

Quick Reference Guide

Reporting on Actualized & Projected Benefits

Introducing a new element called **Reporting Type** for more detailed reporting of our benefit achievements. A benefit's **Reporting Type** can be **Actualized** or **Projected** and is determined, in most cases, by the benefit itself.

<p>Actualized Benefit is used when the benefit has an absolute value: it is <i>not</i> an estimate.</p> <p><i>Examples include: single procurement transaction or a professional services fixed fee engagement</i></p>	<p>Projected Benefit is used when the benefit is a <i>good estimate</i> based on past behavior and known future conditions.</p> <p><i>Examples include: sourcing event with a market basket of goods</i></p>
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To capture this additional data in Benefit Bank, two check boxes have been introduced. These boxes will be selected by default, based on the selection in the **Activity** drop-down box. However, the default choice may not be the accurate choice in every situation. Please confirm that your **Reporting Type** meets the criteria for the benefit.

The screenshot shows the 'Step 1 - Add a Benefit' form. Two callouts highlight the 'Reporting Type' selection logic:

- Transactional Benefit Identified:** When selected in the Activity dropdown, the 'Actualized' checkbox is selected by default.
- Sourcing Benefit Identified:** When selected in the Activity dropdown, the 'Projected' checkbox is selected by default.

That's the big change. Simple right? The rest of the steps for entering a benefit remain the same.

For Benefit approvers: Please be sure to review this selection, as you do all other benefit details, prior to approval.

The screenshot shows the 'Review Benefit' page. A callout box highlights the 'Reporting Type' field, which is set to 'Projected'.