

# Module 10: Create owner invoices

## 1 - Set up first bill

- After logging into CMiC, click on the blue field button
- Click on "Job Billing"
- Click on "Enter Contract"

02171.00 - CMiC Playbook Job

Program Search... [Settings]

Project: CMiC Playbook Job (02171.00)

Workflow Notification

- ▶ Job Setup
- ▶ Subcontract Management
- ▶ Change Management
- ▲ Job Billing
  - Enter Contract
  - Prepare Bill

## 2 - Set up first bill

- Enter the job number next to "Find"
  - Press Go
- Click on the pencil next to the job number

Create Contract

\* Company LEEKENC2 Lee Kennedy Co., Inc.

Use Subcontract Vendor on New Bill Lines  Show Closed Contracts

Contract Information

View [Icons] Freeze Detach Search Insert Delete

Find 02171.00 [Go]

	Job	Job Name	* Contract
[Pencil]	00001.00	Large Projects Template	00001.00
[Pencil]	00002.00	Interiors/Special Projects Template	00002.00
[Pencil]	01001.00	Mutt Cutts - Pet Groomers - Lloyd C	01001.00

Contract Information

View [Icons] Freeze Detach Search Insert Delete [Settings]

Find 02171.00 [Go]

	Job	Job Name	* Contract	
[Pencil]	02171.00	CMiC Playbook Job	02171.00	CM





# Module 10: Create owner invoices

## 5 - Set up first bill

- Click on "Description"
- Click on the magnifying glass next to "Invoice Format" and change the Invoice Format to 5

- Click "OK"

The screenshot shows a software interface with a search window open. In the background, the 'Description' tab is selected and circled in red. The 'Invoice Format' field is set to 'LS' and has a magnifying glass icon circled in red. The search window has 'Match' set to 'All' and 'Any'. The search results table is as follows:

Code	Name
1	DO NOT USE
2	Group 2 Detail
3	Group 3 Detail
3C	Group 3 with Change Order Column
3CX	Group 3 with Change Order, Transfer Columns
5	Group 5 Detail
53	Group 5 Sum, Group 3 Detail
53C	Group 5 Sum, Group 3 Detail with Change Order Column
53CX	Group 5 Sum, Group 3 Detail with CO and Transfer Columns
5C	Group 5 with Change Order Column
5CX	Group 5 with Change Order, Transfer Columns

The 'OK' button at the bottom right of the search window is circled in red.

## 6 - Set up first bill

- Click on "Insert Multiple"

The screenshot shows a 'Billing Items' table with tabs for 'Group 1', 'Group 2', 'Group 3', 'Group 4', 'Group 5', and 'Performance'. The 'Group 5' tab is active. The table has columns for 'Group Code', 'Group Name', and 'Budg. Billing'. The 'Insert Multiple' button in the toolbar is circled in red.

Group Code	Group Name	Budg. Billing
NOGROUP5	No Group 5	



# Module 10: Create owner invoices

## 7 - Set up first bill

**\*NOTE: To make the table larger, click on "Detach"**

Detached Table

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Op

Group Code	Group Name	Budg. Billing Amt	Max Billing Amt
NOGROUP5	No Group 5	15,560.00	

## 8 - Set up first bill

- Set up the line items for the bill the way the owner wants to see them

**\*NOTE: The "Budg. Billing Amt" will auto populate on line 1. DO NOT delete this number**

Detached Table

View Freeze Detach Search Insert Insert Multiple Delete Workflows Rep

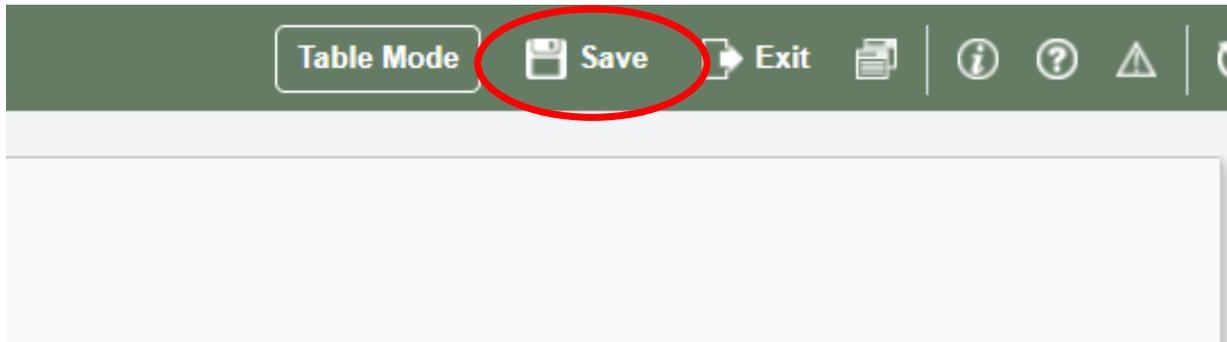
Group Code	Group Name	Budg. Billing Amt	Max Billing Amt
NOGROUP5	No Group 5	15,560.00	
01	General Conditions		
02	Project Requirements		
03	Demolition		
04	Rough Carpentry		
05	Millwork		
06	Doors and Frames		



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## 9 - Set up first bill

- Click "Save"



## 10 - Set up first bill

- Click on "Billing Codes"  
\*NOTE: Click "Detach" to see the table in a separate window

- Scroll right to "Group 5"

A screenshot of a software window titled 'Billing Items'. The window has a menu bar with 'Billing Codes', 'Group 1', 'Group 2', 'Group 3', 'Group 4', 'Group 5', and 'Performance Obligations'. Below the menu bar is a toolbar with buttons for 'Freeze', 'Detach', 'Search', 'Insert', 'Insert Multiple', 'Delete', 'Duplicate Record', and 'Mass U'. The main area contains a table with the following data:

Billing Code	Type	Description	Group 3	Group 4	Group 5
02171.00-0241C	PC	Demolition - Subcontr	024100.00	S	
02171.00-0550C	PC	Misc Metals - Other	055000.05	O	
02171.00-0901E	PC	Paint Restoration - Sl	090190.91	S	
02171.00-0991C	PC	Painting - Labor	099100.00	L	
02171.00-0991C	PC	Painting - Subcontrac	099100.00	S	



# Module 10: Create owner invoices

## 11 - Set up first bill

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

Detached Table

View Freeze Detach Search Insert Insert Multiple Delete Duplicate Record Mass Update Workflows Report Options

Billing Code	* Type	Description	ion Value	Group 1	Group 2	Group 3	Group 4	Group 5
02171.00-02410	PC	Demolition - Subcontr		02171.00	02	024100.00	S	01
02171.00-05500	PC	Misc Metals - Other		02171.00	05	055000.05	O	01
02171.00-09015	PC	Paint Restoration - St		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	O	03
02171.00-99065	PC	LKCO Insurance - Otl		02171.00	99	990650.00	O	04
02171.00-99080	PC	Building Permit - Oth		02171.00	99	990800.00	O	05

## 12 - Set up first bill

- Go back to "Billing Items"
- Click back on "Group 5"
  - Check to make sure that your budget aligns
- Click "Save"

CONTRACT ENTRY

Table More Save Exit

Billing Items

Billing Codes Group 1 Group 2 Group 3 Group 4 Group 5 Performance Obligations

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options

Group Code	Group Name	Budg. Billing Amt	Max Billing Amt
01	General Conditions	0.00	
02	Project Requirements	12,000.00	
03	Demolition	0.00	
04	Rough Carpentry	2,000.00	
05	Millwork	0.00	
06	Doors and Frames	750.00	
NOGROUP5	No Group 5	810.00	

Add Group to Bill Code



# Module 10: Create owner invoices

## 13 - Create new owner bill

- After logging into CMiC, click on the **blue field button**
- Click on "Job Billing"
- Click on "Prepare Bill"

The screenshot shows a software interface for project management. At the top, there is a dropdown menu with the text '02171.00 - CMiC Playbook Job'. Below it is a search bar labeled 'Program Search...' with a gear icon to its right. Underneath the search bar, the text 'Project: CMiC Playbook Job (02171.00)' is displayed. A navigation menu follows, with items: 'Workflow Notification', 'Job Setup', 'Subcontract Management', 'Change Management', and 'Job Billing'. Below the 'Job Billing' item, there are two buttons: 'Enter Contract' and 'Prepare Bill'. The 'Prepare Bill' button is circled in red.

## 14 - Create new owner bill

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

The screenshot shows the 'PREPARE BILLING' screen. It has a 'Selection Criteria' section with fields for 'Company' (LEEKENC2), 'Contract Number' (02171.00), 'Job Number' (02171.00), and 'PO/WO Number'. There are magnifying glass icons next to the 'Company' and 'Contract Number' fields. Below the criteria are buttons for 'Add New PO/WO' and 'Show Zero L...'. An 'Alert' dialog box is overlaid on the screen, containing the text: 'Contract 02171.00 has no billings. Would you like to create a new Draw "Draw 1"?' and buttons for 'Draw' and 'Cancel'. The 'Draw' button is circled in red.

The screenshot shows an 'Alert' dialog box with the text: 'New Billing created. Would you like to include new transactions up to Reference Date 31-DEC-22?' and buttons for 'OK' and 'Cancel'. The 'OK' button is circled in red.

**\*NOTE: If this is the first bill on the contract, see [Step 1](#)**



# Module 10: Create owner invoices

## 15 - Include change orders in your bill

- Click "Change Orders" to access all posted PCI's (external and budget/internal transfers)

The screenshot shows a 'Draw Info' form with various fields for job and customer information, dates, and amounts. At the bottom, there is a row of buttons: 'Add Bill Codes', 'Update Budget', 'Recalc. Billings', 'Create Billing', 'Generate', 'Print Draft', 'Print', 'Delete Billing', and 'Create RFP'. Below this row, there are three more buttons: 'Cost Transactions', 'Change Orders' (circled in red), and 'Funding Sources'.

## 16 - Include change orders in your bill

- Within JBBILL TRANSACTIONS popup, use the "Status" buttons to select how to treat each PCI on the current Draw/Req

PCI Post Date	Draw	Rev	Status	Markup	
Nov 16, 2022	1	0	<input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> T <input type="radio"/> P		TR
Nov 09, 2022	2	0	<input type="radio"/> B <input type="radio"/> C <input checked="" type="radio"/> T <input type="radio"/> P		PC
Nov 09, 2022	999999	999	<input type="radio"/> B <input type="radio"/> C <input type="radio"/> T <input checked="" type="radio"/> P		PC
Nov 09, 2022			<input type="radio"/> B <input type="radio"/> C <input type="radio"/> T <input type="radio"/> P		PC



# Module 10: Create owner invoices

## 17 - Include change orders in your bill

**\*NOTE: Status is color coded**

- **Green= Unbilled Transactions**
- **Yellow= Temporarily Deferred**
- **Red= Permanently Deferred**
- **Blue= Future Transactions**

PCI Post Date	Draw	Rev	Status	Markup	
Nov 16, 2022	1	0	<input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> T <input type="radio"/> P	<input type="checkbox"/>	TR
Nov 09, 2022	2	0	<input type="radio"/> B <input type="radio"/> C <input checked="" type="radio"/> T <input type="radio"/> P	<input type="checkbox"/>	PC
Nov 09, 2022	99999!	999	<input type="radio"/> B <input type="radio"/> C <input type="radio"/> T <input checked="" type="radio"/> P	<input type="checkbox"/>	PC
Nov 09, 2022			<input type="radio"/> B <input type="radio"/> C <input type="radio"/> T <input type="radio"/> P	<input type="checkbox"/>	PC

**\*NOTE: The PCI status can be filtered using the check boxes under "Selection Criteria"**

JBBILL TRANSACTIONS

Selection Criteria

Previously Billed    Currently Billed    Temporarily Deferred    Permanently Deferred    Future Transactions

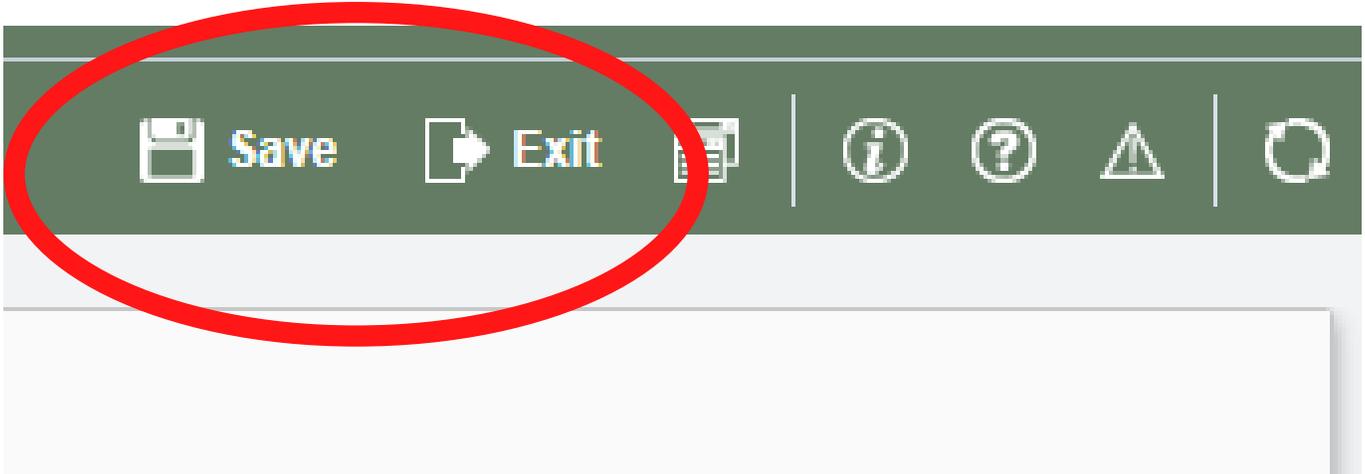
Bill Code Details



# Module 10: Create owner invoices

## 18 - Include change orders in your bill

- When change orders are complete, click "Save" and then click, "Exit"



## 19 - Assign job cost transactions to owner bill

- Click on "Cost Transactions"
- \*Note: A new window will appear**

A screenshot of a software form for creating an invoice. The form contains various input fields and buttons. At the bottom of the form, there is a row of buttons: 'Add Bill Codes', 'Update Budget', 'Recalc. Billings', 'Create Billing', 'Generate', 'Print Draft', 'Print', 'Delete Billing', and 'Create RFP'. Below this row, the 'Cost Transactions' button is circled in red. Other buttons in the row include 'Change Orders' and 'Funding Sources'. The form fields include Job (02171.00), Customer (00100), Billing Date (Feb 03, 2023), Due Date (Mar 05, 2023), Period Ending Date (Jan 31, 2023), Budget Billing Amt (15,560.00), Invoice Desc, Notification, and Message.

# Module 10: Create owner invoices

## 20 - Assign job cost transactions to owner bill

- Use the "Status" column to select how to treat each transaction
  - B (Green)= Currently Billed
  - T (Yellow)= Temporarily Deferred: Do not bill this period
  - P (Red)= Permanently Deferred/ Will not be billed

PCI Status Code	Status	Draw
	<input type="radio"/> B <input checked="" type="radio"/> T <input type="radio"/> P	
	<input type="radio"/> B <input type="radio"/> T <input checked="" type="radio"/> P	
	<input type="radio"/> B <input checked="" type="radio"/> T <input type="radio"/> P	
	<input type="radio"/> B <input checked="" type="radio"/> T <input type="radio"/> P	
	<input checked="" type="radio"/> B <input type="radio"/> T <input type="radio"/> P	

## 21 - Assign job cost transactions to owner bill

- To defer a transaction, click the "T" button under status.
- \*NOTE: Deferring a transaction will push it to the next draw/bill**

Cost Code	Category	PCI Status Code	Status	Draw	Rev	Bill Code	Pe
010000.00	O		<input type="radio"/> B <input checked="" type="radio"/> T <input type="radio"/> P	1	0	06375.00-010	Oct
024100.00	E		<input type="radio"/> B <input type="radio"/> T <input checked="" type="radio"/> P			06375.00-024	Oct
034000.00	O		<input type="radio"/> B <input checked="" type="radio"/> T <input type="radio"/> P	1	0	06375.00-034	Dec
034000.00	O		<input type="radio"/> B <input checked="" type="radio"/> T <input type="radio"/> P	1	0	06375.00-034	Dec
260000.00	S		<input checked="" type="radio"/> B <input type="radio"/> T <input type="radio"/> P	1	0	06375.00-260	Oct



# Module 10: Create owner invoices

## 22 - Assign job cost transactions to owner bill

- To permanently defer a transaction to a future draw, click the "P" button under status.

**\*NOTE: Permanently deferring doesn't push the transaction to the next draw, it allows you to decide when to push the transaction to**

Cost Code	Category	PCI Status Code	Status				Draw	Rev	Bill Code	Pc
			<input type="radio"/> B	<input type="radio"/> T	<input type="radio"/> P	<input type="radio"/>				
010000.00	O		<input type="radio"/> B	<input checked="" type="radio"/> T	<input type="radio"/> P	1	0	06375.00-010	Oct 3	
024100.00	E		<input type="radio"/> B	<input type="radio"/> T	<input checked="" type="radio"/> P			06375.00-024	Oct 3	
034000.00	O		<input type="radio"/> B	<input checked="" type="radio"/> T	<input type="radio"/> P	1	0	06375.00-034	Dec	
034000.00	O		<input type="radio"/> B	<input checked="" type="radio"/> T	<input type="radio"/> P	1	0	06375.00-034	Dec	
260000.00	S		<input checked="" type="radio"/> B	<input type="radio"/> T	<input type="radio"/> P	1	0	06375.00-260	Oct 3	

## 23 - Assign job cost transactions to owner bill

- To bill an item that was permanently deferred, click the "B" button under status.

**\*NOTE: This will pull the item into the current draw**

Cost Code	Category	PCI Status Code	Status				Draw	Rev	Bill Code	Pc
			<input type="radio"/> B	<input type="radio"/> T	<input type="radio"/> P	<input type="radio"/>				
010000.00	O		<input type="radio"/> B	<input checked="" type="radio"/> T	<input type="radio"/> P	1	0	06375.00-010	Oct 3	
024100.00	E		<input type="radio"/> B	<input type="radio"/> T	<input checked="" type="radio"/> P			06375.00-024	Oct 3	
034000.00	O		<input type="radio"/> B	<input checked="" type="radio"/> T	<input type="radio"/> P	1	0	06375.00-034	Dec	
034000.00	O		<input type="radio"/> B	<input checked="" type="radio"/> T	<input type="radio"/> P	1	0	06375.00-034	Dec	
260000.00	S		<input checked="" type="radio"/> B	<input type="radio"/> T	<input type="radio"/> P	1	0	06375.00-260	Oct 3	



# Module 10: Create owner invoices

## 24 - Assign job cost transactions to owner bill

- Click "Save"

**\*NOTE: The item that has been pulled into the current draw will turn green to indicate that it is unbilled.**

Cost Code	Category	PCI Status Code	Status ○ B ○ T ○ P	Draw	Rev	Bill Code	Post Date	Contract Currency Calc. Potential Rev.	Curr	Un
010000.00	O		● B ● T ● P	1	0	06375.00-010	Oct 31, 2022	467.89	USD	
034000.00	O		● B ● T ● P	1	0	06375.00-034	Dec 15, 2022	-12,180.00	USD	

## 25 - Assign job cost transactions to owner bill

- Scroll to the right and check the "Express Bill" box to finish pulling the transaction into the current draw

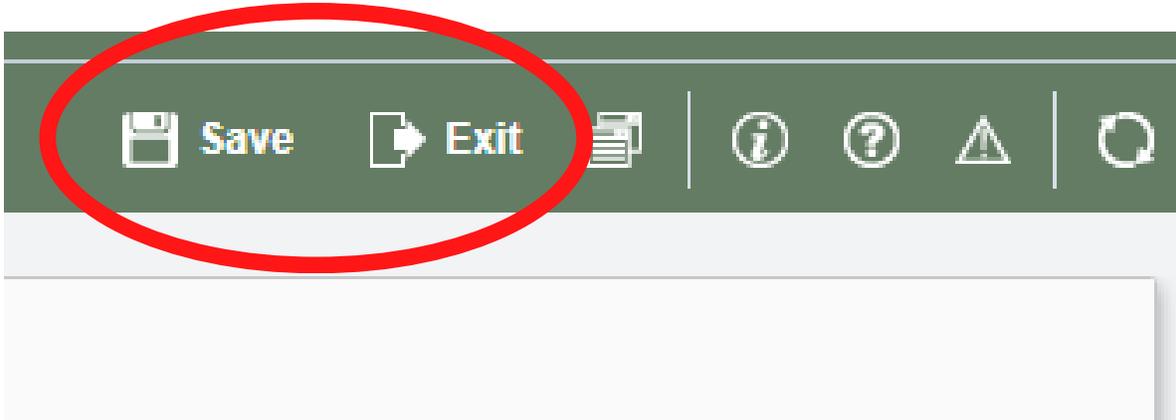
Freeze Adj	Cost	Curr	Original Ret. Amt	Original Release Amt	Material Stored Amt	Express Bill
<input type="checkbox"/>	467.89	USD	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	-12,180.00	USD				<input checked="" type="checkbox"/>
<input type="checkbox"/>	300.00	USD	30.00	0.00	0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	100.00	USD	10.00	0.00	0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	-100.00	USD				<input checked="" type="checkbox"/>



# Module 10: Create owner invoices

## 26 - Assign job cost transactions to owner bill

- When cost transactions are complete, click "Save" and then click, "Exit"



## 27 - Assign job cost transactions to owner bill

- Notification will read, "Recalculate Bill"
- Click on "Recalc. Billings" button



# Module 10: Create owner invoices

## 28 - Assign job cost transactions to owner bill

- A new popup will appear, click "Recalc. Billings"
- Click "Cancel" to exit

PREPARE BILLING

Selection Criteria

Include New J/C transactions in Billing Recalculation

To Posting Date

To Reference Date

To Transaction Creation Date

Select Criteria ReCalc. Billings Cancel



# Module 10: Create owner invoices

## 29 - Exporting Subcontractor Reqs from GCPay (Option 1)

- To import subcontractor reqs to CMiC:
  - Login to GCPay to access sub reqs
  - Click on "CMiC" tab
  - Filter based on project number
  - Select items you'd like to export
  - Click "Export"
    - Click "Yes" on popup

The screenshot shows the GCPAY web application interface. At the top, there is a dark blue navigation bar with the GCPAY logo and several menu items: WELCOME, PROJECTS, DASHBOARD, REPORTS, LIEN WAIVERS, VIEWPOINT, and CMiC (highlighted in orange). Below the navigation bar is a section titled 'EXPORTABLE APPLICATIONS FOR PAYMENT'. This section includes a search bar with the value '10753', a 'Period To' dropdown, and two checkboxes: 'Show Only Assigned' and 'Hide Retainage release'. Below these are three rows of data in a table:

<input checked="" type="checkbox"/>	Company	Project	Schedule
<input checked="" type="checkbox"/>	Boston Fire Sprinkler Protection Co., Inc.	NOBULL Headquarters (10753.00)	10753.0008 - Fire Protection
<input checked="" type="checkbox"/>	Charles Smith Steel LLC	NOBULL Headquarters (10753.00)	10753.0006 - Misc. Metals/Structural

Below the table is a blue 'EXPORT' button with a download icon. Overlaid on the bottom right of the table is a dark blue popup dialog box titled 'EXPORT 2 ITEMS?'. The dialog contains the text 'Export these 2 items?' and two buttons: a blue 'YES' button with a checkmark and a grey 'NO' button with an 'X'.

**\*NOTE: Make sure all subcontractor reqs have been approved in the project before exporting reqs to CMiC**



# Module 10: Create owner invoices

## 29 - Exporting Subcontractor Reqs from GCPay(Option 2)

- To import subcontractor reqs to CMiC:
  - Login to GCPay to access sub reqs
  - Click on "Projects" tab
  - Select your project

**GCPAY**

WELCOME **PROJECTS** DASHBOARD REPORTS LIEN WAIVERS VIEWPOINT CMIC

PROJECTS

Page 1 of 1 10748 Open Projects No Grouping Show Only Assigned

Project ^	#	Progress	Budget
<a href="#">Federal Reserve H3 Renovations</a>	<a href="#">10748.00</a>	<div style="width: 50%;"></div>	\$10,333,739.16

- Within the project, click the "Integration" tab
- Select items you want to export
- Click "Export"
  - Click "Yes" on popup

FEDERAL RESERVE H3 RENOVATIONS (10748.00)

OVERVIEW PROJECT SETTINGS PROJECT COMPANIES **INTEGRATION** COMPLIANCE LIEN WAIVERS REPORTS AUDIT TRAIL

EXPORTABLE APPLICATIONS FOR PAYMENT

Company	Gross \$	Due \$	Status	Export Date
<input checked="" type="checkbox"/> Bay State Building Specialties, Inc.	\$50,397.00	\$47,877.15	APPROVED	
<input checked="" type="checkbox"/> Bay State Building Specialties, Inc.	\$20,500.00	\$19,475.00	APPROVED	
<input checked="" type="checkbox"/> Bay State Building Specialties, Inc.	\$8,200.00	\$7,790.00	APPROVED	

EXPORT

EXPORT 3 ITEMS?  
Export these 3 items?

YES NO

**\*NOTE: Make sure all subcontractor reqs have been approved in the project before exporting reqs to CMiC**



# Module 10: Create owner invoices

## 29 - Exporting Subcontractor Reqs from GCPay

To check that the reqs have come over from CMiC:

- Log into CMiC
  - Field--> Cost Reporting-->Detail Job Cost Report
  - Click the magnifying glass next to "Job" to search for the correct job
  - Above "Post Date: Month" use the calendar to input the "From:" and "To:" dates
  - Use the dropdown arrow to input the category code

LKCO - DETAIL JOB COST REPORT

Company Code: LKCO Contract: 06341.00 - Harvard Adams Phase 2: Randolph 2...

Labor Transaction Details

From: To: From: To: [dropdown]

Phase Code*	Phase Name	Source Desc	Post Date:Month	Reference Date	Category Code	Dscc Code	Hours
-------------	------------	-------------	-----------------	----------------	---------------	-----------	-------

- Under "Exportable Application for Payment" in GC Pay, click "Exported"
- Click on the arrow next to "Export Date" in GC Pay to cross reference the list in CMiC

EXPORTABLE APPLICATIONS FOR PAYMENT

Page 1 of 3 Filter the data by typing here... Period To: Pending  Exported  Hide Retainage release ERROR REPORT 1 to 50 of 11

Company	Schedule	Period To	Number	Actions	Gross \$	Due \$	Status	Export Date
Bay State Building Specialties, Inc.	10748.0016 - Acoustic Finishes & Specialties	02/28/2023	4	<a href="#">Quick Look</a> <a href="#">View</a> <a href="#">Waivers</a>	\$45,880.00	\$43,586.00	APPROVED	03/14/2023
Beantown Acoustics	10748.0014 - ACT	02/28/2023	5	<a href="#">Quick Look</a> <a href="#">View</a> <a href="#">Waivers</a>	\$26,000.00	\$24,700.00	APPROVED	03/14/2023
Boston Paint Company, Inc.	10748.0018 - Painting	02/28/2023	5	<a href="#">Quick Look</a> <a href="#">View</a> <a href="#">Waivers</a>	\$6,407.46	\$6,087.09	APPROVED	03/14/2023
Circle Floors, Inc.	10748.0007 - Carpet & Tile	02/28/2023	6	<a href="#">Quick Look</a> <a href="#">View</a> <a href="#">Waivers</a>	\$54,668.03	\$51,934.62	APPROVED	03/14/2023
E.M. DUGGAN, INC	10748.0001 - HVAC	02/28/2023	11	<a href="#">Quick Look</a> <a href="#">View</a> <a href="#">Waivers</a>	\$236,863.00	\$225,019.85	APPROVED	03/14/2023



# Module 10: Create owner invoices

## 30 - Add Subcontractor Cost to an Owner Bill

- After logging into CMiC, click on the blue Field button
- Click on "Job Billing"
- Click on "Prepare Bill"

A screenshot of a software navigation menu. The menu items are: Job Setup, Bid Management, Subcontract Management, Change Management, and Job Billing. Below the menu is a button labeled 'Enter Contract' and a larger button labeled 'Prepare Bill', which is circled in red.

## 31 - Add Subcontractor Cost to an Owner Bill

- Verify the company
- Enter the contract number

A screenshot of a 'Selection Criteria' form. The form has three input fields: '\* Company' with the value 'LSEKENC1', 'Contract Number', and 'Job Number'. Each field has a search icon to its right. The 'Company' field is circled in red. To the right of the 'Company' field is a dropdown menu showing 'Lee Kennedy Company'.



# Module 10: Create owner invoices

## 32 - Add Subcontractor Cost to an Owner Bill

- Click on "Recalc. Billings"

**\*NOTE: Before you do your bill, always click "Recalc. Billings" for GC Pay invoices to be available in the bill**

- Click on "Cost Transactions"

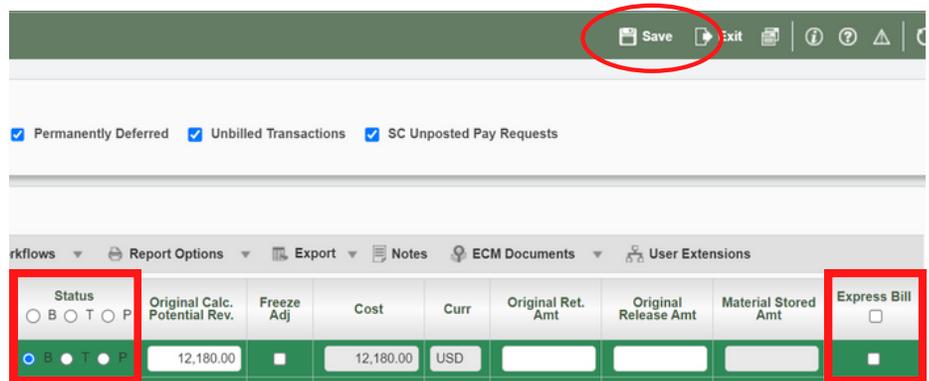


## 33 - Add Subcontractor Cost to an Owner Bill

**\*Note: For all subcontractor costs to be added to the bill, change the "Status" to B**

- Scroll right to check "Express Bill"

- Click "Save" and "Exit"



**\*Note: If the req does not appear, check the "Unbilled Transactions" and "SC Unposted Pay Request"**

Selection Criteria

Previously Billed  Currently Billed  Temporarily Deferred  Permanently Deferred  Unbilled Transactions  SC Unposted Pay Requests



# Module 10: Create owner invoices

## 34 - Bill lump sum line items including fee and insurance

- Within the Prepare Billing window, scroll down to Summary

Summary	Group 1 Summary	Group 2 Summary	Group 3 Summary	Group 4 Summary
	Previous 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	
Material Stored	0.00	0.00	0.00	
Completed & Stored	1,425,440.00	-1,425,440.00	0.00	
Retainage	142,544.00	-142,544.01	-0.01	
Retainage Released	0.00	0.00	0.00	

## 35 - Bill lump sum line items including fee and insurance

- Access the group number tab that corresponds with the invoice format

Period Ending Date: Nov 30, 2022 | Contract Currency: | Status: Unapproved

Budget Billing Amt: 8,792,255.43 | Max. Billing Amt: | Invoice Format: 3C

Invoice Desc: | Notification: | Message:

Buttons: Add Bill Codes, Update Budget, Recalc. Billings, Create Billing, Generate, Print Draft, Print, Delete Billing, Create RFP, Cost Transactions, Change Orders, Funding Sources

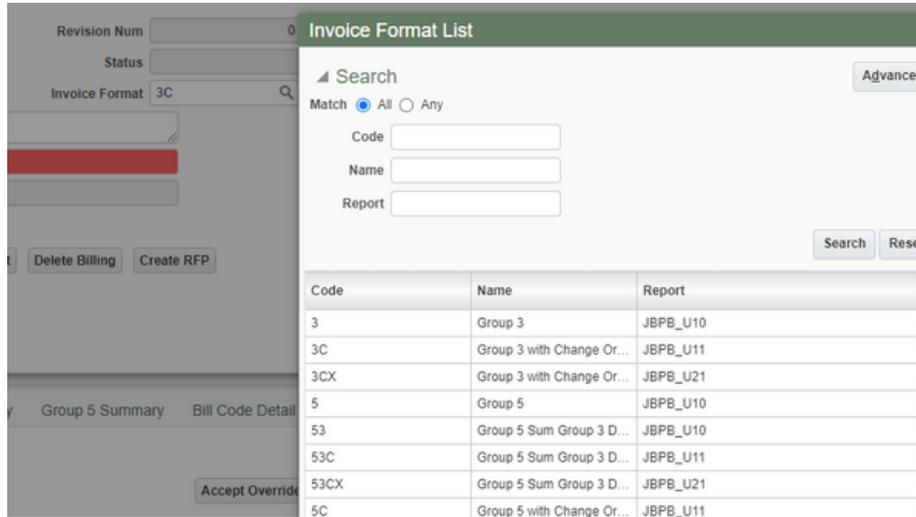
Summary | Group 1 Summary | Group 2 Summary | **Group 3 Summary** | Group 4 Summary | Group 5 Summary | Bill Code Detail



# Module 10: Create owner invoices

## 36 - Bill lump sum line items including fee and insurance

**\*NOTE: Click on the magnifying glass next to "Invoice Format" to see how invoice templates are organized**



Code	Name	Report
3	Group 3	JBPB_U10
3C	Group 3 with Change Or...	JBPB_U11
3CX	Group 3 with Change Or...	JBPB_U21
5	Group 5	JBPB_U10
53	Group 5 Sum Group 3 D...	JBPB_U10
53C	Group 5 Sum Group 3 D...	JBPB_U11
53CX	Group 5 Sum Group 3 D...	JBPB_U21
5C	Group 5 with Change Or...	JBPB_U11

## 37 - Bill lump sum line items including fee and insurance

- To bill a lump sum, input dollar amount into "Current Completed" or "Compl & Stored"

**\*NOTE: % Complete can also be input at this time**

Ovr	Current Completed	Compl & Stored	%Completed	Retainage
	-36,189.51	0.00	0.00	0.00
	-10,829.74	50.00	0.07	5.00
	0.00	0.00		0.00
	-4,282.99	0.00	0.00	0.00



# Module 10: Create owner invoices

## 38 - Bill lump sum line items including fee and insurance

- Click "Recalc. Billings"
- Click "Recalc. Billings" and "Cancel" to exit

Buttons: Add Bill Codes, Update Budget, **Recalc. Billings**, Create, Cost Transactions, Change Orders, Funding Sources

**PREPARE BILLING**

Selection Criteria

Include New J/C transactions in Billing Recalculation

To Posting Date: [Date Picker]

To Reference Date: Nov 30, 2022 [Date Picker]

To Transaction Creation Date: [Date Picker]

Buttons: Select Criteria, **ReCalc. Billings**, Cancel

## 39 - Bill lump sum line items including fee and insurance

- Click "Save"

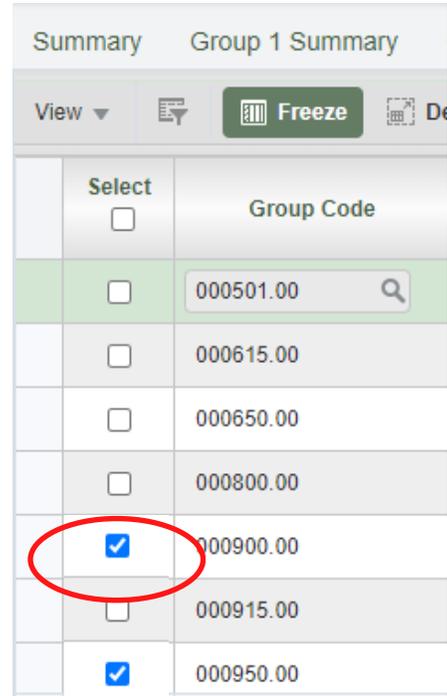
Buttons: Code, **Save**, Exit, [Printer Icon], [Info Icon]



# Module 10: Create owner invoices

## 40 - Clear billing and retainage overrides

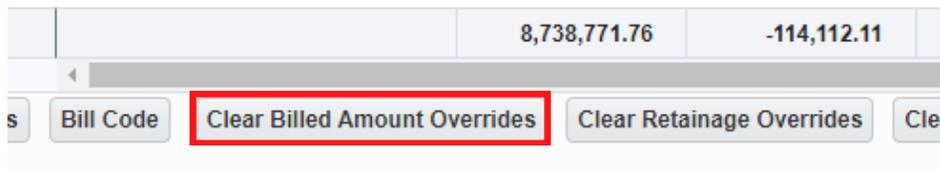
- Scroll down to the Summary
- Click the box on the far left for the line item that you want to clear and override



Select	Group Code
<input type="checkbox"/>	000501.00
<input type="checkbox"/>	000615.00
<input type="checkbox"/>	000650.00
<input type="checkbox"/>	000800.00
<input checked="" type="checkbox"/>	000900.00
<input type="checkbox"/>	000915.00
<input checked="" type="checkbox"/>	000950.00

## 41 - Clear billing and retainage overrides

- At the bottom of the Summary Click "Clear Billed Amount Overrides"



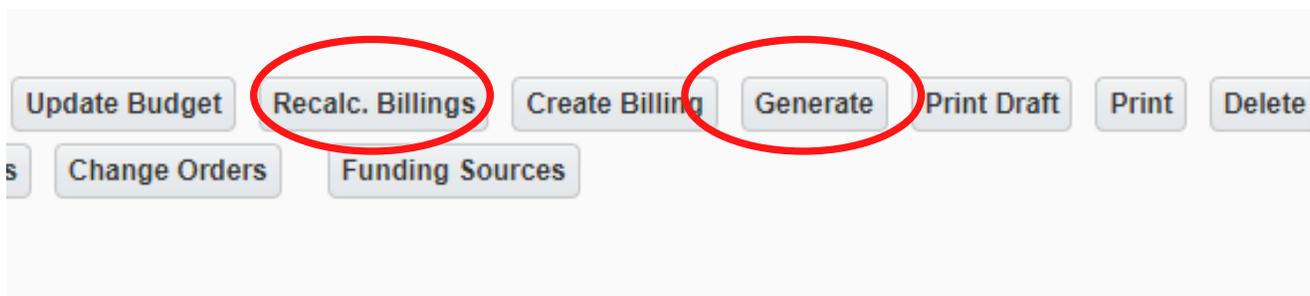
- Click "Save" in the top right corner



# Module 10: Create owner invoices

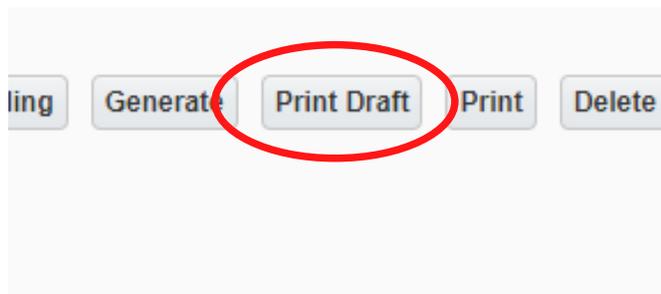
## 42 - Print the bill and backup

- Click "Recalc. Billings"
- Click "Generate" to generate a bill



## 43 - Print the bill and backup

- Click either "Print Draft" or "Print"
- \*NOTE: "Print Draft" will have the words DRAFT INVOICE written on it**



**APPLICATION AND CERTIFICATE FOR PAYMENT** Page 1 of 3

TO OWNER: American Towers LLC  
116 Huntington Avenue - 11th Floor  
Boston, MA 02116

PROJECT: Test Project Estimating Job  
116 Huntington Avenue - 11th Floor  
Boston, MA 02116

APPLICATION NO.: 1  
PERIOD TO: Nov-30, 2022

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

PROJECT NOS.: 06375.00  
INVOICE NO.: 06375.00-01

FROM: Lee Kennedy Co., Inc.  
CONTRACTOR: 22 Quincy Street Dr  
Quincy, MA 02171

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

State of: \_\_\_\_\_  
County of: \_\_\_\_\_  
Subscribed and sworn to before  
me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public: \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

**APPLICATION 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 Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment status herein is as stated.

1. ORIGINAL CONTRACT SUM ..... \$ 8,738,771.76 due

2. Net change by change orders ..... \$ 0.00

3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 8,738,771.76

4. TOTAL COMPLETED & STORED TO DATE ..... \$ 3,587.89

5. RETAINAGE:  
(Total amount due less of 75%)  
6. TOTAL EARNED LESS RETAINAGE ..... \$ 1,816.79

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
(Line 8 from prior Certificates)  
8. CURRENT PAYMENT DUE ..... \$ 1,771.10

9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6)  
\$ 8,737,000.66

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising above application, the Architect certifies to the Owner that to the best of the Architect's knowledge and belief the Work has progressed as indicated, the quality of Work is in accordance with Contract Documents, and the Contractor is entitled to the payment of the AMOUNT CERTIFIED.

**AMOUNT** \_\_\_\_\_

(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:  
By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner Contractor under this Contract.

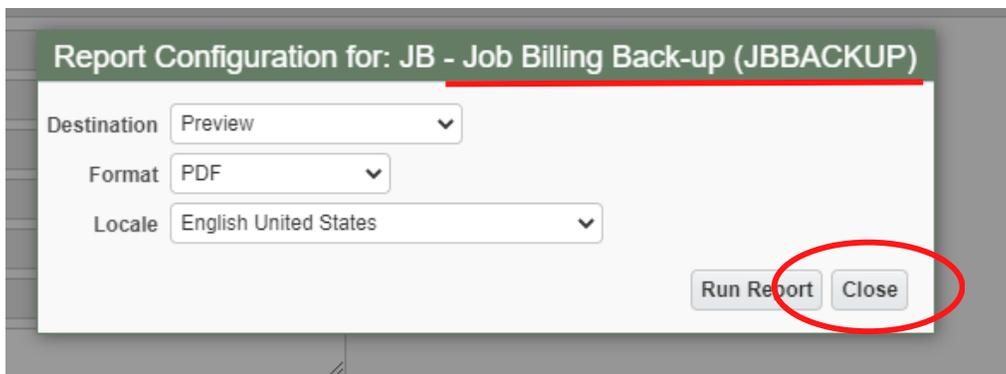
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Net Change used in Payment Request by Owner	0.00	0.00
Net Change from Change Orders		
Net Change by Change Orders	0.00	0.00



# Module 10: Create owner invoices

## 44 - Print the bill and backup

- To print backup, click the print button, a new window will popup
- To run backup, click "Close"



Report Configuration for: JB - Job Billing Back-up (JBBACKUP)

Destination: Preview

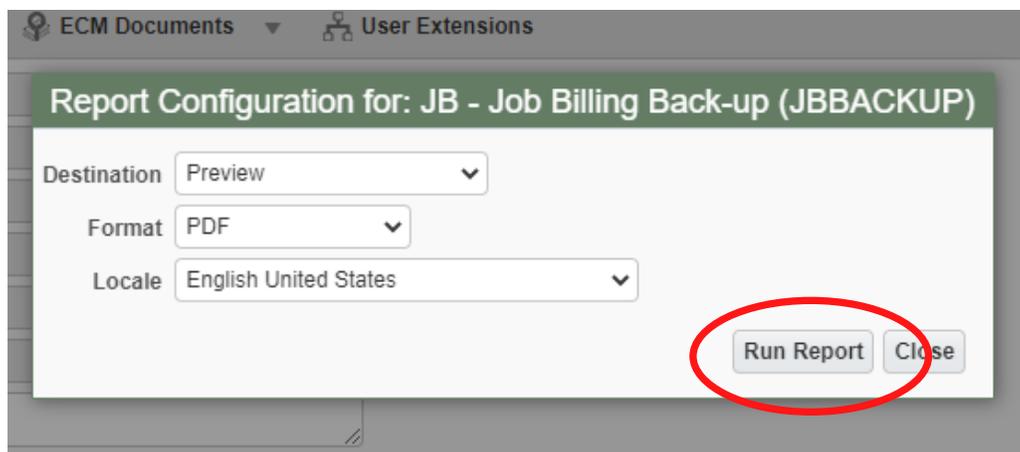
Format: PDF

Locale: English United States

Run Report Close

## 45 - Print the bill and backup

- After clicking "Close" a new popup will open. Click "Run Report" to view billing backup or "Close" to exit



ECM Documents User Extensions

Report Configuration for: JB - Job Billing Back-up (JBBACKUP)

Destination: Preview

Format: PDF

Locale: English United States

Run Report Close



