LEE KENNEDY

Let's build on big thinking.

Last edited April 7, 2024

CMIC
PLAYBOOK

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*Program works best in Firefox

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*Program works best in Firefox

Options for Accessing CMiC

1 **QR Code**

2 **Website**

https://cmiccloud.com/

3 **Dashboard**

QUICK LINKS

- Crisis Management Plan
- Request for Overtime

- Office Floor Plans
- Office Extension List
- 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 checklist before each job

✔	Item	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 checklist before each job

✔	Item	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 Christina Clyde when completed		
	Exhibit E insurance requirements set up		
	Subcontractor labor rates reviewed & approved		
	Preconstruction invoices complete & submitted		

Module 1: Create a project, job, and contract

*NOTE

- **Before you begin in CMiC, you will need to email Christina Clyde (CClyde@LeeKennedy.com) 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 [Christina Clyde](mailto:CClyde@LeeKennedy.com) 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**
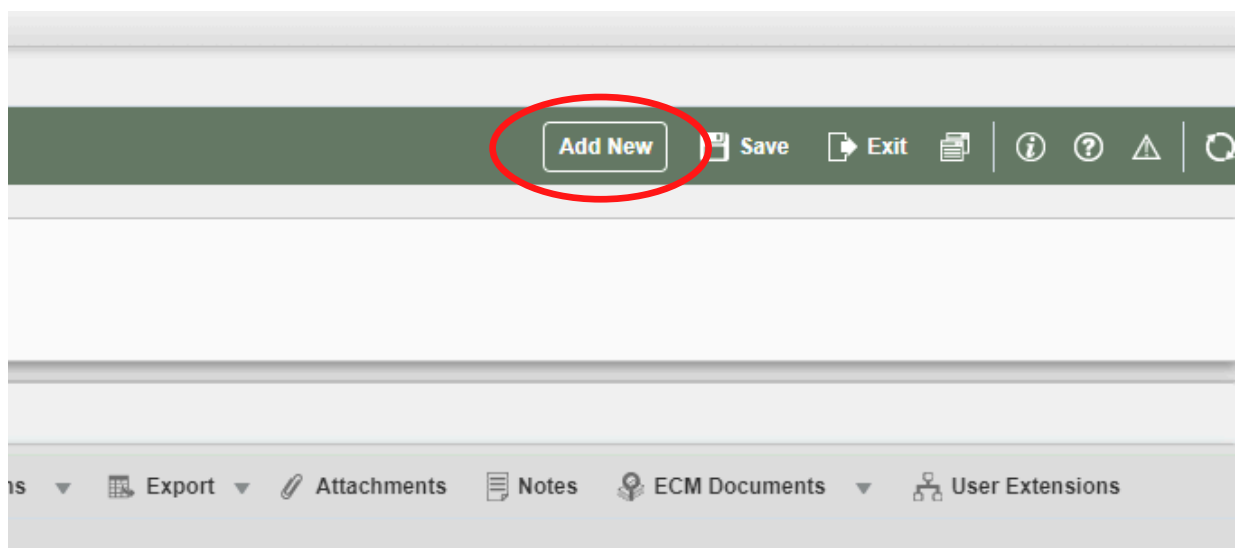
Module 1: Create a project, job, and contract

1 - Create a Project

- **After logging into CMiC, click on the blue Field button**

- **Click on "Job Setup"**

- **Click on "Create Project"**

CMiC FIELD

02171.00 - CMiC Playbook Job ▼

Program Search... ⚙

Project: CMiC Playbook Job (02171.00)

Workflow Notification

▲ Job Setup

　　Create Project

　　Update Job Info

　　Enter Contract

　　Start Job

　　PCI Import
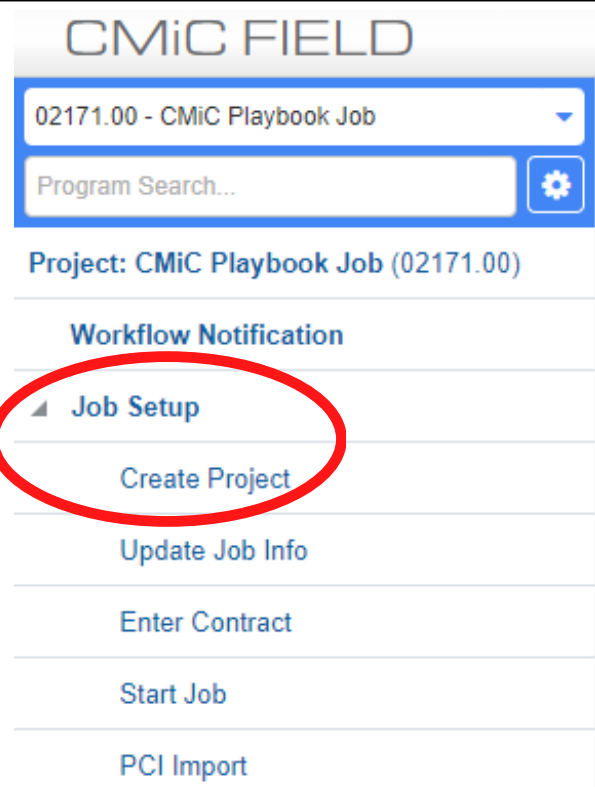
2 - Create Project

- **Click on "Add New"**

Add New | 🖫 Save | ➡ Exit | 🗐 | ⓘ ⓘ ⚠ | ↻

⋯ ▼ | 🗒 Export ▼ | 📎 Attachments | 📋 Notes | 📍 ECM Documents ▼ | 🔗 User Extensions

<u>Module 1</u>: Create a project, job, and contract

3 - Create a Project

- **Type the project number generated from Protrac**
  - **Use the People and Culture website to access the [Protrac Playbook](#)**

- **Give the project a "Project Name"**

4 - Create a Project

- **Complete mandatory fields (*) under the General tab**

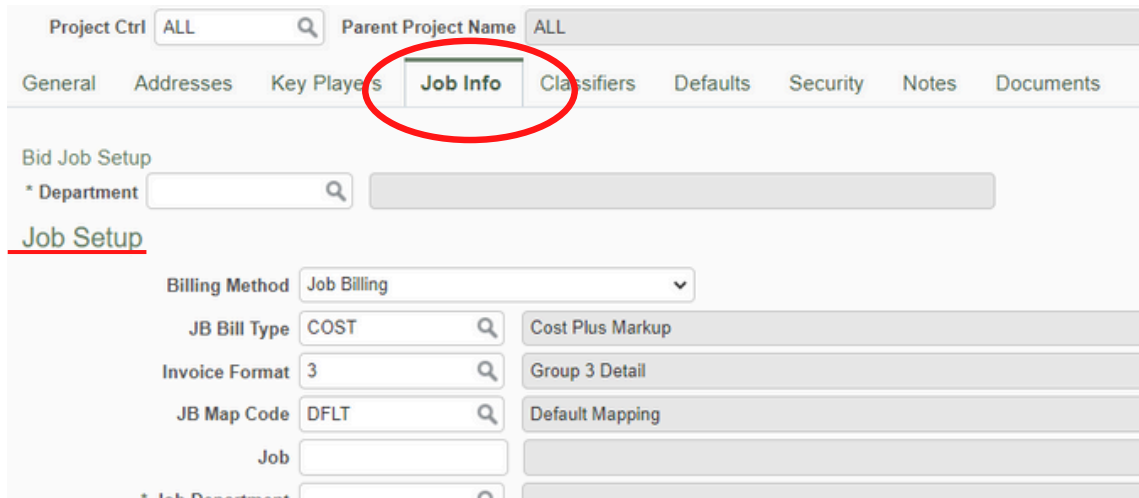- **Click on the Address tab and input the address of where the project is located**

Module 1: Create a project, job, and contract

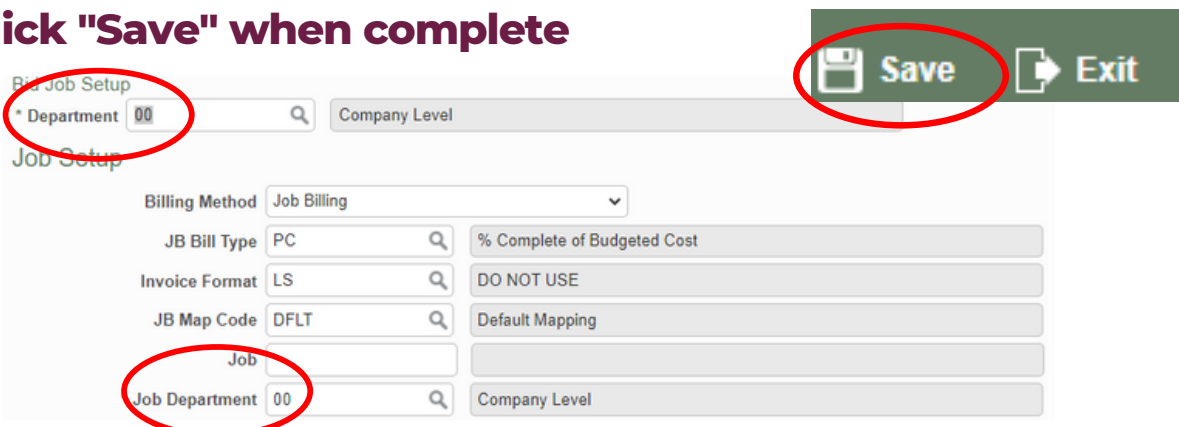## 5 - Create a Project

- **Click on the Job Info tab**

- **Scroll down to Job Setup and review populated fields**

6 - Create a Project

- **Click the magnifying glass to select the**
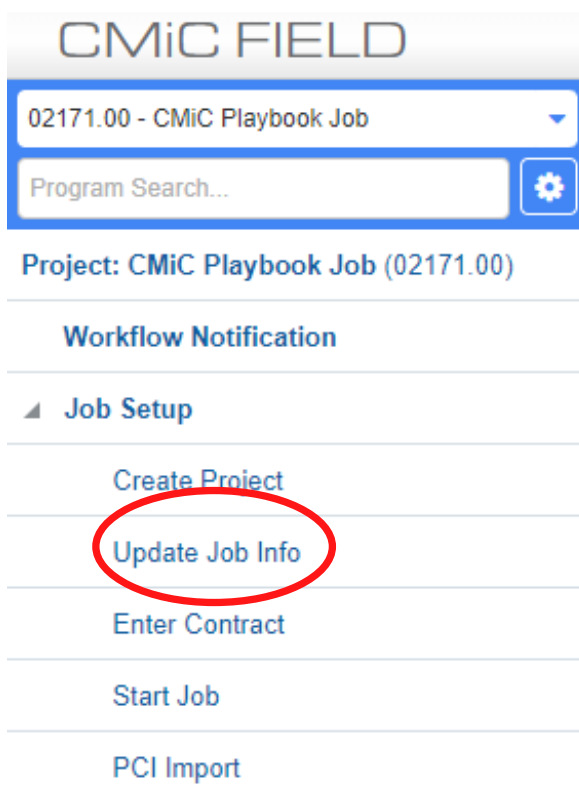 - **Department**
  - **Job Department**
    - ***NOTE: Default Department should be "00 - Company Level"**
- **Click "Save" when complete**

7 - Update Job Info

CMiC FIELD

02171.00 - CMiC Playbook Job ▼

Program Search... ⚙

Project: CMiC Playbook Job (02171.00)

Workflow Notification

▲ **Job Setup**

Create Project

Update Job Info

Enter Contract

Start Job

PCI Import
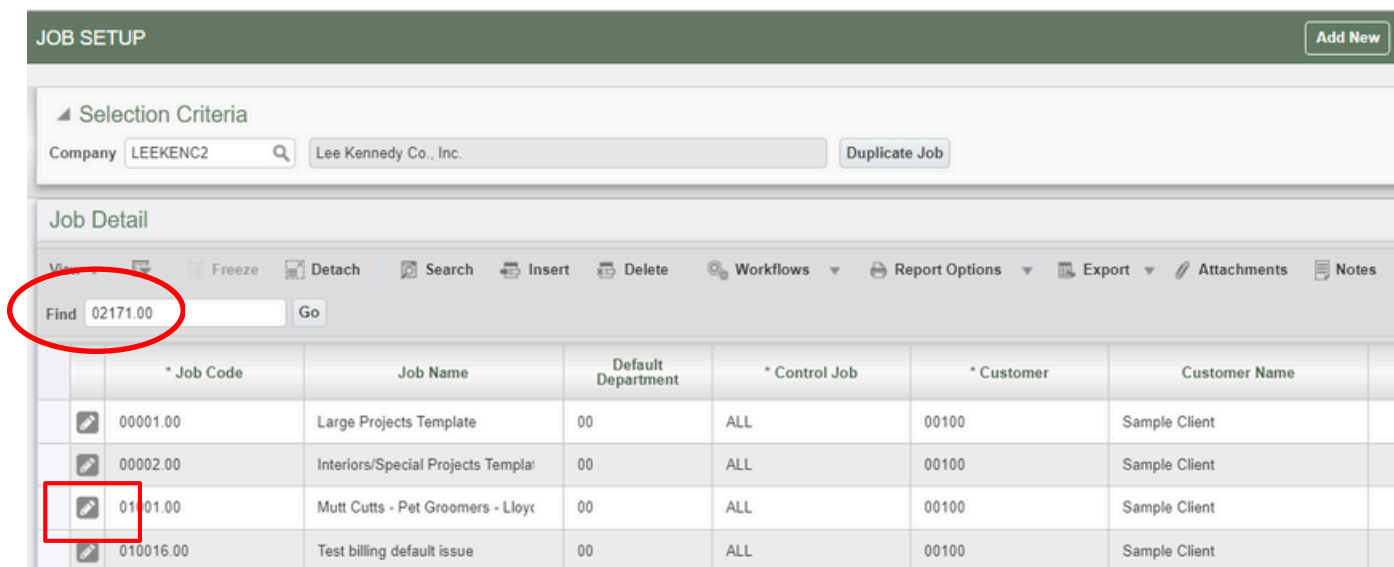
- **Click on "Job Setup"**

- **Click on "Update Job Info"**

8 - Update Job Info

- **Search for the job number and click "Go"**
- **Click on the pencil to edit**

JOB SETUP   Add New

◢ Selection Criteria

Company LEEKENC2 🔍   Lee Kennedy Co., Inc.   Duplicate Job

Job Detail

View ▾ ▥ ☐ Freeze ⊟ Detach ⊡ Search ⊞ Insert ⊟ Delete ⊙ₒ Workflows ▾ 🖶 Report Options ▾ 📊 Export ▾ ∥ Attachments ▤ Notes

Find 02171.00   Go

	* Job Code	Job Name	Default Department	* Control Job	* Customer	Customer Name	
✎	00001.00	Large Projects Template	00	ALL	00100	Sample Client	
✎	00002.00	Interiors/Special Projects Templat	00	ALL	00100	Sample Client	
✎	01001.00	Mutt Cutts - Pet Groomers - Lloyd	00	ALL	00100	Sample Client	
✎	010016.00	Test billing default issue	00	ALL	00100	Sample Client	

9 - Update Job Info

- **Confirm the required fields (*) under "Job Detail" are correct**

- **Use the magnifying glass next to "Project Manager" to search for the PM**

Module 1: Create a project, job, and contract

- **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**

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

- **Click "Save"**

10 - Update Job Info

Job Detail

Job Detail	Settings	Accounts	AP Taxes	Job Billing	WIP	Payroll	Bank	Security	Equipment

🔍 Search   🖨 Insert   🖨 Delete   ◀ Previous   ➡ Next   ⚙ Workflows ▾   🖨 Report Options ▾   📎 Atta

* Default Billing Type	PC	🔍	% Complete of Budgeted Cost
* Default Invoice Format	LS	🔍	DO NOT USE
Billing Rate Table	DFLT	🔍	Default Billing Rate Table
JB Map Code	DFLT	🔍	Default Mapping
* Retainage Code	10	🔍	10% Retainage Rule - Below 3 Million

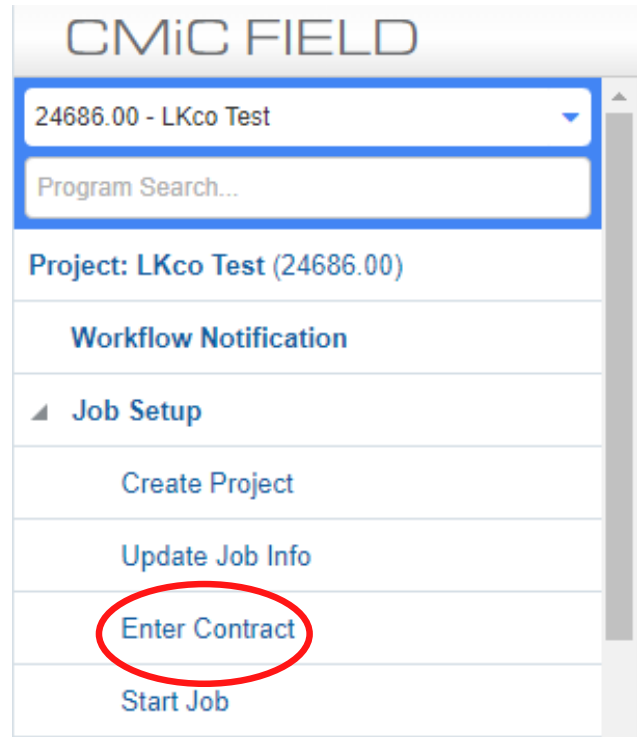Table Mode   💾 Save   ➡ Exit

- **Click on the "Job Billing" tab**

- **Confirm:**
    - **"Default Billing Type"**
        *Note: Select "PC" if the contract is lump sum and "COST" if the contract type is cost-plus or GMP
    - **Default Invoice Format**
    - **"Billing Rate Table"- Set to "DFLT"**
    - **"JB Map Code"- Set to "DFLT"**
    - **"Retainage Code"**

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

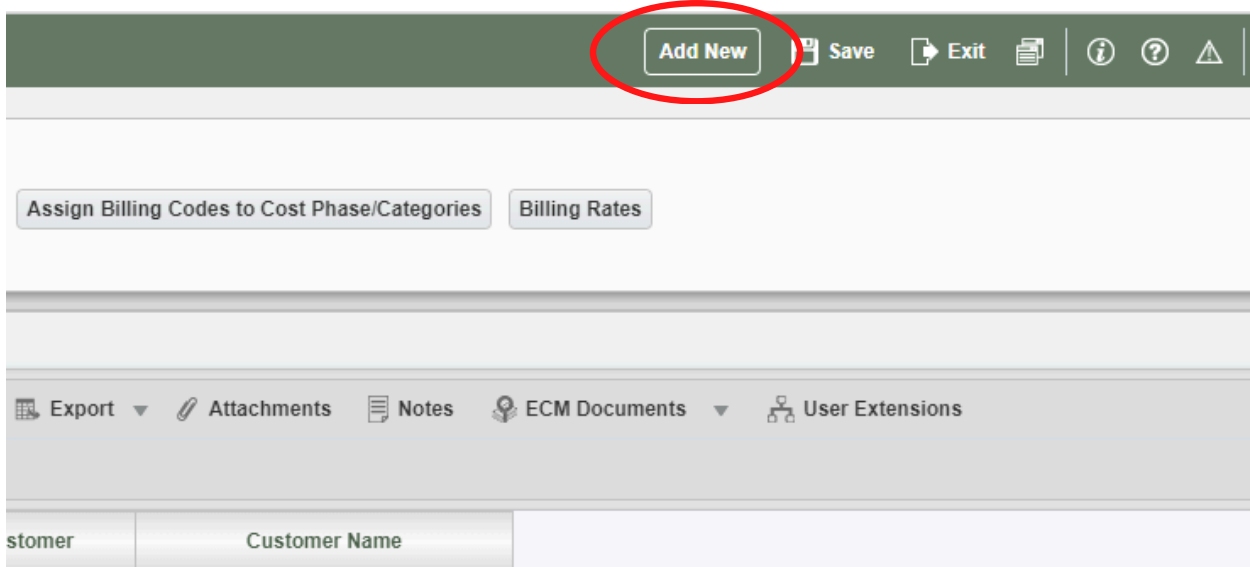# **Module 1**: Create a project, job, and contract

11 - Create Contract

- **Click on "Job Setup"**

- **Click on "Enter Contract"**

12 - Create Contract

- **Click on "Add New"**

Module 1: Create a project, job, and contract

13 - Create Contract

- **Enter job number and press enter**
  - Fields will autofill
- **Review the "Contract Date"**
- **Click "Save"**

*NOTE- If you are not ready to upload your budget, but will need to make manpower projections, refer to **Page 20** (Adding Custom Phase Codes)

14 - Create Contract

- **Click on the "Defaults" tab to confirm the retainage**

*NOTE- Use the "Description" tab to edit

Module 1: Create a project, job, and contract

*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**

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**

Module 1: Create a project, job, and contract

15 - Start Job

- **To start job, click on "Job Setup"**

- **Click on "Start Job"**

16 - Start Job

- **Select the job**

- **Input "Actual Start Date"**

- **Press "Start Job"**
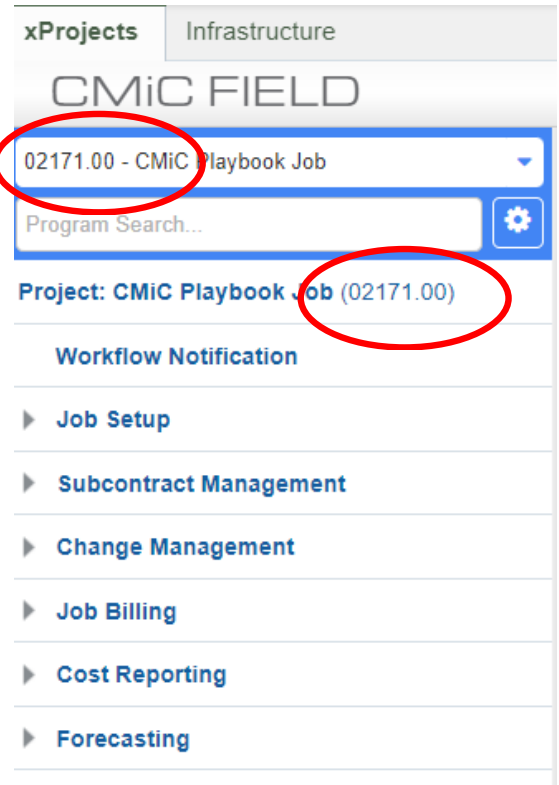
Module 2: Project Maintenance

1
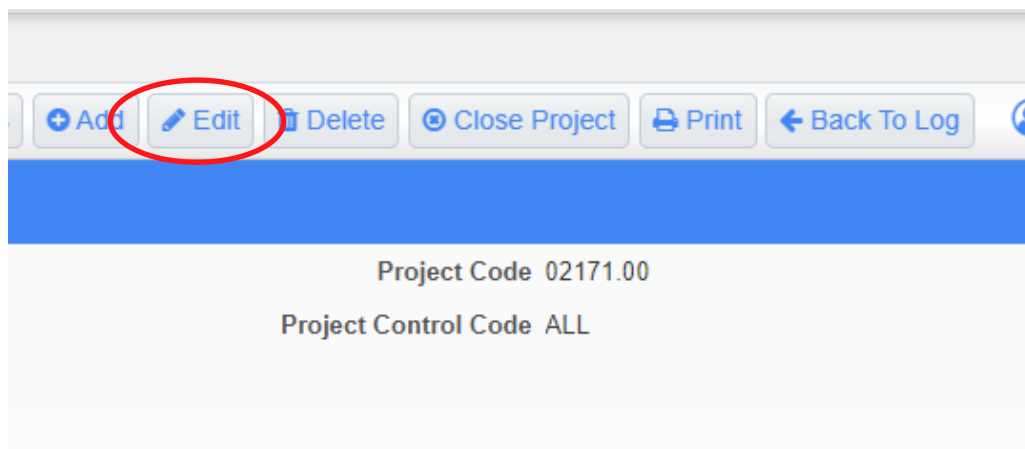
- **After logging into CMiC, click on the blue Field button**

- **Check to make sure the job number is correct**

- **Click the "Project" link at the top to access Project Maintenance**

2

- **Click on the Edit button in the top right corner**

Module 2: Project Maintenance

3

- **Complete:**
  - **Notice to Proceed**
  - **Substantial Completion Date**
  - **Required Certificate Holders**
  - **Additional Insured**

- **Click "Save" when done**

4

- **Click on the "Key Players" tab**

- **Use the magnifying glass to enter**
  - **Project Manager-Signatory**
  - **Project Manager (Company/ Contact)**
  - **Project Executive (Company/Contact)**

- **Click "Save" in top right corner**
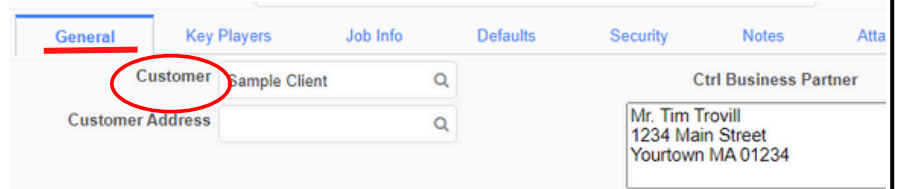
Module 2: Project Maintenance
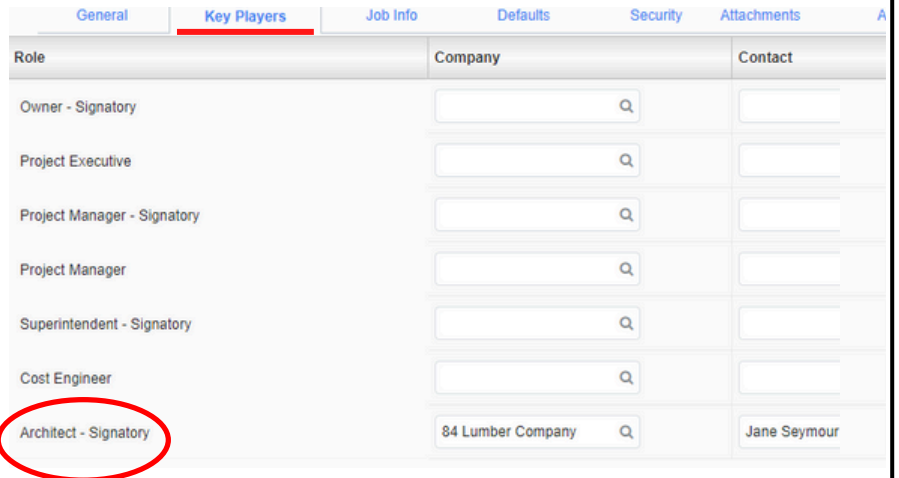
*NOTE

- **General Tab:**
  - **Customer - Your selection will be the signer of the PCI and OCO**
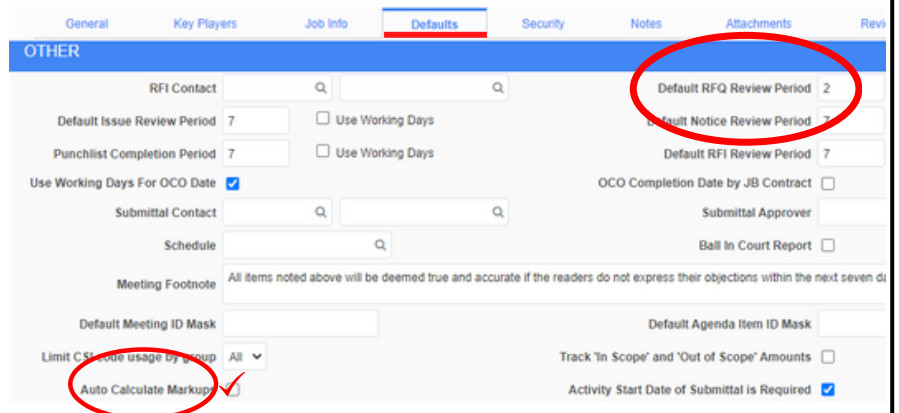
- **Key Players Tab:**
  - **Architect (Signatory) - Your selection will be the signer of the PCI and OCO**

- **Defaults Tab:**
  - **Default RFQ Review Period**
  - **Auto Calculate Markups**

*NOTE: This only works for above the line billing. If the owner requires the changes to be billed below the line, See Module 5

Module 3: Import a budget

1

- **Open Budget Import File on the R: Drive**
  - **Go to the R: Drive-->CMIC-->Budget Import Utility**
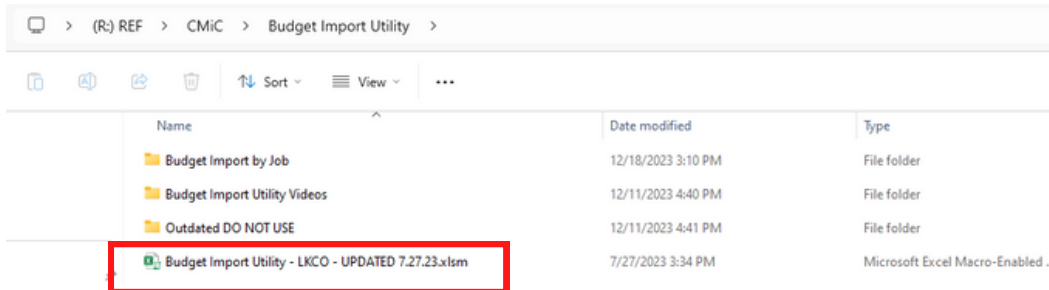
- **Save file to desktop or appropriate folder**

*NOTE: Your Excel file will say that it has Macros - these must be enabled
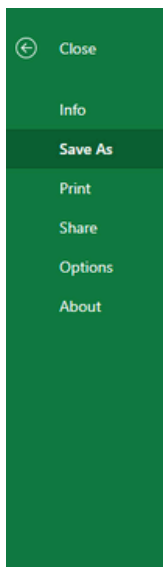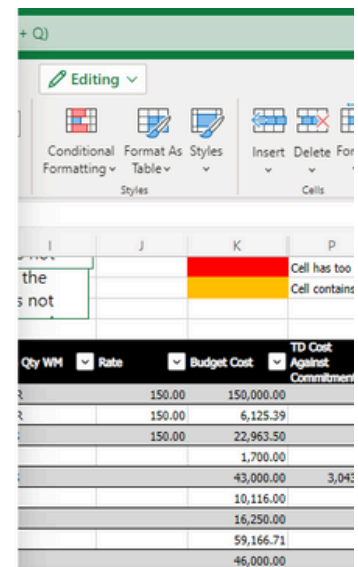
Budget Import Utility
Quick Guide

- **To access, go to the R: Drive. Click on the CMiC folder, and click on "Budget Import Utility"**

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

- **Click "Enable Editing" to disable Macros**

- **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**

<u>Module 3</u>: Import a budget

2

- **Paste the SOV into the excel sheet and confirm that the required budget columns are completed**
  - ○ **Required fields are highlighted in yellow**
    - ■ **Cost Code, Description, Category, Budget Cost**
      - ***NOTE: You should begin entering the budget in cell B11***

- **Verify that everything in orange is correct**

- **Click "Manually Refresh CMIC Translated Values" to populate the "CMiC Job Code", "CMiC Cost Code", and "CMiC Category" columns**

- **Save the Import Utility as a .xlsm file so that you can later upload as an attachment**

3

- **Click "Create PCI (Enterprise) Import File**

- **Save as a .csv file**

4

- **Log in to CMiC, click on blue "field" button**

- **Search for the job number**

Module 3: Import a budget

5	
• **Click on Change Management** • **Click on PCI Import**	Project Maintenanc 02171.00 - CMiC Playbook Job Program Search... Project: CMiC Playbook Job (02171.00) **Workflow Notification** ▸ **Job Setup** ▸ **Subcontract Management** ▾ **Change Management** 　Potential Change Items 　PCI Report 　PCI Import 　Owner Change Orders
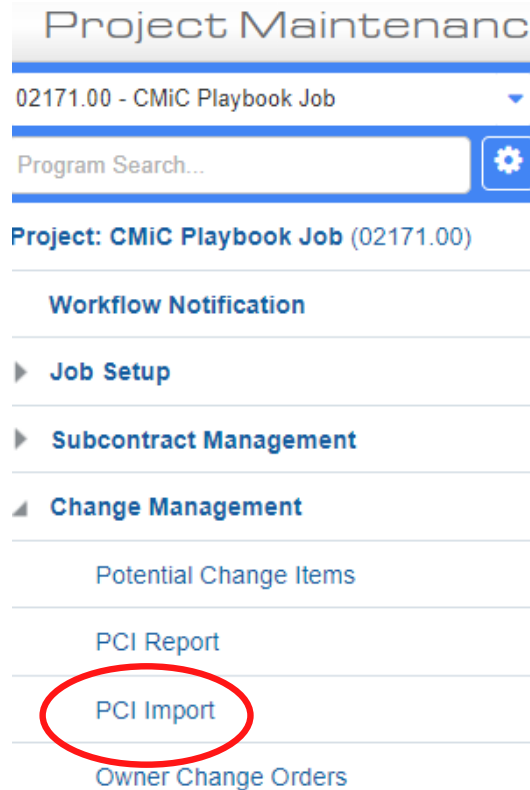
6	
• **To browse for file, click on "Import File"** • **Click "Choose File"** • **Select the utility .csv file** • **Click "Import"**	Change Order Import Import File Validate Imported Data Edit Imported Data Build Change Orders Delete Imported Data Import File — Import Budget Import Utility - Lee Kennedy (8).xlsm — Update... — Import — Close
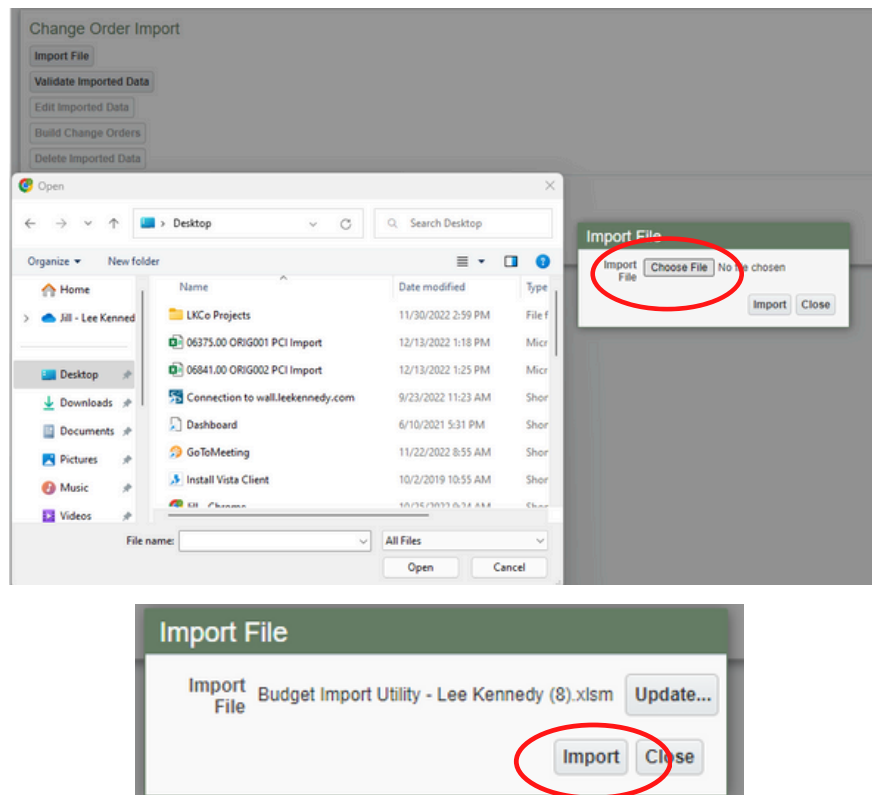
7

- **Click Close**

- **Click "Validate Imported Data"**
  *NOTE: There will be errors
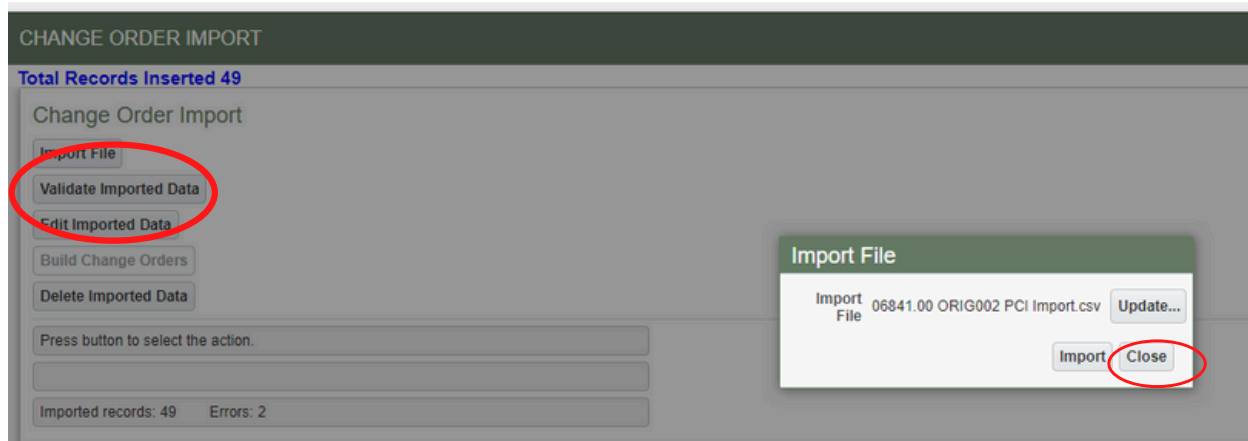
8

- **Click "Edit Imported Data"**
  - **This will bring you to a new screen**
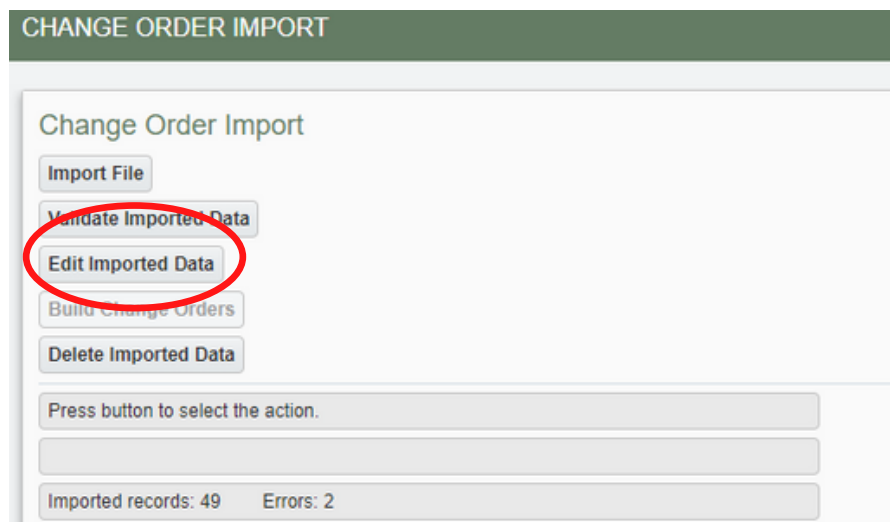
9

- **Check "Validate All Records"**

- **Check "Create Phase/ Category"**

- **Click "Re-Validate"**

Valid	Warn	Record	Comp	Job	Change Order	Change Order Description	Reference Date	Type	Status	Owner Cha
☑	☐	7	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
☑	☐	8	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
☑	☐	9	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
☑	☐	10	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
☑	☐	11	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
☑	☐	12	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
☑	☐	13	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
☑	☐	14	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
☑	☐	15	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
☑	☐	16	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	

Error [   ]
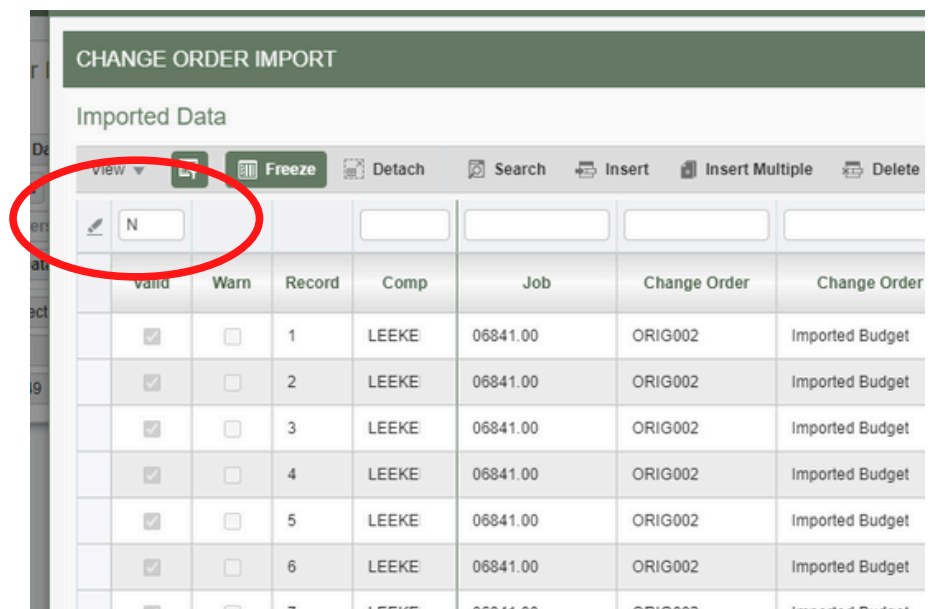
☑ Validate All Records   ☑ Create Phase/Category   Re-Validate   More Errors   Close

10

- To confirm that all records are valid, click on the Filter icon to turn on the filter.

- Type a "N" in the Valid column and click "Enter" to run the filter. The filter should show no records. Any records shown are invalid and must be fixed.

- If you have errors,
    - Go back to the original Excel budget and fix the lines with errors.
    - Import the file again--> If you do this, make sure to delete the first imported file.
    - If there are no invalid errors - Click "Close"

Module 3: Import a budget

11

- **Once all records are valid, go back to the main Import screen and click "Build Change Orders"**

- **Click "Create Change Orders"**
  - **The unposted PCI will now be in your project.**

12

- **Click on "Change Management"**

- **Click on "Potential Change Items"**

- **Click on your Change Item**

<u>Module 3</u>: Import a budget

13

- **Review the budget and confirm that the "Total Budget Amount and the Total Billing Amount are equal to the contract value**

- **Click on "Post"**
  - **Choose the Proposal Execution date as the post date.**

- **Click "Proceed"**

Troubleshooting

- **To enable macros, right-click on the file**
  - **Check your downloads if you don't know where you've saved the file**

- **Click on "Properties"**

- **Check the unblock box bottom next to Security**
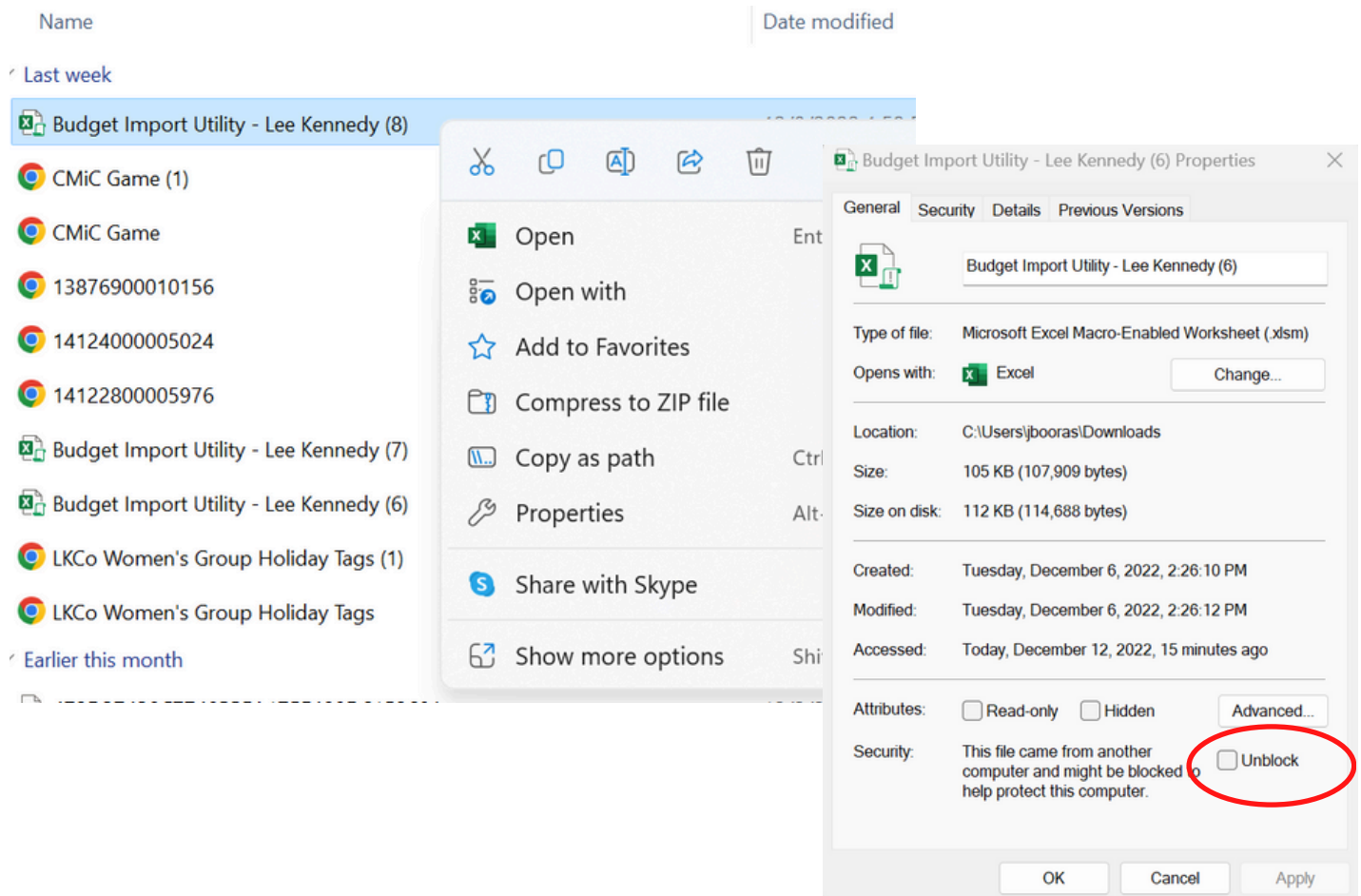
Troubleshooting

- **Go back to the Budget Import Utility File**

- **Click "Manually Refresh CMiC Translated Values". Look at the translated fields on the right side of the table to ensure that the values were all translated correctly.**

Company Code	LEEKENC2	
ject's Job Code	02171.00	
PCI Code	ORIG001	
PCI Name	Imported Budget	
PCI Date	2/2/2023	
PCI Status	ACO	
PCI Type	ORIG	

Create PCI (Field) Import File	Create PCI (Enterprise) Import File
Create Bid Item Import File	Import JCE File
Create Non-commitment Cost Import File	Manually Refresh CMiC Translated Values

Budget Cost	Budget Revenue	CMiC Job Code	CMiC Cost Code	CMiC Category
$25,000.00	25,000.00	12056.00	015085.00	L
$50,000.00	50,000.00	12056.00	015015.00	L
$60,000.00	60,000.00	12056.00	024100.00	S
$30,000.00	30,000.00	12056.00	061000.00	O
$25,000.00	25,000.00	12056.00	064000.00	S
$15,000.00	15,000.00	12056.00	081000.00	S
$28,000.00	28,000.00	12056.00	088000.00	S
$125,000.00	125,000.00	12056.00	092900.00	S
$70,000.00	70,000.00	12056.00	099000.00	S
$30,000.00	30,000.00	12056.00	110000.00	S
$50,000.00	50,000.00	12056.00	220000.00	S
$325,000.00	325,000.00	12056.00	230000.00	S
$400,000.00	400,000.00	12056.00	260000.00	S

Troubleshooting

- **Make sure that the company code, job number, and all items in the orange section are correct.**

- **Make sure that the PCI Code is correct and not already in the Project**

Company Code	LEEKENC2	Create PCI (Field) Import File	Create PCI (Enterprise) Import File
ject's Job Code	02171.00		
PCI Code	ORIG001	Create Bid Item Import File	Import JCE File
PCI Name	Imported Budget		
PCI Date	2/2/2023	Create Non-commitment Cost Import File	Manually Refresh CMiC Translated Values
PCI Status	ACO		
PCI Type	ORIG		

Override Job Code	Cost Code	Description	Subcontractor	Ca
	015085.00	Final Cleaning		L
	015015.00	Progress Cleaning / Laborer - Straight Time		L
	02 41 00	Demolition	Diversified	S
	06 10 00	Rough Carpentry	LKCO	O
	06 40 00	Millwork	Mass Cabinets	S
	08 10 00	Doors and Frames	O'Connor	S
	08 80 00	Glass & Glazing	A&A Windows	S
	09 29 00	Drywall	Unity Constructio	S
	09 90 00	Painting	Brian T Malone	S
	11 00 00	Appliances	Advantage Applia	S

Module 3: Import a budget

14 - Add Attachments

- **Click on "Attachment" tab**

- **Click on upload multiples**

15

- **Upload Original Budget Import File (.xlms file)**

- **Click "Proceed"**
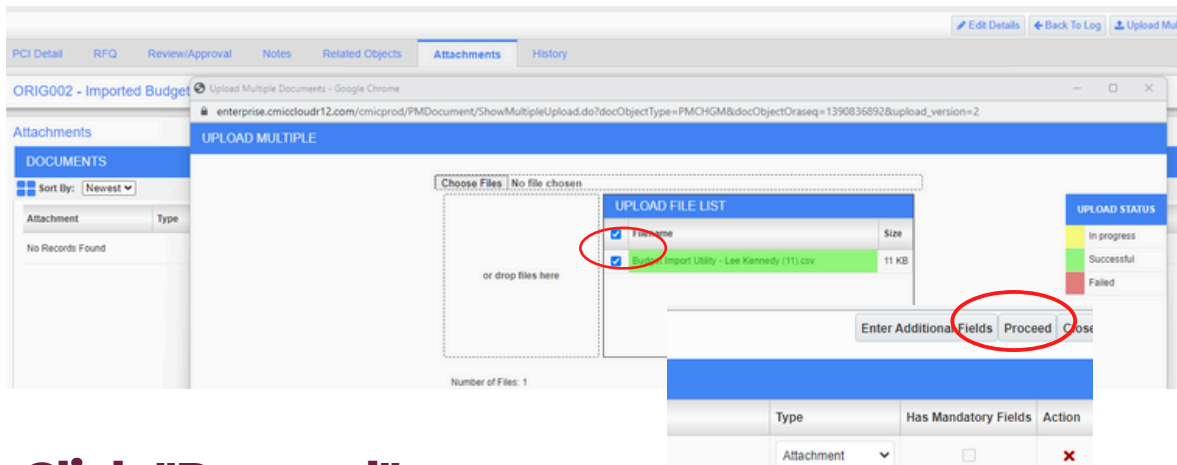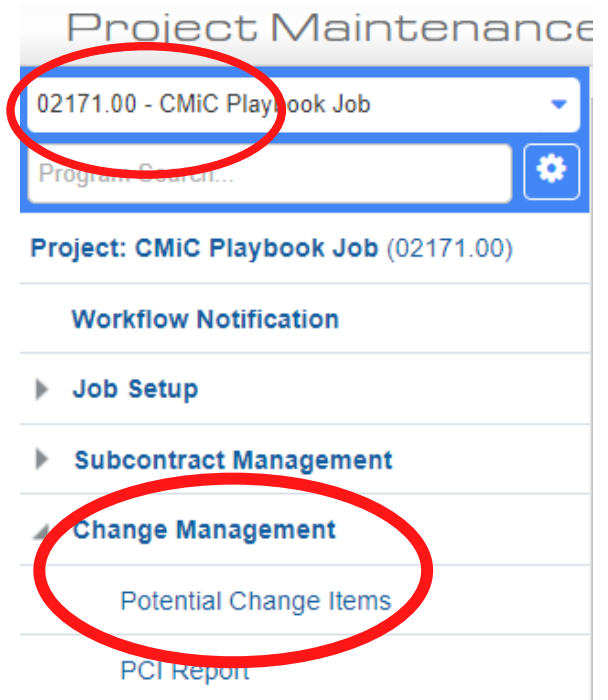
   *NOTE: When uploading the attachment, the .xlms file cannot be saved on OneDrive

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"**

Project Maintenance

02171.00 - CMiC Playbook Job

Program Search...

Project: CMiC Playbook Job (02171.00)

Workflow Notification

▶ **Job Setup**

▶ **Subcontract Management**

▼ **Change Management**

　Potential Change Items

　PCI Report

2

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

Potential Change Items

Search...　　　　　　　　　⊕ Add Change Item　　⊞ Reset　　⊠ Export ▾

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

PCI No.	PCI Name	Date	Post Date	Status	Type

No records available.

No items to displa
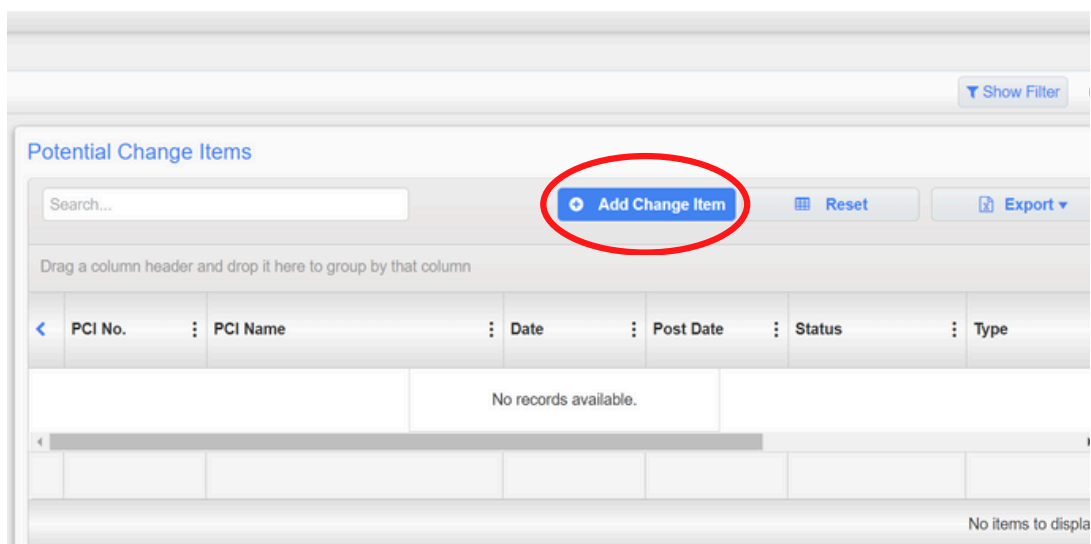
Module 4: Manual Budget Setup

3

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

4

- **Use the arrow next to "Status" to scroll down to select "Approved"**

- **Fill in the date and description on the form.**

Module 4: Manual budget setup

5

- **Scroll down the page to "PCI Details"**

- **Under "Action" click the blue + button**

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"**
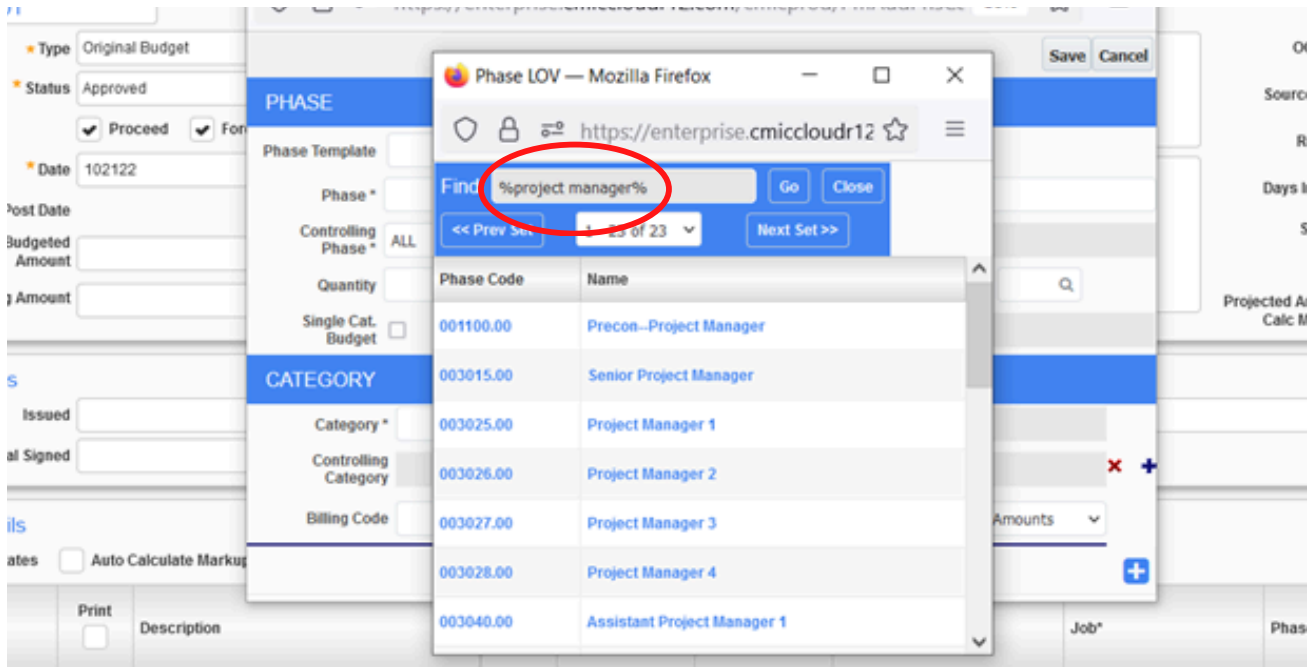
Module 4: Manual Budget Setup

*NOTE

- **To search, use %_____%**
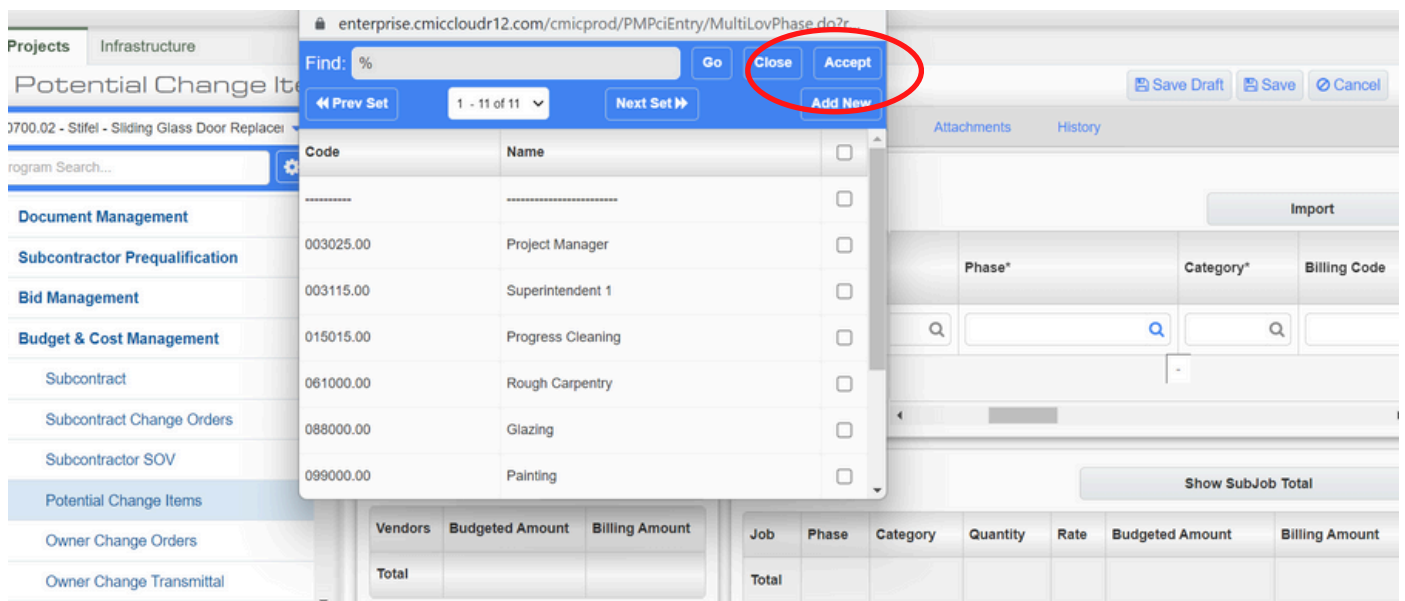
- **To add a new phase code to your project, click "Add New"**

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**

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

  - **Click "OK"**

*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**
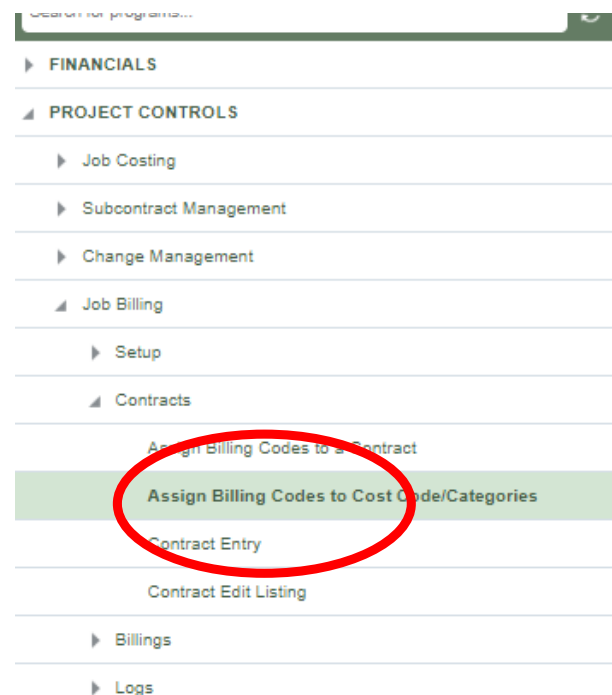
- **Click on the magnifying glass to select the contract**
- **Click "Export"**
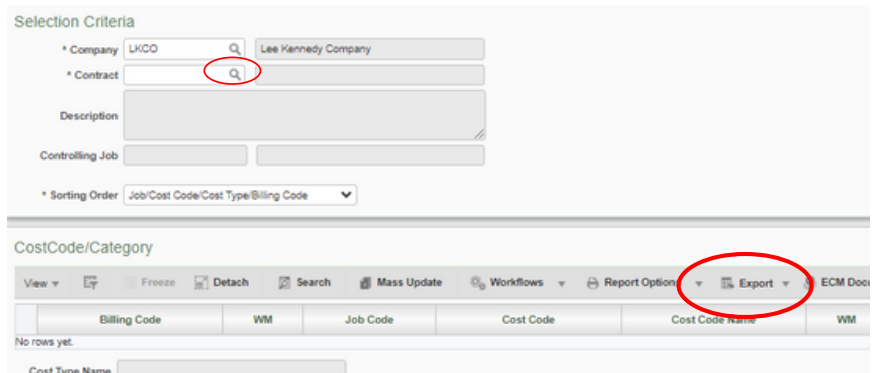
Module 4: Manual Budget Setup

*NOTE
One-to-one Mapping Error

- **Once the Excel file has loaded, highlight the "Billing Code" column and click on "Conditional Formatting"**
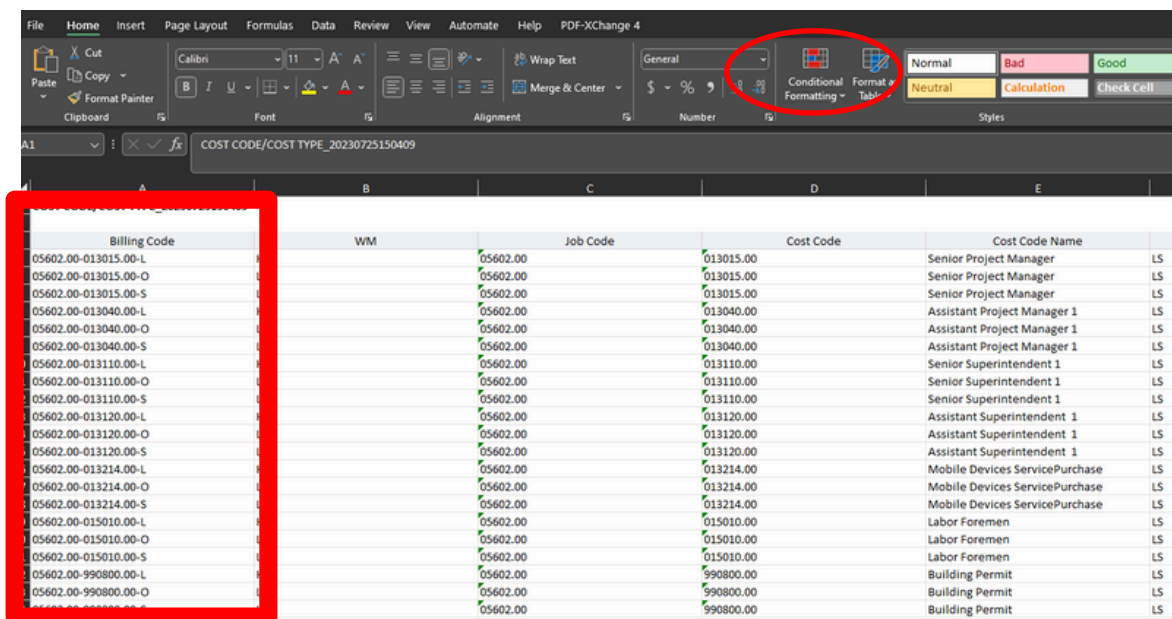
- **In the dropdown, click "Highlight Cell Rules"**

- **Click "Duplicate Values"**

- **Click "OK"**
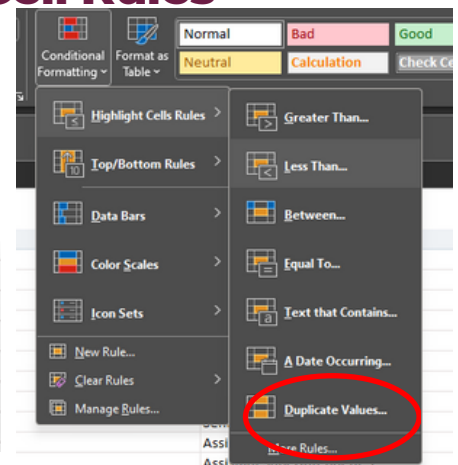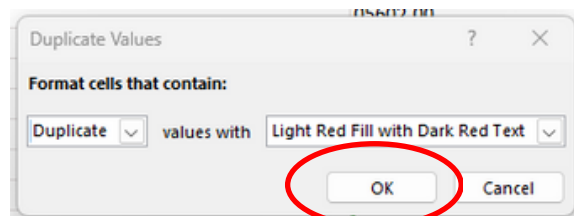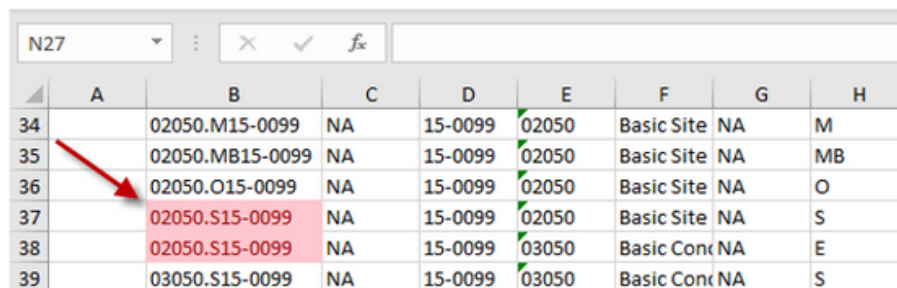
Module 4: Manual Budget Setup

*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.**

- **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**
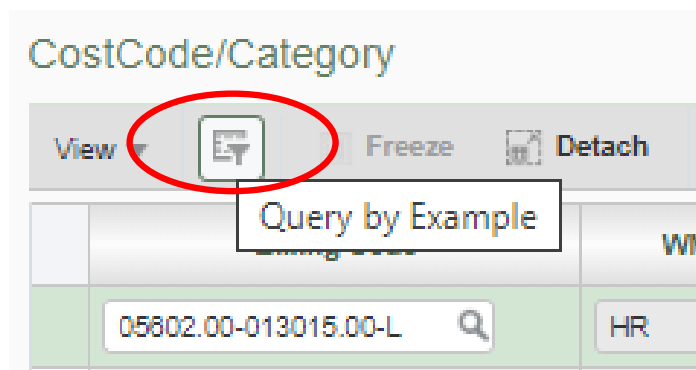
Module 4: Manual Budget Setup

*NOTE
One-to-one Mapping Error

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

- **Click "Save"**

- **In the treeview, go to Job Billing--> Contracts--> Contract Entry**
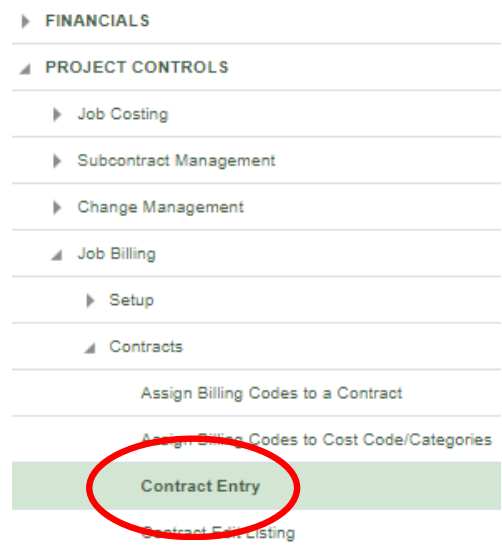
Module 4: Manual Budget Setup

*NOTE
One-to-one Mapping Error

- **Use %____% to search for the contract**
- **Double click on the pencil.**
  *A new page will load.

- **Under "Contract Information", click "Add New Bill Codes"**
- **Click "Add New Bill Codes Only"**
- **Click "Save"**

- **The contract can now be loaded into the forecast**

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.

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"**

10

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

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)"**

13

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

Cost Status Query (Category)

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)

↑ 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
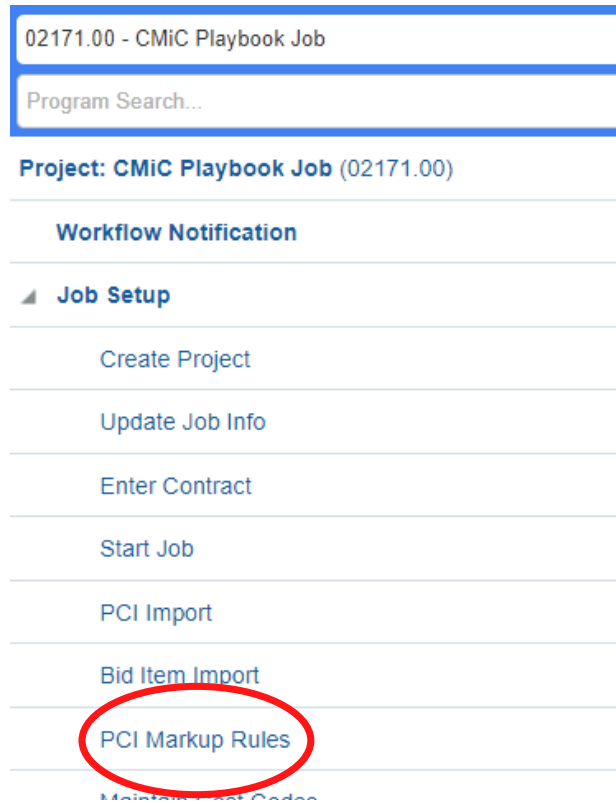
Module 5: Create PCI Markups/ PCI Markup Rules

1

- **After logging into CMiC, click on the blue Field button**

- **Click on "Job Setup"**

- **Click on "PCI Markup Rules"**
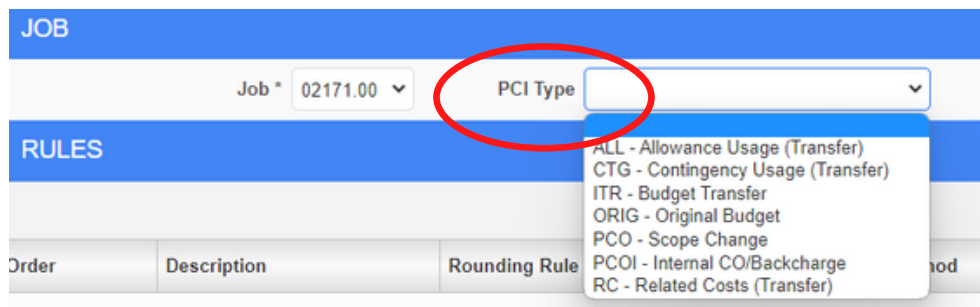
```
02171.00 - CMiC Playbook Job

Program Search...

Project: CMiC Playbook Job (02171.00)

   Workflow Notification

▲  Job Setup

      Create Project

      Update Job Info

      Enter Contract

      Start Job

      PCI Import

      Bid Item Import

      PCI Markup Rules

      Maintain ____ Codes
```

2

- **Select the PCI type you want to set the markup rules**

```
JOB

                Job *  02171.00 ▼      PCI Type  _____ ▼

RULES
                                          ALL - Allowance Usage (Transfer)
                                          CTG - Contingency Usage (Transfer)
                                          ITR - Budget Transfer
                                          ORIG - Original Budget
                                          PCO - Scope Change
Order      Description          Rounding Rule    PCOI - Internal CO/Backcharge    nod
                                          RC - Related Costs (Transfer)
```
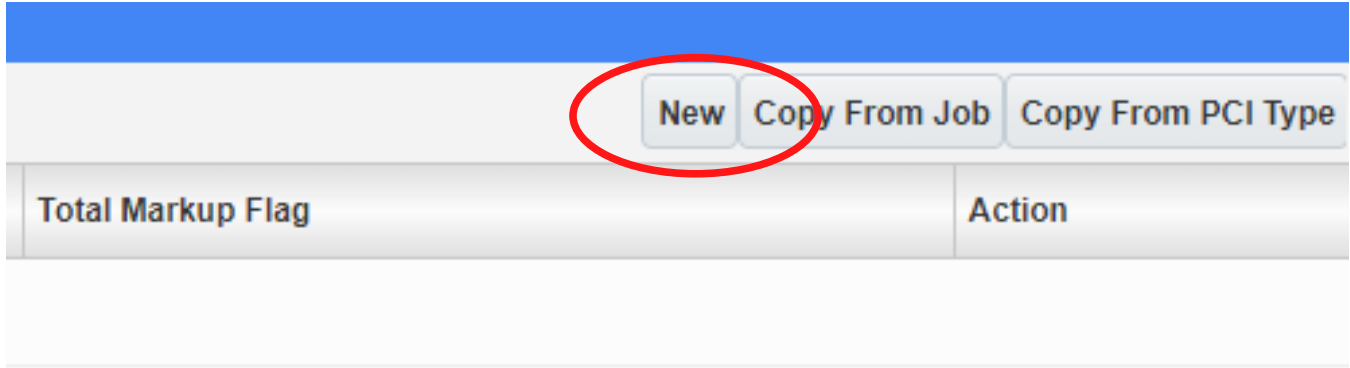
*NOTE: PCO (Scope Change) is the only type that is an external change order
- **All other types are either internal change orders or budget transfers**

Module 5: Create PCI Markups/ PCI Markup Rules

3
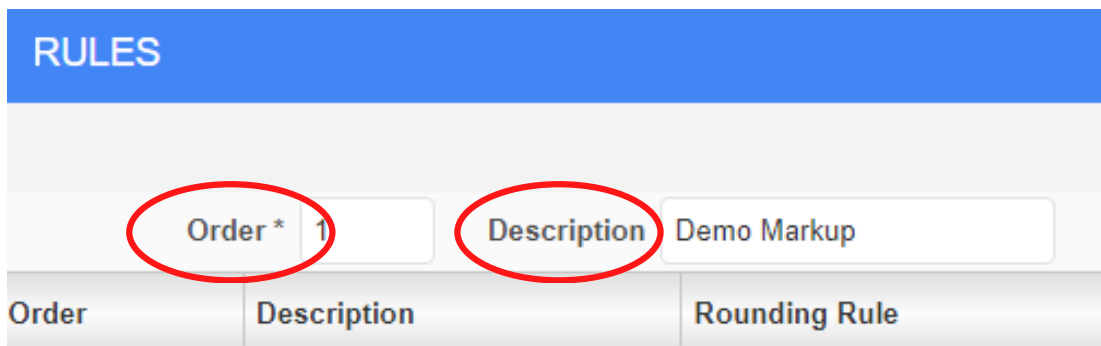
- **To add a new markup, click "New"**

	New	Copy From Job	Copy From PCI Type
Total Markup Flag			**Action**

4

- **Assign the "Order"**
  - **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**

5

- **Complete the remaining information:**
    - **Rounding Rules - more often than not you will select "No Rounding"**
    - **Rounding Method - select "Standard"**
    - **Level - this the order in which your markups will calculate**
        - ***NOTE:**
        - **Level 1 - Markups calculate on the change order only.**
        - **Level 2 - Markups calculate on change order & Level 1**
        - **Level 3 - Markups calculate on change order, Level 1 & Level 2**

Rounding Rule	No Rounding		Rounding Method	Standard		Level *	1
	Rounding Method			**Level**		**Total Markup Flag**	
	Standard			1		☐	

	Save	Cancel	Copy From Job	Copy From PCI Type
Rounding Method	Standard	Level * 1	Total Markup Flag ☐	
Level	Total Markup Flag		Action	

- **Click "Save"**

Module 5: Create PCI Markups/ PCI Markup Rules
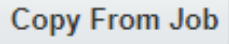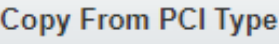
6

- **Scroll down to "Details" and click the "+" button to fill out additional details to create the markup rule *NOTE: See Markup Rules Explained for additional notes**

DETAILS					
	Calculate On			Allocate To	
Action	Job	Phase *	Category *	Job	Phase *

7

- **Click "Save" when done**

				Save Cancel Copy From Job Copy From PCI Type
Rounding Method	Standard ⌄		Level * 1	Total Markup Flag ☐
Level	Total Markup Flag			Action
1	☐			🗑
1	☐			🗑
1	☐			🗑

<u>Module 5</u>: Markup Rules Explained

*NOTE: When billing below the line, select a change order phase rather than the original contract phase code. This ensures that the markups will be coded to an OCO line

<u>Other Markup Rules Explained</u>

- **Order: The order the markup will appear on the PCI**

- **Level: The level is how the PCI calculates**

RULES

Order	Description	Rounding Rule	Rounding Method	Level
5	CDI Markup	No Rounding	Standard	1
6	Permit Markup	No Rounding	Standard	2
7	Insurance Markup	No Rounding	Standard	3
8	CM Fee Markup	No Rounding	Standard	4

***For further explanation, see example below:**

TG Gallagher Added Change	2,000.00		
Added LKCo PM Time	1,500.00		
Subtotal	3,500.00		
LKCo Insurance (1%)	35.00	Level 1 Markups - Calculates on the **Subtotal** of the change order	(**3,500**) x **1%**
Permits (2%)	70.70	Level 2 Markups - Calculate on the **Subtotal** of the change order plus the total of all **Level 1 Markups**	(**3,500** + **35.00**) x **2%**
Fee (3%)	108.17	Level 3 Markups - Calculates on the **Subtotal** of the change order plus the total of all **Level 1 Markups** plus the total of all **Level 2 Markups**	(**3,500** + **35.00** + **70.70**) x **3%**
Grand Total	3,713.87		

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**

- **"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)**

Module 6: Create a subcontract

1

- **After logging into CMiC, click on the blue Field button.**

- **Click on "Subcontract Management"**

- **Click on "Subcontract"**
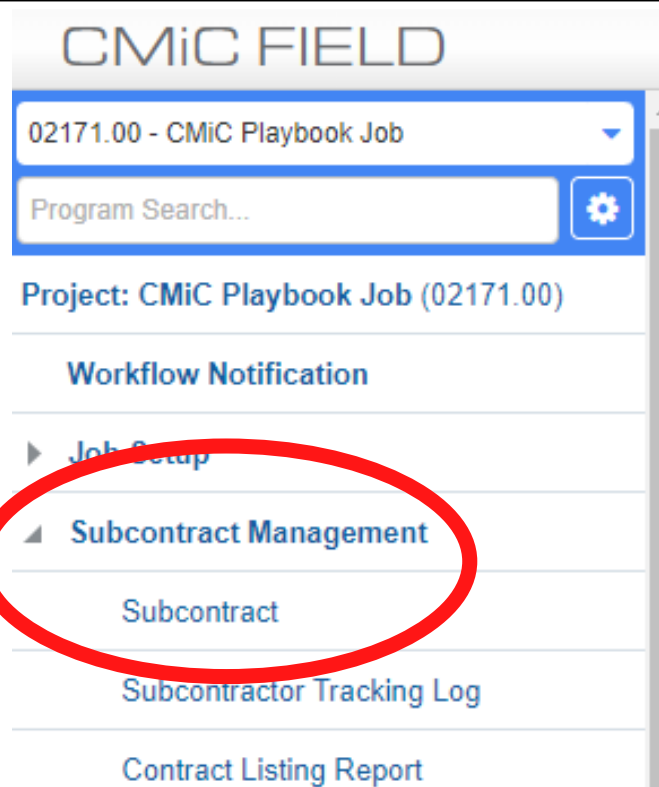
2

- **Click on "Add Subcontract"**
  *This is a blue box on the right hand side of the screen
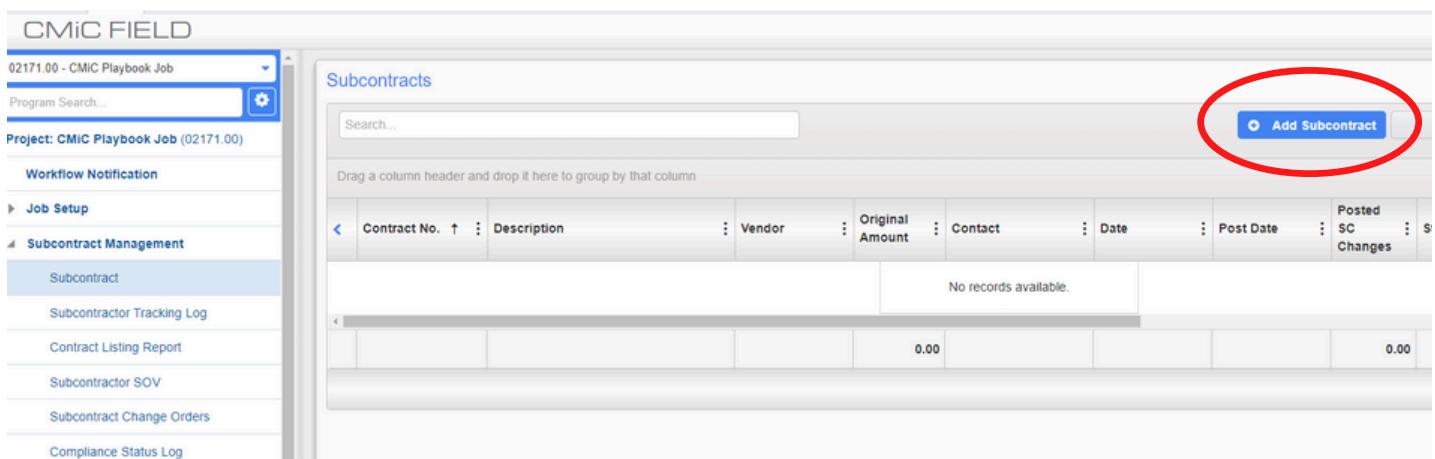
Module 6: Create a subcontract

3

- **Choose the "Vendor" by clicking the magnifying glass**
  *NOTE: Click on "ALL" to search for vender
- **Add a description in the "Description" box**
- **Confirm date**

4

- **Scroll down to Accounting**

- **Confirm**
  - **Invoiced**
  - **Default Retainage %**

5

- **Scroll down to "User Defined" and confirm:**
  - **"Monthly Billing Date"**
  - **% Markup**
  - **% Markup - Sub-Subcontractor Work Performed**

User Defined

Master Agreement	% Markup - Work Performed ★
🔍	
Monthly Billing Date ★	% Markup - Sub-Subcontractor Work Performed ★
20th of the Month	

6

- **Click the magnifying glass and identify**
  - **Payment and Performance Bond**
  - **Scope Details**

Payment and Performance Bond ★

🔍

Scope Details ★

🔍

7

- **Scroll down to "Schedule of Values"**

- **Click the blue "+"**

8

- **Task Code - Input the subcontract line number**
  *NOTE: In most cases, this will be "01"

- **Task Name - Type in the line description**

9

- **Use the magnifying glass to identify:**
    - **W/M - In most cases this will be "LS"**
    - **Amount - Type in the dollar amount**

Schedule of Values

Seq	Task Name	* W/M	Unit	Rate	Amount
	Painting	LS 🔍		0	1120.00

- **Scroll to the right to complete the line information:**
    - **Job - Select the project number if it does not auto populate**
    - **Phase - Select the phase code**
    - **Category - Select the category code**
        *Note: this should be "S" for all subcontractor costs

* Job	* Phase	* Category
02171.00 🔍	090190.91 🔍	S 🔍

10

- **Scroll down to "Key Dates"**
- **Input**
  - **Start Date**
  - **End Date**
  - **Issued Date**
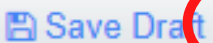
11

- **Click "Save"**

12

- **To print/run the report - Click "Print" in the top right corner of the screen**

- **Once a new window opens, click "Print" again**
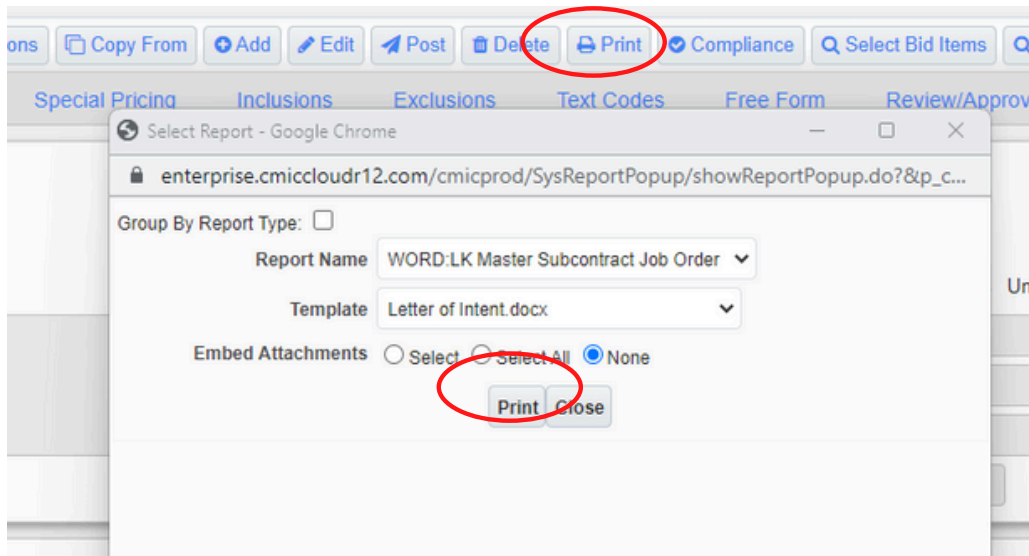
*NOTE

- **Use the arrow next to "Template" to identify the form to be printed**
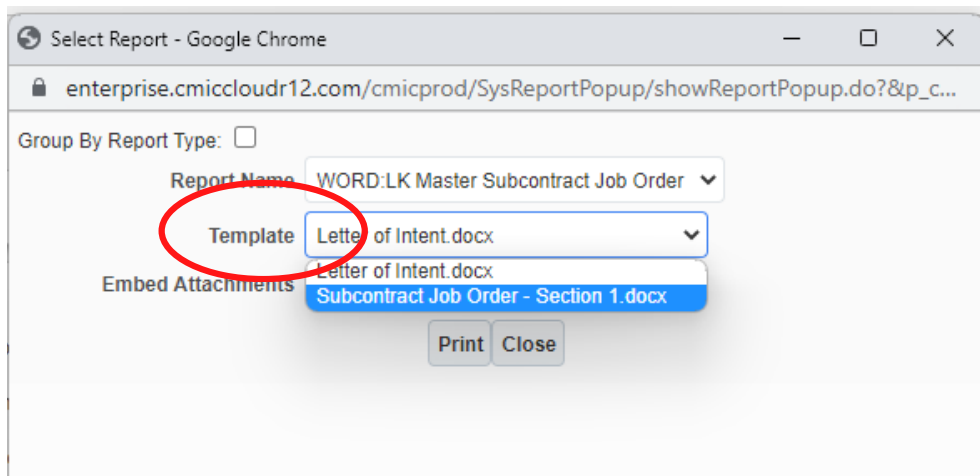
Module 6: Create a subcontract

13

- **Click "Run Report"**
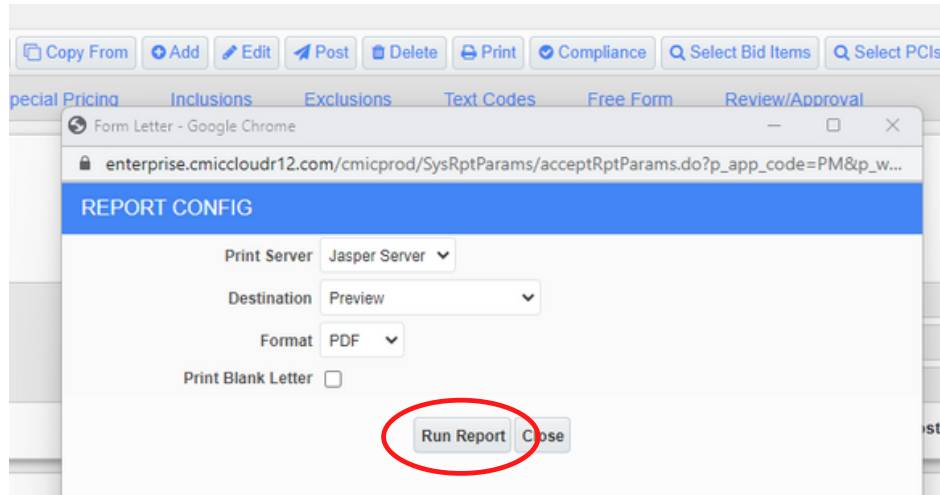
*NOTE- The subcontract should be sent through DocuSign and fully executed before posting

14

- **To post the subcontract**
  - **Click "Post" in the top right corner**
  - **Click "Proceed"**
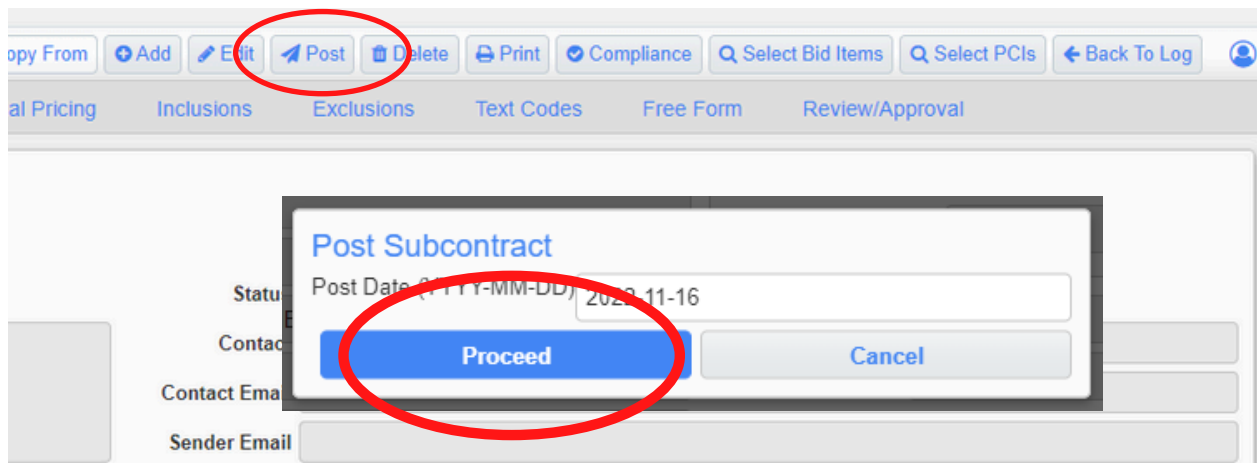
Module 6: Create a subcontract

15

- **Go back to the tree view on the left side of the screen**

- **Click on "Cost Reporting"**

- **Click on "Current Cost to Date (Live)"**

> Job Billing
>
> Cost Reporting
>
> Current Cost to Date (Live)
>
> Cost Projections
>
> Monthly Cost Report
>
> Detail Job Cost Report
>
> Labor Hours Report
>
> AP Imaging & Workflow Invoice Status Rep
>
> AP Invoices by Job

16

- **Click on the 3 dots next to "Spent/Committed" to choose the categories to show on the job**

Current Budget	Spent/Committed	Cost to Complete	Cost at Completion	Variance
0.00	0.00	130.	0	130.10
0.00	80,569.00	0.		
0.00	335,292.00	0.		
0.00	166,384.00	14,562.56	151,821.4	
0.00	67,618.00	0.00	67,618.0	
0.00	25,558.00	0.00	25,558.0	
0.00	20,643.00	0.00	20,643.0	
0.00	307,277.00	0.00	307,277.0	
0.00	281,149.00	0.00	281,149.0	
0.00	152,718.00	0.00	152,718.0	

Sort Ascending
Sort Descending
Columns ▶
Filter ▶

- ☐ Job Code
- ☑ Cost Code
- ☑ Description
- ☑ Category Code
- ☑ Original Budget
- ☑ Transfers
- ☑ External CO
- ☑ Current Budget
- ☐ Spent
- ☐ Committed
- ☐ Committed Remaining
- ☑ Spent/Committed
- ☑ Cost To Complete

Modules 7-12
Project Administration

Module 7: Create a PCI

1

- **After logging into CMiC, click on the blue Field button.**

- **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 7: Create a PCI

3

- Use the arrow next to "Type" to scroll down and choose the appropriate option

  *NOTE: See the Glossary section of the playbook for the definitions of each "Type". Transfers will need an offset line for the amount that is being transferred. See below

4

- Click on the arrow next to "Status" to select "Open"

- Choose the date

5

- **Write a description**

6

- **Scroll down to "PCI Details"**

- **Under "Action" click the blue "+" button**

Module 7: Create a PCI

7

- **Option 1 - For a non-subcontractor change:**
  - **Add a description**
    - **The job number will autofill**

  - **Select a phase and category by clicking the magnifying glass**

\underline{\text{Module 7}}: Create a PCI

7

- **Option 2 - For a subcontractor change:**
  - **Click the magnifying glass next to "Vendor" and select a vendor.**
    - **The "Subcontract" will auto populate unless there are multiple subcontracts for the same vendor. If that is the case, click the magnifying glass and select the correct subcontract.**

- **The "Phase" and "Category" will auto populate to match the subcontract unless there are multiple phase codes linked to that subcontract.**
  - **If this is the case, select the phase code this change order should be allocated to. (See below)**

8

- **Scroll to the right and add the "Final Amount"**

  *NOTE: The "Billing Amount" should auto populate to match the Final Amount.

PCI Details

✔ Show Rates

Action	Print ☐	Seq	Description	oted Amount	Final Amount	Billing Amount	Subcontract Change
➕➖	✔		CMiC Change Order #1		457	457	🔍
➕➖	✔		CMiC Change Order #1		-457	-457	🔍

*NOTE: For transfers, the amount must net to zero

*NOTE:

- **If this is a Subcontractor Change, then the "Subcontract Change" will default to TBD and the Task ID will match the PCO number.**
  - **The subcontractor change order number will be assigned upon posting**

Details

ow Rates ☐ Auto Calculate Markups

	Print ☐	Seq	Description	Final Amount	Billing Quantity	Billing Rate	Billing Amount	Subcontract Change	Task ID
➖	✔		Elevators - Added Scope	5040			5040	TBD 🔍	PCO096
➕									

9

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

10

- **Once the PCI has been saved, you will see some additional options in the top right corner. Click "Calc. Markups" to add markups to the PCI**

Module 7: Create a PCI

11

- **Once the change order is ready to be approved, click "Edit"**

12

- **Change "Status" of PCI to "Approved"**

- **Click "Save"**

13 - For Internal COs and Transfers:

- ## Click "Post"

- ## Click "Proceed"

*NOTE: For PCIs with "Type - Scope Change", the PCI will be posted through an owner change order because they affect the budget

(See Module 8 for owner change order posting)

Module 7: Create a PCI

NOTE:

To send a RFQ:

- **Go back to your PCI**
  - **Change Management --> Potential Change Items--> Click on the PCI**
- **Click on the RFQ tab**

- **Click "Edit"**
- **Use the magnifying glass to select the contact**
- **Select the due date**
- **Click "Save"**

- **Click "Broadcast RFQs"**
- **Select Template**
- **Click "Send"**

Module 7: Create a PCI

NOTE:

To void a PCI:
- Click on "Change Management"
  - Click on "Potential Change Items"
- Select the PCI you want to unpost
- Click "UnPost"
- Click "Yes"

Module 8: Create an owner change order

1

- **After logging into CMiC, click on the blue Field button.**

- **Click on "Change Management"**

- **Click on "Owner Change Orders"**

2
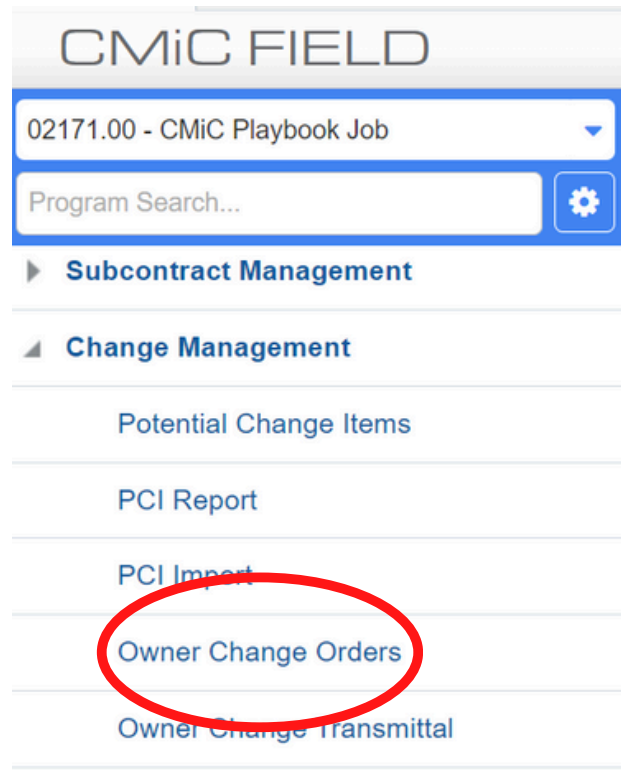
- **Click on "Add Change Order"**
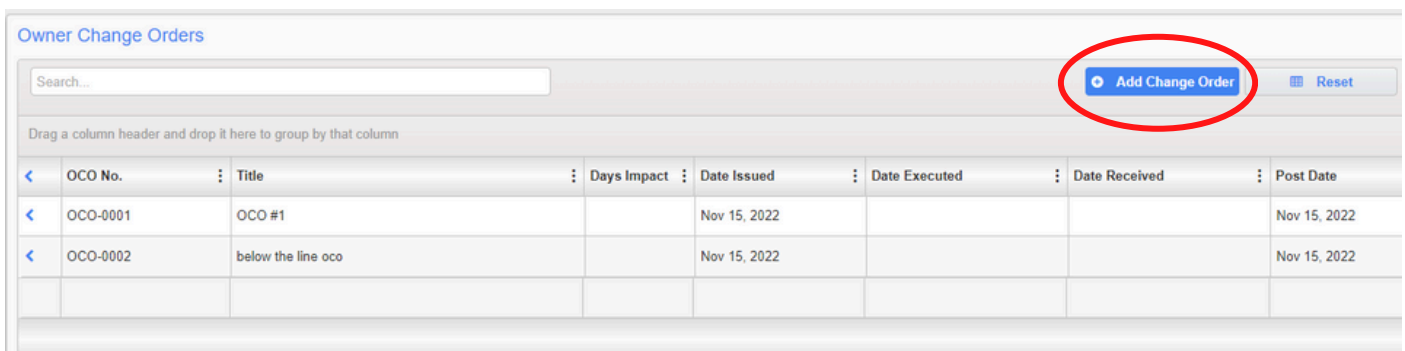
Module 8: Create an owner change order

3

- **Add a "Title"**

- **Add "Owner's CO#"**

Change Numbers	Notes	Attachments	
OCO No.*	OCO-0001	Title*	Playbook CO
JB Contract	02171.00 🔍	Owner's CO#	0124
Notes			Closed ☐
Days Impact		Date Issued	020323 🗓	Date Executed	🗓	Date Received

4

- **Scroll down and click on "Add PCI's"**

	Add PCI's
s Impact	Status	Action

- **Select the PCI**

- **Click "Accept"**

PCI Details LOV - Google Chrome

🔒 enterprise.cmiccloudr12.com/cmicprod/PMOwnChgOrder/MultiLovOcoDetails.do?&cmmvCompCode...

Find: %   Go   Close   Accept

<< Prev Set   1 - 1 of 1 ▽   Next Set >>
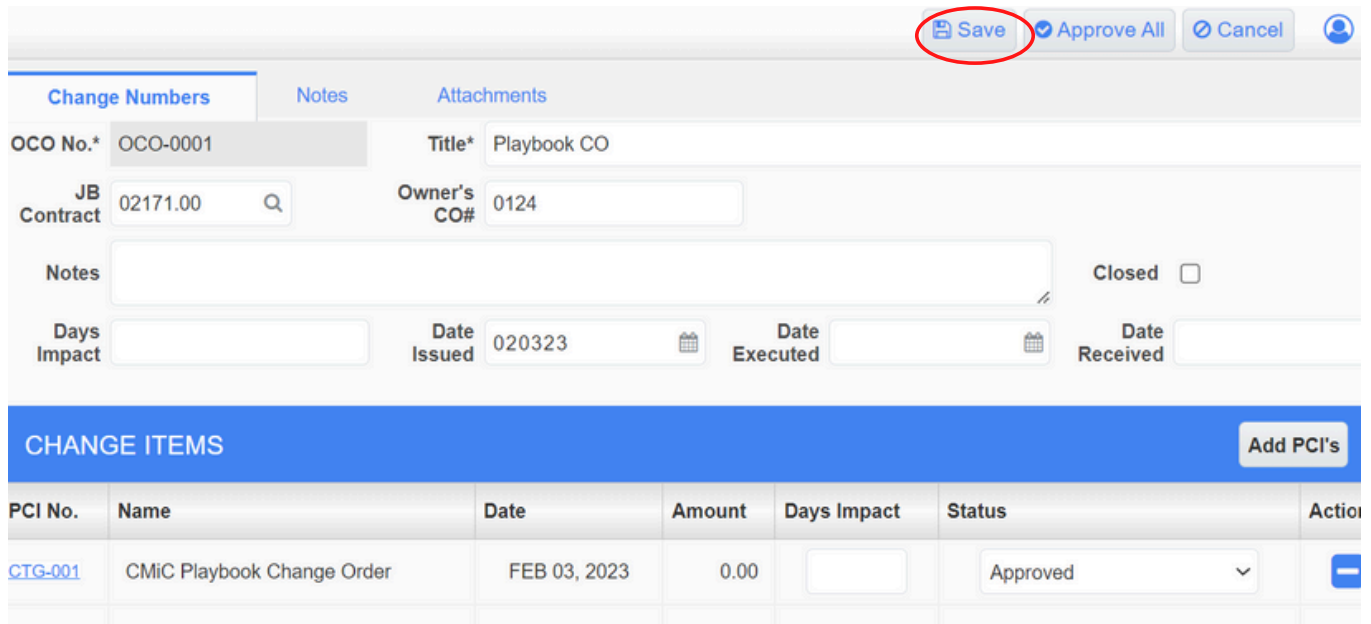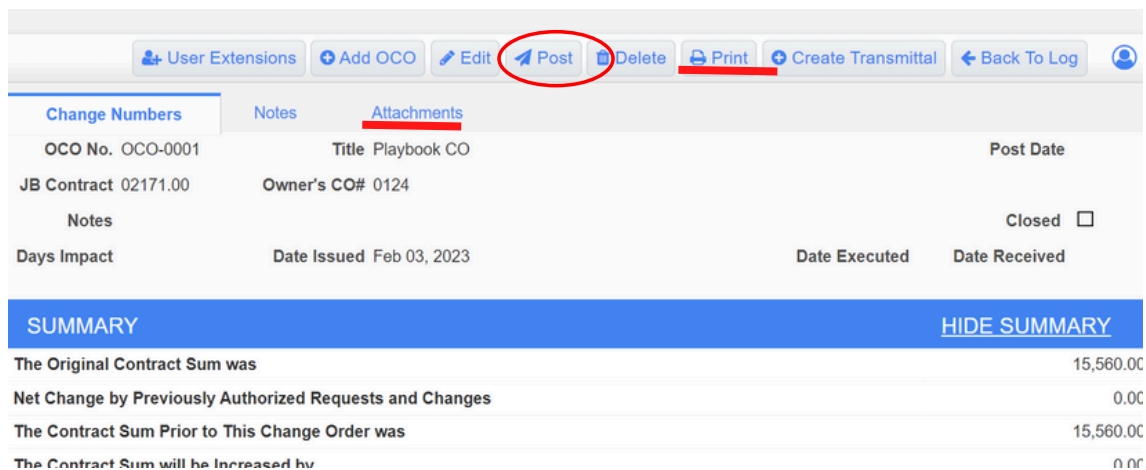
Code	Name	Date	Amount	Days Impact	Status	☐
CTG-001	CMiC Playbook Change Order	FEB 03, 2023	0.00		Approved	☑

Module 8: Create an owner change order

5

- **Click "Save"**

6

- **Click "Post"**

  *NOTE: At this time, you can add attachments or print the OCO

Module 9: Create a subcontractor change order

1

- **After logging into CMiC, click on the blue field button**

- **Click on "Subcontractor Management"**

- **Click on "Subcontract"**

- **Select the Subcontract**

CMiC FIELD

02171.00 - CMiC Playbook Job

Program Search...

Project: CMiC Playbook Job (02171.00)

Workflow Notification

▸ Job Setup

◢ Subcontract Management

    Subcontract

	Contract No. ↑ ⋮	Description ⋮	Vendor ⋮	Ori Am
‹	02171.00.0001	This is a subcontract for the playbook	Diversified Construction Group LLC	

2

- **Click on "Change Orders"**

- **Click on "Create SC Change"**

    👤 User Extensions   ⊕ Add   ✎ Edit   🖨 Print   ✔ Compliance   ⊕ Create SC Change

Subcontract Detail   **Change Orders**   Participation   Attachments   Alternates   Free Form   Review/Approval

06310-001 - Early Utilities - Sitework

Change Orders

Module 9: Create a subcontractor change order

3

- **Scroll down to the Schedule of Values**

- **Click "Add PCIs"**

Schedule of Values							Add PCIs
Action	Item Code*	Task Name	Unit	Rate	Amount	Job*	Phase

4

- **Select the PCI**

- **Click "Close"**

- **Click "Save"**

*NOTE- Wait for signatures before posting

Available PCIs

Select	PCI No.	Task Name	Unit	Rate	Quoted Amount	Amount	Job	Phase	Category	W/M	Days Impact	PCI Status	Long Descri
☐	CTG-001	CMiC Change Order #1			.00	457.00	02171.00	090190.91	S	LS	0	ACO	CMiC Chang
☐	CTG-001	CMiC Change Order #1			.00	-457.00	02171.00	090190.91	S	LS	0	ACO	CMiC Chang

Available PCIs with TBD
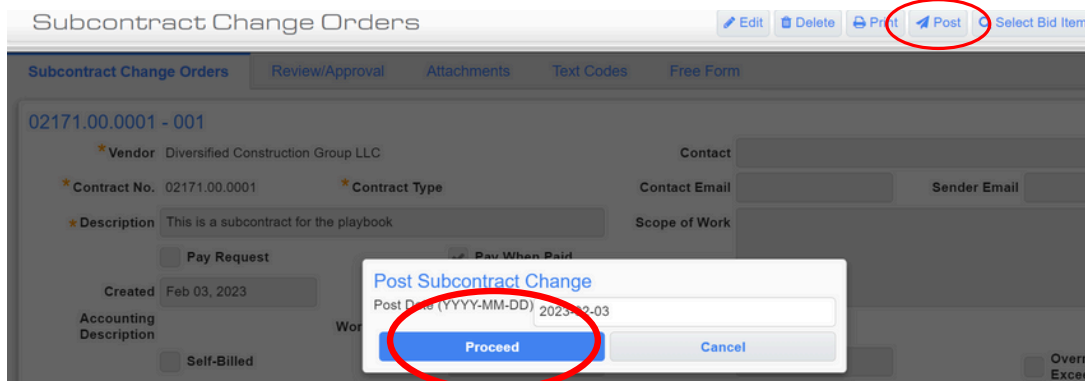
5

- **Click "Post"**

- **Click "Proceed"**
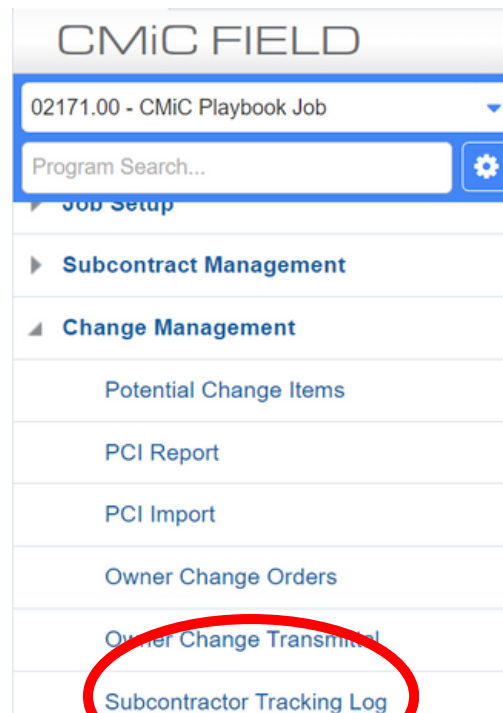
NOTE: For PCIs designated "Type: Scope Change", the PCI will be posted through an owner change order.

(See Module 8 for owner change order posting)

6

To review a posted change order:

- **Click on "Change Management"**

- **Click on "Subcontractor Tracking Log"**

Module 9: Create a subcontractor change order

7

- **This is a log of the status of change orders**
  - **PCI post date: Date the PCI was posted and when it is hitting the budget**
  - **OCO#: Owner Change Order the Subcontractor Change Order is linked to**
  - **SCO#: Subcontractor Change Order that can be clicked into**
    - **If there is no Contractor Post Date then the subcontractor change order has not been posted yet.**
  - **If the information is blue, then the link to that item is live**

Subcontractor Tracking
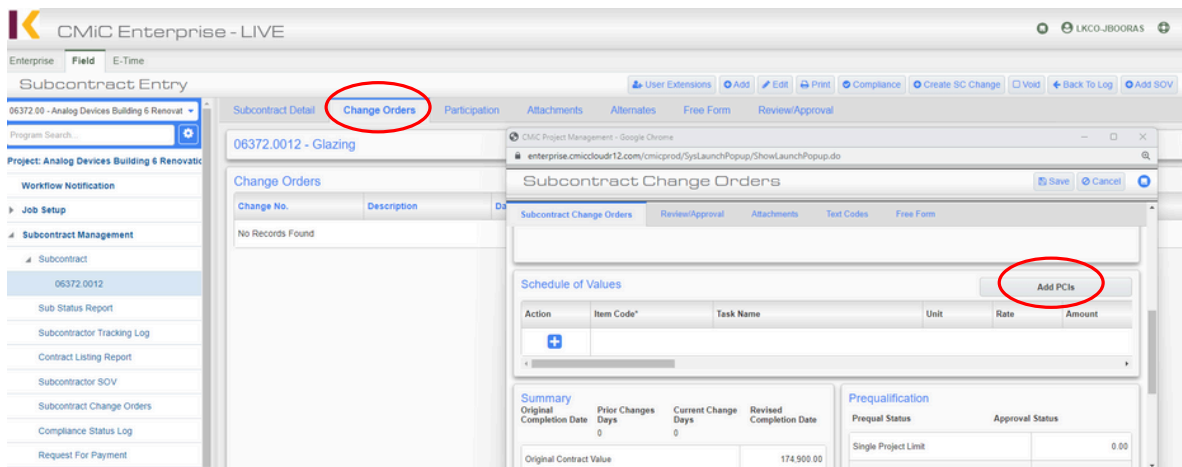
Search...   ⊞ Reset

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

PCI Type	PCI No.	PCI Post Date	Owner Reference Number	Subcontractor Reference Number	OCO #	SCO #	Contract Post Date
Out of Scope Change	PCO001	Nov 15, 2022			OCO-0001	06311.0250-001	Nov 14, 2022
Out of Scope Change	PCO002	Nov 15, 2022			OCO-0001	06311.0250-002	Nov 14, 2022
Out of Scope Change	PCO004	Nov 15, 2022			OCO-0001	06311.0212-001	Nov 15, 2022
Out of Scope Change	PCO060	Nov 15, 2022			OCO-0001	06311.0213-001	
Out of Scope Change	PCO092	Nov 15, 2022			OCO-0001	06311.0221-001	
Out of Scope Change	PCO092	Nov 15, 2022			OCO-0001	06311.0227-001	Nov 15, 2022
Out of Scope Change	PCO092	Nov 15, 2022			OCO-0001	06311.0213-001	
Out of Scope Change	PCO092	Nov 15, 2022			OCO-0001	06311.0228-001	Nov 15, 2022
Out of Scope Change	PCO092	Nov 15, 2022			OCO-0001	06311.0226-001	
Out of Scope Change	PCO093	Nov 15, 2022			OCO-0001	06311.0207-001	Nov 15, 2022
Out of Scope Change	PCO094	Nov 15, 2022			OCO-0002	06311.0214-001	Nov 15, 2022
Out of Scope Change	PCO095	Nov 15, 2022				06311.0207-002	Nov 15, 2022
Out of Scope Change	PCO096	Nov 15, 2022				06311.0207-003	

Module 9: Create a subcontractor change order

*NOTE:

- **To post a SCO that has not been posted yet,**
  - **Go to "Subcontract Management-->"Subcontract" in the treeview**
  - **Select the subcontract**
  - **Click on the "Change Orders" tab**
  - **Click on "Create SC Change"**
  - **Click on "Add PCIs"**
  - **Check off selected PCIs**
  - **Click "Save" and "Post"**

- **When referencing back to the tracking log, there will be a post date for any subcontractor change orders that have been posted.**

Module 9: Create a subcontractor change order

**NOTE:

To void a subcontractor change order

- **Click on "Subcontract Management"**
  - **Click on "Subcontract Change Orders"**
- **Select the PCO you want to unpost**
- **Click "Void"**
- **Click "Proceed"**

- **Click on "Potential Change Items"**
- **Select the PCO you want to unpost**
- **Click "Unpost"**
- **Click "Yes"**

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"**

2 - Set up first bill

- **Enter the job number next to "Find"**
  - **Press Go**

- **Click on the pencil next to the job number**

Module 10: Create owner invoices

3 - Set up first bill

- **Under "Billing Items" select Group 5**

- **Click on "Add New Bill Codes"**

4 - Set up first bill

- **Select "Add New Bill Codes Only"**
  - ***NOTE- This only needs to be done if a cost code was added to the job since the last bill**

- **Click "OK"**

- **Click "Save"**

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"**

6 - Set up first bill

- **Click on "Insert Multiple"**

7 - Set up first bill

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

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**

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"**

11 - Set up first bill

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

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
02171.00-09019	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	O	03
02171.00-99065	PC	LKCO Insurance - Oth		02171.00	99	990650.00	O	04
02171.00-99080	PC	Building Permit - Othe		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"**

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	

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"**

02171.00 - CMiC Playbook Job

Program Search...

Project: CMiC Playbook Job (02171.00)

Workflow Notification

▶ Job Setup

▶ Subcontract Management

▶ Change Management

◢ Job Billing

　　Enter Contract

　　Prepare Bill

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"**

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

PARE BILLING

Selection Criteria

* Company LEEKENC2   Lee Kennedy Co., Inc.
Contract Number 02171.00   CMiC Playbook Job
Job Number 02171.00   CMiC Playbook Job
PO/WO Number

Add New PO/WO   ☑ Show Zero L

Draw Info

Alert

Contract 02171.00 has no billings. Would you like to create a new Draw "Draw 1"?

Draw   Cancel

Alert

New Billing created. Would you like to include new transactions up to Reference Date 31-DEC-22?

OK   Cancel

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)**

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**

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	○ B ⦿ C ○ T ○ P	☐	TR
Nov 09, 2022	2	0	○ B ○ C ⦿ T ○ P	☐	PC
Nov 09, 2022	99999	999	○ B ○ C ○ T ⦿ P	☐	PC
Nov 09, 2022			○ B ○ C ○ T ○ P	☐	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

18 - Include change orders in your bill

- **When change orders are complete, click "Save" and then click, "Exit"**
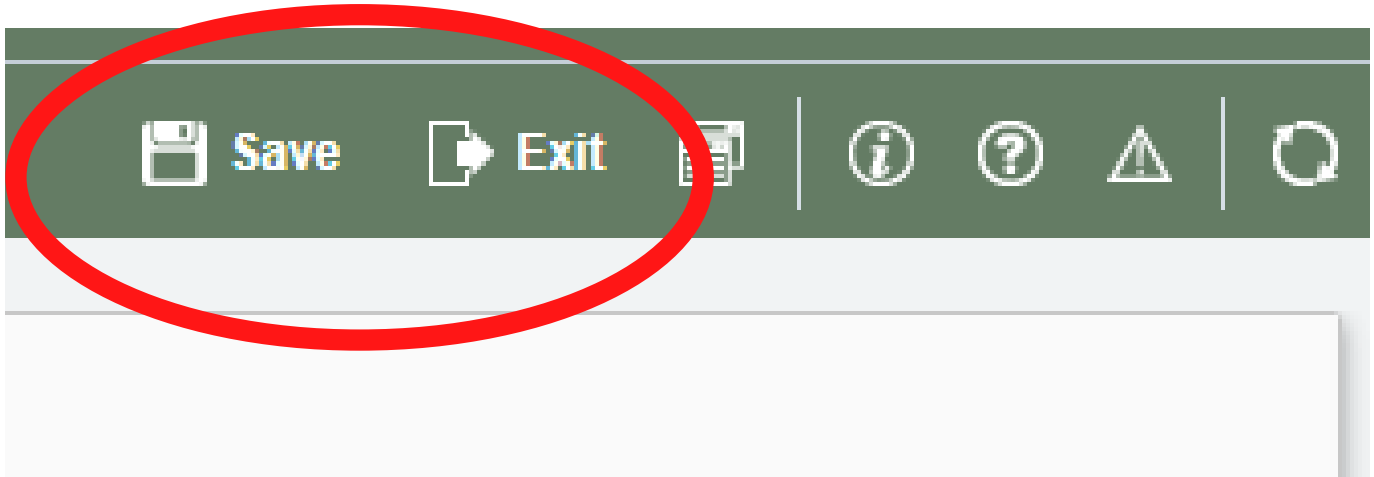
19 - Assign job cost transactions to owner bill

- **Click on "Cost Transactions"**

  Note: A new window will appear

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**

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 ○ B ○ T ○ P	Draw	Rev	Bill Code	Po
010000.00	O		○ B ⦿ T ○ P	1	0	06375.00-010	Oct
024100.00	E		○ B ○ T ⦿ P			06375.00-024	Oct
034000.00	O		○ B ⦿ T ○ P	1	0	06375.00-034	Dec
034000.00	O		○ B ⦿ T ○ P	1	0	06375.00-034	Dec
260000.00	S		⦿ B ○ T ○ P	1	0	06375.00-260	Oct

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 ○ B ○ T ○ P	Draw	Rev	Bill Code	Po
010000.00	O		○ B ◉ T ○ P	1	0	06375.00-010	Oct 3
024100.00	E		○ B ○ T ◉ P			06375.00-024	Oct 3
034000.00	O		○ B ◉ T ○ P	1	0	06375.00-034	Dec
034000.00	O		○ B ◉ T ○ P	1	0	06375.00-034	Dec
260000.00	S		◉ B ○ T ○ 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 ○ B ○ T ○ P	Draw	Rev	Bill Code	Po
010000.00	O		○ B ◉ T ○ P	1	0	06375.00-010	Oct 3
024100.00	E		○ B ○ T ◉ P			06375.00-024	Oct 3
034000.00	O		○ B ◉ T ○ P	1	0	06375.00-034	Dec
034000.00	O		○ B ◉ T ○ P	1	0	06375.00-034	Dec
260000.00	S		◉ B ○ T ○ 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.**

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**

26 - Assign job cost transactions to owner bill

- **When cost transactions are complete, click "Save" and then click, "Exit"**
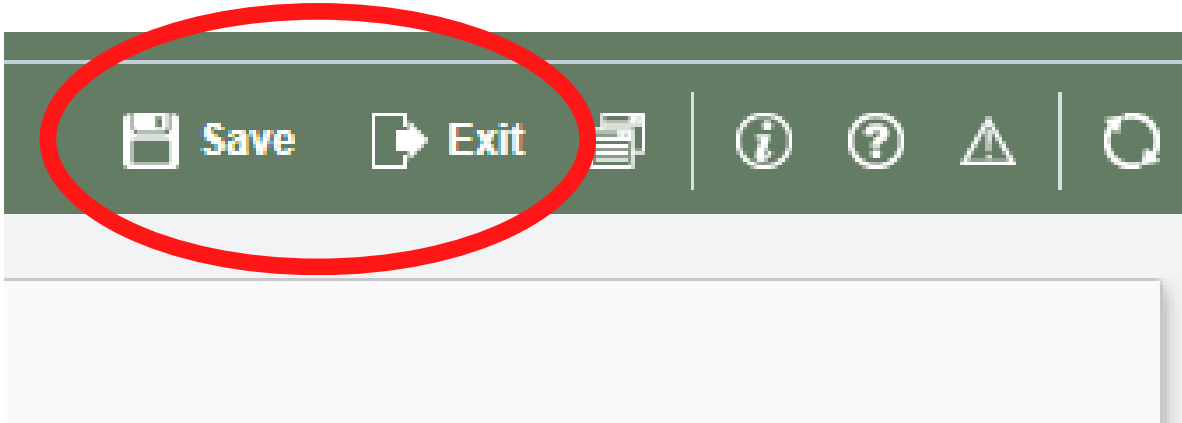
27 - Assign job cost transactions to owner bill

- **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**

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**

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

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**

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

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

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 seach 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	Contract
LKCO	06341.00 - Harvard Adams Phase 2: Randolph 2...

Labor Transaction Details

			From: To:	From: To:			
Phase Code*	Phase Name	Source Desc	Post Date:Month	Reference Date	Category Code	Dsrc 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	Quick Look · View · Waivers	$45,880.00	$43,586.00 ✓	APPROVED	03/14/2023
☐	Beantown Acoustics	10748.0014 - ACT	02/28/2023	5	Quick Look · View · Waivers	$26,000.00	$24,700.00 ✓	APPROVED	03/14/2023
☐	Boston Paint Company, Inc.	10748.0018 - Painting	02/28/2023	5	Quick Look · View · Waivers	$6,407.46	$6,087.09 ✓	APPROVED	03/14/2023
☐	Circle Floors, Inc.	10748.0007 - Carpet & Tile	02/28/2023	6	Quick Look · View · Waivers	$54,668.03	$51,934.62 ✓	APPROVED	03/14/2023
☐	E.M. DUGGAN, INC	10748.0001 - HVAC	02/28/2023	11	Quick Look · View · Waivers	$236,863.00	$225,019.85 ✓	APPROVED	03/14/2023

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"**

▶ Job Setup

▶ Bid Management

▶ Subcontract Management

▶ Change Management

◢ Job Billing

    Enter Contract

    Prepare Bill

31 - Add Subcontractor Cost to an Owner Bill

- **Verify the company**

- **Enter the contract number**

◢ Selection Criteria

* Company	LEEKENC1 🔍	Lee Kennedy Company	
Contract Number	🔍		
Job Number	🔍		

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"**
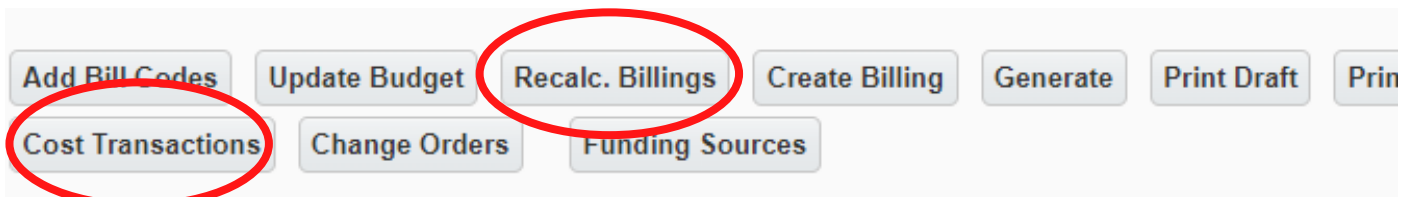
33 - Add Subcontractor Cost to an Owner Bill

*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"**

34 - Bill lump sum line items including fee and insurance

- **Within the Prepare Billing window, scroll down to Summary**

35 - Bill lump sum line items including fee and insurance

- **Access the group number tab that cooresponds with the invoice format**

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

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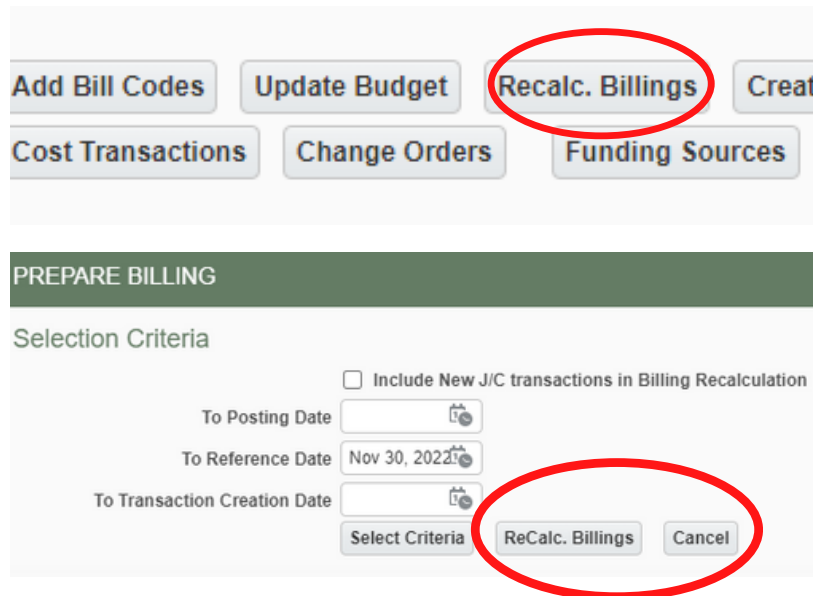
Ovr	Current Completed	Compl & Stored	%Completed	Retainage
	-36,189.51	0.00	0.00	0.00
	-10,829.74	50.00	0.07	5.00
	0.00	0.00		0.00
	-4,282.99	0.00	0.00	0.00

Module 10: Create owner invoices

38 - Bill lump sum line items including fee and insurance
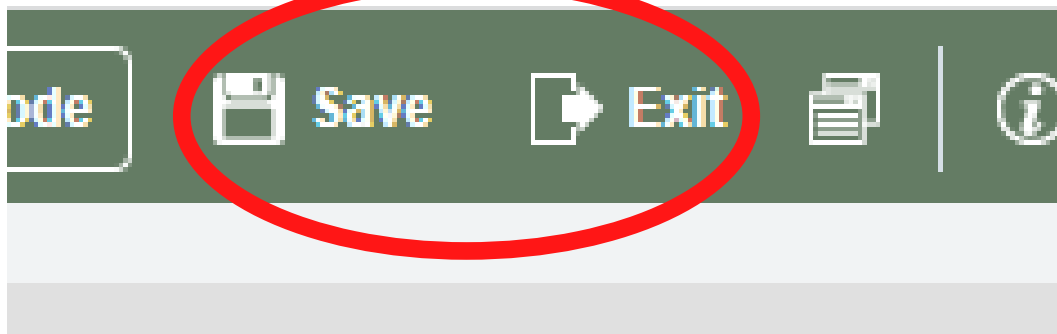
- Click "Recalc. Billings"

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

39 - Bill lump sum line items including fee and insurance

- Click "Save"

<u>Module 10</u>: Create owner invoices

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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**

---

41 - Clear billing and retainage overrides

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

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

<u>Module 10</u>: Create owner invoices

42 - Print the bill and backup

- **Click "Recalc. Billings"**

- **Click "Generate" to generate a bill**
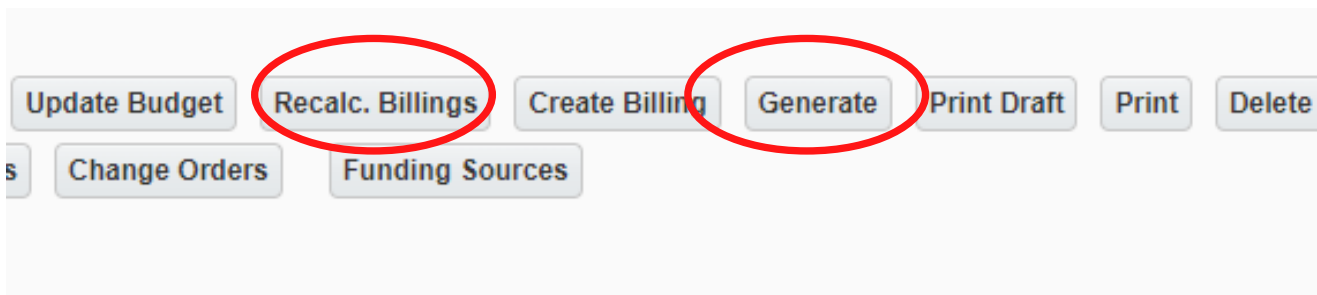
43 - Print the bill and backup

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

<u>Module 10</u>: 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"**
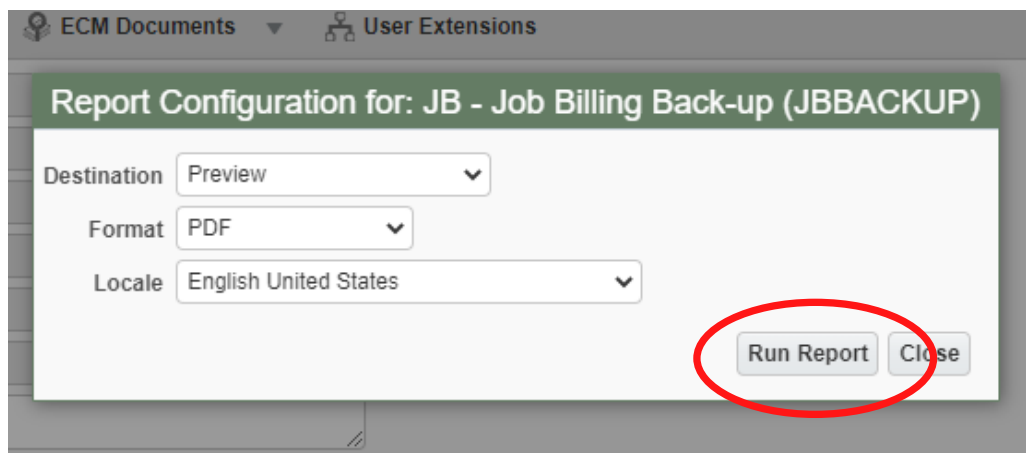
45 - Print the bill and backup

- **After clicking "Close" a new popup will open. Click "Run Report" to view billing backup or "Close" to exit**
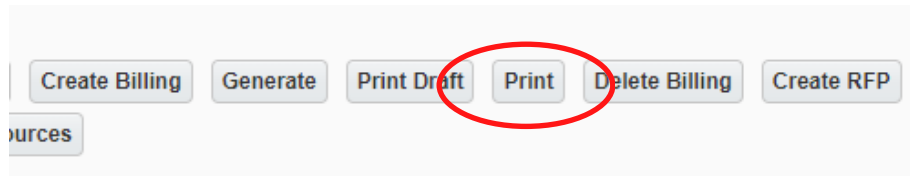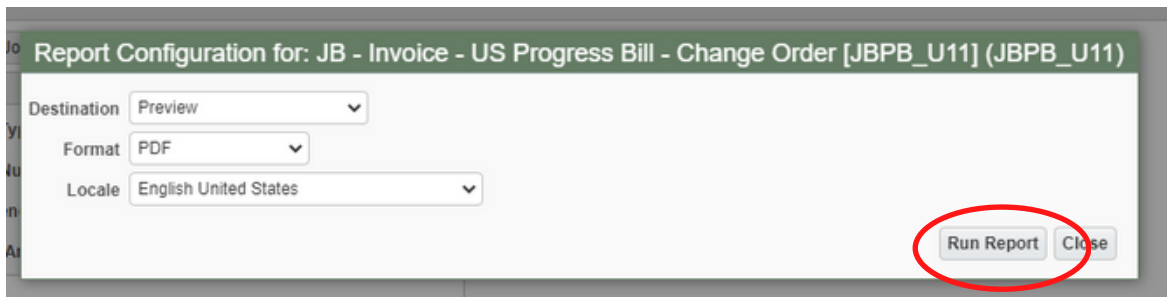
Module 10: Create owner invoices

46 - Print the bill and backup

- **To print, click "print"**
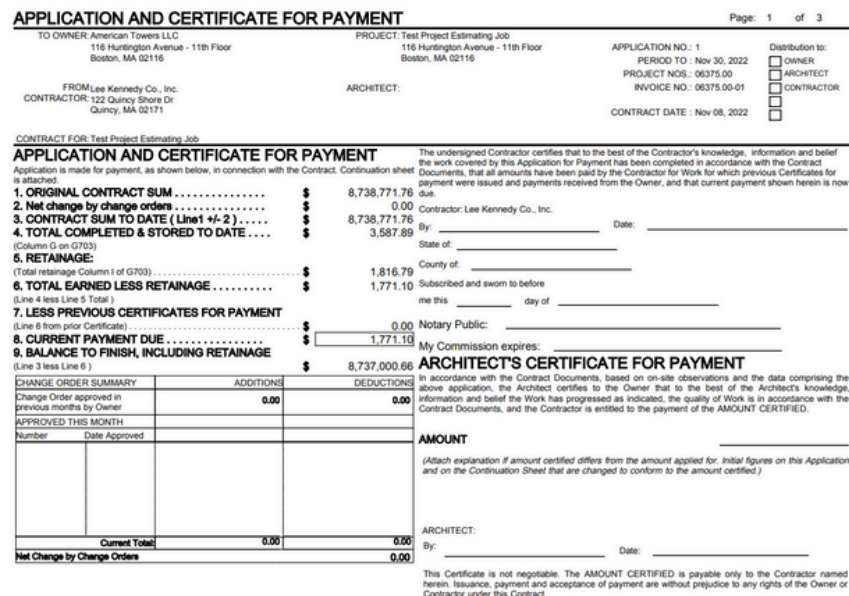
- **Click "Run Report"**

47 - Print the bill and backup

- **This will generate a report that can be printed**

Module 11: Cost Reporting/ Projections

- 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
- 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

Module 11: Cost Reporting/ Projections

<u>*NOTE- Cost Reporting - Fill out Final Exec Summary Spreadsheet under Module 11 (Cost Reports) on the People and Culture Website</u> (click <u>here</u> if using online Playbook)
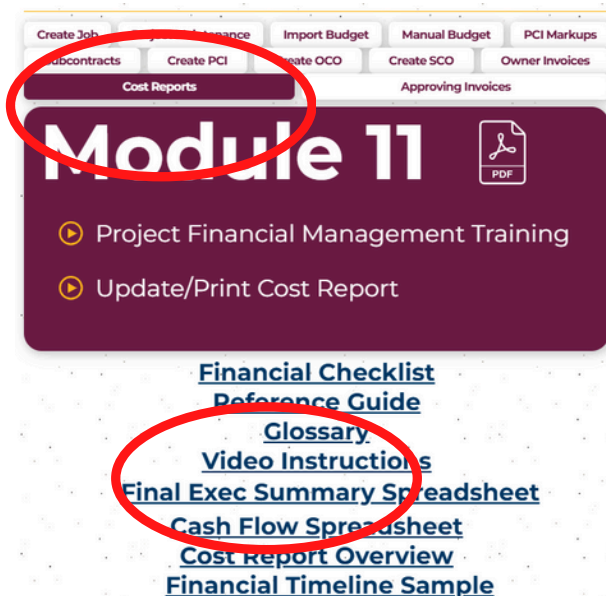
Why do we do cost reports?

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.

<u>Timeline</u> (live link, also available under Module 11)

Due Date	Activity
30-Aug	Pencil requisition submitted
10-Sep	Final requisition due
12-Sep	All subcontractor requisitions/misc invoices approved
15-Sep	First draft of cost report due to PX/VP
15-Sep	Final cost report due: **Interiors/ Special Projects**
21-Sep	Final cost report due: **General Construction**
22-Sep	Cost report due to CFO
28-Sep	Monthly analytics issues by cost controller
September 23-September 30	Monthly cost report review meeting

Module 11: Cost Reporting/ Projections

*NOTE

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

Module 11: Cost Reporting/ Projections

*NOTE

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

*NOTE

Insurance and Fee Example:

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	
REV	General Conditions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		6,218,031.00	14,992,471.70	13,573,806.30	52,713.11	1,008,429.06	14,634,948.47	526,186.37	

- **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.

Module 11: Cost Reporting/ Projections

*NOTE

There are different ways to view the cost report in the treeview

- **Current Cost to Date**
    - This is your live budget.
    - Anything that is blue can be edited

- **Cost Projections**
    - This is where you will complete your cost report each month.

- **Monthly Cost Report**
    - This is the broken out SOV

Module 11: Cost Reporting/ Projections

1 - Update Cost Report

- **After logging into CMiC, click on the blue "Field" button**

- **Search for the job number in the top search bar**

- **Click on "Cost Reporting"**

- **Click on "Cost Projections"**

Workflow Notifications

▶ Job Setup

▶ Subcontract Management

▶ Change Management

▶ Job Billing

◢ Cost Reporting

    Current Cost to Date (Live)

    Cost Projections

    Monthly Cost Report

    Detail Job Cost Report

    Labor Hours Report

2 - Update Cost Report

- **Review the contract number, year, and period.**

- **Scroll left and click "Go" to load the cost report**

cast with PCI Projections

Flr Office ▾

CONTRA...

Contract 10754.00 ▾   Year 2022   Current Status

h Flr Office

Job ▾   Period 8

Filter   ⦿ Cost/Revenue   Show   ☐ Zero
    ○ Projected Cost

BILL CODES (FILTERED)

Job	Cost Code	Cost Code Name	Cat

and Revenue Lines   Hide ☐ Zero Projected Cost Lines   Rows   ○ Recoverable   Go
   Only   ○ Non-Recoverable
       ⦿ Both

lli... pe	Pend CO Rev (Incl. Risk)	Projected Rev. Budget	Projected Revenue (Adj. for max)	Rev. Over -/ Under + Rev. Budget	Projected Profit	Notes	Billed To Date
		[G]	[H]	[I]=[G]-[H]	[J]=[H]-[E]		

<u>Module 11</u>: Cost Reporting/ Projections

3 -Update Cost Report
- **To update your cost report:**
  - **Update the "Cost to Complete"**
  - **Add in any notes.**
    - *** If cost codes don't show up, refer to page 20**

- **Click on the magnifying glass next to "Cost to Complete" on any labor line to access labor projections**

- **Click "Save"**

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

Module 11: Cost Reporting/ Projections

4 - Print Cost Report

- **Go back to the treeview**

- **Click on "Cost Reporting"**

- **Click on "Monthly Cost Report"**

▲ **Cost Reporting**

Current Cost to Date (Live)

Cost Projections

Monthly Cost Report

Detail Job Cost Report

Labor Hours Report

JC - Transaction Report

5 - Print Cost Report

- **To print your cost report, you can print it in either a PDF or Excel format**
  - **Click on the "Export to Excel" icon to export the report into an Excel document**
  - **Click on the "Export to PDF" icon to create a PDF file**

	Cost To Complete	Forecast	Budget Variance
tted ing			
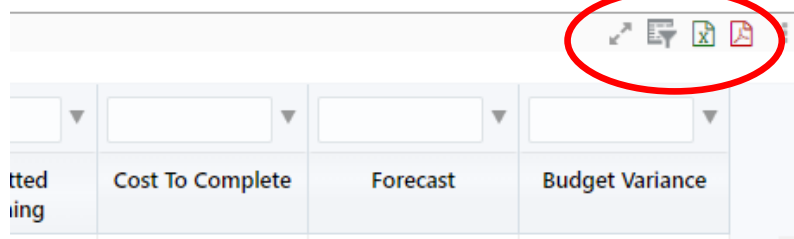
*NOTE:
  - **Click on the "Maximize" button to make the report larger**
  - **Click on the "Filter" button to filter results**

Module 11: Cost Reporting/ Projections

6 - Print Labor Report

- **Go back to the treeview**

- **Click on "Cost Reporting"**

- **Click on "Detail Job Cost Report"**

7 - Print Labor Report

- **Use the magnifying glass next to "Contract" to input the job number**

- **Click "OK"**

Module 11: Cost Reporting/ Projections

8 - Print Labor Report

- **Above the "Category Code" filter by L (Labor)**

- **Click on the calendar to identify the "Reference Date"**

	From:	From: 202.	L	
	To:	To: 202.		

Source Desc ▼	Post Date:Month	Reference Date	Category Code	Dsrc Code
Burns, Peter S.	Mar 2020	2020-03-17	L	PY
Elshamy, Mohamed H	Mar 2020	2020-03-17	L	PY
Evans, Stephen J	Mar 2020	2020-03-17	L	PY
Hough, John	Mar 2020	2020-03-17	L	PY
Ladd, Joshua M	Mar 2020	2020-03-17	L	PY

9 - Print Labor Report

- **To view your labor report,**
    - **Click on the "Export to Excel" icon to export the report into an Excel document**
    - **Click on the "Export to PDF" icon to create a PDF file**

tted ning	Cost To Complete	Forecast	Budget Variance

*NOTE:
- **Click on the "Maximize" button to make the report larger**
- **Click on the "Filter" button to filter results**

Module 11: Cost Reporting/ Projections

10 - Print Labor Report

- **Go back to the treeview**

- **Click on "Cost Reporting"**

- **Click on "Labor Hours Report"**

11 - Print Labor Report

- **Use the magnifying glass next to "Contract" to input the job number**

- **Click "OK"**

Module 11: Cost Reporting/ Projections

12 - Print Labor Report

- **To print your cost report, you can print it in either a PDF or Excel format**
  - **Click on the "Export to Excel" icon to export the report into an Excel document**
  - **Click on the "Export to PDF" icon to create a PDF file**
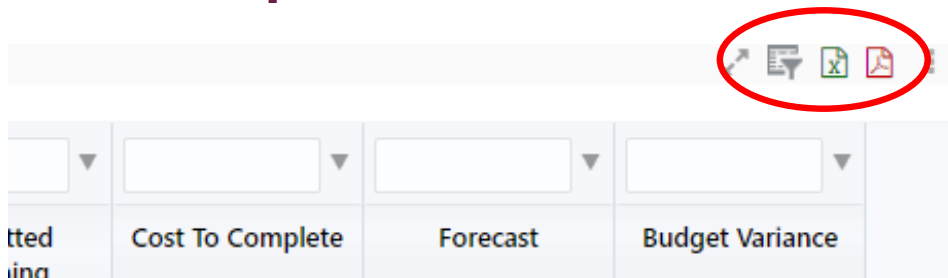
*NOTE:
  - **Click on the "Maximize" button to make the report larger**
  - **Click on the "Filter" button to filter results**

13 - Assembly of Final Report

*NOTE: Refer to Cost Report (<u>Final Exec Summary Spreadsheet</u> under Module 11 on P&C website) to assemble final cost report submission with all required documents. Distribute to project team as necessary.

*NOTE

- If your cost report is not populating, verify the "Year" and "Period"

LKCO - PROJECT SUMMARY

Year	Period	Company Code	Cont Code
2023	1	LEEKENC2 🔍	🔍

- There are 3 ways to view the cost report.

   *NOTE: Scroll down on the far right to view

a. Contract Forecast Summarized by Cost Code

Contract Forecast Summary by Cost Code

Cost Code	Cost Code Name	Original Budget	Current Budget	Spent	Committed Remaining	Cost To Complete	Forecast	Budget Variance
003275.00	Drinking Water / Coffee	27,187.00	27,187.00	5,764.22	0.00	21,422.78	27,187.00	0.00
003280.00	Parking	119,780.00	119,780.00	31,584.56	0.00	88,195.44	119,780.00	0.00
003285.00	Mileage and Travel	32,404.00	32,404.00	3,553.04	0.00	28,850.96	32,404.00	0.00
006015.00	GC Labor rate adjustments	-1,203,368.00	-1,203,368.00	-610,368.56	0.00	0.00	-610,368.56	-592,999.44
013077.00	Pads & Cell Service / Design Team	4,722.00	4,722.00	428.41	0.00	4,293.59	4,722.00	0.00
013135.00	Field Safety Engineer (Jimmy Layman)	161,955.00	161,955.00	30,931.84	0.00	0.00	30,931.84	131,023.16
013140.00	Co-Op	0.00	0.00	0.00	0.00	0.00	0.00	0.00
013214.00	DO NOT USE SEE 003213.00	0.00	0.00	628.46	0.00	0.00	628.46	-628.46
013232.00	DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
013240.00	Do NOT USE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
013250.00	Postage & Courier Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
013260.00	Temporary Sheds/Shanties	13,381.00	13,381.00	33,383.09	0.00	0.00	33,383.09	-20,002.09
013270.00	Sanitary Facilities	106,856.00	106,856.00	33,483.30	0.00	73,372.70	106,856.00	0.00
013280.00	Do Not Use	0.00	0.00	0.00	0.00	0.00	0.00	0.00
013285.00	Do Not Use	0.00	0.00	0.00	0.00	0.00	0.00	0.00
013505.00	Field Engineer	84,084.00	84,084.00	54,551.45	0.00	3,546.59	58,098.04	25,985.96
013507.00	Time Lapse WEB Camera	18,329.00	18,329.00	13,888.23	0.00	4,440.77	18,329.00	0.00
013508.00	Laser Scanning- Matt B VDC Dept.	30,240.00	30,240.00	21,953.60	0.00	0.00	21,953.60	8,286.40
013510.00	Survey and Engineering Consultant	10,110.00	10,110.00	13,366.50	0.00	0.00	13,366.50	-3,256.50
014001.00	QA/QC Manager	144,043.00	144,043.00	6,827.08	0.00	3,000.00	9,827.08	134,215.92
014005.00	Punch List Support	62,353.00	62,353.00	0.00	0.00	0.00	0.00	62,353.00
014010.00	Plant Inspections (Material Storage / Fabrication)	15,000.00	15,000.00	793.39	0.00	14,206.61	15,000.00	0.00
015010.00	Labor Foremen (Steve B)	736,517.00	736,517.00	351,817.47	0.00	9,612.22	361,429.69	375,087.31
015015.00	Progress Cleaning Laborer #1 (Chris G.)	505,010.00	505,010.00	177,733.92	0.00	30,813.00	208,546.92	296,463.08
		112,250,000.00	112,250,000.00	31,973,697.14	55,328,785.07	24,761,334.21	112,063,816.42	186,183.58

b. Contract Forecast Summarized by Category

Contract Forecast Summary by Category

Cat	Original Budget	Current Budget	Spent	Committed Remaining	Cost To Complete	Forecast	Budget Variance
L	8,217,398.00	8,223,380.32	3,428,278.43	0.00	1,149,865.55	4,578,143.98	3,660,236.34
O	12,347,001.30	11,863,549.28	3,176,348.93	34,589.00	9,533,190.71	12,744,128.64	-1,090,268.36
S	91,685,600.70	92,163,070.40	25,369,069.78	55,294,196.07	14,078,277.95	94,741,543.80	-2,383,784.40

c. Contract Forecast Summarized by SOV

Contract Forecast Summary 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

Module 12: Approving Invoices

1

*NOTE: The PM will receive an email notification that they have an open invoice to approve

- After logging into CMiC, click on the blue field
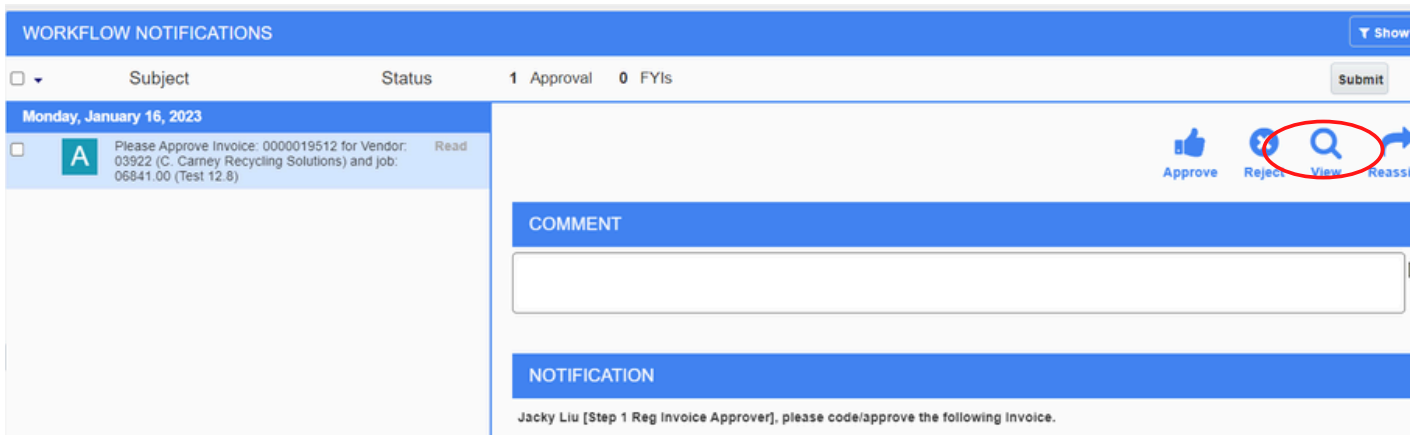
- Click on "Workflow Notification"
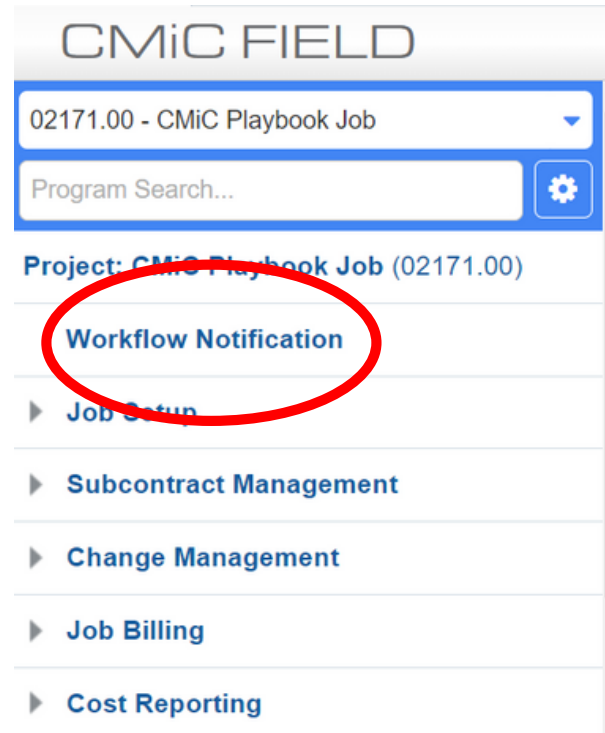
2

- The unapproved invoice will appear on the right side of the screen
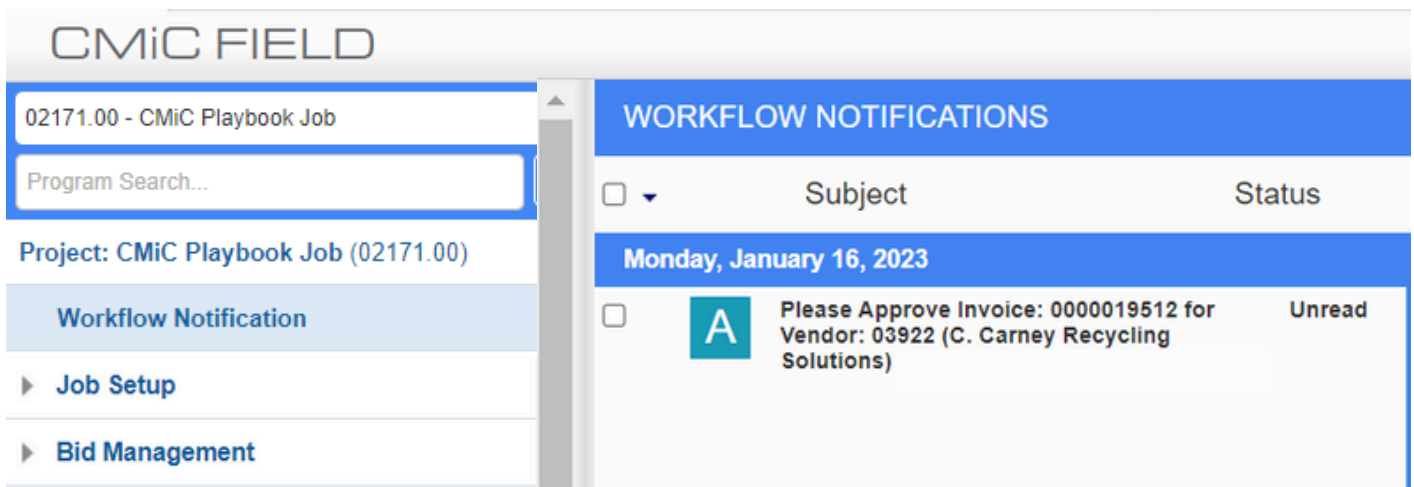
Module 12: Approving Invoices

3

- **Click on the notification**
  - **A new screen will load on the right**

- **Click on "View"**

4

- **After clicking "View", a new screen will appear**
  - **Click on the pdf on the left side of the screen**

Module 12: Approving Invoices

5

- **View the invoice and confirm it to be approved and processed for payment**

- **Scroll down to "Registered Invoice Details**

- **Click the blue "+"**

6

- **Use the magnifying glass to input**
  - **Cost Code/ Account**
  - **Category**
  - **Amount**

*NOTE- The WM Code will autofill

**To add another line, click the blue "+" on the right side of screen
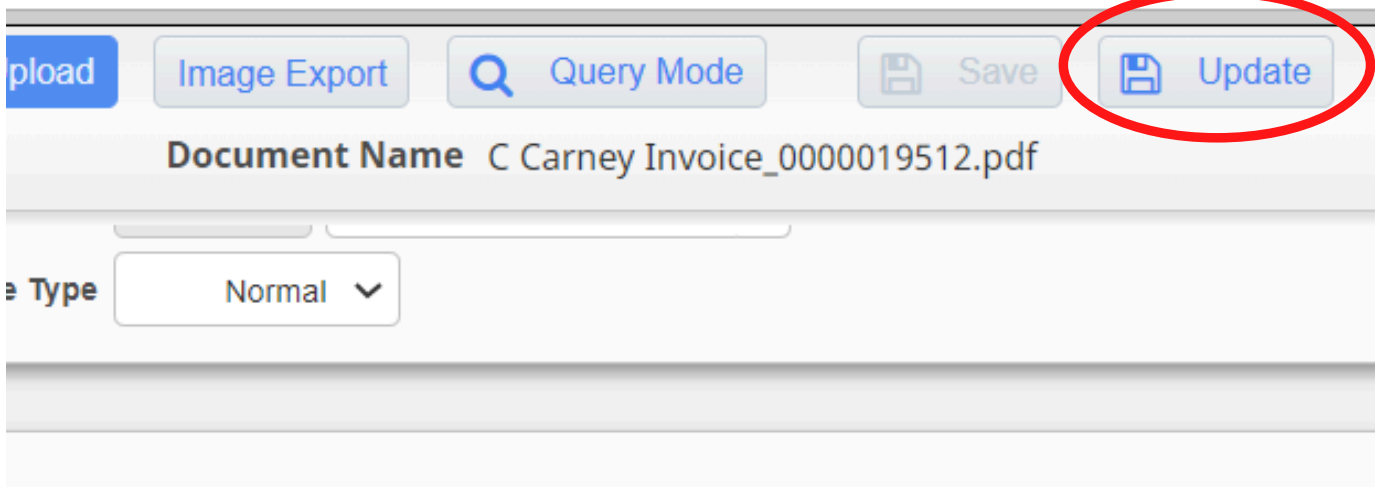
7
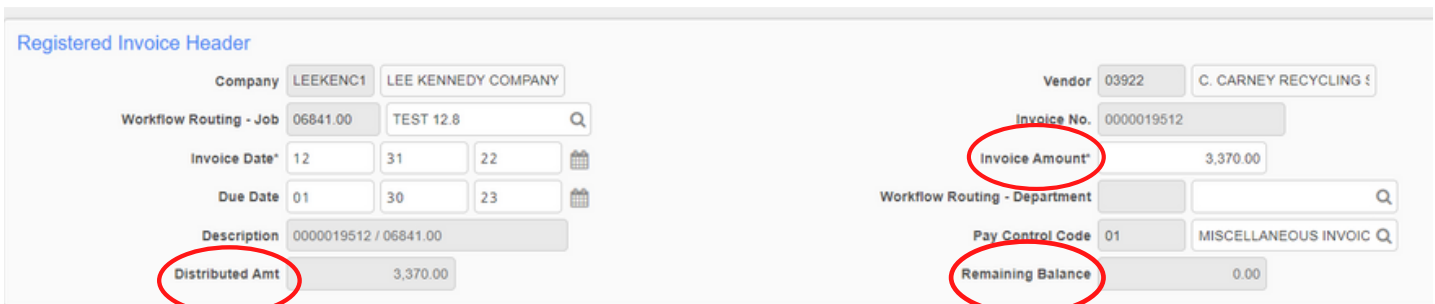
- **Click "Update" at the top of the screen**

*NOTE

- **To verify that you have entered the distribution for the entire invoice amount, scroll to "Registered Invoice Header"**
  - **Distributed Amt should equal the total "Invoice Amount"**
  - **"Remaining Balance" should be 0.00**

8

- **To approve the invoice, click "Approve"**

- **To reject the invoice, write a comment in the comment section and click "Reject"**

1 Approval	0 FYIs			Submit

👍 ❌ 🔍 ➡️
Approve   Reject   View   Reassign

COMMENT
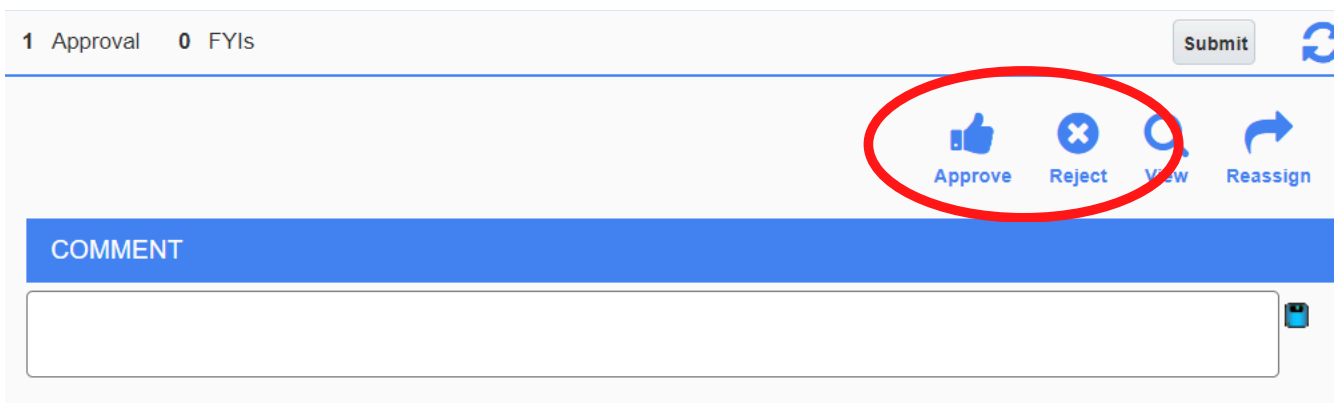
9

- **Once you click on "Approve" a new screen will show and you must click "Submit" to complete the full Approval process of the invoice**

Submit

👍 ❌ 🔍 ➡️
Approve   Reject   View   Reassign
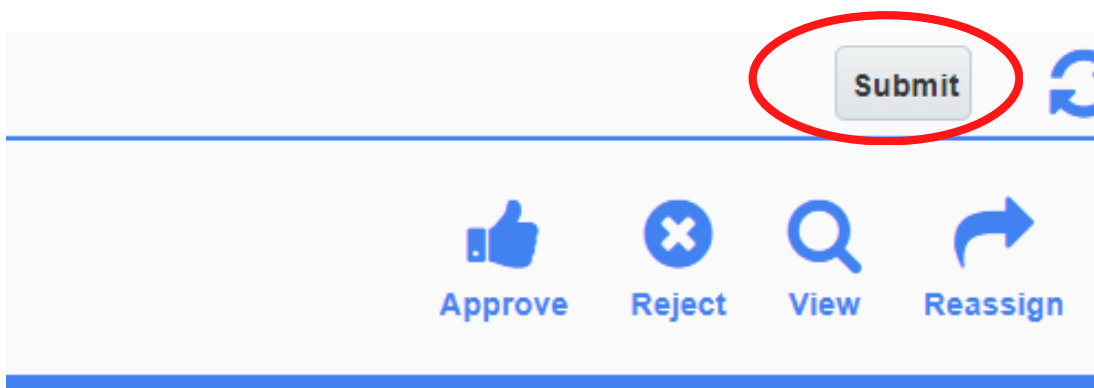
Module 12: Approving Invoices

1- Approving Committed Invoices

*NOTE: The PM will receive an email notification that they have an open invoice to approve

- After logging into CMiC, click on the blue field

- Click on "Workflow Notification"
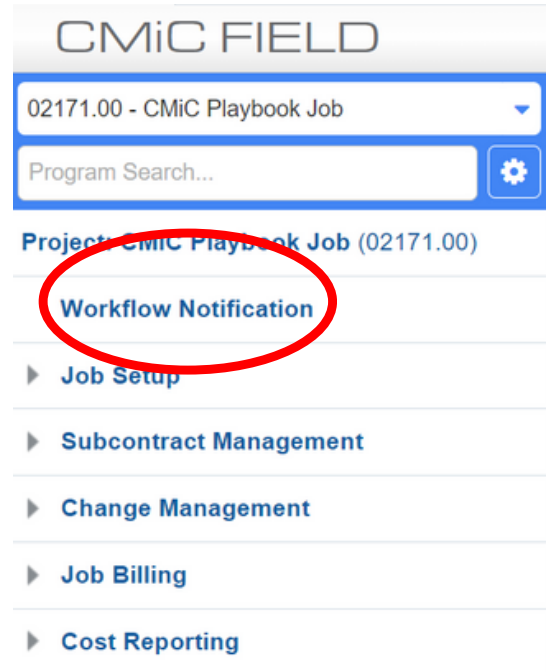
2- Approving Committed Invoices

- The unapproved invoice will appear on the right side of the screen
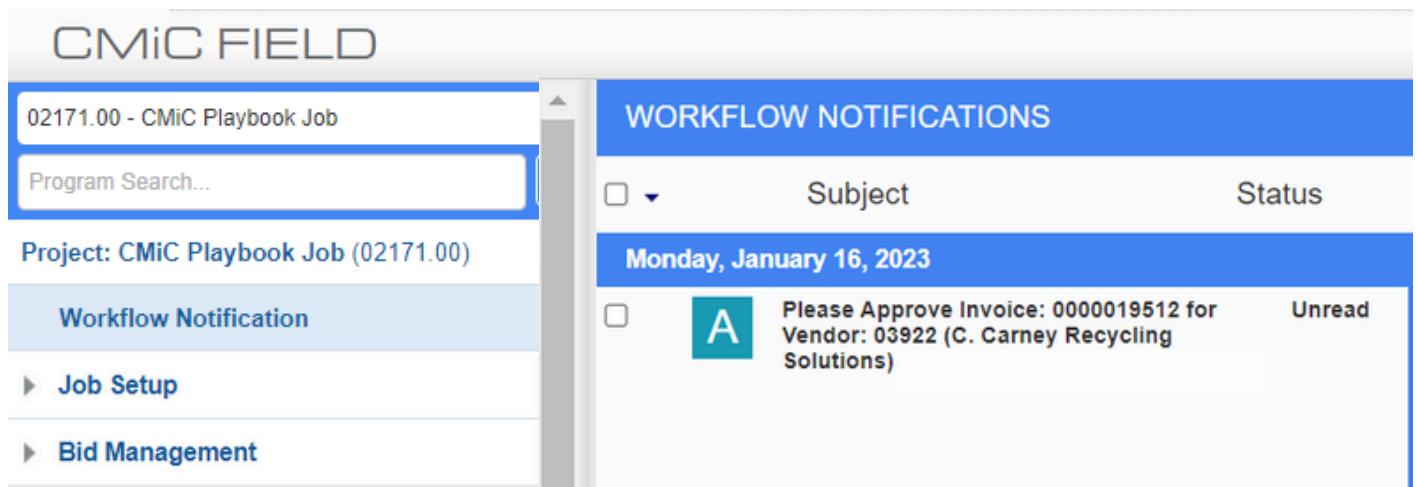
Module 12: Approving Invoices

3- Approving Committed Invoices

- **Click on the notification**
  - **A new screen will load on the right**

- **Click on "View"**

4- Approving Committed Invoices

- **After clicking "View", a new screen will appear**
  - **Click on the pdf on the left side of the screen**

Module 12: Approving Invoices

5- Approving Committed Invoices

- **View the invoice and confirm:**
    - **Job #**
    - **Contract #**
    - **Invoice Amount**

Job*	10774.00	B-FLEXION
Contract*	10774.016	APPLIANCE (FITOUT)
Invoice No.*	1799371	
Invoice Amount*		1,399.95
Retention Release Amount	0	
Pay Control Code	01	MISCELLANEOUS INVOIC
Message	Posted Balance = $35,209.42	
Contract Balance		35,209.42

6- Approving Committed Invoices

- **Scroll down to "Registered Pay Request Detail"**

- **Review line items**

Registered Pay Request Detail

Line	Task Name	Job	Cost Code	Category	Contract Amount	Previously Certified Amount	Pending Amount	Current Task Amount	Current Retention Amount
	Appliances	10774.00	110000.00	S	23,995.75		0.00		
	Additional Appliances	10774.00	110000.00	S	11,213.67				
	Total Line				35,209.42		0.00	0.00	0.00

*NOTE- These are the items that the invoice is entered against. The "Previously Certified Amount" cell would be filled if a previous invoice amount was billed against that line item.

Module 12: Approving Invoices

7- Approving Committed Invoices

- **Choose the line item**
- **Scroll right to "Current Task Amount" and enter the invoice amount into the cell**

- **The "Current Task Amount" and the "Invoice Amount" should be the same**

8- Approving Committed Invoices

- **Click "Update" and the top of the screen**

*The screen will refresh and you will see that the "Distributed Amount" and "Total Completed" on the left side of the screen will equal the "Invoice Amount"

Module 12: Approving Invoices

9- Approving Committed Invoices

- **Close out of the screen**
  - This will take you back to the "Workflow Notifications" screen

10- Approving Committed Invoices

- **Click the "Approve" button**
  - The screen will refresh and show that the invoice is approved

11- Approving Committed Invoices

- **Click "Submit"**
  - **The page will reload**
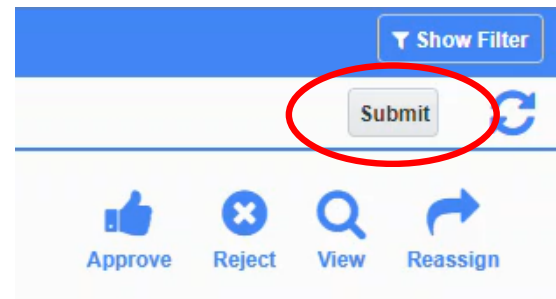
- **Once you see the message "You have successfully approved, rejected, or closed the selected notifications", you have fully approved the invoice**

You have successfully approved, rejected, or closed the selected notifications

Return

REFERENCE: Report Guide

Accounts Payable Reports

- **Non Compliance Reports**
  - **Insurance, Job Orders, Lower Tier Waivers, Lien Waivers, Recons, Etc.**
- **Check Reconciliation**
- **Aged Payables by Job Report**
- **Vendor List Reports**
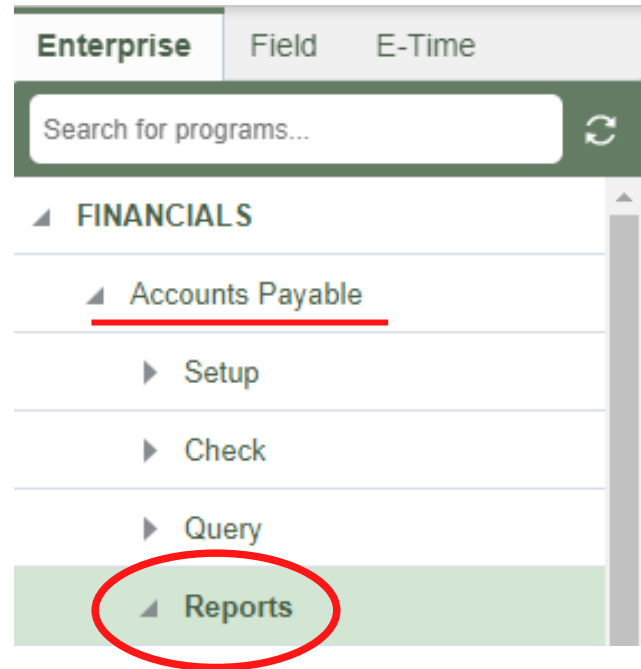
Accounts Receivable Reports

- **Billing Status Report**
- **Payment Status Report**
- **Aged Report**
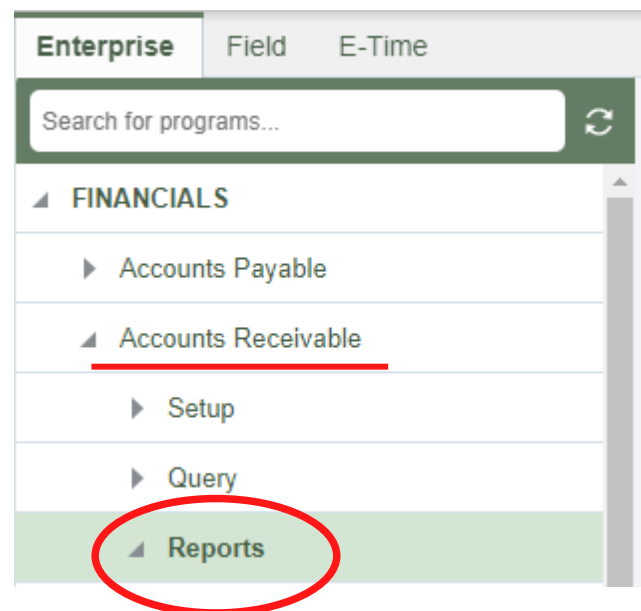
REFERENCE: Report Guide

Job Costing Reports

- **Project Budget Report**
- **Job Cost Transaction Report**
- **Job Cost Variance Report**
- **Cash Flow Report**
- **Cost Detail Report**
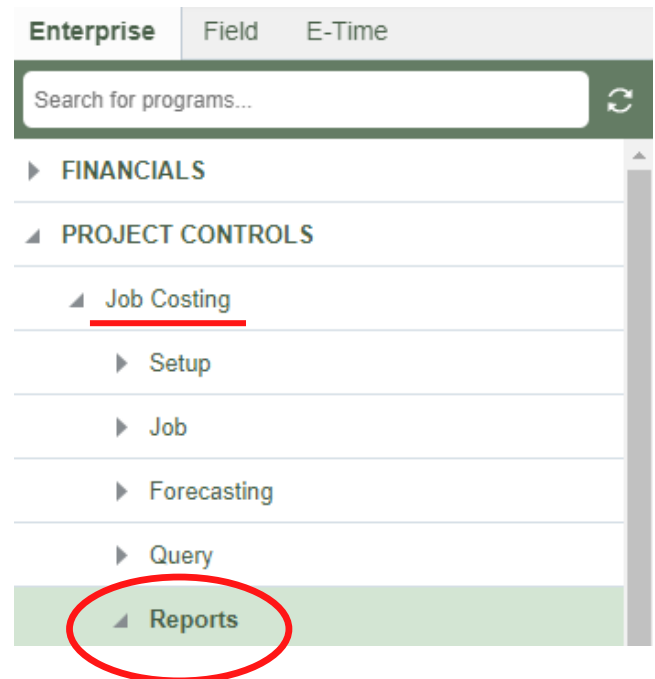
Subcontract Management Reports

- **Non-Compliance Report**
- **Subcontractor Draw Request**
- **Commitment Detail Report**
- **Subcontract Detail Summary Report**
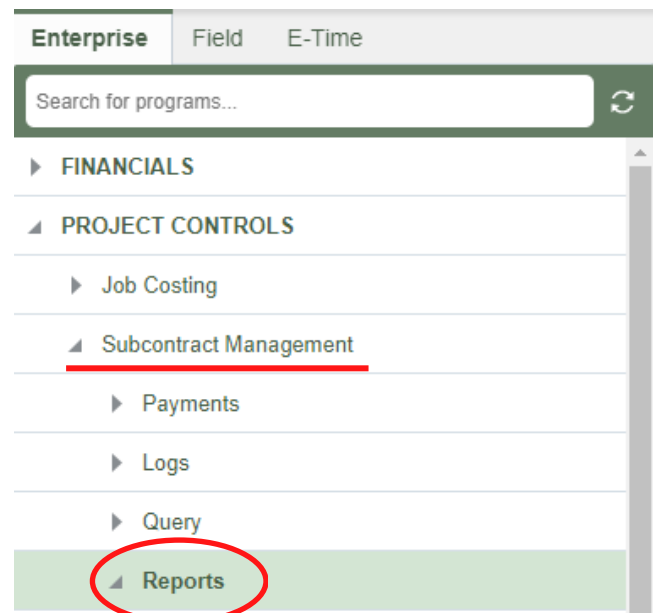
REFERENCE:
CMiC Assist Resource

- **To access CMiC Assist, click on the life raft next to your user name in the top right corner**
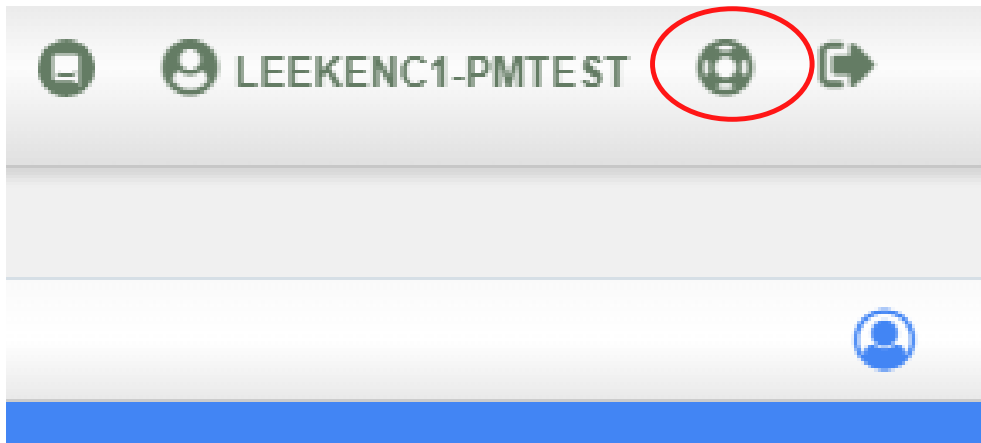
- **Click the chat assist next to your user name**
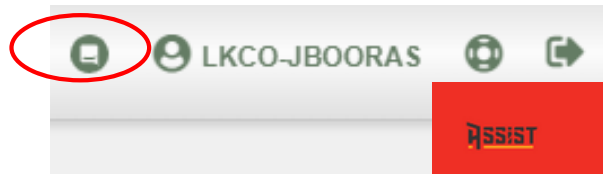
- **If you click here, you can send a message to a CMiC expert**
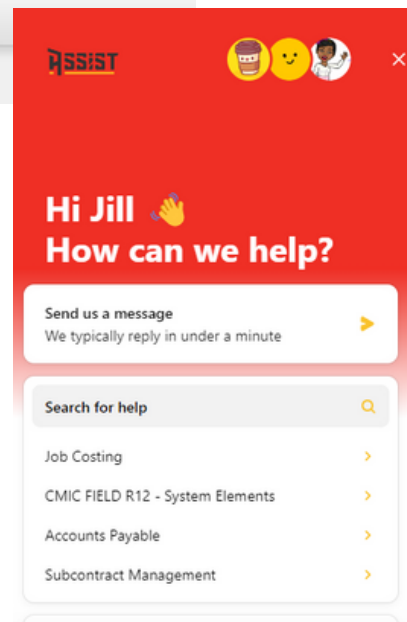
- **If you find that CMiC is not working correctly, use the CMiC Cloud Status to see if there is an incident report filed**

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

GLOSSARY OF TERMS

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

GLOSSARY OF TERMS

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

GLOSSARY OF TERMS

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)

GLOSSARY OF TERMS

Term in Procore	Term in CMiC	Definition
Budget Modification/ Transfer	Original Budget	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*

GLOSSARY OF TERMS

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

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

VIDEO INSTRUCTIONS

*NOTE: Right click the link to view the video

Module 7	1. **Create a PCI** 2. **VOID PCI**
Module 8	1. **Create an owner change order**
Module 9	1. **Create a subcontractor change order**
Module 10	1. **Set up first bill** 2. **Create new owner bill** 3. **Include change orders in your bill** 4. **Assigning job cost transactions to owner bill** 5. **Exporting reqs GCPay/ Add SC cost to bill** 6. **Bill lump sum line items inc. fee and insurance** 7. **Clearing billing and retainage overrides** 8. **Printing the bill and backup**

VIDEO INSTRUCTIONS

*NOTE: Right click the link to view the video

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