

Category 6

6.5 Variations



When a Variation is necessary for completion of a project it can be managed in this Module. Variations for any construction, electrical, etc can be completed in this screen.

To complete a new 'Variation' click 'NEW'.

Variation Number

The Variation Number will automatically be generated to the next unique variation number. Tab through the fields completing as much information as possible.

Alternate Reference Number

The 'Alternate Reference Number' can be a number that the Client uses for tracking purposes through their own system(s). This 'Alternate Reference Number' allows you to use this number.

Date Raised

The 'Date Raised' will automatically be inserted as today's date. This field can be manually inserted if required.

Task Number

The 'Task Number' is the Cost Centre number for this part of the project. (For more information on 'Task Number' refer to Module 23 – Task Breakup).

The 'Task Number' is essential when the variation is approved as this will be used for financial reporting. Should the project start to escalate drastically then this will be reflected in the financial reporting.

Job Number

The job number can be used as an alternative Reference Number if required.

Status

There are five (5) 'Status' levels; **Approved**, **Ejected**, **Hold**, **Raised**, **Submitted**. Select the relevant status for the Variation.

Approved:

The Variation has been approved. The approved Variation has an impact on the system and only approved variations will be used in the financial reporting. The hours and materials once approved are used in monthly reports.

Ejected:

The amount is not approved it has been rejected. This could be because the client does not wish to proceed.

Hold:

The Variation is on hold.

Raised:

The variation could be raised as it is uncertain contractually if it should be a variation and more details may be needed before it can be submitted.

Submitted:

The submitted variation is with the client pending their approval.

Customer Number

Customer Numbers can be included in this screen. Therefore if you have a current database /list of customers their reference number can be included at this point. If no Customer Number is relevant leave this field blank.

Clients Name

Complete all details relating to the Client's Information including Telephone and Email information. These details can be inserted in the 'Project Details'. (Refer Module 2 – Company Default Project – Project Details Tab).

Approved Price

Enter the 'Approved Price' for the variation. This may differ from the raised variation amount as during negotiations the variance could have changed slightly up or down.

Invoice Number

Enter the Invoice Number if required. This may be issued by your accounting system for tracking purposes.

Date Approved

This field is left blank until the Variation has been approved. Once approved enter the date the Variation was approved.

Date Submitted

The system automatically places today's date into the 'Date Submitted' field when the 'Variation' is raised. Tab to the next field.

Approved By

Enter the Authorised Persons Name who approved the Variation. Tab to the next field.

Raised By

Enter the Persons Name who has raised the Variation. Tab to the next field.

Reason for Variation

Enter the reason for the variation to be raised. For example, it could be outside of the specification, amended drawings or change in scope of work, etc.

Variation Description

Enter the description of the variation to be raised. This should be as detailed as possible explaining the quantities and references.

Material \$

Enter the base cost amount in dollars required for the variation.

Material %

Enter the material markup percentage to be applied to the material amount.

Total Material \$

The Total Material will be automatically calculated from the information supplied from the Material \$ and Material %.

Hours

Enter the estimated hours required to do the variation.

Hours Rate \$

Enter the loaded hourly rate in dollars. This should include all agreed overheads and tools necessary to complete the job.

Extended Labour \$

The 'Extended Labour' in dollars will be automatically calculated from the information supplied from the hours and hourly rate.

Total Variation \$

The Total Variation will be automatically calculated from the information supplied from the Material \$, Material %, Hours and Hourly Rate.

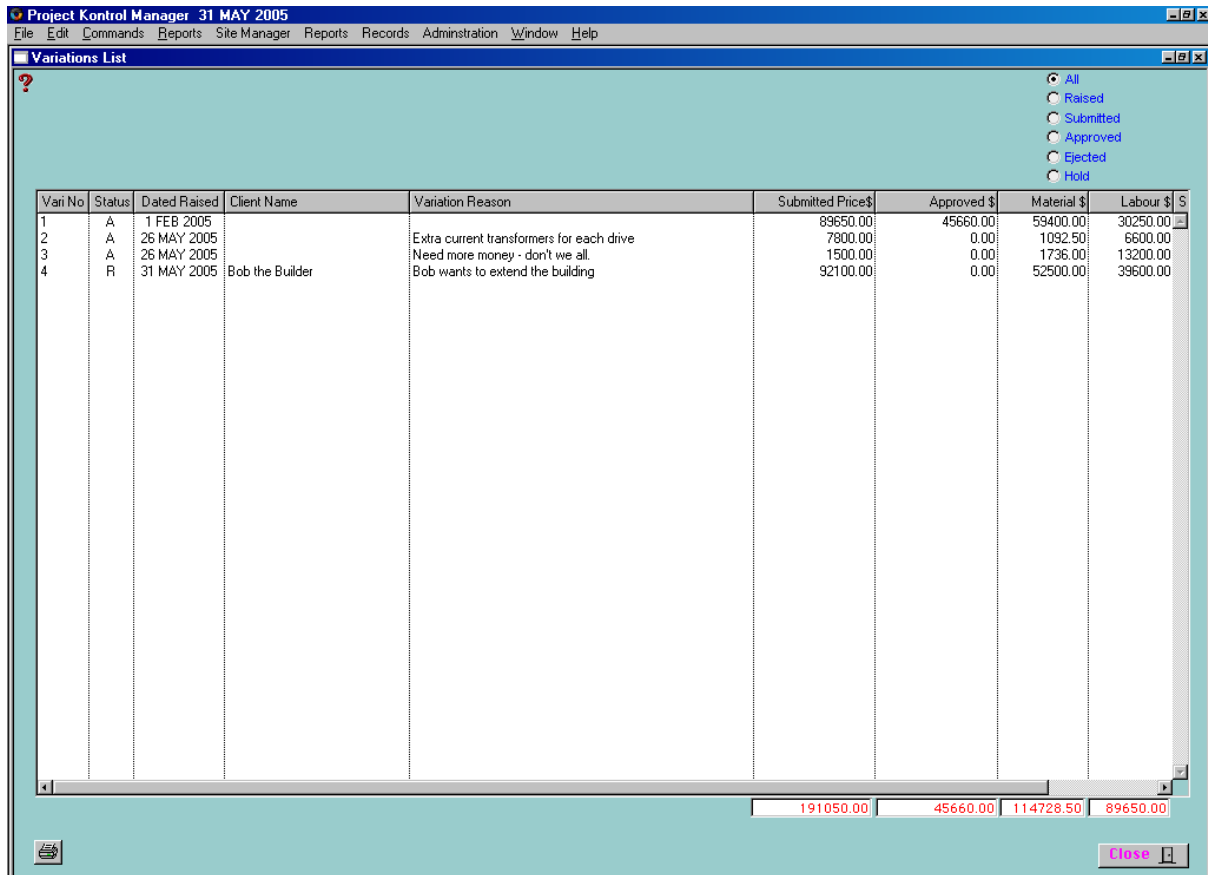
Submitted Price \$

The Submitted Price will be automatically inserted from the Total Variation Price. The Submitted Price can be amended should you need to round the figure up or down.

See List 

To view all the variations for the project click on 'See List' and all variations will be listed in variation number order.

This window lists the stages of the variations. The system defaults to ALL showing all the variations for the project.



Vari No	Status	Dated Raised	Client Name	Variation Reason	Submitted Price\$	Approved \$	Material \$	Labour \$
1	A	1 FEB 2005			89650.00	45660.00	59400.00	30250.00
2	A	26 MAY 2005		Extra current transformers for each drive	7800.00	0.00	1092.50	6600.00
3	A	26 MAY 2005		Need more money - don't we all.	1500.00	0.00	1736.00	13200.00
4	R	31 MAY 2005	Bob the Builder	Bob wants to extend the building	92100.00	0.00	52500.00	39600.00
					191050.00	45660.00	114728.50	89650.00

You can view the Variations in the different status level. There are five (5) 'Status' levels; **Approved**, **Ejected**, **Hold**, **Raised**, **Submitted**. Select the relevant status by clicking on the radio button shown below to view the progress of the Variation.

- All
- Raised
- Submitted
- Approved
- Ejected
- Hold

The totals are displayed at the bottom of the screen and a list of variations can be printed.