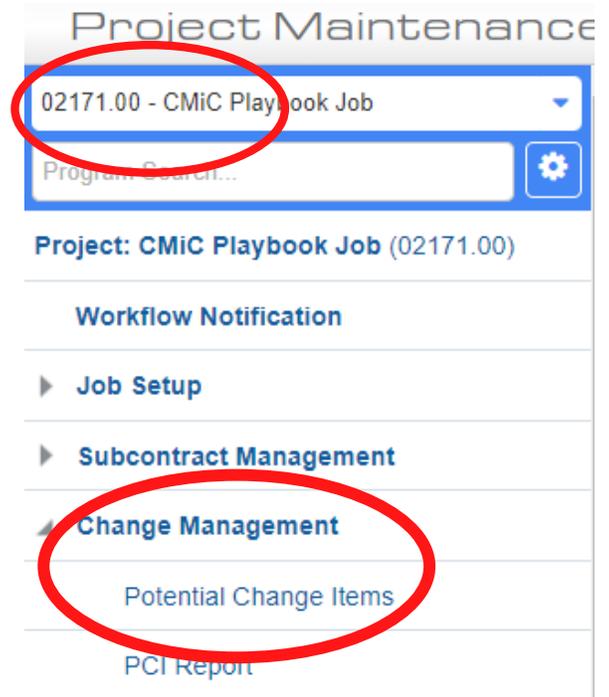


# Module 4: Manual Budget Setup

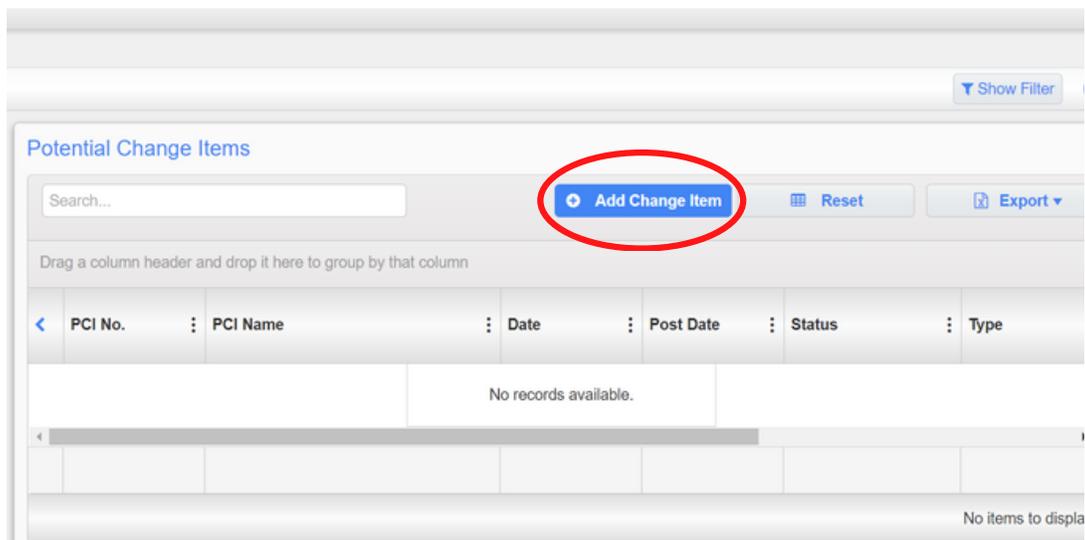
1

- After logging into CMiC, click on the **blue Field** button.
- In the top left hand corner, search for the job.
- Click on "Change Management"
- Click on "Potential Change Items"



2

- Click on "Add Change Item"  
\*This is a blue box on the right hand side of the screen



# Module 4: Manual Budget Setup

- 3**
- Use the arrow next to "Type" to scroll down to select "Original Budget"

The screenshot shows a web interface for manual budget setup. At the top, there's a header with the user name 'LEEKENTEST-JBOORAS' and navigation icons. Below that are buttons for 'Save Draft', 'Save', and 'Cancel'. A navigation bar contains tabs for 'PCI Detail', 'RFQ', 'Review/Approval', 'Notes', 'Related Objects', 'Attachments', and 'History'. The main form area has a search box labeled 'Enter Code'. The 'Type' dropdown menu is open, showing options: 'Budget Transfer', 'In Scope Change', 'Original Budget' (highlighted), and 'Out of Scope Change'. Other fields include 'Status', 'Date' (102022), 'Description', 'Allow Costs', 'Scope', 'OCO no.', 'Source Type', 'Reason', 'Days Impact', 'Source', 'Update Projected During Posting' (checked), and 'Projected Amount Calc Method' (Recalculate Projected Amou).

- 4**
- Use the arrow next to "Status" to scroll down to select "Approved"
  - Fill in the date and description on the form.

The screenshot shows the same web interface as above, but now the 'Status' dropdown menu is open, showing 'Approved' selected. The 'Date' field is filled with '020223'. The 'Description' field contains the text 'This a a budget setup that was made for the playbook.' The 'Type' field is now 'Original Budget'. The 'Total Budgeted Amount' and 'Total Billing Amount' fields are both set to '0.00'. The 'Scope' field is empty.



# Module 4: Manual budget setup

5

- Scroll down the page to "PCI Details"
- Under "Action" click the blue + button

The screenshot shows the 'PCI Details' section of a software interface. At the top, there are tabs for 'PCI Detail', 'RFQ', 'Review/Approval', 'Notes', 'Related Objects', 'Attachments', and 'History'. Below the tabs, there is a 'Proposal Signed' field with a calendar icon. The main section is titled 'PCI Details' and includes a 'Show Rates' checkbox (checked) and an 'Auto Calculate Markups' checkbox (unchecked). An 'Import' button is located to the right. Below this is a table with columns: 'Action', 'Print', 'Description', 'Markup', 'Vendor', 'Vendor Name', and 'Subcontract'. The 'Action' column contains a blue plus sign button, which is circled in red. At the bottom of the interface, there are buttons for 'Vendors', 'Show Details', 'Allocation', and 'Show SubJob Total'.

6

- Scroll right and click on the magnifying glass under "Phase"
- **\*NOTE: The job number will auto populate**
- Click on the box next to the phase code you want to add and press "Accept"

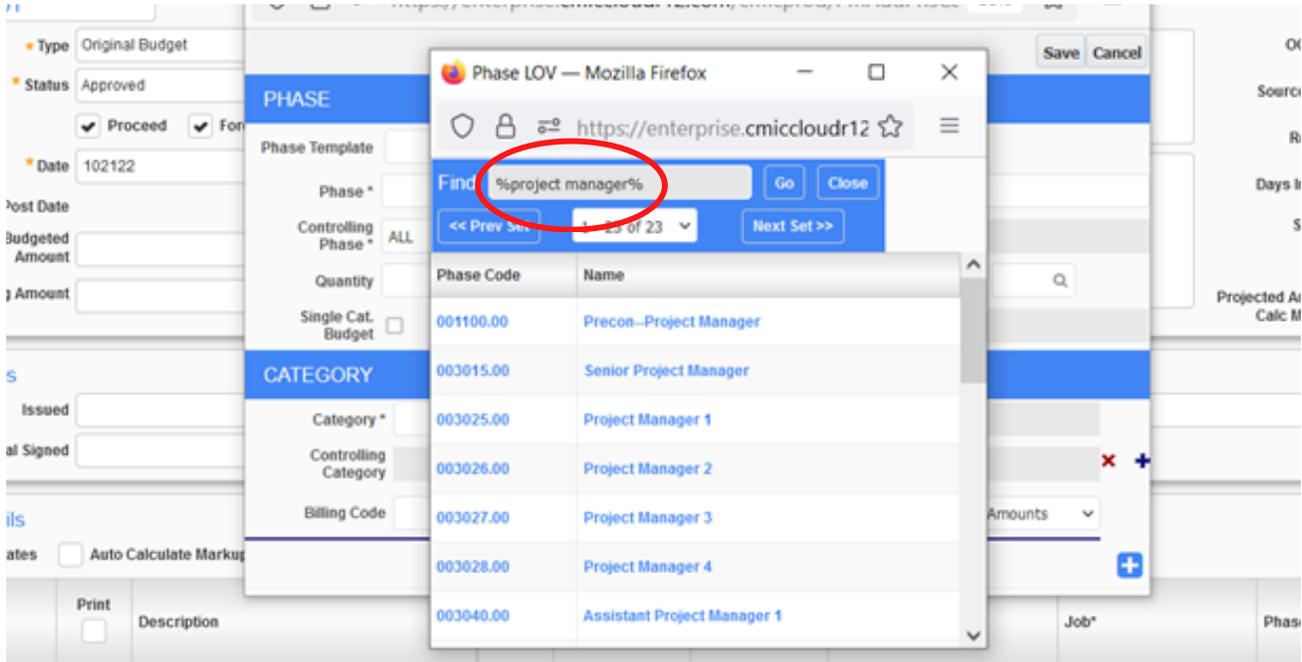
The screenshot shows a search dialog box for phase codes. The dialog has a 'Find:' field with a search icon, and buttons for 'Go', 'Close', and 'Accept'. The 'Accept' button is circled in red. Below the search field is a table with columns 'Code' and 'Name'. The table lists several phase codes and their corresponding names: 003025.00 (Project Manager), 003115.00 (Superintendent 1), 015015.00 (Progress Cleaning), 061000.00 (Rough Carpentry), 088000.00 (Glazing), and 099000.00 (Painting). Each row has a checkbox in the right column. In the background, a form is visible with a 'Phase\*' field circled in red, and buttons for 'Save Draft', 'Save', and 'Cancel'.



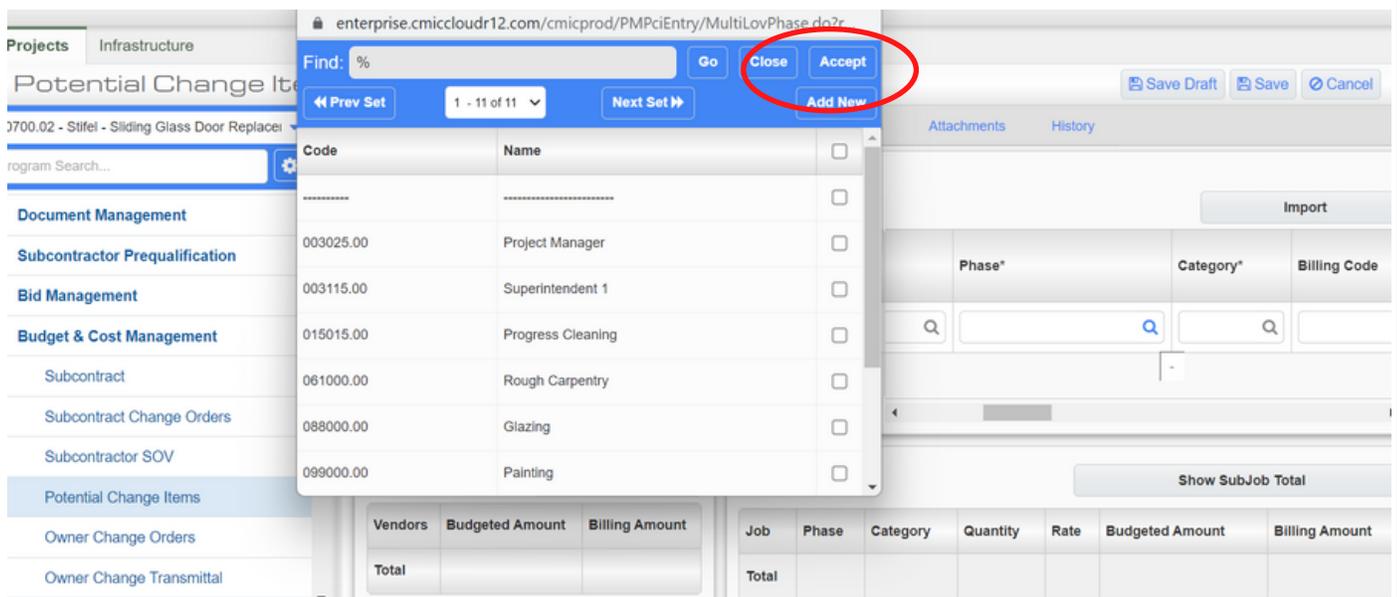
# Module 4: Manual Budget Setup

## \*NOTE

- To search, use %\_\_\_\_%



- To add a new phase code to your project, click "Add New"



# Module 4: Manual Budget Setup

## **\*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**

The screenshot shows the 'Job Detail' form with the 'Job Billing' tab selected. The 'Job Code' field is set to '06288.00' and the address is '100 Hoodpark Drive'. The 'Control Job' is 'ALL' and the status is 'In Process'. The 'Customer' is '88272' and the name is 'Hood Park LLC'. The 'Contract' is '06288.00'. The 'Billing Method' is set to 'Job Billing' and the 'Default Department' is '00'.

- **If the field next to "JB Map Code" is blank, click the magnifying glass to insert "DFLT"**
- **Click "OK"**

The screenshot shows the 'JB Map Code List' dialog box. The 'JB Map Code' field in the background is highlighted with a red box. The dialog box has a search field with 'Match' set to 'All' and 'Any' selected. The search results table shows one entry: 'DFLT' with the name 'Default Mapping'. The 'OK' button is circled in red.

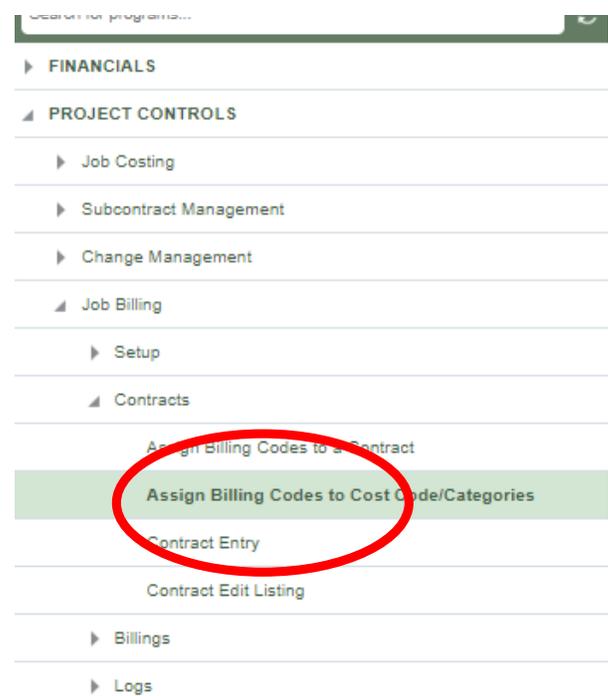
# Module 4: Manual Budget Setup

## **\*NOTE**

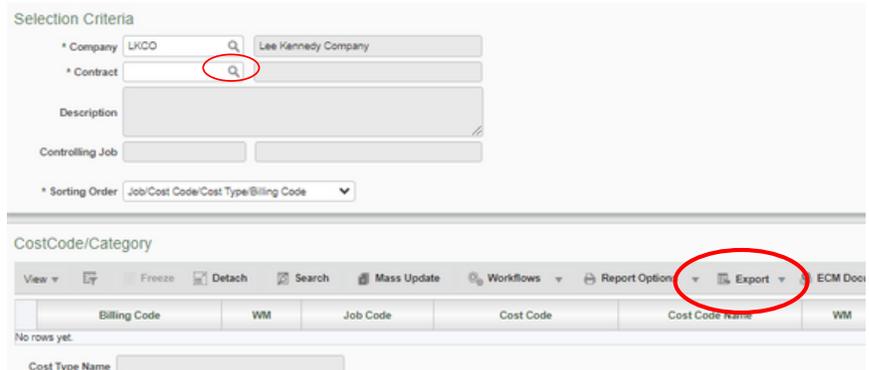
### **One-to-one Mapping Error**

- **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**



- **Click on the magnifying glass to select the contract**
- **Click "Export"**

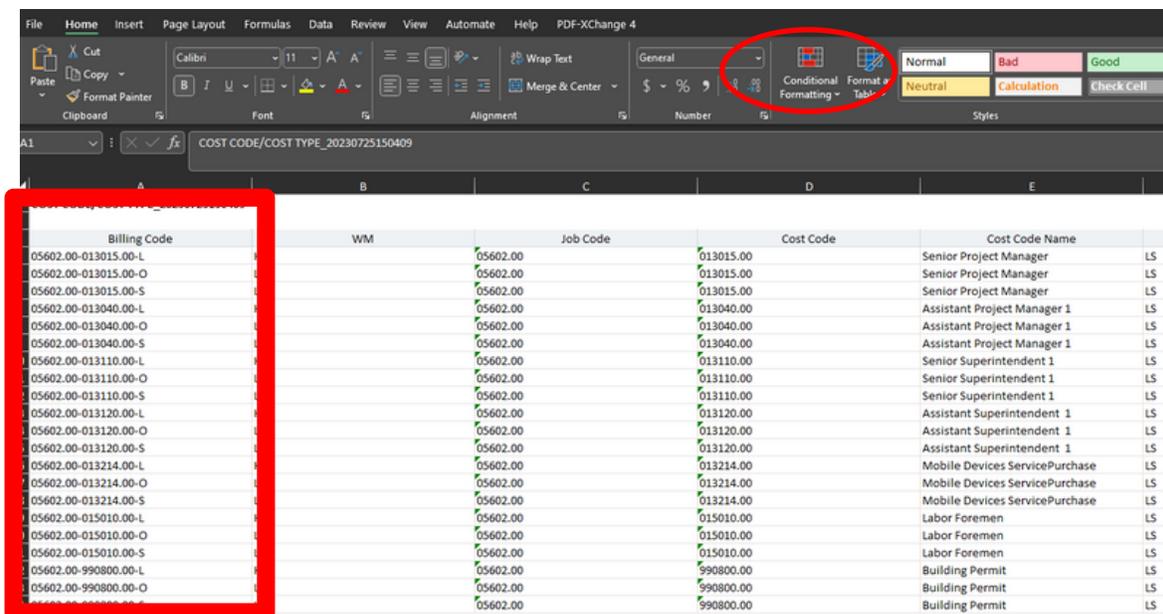


# Module 4: Manual Budget Setup

## **\*NOTE**

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

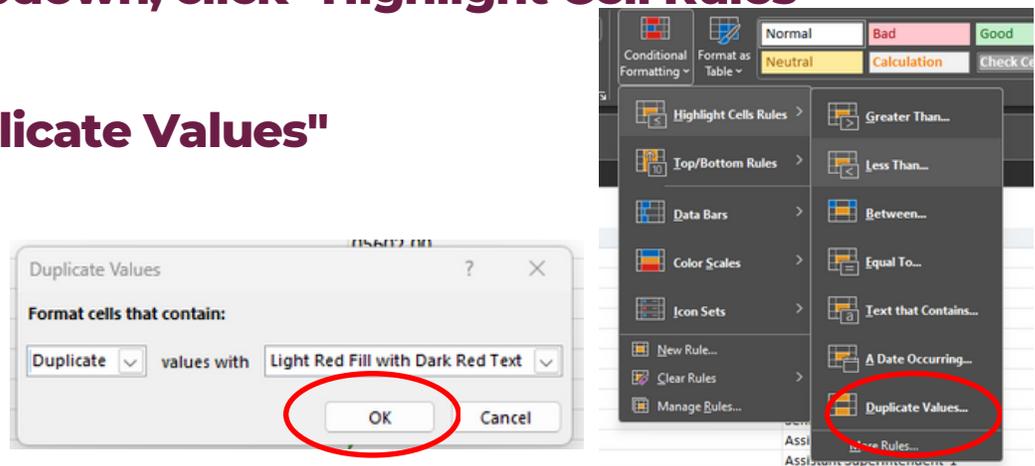
- **Once the Excel file has loaded, highlight the "Billing Code" column and click on "Conditional Formatting"**



- **In the dropdown, click "Highlight Cell Rules"**

- **Click "Duplicate Values"**

- **Click "OK"**

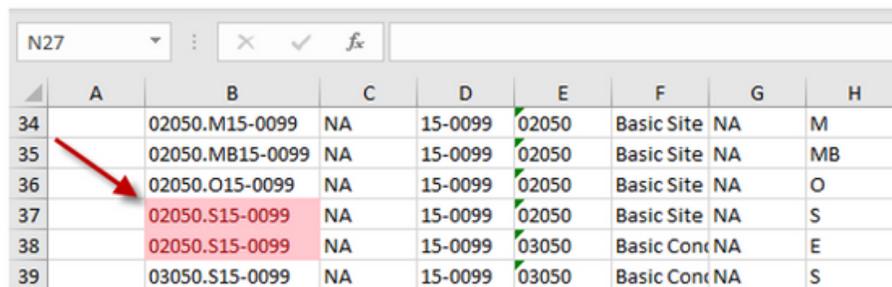


# Module 4: Manual Budget Setup

## **\*NOTE**

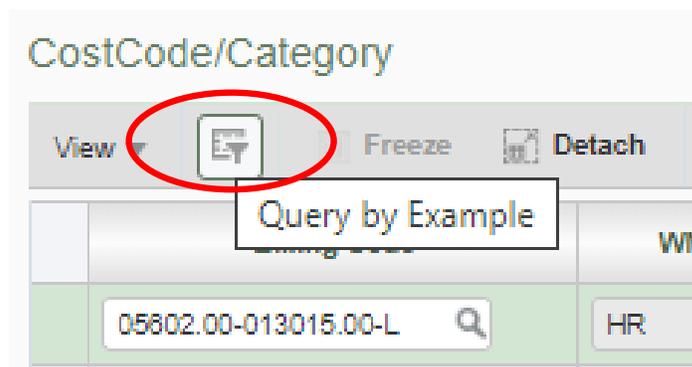
### **One-to-one Mapping Error**

- **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.**



	A	B	C	D	E	F	G	H
34		02050.M15-0099	NA	15-0099	02050	Basic Site	NA	M
35		02050.MB15-0099	NA	15-0099	02050	Basic Site	NA	MB
36		02050.O15-0099	NA	15-0099	02050	Basic Site	NA	O
37		02050.S15-0099	NA	15-0099	02050	Basic Site	NA	S
38		02050.S15-0099	NA	15-0099	03050	Basic Conc	NA	E
39		03050.S15-0099	NA	15-0099	03050	Basic Conc	NA	S

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



# Module 4: Manual Budget Setup

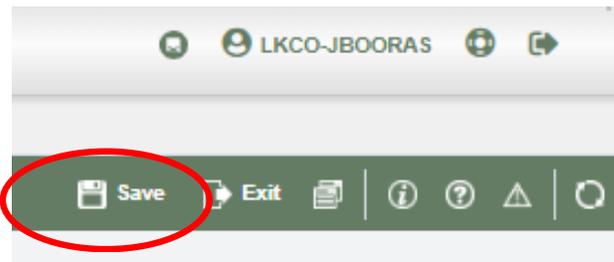
## **\*NOTE**

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

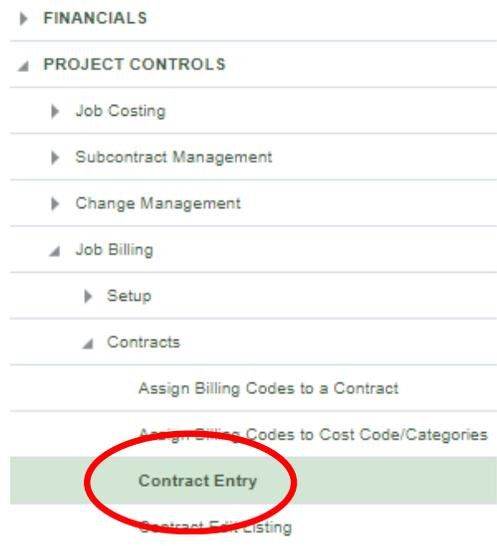
- **Clear the Billing Code that does not match the Cost Code Category**

Billing Code	WM	Job Code	Cost Code	Cost Code Name	WM	* Category
02050.515-0099	NA	15-0099	02050	Basic Site Materials and Methods	NA	5
		15-0099	03050	Basic Concrete Materials and Metho	NA	E

- **Click "Save"**



- **In the treeview, go to Job Billing--> Contracts--> Contract Entry**

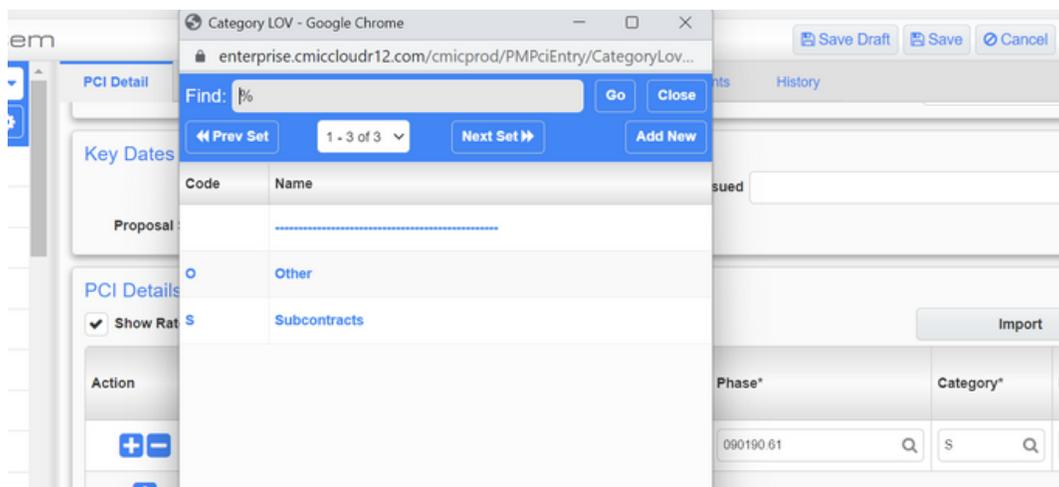




# Module 4: Manual Budget Setup

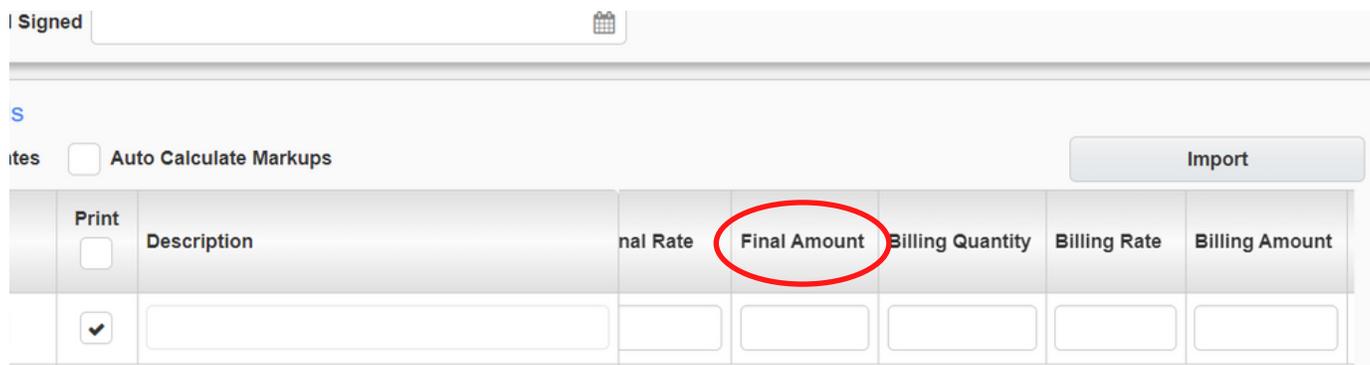
7

- Click on the magnifying glass under "Category"
- Select the appropriate code



8

- Scroll right
- Enter final amount



# Module 4: Manual Budget Setup

9

- Enter billing amount

**\*NOTE: This should be the same value as the "Final Amount"**

Calculate Markups Import

Description	Final Rate	Final Amount	Billing Quantity	Billing Rate	Billing Amount
<input type="text"/>					

10

- Click the "Save" button in the top right corner

Save Draft Save Cancel

PCI Detail RFQ Review/Approval Notes Related Objects Attachments History

PCI Details

Show Rates  Auto Calculate Markups Import

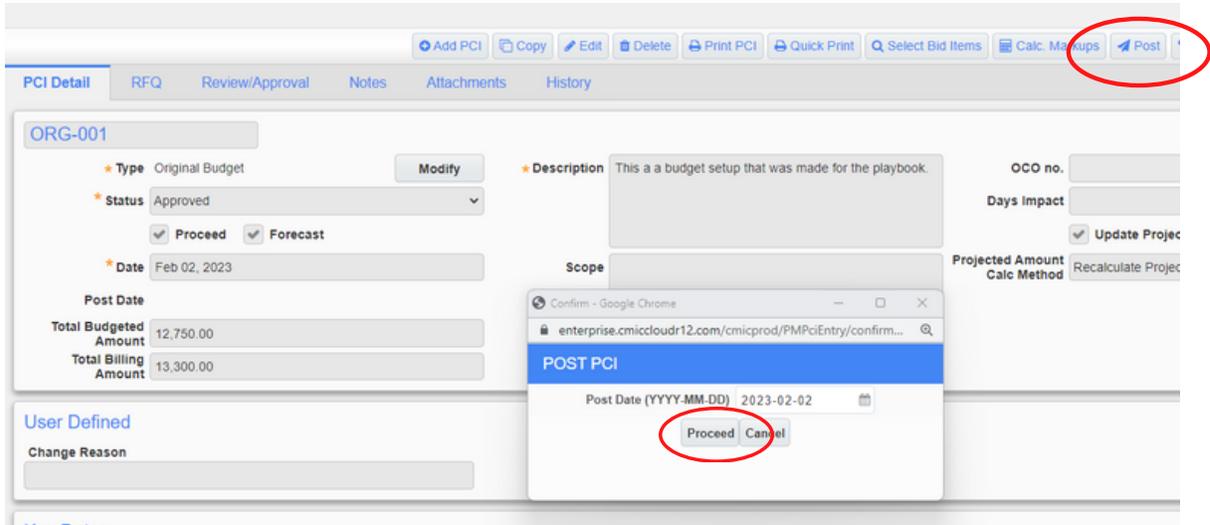
Action	Print	Description	Final Rate	Final Amount	Billing Quantity	Billing Rate	Billing Amount
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>					



# Module 4: Manual Budget Setup

11

- Click "Post"
- Click "Proceed"



12

To confirm that the budget has been added correctly:

- Click on "Cost Reporting"
- Click on "Cost Status Query (Category)"



# Module 4: Manual Budget Setup

## 13

- This page will allow you to check the budget and export the budget to an excel document

Cost Status Query (Category)

Search...

Reset Export

Drag a column header and drop it here to group by that column

Phase	Phase Name	Category Code	Original Budget	Internal And Transfer CO	External CO	Current Budget	Spent	Committed	Committed Remaining	Amount To Complete	Forecast	Variance
024100.00	Demolition	S	12,000.00	0.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	12,000.00	0.00
099100.00	Painting	L	750.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	750.00	0.00
			12,750.00	0.00	0.00	12,750.00	0.00	0.00	0.00	12,750.00	12,750.00	0.00

### \*NOTE

- You can drag and drop the column header to group the report by that column

Cost Status Query (Category)

Search

Reset Export

↑ Current Budget

Phase	Phase Name	Category Code	Original Budget	Internal And Transfer CO	External CO	Current Budget	Spent	Committed	Committed Remaining	Amount To Complete	Forecast	Variance
Current Budget: 750												
099100.00	Painting	L	750.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	750.00	0.00
Current Budget: 12000												
024100.00	Demolition	S	12,000.00	0.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	12,000.00	0.00
			12,750.00	0.00	0.00	12,750.00	0.00	0.00	0.00	12,750.00	12,750.00	0.00

