

MANUAL HEX21

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1 Introduction

HEX21 is an easy-to-use online software tool for managing project costs. HEX21 has been developed by experienced project managers and, as such, has been optimised to provide quick and easy insights into the current status of projects, but also into what the expected final costs of the project will be when completed. HEX21 is the online tool for the financial control of projects.

2 Prior knowledge of managing project costs

This chapter explains the basics about cost management in a project.

In order to manage the finances of a project and to maintain control of the costs, in essence, two things are required.

1. A project budget
2. (Expected) project costs.

2.1 Project budget

The budget is often determined by a combination of the resources available for the project and an estimate of the costs for separate parts of a project. These separate parts of the project are referred to as *WBS elements*, which stands for “Work Breakdown Structure elements”. The budget is defined at the start of the project and remains fixed for its duration. In HEX21 the budget can be entered for different *WBS elements*. In turn, the budget for a *WBS element* is made up of *budget items*.

2.2 (Expected) project costs

The costs are managed by entering the expected expenditure for all parts of the project. In HEX21 these costs are updated in *cost items*. In project management, it is important to know the 3 statuses of these *cost items*, that is; *non-committed*, *committed* and *actuals*.

Non-committed costs are the costs which have been forecast for goods or services which are anticipated as necessary for the project. When costs have this status, this means that no agreement has yet been reached with a supplier of the goods or services.

Committed costs are the costs for goods and services when an agreement has been reached with suppliers, but the products have not yet been delivered. This agreement is referred to as a “Purchase Order” (*PO*). HEX21 differentiates between two types of *PO*: “*fixed*”; and “*non-fixed*”. For a *fixed PO*, a fixed agreement has been reached regarding amounts to be paid over specific instalments. For a *non-fixed PO*, this is not clear: only a threshold figure (*PO amount*) has been agreed, after which individual costs can be entered on the *PO* (cost-plus basis). The total *PO* amount for a *non-fixed PO* is included in the project as *committed* costs.



Actuals are the costs for the goods or services which have actually been received. In HEX21 the costs in a *PO* can be managed in different rows. This means that goods and services can, in part, be entered as *actual*.

For example: A *PO* consists of the instalments 10% on order confirmation, 70% on commencement of work, and 20% on completion. After creating the *PO*, the first 10% can be entered as *actual*.

As a result of entering all costs from the beginning of the project, starting with the *non-committed* status, a good estimate can be made of the final outcome of the project on its completion. This is referred to as the *Estimate at Completion (EAC)*. You must, of course, make sure that the *EAC* is never higher than the available budget.

By entering an (expected) date of receipt in all *Cost item rows*, a direct insight can be gained into when the money is going to be spent (management accounting: cashflow on the basis of receipt of goods and/or services). The *Cashflow*, expenditure per month, is presented in a graph on the project summary page of a project. The percentage of “*allocated*” indicates the percentage of costs having a date, so is a measure of how good the graph is able to predict actual expenditure.

Because the structure of the costs does not always equate to how the budget is broken down, per *WBS element*, HEX21 has allocated the costs across *cost groups*. A *cost group* is a category of costs, which itself can be classified, within a *WBS element*.

To manage the number of hours worked by project team members, a separate “*hours*” module is available within HEX21. *Project members* can be added here and the number of hours worked updated. These costs are also included in the *EAC* and the *Cashflow*.

Please note: The cashflow is always linked to the moment the hours were worked here.

The following page shows the cost management structure within a project in diagrammatic form (Figure 1).

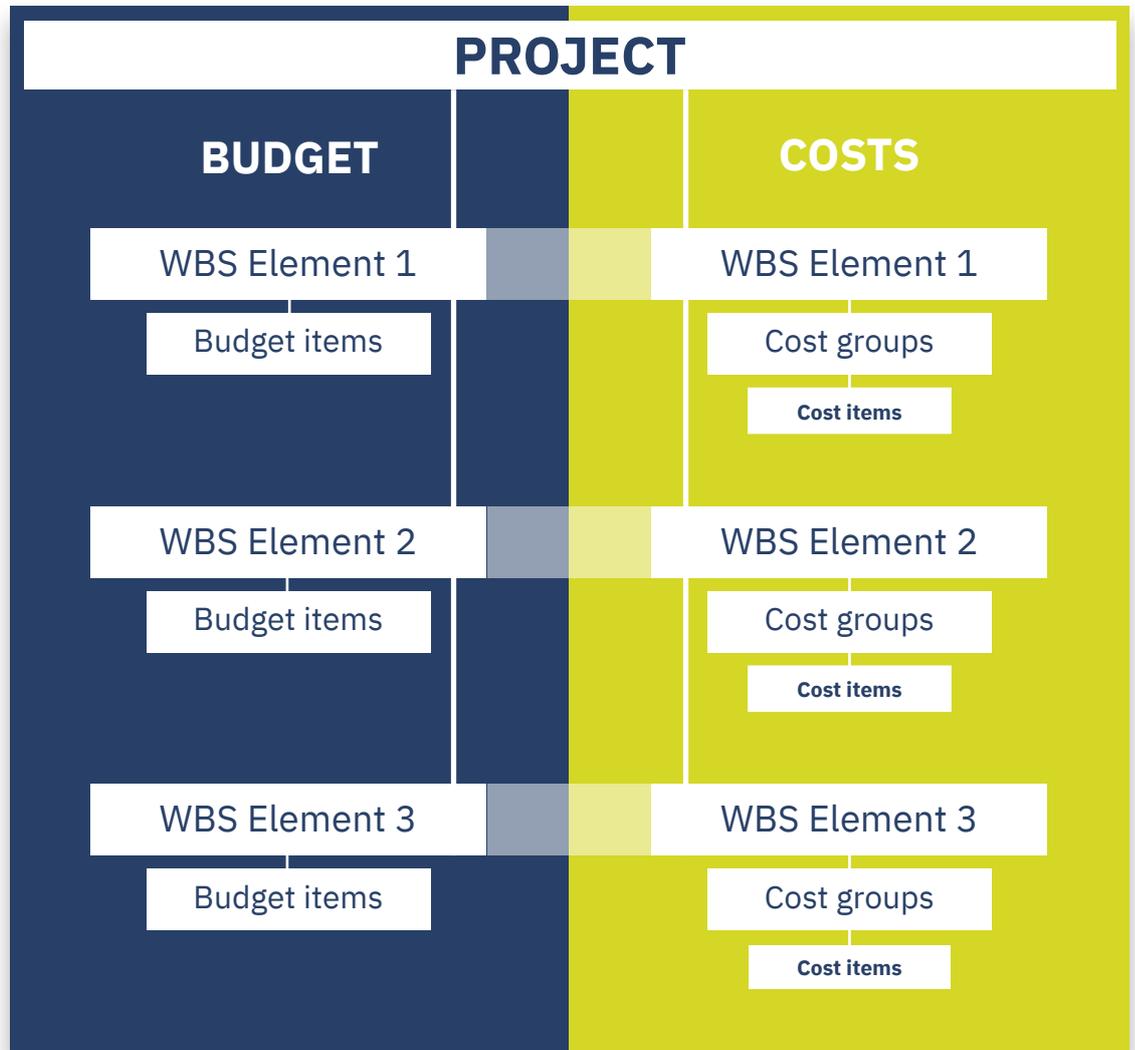


Figure 1: "Work breakdown structure" of a project with a budget side and a cost side

3 Structure HEX21

The structure of HEX21 is quite simple. After logging in, the company page first appears. This contains all projects which have been added to a company account in HEX21. A project is opened by clicking on the relevant project.

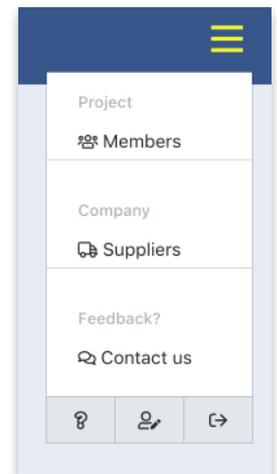
Within a project there are just four different pages.

1. The Project Summary page (indicated by the project name)
2. The Budget page, where the budget for the project can be entered
3. The Cost Control page, where the (expected) costs can be managed
4. The Hours page, where the hours worked by *project members* can be update

3.1 “Hamburger” menu

In the top right there is always a “hamburger menu”.

Here *Suppliers* can be updated. This is done on a company level. *Project Members* too can be entered here. This is done on a project level. Furthermore, you own data can be amended, there is a possibility to give feedback, there is a link to the Manual and you can also log out.



3.1.1 Project Members

By clicking on “**Members**” in the “hamburger menu, a list of *project members* will appear. By using the “**Add project member**” button, new *project members* can be added.

Manager

Can enter and edit all data

Member

Can enter and edit all data, except for general project data and budget data

Viewer

Can only view data

External

No access Only the name is added for internal use in HEX21 (hours module).

Project members are defined at project level and can be given various authorisations via “permissions”.

After adding a manager, member or viewer, this individual will receive an email inviting them to log into HEX21.

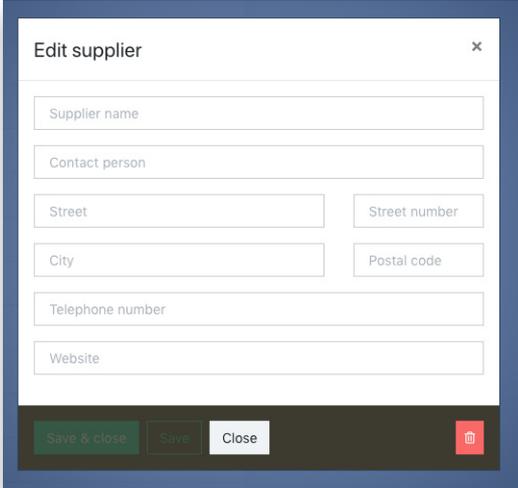
3.1.2 Suppliers

By clicking on “**Suppliers**” in the “hamburger menu”, a list of *suppliers* will appear. Using the “**Add supplier**” button, new *suppliers* can be added.

3.1.3 Log-in details

After clicking on “&”, personal data can be modified.

Please note: The email address cannot be changed. For changing the email address, please contact HEX21.



Suppliers are defined at a company level.

3.2 Onboarding wizard

When you log in to HEX21 for the first time, an onboarding routine will automatically be followed which helps when you set up the first project. This manual has been written in the same sequence as for setting up projects.

3.3 Creating a project

Click on “**Create new project**” to create a new project. A project name and a project ID (numerical) must be entered here. After confirming, the Project Summary page will appear.

Another option of creating a project is using the help wizard “**Create new project with wizard**”. This will take you through the onboarding procedure (see 3.2) again.

3.4 Budget page

On the “**Budget**” page, the budget is set up and allocated across different *WBS elements*. These *WBS elements* recur in the *cost control*.

Click on “**Add WBS element**” to create a WBS element and to assign part of the budget.



A pop-up now appears in which the data for the *WBS element* can be entered. It is compulsory to enter

at least one item. The total of the budgets for all items of a *WBS element* is the total budget for this *WBS element*. These *WBS element* items can be chosen yourself and do not appear in the *cost control*.

In principle, an unlimited amount of *WBS elements* can be added. However, it is recommended you add no more than 10.

The total of the budgets for all *WBS elements* is the total project budget.

Budget: € 70.000	
WBS-element 1	€ 50.000
WBS-element 2	€ 20.000

Using the blue arrow alongside “**Add WBS element**”, the sequence of WBS elements can be changed.

3.5 Cost control page

On the “**Cost control**” page, costs can be added and managed. If, after creating a budget, you click on the “**Cost control**” button, a summary of the *WBS elements* created will appear. If no costs have yet been added, all amounts are zero. The *cost control* summary page shows at once what the budget is for each *WBS element* and what the status is of the (*Actuals*, *Committed* and *Non-committed*) costs. Likewise, the *EAC* and the difference between the *EAC* and the *budget* is shown.

	Budget	Actual	Committed	Non-Committed	E.A.C.	Delta
Total	€ 70.000	€ 0	€ 0	€ 0	€ 0	€ 70.000
WBS element WBS-element 1	€ 50.000	€ 0	€ 0	€ 0	€ 0	€ 50.000
WBS element WBS-element 2	€ 20.000	€ 0	€ 0	€ 0	€ 0	€ 20.000

By clicking on one of the *WBS elements*, the *WBS element* is opened so that *cost groups* can be created.

3.6 Cost groups

WBS	Budget	Actual	Committed	Non-Committed	E.A.C.	Delta
WBS-element 1	€ 50,000	€ 0	€ 0	€ 0	€ 0	€ 50,000

Within HEX21 *WBS elements* are, in turn, subdivided into *cost groups*. This enables different costs to be grouped and listed. These *cost groups* are completely separate from the allocation of the budget for a *WBS element* in the *budget items*. This is because the allocation of costs for carrying out projects often differs from what was estimated in the budget phase. Using the “Add cost group” button names of the different groups can be entered.

Cost group name Save Cancel

After adding several *cost groups*, the screen will look like this:

WBS	Budget	Actual	Committed	Non-Committed	E.A.C.	Delta
WBS-element 1	€ 50,000	€ 0	€ 0	€ 0	€ 0	€ 50,000

Cost group	Actual	Committed	Non-Committed
Cost group 1	€ 0	€ 0	€ 0
Cost group 2	€ 0	€ 0	€ 0

Using the blue arrow alongside “Add Cost group”, the sequence of the *cost groups* can be changed.

After clicking on “Cost group 1”, the screen will look like this:

WBS	Budget	Actual	Committed	Non-Committed	E.A.C.	Delta
WBS-element 1	€ 50,000	€ 0	€ 0	€ 0	€ 0	€ 50,000

Cost group	Actual	Committed	Non-Committed
Cost group 1	€ 0	€ 0	€ 0
Cost group 2			

The total budget, costs (allocated across *Actuals*, *Committed* and *Non-committed*) and the difference between Budget and *EAC* of the *WBS element* appear at the top under the navigation bar.

The total costs for the selected *cost group* appear in the bar underneath. Be aware that there is no budget total for a *cost group*.

Various *cost groups* can be selected in the left-hand column. The bar for the *WBS element* remains in

place at all times. The totals for the *cost groups* change accordingly.

3.7 Cost items

In HEX21 costs are entered under the so-called “*Cost items*”. In the first instance, *cost items* can comprise expected costs which can later be converted to actual costs.

By clicking on “**Add cost item**”, a *cost item* can be created. The following screen will appear:

3.7.1 Non-committed cost item

In the first instance, a name for the *cost item* can be entered under the *cost item*. At the point when the costs are still only expected, but the *cost item* has not yet actually been purchased, the *cost item* is given the status *Non-committed*. A *cost item* must always contain at least one “*cost row*”. The *cost rows* indicate the allocation of costs for the *cost item*. For example, if it is expected that the *cost item* will be spread over several instalments. The expected amount is entered in each row.

For “*date*”, enter the date on which receipt of this *cost row* is expected. These amounts are specified in the “*Cashflow summary*” on the project summary page. It is not compulsory to enter a date, but it is recommended. If a date is not entered, the amount is not included in the *Cashflow summary*. If the date is in the past, this date is marked in red and the amount not included in the *Cashflow summary*.

A Cost item which is entered looks like this:

Adding a “*Supplier*” to the *non-committed cost item* is optional. However, if you are not sure from whom

it will be purchased, this cannot of course be done. *Suppliers* can be selected from a list or, if a new *Supplier* is involved, typed in and immediately added to the database. It is also possible to add a Memo at the bottom.

After clicking on “**Save & close**”, the screen closes and the *cost item* is saved.

3.7.2 Fixed Purchase order

A *Fixed Purchase order* (*fixed PO*) is an order to a supplier where the costs of the order and the allocation of these costs are specifically fixed. If expected costs result in an actual order, the *Cost Item* in HEX21 can be converted from the *Non-committed* status to the *Fixed PO* status, by changing the status in the top left-hand corner. The costs will be transferred from the *Non-committed* column to the *Committed* column. The project has now “committed” the total amount to the supplier.

The screenshot displays the 'Fixed Purchase Order' status for 'Cost item 1'. The interface includes a header with the item name, status, supplier, PO#, and total amount. Below this is a table with three instalments. The 'Received?' column contains toggle switches. At the bottom, there are buttons for 'Save & close', 'Close', and a 'Close PO' toggle.

	Actual	Committed	Non-Committed	Date	Received?
Instalment 1	€ 0,00	€ 5.000,00	€ 0,00	15-11-2019	<input type="checkbox"/>
Instalment 2	€ 0,00	€ 30.000,00	€ 0,00	15-01-2020	<input type="checkbox"/>
Instalment 3	€ 0,00	€ 10.000,00	€ 0,00	15-04-2020	<input type="checkbox"/>

In practice, the expected costs do not often correspond to the actual costs. The *Cost item rows* can therefore be freely edited and rows can be added or deleted. Likewise, the date for each row can be edited.

At the point when you select *Fixed PO* a new *PO* number can also be entered. This is not compulsory, but is recommended from an administrative point of view.

3.7.3 Updating the Fixed PO status

To remain up-to-date with project costs at all times, it’s important to update the *Cost items* status. At the point when the first instalment has been delivered, the first *Cost item row* can be changed to the *Actual* status. This can be done simply by changing the position of the “**Received?**” slider. The amount jumps to *Actual* and today’s date is added to the row. The amount and date can be manually edited. For example, because you are behind with your administrative work and wish to retrospectively enter goods as having been received on the correct date.

Cost item 1

Status: Fixed Purchase Order Supplier: Example supplier PO#: 123 Total amount: € 45.000,00

	Actual	Committed	Non-Committed	Date	Received?
Instalment 1	€ 5.000,00	€ 0,00	€ 0,00	11-09-2019	<input checked="" type="checkbox"/>
Instalment 2	€ 0,00	€ 30.000,00	€ 0,00	15-01-2020	<input type="checkbox"/>
Instalment 3	€ 0,00	€ 10.000,00	€ 0,00	15-04-2020	<input type="checkbox"/>

Buttons: Add row, Save & close, Save, Cancel, Close PO:

Comments: Optional memo

Once the complete delivery has been carried out and all *Cost item rows* received (so they have the *actual* status), the *PO* can be closed. The “Close PO” slider can be used to close the *PO*. No more changes can now be made and all the details of the *PO* turn grey. The *PO* gets a lock icon in the top right.

3.7.4 Non-fixed PO

It can sometimes be useful to assign an order to a supplier without being exactly sure what they will do or what the costs involved will be. This is called working on a cost-plus basis. In HEX21, these costs are managed using a *Non-fixed PO*. For a *Non-fixed PO* a final amount (*PO amount*) is agreed and separate entries made. For each small assignment you don't need to create a new *PO* for the same supplier.

Cost item 2

Status: Non-fixed Purchase Order Supplier: Example supplier PO#: 124 Total amount: € 4.000,00

	Actual	Committed	Non-Committed	Date	Received?
Job 1	€ 450,00	€ 0,00	€ 0,00	11-09-2019	<input checked="" type="checkbox"/>
Job 2	€ 0,00	€ 300,00	€ 0,00		<input type="checkbox"/>
Job 3	€ 0,00	€ 1.500,00	€ 0,00		<input type="checkbox"/>
Remainder (auto-generated)		€ 1.750,00			

Buttons: Add row, Save & close, Save, Cancel, Close PO:

Comments: Optional memo

For a *Non-fixed*, a “Total amount” needs to be entered. This is the threshold figure for the *PO*. The separate assignments can be entered per row and can also have the *committed* and *actual* status. A row is automatically generated which indicates what's left on the *PO* (“remainder”). It is important to realise that the full *PO amount* is a *committed* amount within HEX21.

At the point when you select *Non-fixed PO* a new *PO* number can also be entered. This is not compulsory, but is recommended from an administrative point of view.

3.7.5 Updating the Non-fixed PO status

Updating the status of a *Non-fixed PO* works in much the same way as for *Fixed POs*.

When the total amount of the lines is greater than the *PO amount* there will be a warning and it will not be possible to save the *Cost Item*.

Before closing the *PO* all lines should have the *actual* status. What's more, the *Remainder* will have to be reset to zero.

If a *non-fixed PO* has not been fully entered, but you are sure there are no more costs involved, it is better to close the *PO*. The *PO amount* must then be made equal to the total of all *Cost item rows*. Remove the *PO amount* and at the bottom a warning will appear showing you exactly the total of the rows. This amount can be exactly the same, so that the *PO* can be closed using the “**Close PO**” slider. The *Cost Item* then receives an icon with a lock in the top right.

3.7.6 Hours cost item

There is a fourth form of a *cost item*: the “*hours cost item*”. For this, read chapter 3.8 “Hours page”

3.8 Hours page

The “**Hours**” page is intended to manage costs relating to the hours which are/will be worked by team members in providing their services (for example: project management, engineering, construction management, commissioning, etc.).

After forecasting the number of hours to be worked by a team member, Purchase orders (*POs*) can be created for “purchasing” these hours. In many cases team members will also be hired in externally, so for HEX21, to all intents and purposes, this is a supplier. In such an event, a team member can be linked to a (new) company on the *supplier* page.

If you click on the “**Hours**” button within a project, a summary will appear of the hour *trackings* created.

3.8.1 Hours tracking

For the services of a supplier a forecast can be made of the number of hours to be worked. This is registered in an “*hours tracking*”. An *hours tracking* is created within a specific *cost group*, within a specific *WBS element*.

In an *hours tracking* at least one project member must be included. It is possible to add additional *project members* at a later stage.

Before creating an *hours tracking*, the following steps must be taken:

1. The *Project members* in question must be entered. If necessary, add via the hamburger menu. *Project Members* are added at a project level. See 3.1.1
2. The “*supplier*” in question must be entered. If necessary, add via the hamburger menu. *Suppliers* are added at a project level. See 3.1.2
3. There must be a *cost group* within the *WBS element* in which the *hours tracking* should be included.

Once these conditions have been satisfied, using the “**Add hours tracking**” button, an *hours tracking*

can be added.

In the next screen (right) the following can be selected: *WBS element*, Cost group (appears in the screen when *WBS element* is entered), *Supplier* and *Project Member*.

Likewise, the number of weeks or months that the *Project member* expects to have to work, the starting date, their hourly rate and the expected number of hours worked per week or month are entered.

WBS Element * Choose WBS Element

Supplier * Choose supplier

User * Choose project member

Start date * 09-09-2019

Interval * Weekly

Number of weeks *

Hourly rate € 0,00

Prognosed hours (per week)

Add & close Cancel

After saving, the *hours tracking* summary will appear.

HEX21 General > Example project Budget Cost control Hours

WBS-element 2

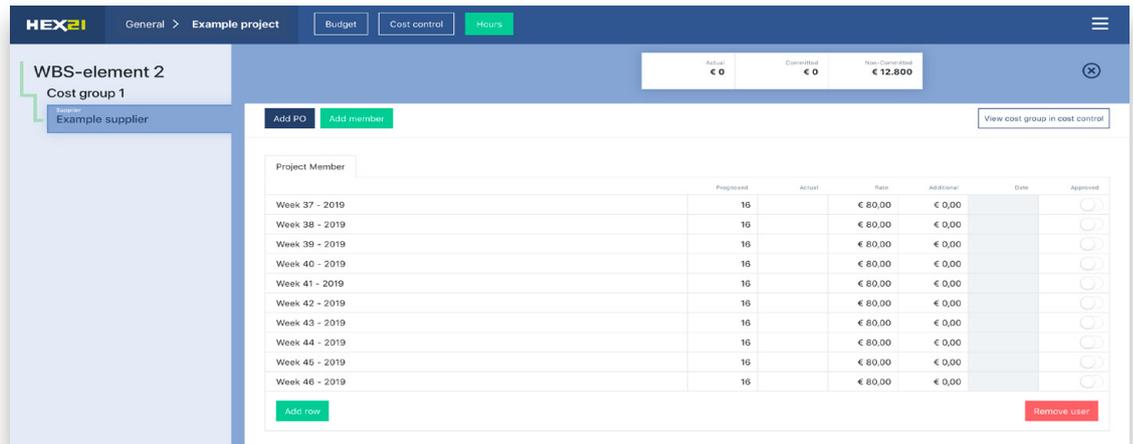
Cost group 1

Supplier

Example supplier

Add hours tracking

By clicking on an *hours tracking*, you will open the relevant *hours tracking* detail page:



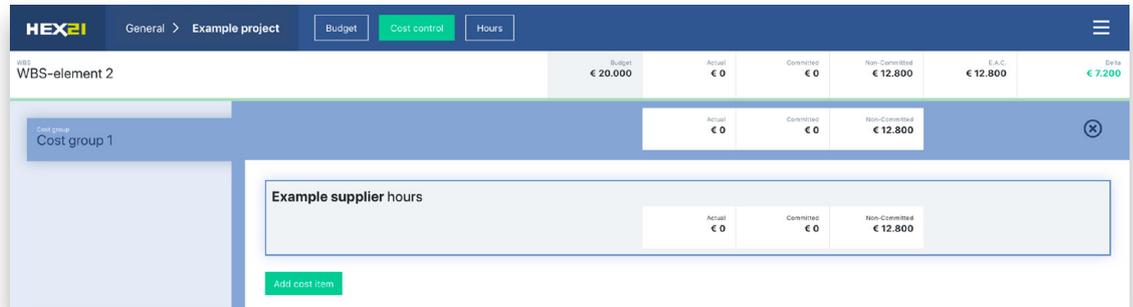
This page shows the forecast number of hours per week for the project member in question.

The forecast number of hours and the hourly rate in this summary can be edited if necessary. Any additional costs can also be added.

When you adjust the the hourly rate, this adjustment will be automatically implemented from the week for which it has been entered.

Using the “**Add member**” button, new *project members* can be added to the *hours tracking*, as long as these are included in the list of *project members*.

Using the “**View cost group in cost control**” button, you will be switched to the *cost control* page within the relevant *cost group*:



A new *hours cost item* will have been generated here. The forecast costs are all *non-committed*.

By clicking on this *cost item*, the *hours tracking* detail will appear.

3.8.2 Purchase order for hours cost item

In the *hours tracking* detail a Purchase Order (PO) can be created for a specific amount and, in turn, for the costs for a number of the forecast hours.

Click on “**Add PO**”

Here you can enter the details (description, PO number and amount) for the PO.

The screenshot shows the 'Hours' tab in the HEX21 interface. The breadcrumb navigation is 'General > Example project'. The main header shows 'WBS-element 2', 'Cost group 1', and 'Example supplier'. The PO entry form is displayed with the following details:

Name	PO#	Amount
First 100 hours for project member	125	€ 8.000,00

Buttons: Save & close, Save, Cancel. A 'Close PO' toggle is also visible.

After saving, in the *hours tracking* detail, the week or month for which the forecast hours are covered by the PO will become visible by means of a coloured bar.

The screenshot shows the 'Hours' tab in the HEX21 interface. The breadcrumb navigation is 'General > Example project'. The main header shows 'WBS-element 2', 'Cost group 1', and 'Example supplier'. The PO entry form is displayed with the following details:

Name	PO#	Amount
First 100 hours for project member	125	€ 8.000,00

Buttons: Add PO, Add member. A 'View cost group in cost control' link is also visible.

The 'Project Member' table is shown below:

Project Member	Progressed	Actual	Rate	Additional	Date	Approved
Week 37 - 2019	16		€ 80,00	€ 0,00		<input type="radio"/>
Week 38 - 2019	16		€ 80,00	€ 0,00		<input type="radio"/>
Week 39 - 2019	16		€ 80,00	€ 0,00		<input type="radio"/>
Week 40 - 2019	16		€ 80,00	€ 0,00		<input type="radio"/>
Week 41 - 2019	16		€ 80,00	€ 0,00		<input type="radio"/>
Week 42 - 2019	16		€ 80,00	€ 0,00		<input type="radio"/>
Week 43 - 2019	16		€ 80,00	€ 0,00		<input type="radio"/>
Week 44 - 2019	16		€ 80,00	€ 0,00		<input type="radio"/>
Week 45 - 2019	16		€ 80,00	€ 0,00		<input type="radio"/>
Week 46 - 2019	16		€ 80,00	€ 0,00		<input type="radio"/>

Buttons: Add row, Remove user.

The amount for which a PO has been generated now has the *committed* status. The remainder is *non-committed*.

3.8.3 Updating the status of an hours cost item

In the *hours tracking* detail, the actual number of hours worked per week or month and any additional costs are entered.

By moving the slider to “Approved”, the costs for that week or month are converted to the *actual* status.

The approved costs are included in the cashflow summary in the week in which the hours worked took place. Only the date of approval is registered.

Please note: Hours worked in the weeks prior to the current date and which have not been “approved”, are not included in the cashflow and come under “Unallocated”.

As soon as these hours have been “approved”, the costs are included in the cashflow and these then come under “allocated”.

3.9 Project summary page

The project summary page is divided into 3 large blocks:

1. The project details
2. The summary table
3. Graphs

3.9.1 Project details

In the uppermost block of the summary table you will find the project details. If you click on the box, all data can be edited.

If a project has been concluded, the slider can be moved to “archived”. Nothing more can then be changed in the project, but all the data can still be seen.

If a project has to be deleted, click on the bottom on the red recycle bin. Before a project can be properly deleted, the exact name of the project must be entered. This is so that the project cannot be accidentally

deleted.

If you click on the printer icon, the project summary table can be printed.

3.9.2 Summary table

The summary table indicates the current status of all costs in relation to the budget.

For each *WBS element* an indication is given of what the budget is, the status of the *Actual*, *Committed* and *Non-committed* costs, the Estimate at Completion and the delta of the EAC in relation to the budget. All the data in relation to the total project is also displayed. If the total delta remains green at the bottom, the project has a positive outcome in relation to the budget. If the budget is exceeded, the figures show up in red. All amounts in this table can be clicked so that it is possible to go directly to the location in question.

Please note: It is important to note that all amounts have been rounded up to whole euros in the table. The totals are rounded amounts of the total sum. In this fashion, the sums in the table might differ from the Totals figure. The Totals figure however, is always the accurate figure.

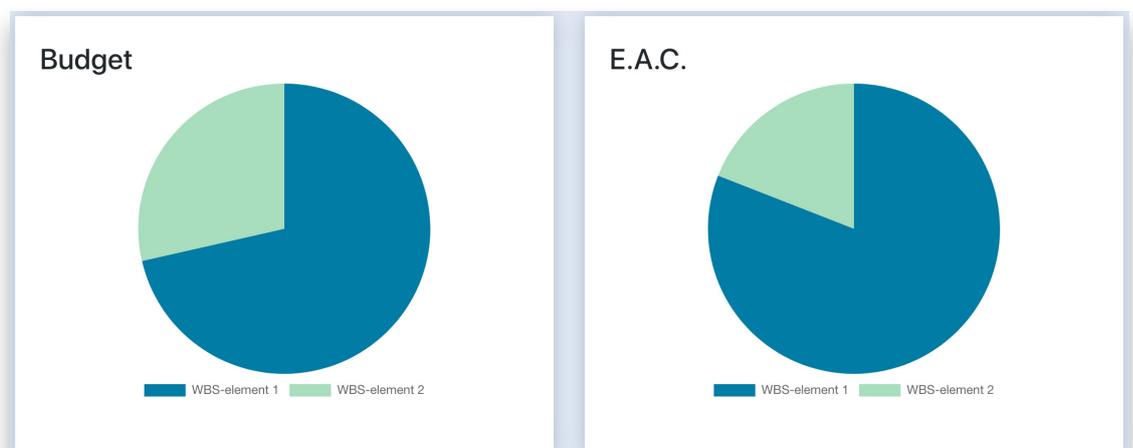
WBS Element	Budget	Actual	Committed	Non-committed	E.A.C.	Delta
WBS-element 1	€ 60.000	€ 45.460	€ 3.550	€ 0	€ 49.000	€ 1.000
WBS-element 2	€ 20.000	€ 1.280	€ 6.720	€ 3.520	€ 11.520	€ 8.480
Totals	€ 70.000	€ 46.730	€ 10.270	€ 3.520	€ 60.520	€ 9.480

3.9.3 Graphs

On the summary page there are a number of graphs which are described in the following chapters.

3.9.3.1 Pie Chart Budget and EAC

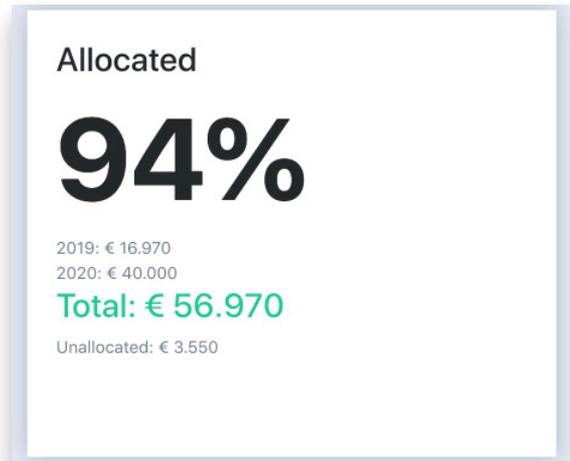
At the top there are two pie charts which portray the percentage share of the total for *WBS elements*. This makes it easier to see whether an incorrect estimate has been made for the budget for specific *WBS elements*. The two pie charts can only be compared when all expected costs for the project have been entered.



3.9.3.2 Allocated

The Allocated block indicates the percentage of all (expected) costs which is linked to a date. Likewise, the annual cashflow is indicated here.

All costs for which it is unclear when they come are *Unallocated*. The higher the percentage of *allocated*, the more representative the cashflow (see below). If costs are expected on a date, but this date has already elapsed, HEX21 will effectively see no date as being entered and the amount will be transferred from Allocated to *Unallocated*.

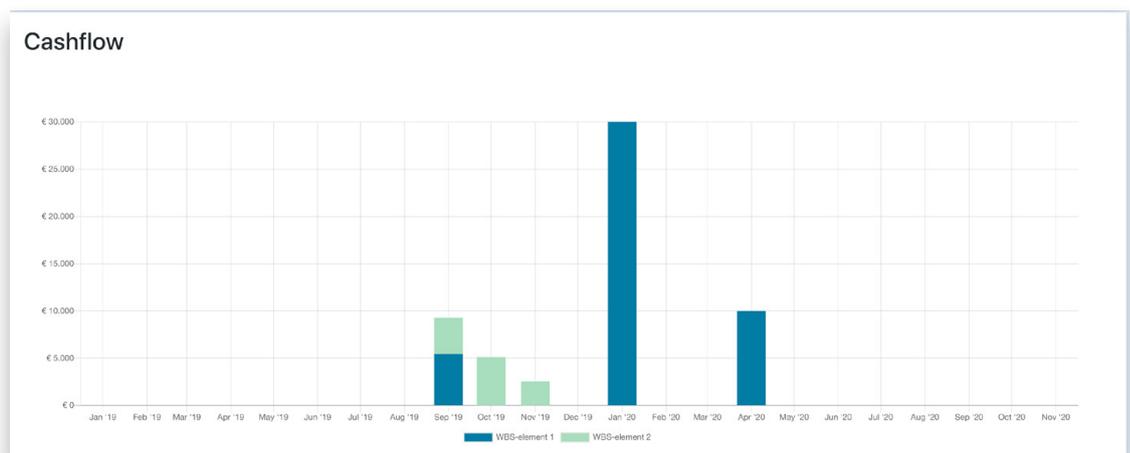


3.9.3.3 Cashflow

The cashflow graph indicates what costs are (expected to be) incurred in which month. This graph also indicates how the costs are allocated across the various *WBS elements*. The aim of this graph is to show exactly when the costs will be incurred. If the percentage of Allocated is 100%, this means that an expected date has been entered for all expected costs. Needless to say, the cashflow is an estimate in the future, because you will never know for certain if the costs will actually be incurred at a specific moment in time. In HEX21, the data which was in the cashflow in the past is always correct. This means, only costs which have the *actual* status can have been in the cashflow in the past. If costs had a date which was in the past, but which have not been entered as *actual*, these will not be included in the cashflow. In this way the cashflow in the past can be incomplete, but never incorrect.

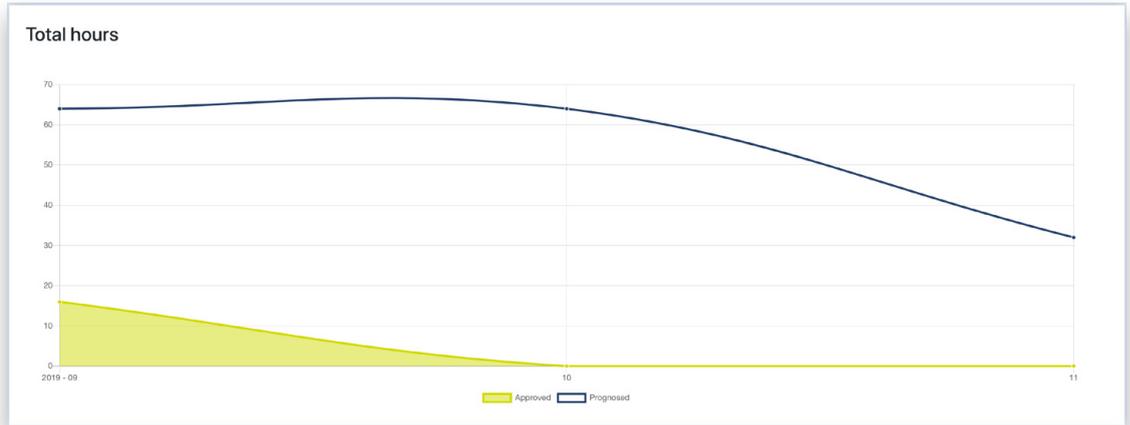
For this reason, it is important to regularly check if the *cost items* have been received or not. If the expected date of receipt is in the past, this date is marked in red. In this case, these costs are not included in the cashflow. Make a selection depending on whether the items, if they have been received, are assigned the status “received”, or the date is to be changed to the future.

Please note: In HEX21, the date of receipt is included by default in the cashflow (management accounting). So this is not based on actual payment or receipt of invoice.

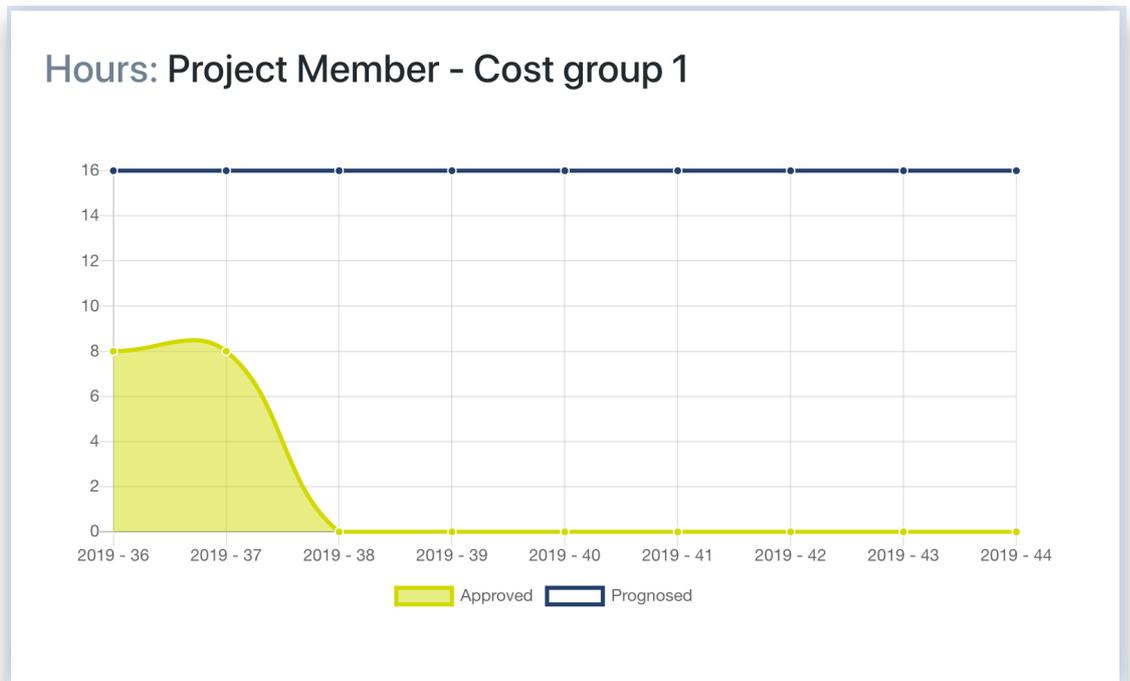


3.9.3.4 Hours graphs

The hours graph shows the number of hours forecast and the number of hours approved per month.



By clicking on “**Show user hours graphics**”, a graph will appear showing the weekly figures per project member.



4 Glossary

Term	Description
<i>Budget</i>	The amount of money that has been reserved for the project.
<i>Work breakdown structure (WBS)</i>	The breaking down of a project into smaller parts
<i>WBS elements</i>	The blocks on which the WBS is structured
<i>Budget item</i>	Budget item for a WBS element
<i>Cost group</i>	Subdivision of a WBS element in cost control
<i>Cost item</i>	A general term for an item for which expected and actual costs can be updated.
<i>Cost item row</i>	Row for a cost item
<i>Purchase order (PO)</i>	An order/agreement which is issued to a supplier for the supply of goods or services.
<i>Fixed Purchase order</i>	A Purchase order for which the exact final amount is known beforehand and how this is spread out over 1 or more instalments.
<i>Non-fixed Purchase order</i>	A Purchase order for which the exact final amount is not fixed and how it is spread out. This can be used, for example, when hiring in services on a cost-plus basis. A Standing Purchase order always has a maximum amount agreed beforehand.
<i>Purchase order amount</i>	The amount on the Purchase order
<i>Non-committed costs</i>	Expected costs of an item (goods or services). This is the status of costs for which there is no PO yet.
<i>Committed costs</i>	The status of the costs for a specific item (goods or services) when an order has been issued by means of a PO, but when this item has not yet been “received”.
<i>Actual costs</i>	The status of the costs for a specific item (goods or services) when this has been delivered by the supplier.
<i>Cashflow</i>	A summary which indicates how much money is to be spent per unit of time. Only cost item (rows) with a date can be included. The percentage allocated indicates how good the cashflow forecast is.
<i>Allocated</i>	This is the percentage of all amounts with a date in relation to the Estimate At Completion. This percentage is therefore a yardstick as to how good the cashflow forecast is. Cost item rows which have a date which has elapsed, without being Actual, are taken from Allocated and, in turn, the Cashflow. In the Cost Item itself, the date is marked in red.
<i>Unallocated</i>	All amounts in Cost item rows whereby either no date of expected receipt has been entered or this date is in the past.



Hours tracking

Summary of current and forecast hours worked for a project member

Project Member

Person who has been added to a project (project level)

Supplier

Supplier (company level)