (Planned Obligations Cost Event)
- **PCOs:** dollar amount of Potential Change Orders

7. The Projection, Variance and Invoice columns of the ACR include the following:

- **Project Cost to Complete:** A calculated column, Commitments plus Estimated Costs plus Reservations
- **Projected Cost at Completion:** A calculated column, Current Obligations plus Projected Cost to Complete
- **Current Variance:** A calculated column, Total Funding Received minus Projected Cost at Completion
- **Projected Variance:** A calculated column, Total Pending Funding minus Projected Cost at Completion
- **Pending Invoiced:** dollar amount of unapproved invoices
- **Certified Invoiced:** dollar amount of invoices Approved or Released for Payment
- **Sum of Invoiced:** A calculated column, Pending Invoiced plus Certified Invoiced



Tips

- ✓ Click on the 'Views' button to manage the appearances of the ACR (sorting, grouping, etc).

- ✓ Clicking the online help button provides only generic help related to the ACR.

- ✓ Refer to the standard ePM training manual for complete instructions on designing ACR views.

- ✓ ACR does NOT have to be grouped in Cost Account order. For example, user can group first by Level 4, then by Level 1, etc.

- ✓ To print or export the ACR, with the ACR displayed, click the 'Print' button, then click the 'Preview' button and finally, click the printer icon on the print preview window. To export to pdf or character delimited file (for use in Excel), simply click the 'Export' button.

- ✓ When viewing the ACR from the Programs workspace, the report shows aggregate values from all the projects' ACRs within the program.

- ✓ The ACR only includes totals from projects to which user has Read access. For example, if user can access only 20 out of 100 projects in a program, then the ACR for this program will only include totals from those 20 projects.

- ✓ For additional help and support, contact the ePM Regional Point of Contact.
