

Kenta / Using Kenta

Read the cost sheet and revise a forecast

Use reconciled budgets, commitments, recognized costs, remaining estimates and explicitly included pending exposure under the configured finance policy.

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► Applicability

Before you begin

- cost_read to inspect costs and cost_write to record a forecast; approval additionally requires the relevant authority.
 - An approved finance policy, CBS and applicable accounting periods.
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Current capability and authority

Use reconciled budgets, commitments, recognized costs, remaining estimates and explicitly included pending exposure under the configured finance policy.

Clearly labeled synthetic example

Synthetic USD example: approved budget 1,100,000; recognized actual 400,000; remaining authorized work 550,000; included pending exposure 80,000. Management forecast is 1,030,000, variance -70,000 and headroom 70,000. No customer result is represented.

Allocate budget and remaining forecast to financial periods

Open Costs and Time-phased costs. Set the reporting cutoff and known-at timestamp, then inspect the displayed finance-policy version and available financial periods. Choose Create period allocation and

select a complete approved forecast. Choose the original or current approved budget basis and enter an explicit budget and remaining-forecast amount for every selected nonoverlapping period, including intentional zeros. Budget allocations must reconcile to the selected budget basis; remaining allocations must reconcile to the approved remaining estimate and start after the cutoff.

Save distribution draft retains an immutable revision. A different authorized budget approver must inspect that exact policy, forecast, period and distribution revision in Approve exact distribution revision, enter an Approval reason and review and confirm Approve distribution. A new edit creates a new draft and does not reuse the prior approval.

The cost trajectory separates budget, recognized actual cost, future forecast and cash payments. Actual cost and cash use their own effective ledger dates; cash is not a second cost category. Unallocated or overlapping periods remain explicitly unavailable, and entries outside selected periods are reported separately. A single reporting cutoff does not authorize inventing a time series.

Inputs and terminology

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Term	Meaning
Current approved budget	Original authorized budget plus approved budget changes.
Management forecast	Recognized actual cost plus unincurred committed scope, uncommitted remaining estimate and explicitly included pending exposure once.
Forecast variance	Management forecast minus current approved budget; a positive value is unfavorable.
Cash paid	Payment-date reporting, distinct from recognized cost.

Procedure

1. Check the calculation basis

Open Costs and Cost sheet. Confirm currency, reporting cutoff, forecast/version context and any incomplete estimate indicators.

2. Inspect a cost code

Open the contributing source records for a CBS line. Check commitment, recognized-cost and remaining-estimate contributors rather than interpreting overlapping measures as independent slices.

3. **Create a forecast**

Choose New forecast. Enter cutoff, estimate method, assumptions and a reason. Provide the uncommitted remaining estimate and its basis/confidence for each relevant cost code.

4. **Control pending exposure**

Select the proposed changes that belong in this management forecast and their assessed inclusion amounts. Missing estimates remain incomplete rather than zero.

5. **Save and verify**

Review, save and reopen the forecast. Compare sheet totals and contributing lines on the same currency/version basis. Use the authorized approval action when appropriate.

Verify the result

The forecast records its assumptions and line-level basis; the cost sheet preserves missing inputs and reconciles authorized amounts.

What happens next

Approving an included pending change reclassifies its exposure into the commitment; it does not add the same amount to forecast a second time.

These measures describe project expenditure, not payments for the Kenta application.

Troubleshooting

The forecast is incomplete

Check for blank remaining estimates, missing exchange-rate versions or unresolved source mapping. Complete the documented basis or retain the incomplete state; do not enter zero solely to remove a warning.

Variance direction is unclear

Use forecast minus approved budget and the same reporting currency. Interpret positive as unfavorable; budget headroom is the opposite subtraction.

