

Work Order Burn Report – Individual Resources

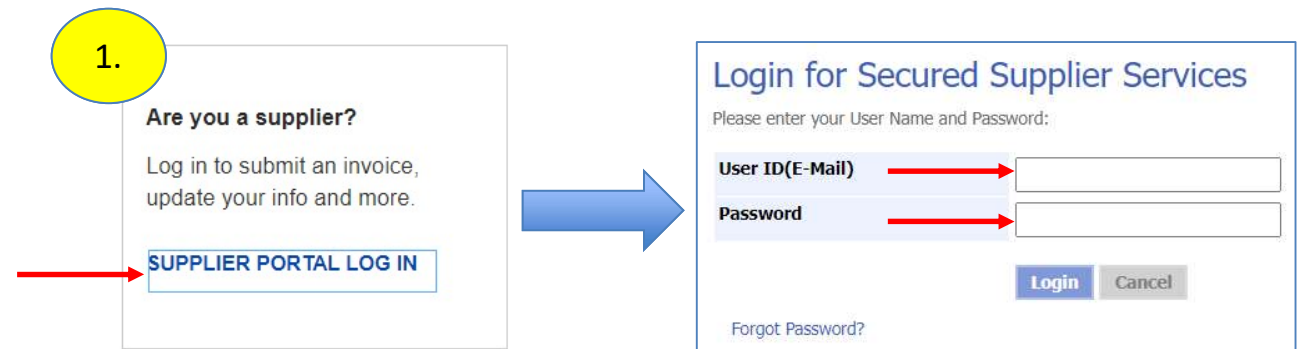
This job aid will guide the supplier end user through the steps of generating and using the Work Order Burn report for individual resources. Suppliers should generate and monitor this report regularly in order to manage resources effectively and avoid a work stoppage.

If you have a multi-resource work order, resources under that work order will not appear on this report. Use the report: “Work Order Burn_SUPPLIERS_Multi-Resource” to monitor and manage those resources.

Work Order Burn Report – Individual Resources

1. Login to Oracle Cloud using the link on bcbsm.com (<https://www.bcbsm.com/suppliers>)

Helpful Hint: – If you are not able to successfully log into Oracle Cloud, please reference the Supplier User Guide or contact Procurement@bcbsm.com



2. After successful login, select STP

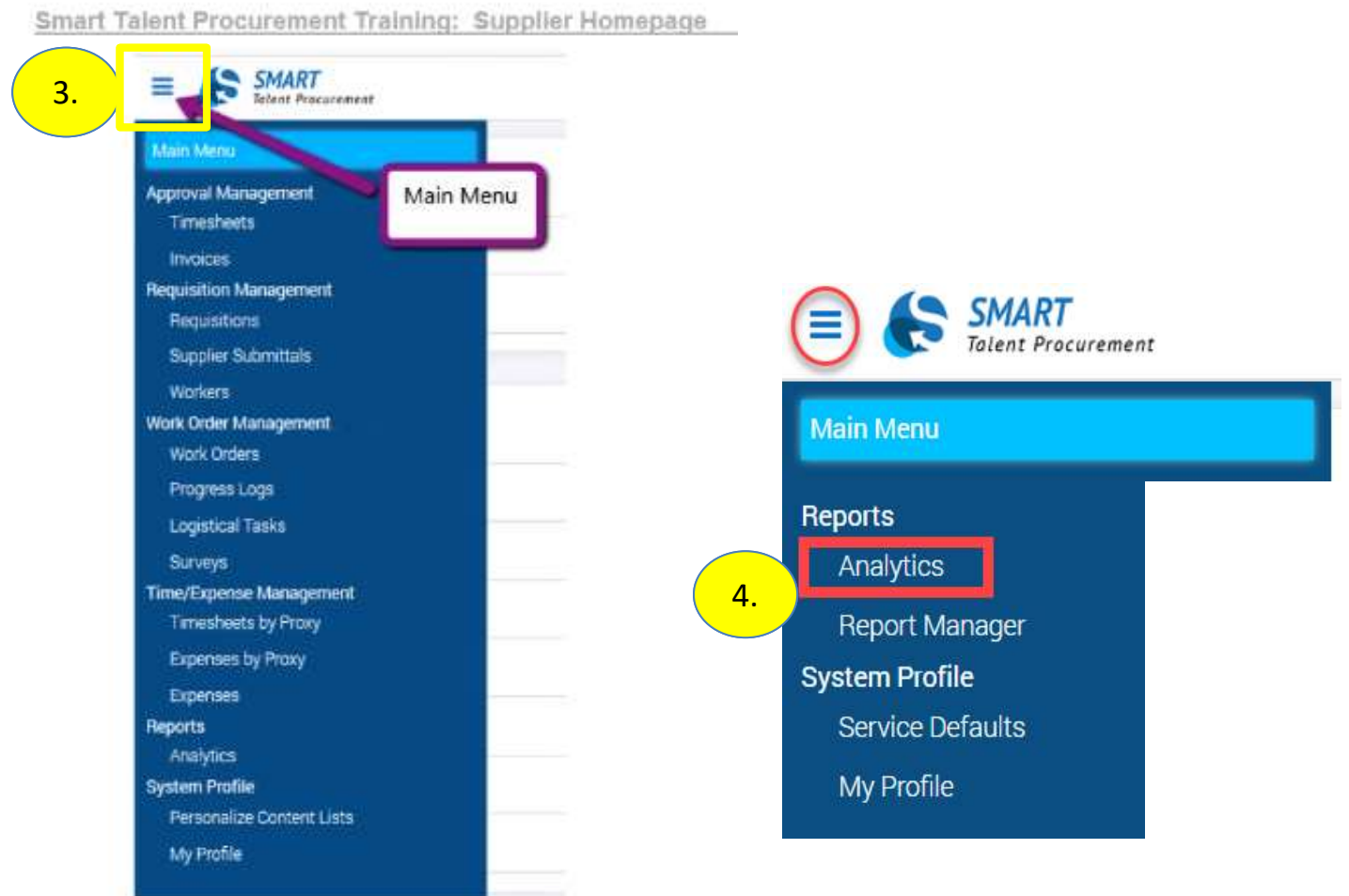
Helpful Hint: – If you are not able to successfully log into STP, please contact ContingentLabor@bcbsm.com



Locating the Work Order Burn Report

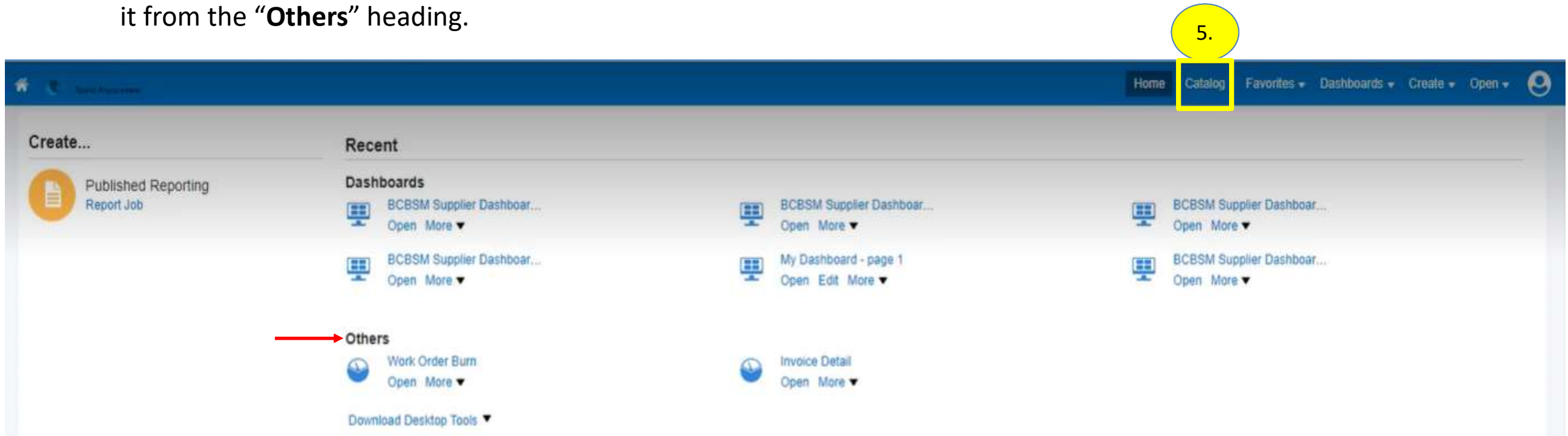
3. Click **Main Menu** icon

4. The report is available in **STP** in the Main Menu under **Reports/Analytics**



Generating the Work Order Burn Report

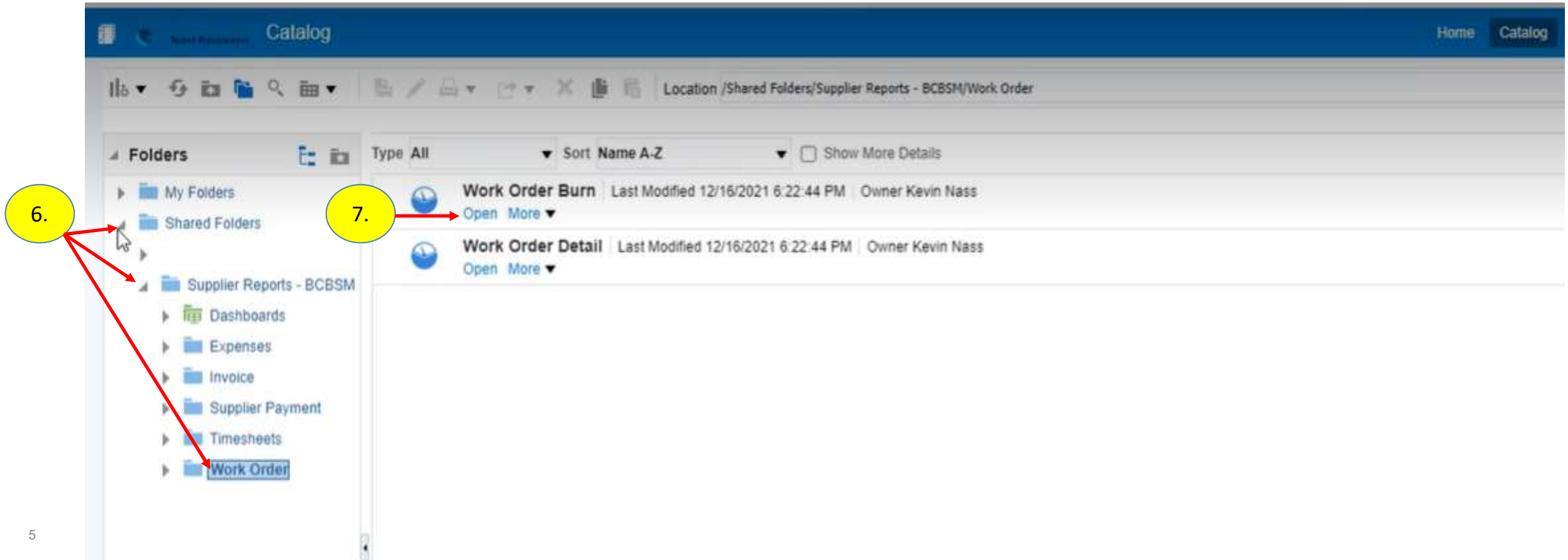
5. Click **Catalog** from the top menu bar. If you have previously accessed the report, you will also be able to access it from the “**Others**” heading.



Generating the Work Order Burn Report

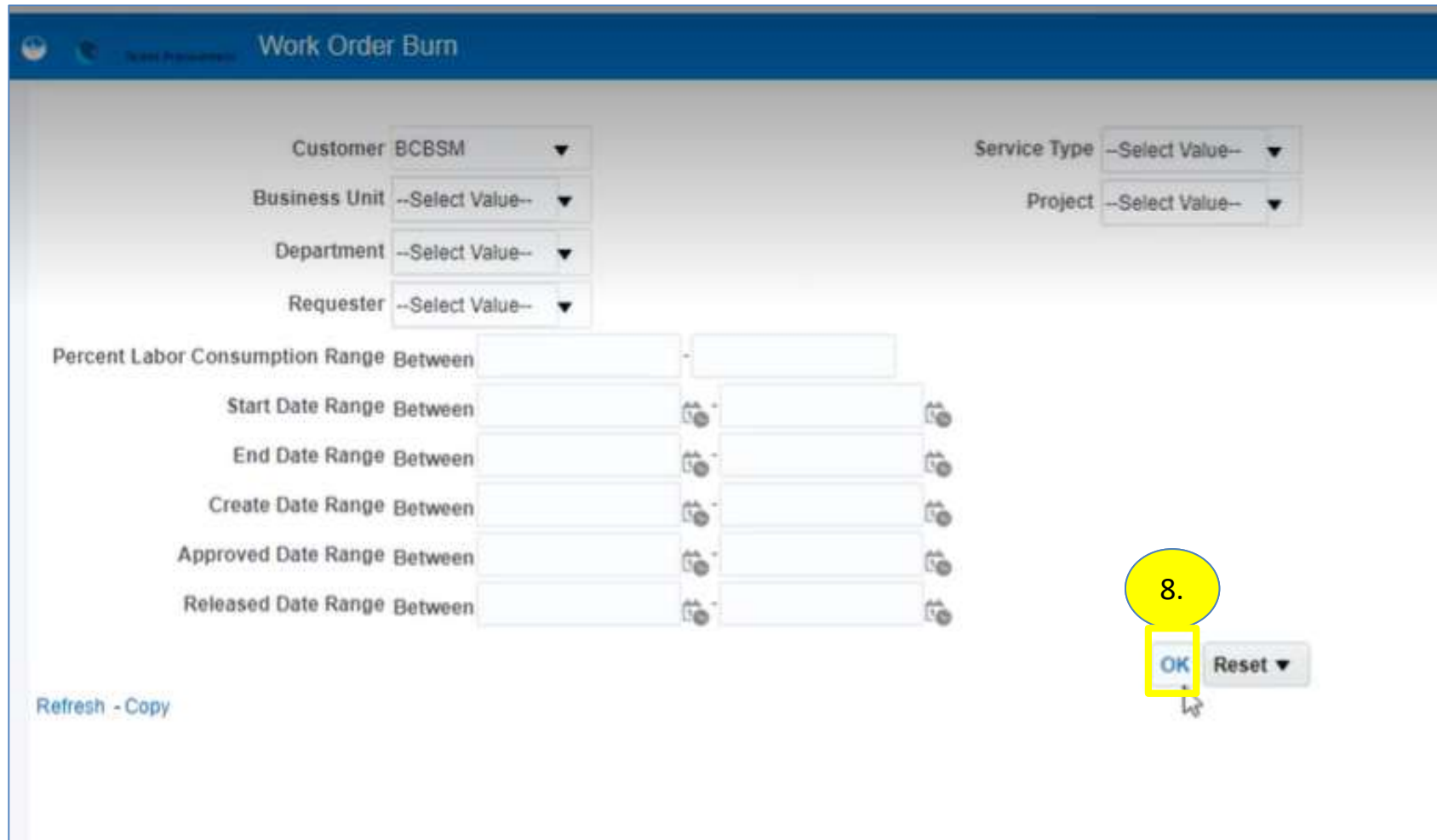
6. Click the gray arrow to expand the folders for **Shared Folders** and **Supplier Reports – BCBSM**, then click **Work Order**

7. Click **Open** (under **Work Order Burn**)



Generating the Work Order Burn Report

8. Select “OK” or use the filter option if you would like to narrow your search.



Work Order Burn

Customer BCBSM

Business Unit --Select Value--

Department --Select Value--

Requester --Select Value--

Service Type --Select Value--

Project --Select Value--

Percent Labor Consumption Range Between

Start Date Range Between

End Date Range Between

Create Date Range Between

Approved Date Range Between

Released Date Range Between

Refresh - Copy

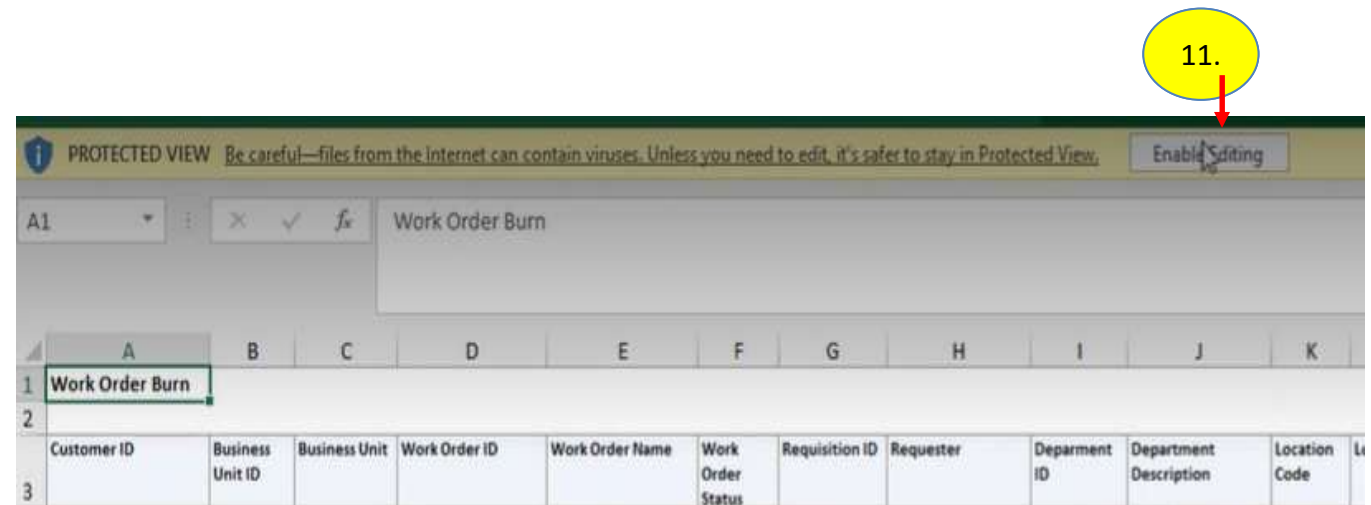
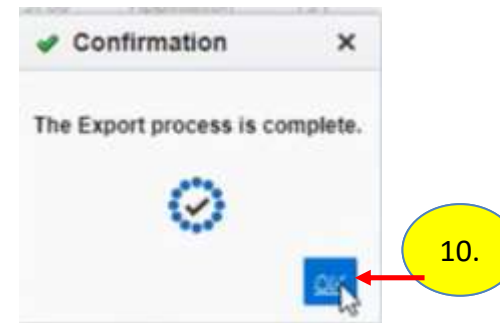
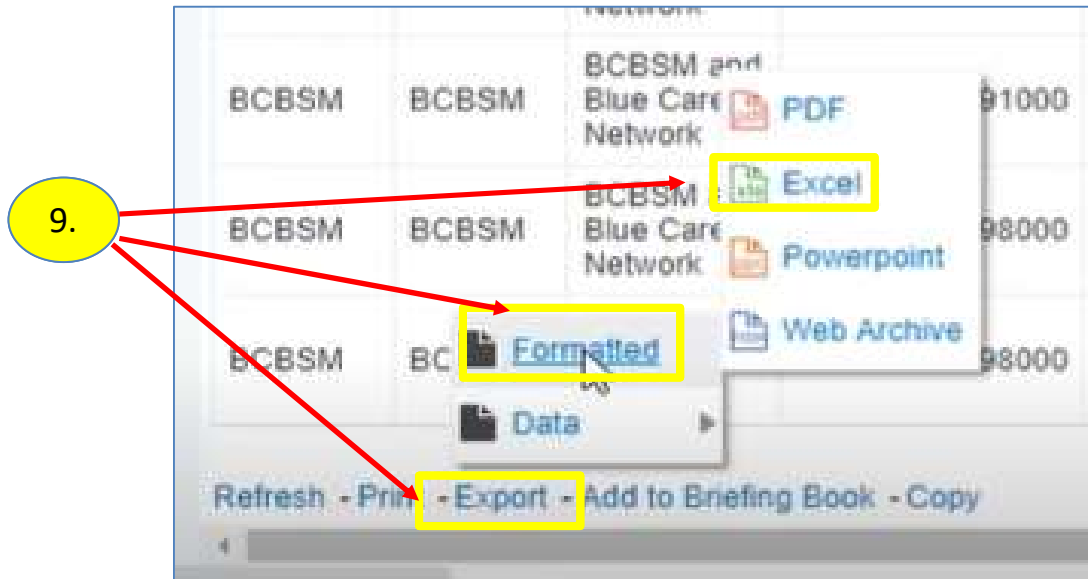
OK Reset

Generating the Work Order Burn Report

9. Once the report appears, you can view it or **Export it into Excel (recommended)** by scrolling to the bottom of the spreadsheet and clicking **Export, Formatted and Excel**.

10. Click **“OK”**

11. Once the report opens in Excel, click **Enable Editing**



Using the Work Order Burn Report

In the sample below, you can see the details in the report

- The report calculates the average daily “burn rate” based on actual time approved then **forecasts the estimated date the PO will run out of money**
- When that date is prior to the Actual End Date per the PO, the cell turns **RED**

Example: The contractor on the first row has a PO end date of 3/31/2022 but will run out of money on 3/18/2022 based on the current burn rate.

Customer ID	Business Unit ID	Business Unit	Work Order ID	Requester	PO	Worker	Actual Start Date	Actual End Date	Work Order Rat	Labor Amount	Expense Amt	Total Work Order Amou	Consumed Labor Amou	Consumed Expense	Remaining Labor Amou	Remaining Expense Amou	Remaining Billable Amou	Percent Consumption	Percent Labor Consumption	Percent Expense	Days Burned	Days Remaining	Estimated Daily Burn Amou	Estimated Days until Run Out	Estimated Run Out Date
BCBSM	BCBSM	BCBSM and Blue Care Network	BCW00000118000	Keith, Teresa	11010000499	Worker 1	3/3/2021	3/31/2022	78	202176	0	202176	172692	0	29484	0	29484	85.42	85.42		269	54	641.98	46	3/18/2022
BCBSM	BCBSM	BCBSM and Blue Care Network	BCW00000119000	Keith, Teresa	11010000412	Worker 2	3/3/2021	5/25/2022	88	396105.6	0	396105.6	273592	0	122513.6	0	122513.6	69.07	69.07		269	93	1017.07	120	7/1/2022
BCBSM	BCBSM	BCBSM and Blue Care Network	BCW00000121000	Rangasamy, Balasubramaniam	11010000242	Worker 3	3/3/2021	3/31/2022	80	211507.2	0	211507.2	193600	0	17907.2	0	17907.2	91.53	91.53		269	54	719.70	25	3/17/2022
BCBSM	BCBSM	BCBSM and Blue Care Network	BCW00000123000	Trombly, Lori	11010000791	Worker 4	3/3/2021	4/20/2022	55	172515.2	0	172515.2	110632.5	0	61882.7	0	61882.7	64.13	64.13		269	68	411.27	150	8/12/2022
BCBSM	BCBSM	BCBSM and Blue Care Network	BCW00000124000	Keith, Teresa	11010000473	Worker 5	3/3/2021	7/31/2022	88	303072	0	303072	204864	0	98208	0	98208	67.6	67.6		269	140	761.58	129	7/13/2022
BCBSM	BCBSM	BCBSM and Blue Care Network	BCW00000126000	Ogletree, Vera	11010000116	Worker 6	3/3/2021	3/31/2022	52	146914.56	0	146914.56	105742	0	41172.56	0	41172.56	71.98	71.98		269	54	393.09	105	6/9/2022

Using the Work Order Burn Report

16. **ACTION NEEDED** – When the PO will run out of money before the PO Actual End Date:

a) **Reach out to the engagement manager/leader** to discuss additional funding/renewal

I. Reach out at least 30 days prior to the estimated run out date

II. Discuss whether the contractor (1) will be extended, (2) will be offboarded when the PO runs out of money or (3) will begin working fewer hours each day/week in order to make it to the PO expiration date without running out of money

III. Continue to reach out until you receive an answer

b) **If the engagement manager/leader wants to extend the contractor, please make sure the engagement manager/leader** submits a change order in STP at least 2 weeks prior to the PO running out of money

Important Note: It is a violation of BCBSM Enterprise policy for a contractor to continue working after the PO is out of money.

Policy violations are tracked as part of supplier performance evaluations.

Helpful Hint: Be sure to notify contingentlabor@bcbsm.com if you encounter any issues regarding the response from the engagement manager/leader.

How to Mark the Work Order Burn Report as a Favorite

1. From the “**Catalog**” screen, under “**Work Order Burn**”, click the drop-down arrow (next to “**More**”).

2. Select “**Add to Favorites**”

3. Now you will be able to select the report from your “**Favorites**” at the top menu bar.

Also, recent items will show up in the “**Others**” section on the Home page.

