

RMR Forecast Report

01/29/2024 11:57 am EST

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Purpose

The RMR Forecast Report is used to report revenue forecast based upon project status. It is generated weekly on Monday mornings by the Project Coordinator and reviewed with the Director of Professional Services around 10am. Manual adjustments are made to the report as necessary per the Director of Professional Services during this meeting.

The report can be found in the BG-Project Management Group Teams folder under [General/Financial Reporting](#) by selecting the folder for the corresponding year, then quarter. Weekly updates are added to these folders with the naming convention Professional Services -RMR Forecast - week of x.x-x.xx.xls (Example: Professional Services -RMR Forecast - week of 1.8-1.12.xls where 1.8 is th month day for Monday of the week and 1.12 s Firday of the week reported).

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Updating the Report

Open the previous weeks report and save it as the new weeks report. The following tabs are then updated:

- Quarterly RMR by Estimated Go Live
- Estimated Go Live
- Completed
- Inactive Projects

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Quarterly RMR by Estimated Go Live

This tab shows the in flight projects, thier estimated completion dates, the percent complete and regognizable revenue based on the % complete. To update the tab:

1. Select the Quarterly RMR by Estimated Go Live tab
2. In field AA1 click the link to generate the report in Salesforce for the required data
 - a. [Quarterly RMR by Estimated Go Live Date](#)
3. Review the filters for potential changes required due to any process change impacts
4. Run the report and export using Details Only
5. Select all fields, and click Wrap Text
6. Change columns O, P, Q, and R to Currency type fields
7. Sort all data by Pipeline Category alphabetically
8. Update all Product categories to equal the product name based upon the product category description AND the project name
 - a. Example: SeondaOffice (Inside) - xxxx is modified to SedonaOffice
 - b. Example: Manitou (Inside) - xxxxx is modified to Manitou
9. Copy all the data and paste it into the Quarterly RMR by Est Go Live tab by clicking in the A2 field and pasting
 - a. delete any extra lines remaining from the previous weeks report

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Completed

The Completed tab shows all projects that are now complete and the revenue should be recognized in full

To update the tab:

1. Select the Completed tab
2. In field R1 click the link to generate the report in Salesforce for the required data
 - a. [Completed Projects - for PS RMR Report](#)
3. Review the filters for potential changes required due to any process change impacts
4. Run the report and export using Details Only

5. Select all fields, and click Wrap Text
6. Change any monetary fields to type Currency (columns J,K, and L)
7. Sort all data by Pipeline
8. Update all Product categories to equal the product name based upon the product category description AND the project name
 - a. Example: SeondaOffice (Inside) - xxxx is modified to SedonaOffice
 - b. Example: Manitou (Inside) - xxxxx is modified to Manitou
9. Rows with missing Pipeline can be deleted
10. Copy all the data and paste it into the Completed tab by clicking in the A2 field and pasting
 - a. Any project names highlighted in red could be duplicates, however the project information may show it is actually a different project
 - i. Delete any records that are duplicates

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Inactive Projects

The Inactive Projects tab shows all projects that will not be completed and have been or will be closed due to Collections, Contract Cancellation. or Termination by Customer.

To update the tab:

1. Select the Inactive
2. In field U1 click the link to generate the report in Salesforce for the required data
 - a. [Inactive Projects for RMR Report](#)
3. Review the filters for potential changes required due to any process change impacts
4. Run the report and export using Details Only
5. Select all fields ds, and click Wrap Text

6. Change any monetary fields to type Currency (columns N,O, and P)
7. Sort all data by Pipeline
8. Update all Product categories to equal the product name based upon the product category description AND the project name
 - a. Example: SeondaOffice (Inside) - xxxx is modified to SedonaOffice
 - b. Example: Manitou (Inside) - xxxxx is modified to Manitou
9. Rows with missing Pipeline can be deleted
10. Copy all the data and paste it into the Completed tab by clicking in the A2 field and pasting
 - a. Any project names highlighted in red could be duplicates, however the project information may show it is actually a different project
 - i. Delete any records that are duplicates

The report can now be saved and is now ready for the Director of Professional Services to review

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Data Review

During the meeting with the Director of Professional Services, the Dashboard tab is reviewed to determine if the project revenue forecast is on track with targets. Monthly forecasts are also reviewed for the previous month to ensure all projects scheduled to go live in the previous month have go live and revenue can be recognized and if a review with the PM for specific projects is warranted to accurately report forecasted revenue.

Manual adjustments may be made at this time for any projects that were not updated appropriately prior to data pull.

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Report Submission

Upon completion of the report and upload to the appropriate file, it is then emailed to the following internal resources and resources at RSM (Third party firm that processes revenue transactions for Bold Group):

- Josh Williams josh.williams@boldgroup.com
- Piedra, Solange Solange.Piedra@rsmus.com
- Burgi, Kelsey kelsey.burgi@rsmus.com
- Mui, Monica Monica.Mui@rsmus.com

- Zachary Rochon zrochon@evercommerce.com
- Steven Smith ssmith@evercommerce.com
- Marcus Bring marcus.bring@boldgroup.com

Email Subject: Professional Services RMR Report

Email Content: Please see the attached for hte PS team RMR report for the week of 1/8-1/12.

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[Training Recording](#)