



Automatic accrual of forecast based on  
actuals – Antura Integration Standard

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# Automatic accrual of forecast based on actuals – Antura Integration Standard

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## Background

Antura offers an *Antura Integration Standard*-solution that enables the transfer of costs from actuals to forecast and reallocation of the remaining forecast on future periods.

If the actuals for a closed month were lower than forecasted, it generally means that the cost will come later, not that the total cost will be lower than the previous total forecast. At the same time, it is important for project managers and managers to keep track of *when* the actual costs will occur. Even for forecast amounts where a total value (total planning) has been entered, the total forecast needs to be reallocated so that historical periods always reflect the actuals, without changing the total value of the forecasts.

*Integration Standard* is a type of add-on that is continuously updated, like Antura, where customers who license them can choose when they want to upgrade to a new version. Unlike customized integrations, Antura Integration Standard is something that is offered to the entire Antura customer base and is therefore also continuously improved.

## Purpose of the solution

The main function of the solution is to reallocate the forecast entered by the project. The purpose is for forecast amounts for past ("closed") months to match the actual costs and for the remaining forecast amounts (the difference between the entered forecast and the actual outcome) to be allocated to future ("open") months. The total entered forecast amount does not change, but will only be reallocated (i.e., moved in time).

In businesses where the final cost forecast is relatively known, and where the distribution of the forecast over time is important, this solution will facilitate the work.

To further facilitate the forecasting work, there are also complementary functions:

- Set Forecast equal to Actuals
  - For parts of the project (deliveries or activities) where all actuals are accounted for, you can choose for the forecast amount to completely match the actual, even for future (open periods). In this case, the total forecast amount will not match the manually entered forecast.
  - The purpose is to avoid manually handling minor deviations between actuals and forecasts when a phase or delivery is completed and closed.
- Show a warning if the actual cost is higher than the entered forecast, so that the forecast can be reviewed and corrected if necessary.
- Mark up of auto-posts to facilitate follow-up
- Warning for errors (e.g., incorrect input level) when the baseline is published.

## Description of the solution

The forecast in the projects will be updated based on actuals and any difference between actuals and forecast is carried over to future periods while the total cost forecast remains intact.

The solution calculates the accumulated difference based on actual costs compared to the entered forecast and adds/subtracts the difference to/from the upcoming period(s) (month(s)). The calculation is done per WBS level (global/delivery/task) and per cost category. The solution creates automatic cost items ("auto-items") that make the total forecast per cost category show the desired amounts.

## Trigger for starting the integration

The solution starts working based on two triggers:

- Publishing of a baseline
  - The project being published will be recalculated If it meets the configured requirements
  - Calculations start immediately after the baseline is published.
- Daily events (will be run during the night)
  - Includes all projects that meets the status according to configuration (Default: Not started and Ongoing). There are also other selection criteria to control which projects will be included. See more below.
  - Excludes projects that;
    - are under editing. These projects will run at the next baseline is published.
    - do not meet configured requirements or projects that contain any errors.
  - Excluded projects are noted in the error report and sent to the configured e-mail address

## What the solution does

- The solution creates automatic cost items ("auto-items") to handle summarized actuals and forecast correction, in the Forecast view. This is done per cost category that has a forecast and/or actuals.
- The solution relates to so-called **closed periods** (past months where actual costs have come in). This controls the transfer of actuals. "Closed" and "next open" periods are separated by a defined "cut-off period" set by an administrator.
- The solution automatically transfers summarized actuals for each month to a defined auto-item. This is done for all closed periods.
- The solution corrects the forecast for closed periods and the upcoming (open) periods, on another auto-item. This auto-item has two purposes:
  - to zero out the forecast in closed periods, so that the actual costs are reflected as the forecast
  - to handle the difference (the residual between the *actuals* from all past (closed) periods and the total *forecast* entered for the same periods) by adding the difference as a corrected forecast in the next open period/periods.

The following happens for all projects, tasks, and cost categories that meet configured requirements.

1. First, the "cut-off period" is determined, based on either date or frequency. See more about this below.
2. For each cost category (per WBS level), the following then happens:
  - a. The auto-item for transferring actuals is created and summarizes all actuals for "closed periods".
  - b. Then the auto-item for forecast correction is created, which calculates and moves the difference forward. The total forecast value is maintained but the monthly allocation is adjusted.

### Cut-off period

- The time frame of the reallocation is based on a defined "cut-off period"
- The cut-off period aims to separate "closed periods" and "next open period(s)", where the cut-off period is the "latest closed period". The idea is that the latest closed period means that all actual costs have come into the financial system up to that period.
- The cut off is always between whole months.
- The cut-off period will normally be updated once a month, often a number of days into the next month.

#### *How to set the cut-off period:*

- The date can be managed manually, via a system property of the type "List". The name of the property is default "LatestClosedPeriod" (this can be changed in the configuration of the solution)
- The solution expects only one date for the property (that will be changed every month)
- The date format should be specified as YYYY-MM-DD
- The date is to be updated by a system administrator manually when the cut-off period should be moved forward
- Example: If March is to be the latest closed period, a date for March is entered in the property.
  - Normally, a period is closed a bit into the next month when the accounting for the month is completed. This means that the date is set retroactively.
  - Regardless of whether the date is 2023-03-01 or 2023-03-31, March is considered the cut-off period.
- Regardless of whether the date is historical or future, the cut-off period will behave accordingly.
  - Example - Historical date: The date is set to 2020-03-31 and means that March 2020 is considered the latest closed period, and the difference is placed in April 2020. The reallocation will therefore only include actuals up to March 2020, even though invoices have come in later than that.
  - Example - Future date: The date is set to 2030-03-31 and means that March 2030 is considered the latest closed period, and the difference is placed in April 2030.

### Auto-items

- Auto-items are created in the Forecast view and are read-only
- Auto-items will be created for all cost categories where there is a forecast and/or actuals

- Auto-items are created depending on whether the forecast has been entered with *Total input* or *Period input*.
- Auto-items are named:
  1. \*Correction of forecast\_P
  2. \*Correction of forecast\_T
  3. \*Actual cost for Closed periods  
(the \* is to make sure the auto-items are sorted and shown at the top of list of cost items)
- The names of the auto-items are configurable
- Auto-items will also be created for cost categories where there is no forecast but there are actual costs:
  1. Forecast item is missing: An editable forecast item is created, named "\*Forecast", The name of the item is configurable.
- Forecast item exist, but amount is missing: Auto-items are created and handled according to forecast with period input but with the forecast amount 0.

#### *Transfer of actuals*

- The auto-item "\*Actual cost for Closed periods" summarizes all actual items per period and cost category for closed periods.
- Actual costs on open periods will not be transferred and will not affect the accrual until that month is closed using the cut-off period.

#### *Accrual of forecast*

- The auto-item "\*Correction of forecast\_..." zeros out the manual forecast for the corresponding closed periods, per cost category.
- The auto-item handles the accumulated difference (difference between actuals and forecast) for historical closed periods, per cost category
- The solution handles both total and period-entered forecasts, per cost category
- The accrual behaves differently, depending on whether it is total or period-entered forecast items. (More described in explanatory examples below)
  - If there are both total-entered forecast rows and period-entered forecast rows within the same task and cost category, it will be handled as a period-entered forecast.
- The difference between forecast and actuals will be updated in the next open period(s)
- Any remaining difference will be moved forward "forever", unless:
  - the entered forecast is manually corrected so it is equal to the actuals
  - completed projects are excluded from the calculation, as the reallocation stops when the project is closed
  - forecast reallocation is stopped (see below under the description of the function "Stop forecast reallocation and set Forecast = Actual")

#### **Explanatory examples**

Here are examples and explanations of some scenarios:

- A. "\*\*Correction of forecast\_P, for forecast with period input
- B. "\*\*Correction of forecast\_T, for forecast with total input
- C. Correction when there are actuals but no entered forecast

#### A. Period input Forecast

1. For closed periods (past periods) where there is an actual, an inverted amount is entered that zeros out the original forecast for the period. This means that the sum for the period will be exactly the same as the actuals for the period.
2. In the period after the cut-off period, called the "next open" period, the remaining forecast amount (the difference) is entered and will gradually be moved forward each month as long as actuals and forecasts are not the same.
3. The example below shows that the accumulated difference of 100 SEK has been entered in the next open period, i.e., April.
4. The summarized forecast for the cost category now shows the same as the actuals for January to March. For April, the forecast is 300 SEK and for May 200 SEK.

|                                   |     |     |                            | Closed periods |         |         | Next open |         |
|-----------------------------------|-----|-----|----------------------------|----------------|---------|---------|-----------|---------|
| Task / Cost                       | E/I | < > | Total (SEK)<br>All periods | Jan -23        | Feb -23 | Mar -23 | Apr -23   | May -23 |
| 1. Project forecast               |     | < > | 1 000,00                   | 100,00         | 150,00  | 250,00  | 300,00    | 200,00  |
| Material                          |     | < > | 1 000,00                   | 100,00         | 150,00  | 250,00  | 300,00    | 200,00  |
| **Forecast                        |     | < > | 1 000,00                   | 200,00         | 200,00  | 200,00  | 200,00    | 200,00  |
| *Accrual of Forecast_Period input |     | < > | -500,00                    | -200,00        | -200,00 | -100,00 | 100,00    | 0,00    |
| *Actual cost for Closed periods   |     | < > | 500,00                     | 100,00         | 150,00  | 250,00  | 0,00      | 0,00    |

#### B. Total input Forecast

1. Same as point A1, above.
2. For periods after the cut-off period, the difference is spread over the remaining duration of the task.
3. Regardless of which period the actuals come in, the difference will relate to the duration of the task (start and end date) according to the schedule.
  - a. For example, if the task's start and end date are further ahead in time than the first non-closed period, the difference is distributed over the actual duration of the task.
4. The example below shows that the difference of 96.02 SEK is distributed according to total input principle over the two remaining periods (according to the schedule until May 31<sup>st</sup>). In this case, the actuals have been lower than the original forecast for the closed periods. Therefore, the upcoming (open) periods will have a higher total forecast than the original forecast showed.

|                                  |     |     |                            | Closed periods |         |         | Open periods |         |
|----------------------------------|-----|-----|----------------------------|----------------|---------|---------|--------------|---------|
| Task / Cost                      | E/I | < > | Total (SEK)<br>All periods | Jan -23        | Feb -23 | Mar -23 | Apr -23      | May -23 |
| 1. Project forecast              |     | < > | 1 000,00                   | 100,00         | 150,00  | 250,00  | 245,90       | 254,10  |
| Material                         |     | < > | 1 000,00                   | 100,00         | 150,00  | 250,00  | 245,90       | 254,10  |
| **Forecast                       |     | < > | 1 000,00                   | 205,30         | 185,43  | 205,29  | 198,68       | 205,30  |
| *Accrual of Forecast_Total input |     | < > | -500,00                    | -205,30        | -185,43 | -205,29 | 47,22        | 48,80   |
| *Actual cost for Closed periods  |     | < > | 500,00                     | 100,00         | 150,00  | 250,00  | 0,00         | 0,00    |

If the task's end date has passed, i.e., the end date is in a closed period and there is a difference, it is placed in the first open period. A deviation will then be moved forward "forever". Alternatively, the plan is edited, and the forecast is updated so it is correct (move the end date forward or update the forecast so that it matches the actuals).

### C. Correction when there are actuals but no entered forecast

1. If a cost category receives actuals but lacks a forecast, a forecast item is automatically created under the same cost category as the actuals but with the amount 0 SEK.
2. Then the same thing happens as for scenario A and B, depending on the entry type. The example below has period input:
  - a. The auto-item calculates a difference, which becomes -500 SEK because the forecast is 0 during closed periods. The total forecast remains 0 SEK.

Since no forecast amount is entered, we do not expect any actuals. A credit of the actuals is expected so that it becomes 0 SEK. Alternatively, the forecast should be updated to match the costs that have come in.

|                                   |     | Closed periods             |         |         |         |         | Next open |
|-----------------------------------|-----|----------------------------|---------|---------|---------|---------|-----------|
| Task / Cost                       | E/I | Total (SEK)<br>All periods | Jan -23 | Feb -23 | Mar -23 | Apr -23 | May -23   |
| 1. Project forecast               |     | 0,00                       | 100,00  | 150,00  | 250,00  | -500,00 | 0,00      |
| Material                          |     | 0,00                       | 100,00  | 150,00  | 250,00  | -500,00 | 0,00      |
| **Forecast                        |     | 0,00                       | 0,00    | 0,00    | 0,00    | 0,00    | 0,00      |
| *Accrual of Forecast_Period input |     | -500,00                    | 0,00    | 0,00    | 0,00    | -500,00 | 0,00      |
| *Actual cost for Closed periods   |     | 500,00                     | 100,00  | 150,00  | 250,00  | 0,00    | 0,00      |

## Prerequisites

### Input level

- The solution only includes cost items (forecasts cannot be managed on task level or on cost category level).
- The solution allows multiple forecast items per cost category, and with different input types (total/period)
- The solution assumes that actuals and forecasts are handled at the same WBS level (project global, delivery, or task). You cannot have a forecast entered at task level but all actuals are on the project global level.

### Input period

- The solution assumes month as the input period length.

### Input type

- The solution can handle both total input and period input

### Manual and imported actuals

- The solution can handle both actual costs manually input and imported actuals.

### Manually entered forecast items

- Forecast items can occur as one or more items per cost category
- Forecast items can be total input and period input, under the same cost category
- Manually input forecast items will not be affected by the accrual and will remain editable

### Cost category

- The solution runs per cost category, where there is a forecast or actuals
  - The cost category "Resources" is excluded from the solution as this cost category does not allow input at cost item level.

## Selection

### Project selection

#### *Project status*

- "Not started" and "Ongoing" are default, but other statuses can be included in the configuration of the solution
- If projects with the status "Finished" are included, the solution will ignore if the setting "Allow editing of completed project" is "Off", in the same way as the solution for imported actuals does.

#### *Project type*

- Project type (one or more)
- Non-selected project types are not included in the solution, and those projects will not be affected
- If the value is omitted in the configuration, all project types are included.
- Multiple project types are configured with semicolon separation, and semicolons must therefore not appear in the name of the project types

#### *Project model*

- Project model name (one or more models)
- Non-selected models are not included in the solution
- If the value is omitted in the configuration, all models are included.
- Multiple models are configured with semicolon separation, and semicolons must therefore not appear in the name of the model.

#### *Project property*

- Project property (one or more)
- Non-selected project properties are not included in the solution
- If the value is omitted in the configuration, projects are included regardless of project properties
- Multiple project types are configured with semicolon separation, and semicolons must therefore not appear in the name of the project types.

## Additional features:

### Notification if actual cost exceeds the forecast

The function calculates the difference between "total forecast" and "actual cost for closed periods" and indicates if the total forecast is lower than the total actual cost. This way, you can get direct feedback on how the project is doing (forecast compared with actual cost), while the forecast remains intact.

The "flag" is written on both manual forecast items and auto-items. This way, you can filter and keep the relevant items together.

This is handled via a cost item property (type: list). The name of the property and the list choices are configurable. The property can advantageously be displayed in the forecast view and in the filters. The function can, for example, be used to find forecast entries that should be reviewed because the actual cost exceeds the forecast. In those cases, the forecast probably needs to be raised.

Default, names of property and list choices:

- Cost item property: "Forecast diff"
- List, choice: "U>P"
- Show in Filter
- Non mandatory

### Example

1. In the example below, the total actual cost is 1,100 SEK and the total forecast is 1,000, which means that the actual cost is higher than the forecast
2. All forecast items, for a cost category and task, receive a notification with A>F. This means that you can filter out the rows that cause the deviation.

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                             |                                                                                                              | Closed periods |         |         | Next open |         |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------|---------|---------|-----------|---------|
| Task / Cost                       |  E/I                                                                                                                                                                                                                                                                                                                                     | Forecast diff                                                                                                                                                               |  Total (SEK)<br>All periods | Jan -23        | Feb -23 | Mar -23 | Apr -23   | May -23 |
| <div>All</div>                    |                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                             |                                                                                                              |                |         |         |           |         |
| 1. Project forecast               |                                                                                                                                                                                                                                                                                                                                          | < >                                                                                                                                                                         | 1 000,00                                                                                                     | 400,00         | 350,00  | 350,00  | -300,00   | 200,00  |
| Material                          |                                                                                                                                                                                                                                                                                                                                          | < >                                                                                                                                                                         | 1 000,00                                                                                                     | 400,00         | 350,00  | 350,00  | -300,00   | 200,00  |
| **Forecast                        |      |  A>F  < > | 1 000,00                    | 200,00         | 200,00  | 200,00  | 200,00    | 200,00  |
| *Accrual of Forecast_Period input |      |  A>F  < > | -1 100,00                   | -200,00        | -200,00 | -200,00 | -500,00   | 0,00    |
| *Actual cost for Closed periods   |      |  A>F  < > | 1 100,00                    | 400,00         | 350,00  | 350,00  | 0,00      | 0,00    |

### Notification on each auto-item

It is possible to flag each auto-item with a value, e.g., "A" for "Automatic" (configurable) and thus sort and filter among these.

This is handled via a cost item property (list). The default name is "Type". The value (A) must be available as a list choice. The value becomes read-only as the auto-item is read-only. The cost item property can therefore be used for manual choices, such as flagging an entered forecast item.

The function is configurable (On/Off) and is included in the overall configuration of the solution and runs when the baseline is published and during nightly batch runs.

### Example

| Task / Cost                       | E/I | Item type | Total (SEK)<br>All periods | Jan -23 | Feb -23 | Mar -23 | Apr -23 | May -23 |
|-----------------------------------|-----|-----------|----------------------------|---------|---------|---------|---------|---------|
| All                               |     |           |                            |         |         |         |         |         |
| 1. Project forecast               |     | < >       | 1 000,00                   | 400,00  | 350,00  | 350,00  | -300,00 | 200,00  |
| Material                          |     | < >       | 1 000,00                   | 400,00  | 350,00  | 350,00  | -300,00 | 200,00  |
| **Forecast                        | -   | O         | 1 000,00                   | 200,00  | 200,00  | 200,00  | 200,00  | 200,00  |
| *Accrual of Forecast_Period input | -   | O A       | -1 100,00                  | -200,00 | -200,00 | -200,00 | -500,00 | 0,00    |
| *Actual cost for Closed periods   | -   | O A       | 1 100,00                   | 400,00  | 350,00  | 350,00  | 0,00    | 0,00    |

### Stop forecast reallocation and set Forecast = Actual

It is possible to "stop" the correction of the forecast so that no differences continues to be moved forward and any future entered forecast is reset. This way, the total forecast will instead be equal to the transferred actual cost for closed periods.

The manual original forecast can thus remain visible, and no data is destroyed by resetting the difference with this property. Visually, the entered forecast will be zeroed out on the auto-forecast row. (See example below).

This is handled via a **task property** (type: list). The default name is "Set forecast = Actual". The function takes effect if the value on a task is "Yes". If the value in the property is "blank" or anything other than "Yes", the difference is calculated in the same way as before. Note that the function thus assumes that actuals is handled at the delivery/task level (not at the project global level, which cannot have task property values).

The function is included in the overall configuration of the solution and runs when the baseline is published and during nightly batch runs. This means that if a forecast or actual is added/changed in closed periods, the solution makes a new calculation up to the last closed period.

### Example

Example 1: The task is completed; no future forecast or no more actual cost is expected.

1. The project manager indicates "Yes", and the deviation of 100 SEK will not enter the next open period
2. The actual cost is now the final forecast for the task and differs from the manual forecast.

| Task / Cost                       | E/I | F=A (Forecast = Actual) | < | > | Total (SEK)<br>All periods | Closed periods |         |         | Open periods |         |
|-----------------------------------|-----|-------------------------|---|---|----------------------------|----------------|---------|---------|--------------|---------|
|                                   |     |                         |   |   |                            | Jan -23        | Feb -23 | Mar -23 | Apr -23      | May -23 |
| 1. Project forecast               |     | Yes                     |   |   | 500,00                     | 100,00         | 150,00  | 250,00  | 0,00         | 0,00    |
| Material                          |     |                         |   |   | 500,00                     | 100,00         | 150,00  | 250,00  | 0,00         | 0,00    |
| **Forecast                        |     |                         |   |   | 600,00                     | 200,00         | 200,00  | 200,00  | 0,00         | 0,00    |
| *Accrual of Forecast_Period input |     |                         |   |   | -600,00                    | -200,00        | -200,00 | -200,00 | 0,00         | 0,00    |
| *Actual cost for Closed periods   |     |                         |   |   | 500,00                     | 100,00         | 150,00  | 250,00  | 0,00         | 0,00    |

Example 2: The function is activated, but the forecast amount is in a future open period

3. Same result as in points 1 and 2 above
4. Forecast in a future open period is zeroed out on the auto-correction row, with an inverted amount

| Task / Cost                       | E/I | F=A (Forecast = Actual) | < | > | Total (SEK)<br>All periods | Closed periods |         |         | Open periods |         |
|-----------------------------------|-----|-------------------------|---|---|----------------------------|----------------|---------|---------|--------------|---------|
|                                   |     |                         |   |   |                            | Jan -23        | Feb -23 | Mar -23 | Apr -23      | May -23 |
| 1. Project forecast               |     | Yes                     |   |   | 500,00                     | 100,00         | 150,00  | 250,00  | 0,00         | 0,00    |
| Material                          |     |                         |   |   | 500,00                     | 100,00         | 150,00  | 250,00  | 0,00         | 0,00    |
| **Forecast                        |     |                         |   |   | 800,00                     | 200,00         | 200,00  | 200,00  | 0,00         | 200,00  |
| *Accrual of Forecast_Period input |     |                         |   |   | -800,00                    | -200,00        | -200,00 | -200,00 | 0,00         | -200,00 |
| *Actual cost for Closed periods   |     |                         |   |   | 500,00                     | 100,00         | 150,00  | 250,00  | 0,00         | 0,00    |

### Summary and error reporting

There are three types of reports sent to designated email addresses after the nightly periodization. In general:

- The reports are in Swedish or English.
- The emails can be turned off individually with a configuration flag.

### Reconciliation report, with content:

- Information about the completed re-periodization, with the following results:
  - How long time the job took
  - Total number of projects recalculated
  - Total number of projects excluded due to errors
- the email is sent every night

Error report regarding missing/incorrect system properties, configuration/settings, with content:

- date value retrieved from the property and whether it is valid or not
  - e.g., "January 31", blank or multiple values
- property name or property value for additional features
  - e.g., "yes" is missing as a value for "Set Forecast=Actual"
- list of projects excluded, with explanatory reason
  - Baseline is under editing
  - Unacceptable input settings
- the list includes project name, project number, project ID, project type
- the email is sent every night as long as the "errors" persist.

Error report to the project manager (or equivalent), with content:

- list of projects excluded, with explanatory reason
  - Baseline is under editing
  - Unacceptable input settings
- the email is sent every night as long as the "errors" persist.

## Configuration

| Comment                                                                                                                                                                                                                                         | Value                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| One or more email address that will be recipient for reports, separate email with semicolon.                                                                                                                                                    | ;                                              |
| First line in email reports                                                                                                                                                                                                                     | [CUSTOMER NAME] - Automatic Forecast Accrual   |
| Send error report if the configuration for example is not correct.                                                                                                                                                                              | True/False                                     |
| Send error report to project managers if there is some error in the projects                                                                                                                                                                    | True/False                                     |
| <PropertyNameLatestClosedPeriod><br>A system property used to set the "cut-off period".<br>Property type: Preferably a portfolio property<br>Type: List<br>It must only contain one list value with the format "YYYY-MM-DD".                    | Cut off period                                 |
| <PropertyNameActualGreaterThanForecast><br>Cost item property that is used to show that actuals are greater than forecast..<br>Property type: Cost item<br>Type: List<br>Set as: "Read only"                                                    | Forecast diff                                  |
| <PropertyValueAssignActualToForecastYes><br>List value for the above cost item property<br>(Only one list value)                                                                                                                                | A>F<br>(Actual>Forecast)                       |
| <PropertyNameAssignActualToForecast><br>Used to enable/disable the function to "cancel" forecast accrual and set forecast equal to actual cost.<br>Property type: Task<br>Type: List                                                            | Set Forecast = Actual                          |
| <PropertyValueAssignActualToForecastYes><br>List value for the above task property<br>(Only one list value)                                                                                                                                     | Yes                                            |
| Used to mark up auto-items<br>Property type: Cost item<br>Type: List<br>Create a list value "A" (for Auto-item)<br><PropertyNameOrderOrInvoice>                                                                                                 | Item type                                      |
| Auto-item for transferred actual costs                                                                                                                                                                                                          | *Actual cost for Closed periods                |
| Auto-item for accrual of forecasts with period input                                                                                                                                                                                            | *Accrual of Forecast_Period input              |
| Auto-item for accrual of forecasts with total input                                                                                                                                                                                             | *Accrual of Forecast_Total input               |
| <CostNameForGeneratedManualForecast><br>Automatically created cost item if actual costs exists, but no forecast has been entered                                                                                                                | *Forecast                                      |
| Project selection                                                                                                                                                                                                                               | Value                                          |
| <b>Project Statuses</b> – Define which projects should be included in the solution depending on the project status.<br>Semicolon separated.<br>Leave empty to include all.<br>Valid values are: NotStarted, Active, Finished, OnHold, Cancelled | Not started;Active                             |
| <b>Project Model</b> – Define which projects should be included in the solution depending on the project model/models the project has<br>Semicolon separated.<br>Leave empty to include all.                                                    | Standard project model;Assignment model        |
| <b>Project Type</b> – Define which projects should be included in the solution depending on the project type/types the project/projects have.                                                                                                   | Business project;IT project;Investment project |

|                                                                                                                                                                                                                        |                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Semicolon separated.<br>Leave empty to include all.                                                                                                                                                                    |                        |
| <b>Project Property/Properties</b> – Define which projects should be included in the transfer based on the project properties the projects have. (Type: Text, list, numeric list, and numeric)<br>Semicolon separated. | <i>Geographic area</i> |
| <b>Project Property Value/Values</b> – Define which projects should be included in the transfer based on the respective project property value/values the projects have.<br>Semicolon separated.                       | <i>South;West</i>      |