



Last edited June 28, 2024



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### <u>Accessing</u>



### <u>Checklist</u>

Project Manager Financial Setup Checklist

### <u>Module 1</u>

Create a project, job, and contract

### <u>Module 2</u>

**Project Maintenance** 



Import a budget



22

6

8





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### <u>Module 4</u>

Manual budget setup

### <u>Module 5</u>

Create PCI Markup/ Markup Rules

### <u>Module 6</u>

Create a subcontract



52

58













Create a PCI

<u>Module 8</u>

Create an owner change

order





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### <u>Module 9</u>

Create a subcontractor change order

### <u>Module 10</u>

Create an owner invoice

### Module 11

Contract Forecasting/ Projections

### Module 12

**Approving Invoices** 



82



128 🖒

### <u>Reference</u>

**Report Guide/ CMiC Assist** 



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### <u>Glossary</u>



### <u>Video</u>



### Instructions

### **Options for Accessing CMiC**







#### https://cmiccloud.com/



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#### QUICK LINKS

- Crisis Management Plan Request for Overtime
- Gifice Floor Plans
- Q Search Staff

LESSONS LEARNED SUBMITTED

- Temp Fire Alarm Elevator Recall
- Delivery of Elevators & Equipment in Urban Environments
- Roofing production rates
- Formwork Failure

FEATURED STORY



### Modules 1-6 Job Set Up

### **Financial Set Up Checklist**

\*NOTE: PMs should download and use the attached <u>checklist</u> before each job

ltem	Due Date	Assigned To
Owner Contract Executed		
Owner Insurance Requirements Identified		
Builders Risk Policy Received		
LKCO insurance cert provided to owner		
SOV/ Req reviewed and accepted by owner		
Changes billed/ tracked above or below the line		
Project enrolled in CDI		
*Email Bill Sullivan when completed		
Estimating handoff meeting conducted		

### Financial Set Up Checklist (continued)

\*NOTE: PMs should download and use the attached <u>checklist</u> before each job

ltem	Due Date	Assigned To
Allowances/ Related Costs identified & established		
GC/ GR staffing plan reviewed & confirmed		
SOV/ Req set up and loaded into system		
Budget approved and loaded into system		
Labor rates confirmed and sent to accounting *Email <u>Christina Clyde</u> when completed		
Exhibit E insurance requirements set up		
Subcontractor labor rates reviewed & approved		
Preconstruction invoices complete & submitted		

#### **\*NOTE**

- Before you begin in CMiC, you will need to email Christina Clyde (<u>CClyde@LeeKennedy.com</u>) to set up a client. You will need:
  - Company Name
  - Company Address
  - Company Telephone Number
  - Contact Name
- To setup a vendor in CMiC, you will need to email <u>Christina</u>
   <u>Clyde</u> with the following information:
  - Company Name (\*NOTE-DBA name may be different. See example below)
  - Company Remit-To Address
    - This many not be the same as on the W-9.
      - This is where the payment will be mailed
  - Company Telephone

• Contact Name	Form W-9 (Rev. October 2018) Department of the Treasury	Request for Taxpayer Give Form to the requester. Do not send to the IRS.
	1 Name (as shown o	Go to: www.irs.gov/Form/W9 Tor instructions and the latest information.  n your income tax return). Name is required on this line; do not leave this line blank.
	Next Step Co	oncepts, Inc.
	2 Business name/di DBA iLumi	sregarded entity name, if different from above nate Products
	m 3 Check appropriat following seven b	e box for federal tax classification of the person whose name is entered on line 1. Check only one of the oxes. 4 Exemptions (codes apply only to certain entrities, not individuals; see instruments.
	δ □ Individual/sol single-member	e proprietor or Corporation X S Corporation Partnership Trust/estate
	defuit of the LLC if the LLC if the LLC if the LLC is disregarded	y company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) =
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	6 City, state, and Zi Needham, N	ka 02492
	7 List account numb	er(s) here (optional)
	Part I Taxpay	er Identification Number (TIN)
	Enter your TIN in the app backup withholding. For resident alien, sole propri	opriate box. The TIN provided must match the name given on line 1 to avoid Social security number Individuals, this is generally your social security number (SSN). However, for a ter or disconsideration constraints for Part Later Ex other





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the <u>Protrac Plays</u>	<u> 000K</u>		
<ul> <li>Give the project a "P</li> </ul>	roject I	Name"	
Project Info			
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Test billing default issue

9 - Opuate	<b>Job Info</b>	
• Conf are c	irm the ro orrect	equired fields (*) under "Job Detail"
• Use t Mana	he magn ager" to s	nifying glass next to "Project search for the PM
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- Click on the magnifying glass next to "Cost Code Template"
  - Choose option based on your department
- Click "OK"
  - \*NOTE- This template should be used when you are opening a new job and don't have a budget yet. This will allow you to begin charging with the codes from the template

Table Mode 🛛 💾 Save 🕞 Exit 📄 🧃 🕢

- Click on "Automatically Apply Template to Job"
- Click "Save"

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10 - Update Job	Info	
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* Default Billing Type	PC Q	% Complete of Budgeted Cost
* Default Invoice Format	LS Q	DO NOT USE
Billing Rate Table	DFLT Q	Default Billing Rate Table
JB Map Code	DFLT Q	Default Mapping
* Retainage Code	10 Q	10% Retainage Rule - Below 3 Million
<ul> <li>Click on the</li> <li>Confirm: <ul> <li>"Default *Note: and ' cost-and ' cost-a</li></ul></li></ul>	Billing Typ Billing Typ Select "PO 'COST" if th plus or GM nvoice For Rate Table" Code"- Set	pe" C" if the contract is lump sum he contract type is AP rmat "- Set to "DFLT" t to "DFLT"
Click "Save"	' in the top	right corner











#### **\*NOTE:**

#### **Adding Custom Phase Codes**

- Field--> Job Setup--> Maintain Cost Codes
- Enter job number
- Click "Insert" under "Cost Code Detail"
- Enter the "Cost Code" and "Description"
  - Make sure "Billing" and "Active" boxes are checked
- Click "Add/Remove" categories, select the proper cost type

Cos	Cost Code Detail					Billing	* Active	* Factorable	Add/Remove Categories
Vie	ew w	Freeze	Detach	🖾 Search	🗟 Insert				Add/Remove Categories
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	00		Division 00		Catego				

#### To add on Billing side:

- Field-->Job Setup-->Enter Contract
- Enter job number
- Click the pencil to go to the job
- Under "Contract Information", click "Add New Bill Codes"
- Select "New Bill Codes Only", click "OK"
- Check that the phase code appears down below the billing items window
   Add New Bill Codes Only
   Add New Bill Codes And Reset All Groups

O Add New Bill Codes And Reset Null Groups

OK Cancel

Add New Bill Codes





### Module 2: Project Maintenance





### Module 2: Project Maintenance



### Module 2: Project Maintenance

**\*NOTE General Tab:** Key Players Job Info Defaults Security General Customer Q Sample Client • Customer - Your Customer Address Mr. Tim Trovill Q 1234 Main Street selection will be Yourtown MA 01234 the signer of the PCI and OCO **Key Players Tab:** General Key Players Job Info Defaults Security Role Company • Architect Owner - Signatory Q (Signatory) -Project Executive 0 Q Your selection Project Manager - Signatory Project Manager Q will be the signer Superintendent - Signatory 0 of the PCI and Cost Engineer Q 000 Architect - Signatory 84 Lumber Company Q Key Players Job Info Defaults Tab: OTHER **RFI** Contact Q Q Default RFQ Review Period • Default RFQ Use Working Days Default Issue Review Period 7 Use Working Days Punchlist Completion Period 7 Default REL Review I **Review Period** Use Working Days For OCO Date 🗹 OCO Completion Date by JB Contract Submittal Contact Q Q • Auto Calculate Schedule 0 All items noted above will be deemed true and accurate if the readers do not express their objections within the next seve Meeting Footnote Markups Default Meeting ID Mask Default Agenda Item ID Mask Limit C Track 'In Scope' and 'Out of Scope' Amounts 411 34 Auto Calculate Marku Activity Start Date of Submittal is Required \*NOTE: This only works for above the line billing. If the owner requires the changes to be billed below the line, See Module 5

Atta

Notes

Attachments

Contact

Jane Seymour

ice Review Pe

Submittal Approver

Ball In Court Report

Ctrl Rusiness Partner





#### <u>Budget Import Utility</u> Quick Guide

• Click "Enable Editing" to disable Macros

 To access, go to the R: Drive. Click on the <u>CMiC</u> <u>folder</u>, and click on "Budget Import Utility"

 Use the scope sheet from preconstuction to complete the cost code, description, category, and budget cost

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 Click on "Translation Tables" to find the CMiC Cost Code and the Description

• Press "Control F" at the same time to search the translation table















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	Click "Validate Imported Data"     *NOTE: Thore will be errors
	NOTE: There will be errors
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	Change Order Import
	Import File
	Edit Imported Data
	Build Change Orders Import File
	Press button to select the action.
	Import Close
	Imported records: 49 Errors: 2
8	
	<ul> <li>Click "Edit Imported Data"</li> </ul>
	• This will bring you to a new screen
	CHANGE ORDER IMPORT
	Change Order Import
	Import File
	Edit Imported Data
	Build change orders
	Delete Imported Data
	Press button to select the action.
	Imported records: 49 Errors: 2



#### 9

- Check "Validate All Records"
- Check "Create Phase/ Category"
- Click "Re-Validate"

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Error

Validate All Records Create Phase/Category Re-Validate More Errors Close






















## Module 3: Import a budget

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	11 00 00	Appliances	Advantage Applia	3



## Module 3: Import a budget

Click on "Attachment"	tab
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## **\*NOTE**

## Errors when adding bill codes to a job

- When trying to add bill codes to cost codes (items), adding categories to in "Maintain Cost Codes" will usually auto-populate the bill code. This is the preferred method to avoid mistakes when entering the bill codes manually
- If a bill code search does not provide any bill code options to select and add into your line items, do the following:
  - Field--> Job Setup--> Update Job Info
  - Click on the "Job Billing" tab

election Criteria	Lee Kennedy Company	Duplicate Job
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• Click "C	<b>)K''</b>	

#### **\*NOTE**

### **One-to-one Mapping Error**

- A one-to-one mapping error occurs when a contract has a bill code mapped to more than one cost code category.
- Go to CMiC Enterprise--> Project Controls--> Job Billing--> Contracts--> Assign Billing Codes to Cost Code/ Category

FINANCIALS
A PROJECT CONTROLS
▶ Job Costing
Subcontract Management
Change Management
⊿ Job Billing
▶ Setup
⊿ Contracts
Assign Billing Codes to Sontract
Assign Billing Codes to Cost Orde/Categories
Contract Entry
Contract Edit Listing
Billings
▶ Logs

Click on the magnifying glass to select the contract

<ul> <li>Click "Export"</li> </ul>	Selection Criteria  * Company LKCO Q Lee Kennedy Company * Contract Description
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	Billing Code WM Job Code Cost Code Cost Code Name WM No rows yet: Cost Type Name



- In the dropdown, click "Highlight Cell Rules"
- Highlight Cells Rules Greater Than... **Click "Duplicate Values"** Top/Bottom Rules Less Than... Between... Data Bars 05602.00 Color Scales Equal To... Click "OK" ? X **Duplicate Values** Icon Sets Iext that Contains Format cells that contain: 📃 New Rule... Duplicate 🗸 values with 🛛 Light Red Fill with Dark Red Text 🗸 📕 🗚 Date Occurring... 😺 🗘 Clear Rules Duplicate Value Hanage Rules OK Cancel Ass Acc

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### **\*NOTE**

#### **One-to-one Mapping Error**

 Look through the "Billing Code" column for highlighted billing codes. This means that the billing code is mapped to two cost code categories. Copy this billing code.

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- In CMiC, go back to the Assign Billing Codes to Cost Code/ Category tab in the treeview
- Click "Query by Example" to seach for the billing code



*NOT	E
One-to-one Map	oping Error
Clear the Billing Code that do	oes not match the Cos
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Click "Add New Bill Codes Only"



The contract can now be loaded into the forecast

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Note: if you receive this message above you just need to refresh this forecasting period to bring in the new billing codes added to the contract.





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## Module 5: Create PCI Markups/ PCI Markup Rules



## Module 5: Create PCI Markups/ PCI Markup Rules

3	
	<ul> <li>To add a new markup, click "New"</li> </ul>
	New Copy From Job Copy From PCI Type
	Total Markup Flag Action
4	
	Assign the "Order"
	$\circ~$ This is the order the markups will appear on the
	the change order
	Add a "Description"
	RULES
	Order * 1 Description Demo Markup
	Order Description Rounding Rule



## <u>Module 5</u>: Create PCI Markups/ PCI Markup Rules





## <u>Module 5</u>: Create PCI Markups/ PCI Markup Rules

6 • Scroll do fill out a *NOTE notes	wn to "Det dditional de : See Marku	ails" and clic etails to crea up Rules Exp	ck the Ite the plained	"+" butto markup for add	on to o rule litional
DETAILS					
Cal	culate On			Allocate To	
Action Job	Phase *	Category *		Job	Phase *
7 • Click "Sa	ve" when c	done			
	5	Save Cancel Copy F	From Job C	opy From PC	І Туре
Rounding Metho	d Standard 🗸	Level * 1	To	tal Markup Fla	g 🗆
Level	Total Markup F	lag		Action	
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1				Û	
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## Module 5: Markup Rules Explained





## Module 5: Markup Rules Explained

- "Calculate On" is what the markups calculates on
  - i.e For fee, select "ALL" for jobs, "ALL" for phases, and "ALL" for category because you want to calculate on all phases and categories within the PCI
  - There are times this will be different. For example: for CDI you will select "ALL" for phases but only select category "Subcontracts" so the markups will only calculate CDI the subcontract PCIs

DETA	Calculate C	)n				
Action	Job		Phase *		Categor	y *
00	ALL	٩	ALL	٩	ALL	٩

- "Allocate To":
  - Select "Inherited" for job
  - Select the phase you want the markup to hit
  - Select the category
  - Add the Budget % and Billing % (this should be the same for both)

K	Allocate To	$\mathbf{)}$							
	Job		Phase *		Category *		Calculate On Billing Amount	Budget % *	Billing % *
	*Inherited*	٩	990501.00	٩	0	۹		3.000000	3.000000











5		
<ul> <li>Scrol</li> </ul>	l down to "User Defined" a	and confirm:
o " <b>I</b>	Monthly Billing Date"	
o <b>%</b>	Markup	
o <b>%</b>	Markup - Sub-Subcontrac	tor Work Derformed
~ / •		
User Defined		
Master Agreement		% Markup - Work Performed *
	Q	
Monthly Billing Date	*	% Markup - Sub-Subcontractor Work Performed 🖈
6 • Click • P	the magnifying glass and ayment and Performance	l identify Bond
• 50	cope Details	
	Payment and Performance Bond *	
	Scope Details ★	



7	
Scroll	down to "Schedule of Values"
• Click t	he blue "+"
	Schedule of Values
	Action Delete * Task Code
8	
• Task ( *NC	Code - Input the subcontract line number OTE: In most cases, this will be "01"
• Task M	ame - Type in the line description
Schedule of Value	es
Action Delete	* Task Code Seq Task Name
•	







10			
Scroll down to "	Key Dates"		
• Input			
• Start Date			
• End Date	Key Dates		
<ul> <li>Issued Date</li> </ul>	Start Date	020123	
	End Date	022823	
	Issued Date	022123	
	Received Date		
	Executed Date		<b>#</b>
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# Modules 7-12 Project Administration









	Q Review/Approval	Notes Attachments	History		
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* Statu	Open			Days Impact	
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• Scro • Und PC	oll down to ler "Action I Details Show Rates	o "PCI D n" click 1	etails" the blue '	'+" butt	on





#### Select a phase and category by clicking the magnifying glass












Potential C	Change Item					🖹 Save Draft 🖺 Save 🖉 Concel
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CTG-001						
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*NOTE will be they a	: For PCIs posted th ffect the b	with "Type - Scope Change", the PCI arough an owner change order because audget									
<u>(See M</u>	odule 8 fo	e <mark>r owner change order posting)</mark>									





	NOTE:	
To	<ul> <li>void a PCI:</li> <li>Click on "Change Management" <ul> <li>Click on "Potential Change Items"</li> </ul> </li> <li>Select the PCI you want to unpost</li> <li>Click "UnPost"</li> <li>Click "Yes"</li> </ul>	
PCI Detail RF PCO-002 * Type * Status * Date Post Date Total Budgeted Amount	Modify PCI Add PCI Copy Edit Print PCI Quick Print QUIPOst So Ink to B Modify PCI Add PCI Copy Edit Print PCI Quick Print QUIPOst So Ink to B Address Attachments History          FQ       Review/Approval       Notes       Related Objects       Attachments       History         e       Scope Change       * Description       CMIC Playbook - Unpost PCI Test       OCO no.         Approved        Source Type       Reason       Days Impact         e       Nov 16, 2022       Scope       Days Impact         g       Into 16, 2022       Source       Source	ssue
Total Billing Amount	Confirm Post Do you really want to unpost PCI PCO-002? WARNING: If a JB Draw/Bevision is in process, it must be manually Deleted & Recreated via "Bepare Billing" program to reflect the currently unposted PCI. Yes No Cancel	



### Module 8: Create an owner change order

1 CMIC FIELD After logging into 02171.00 - CMiC Playbook Job CMiC, click on the Ó Program Search... blue Field button. Subcontract Management **Change Management** . Click on "Change Potential Change Items Management" **PCI Report** PCI Imp Click on "Owner **Owner Change Orders Change Orders**" Owner change transmittal 2 Click on "Add Change Order" **Owner Change Orders** Add Change Or E Reset Drag a column header and drop it here to group by that column OCO No. : Title : Days Impact : Date Issued : Date Executed : Date Received Post Date OCO-0001 OCO #1 Nov 15, 2022 Nov 15, 2022 000-0002 below the line oco Nov 15 2022 Nov 15, 2022



### Module 8: Create an owner change order

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Chang	e Numbers	Notes	Attach	ments					
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			< Prev	Set	1-1of1 🗸			Next	Set >>
• C	<b>lick "/</b>	Accept'	Code	Name	Date	Amour	nt Days Impact	Status	
			CTG-001	CMiC Playbook Change Or	der FEB 03,	2023 0.00		Approved	



#### Module 8: Create an owner change order

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		1								
Chang	e Numbers	Notes	Attac	ments						
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CHANC	GE ITEMS								Add	PCI's
l No.	Name			Date	Amount	Days Impact	Status			Actio
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## <u>Module 9</u>: Create a subcontractor change order





# Module 9: Create a subcontractor change order

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		CTG-001	CMiC Change Order #1			.00	-457.00	02171.00	090190.91	S	LS	0	ACO	CMiC Chang
	Availa	ble PCIs	with TBD				_					1		



## <u>Module 9</u>: Create a subcontractor change order





# Module 9: Create a subcontractor change order



РСІ Туре	PCI No.	PCI Post Date	Owner Reference Number	Subcontractor Reference Number	OCO #	sco#	Contract Post Date
Out of Scope Change	PC0001	Nov 15, 2022			OCO-0001	06311.0250-001	Nov 14, 2022
Out of Scope Change	PC0002	Nov 15, 2022			OCO-0001	06311.0250-002	Nov 14, 2022
Out of Scope Change	PC0004	Nov 15, 2022			OCO-0001	06311.0212-001	Nov 15, 2022
Out of Scope Change	PC0060	Nov 15, 2022			OCO-0001	06311.0213-001	
Out of Scope Change	PC0092	Nov 15, 2022			OCO-0001	06311.0221-001	
Out of Scope Change	PC0092	Nov 15, 2022			OCO-0001	06311.0227-001	Nov 15, 2022
Out of Scope Change	PC0092	Nov 15, 2022			OCO-0001	06311.0213-001	
Out of Scope Change	PC0092	Nov 15, 2022			OCO-0001	06311.0228-001	Nov 15, 2022
Out of Scope Change	PC0092	Nov 15, 2022			OCO-0001	06311.0226-001	
Out of Scope Change	PC0093	Nov 15, 2022			OCO-0001	06311.0207-001	Nov 15, 2022
Out of Scope Change	PC0094	Nov 15, 2022			OCO-0002	06311.0214-001	Nov 15, 2022
Out of Scope Change	PC0095	Nov 15, 2022				06311.0207-002	Nov 15, 2022
Out of Scope Change	PC0096	Nov 15, 2022				06311.0207-003	



### Module 9: Create a subcontractor change order



Drag a column h	eader and drop it he	ere to	o group by that colum	nn							
PCI Type	PCI No.	:	PCI Post Date	1	Owner Reference Number	Subcontractor Reference Number	c	)CO # :	SCO #	Contract Post Date	v
Out of Scope Change	PCO001		Nov 15, 2022				c	DCO-0001	06311.0250-001	Nev 14, 2022	E
Out of Scope Change	PC0002		Nov 15, 2022				c	DCO-0001	06311.0250-002	Nov 14, 2022	E
Out of Scope Change	PCO004		Nov 15, 2022				c	DCO-0001	06311.0212-001	Nov 15, 2022	1
Out of Scope Change	PCO060		Nov 15, 2022				c	DCO-0001	06311.0213-001		1
Out of Scope Change	PC0092		Nov 15, 2022				c	DCO-0001	06311.0221-001		J
Out of Scope Change	PC0092		Nov 15, 2022				C	DCO-0001	06311.0227-001	Nov 15, 2022	٨



## <u>Module 9</u>: Create a subcontractor change order





#### 1 - Set up first bill 02171.00 - CMiC Playbook Job After logging into ٥ Program Search... CMiC, click on the Project: CMiC Playbook Job (02171.00) blue field button Workflow Notification Job Setup Click on "Job Subcontract Management **Billing**" **Change Management** Job Billing Click on "Enter Enter Contract Contract" Prepare Bill 2 - Set up first bill ▲ Create Contract \* Company LEEKENC2 Q Lee Kennedy Co., Inc. Use Subcontract Vendor on New Bill Lines Show Closed Contracts Enter the job Contract Information View w 🕎 Detach Freeze 🖾 Search 🖶 Insert 📾 Delete number next to Find 02171.00 Go "Find" Job Job Name \* Contract 00001.00 Large Projects Template 00001.00 Press Go 00002.00 00002.00 Interiors/Special Projects Template 01001.00 01001.00 Mutt Cutts - Pet Groomers - Lloyd ( Contract Information Click on the 001 View 💌 Freeze Detach Search nsert 📅 Delete Find 02171.00 Go pencil next to Job Job Name \* Contract the job number 2171.00 CMiC Playbook Job 02171.00 CM



3 - Set up f	irst bill		
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		Select Group 5	
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4 - Set up f	irst bill		
• Select "A	dd New Bill		
Codes Or	nly"	Table	Mode 💾 Save 🕞 Exit 📑
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needs	to be done if a 🛛 👔		
cost c	ode was added		
to the	job since the	CONTRACT ENTRI	
last bi			
	C	Ad New Bill Codes Only     Add New Bill Codes And Reset A	II Groups
Click "OK	ŢII	<ul> <li>Add New Bill Codes And Reset N</li> </ul>	lull Groups
	-	OK Cancel	
• Click "Say			







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et up first b Set up the l wants to se *NOTE: T line 1. D Detached Table	iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	the bill the way ing Amt" will a this number nsert I Insert Multiple Delete	workflows







#### 11 - Set up first bill

 Code items to go to the line that you want them to hit

De	tached Table								
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	02171.00-05500	PC	Misc Metals - Other		02171.00	05	055000.05	0	01
	02171.00-09015	PC	Paint Restoration - Su		02171.00	09	090190.91	s	02
	02171.00-09910	PC	Painting - Labor		02171.00	09	099100.00	L	02
	02171.00-99050	PC	Construction Manage		02171.00	99	990501.00	0	03
	02171.00-99065	PC	LKCO Insurance - Otl		02171.00	99	990650.00	0	04
	02171.00-9908C Q	PC Q	Building Permit - Othe		02171.00 Q	99 Q	990800.00 Q	٥ ٩	05 Q

#### 12 - Set up first bill

- Go back to "Billing Items"
- Click back on "Group 5"

#### • Check to make sure that your budget aligns

Table More 📑 Save 🕞 Exit Click "Save" ▲ Billing Items Group 5 Billing Codes Group 1 Group 2 Group 3 Group 4 rformance Obligations View 🔻 🖙 Freeze 🔐 Detach 🔯 Search 🐺 Insert 👩 Insert Multiple 🛛 Delete 🗞 Workflows 🔻 🔒 Report Options 👻 🔝 E Group Code Group Name Max Billing Amt Budg. Billing Amt 01 General Conditions 0.00 02 Project Requirements 12.000.00 03 Demolition 0.00 04 Rough Carpentry 2,000.00 0.00 05 Millwork Doors and Frames 750.00 06 No Group 5 NOGROUP5 810.00 Add Group to Bill Code





- Click the magnifying glass next to "Company" and "Contract Number"
- Click "Draw" to create a new owner bill



Click "OK"

\*NOTE: If this is the first bill on the contract, see <u>Step 1</u>



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Billing Dat	e Feb 03, 2023	00	Type Draw/Day Nor	Draw	1 Devision	Num	
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Invoice Desc	Assign job Click on ' *Note: / © Search @ V Jo Custome Billing Dat Due Dat Period Ending Dat Budget Billing Am	Cost tran	t Options V Attachments CMiC Playbook Job Sample Client Type Draw Draw/Rev Num Contract Currency Max. Billing Amt	ear ECM Documents	S User Ext
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22 - As	ssign job To perma	cost t nently	ransac y defer a	tions to a transa	owr ction	ner b n to a	ill future	draw,			
	click the "P" button under status. *NOTE: Permanently deferring doesn't push the										
	transaction to the next draw. it allows vou to decide										
	when to push the transaction to										
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	Assign job cost transactions to owner bill										
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28 -	28 - Assign job cost transactions to owner bill							
	<ul> <li>A new popup will appear, click "Recalc. Billings"</li> </ul>							
	Click "Cancel" to	o exit						
	PREPARE BILLING							
	Selection Criteria							
		Include New J	J/C transactions in Billing Recalculation					
	To Posting Date	Ë	]					
	To Reference Date	Nov 30, 2022	]					
	To Transaction Creation Date	Ë						
		Select Criteria	ReCalc. Billings Cancel					







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29	- Expoi	rting Subcont	ractor <b>F</b>	leqs from G	СРау	
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•	Log int	o CMiC				
	• Fiel	d> Cost Repo	orting>	Detail Job C	ost Repo	rt
	• Clic	k the magnify	ving glas	s next to "Jo	b" to sea	<b>ich</b>
	for	the correct job	<b>)</b>			
	• Abc	ove "Post Date	: Month	" use the cal	endar to	
	inp	ut the "From:"	and "To	:" dates		
	• Use	the dropdow	n arrow	to input the	category	/
	cod	le ·			•••	
				LKCO - DETAIL JOB	COST REPORT	
	Company Code LKCO Q Labor Transaction Detail	Contract 06341.00 - Harvard Adams Phase 2: Rar	ndolph 2			
	<b>v</b>	v		V         From:         V         Prom:           To:         Image: A state of the state		<b>v</b>
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	Pay, c	lick "Exported	"			
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	4 Page 1 of 3 >> >  Filter the c	data by typing here Period	To 🖻 🗆 Perding 🖾 Exported	🗆 Hide Retainage release 🔮 ERROR REPORT		1 to 50 of 11
	Company	Schedule		veriod To Number Actions	Gross \$ Due \$	Status Export
0	Bay State Building Specialties, Ir	nc. 10748.0016 - Acoustic Fi	inishes & Specialties 02	/28/2023 4 <u>Quick Look</u> · <u>View</u> · <u>Waivers</u>	\$45,880.00 \$43,586.00 🗸	APPROVED 05,14,2023
	Beantown Acoustics	10748.0014 - ACT	01	/28/2023 5 <u>Quick Look</u> · <u>View</u> · <u>Waivers</u>	\$26,000.00 \$24,700.00 🗸	APPROVED 03/14/2023
	Boston Paint Company, Inc.	10748.0018 - Painting	03	/28/2023 5 Quick Look - View - Waivers	\$6,407.46 \$6,087.09 🗸	APPROVED 03/14/2023

10748.0007 - Carpet & Tile

10748.0001 - HVAC



Circle Floors, Inc.

E.M. DUGGAN, INC

02/28/2023 6 <u>Quick Look - View - Walvers</u> \$54,668.03 \$51,934.62 ✓ APPROVED 03/14/2023

02/28/2023 11 <u>Quick Look</u> · <u>View</u> · <u>Waivers</u> \$236,863.00 \$225,019.85 ✓ APPROVED 03/14/2023








Summary	Group 1 S	ummary Group 2	Summary Group 3 Su	mmary Group 4 Sumr
	Pre	vious Draws	Current Draw	Total To Date
	Cost	0.00	0.00	0.00
%	Complete	16.21	-16.21	0.00
	Billed	1,425,440.00	-1,425,440.00	0.00
Mate	erial Stored	0.00	0.00	0.00
Complete	d & Stored	1,425,440.00	-1,425,440.00	0.00
	Retainage	142,544.00	-142,544.01	-0.01
Retainage	e Released	0.00	0.00	0.00
ill lump	sum l	ine items	including f	ee and insura
ill lump Access with th eriod Ending Date No Budget Billing Amt	sum l the gr e invo w 30, 2022	ine items foup num ice forma	including for ber tab that t	ee and insuration of the second secon











40 - Clear billing and retainage ov	/el	rride	5	
	Su	immary	Group 1 Summa	ary
<ul> <li>Scroll down to the</li> </ul>	Vie	ew 🗶 🗉	Freeze	<b>D</b> e
Summary		Select	Group Code	e
<ul> <li>Click the box on</li> </ul>			000501.00	Q
the far left for the			000615.00	
line item that vou			000650.00	
want to clear and			000800.00	
override	C		00900.00	
			000915.00	
			000950.00	
41 - Clear billing and retainage ov	er	rides	5	
<ul> <li>At the bottom of the Summ</li> </ul>	ar	y Cli	ck "Clea	r Billed
Amount Overrides"				
8,738,77 Bill Code Clear Billed Amount Overrides Cl	71.76 ear F	Retainage (	-114,112.11 Overrides Cle	
<ul> <li>Click "Save" in the top right</li> </ul>	C	orne	r	
Table Mode Save	D	▶ Exit	đ	







<ul> <li>44 - Print the</li> <li>To print</li> </ul>	bill and backup t backup, click the print button, a new
• To run l	backup, click "Close"
Destination Formation Loca	Configuration for: JB - Job Billing Back-up (JBBACKUP)
45 - Print the I • After cl "Run Re exit ⊛ ECM Doc	bill and backup icking "Close" a new popup will open. Click port" to view billing backup or "Close" to
Report Destination Forma Local	Configuration for: JB - Job Billing Back-up (JBBACKUP)



46 - Print the	e bill and backup	)
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Cr	reate Billing Generate Print Dr	ift Print Delete Billing Create RFP
Click "	'Run Report"	
<sup>10</sup> Report Config	uration for: JB - Invoice - US Prog	ress Bill - Change Order [JBPB_U11] (JBPB_U11)
Destination Preview	w 🗸	
Format PDF	<b>~</b>	
Locale English	h United States	
n		
AI		Run Report Close
47 - Print the • This w	e bill and backup vill generate a re	port that can be printed
	TO OWNER: American Towers LLC PROJECT TO 116 Hurdington Avenue - 11th Floor PROJECT TO	Freget: For 5 Fr
	Boston, MA 02116 B	380n, MA 02116 PERIOD TO : Nov 30, 2022 OWNER PROJECT NOS:: 06375.00 ARCHTECT
c	FROM Lee Kennedy Co., Inc. ARCHITECT: CONTRACTOR: 122 Quincy Shore Dr Quincy, Ma 02171	
000	INTRACT FOR: Test Project Estimating Job	
ĀF	PPLICATION AND CERTIFICATE FOR PAYMENT	The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract 4 <sup>th</sup> Documents. This all amounts have been prior that the prior of the termination of
isat 1. (	ttached. ORIGINAL CONTRACT SUM	payment were issued and payments received from the Owner, and that current payment shown herein is now 6 due.
2.1	Nest change by change orders	Contractor: Lee Kennedy Co., Inc.     By:     Date:     Date:
(Col	lum G on G703) RETAINAGE:	State of:
(Tor	tal retainage Column I of G703) \$ 1,816.7 TOTAL EARNED LESS RETAINAGE \$ 1,721 4	a County of:
(Lin 7.1	e 4 less Line 5 Total ) LESS PREVIOUS CERTIFICATES FOR PAYMENT	me this day of
(Lin	e 6 from prior Certificate)	a) Notary Public:
8.0	CURRENT PAYMENT DUE \$ 1,771.1	My Commission expires
8.0 9.6 (Lin	CURRENT PAYMENT DUE \$ 1,771.11 BALANCE TO FINISH, INCLUDING RETAINAGE te 3 less Line 6 ) \$ 8,737,000.6	
8. 9. (Lin 24 27	CURRENT PAYMENT DUE	My Commission expires:     ARCHITECT'S CERTIFICATE FOR PAYMENT     a nacontaine with the Contract Documents, based on on-site observations and the data comprising the     above application, the Architect certifies to the Owner that to the best of the Architect knowledge,     advect application, the Architect certifies to the Owner that to the best of the Architect knowledge,     advect application, the Architect certifies to the Owner that to the best of the Architect knowledge,     advect application, the Architect certifies to the Owner that to the best of the Architect knowledge,     advect application, the Architect certifies to the Owner that to the best of the Architect knowledge,     advect application, the Architect certifies to the Owner that to the best of the Architect knowledge,     advect application, the Architect certifies to the Owner that to the best of the Architect knowledge,     advect application, the Architect certifies to the Owner that to the best of the Architect knowledge,     advect application, the Architect certifies to the Owner the Interval to the Architect knowledge,     advect application, the Architect certifies to the Architect knowledge,     advect application, the Architect certifies to the Architect knowledge,     advect application, the Architect certifies to the Architect knowledge,     advect application, the Architect certifies to the Architect knowledge,     advect application, the Architect certifies to the Architect knowledge,     advect application, the Architect certifies to the Architect knowledge,     advect application, the Architect certifies to the Architect knowledge,     advect application, the Architect certifies to the Architect knowledge,     advect application, the Architect certifies to the Architect knowledge,     advect application, the Architect certifies to the Architect knowledge,     advect application, the Architect certifies to the Architect knowledge,     advect application, the Architect certifies to the Architect knowledge,     advect ap
8. 9. 1 23 27 27 27 27 27 27 27 27 27 27 27 27 27	CURRENT PAYMENT DUE	W Commission expires: ARCHITECT'S CERTIFICATE FOR PAYMENT in accordance with the Contractor, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and beginster the Work has progressed as indicate, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment of the AMOUNT CERTIFIED.
8. 9. (Lin [57] 27] 27] 27] 27] 27] 27] 27] 27] 27] 2	CURRENT PAYMENT DUE	Wy Commission expires: ARCHITECT'S CERTIFICATE FOR PAYMENT In accordance with the Contractors, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, tormalian advantation services and the Contractor's ended with the Contract bocuments, and the Contractor's ended with the AMOUNT CERTIFIED.  AMOUNT (Attach explanation if amount certified differs from the amount applied for . Itelial figures on this Application and on the Continuation Sheet that are changed to confirm to the amount certified.)
8. 9. (Lin (25) (25) (25) (25) (25) (25) (25) (25)	CURRENT PAYMENT DUE	My Commission expires:     ARCHITECT'S CERTIFICATE FOR PAYMENT     In accordance with the Contractor, based on on-site observations and the data comprising the     above application, the Architect certifies to the Contractor is enabled to the payment of the ANACUNT CERTIFIC.     ANOUNT     (Attach explanation if amount certified differs from the amount applied for. Initial figures on this Application     and on the Continuation Sheet that are changed to conform to the amount certified.     ARCHITECT:
8. 9. (Lin (27) (27) (27) (27) (27) (27) (27) (27)	CURRENT PAYMENT DUE         1,771.11           BalauNoce to Filinski, includinis RetainAde         \$             1,771.11           BalauNoce to Filinski, includinis RetainAde         \$             8,737.000.6           Wade GodDe BuilMARY         ADDITIONS         DEDUCTION           ange Order SumMARY         0.00         0.00           Second SumMary         0.00         0.00           PROVED THIS MONTH         0.00         0.00           Date Approved         0.00         0.00           Current Total         0.00         0.00           Current Total         0.00         0.00	Wy Commission expires: ACCHITECT'S CERTIFICATE FOR PAYMENT In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Arbitect certifies to the Contract for any other and the data comprising the above application, the Arbitect certifies to the Contract of the ARDON'S CERTIFIED.  ACCOUNT Contract Documents, and the Contractor is entitled to the payment of the ARDON'S CERTIFIED.  ACCOUNT Contract Documents, and the Contractor is entitled to the payment of the ARDON'S CERTIFIED.  ACCOUNT Contract Documents, and the Contractor is entitled to the payment of the ARDON'S CERTIFIED.  ARCOUNT Contract Documents, and the Contractor is entitled to the payment of the ARDON'S CERTIFIED.  ARCOUNT Contract Documents, and the Contractor is entitled to the payment of the ARDON'S CERTIFIED.  ARCOUNT Contract on the Continuation Sheet that are changed to conform to the amount certified.)  ARCHITECT: By: Date: Da



#### **\*NOTE- Cash Flow Reporting**

- Each month, every project is required to include a cashflow/ cost projection report for the project
- The purpose is two-fold:
  - The cash flow report is to be used as a tool by the PM/ Superintendent/PX/GS to verify the construction schedule by marrying the remaining cost to be spent on the project by month
  - The cash flow report will be used as a tool by Mike
     Heath to prepare monthly corporate financial reports
- It is understood that the preparation of this report is not an "exact science", however, every effort must be made to provide accurate reporting. It is highly recommended that input is received from subcontractors to assist in creating accurate reports

For directions on how to complete a Cash Flow Report, see the Monthly Cost Report module in the <u>Project Management</u> <u>Reference Guide</u>



#### **\*NOTE- Cost Reporting**

#### Why do we do cost reports?

Cost reports are a tool to help us understand the financial health of the project. Entering accurate projections, reviewing the data, and analyzing it will help you come to a conclusion about the narrative of your project. The cost report is a snapshot in time that allows you to compare more accurately the changes from month to month. It will also let you directly compare the amount billed versus the cost.

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#### <u>Timeline</u>





#### Terms to know

- Fee: Fee on the cost report is the job level profit that we expect to earn on the project
  - Stipulated fee: Calculated as a percentage of cost at the time of GMP. This is the minimum fee we expect to earn on a project
  - **Shared savings**: Any savings left in the GMP is split with the owner at the conclusion of the project
  - Incentives: Incentives are where we earn additional fee when we achieve a certain milestone on the project. These are typically schedule related
  - Lump Sum/General Conditions: We agree to take the full risk (and benefit) of the general conditions budget





#### Terms to know

- Contingency: Contingency is a provision for an unforeseen event. \*Think of this as a bucket of money set aside for something we did not plan on\*
  - In terms of the cost report, the contingency is the total "cushion" that protects the LKCo fee. It is the difference between our contract value and the expected final cost
  - On a GMP cost report, the contingency is the bottom line variance and is the singular most important number on the cost report

(See examples on next page)

Adapted from Tom LeClerc 3/13/2023



			\$	<u>*NO</u>	TE				
		nsura	nce a	nd F	ee E	Exar	nple:		
-									1880. 12.20 FM E
Cost Code	Cost Code Name	Original Budget	Current Budget	Actual Cost	Remaining Committed Cost	Cost To Complete	Cost At Completion	Completion Variance	Notes
990501.00	Construction Manager Fee	166,419.00	497,436.44	0.00	0.00	501,843.32	501,843.32	0.00	
990615.00	Subcontractor Default Insurance	70,756.00	206,674.99	70,756.00	0.00	137,922.12	208,678.12	0.00	
990650.00	LKCO Insurance	74,008.00	206,410.49	0.00	0.00	208,413.62	208,413.62	0.00	
990800.00	Building Permit	0.00	0.00	1,895.75	0.00	0.00	1,895.75	-1,895.75	
995050.00	Contingency	284,648.00	471,638.00	0.00	0.00	0.00	0.00	471,638.00	
995051.00	Buyout Savings	0.00	237,183.36	138,247.57	7,981.91	0.00	146,229.48	90,953.88	
	General Conditions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
REV	Color reside Color residences into								

- Enter amounts in "Cost to Complete" for Fee and Insurance so that the variance on these lines is zero.
- There are no items on the contingency log, because zero known contingency draws identified. Nothing is entered on "Cost to Complete"
- The total "Completion Variance" represents the "Project Contingency"

#### **Allowance and Related Cost Example:**

Cost Code	Cost Code Name	Original Budget	Current Budget	Actual Cost	Remaining Committed Cost	Cost To Complete	Cost At Completion	Completion Variance
074123.00	Aluminum Composite Wall and Soffit Panels - Canopy	0.00	197,965.00	184,315.01	0.00	13,649.99	197,965.00	0.00
078100.07	Spray Fireproofing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
078100.08	Related cost - Misc. scraping & patching	0.00	5,004.00	4,542.18	0.00	461.82	5,004.00	0.00
079200.00	Allowance - Joint Sealants Canopy	0.00	2,800.00	1,318.55	0.00	1,481.45	2,800.00	0.00
080000.00	OPENINGS	0.00	23,375.00	23,375.00	0.00	0.00	23,375.00	0.00
081113.01	Related cost - Remove,store & reuse door 185	0.00	650.00	0.00	0.00	650.00	650.00	0.00
081113.02	Related cost - Quick ship HM frames to meet schedu	0.00	2,542.00	2,542.00	0.00	0.00	2,542.00	0.00
084313.00	Allowance - Modifications to Existing Storefront -	0.00	5,000.00	0.00	18,750.00	-13,750.00	5,000.00	0.00
090000.00	Gypsum drywall	24,500.00	29,626.00	29,626.00	0.00	0.00	29,626.00	0.00

• "Cost to Complete" is adjusted for allowance to make variance zero.

\*NOTE- In all circumstances when a negative value is entered in "Cost Complete", always enter a note explaining why.









#### **3 - Update Cost Report**

- To update your cost report:
  - Update the "Cost to Complete"
  - Add in any notes. Please note if cost codes don't show up,

#### refer to page 20

BILL	CODES (FI	LTERED)									1			1
lob	Cost Code	Description	Category	Original Bud	Posted PCI's	Current Bud	Spent	Spent/Com	Cost to Com	-	orecast	Variance	Notes	Silled to Date
2055.00	003025.00	Project Mana	L	40,000.00	27,000.00	67,000.00	0.00	0.	67,000.00	Q	67,000.00	0.0		0.00
2055.00	003115.00	Superintendent	L	60,000.00	0.00	60,000.00	0.00	0.	6,000.00	٩¥	6,000.00	54,000.0		0.00
2055.00	003212.00	Phones	0	1,000.00	0.00	1,000.00	0.00	0.	0 1,000.00	Q	1,000.00	0.0		0.00
2055.00	003232.00	Prints	0	500.00	0.00	500.00	0.00	0.	0 500.00	Q	500.00	0.0		0.00
2055.00	003285.00	Travel and Mi	0	1,200.00	0.00	1,200.00	0.00	0.	0 1,200.00	Q	1,200.00	0.0		0.00
2055.00	015015.00	Progress Cle	L	50,000.00	0.00	50,000.00	0.00	0.	0 50,000.00	Q	50,000.00	0.0		0.00
2055.00	015085.00	Final Cleaning	L	25,000.00	0.00	25,000.00	0.00	0.	0 25,000.00	Q	25,000.00	0.0		0.00
2055.00	024100.00	Demolition	S	60,000.00	0.00	60,000.00	0.00	60,000.	0.00	Q	60,000.00	0.0		0.00
2055.00	061000.00	Rough Carpe	0	30,000.00	0.00	30,000.00	0.00	0.	0 30,000.00	Q	30,000.00	0.0		0.00
2055.00	064000.00	Milwork	S	25,000.00	3,000.00	25,000.00	0.00	28,000.	0.00	Q	31,000.00	-3,000.0		0.00
2055.00	081000.00	Doors and Fr	S	15,000.00	7,500.00	15,000.00	0.00	22,500.	0.00	Q	30,000.00	-7,500.0		0.00
2055.00	088000.00	Glass & Glazi	S	28,000.00	0.00	28,000.00	0.00	28,000.	0.00	Q	28,000.00	0.0		0.00
2055.00	092900.00	Drywall	S	125,000.00	0.00	125,000.00	0.00	0.	0 125,000.00	Q	125,000.00	0.0		0.00
2055.00	099000.00	Painting	S	70,000.00	0.00	70,000.00	0.00	0.	0 70,000.00	Q	70,000.00	0.0		0.00
2055.00	110000.00	Appliances	S	30,000.00	0.00	30,000.00	0.00	0.	0 30,000.00	Q	30,000.00	0.0		0.00
2055.00	220000.00	Plumbing	S	50,000.00	0.00	50,000.00	0.00	0.	0 50,000.00	Q	50,000.00	0.0		0.00
2055.00	230000.00	HVAC	S	325,000.00	0.00	325,000.00	0.00	0.	0 325,000.00	Q	325,000.00	0.0		0.00

- Click on the magnifying glass next to "Cost to Complete" on any labor line to access labor projections
- GC MONITOR 💾 Save 🕞 Exit 🗃 🕼 🕐 🛆 🛛 Selection Criteria \* Company LEEKENC2 Q Lee Kennedy Co., Inc. Contract Dec 01, 2022 Show Completed Staffing Contract End Dec 31, 2023 Bill Code 06338.00-003005.00-L \* Contract 06338.00 Q MIT - Music Building Year 2023 Q Per 1 Q From Jan 01, 2023 To Jan 31, 2023 Cost Cutoff Date Jan 24, 2023 Display Forecast Refresh From Previous Re-calculate All Rates Update Forecast Summary Update Contract Date 4 Labor Other View 👻 📑 Freeze 🔛 Detach 🔯 Search 👼 Insert 👩 Insert Multiple 👼 Delete >> Trade Employee Employee Name Pay Type \* Bill Code Union SRVP 76 Christopher Penn NWHR 06338.00-003005.00-L SRVP 21 Robert O'Leary NWHR 06338.00-003005.00-L Union Trade Sr. Vice President Bill Code Vice President ( Bob O) - Labor Period Details Default Missing Bill Codes Push Update To Resource Plan

- Click "Save"
- Click "Store Forecast" in the top right corner

#### O Store Forecast









Senior Vice President - O'Leary

O'Leary, Rober

O'Leary, Rober O'Leary, Robert C

O'Leary, Robert C



OK Cancel

2021-08-05

2021-08-10

Aug 2021

Aug 2021













#### c. Contract Forecast Summarized by SOV

SOV #	SOV Name	Original Budget	Current Budget	Spent	Committed Remaining	Cost To Complete	Forecast	Budget Variance
01	General Conditions	6,736,853.00	6,736,853.00	3,191,060.94	0.00	1,095,792.00	4,286,852.94	2,450,000.06
02	Project Requirements	395,016.00	395,016.00	268,960.65	0.00	144,579.38	413,540.03	-18,524.03
		105,118,131.00	105,118,131.00	28,513,675.55	55,328,785.07	23,520,962,83	107,363,423,45	-2,245,292,45







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WORKFLOW NOTIFICATIONS			T Show	
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Monday, January 16, 2023				1
Please Approve Invoice: 0000019512 for Vendor: Read     03922 (C. Carney Recycling Solutions) and job:     06841.00 (Test 12.8)			Approve Reject View Reassi	) 1
	COMMENT			
			1	
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	NOTFICATION			
	Jacky Liu [Step 1 Reg Invoice Appro	er], please code/approve the following Inv	oice.	
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If ypes Vall types Status Vall UCCUT QUERY MODE   Sources: *All Sources Status: *All Types: *Aul types: *Aul AP Non-Commitment Invoices [1] C C arrey Invoice_0000019512.pdf		C. Carney Recycling Solutions 35 Thrasher Street Raynham, MA 02767 Phone: (508) 880-8804 Fax: (508) 823-0492	CUSTOMER NO         000275           INVOICE DATE         12/31/2022           INVOICE NO         0000019512           CUSTOMER PO         0000019512           DUE DATE         1/15/2023	
			Job# 06841.00	
		All container must be accessible, If we are unable to s	ervice, a trip charge of \$150.00 will be incurred.	
•	DATE New Charges	QUANTITY FREQUENCY DESC	VIPTION WORK ORDER TICKET AMOUNT	
	Site 000275-0022 - 1	e Kennedy Company Inc 500 RUTHERFORD	AVE, CHARLESTOWN	
Prev Next Upload Export Mode Save	12/16/2022	1.00 FUEL SURCHARGE - 30 Y	D ROLL OFF 0000039126 420989 \$795.00	
Document Name C Carney Invoice Of	12/20/2022 12/20/2022	1.00 FUEL SURCHARGE - 6 1.00 HAUL CHARGE - 30 Y	ULL OFF         0000039141         421429         \$47.70           D ROLL OFF         0000039141         421429         \$795.00	



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and processed for	Ad Hoc	Ad Hoc Approver 1 JLIU Jacky Liu			
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• Click the blue "+" 6 • Use the magnifying glass to input o Cost Code/ Account	Line Type* Company*	1 J LEEKENC1 06841.00	J LEEKENC1 06841.00		
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3- Approving Committed Invoices										
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filled if a previous invoice amount was billed against that line item.







# **<u>REFERENCE</u>**: Report Guide

Non Compliance Reports	Enterprise	Field E-Time	
Insurance, Job	Search for programs		
Orders, Lower Tier	<ul> <li>FINANCIALS</li> <li>Accounts Payable</li> <li>Setup</li> <li>Check</li> <li>Query</li> <li>Reports</li> </ul>		
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Check Reconciliation			
ged Payables by Job			
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Vendor List Reports Accounts Recei	ivable R	eports	
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# **REFERENCE:** Report Guide

<ul> <li>Project Budget Report</li> </ul>	Enterprise Field E-Time				
<ul> <li>Job Cost Transaction</li> </ul>	Search for programs  FINANCIALS  PROJECT CONTROLS  Job Costing  Setup  Job  Forecasting  Query				
Report					
<ul> <li>Job Cost Variance</li> </ul>					
<ul><li>Report</li><li>Cash Flow Report</li><li>Cost Detail Report</li></ul>					
					▲ Reports

- Non-Compliance Report
- Subcontractor Draw Request
- Commitment Detail Report
- Subcontract Detail
   Summary Report

Enterprise	Field E-Time	
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#### **REFERENCE**:

#### **CMiC Assist Resource**



#### **GLOSSARY OF TERMS**

Term in Procore	Term in CMiC	Definition
PCO (Proposed Change Order)	PCI	A formal proposal issued to the owner for a change in either the project cost or project schedule
Cost Code	Phase Code	A fixed set of codes that are used to manage, track, and report costs on a construction project
Commitment(s)	Subcontract(s)	A contract issued to a subcontractor
Term in Procore	Term in CMiC	Definition
--	--------------------------------------	---
CCO (Commitment Change Order)	SCO (Subcontract Change Order)	A change order written to a subcontract
PCCO (Prime Contract Change Order)	OCO (Owner Change Order)	A series of PCI's (change orders) rolled into an owner change order
Budget	Billing Budget/ Cost Budget	*NOTE: Both the billing and cost budget in CMiC mean the same thing and should always be equal

Term in Procore	Term in CMiC	Definition
Categories:	Categories:	*NOTE: While the
1. Labor	L= Labor	majority of
2. Subcontracts	S= Subcontract	subcontract costs
3. Materials	M= Materials	are coded to
4. Equipment	E= Equipment	S/Subcontract,
5. Other	O= Other	you will now have
		the option to code
	Additional	things like sub
	categories that are	changes to a new
	new to CMiC and	category,
	not previously	C/Contingency or
	used in Procore or	A/Allowance. This
	Viewpoint	is an optional
		functionality. If
	C= Contingency	you prefer to code
	A= Allowance	to S/Subcontract,
		you are able.

Term in Procore	Term in CMiC	Definition
Budget Modification/ Transfer	Contingency Usage Class: Transfer	Budget transfer to move contingency costs into other line items
		(Must net to \$0)
Budget Modification/ Transfer	Allowance Usage Class: Transfer	Budget transfer to move allowance costs into other line items (Must net to \$0)
Budget Modification/ Transfer	Budget Transfer Class: Transfer	Budget transfer to move costs into other line items that will typically be shown to the owner. (Must net \$0)

Term in Procore	Term in CMiC	Definition
Budget Modification/ Transfer	<b>Original Budget</b>	You will bring your original budget in as a PCI under the "Original Budget" type. This allows you to use an excel import file.
Budget Modification/ Transfer	Related Costs Class: Transfer	Budget transfer to move relate costs into other line items (Must net \$0)
Budget Modification/ Transfer	Internal CO/ Back Charge	Budget transfer to move related costs into other line items that will NOT typically be shown to owner. *DOES NOT affect the budget, even when posted*

Term in Procore	Term in CMiC	Definition
PCO-in/ External Change Order	Scope Change Class: External	This is the standard PCO that will affect the budget. You will roll these into your owner change orders *PCCO in Procore and OCO in Viewpoint

### **VIDEO INSTRUCTIONS**

### **\*NOTE: Right click the link to view the video**

<b>Module 1</b>	<ol> <li>Create a Project</li> <li>Update Job Info</li> <li>Create Contract</li> <li>Start Job</li> </ol>
Module 2	1. <u>Project Maintenance</u>
Module 3	1. <u>Import a Budget</u>
Module 4	1. <u>Manual Budget Setup</u>
Module 5	<ol> <li>Create PCI Markups/ PCI Markup Rules</li> <li>Markup Rules Explained</li> </ol>
Module 6	1. <u>Create a subcontract</u> 2. <u>Print/Run Report</u>

### **VIDEO INSTRUCTIONS**

#### **\*NOTE: Right click the link to view the video**

Module 7	1. <u>Create a PCI</u> 2. <u>VOID PCI</u>
Module 8	1. <u>Create an owner change order</u>
Module 9	1. <u>Create a subcontractor change</u> <u>order</u>
Module 10	<ol> <li>Set up first bill</li> <li>Create new owner bill</li> <li>Include change orders in your bill</li> <li>Include change orders in your bill</li> <li>Assigning job cost transactions to owner bill</li> <li>Exporting reqs GCPay/ Add SC cost to bill</li> <li>Exporting sum line items inc. fee and insurance</li> <li>Clearing billing and retainage overrides</li> <li>Printing the bill and backup</li> </ol>

### **VIDEO INSTRUCTIONS**

### **\*NOTE: Right click the link to view the video**

Module 11	1. <u>Project Financial Management</u> <u>Slideshow</u> 2. <u>Update/Print Cost Report</u>
Module 12	1. <u>Approving Invoices</u>