



LEE KENNEDY  
Let's build on big thinking.

**Last edited April 7, 2024**

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# CMIC

# PLAYBOOK

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\*Program works best in Firefox

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\*Program works best in Firefox



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\*Program works best in Firefox



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\*Program works best in Firefox



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# 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
	<b>Owner Contract Executed</b>		
	<b>Owner Insurance Requirements Identified</b>		
	<b>Builders Risk Policy Received</b>		
	<b>LKCO insurance cert provided to owner</b>		
	<b>SOV/ Req reviewed and accepted by owner</b>		
	<b>Changes billed/ tracked above or below the line</b>		
	<b>Project enrolled in CDI</b>  <b>*Email <a href="#">Bill Sullivan</a> when completed</b>		
	<b>Estimating handoff meeting conducted</b>		

# Financial Set Up Checklist (continued)

\*NOTE: PMs should download and use the attached [checklist](#) before each job

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

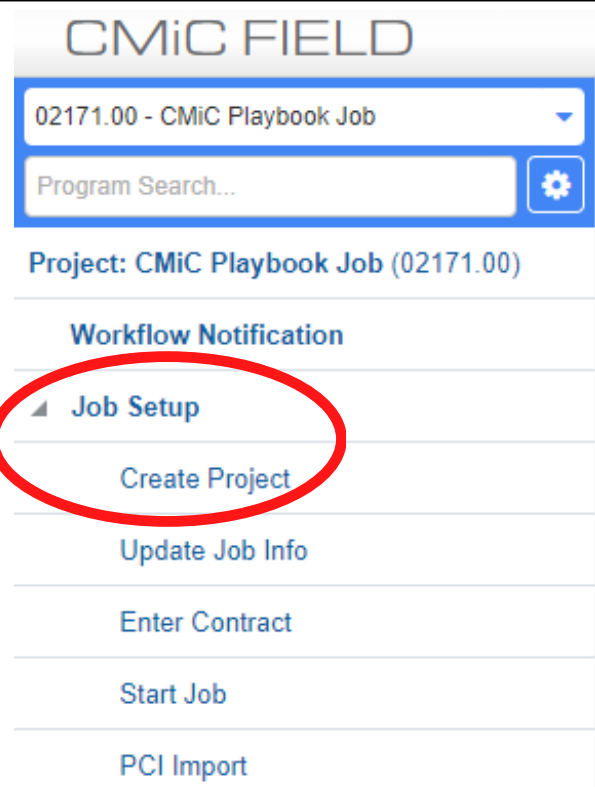
## \*NOTE

- |   |   |  |
|---|---|--|
| <b>W-9</b><br>Form<br>(Rev. October 2018)<br>Department of the Treasury<br>Internal Revenue Service   | <h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2> <p style="text-align: right; margin-top: -20px;"><b>Give Form to the requester. Do not send to the IRS.</b></p>  |  |
| <p align="center"><b>§</b> Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.</p>  |   |  |
| <p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.<br/><b>Next Step Concepts, Inc.</b></p> <p>2 Business name/disregarded entity name, if different from above<br/><b>DBA Luminate Products</b></p>   | <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                <input type="checkbox"/> C Corporation                <input checked="" type="checkbox"/> S Corporation                <input type="checkbox"/> Partnership                <input type="checkbox"/> Trust/estate         </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) §<br/> <i>Note:</i> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.         </p> <p> <input type="checkbox"/> Other (see instructions) §         </p> <p>5 Address (number, street, and apt. or suite no.) See instructions.<br/> <b>700 Greendale Ave. Unit TH1002</b></p> <p>6 City, state, and ZIP code<br/> <b>Needham, MA 02492</b></p> <p>7 List account number(s) here (optional)</p> |  |
| <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p>(Applies to accounts maintained outside the U.S.)</p>                                   | <p>Requester's name and address (optional)</p>  |  |
| <p><b>Part I Taxpayer Identification Number (TIN)</b></p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a Social security number</p> |   |  |

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

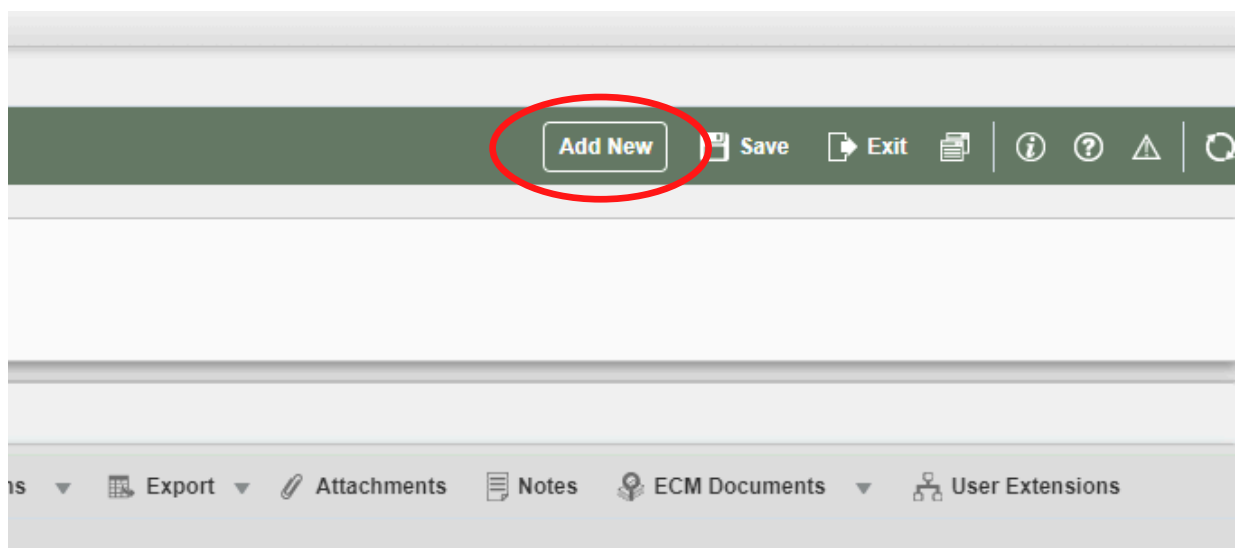
## 1 - Create a Project

- After logging into CMiC, click on the **blue Field** button
- Click on "Job Setup"
- Click on "Create Project"



## 2 - Create Project

- Click on "Add New"



# Module 1: 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"

Project Info

Search Insert Delete Previous Next Duplicate Record Workflows Report Options

\* Project \* Project Name Close Project

Project Ctrl ALL Parent Project Name ALL

General Addresses Key Players Job Info Classifiers Defaults Security Notes Documents

\* Customer

\* Owner

## 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

General Addresses Key Players Job Info Classifiers Defaults Security Notes Documents

\* Customer

\* Owner

\* Start Date End Date

\* Description

\* Contract Type

Project Photo URL

General Addresses Key Players Job Info Classifiers Defaults Security Notes Documents

Site Address

Contact Name

Address Code

Street

Suite

City

State/Province

Zip/Postal Code Country

Phone Fax

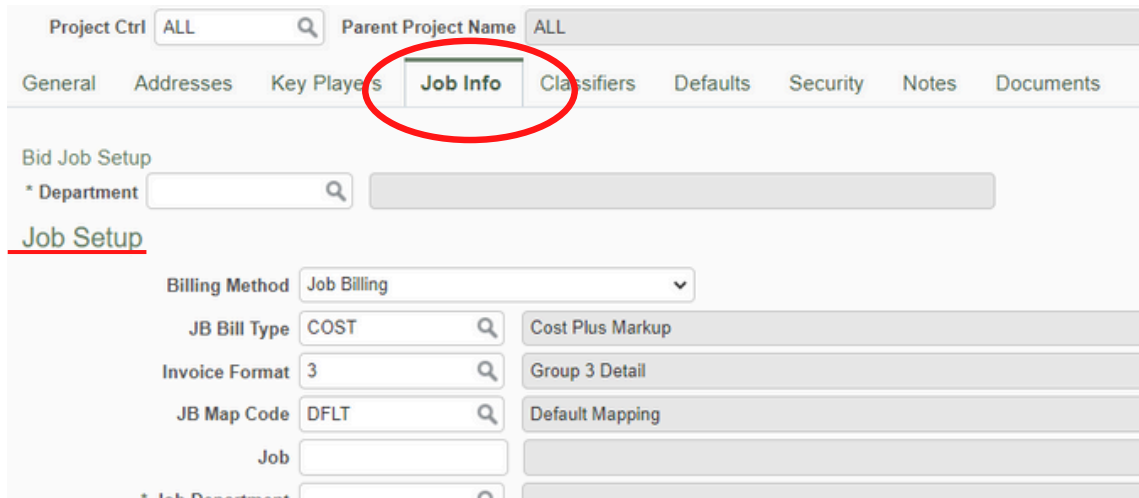




# Module 1: Create a project, job, and contract

## 5 - Create a Project

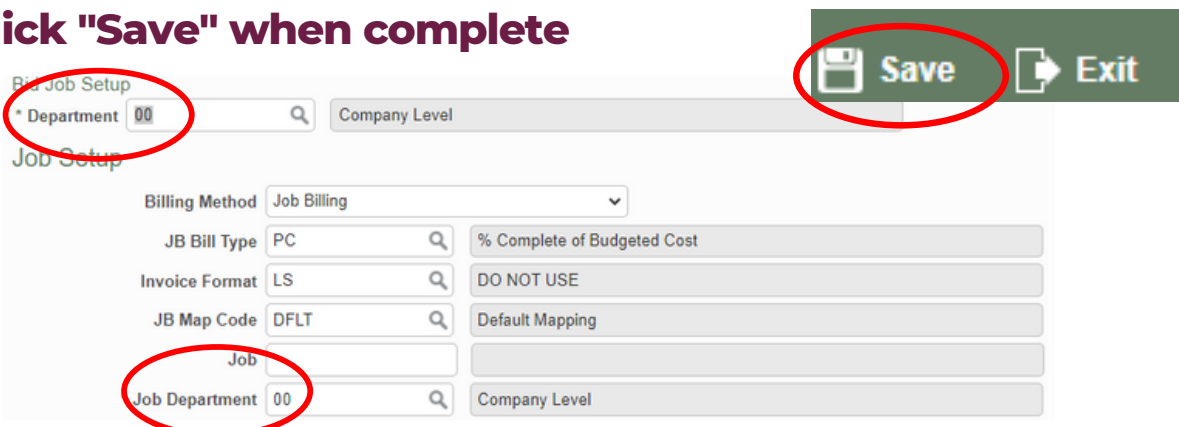
- Click on the Job Info tab
- Scroll down to Job Setup and review populated fields



## 6 - Create a Project

- Click the magnifying glass to select the
  - Department
  - Job Department

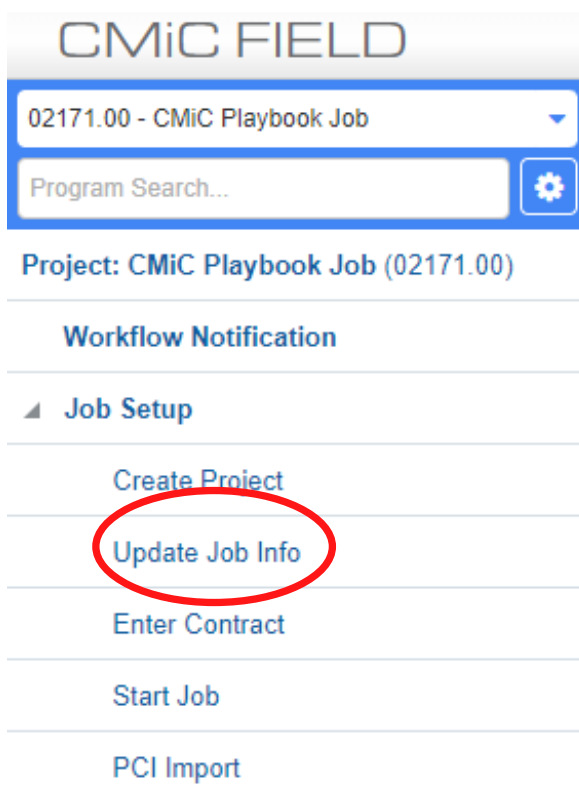
**\*NOTE: Default Department should be "00 - Company Level"**
- Click "Save" when complete



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

## 7 - Update Job Info

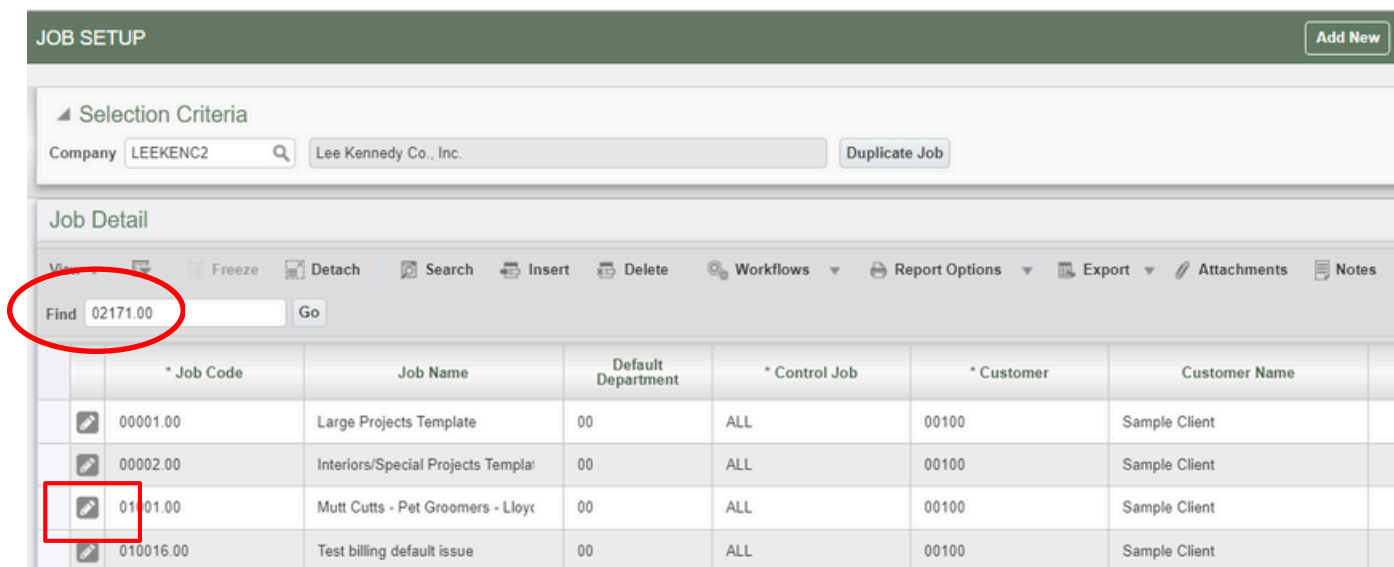
- Click on "Job Setup"
- Click on "Update Job Info"



The screenshot shows the CMiC FIELD interface. At the top, a dropdown menu is set to "02171.00 - CMiC Playbook Job". Below it is a "Program Search..." field with a gear icon. The main section is titled "Project: CMiC Playbook Job (02171.00)". Under the "Workflow Notification" header, there is a "Job Setup" section. Within "Job Setup", the "Update Job Info" option is circled in red. Other options listed are "Create Project", "Enter Contract", "Start Job", and "PCI Import".

## 8 - Update Job Info

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



The screenshot shows the "JOB SETUP" page. At the top right is an "Add New" button. Below the header is a "Selection Criteria" section with a "Company" dropdown set to "LEEKENC2" and a search field containing "Lee Kennedy Co., Inc.". A "Duplicate Job" button is next to it. The main section is "Job Detail". It features a toolbar with icons for View, Freeze, Detach, Search, Insert, Delete, Workflows, Report Options, Export, Attachments, and Notes. Below the toolbar is a "Find" field containing "02171.00" and a "Go" button. The "Find" field and the "Go" button are circled in red. Below this is a table with the following columns: Job Code, Job Name, Default Department, Control Job, Customer, and Customer Name.

* 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 Template	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



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

## 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

The screenshot displays the 'JOB SETUP' interface. At the top, there's a header bar with 'JOB SETUP' on the left and 'Table Mode', 'Save', and 'Exit' buttons on the right. Below this is the 'Selection Criteria' section, featuring a 'Company' dropdown set to 'LEEKENC2' and a 'Duplicate Job' button. The main section is 'Job Detail', which has a tabbed interface with 'Job Detail' selected. Other tabs include 'Settings', 'Accounts', 'AP Taxes', 'Job Billing', 'WIP', 'Payroll', 'Bank', 'Security', 'Equipment Locations', 'Compliance', 'PO / WO', and 'WBS'. A toolbar below the tabs contains icons for 'Search', 'Insert', 'Delete', 'Previous', 'Next', 'Workflows', 'Report Options', 'Attachments', 'Notes', 'ECM Documents', and 'User Extensions'. The form fields are organized into two columns. The left column includes: '\* Job Code' (02171.00), '\* Control Job' (ALL), '\* Customer' (00100), 'Contract' (02171.00), 'Billing Method' (Job Billing), '\* Project Manager' (empty), and 'Cost Code Template' (empty). The right column includes: 'CMIC Playbook Job', 'Status' (Pending), 'Sample Client', 'Update Customer' button, '\* Default Department' (00), and a checkbox for 'Automatically Apply Template To Job'. A red circle highlights the magnifying glass icon next to the 'Project Manager' field.



# 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"

The screenshot displays a software interface for creating a project, job, and contract. The main form on the left contains fields for Customer (70047), Contract (06287.00), Billing Method (Job Billing), Project Manager, Cost Code Template, Terms, Location, Estimated Start Date (Apr 02, 2018), Estimated End Date (Sep 04, 2018), Original Contract Amount (4,587,201.00), Effective Date, Current Contract Amount (4,269,172.69), and Project Start Date. The 'Cost Code Template' field is circled in red. A magnifying glass icon next to it is also circled in red. The 'Automatically Apply Template to Job' checkbox is checked and circled in red. A toolbar at the top right of the main form includes buttons for 'Table Mode', 'Save' (circled in red), 'Exit', and other icons. A 'Cost Code Template LOV' dialog box is open on the right, showing a search bar, a list of codes (CIG, LARGE, PRECON), and 'OK' and 'Cancel' buttons at the bottom, with the 'OK' button circled in red.



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

## 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 Attachments

* 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

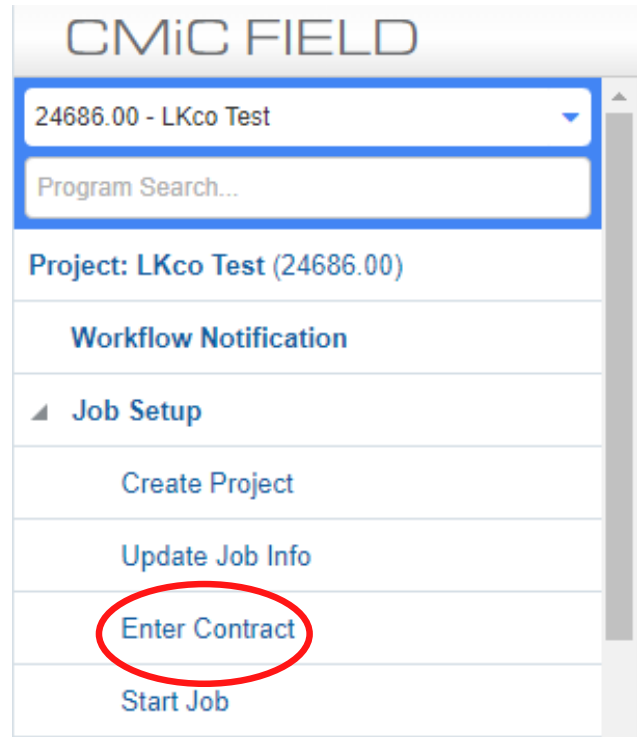
- Click on the "Job Billing" tab
- Confirm:
  - "Default Billing Type"  
\*Note: Select "PC" if the contract is lump sum and "COST" if the contract type is cost-plus or GMP
  - Default Invoice Format
  - "Billing Rate Table"- Set to "DFLT"
  - "JB Map Code"- Set to "DFLT"
  - "Retainage Code"
- Click "Save" in the top right corner



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

## 11 - Create Contract

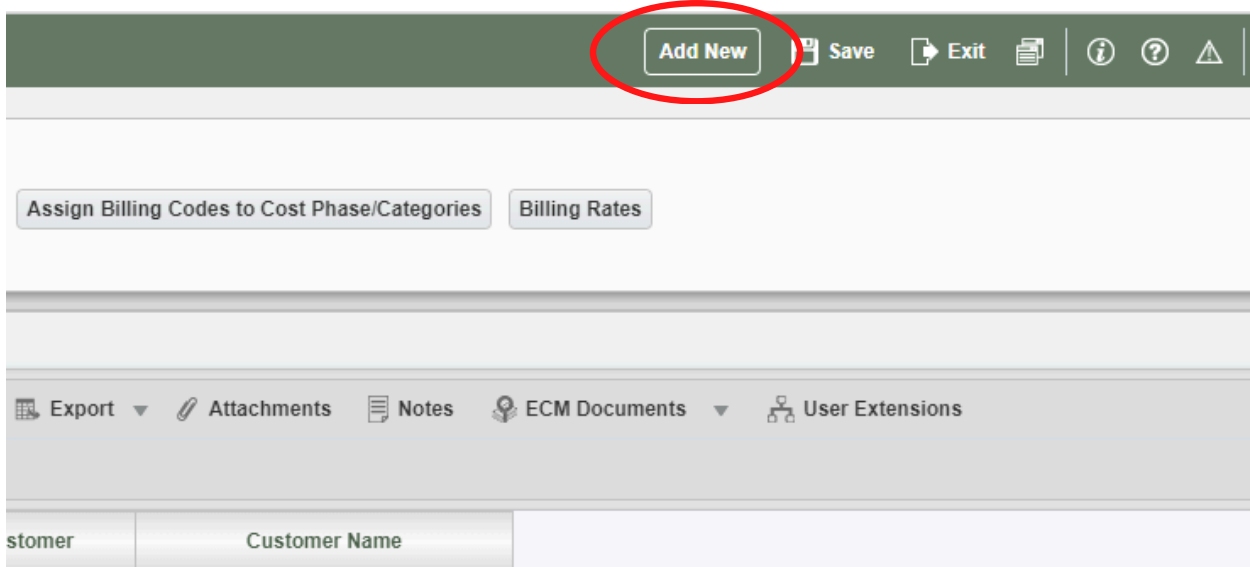
- Click on "Job Setup"
- Click on "Enter Contract"



The screenshot shows the CMiC FIELD application interface. At the top, there is a header bar with the text "CMiC FIELD". Below the header, there is a dropdown menu showing "24686.00 - LKco Test". Below the dropdown, there is a search bar labeled "Program Search...". Below the search bar, there is a section titled "Project: LKco Test (24686.00)". Below this section, there is a "Workflow Notification" section. Below the notification, there is a "Job Setup" section. Within the "Job Setup" section, there are several buttons: "Create Project", "Update Job Info", "Enter Contract" (which is circled in red), and "Start Job".

## 12 - Create Contract

- Click on "Add New"



The screenshot shows the CMiC FIELD application interface. At the top, there is a dark green header bar. Within this bar, there is a button labeled "Add New" which is circled in red. To the right of the "Add New" button, there are several other buttons: "Save", "Exit", and a series of icons (a document, a question mark, and a warning triangle). Below the header bar, there is a section titled "Assign Billing Codes to Cost Phase/Categories" and a button labeled "Billing Rates". Below this section, there is a large empty area. At the bottom of the interface, there is a row of buttons: "Export", "Attachments", "Notes", "ECM Documents", and "User Extensions". Below this row, there is a table with two columns: "Customer" and "Customer Name".



# 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)

CONTRACT ENTRY

Table Mode Save Exit

Create Contract

\* Company: LEEKENC2 Lee Kennedy Co., Inc. Assign Billing Codes to a Contract Assign Billing Codes to Cost Phase/Categories Billing Rates

☐ Use Subcontract Vendor on New Bill Lines ☐ Show Closed Contracts ☐ Show Non-Recoverable Bill Codes

Contract Information

Billing Items Defaults Rounding Methods Address Description Officials Surcharges Risk Management Separate Billing Information Mapping Groups

Search Insert Delete Previous Next Workflows Report Options Attachments Notes ECM Documents User Extensions

\* Job: 02171.0 CMIC Playbook Job

\* Contract: 02171.00 CMIC Playbook Job

\* Customer: 00100 Sample Client Contract Billing Type: PC

Budg. Billing Amt: Contract Date: Feb 02, 2023 Closed Date: End Date: Feb 02, 2023

## 14 - Create Contract

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

Contract Information

Billing Items Defaults Rounding Methods Address Description Officials

Search Insert Delete Previous Next Workflows

\* Retainage Code: 10 10% Retainage Rule - Below 3 Million ☐ All

☒ Warn If There Are Categories Without Bill Codes

☐ Calculate And Release Retainage At Invoice Level

☒ Material Stored Included In Calculated Billing Amount

**\*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**

Cost Code Detail

View ▾ **Freeze** Detach Search **Insert**

	* Cost Code	Description	Category
	00	Division 00	Category

Billing	* Active	* Factorable	Add/Remove Categories
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add/Remove Categories
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add/Remove Categories

### **To add on Billing side:**

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

Add New Bill Codes

☒ Add New Bill Codes Only  
☐ Add New Bill Codes And Reset All Groups  
☐ Add New Bill Codes And Reset Null Groups

**OK** Cancel



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

## 15 - Start Job

- To start job, click on "Job Setup"
- Click on "Start Job"

CMiC FIELD

24686.00 - LKco Test

Program Search...

Project: LKco Test (24686.00)

Workflow Notification

Job Setup

Create Project

Update Job Info

Enter Contract

Start Job

## 16 - Start Job

- Select the job
- Input "Actual Start Date"
- Press "Start Job"

01017.00	test	Jan 26, 2023	
01020.00	Test	Jan 30, 2023	
02171.00	CMiC Playbook Job	Feb 02, 2023	
12031	Test Project	Jan 23, 2023	
12032	Venuto CMiC Training #1		
12049	mutt cutts	Jan 24, 2023	
12049.00	Mutts Cutts		
12052.00	DH Test Enviro		

Start Jobs

February 2023

SUN MON TUE WED THU FRI SAT

29 30 31 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

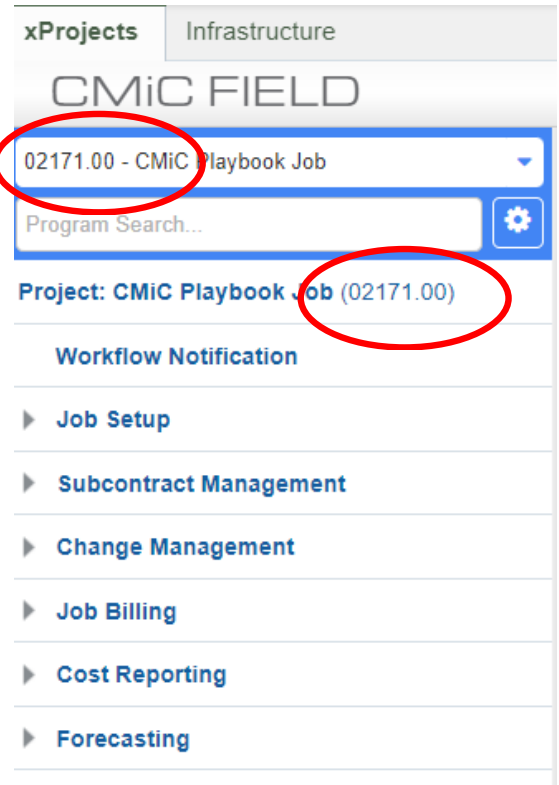
26 27 28 1 2 3 4



# Module 2: Project Maintenance

1

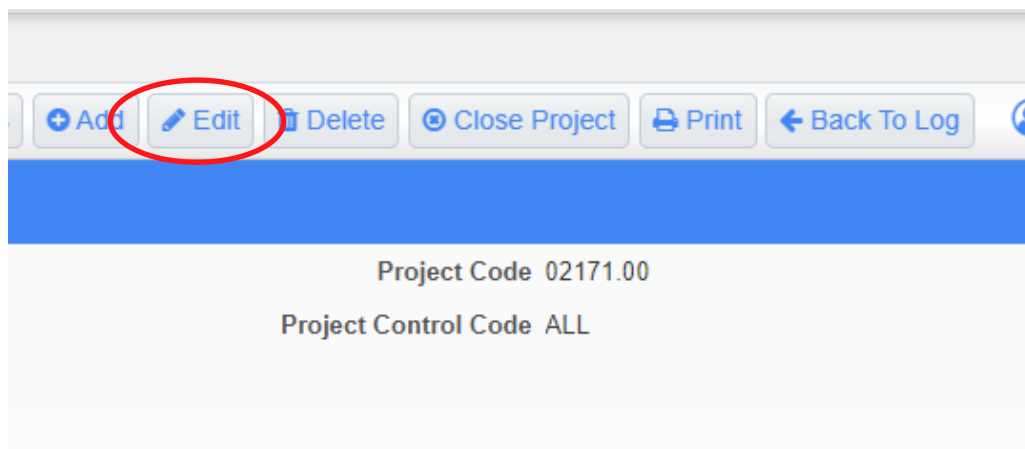
- After logging into CMiC, click on the **blue Field** button
- Check to make sure the job number is correct
- Click the "Project" link at the top to access Project Maintenance



The screenshot shows the CMiC FIELD interface. At the top, there are tabs for 'xProjects' and 'Infrastructure'. Below them is the 'CMiC FIELD' header. A dropdown menu is open, showing '02171.00 - CMiC Playbook Job' selected, with a red circle around it. Below the dropdown is a 'Program Search...' field with a settings gear icon. Underneath, it says 'Project: CMiC Playbook Job (02171.00)' with a red circle around the job number. A 'Workflow Notification' section is visible, followed by a list of project management tasks: Job Setup, Subcontract Management, Change Management, Job Billing, Cost Reporting, and Forecasting.

2

- Click on the Edit button in the top right corner



The screenshot shows the project maintenance interface. At the top, there is a toolbar with buttons: '+ Add', 'Edit' (circled in red), 'Delete', 'Close Project', 'Print', and 'Back To Log'. Below the toolbar is a blue header bar. Underneath, it displays 'Project Code 02171.00' and 'Project Control Code ALL'.



# Module 2: Project Maintenance

3

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

- **Click "Save"**  
**when done**

General Key Players Job Info Defaults Security Notes Atta

Customer Sample Client Q

Customer Address Q

Ctrl Business Partner

Mr. Tim Trovill  
1234 Main Street  
Yourtown MA 01234

Notice to Proceed 020223 Q

Substantial Completion Date

Hard Bid Project ☐

Broadcast Sender Email

Bid Date Q : Q

Bid Won Lost Date

Use Bid Item Expense Authorization Not Applicable

Allow Manual Entry of RFI Answer By NA

Allow Manual Entry of RFI Answer Date N

Required Certificate Holders

Additional Insured

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**

General Key Players Job Info Defaults Security Notes

Role	Company
Project Manager - Signatory	Q
Cost Engineer	Q
Owner - Signatory	Q
Project Manager	Lee Kennedy Co., Inc. Q
Project Executive	Lee Kennedy Co., Inc. Q
Superintendent - Signatory	Q

LEEKENC2-JBOORAS

ect Add/Delete Roles Save Cancel

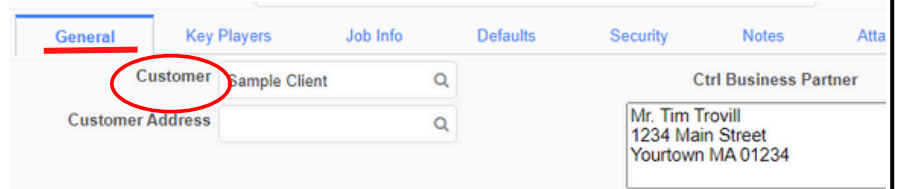


# Module 2: Project Maintenance

## **\*NOTE**

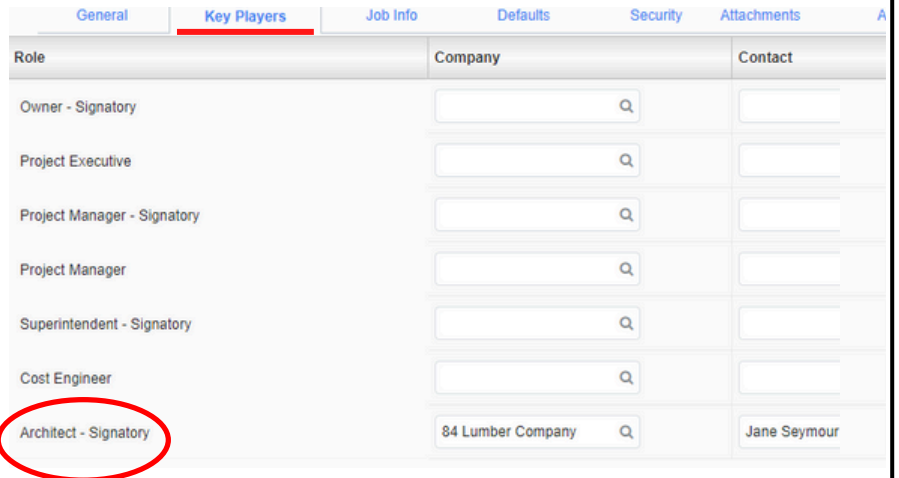
- **General Tab:**

- **Customer - Your selection will be the signer of the PCI and OCO**



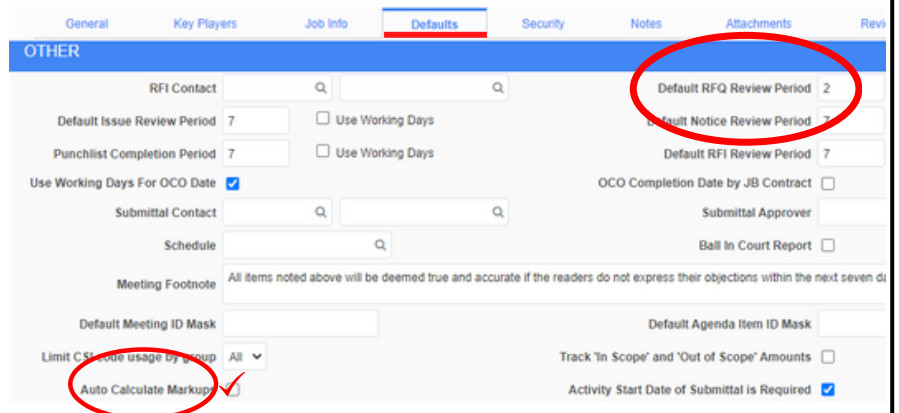
- **Key Players Tab:**

- **Architect (Signatory) - Your selection will be the signer of the PCI and OCO**



- **Defaults Tab:**

- **Default RFQ Review Period**
- **Auto Calculate Markups**

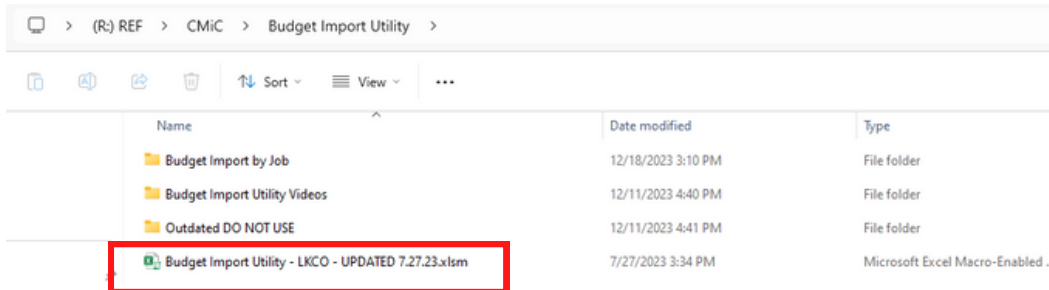


**\*NOTE:** This only works for above the line billing. If the owner requires the changes to be billed below the line, [See Module 5](#)

# Module 3: Import a budget

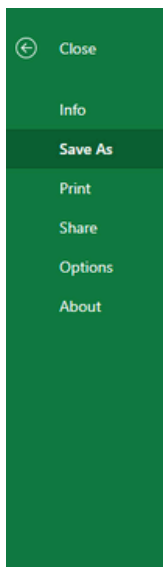
1

- Open Budget Import File on the R: Drive
  - Go to the R: Drive-->CMIC-->Budget Import Utility



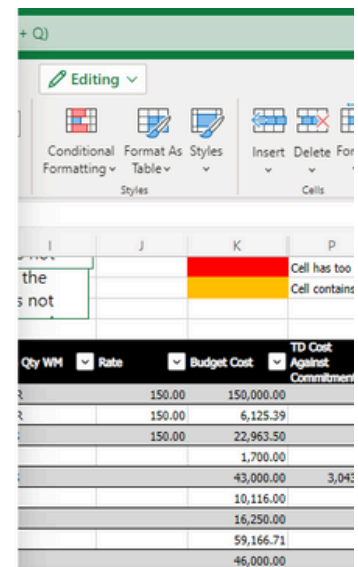
- Save file to desktop or appropriate folder

**\*NOTE: Your Excel file will say that it has Macros - these must be enabled**



## Save As

- Save As**  
Save a copy online.
- Rename  
Rename this workbook.
- Download a Copy  
Download a copy to your computer.
- Download as ODS  
Download a copy of this document to your computer as an ODS file.



# Module 3: Import a budget

## 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 preconstruction to complete the cost code, description, category, and budget cost

- Click “Enable Editing” to disable Macros

Override Job Code	Cost Code	Description	Subcontractor	Category	Budget Cost	Budget Revenue	CMiC Job Code	CMiC Cost Code	CMiC Category
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			
						0.00			

- Click on “Translation Tables” to find the CMiC Cost Code and the Description

Find and Replace

Find Replace

Find what:

Options >>

Find All Find Next Close

- Press “Control F” at the same time to search the translation table



# Module 3: 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**

PCI Type	ORIG	Cost Import File	Translated values	(50 char) in import file.
Override Job Code	Cost Code	Description	Subcontractor	Category
				Budget Cost

- 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

The screenshot shows an Excel spreadsheet with a table containing project data. The table has columns for 'Company Code', 'Project's Job Code', 'PCI Code', 'PCI Name', 'PCI Date', 'PCI Status', 'PCI Type', 'Override Job Code', 'Cost Code', 'Description', and 'Description Length'. The 'Company Code' is LEEKENC1, 'Project's Job Code' is 06375.00, 'PCI Code' is ORIG001, 'PCI Name' is Imported Budget, 'PCI Date' is 12/12/2022, 'PCI Status' is ACO, and 'PCI Type' is ORIG. The 'Override Job Code' column is highlighted in yellow. The 'Cost Code' column is highlighted in yellow. The 'Description' column is highlighted in yellow. The 'Description Length' column is highlighted in yellow. The 'Manually Refresh CMiC Translated Values' button is circled in red. The 'Save PCI Import File' dialog box is open, showing the file name '06375.00 ORIG001 PCI Import' and the 'Save' button is circled in red.



# Module 3: Import a budget

3

- Click "Create PCI (Enterprise) Import File"

Company Code	LEEKENC1	Create PCI (Field) Import File	<b>Create PCI (Enterprise) Import File</b>	<input checked="" type="checkbox"/> Eliminate Quantities
Project's Job Code	06375.00	Create Bid Item Import File	Import JCE File	<input checked="" type="checkbox"/> Set All O blank Ou Code
PCI Code	ORIG001	Create Non-commitment Cost Import File	Manually Refresh CMiC Translated Values	<input checked="" type="checkbox"/> Automat descripti (50 char)
PCI Name	Imported Budget			
PCI Date	12/12/2022			
PCI Status	ACO			
PCI Type	ORIG			

- Save as a .csv file

↑ Desktop

06841.00 ORIG001 PCI Import

CSV (Comma delimited) (\*.csv)

Save

4

- Log in to CMiC, click on blue "field" button
- Search for the job number

Project Maintenance

02171.00 - CMiC Playbook Job

Program Search...

Project: CMiC Playbook Job (02171.00)

Workflow Notification

Job Setup

Subcontract Management

Change Management

Job Billing

Cost Reporting

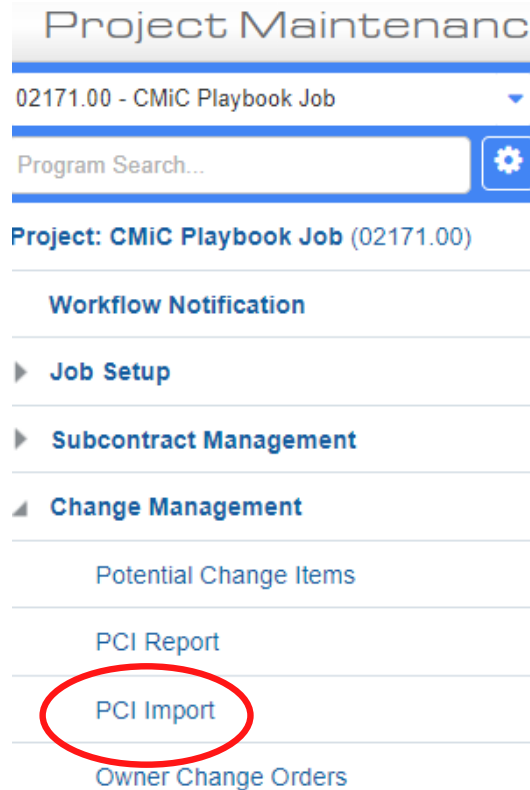




# Module 3: Import a budget

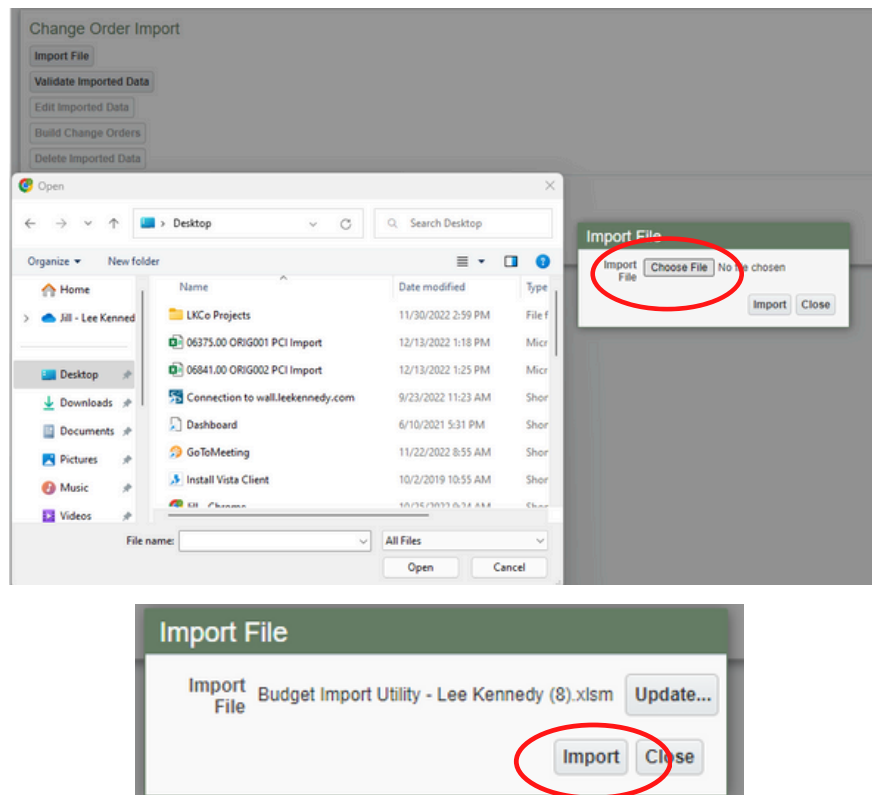
5

- Click on Change Management
- Click on PCI Import



6

- To browse for file, click on "Import File"
- Click "Choose File"
- Select the utility .csv file
- Click "Import"

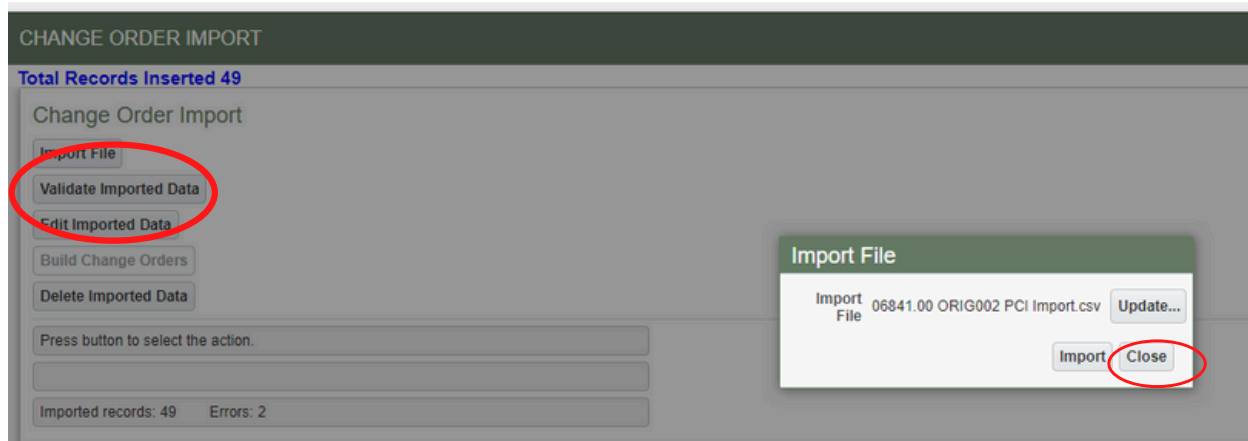


# Module 3: Import a budget

7

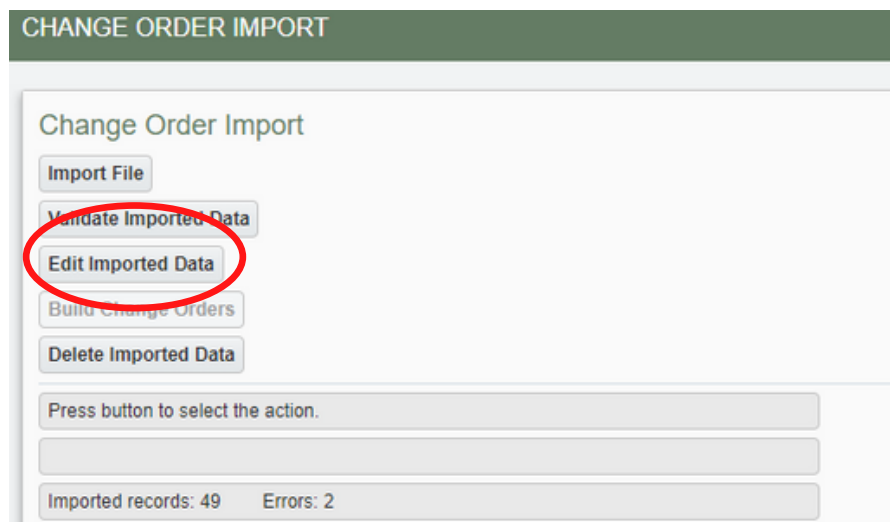
- Click Close
- Click "Validate Imported Data"

**\*NOTE: There will be errors**



8

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



# Module 3: Import a budget

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 Char
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	17	LEEKE	06841.00	ORIG002	Imported Budget	Dec 13, 2022	ORIG	ACO	

Error

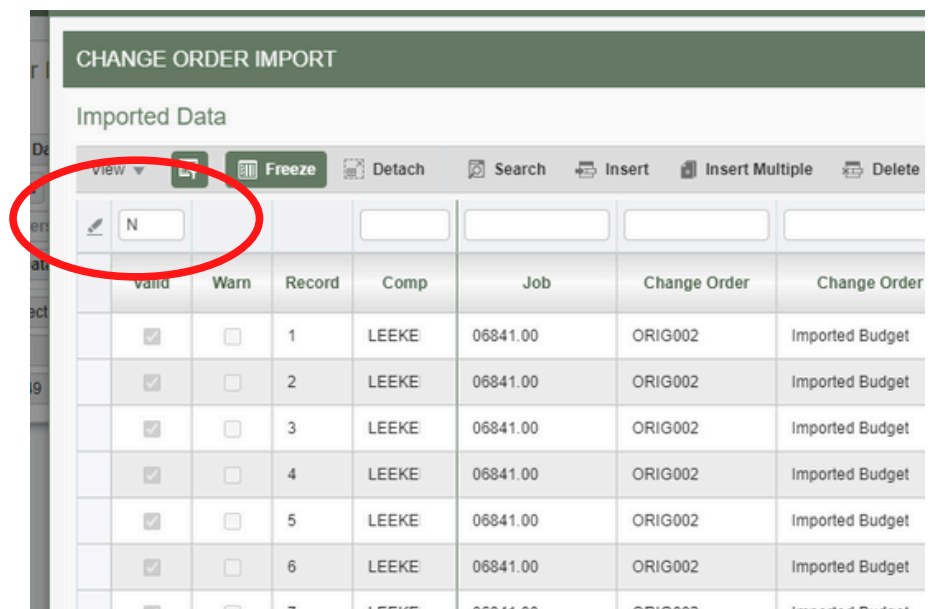
☒ Validate All Records ☒ Create Phase/Category



# Module 3: Import a budget

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"



CHANGE ORDER IMPORT

Imported Data

view Freeze Detach Search Insert Insert Multiple Delete

Valid	Warn	Record	Comp	Job	Change Order	Change Order
N		1	LEEKE	06841.00	ORIG002	Imported Budget
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	LEEKE	06841.00	ORIG002	Imported Budget
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	LEEKE	06841.00	ORIG002	Imported Budget
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	LEEKE	06841.00	ORIG002	Imported Budget
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	LEEKE	06841.00	ORIG002	Imported Budget
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	LEEKE	06841.00	ORIG002	Imported Budget
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7	LEEKE	06841.00	ORIG002	Imported Budget



# 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.

Change Order Import

Import File

Validate Imported Data

Edit Imported Data

**Build Change Orders**

Delete Imported Data

Press button to select the action.

Imported records: 48

**CHANGE ORDER IMPORT**

Build Change Orders

Note: Only Change Orders for the current Company will be created.

Company: LEEKENC Lee Kennedy Company

☒ Update Projected Amount during Posting

Recalculate Projected Amount

☐ Post Vendor Contracts with Change Order

**Create Change Orders** Close

12

- Click on "Change Management"
- Click on "Potential Change Items"
- Click on your Change Item

Project: Test 12.8 (06841.00)

Workflow Notification

Job Setup

Bid Management

Subcontract Management

**Change Management**

Potential Change Items

Potential Change Items

Search...

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

PCI No.	PCI Name	Date	Post Date	Status	Type	Reason
ORIG001	Imported Budget	Dec 08, 2022	Dec 08, 2022	Approved	Original Budget	
ORIG002	Imported Budget	Dec 13, 2022	Dec 13, 2022	Approved	Original Budget	
PCO-001	Test	Dec 09, 2022	Dec 13, 2022	Approved	Scope Change	
PCO-002	test change 2	Dec 13, 2022	Dec 13, 2022	Approved	Scope Change	
PCO-003	test sub change	Dec 13, 2022	Dec 13, 2022	Approved	Scope Change	
PCO-004	test	Dec 13, 2022		Open	Scope Change	



# Module 3: 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"

The screenshot displays the 'POST PCI' dialog box in a web application. The dialog box is titled 'Confirm - Google Chrome' and shows the URL 'enterprise.cmiccloudr12.com/cmicprod/PMPCEntry/confirmPop...'. The main content of the dialog is a 'POST PCI' section with a 'Post Date (YYYY-MM-DD)' field set to '2022-12-16'. Below the date field are 'Proceed' and 'Cancel' buttons, which are circled in red. The background shows the 'PCI Detail' form with a 'Total Budgeted Amount' of 1,000.00 and a 'Total Billing Amount' of 1,000.00, also circled in red. The 'Post' button in the top right of the background form is also circled in red.

Action	Print	Seq	Description	Markup	Vendor	Vendor Name	Subcontract	Job*	Phase*	Category*	Billing Code
	<input checked="" type="checkbox"/>	1	General Conditions	<input checked="" type="checkbox"/>				06375.00	003025.00	L	06375.00-00

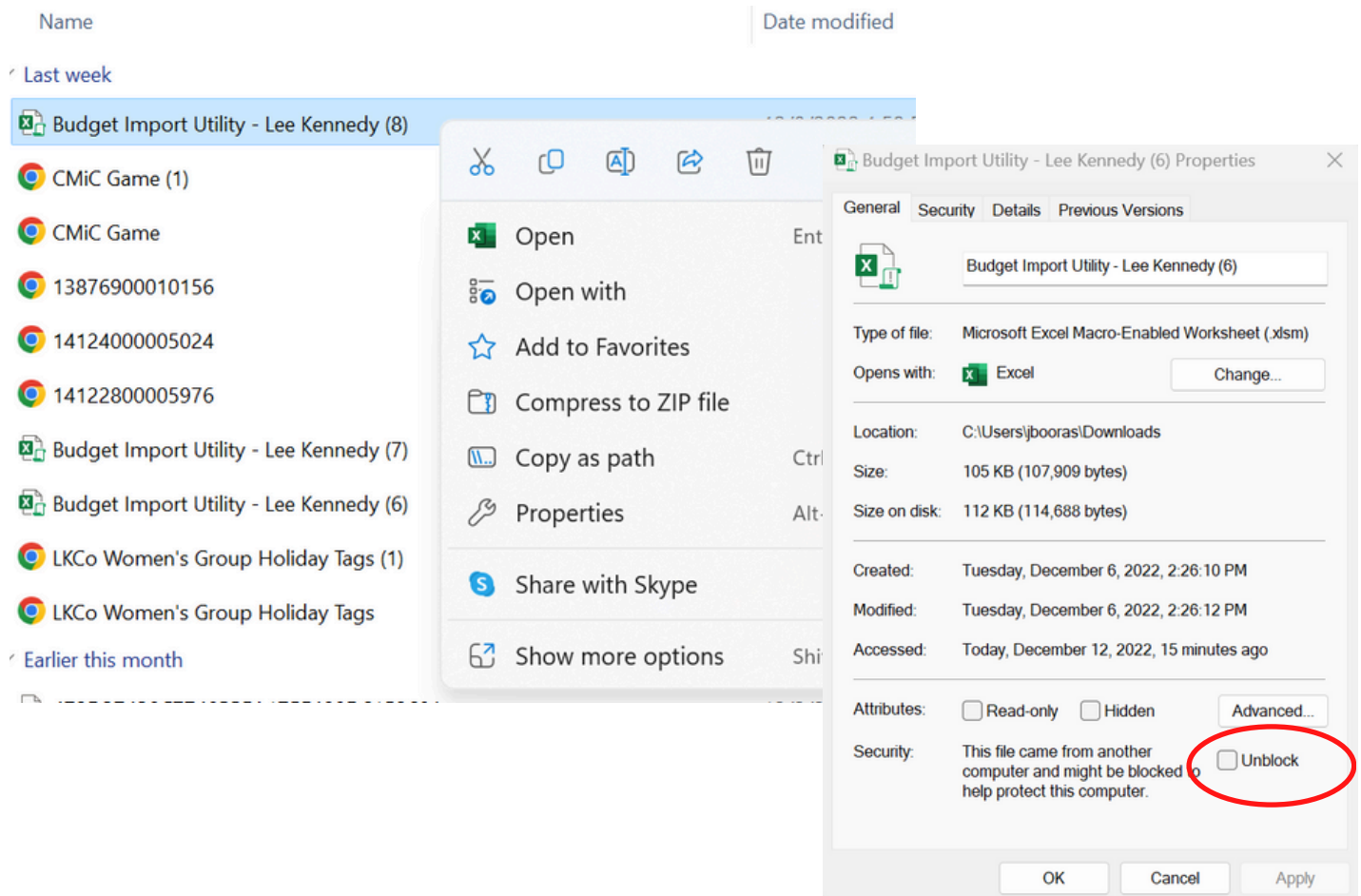
Vendors	Budgeted Amount	Billing Amount
	1,000.00	1,000.00



# Module 3: Import a budget

## 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**



# Module 3: Import a budget

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

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





# Module 3: Import a budget

## 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
Project's Job Code	02171.00	Create Bid Item Import File	Import JCE File
PCI Code	ORIG001	Create Non-commitment Cost Import File	Manually Refresh CMiC Translated Values
PCI Name	Imported Budget		
PCI Date	2/2/2023		
PCI Status	ACO		
PCI Type	ORIG		

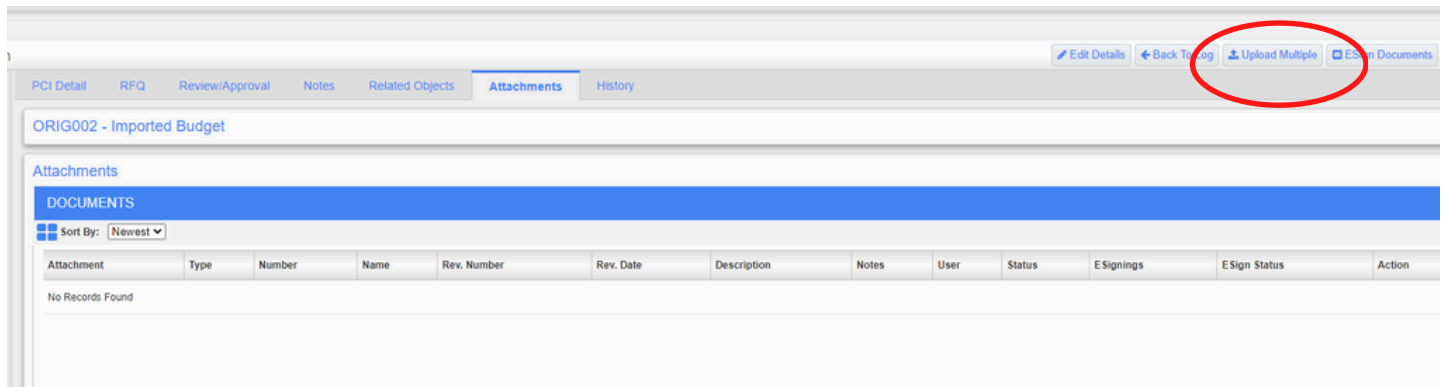
Override Job Code	Cost Code	Description	Subcontractor	Ca
	015085.00	Final Cleaning		L
	015015.00	Progress Cleaning / Laborer - Straight Time		L
	02 41 00	Demolition	Diversified	S
	06 10 00	Rough Carpentry	LKCO	O
	06 40 00	Millwork	Mass Cabinets	S
	08 10 00	Doors and Frames	O'Connor	S
	08 80 00	Glass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



# Module 3: Import a budget

## 14 - Add Attachments

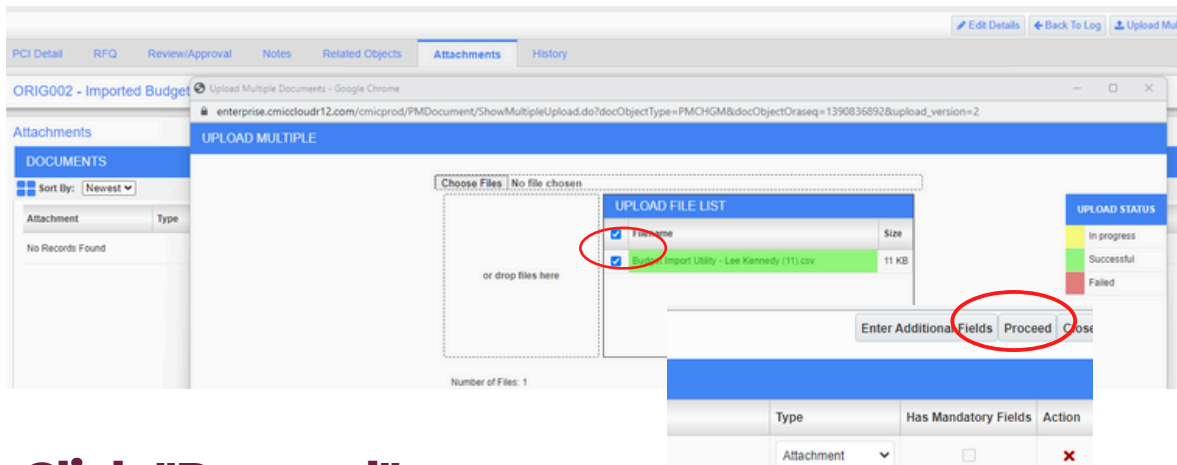
- Click on "Attachment" tab
- Click on upload multiples



The screenshot shows the 'Attachments' tab for 'ORIG002 - Imported Budget'. The 'Upload Multiple' button is circled in red. Below the tab, there is a table with columns: Attachment, Type, Number, Name, Rev. Number, Rev. Date, Description, Notes, User, Status, ESignings, ESign Status, and Action. The table is currently empty, showing 'No Records Found'.

## 15

- Upload Original Budget Import File (.xlms file)



The screenshot shows the 'Upload Multiple' dialog box. The 'Proceed' button is circled in red. The dialog box contains a table with columns: File Name, Size, and Upload Status. The table lists two files: 'File Name' and 'Budget Import Utility - Lee Kennedy (11).csv' (11 KB). The 'Upload Status' column shows 'In progress' for the first file and 'Successful' for the second. Below the table, there is a 'Proceed' button and a 'Close' button. The 'Proceed' button is circled in red.

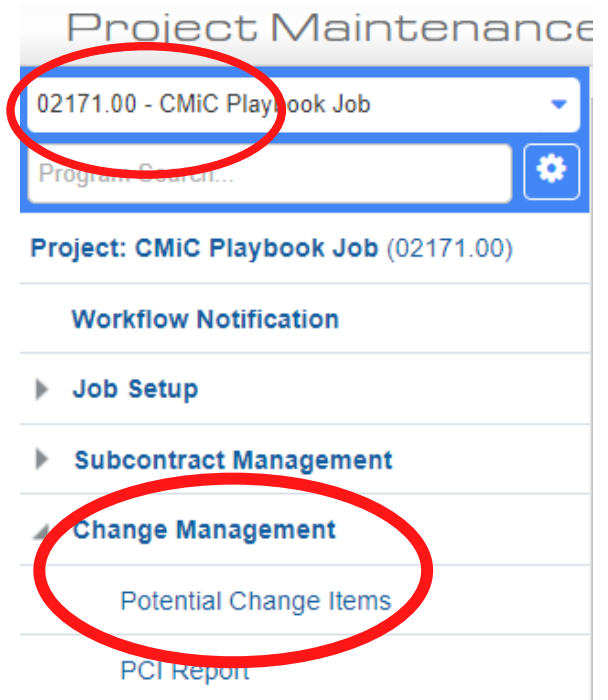
- Click "Proceed"
- \*NOTE: When uploading the attachment, the .xlms file cannot be saved on OneDrive



# Module 4: Manual Budget Setup

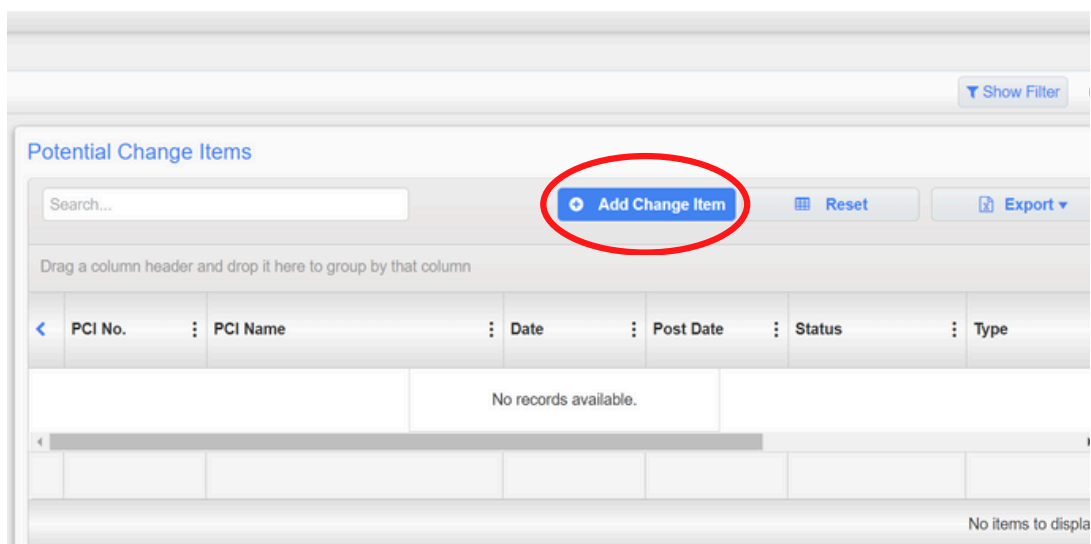
1

- 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"



2

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



# Module 4: Manual Budget Setup

3

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

The screenshot shows the 'Manual Budget Setup' form. The 'Type' dropdown menu is open, showing options: Budget Transfer, In Scope Change, Original Budget (highlighted), and Out of Scope Change. The 'Status' dropdown is also visible, showing options: Budget Transfer, In Scope Change, Original Budget, and Out of Scope Change. The 'Date' field is set to 102022. The 'Post Date' field is empty. The 'Total Budgeted Amount' and 'Total Billing Amount' are both 0.00. The 'Description' field is empty. The 'Scope' field is empty. The 'OCO no.' field is empty. The 'Source Type' field is empty. The 'Reason' field is empty. The 'Days Impact' field is empty. The 'Source' field is empty. The 'Update Projected During Posting' checkbox is checked. The 'Projected Amount Calc Method' is set to 'Recalculate Projected Amount'.

4

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

The screenshot shows the 'Manual Budget Setup' form. The 'Type' dropdown is set to 'Original Budget'. The 'Status' dropdown is open, showing options: Budget Transfer, In Scope Change, Original Budget, and Out of Scope Change. The 'Date' field is set to 020223. The 'Post Date' field is empty. The 'Total Budgeted Amount' and 'Total Billing Amount' are both 0.00. The 'Description' field contains the text: 'This a a budget setup that was made for the playbook.' The 'Scope' field is empty. The 'OCO no.' field is empty. The 'Source Type' field is empty. The 'Reason' field is empty. The 'Days Impact' field is empty. The 'Source' field is empty. The 'Update Projected During Posting' checkbox is checked. The 'Projected Amount Calc Method' is set to 'Recalculate Projected Amount'.



# Module 4: Manual budget setup

5

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

The screenshot shows the 'PCI Details' section of a software interface. At the top, there are tabs: 'PCI Detail', 'RFQ', 'Review/Approval', 'Notes', 'Related Objects', 'Attachments', and 'History'. Below the tabs is a 'Proposal Signed' field with a calendar icon. The 'PCI Details' section has a sub-header with a blue '+' button circled in red. Below this are checkboxes for 'Show Rates' (checked) and 'Auto Calculate Markups' (unchecked), and an 'Import' button. A table with columns 'Action', 'Print', 'Description', 'Markup', 'Vendor', 'Vendor Name', and 'Subcontract' is shown. The 'Action' column has a blue '+' button circled in red. At the bottom, there are buttons for 'Vendors', 'Show Details', 'Allocation', and 'Show SubJob Total'.

6

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

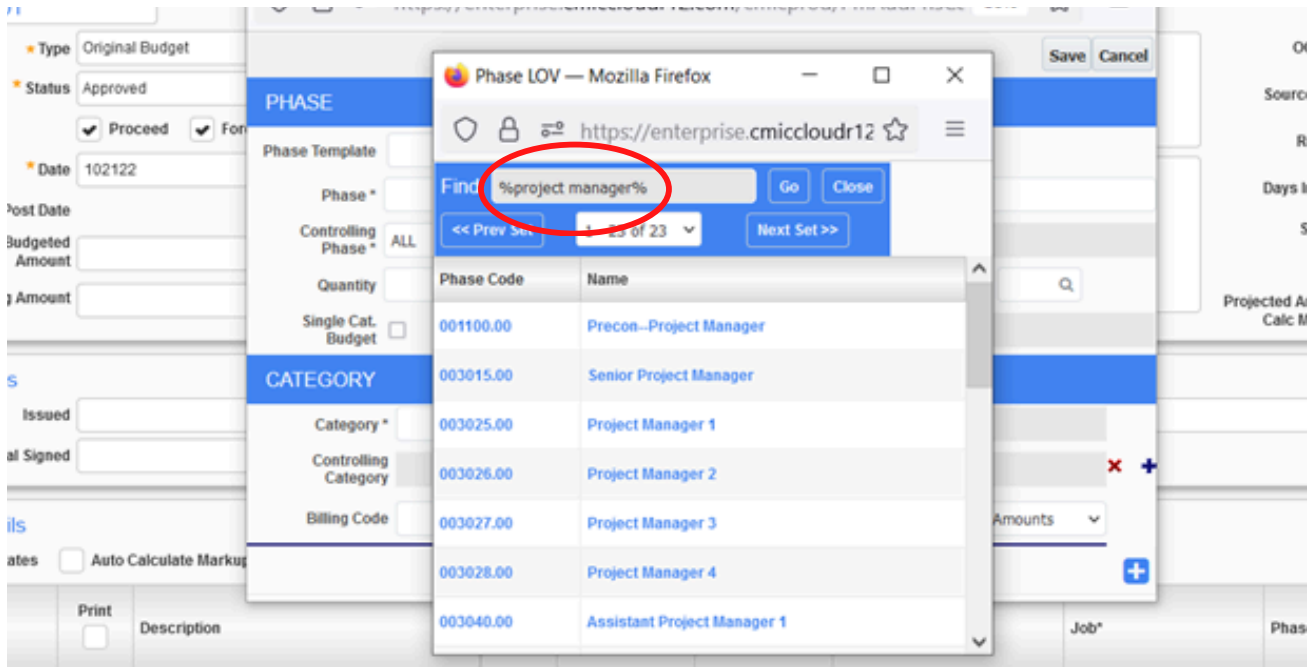
The screenshot shows a 'Phase' selection dialog. At the top, there is a 'Find:' field with a magnifying glass icon. Below this are buttons for 'Go', 'Close', and 'Accept'. The 'Accept' button is circled in red. A table with columns 'Code' and 'Name' is shown. The 'Code' column has a blue '+' button circled in red. The 'Name' column has a magnifying glass icon. The 'Phase' field is circled in red. At the bottom, there are buttons for 'Save Draft', 'Save', 'Cancel', and 'Show SubJob Total'.



# Module 4: Manual Budget Setup

## \*NOTE

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



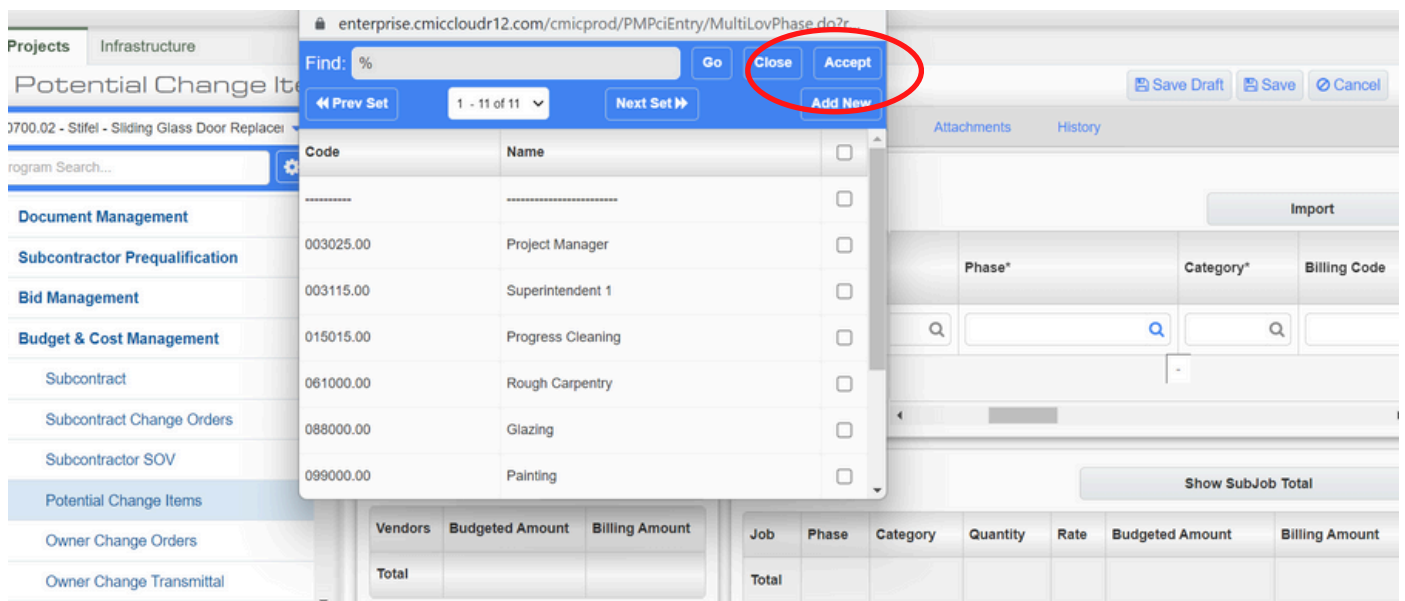
Phase LOV — Mozilla Firefox

Find: %project manager% Go Close

<< Prev Set 1 of 23 Next Set >>

Phase Code	Name
001100.00	Precon--Project Manager
003015.00	Senior Project Manager
003025.00	Project Manager 1
003026.00	Project Manager 2
003027.00	Project Manager 3
003028.00	Project Manager 4
003040.00	Assistant Project Manager 1

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



enterprise.cmicloudr12.com/cmicprod/PMPciEntry/MultiLovPhase.do?r...

Find: % Go Close Accept Add New

<< Prev Set 1 - 11 of 11 Next Set >>

Code	Name	
003025.00	Project Manager	
003115.00	Superintendent 1	
015015.00	Progress Cleaning	
061000.00	Rough Carpentry	
088000.00	Glazing	
099000.00	Painting	

Vendors Budgeted Amount Billing Amount

Job Phase Category Quantity Rate Budgeted Amount Billing Amount



# 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

Selection Criteria

Company  Lee Kennedy Company

Job Detail

Job Detail Settings Accounts AP Taxes **Job Billing** WIP Payroll Bank Security Equipment Locations Compliance PO / WO WBS

Search Insert Delete Previous Next Workflows Report Options Attachments Notes ECM Documents

\* Job Code  100 Hoodpark Drive

\* Control Job  Status

\* Customer  Hood Park LLC

Contract

Billing Method  Edit \* Default Department

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

Job Detail

Job Detail Settings Accounts AP Taxes

JB Map Code List

Search Insert Delete Previous

\* Default Billing Type

\* Default Invoice Format

JB Map Code

Ratecharge Code

Match ☒ All ☐ Any

Code

Name

Search Reset

Code Name

DFLT Default Mapping

OK Cancel

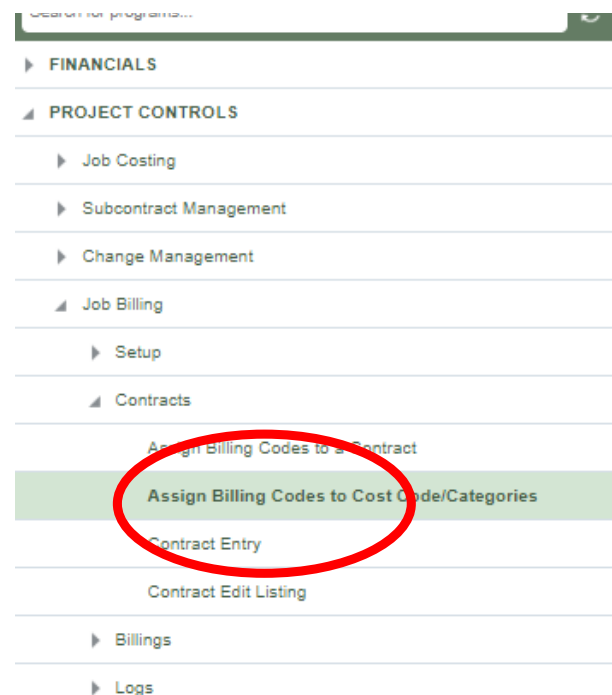
# Module 4: Manual Budget Setup

## **\*NOTE**

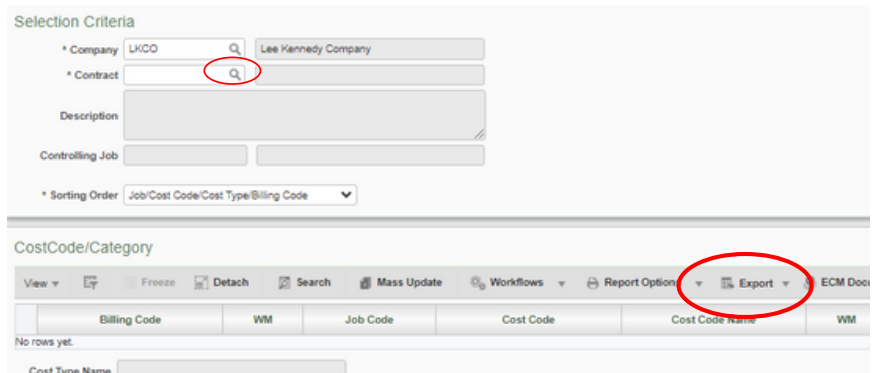
### **One-to-one Mapping Error**

- **A one-to-one mapping error occurs when a contract has a bill code mapped to more than one cost code category.**

- **Go to CMiC Enterprise--> Project Controls--> Job Billing--> Contracts--> Assign Billing Codes to Cost Code/ Category**



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



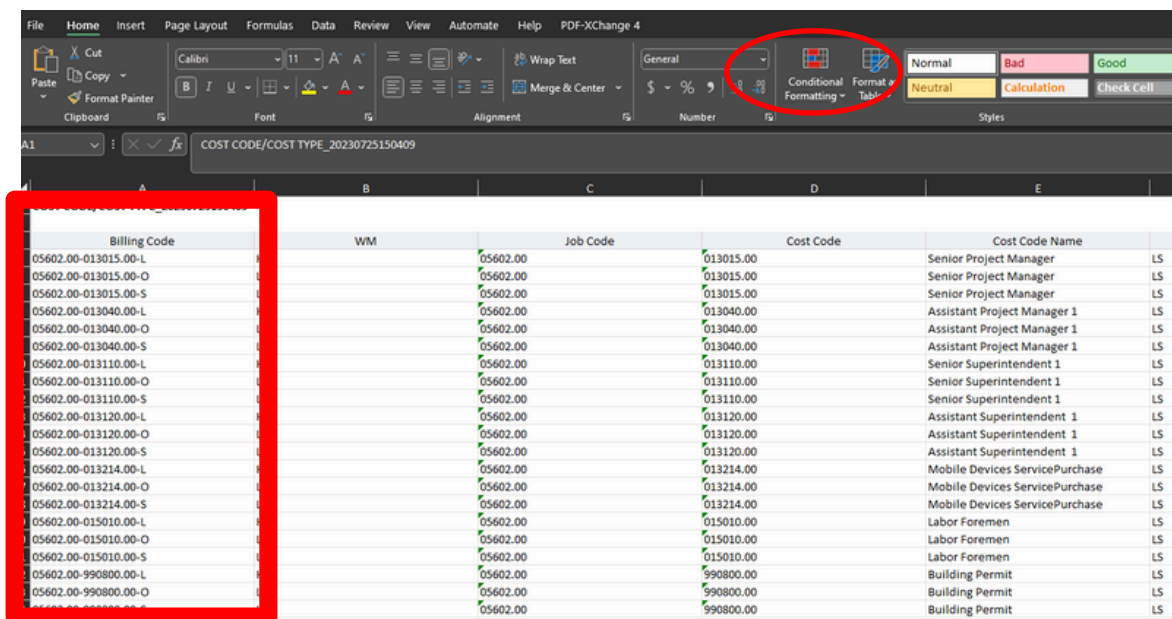


# Module 4: Manual Budget Setup

## **\*NOTE**

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

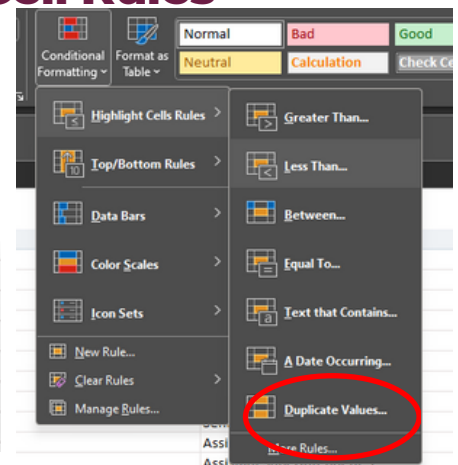
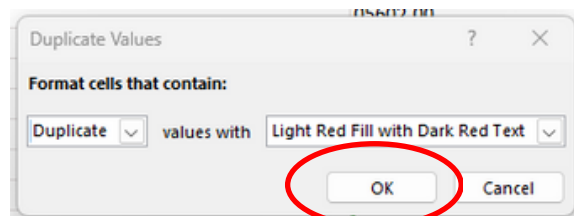
- Once the Excel file has loaded, highlight the "Billing Code" column and click on "Conditional Formatting"



- In the dropdown, click "Highlight Cell Rules"

- Click "Duplicate Values"

- Click "OK"

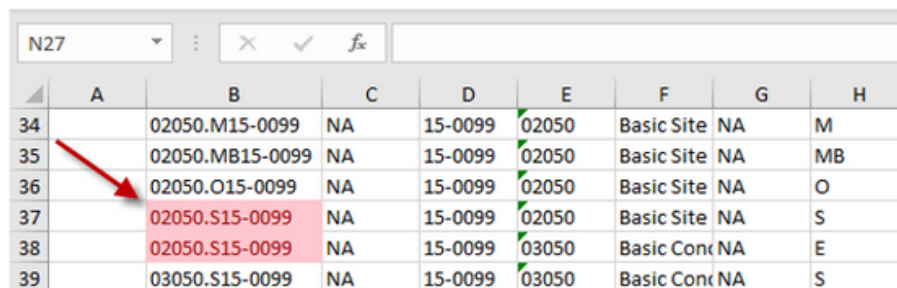


# Module 4: Manual Budget Setup

## **\*NOTE**

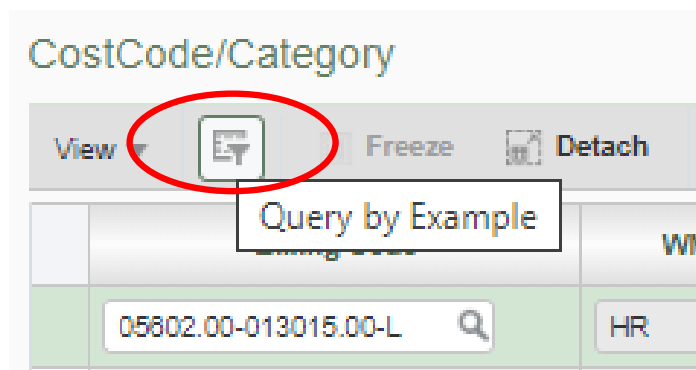
### **One-to-one Mapping Error**

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



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

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



# Module 4: Manual Budget Setup

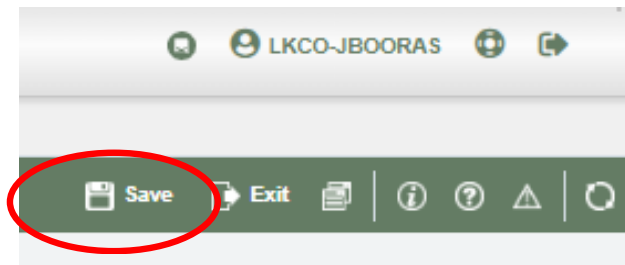
## **\*NOTE**

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

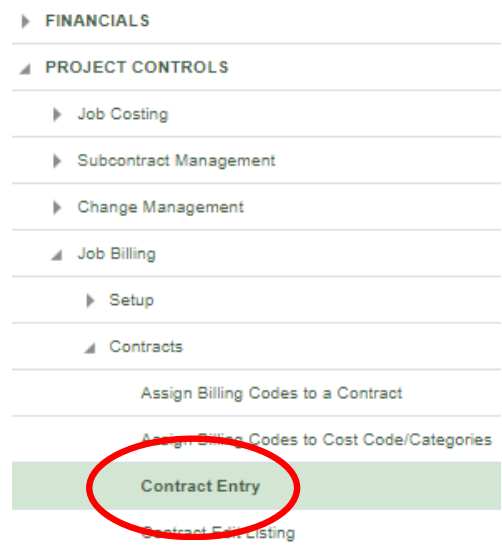
- **Clear the Billing Code that does not match the Cost Code Category**

COSTCODE/CATEGORY						
View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions						
02050.515-0099						
Billing Code	WM	Job Code	Cost Code	Cost Code Name	WM	* Category
02050.515-0099	NA	15-0099	02050	Basic Site Materials and Methods	NA	S
		15-0099	03050	Basic Concrete Materials and Metho	NA	E

- **Click "Save"**



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




## Module 4: Manual Budget Setup

## \*NOTE











## One-to-one Mapping Error

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

Contract Information

View ▾ | List ▾ | Print ▾ | Detach | Search | Insert | Delete | Workflows ▾ | Report Options ▾ | 

Find  Go

	Job	Job Name	* Contract	Contract Name	* Custom
	00001.00	Large Projects Template	00001.00	Large Projects Template	00100
	00002.00	Interiors/Special Projects Template	00002.00	Interiors/Special Projects Template	00100
	06001.00	LKCO MAINTENANCE	06001.00	LKCO MAINTENANCE	46851
	06002.00	Dummy LES Billing Job	06002.00	Dummy LES Billing Job	12554
	06120.07	JFK Presidential Library & Museum	06120.07	JFK Presidential Library & Museum	05729
	06251.00	Moxy Hotel - Parcel 7A	06251.00	Moxy Hotel - Parcel 7A	19667
	06255.00	South Bay Expansion - Site Develo	06255.00	South Bay Expansion - Site Develo	88842
	06260.00	480 Rutherford Avenue Apartments	06260.00	480 Rutherford Avenue Apartments	88257
	06273.00	Boston Arts Academy	06273.00	Boston Arts Academy	23065
	06276.00	MSUP City/Scen	06276.00	MSUP City/Scen	80268

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

**Contract Information**

Billing Items   Defaults   Rounding Methods   Address   Description   Officials   Surcharges   Risk Management   Separate Billing Information   Mapping Groups

Search   Insert   Delete   Previous   Next   Workflows   Report Options   Attachments   Notes   ECM Documents   User Extensions

Job: 06279-00   WBLR City/Lane   Contract Currency: US Dollar  
 Contract: 06279-00   WBLR City/Lane   Contract Billing Type: COST  
 \* Customer: 06286   Trustees of Boston University  
 Billing Billing Amt:   Contract Date: Feb 13, 2023   Closed Date:  
 Approved Date: Feb 13, 2023   Start Date: Mar 01, 2018   End Date: Dec 28, 2018

Create Contract Details   Bill Codes   **Add New Bill Codes**   Insert All Bill Code Budgets   Default Compliance Codes   Invoice Preview   Funding Sources   Generate Time Phased Budget   View/Edit Time Phased Budget

**Billing Items**

Billing Codes   Group 1   Group 2   Group 3   Group 4

View   Freeze   30   Search

Billing Code   \* Type   Description  
 06279-00-0086   COST   Construction M

**CONTRACT ENTRY**

**Add New Bill Codes Only**  
☐ Add New Bill Codes And Reset All Groups  
☐ Add New Bill Codes And Reset Null Groups

OK   Cancel

Save   Print   Refresh   Cancel

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

[illegible]

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.

# Module 4: Manual Budget Setup

7

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

Category LOV - Google Chrome

enterprise.cmicloudr12.com/cmiproduct/PMPCEntry/CategoryLov...

Find: % Go Close

Prev Set 1 - 3 of 3 Next Set Add New

Code	Name
	Other
	Subcontracts

Save Draft Save Cancel

History

Import

Phase\* Category\* BI

090190 61 Q S Q

8

- Scroll right
- Enter final amount

Signed

Print

Auto Calculate Markups

Import

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



# Module 4: Manual Budget Setup

9

- Enter billing amount

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

Calculate Markups Import

Description	Final Rate	Final Amount	Billing Quantity	Billing Rate	Billing Amount

10

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

Save Draft Save Cancel

PCI Detail RFQ Review/Approval Notes Related Objects Attachments History

PCI Details

☒ Show Rates ☐ Auto Calculate Markups Import

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



# Module 4: Manual Budget Setup

11

- Click "Post"
- Click "Proceed"

The screenshot shows the 'POST PCI' dialog box in the CMiC Playbook Job interface. The dialog box is titled 'POST PCI' and contains a 'Post Date (YYYY-MM-DD)' field set to '2023-02-02'. Below the date field are two buttons: 'Proceed' and 'Cancel'. The 'Proceed' button is circled in red. In the background, the 'CMiC Playbook Job' form is visible, showing fields for 'Type', 'Status', 'Date', 'Description', 'Scope', 'OCO no.', 'Days Impact', 'Projected Amount', and 'Calc Method'. The 'Post' button in the top right corner of the form is also circled in red.

12

To confirm that the budget has been added correctly:

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

The screenshot shows the CMiC Playbook Job interface. At the top, there is a search bar with the text '02171.00 - CMiC Playbook Job' and a 'Program Search...' field. Below the search bar, the 'Project: CMiC Playbook Job (02171.00)' is displayed. A 'Workflow Notification' section follows, listing several menu items: 'Job Setup', 'Subcontract Management', 'Change Management', 'Job Billing', 'Cost Reporting', 'Cost Status Query (Category)', and 'Forecasting'. The 'Cost Reporting' menu item is circled in red.



# Module 4: Manual Budget Setup

13

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

## Cost Status Query (Category)

Reset

Export

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

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

## \*NOTE

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

## Cost Status Query (Category)

Search

Reset

Export

↑ Current Budget

×

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

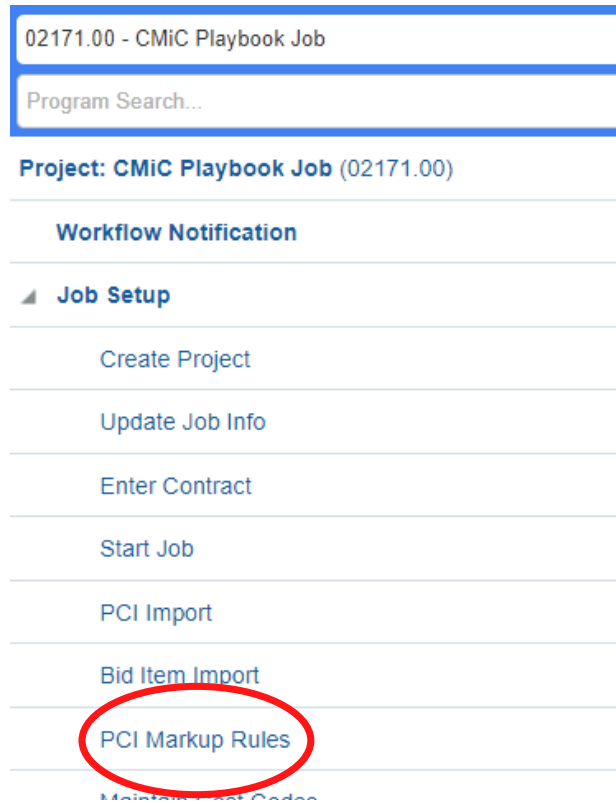




# Module 5: Create PCI Markups/ PCI Markup Rules

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)

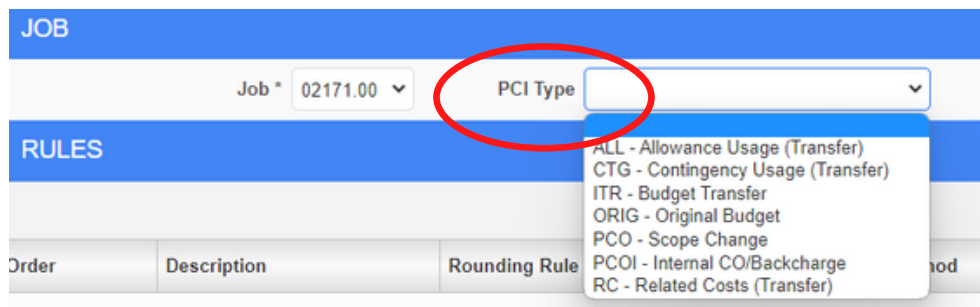
Workflow Notification

Job Setup

- Create Project
- Update Job Info
- Enter Contract
- Start Job
- PCI Import
- Bid Item Import
- PCI Markup Rules**
- Maintain Cost Codes

2

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



JOB

Job \* 02171.00 ▼ PCI Type ▼

RULES

Order	Description	Rounding Rule	Method

ALL - Allowance Usage (Transfer)  
CTG - Contingency Usage (Transfer)  
ITR - Budget Transfer  
ORIG - Original Budget  
PCO - Scope Change  
PCOI - Internal CO/Backcharge  
RC - Related Costs (Transfer)

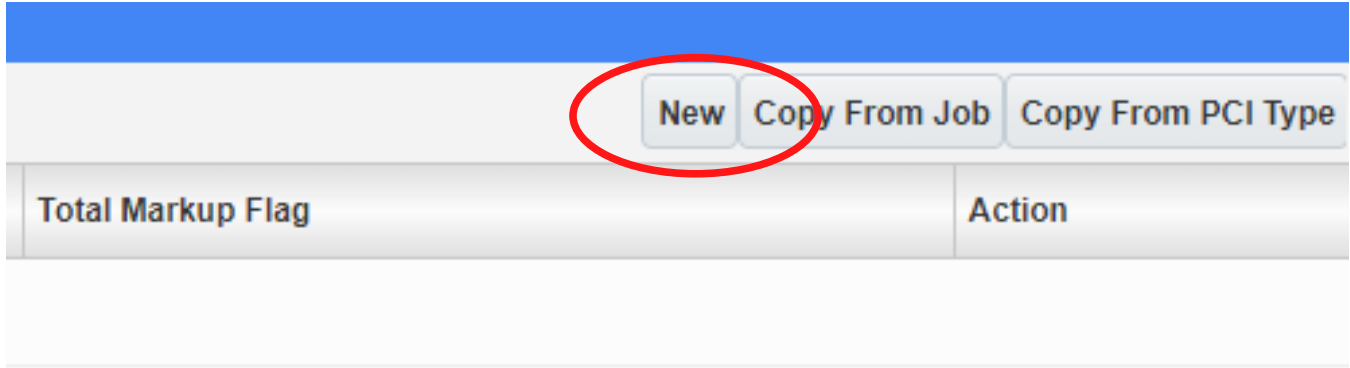
- \*NOTE: PCO (Scope Change) is the only type that is an external change order**
  - All other types are either internal change orders or budget transfers



# Module 5: Create PCI Markups/ PCI Markup Rules

3

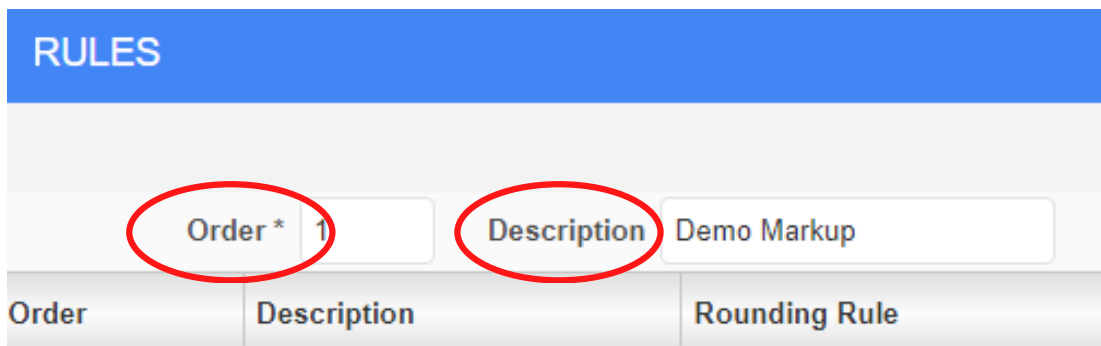
- To add a new markup, click "New"



The screenshot shows a web interface for creating PCI Markup Rules. At the top is a blue header bar. Below it is a light gray bar containing three buttons: "New", "Copy From Job", and "Copy From PCI Type". The "New" button is circled in red. Below this bar is a table with two columns: "Total Markup Flag" and "Action". The table is currently empty.

4

- Assign the "Order"
  - This is the order the markups will appear on the the change order
- Add a "Description"



The screenshot shows the "RULES" section of the PCI Markup Rules interface. It features a blue header bar with the word "RULES" in white. Below the header is a light gray bar containing two input fields: "Order \*" with the value "1" and "Description" with the value "Demo Markup". Both fields are circled in red. Below this bar is a table with three columns: "Order", "Description", and "Rounding Rule". The table is currently empty.



# Module 5: Create PCI Markups/ PCI Markup Rules

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**

<b>Rounding Rule</b>	No Rounding	<b>Rounding Method</b>	Standard	<b>Level *</b>	1
	<b>Rounding Method</b>	<b>Level</b>	<b>Total Markup Flag</b>		
	Standard	1	<input type="checkbox"/>		

- **Click "Save"**


<b>Save</b> <b>Cancel</b> <b>Copy From Job</b> <b>Copy From PCI Type</b>				
<b>Rounding Method</b>	Standard	<b>Level *</b>	1	<b>Total Markup Flag</b> <input type="checkbox"/>
<b>Level</b>	<b>Total Markup Flag</b>	<b>Action</b>		



# Module 5: Create PCI Markups/ PCI Markup Rules



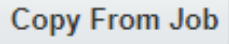
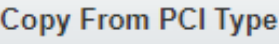



6

- 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

						
Rounding Method		Standard ▼	Level * 1		Total Markup Flag <input type="checkbox"/>	
	Level	Total Markup Flag			Action	
1		<input type="checkbox"/>				
1		<input type="checkbox"/>				
1		<input type="checkbox"/>				



# Module 5: 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**

## Other Markup Rules Explained

- **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		
<b>Subtotal</b>	3,500.00		
LKCo Insurance (1%)	35.00	Level 1 Markups - Calculates on the <b>Subtotal</b> of the change order	$(3,500) \times 1\%$
Permits (2%)	70.70	Level 2 Markups - Calculate on the <b>Subtotal</b> of the change order plus the total of all <b>Level 1 Markups</b>	$(3,500 + 35.00) \times 2\%$
Fee (3%)	108.17	Level 3 Markups - Calculates on the <b>Subtotal</b> of the change order plus the total of all <b>Level 1 Markups</b> plus the total of all <b>Level 2 Markups</b>	$(3,500 + 35.00 + 70.70) \times 3\%$
<b>Grand Total</b>	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

DETAILS			
Calculate On			
Action	Job	Phase *	Category *
 	ALL 	ALL 	ALL 

- **"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)

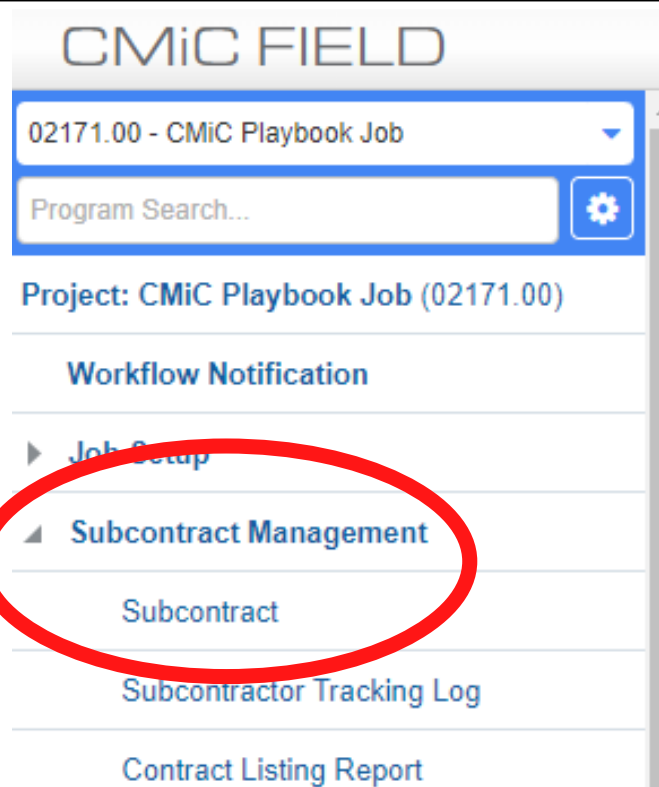
Allocate To					
Job	Phase *	Category *	Calculate On Billing Amount	Budget % *	Billing % *
*Inherited* 	990501.00 	 	<input type="checkbox"/>	3.000000	3.000000



# Module 6: Create a subcontract

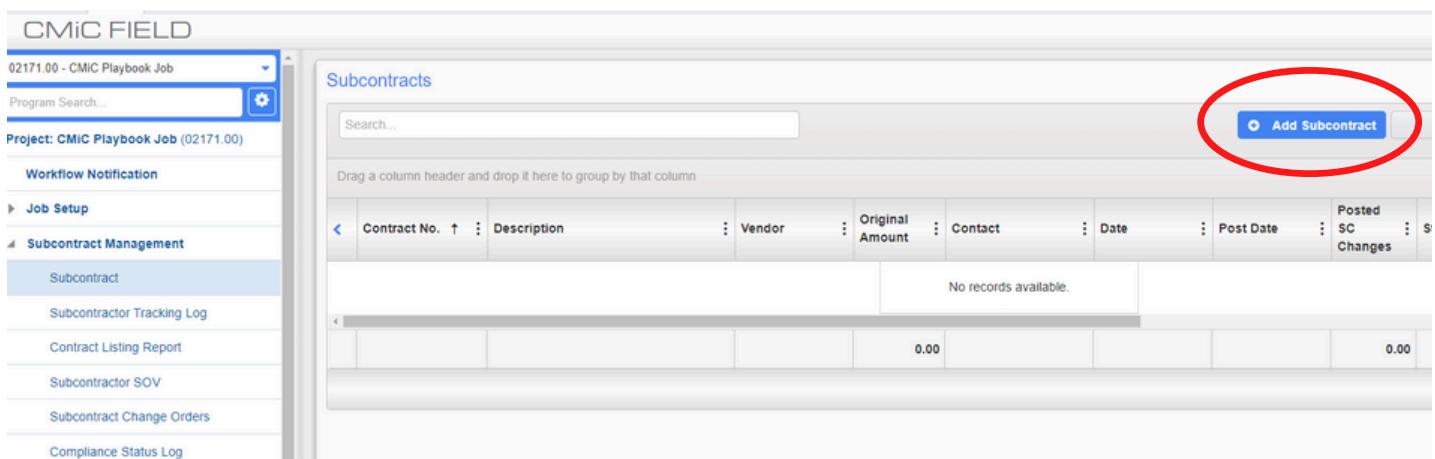
1

- 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

The screenshot shows the 'Subcontract Detail' form on the left and a 'Vendor List' table on the right. In the form, the 'Vendor' field has a magnifying glass icon circled in red. The 'Description' field is also circled in red. In the 'Vendor List' table, the 'All' radio button is circled in red. The table has columns for Abbrev, Code, Name, Prequal Status, Approval Status, and Order #. The 'Date' field at the bottom is also circled in red.

Abbrev	Code	Name	Prequal Status	Approval Status	Order #
04081	04081	Patrick Costello			
04206	04206	Patricia Palmiere			
09753	09753	Paul Spadaccini			
11934	11934	Patrick J. Kennedy & Sons Inc			39 Gibl Dorche
12278	12278	Paul Mc Donald			

4

- Scroll down to Accounting
- Confirm
  - Invoiced
  - Default Retainage %

The screenshot shows the 'Accounting' section of the form. It includes a dropdown menu for 'Invoiced' set to 'Via - Subcontract', a text field for 'Default Retainage %' set to '10', and a checkbox for 'SOV Level Retainage Release' which is checked.





# Module 6: Create a subcontract

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 ★

6

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

Payment and Performance Bond ★



Scope Details ★



# Module 6: Create a subcontract

7

- Scroll down to "Schedule of Values"
- Click the blue "+"

Schedule of Values

Action	<input type="checkbox"/> Delete	* Task Code
<input type="button" value="+"/> <input type="button" value="-"/>	<input type="checkbox"/>	<input type="text"/>
<input type="button" value="+"/>		

8

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

Schedule of Values

Action	<input type="checkbox"/> Delete	* Task Code	Seq	Task Name
<input type="button" value="+"/> <input type="button" value="-"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+"/>				



# Module 6: Create a subcontract

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








# Module 6: Create a subcontract

10

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

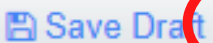




Key Dates

Start Date	020123	
End Date	022823	
Issued Date	022123	
Received Date		
Executed Date		

11

- **Click "Save"**

LEEKENC1-JLIU

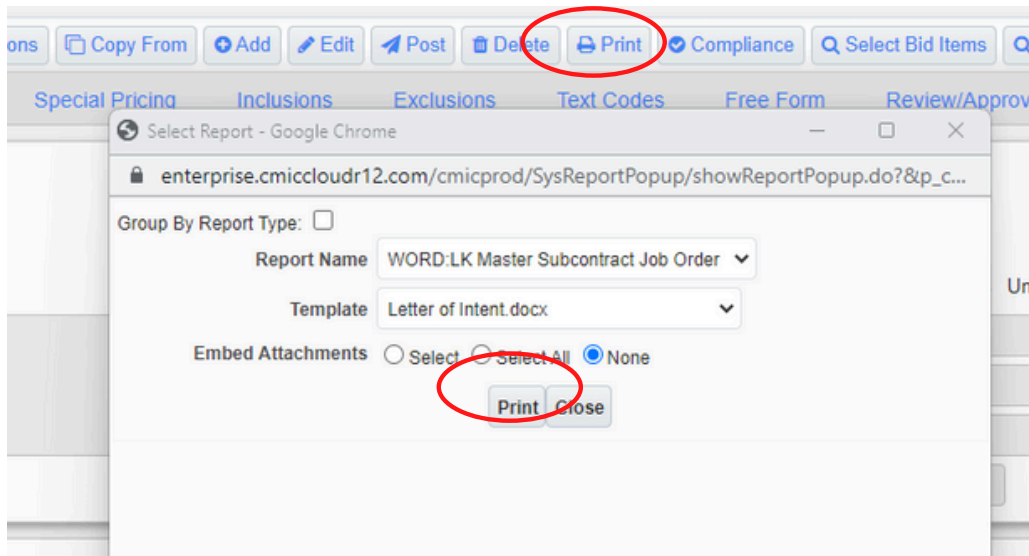
Review/Approval



# Module 6: Create a subcontract

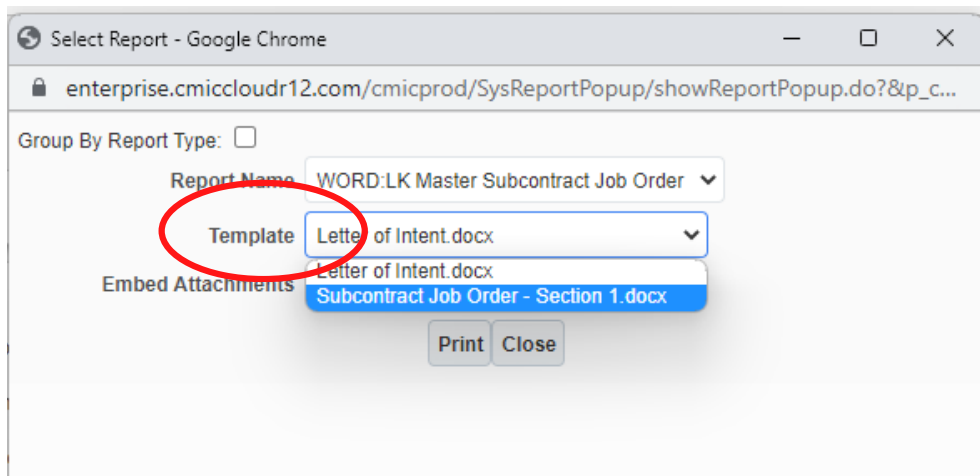
12

- To print/run the report - Click "Print" in the top right corner of the screen
- Once a new window opens, click "Print" again



## **\*NOTE**

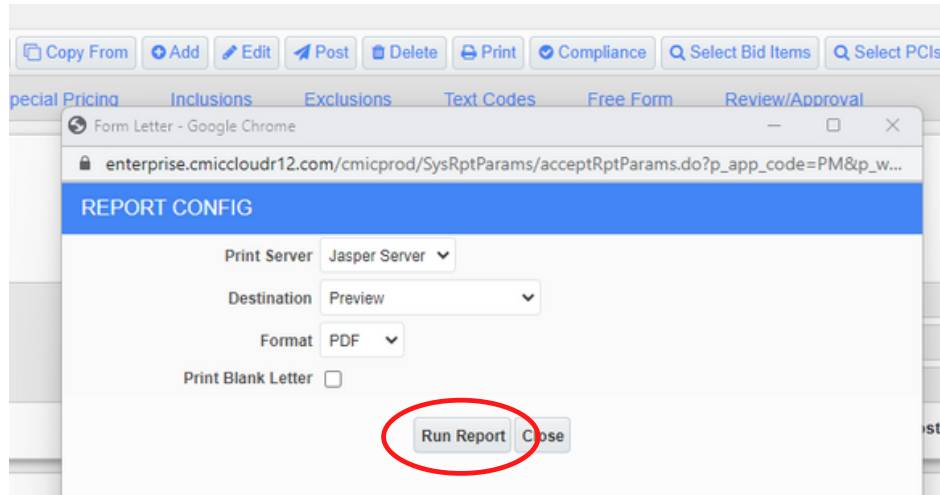
- Use the arrow next to "Template" to identify the form to be printed



# Module 6: Create a subcontract

13

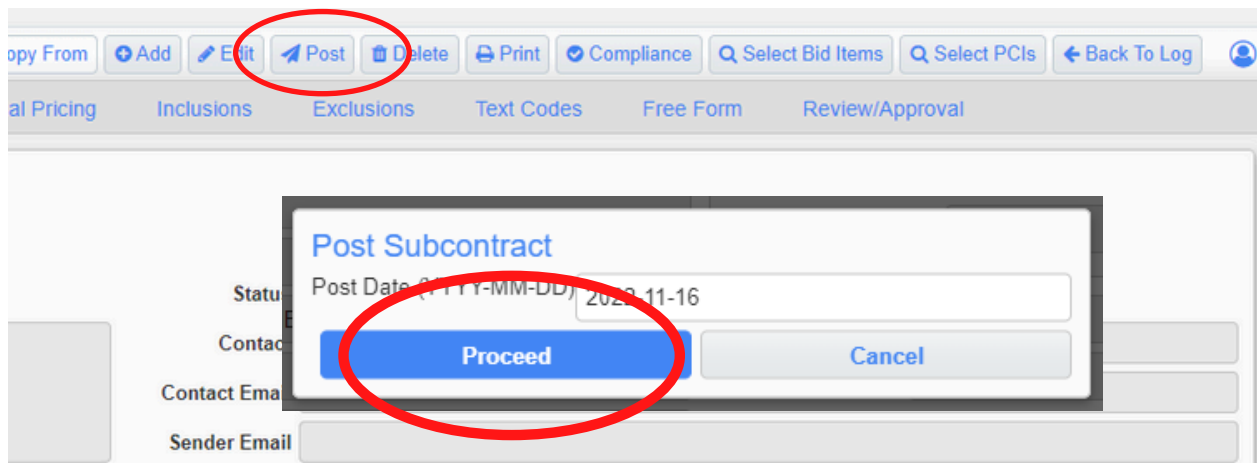
- **Click "Run Report"**



**\*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)"



16

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

A screenshot of a table with columns: Current Budget, Spent/Committed, Cost to Complete, Cost at Completion, and Variance. The 'Spent/Committed' column has a context menu open, showing options like 'Sort Ascending', 'Sort Descending', 'Columns', and 'Filter'. The 'Columns' sub-menu is open, showing a list of categories to show on the job, including Job Code, Cost Code, Description, Category Code, Original Budget, Transfers, External CO, Current Budget, Spent, Committed, Committed Remaining, Spent/Committed, and Cost To Complete. The 'Spent/Committed' and 'Cost To Complete' categories are checked.

	Current Budget	Spent/Committed	Cost to Complete	Cost at Completion	Variance
0.00	0.00	130.10	0.00	130.10	
0.00	80,569.00	0.00	0.00	0.00	
0.00	335,292.00	0.00	0.00	0.00	
0.00	166,384.00	14,562.56	151,821.44	151,821.44	
0.00	67,618.00	0.00	67,618.00	67,618.00	
0.00	25,558.00	0.00	25,558.00	25,558.00	
0.00	20,643.00	0.00	20,643.00	20,643.00	
0.00	307,277.00	0.00	307,277.00	307,277.00	
0.00	281,149.00	0.00	281,149.00	281,149.00	
0.00	152,718.00	0.00	152,718.00	152,718.00	



**Modules 7-12**

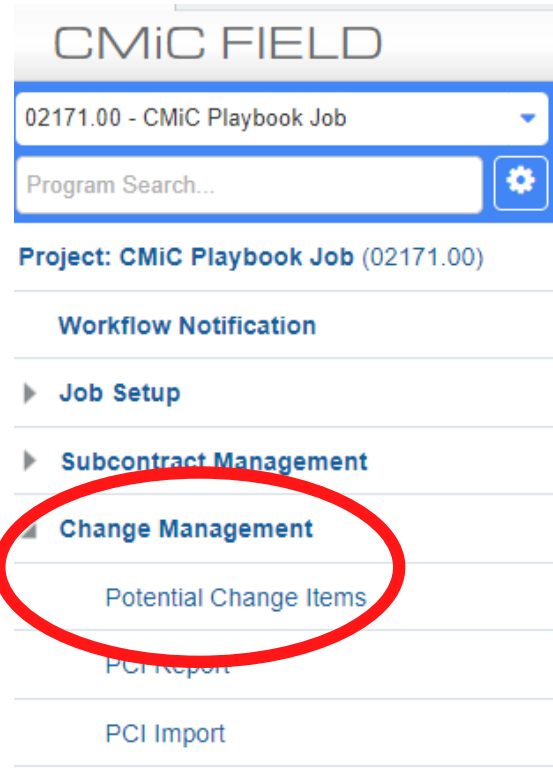
**Project Administration**



# 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"



CMiC FIELD

02171.00 - CMiC Playbook Job

Program Search...

Project: CMiC Playbook Job (02171.00)

Workflow Notification

Job Setup

Subcontract Management

**Change Management**

Potential Change Items

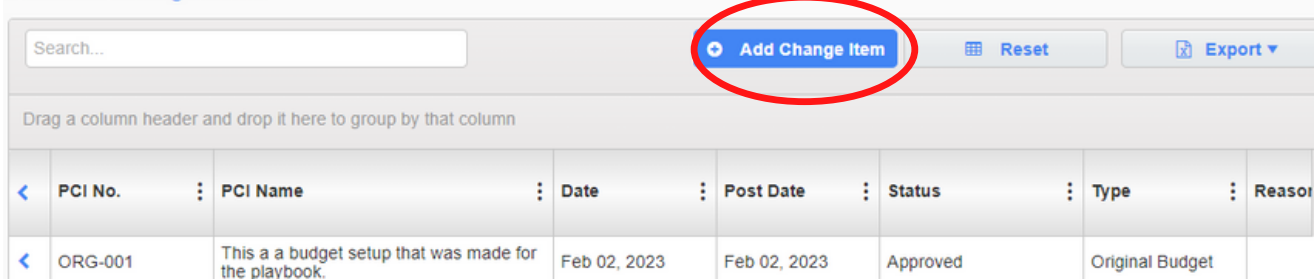
PCI Report

PCI Import

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	Reason
<	ORG-001	This a a budget setup that was made for the playbook.	Feb 02, 2023	Feb 02, 2023	Approved	Original Budget	



# 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**

The screenshot shows the 'PCI Detail' tab in a software interface. The 'Type' dropdown menu is open, displaying a list of options: Allowance Usage, Back Charge, Budget Transfer, Commitment Only Change, Contingency Usage, Internal Budget Transfer, Original Budget, and Scope Change. The 'Status' field is also visible, set to 'Open'. The 'Date' field is empty. The 'Post Date' field is empty. The 'Total Budgeted Amount' field shows '0.00'. To the right of the form is a table with columns: \* Type, \* Name, Class, \* PCI Number Mask, Override Flag, Sample, Not Allow Billi Amt Flag, and Allow Costs.

* Type	* Name	Class	* PCI Number Mask	Override Flag	Sample	Not Allow Billi Amt Flag	Allow Costs
CTG	Contingency Usage	Transfer	CTG-***	<input checked="" type="checkbox"/>	CTG-345	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ALL	Allowance Usage	Transfer	ALL-***	<input checked="" type="checkbox"/>	ALL-345	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ITR	Internal Budget Transfer	Transfer	ITR-***	<input checked="" type="checkbox"/>	ITR-345	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RC	Related Costs	Transfer	RC-***	<input checked="" type="checkbox"/>	RC-345	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PCO	Scope Change	External	PCO-***	<input checked="" type="checkbox"/>	PCO-345	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PCOI	Commitment Only Change	Internal	INT-***	<input checked="" type="checkbox"/>	INT-345	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ORIG	Original Budget	Original Budget	ORG-***	<input checked="" type="checkbox"/>	ORG-345	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TRN	Budget Transfer	Transfer	TRN-***	<input checked="" type="checkbox"/>	TRN-345	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BC	Back Charge	Transfer	BC-***	<input checked="" type="checkbox"/>	BC-345	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4

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

The screenshot shows the 'PCI Detail' tab in a software interface. The 'Status' dropdown menu is open, displaying a list of options: Open, Proceed, and Forecast. The 'Date' field is empty. The 'Post Date' field is empty. The 'Total Budgeted Amount' field shows '0.00'. The 'Type' field is empty. The 'Enter Code' field is empty.



# Module 7: Create a PCI

5

- **Write a description**

The screenshot shows the 'PCI Detail' tab of a software interface. The form includes several fields: 'ORG-002' in a text box, 'Type' set to 'Original Budget', 'Status' set to 'Open', and 'Date' set to '020323'. The 'Description' field is circled in red and contains the text 'CMC Playbook Change Order'. Other fields include 'OCO no.', 'Days Impact', 'Update Projected During Posting' (checked), 'Projected Amount Calc Method' (set to 'Recalculate Projected Amou'), 'Post Date', 'Total Budgeted Amount' (0.00), and 'Total Billing Amount' (0.00). A 'Scope' text area is also present.

6

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

The screenshot shows the 'PCI Details' section of the software interface. It includes a 'Show Rates' checkbox which is checked. Below this is a table with four columns: 'Action', 'Print', 'Seq', and 'Description'. In the 'Action' column, there is a blue square button with a white plus sign, which is circled in red.



# Module 7: Create a PCI

7

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

PCI Details

☒ Show Rates Import

Action	Print	Seq	Description	Idor	Vendor Name	Subcontract	Job*
<input type="checkbox"/>	<input checked="" type="checkbox"/>		CMiC Change Order #1	<input type="text"/>	<input type="text"/>	<input type="text"/>	02171.00
<input type="checkbox"/>							

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

Phase*	Category*	Bill
<input type="text"/>	<input type="text"/>	<input type="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.**

### PCI Details

☒ Show Rates

Import

Action	Print	Seq	Description	Vendor	Vendor Name	Subcontract	Job*
<input type="checkbox"/>	<input type="checkbox"/>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		CMiC Change Order #1	05144		02171.00.0001	02171.00
<input type="checkbox"/>	<input type="checkbox"/>						

- **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)**

Find: %	Go	Close
◀ Prev Set	1 - 4 of 4	Next Set ▶
Add New		
Code	Name	Vendor
090190.91	Paint Restoration	Diversified Construction Group LLC
024100.00	Demolition	
099100.00	Painting	



# Module 7: Create a PCI

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 <input type="checkbox"/>	Seq	Description	Noted Amount	Final Amount	Billing Amount	Subcontract Change
	<input checked="" type="checkbox"/>		CMiC Change Order #1		457	457	<input type="text"/>
	<input checked="" type="checkbox"/>		CMiC Change Order #1		-457	-457	<input type="text"/>

**\*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

☒ Show Rates ☐ Auto Calculate Markups

	Print <input type="checkbox"/>	Seq	Description	Final Amount	Billing Quantity	Billing Rate	Billing Amount	Subcontract Change	Task ID
	<input checked="" type="checkbox"/>		Elevators - Added Scope	5040			5040	TBD	PC0096



# Module 7: Create a PCI

9

- Click "Save" in the top right corner

The screenshot shows the 'Potential Change Item' form. At the top right, there are buttons for 'Save Draft', 'Save', and 'Cancel'. The 'Save' button is circled in red. Below the buttons, there are tabs for 'PCI Detail', 'RFQ', 'Review/Approval', 'Notes', 'Attachments', and 'History'. The 'PCI Detail' tab is active. The form contains several fields: 'CTG-001' in a text box, 'Type' set to 'Contingency Usage (Transfer)', 'Status' set to 'Open', 'Description' set to 'CMIC Playbook Change Order', 'OCO no.' field, 'Days Impact' field, 'Update Projected During Posting' checkbox (checked), 'Projected Amount Calc Method' set to 'Recalculate Projected Amount', 'Post Date' field, 'Total Budgeted Amount' set to 0.00, and 'Total Billing Amount' set to 0.00.

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

The screenshot shows the 'Potential Change Item' form after it has been saved. At the top right, there are buttons for 'Add PCI', 'Copy', 'Edit', 'Delete', 'Print PCI', 'Quick Print', 'Select Bid Item', 'Calc. Markups', and 'Post'. The 'Calc. Markups' button is circled in red. Below the buttons, there are tabs for 'PCI Detail', 'RFQ', 'Review/Approval', 'Notes', 'Attachments', and 'History'. The 'PCI Detail' tab is active. The form contains several fields: 'CTG-001' in a text box, 'Type' set to 'Contingency Usage (Transfer)', 'Status' set to 'Open', 'Description' set to 'CMIC Playbook Change Order', 'OCO no.' field, 'Days Impact' field, 'Update Projected During Posting' checkbox (checked), 'Projected Amount Calc Method' set to 'Recalculate Projected Amount', 'Post Date' field, 'Total Budgeted Amount' set to 0.00, and 'Total Billing Amount' set to 0.00.



# Module 7: Create a PCI

11

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

The screenshot shows the 'Potential Change Item' form. At the top, there is a toolbar with buttons: 'Add PCI', 'Copy', 'Edit', 'Delete', 'Print PCI', and 'Cancel'. The 'Edit' button is circled in red. Below the toolbar, there are tabs: 'PCI Detail', 'RFQ', 'Review/Approval', 'Notes', 'Attachments', and 'History'. The 'PCI Detail' tab is active. The form contains the following fields:

- CTG-001** (ID)
- Type**: Contingency Usage (Transfer) (with a 'Modify' button)
- Status**: Open (dropdown menu)
- Proceed** and **Forecast** checkboxes
- Date**: Feb 03, 2023
- Post Date** (empty field)
- Total Budgeted**: 0.00
- Description**: CMiC Playbook Change Order
- Scope** (empty text area)

12

- Change "Status" of PCI to "Approved"
- Click "Save"

The screenshot shows the 'Potential Change Item' form with the 'Status' dropdown menu open. The 'Approved' option is highlighted. The 'Save' button in the top toolbar is circled in red. The form contains the following fields:

- CTG-001** (ID)
- Type**: Contingency Usage (Transfer)
- Status**: Open (dropdown menu with options: Open, Approved, Cancelled, Rejected, Submitted Not Proceeding, Submitted Proceeding)
- Date**: Feb 03, 2023
- Post Date** (empty field)
- Total Budgeted Amount**: 0.00
- Total Billing Amount**: 0.00
- Description**: CMiC Playbook Change Order
- Scope** (empty text area)
- OCO no.** (empty field)
- Days Impact** (empty field)
- Update Projected During Posting** (checked checkbox)
- Projected Amount Calc Method**: Recalculate Projected Amount (dropdown menu)





# Module 7: Create a PCI

## 13 - For Internal COs and Transfers:

- Click "Post"
- Click "Proceed"

The screenshot displays the 'Potential Change Item' form in a web application. The form includes fields for 'Type' (Contingency Usage (Transfer)), 'Status' (Approved), 'Date' (Feb 03, 2023), 'Description' (CMIC Playbook Change Order), and 'OCO no.'. There are also fields for 'Total Budgeted Amount' and 'Total Billing Amount', both set to 0.00. A 'Post' button is circled in red in the top right corner of the form. A modal window titled 'POST PCI' is open, showing a 'Post Date (YYYY-MM-DD)' of 2022-11-16 and 'Proceed' and 'Cancel' buttons, with 'Proceed' circled in red.

**\*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

Potential Change Item

ORG-001

Type: Original Budget

Status: Approved

Proceed: ☒ Forecast: ☒

Date: Feb 02, 2023

Post Date: Feb 02, 2023

Total Budgeted Amount: 15,560.00

Total Billing Amount: 15,560.00

Description: This is a budget setup that was made for the playbook.

Scope:

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

Potential Change Item

CTG-001 - CMiC Playbook Change Order

RFQ

Action	Print	Seq	Description	Vendor*	Vendor Name	Contact	Quoted Quantity	Quoted Rate	Quoted Amount	Date Sent	Date Due	Date Received
+ -	<input type="checkbox"/>	1	CMiC Change Order #1	05144	Diversified Construction Group LLC							
+ -	<input type="checkbox"/>	2	CMiC Change Order #1	05144	Diversified Construction Group LLC							

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

Broadcast History Broadcast RFQs Link to Issue



# 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"

The screenshot shows the 'PCI Detail' form for PCI PCO-002. The form includes fields for Type (Scope Change), Status (Approved), Date (Nov 16, 2022), and Description (CMIC Playbook - Unpost PCI Test). The 'UnPost' button in the top right is circled in red. A 'Confirm Post' dialog box is overlaid, asking 'Do you really want to unpost PCI PCO-002? WARNING: If a JB Draw/Revision is in process, it must be manually Deleted & Recreated via "Prepare Billing" program to reflect the currently unposted PCI.' The 'Yes' button in the dialog is circled in red.

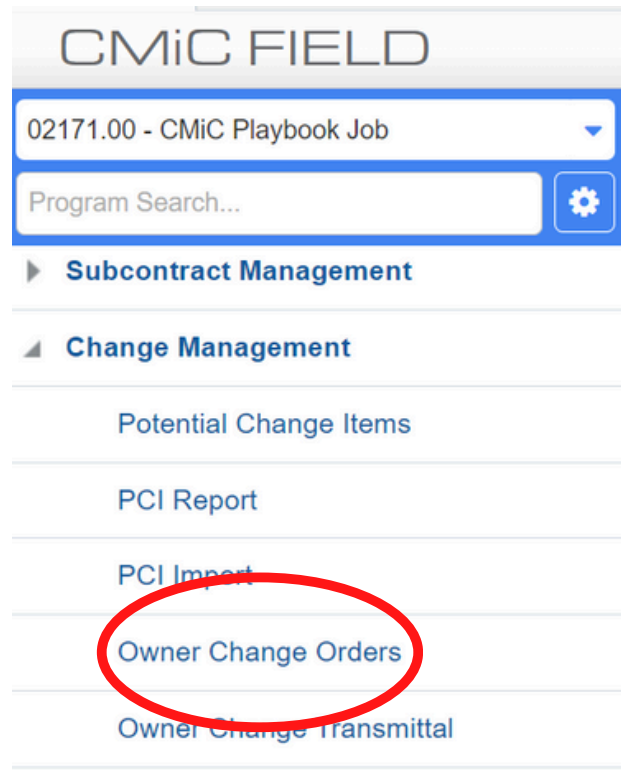
Field	Value
Type	Scope Change
Status	Approved
Date	Nov 16, 2022
Description	CMIC Playbook - Unpost PCI Test
OCO no.	
Source Type	
Reason	
Days Impact	
Source	
Total Budgeted Amount	2,144.50
Total Billing Amount	2,144.50



# Module 8: Create an owner change order

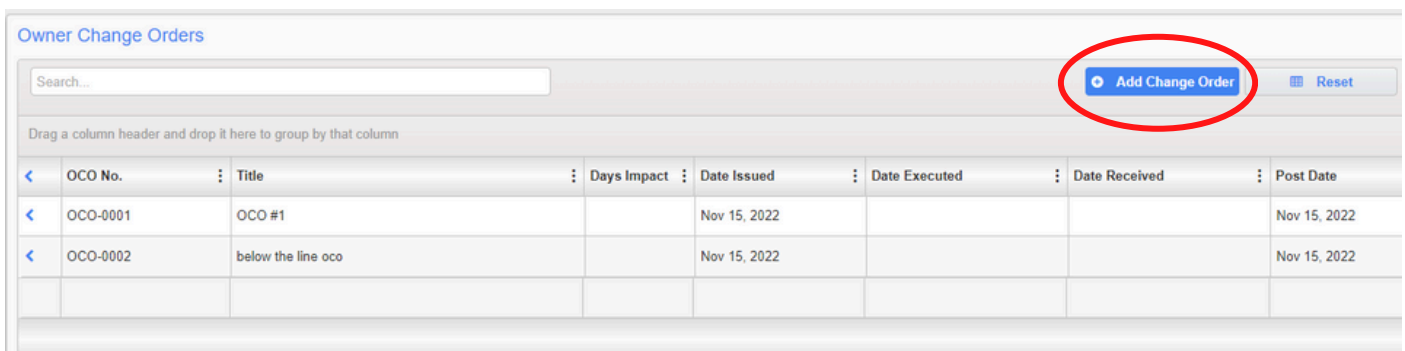
1

- 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

Owner's CO# 0124

JB Contract 02171.00

Notes

Days Impact

Date Issued 020323

Date Executed

Date Received

Closed ☐

4

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

s Impact   Status   Action

Add PCI's

- Select the PCI
- Click "Accept"

PCI Details LOV - Google Chrome

enterprise.cmiccloudr12.com/cmiproduct/PMOwnChgOrder/MultiLovOcoDetails.do?&cmmvCompCode...

Find: %   Go   Close   Accept

<< Prev Set   1 - 1 of 1   Next Set >>

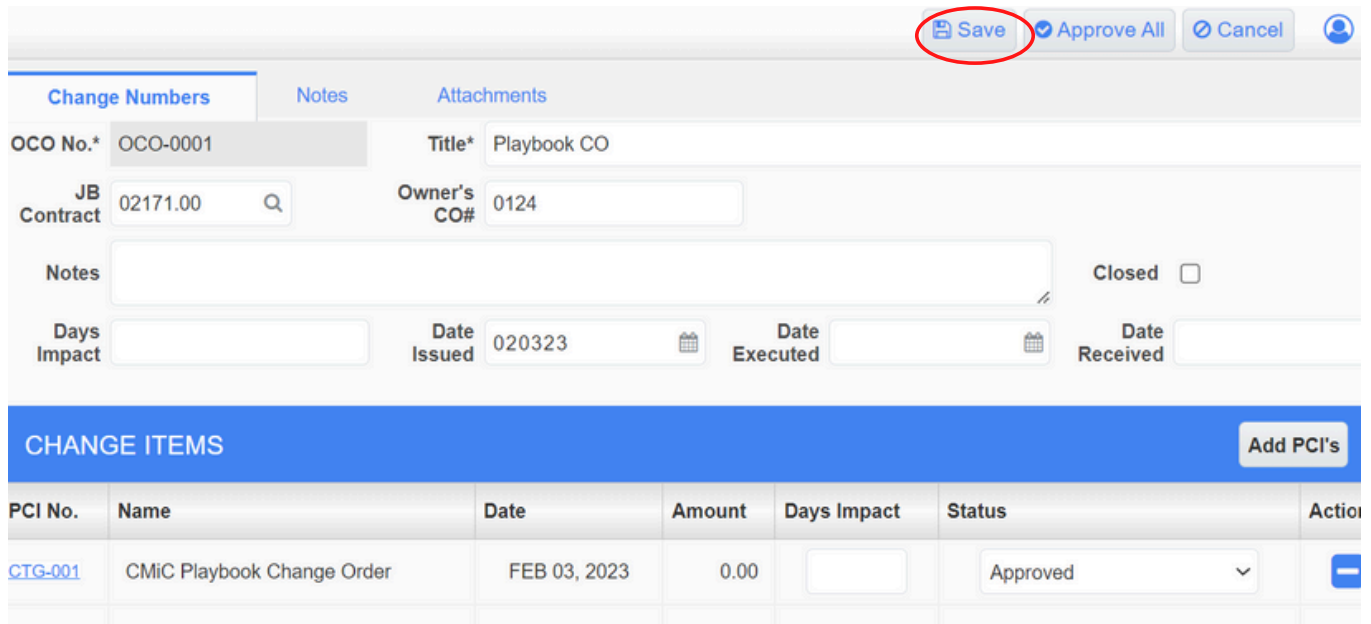
Code	Name	Date	Amount	Days Impact	Status	<input type="checkbox"/>
CTG-001	CMIC Playbook Change Order	FEB 03, 2023	0.00		Approved	<input checked="" type="checkbox"/>



# Module 8: Create an owner change order

5

- Click "Save"



The screenshot shows the OCO form with the following fields and values:

- OCO No.\*: OCO-0001
- Title\*: Playbook CO
- JB Contract: 02171.00
- Owner's CO#: 0124
- Notes: (empty)
- Closed: ☐
- Days Impact: (empty)
- Date Issued: 020323
- Date Executed: (empty)
- Date Received: (empty)

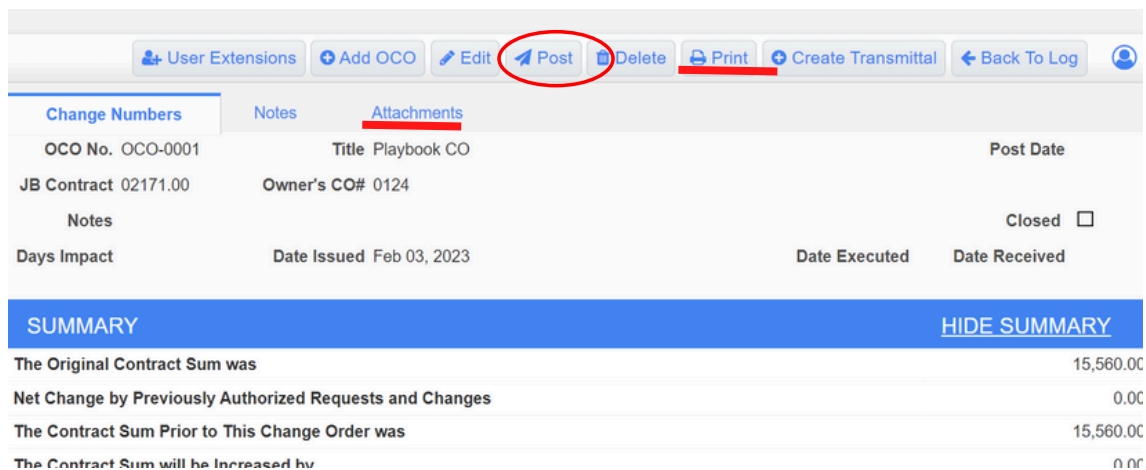
The 'CHANGE ITEMS' table is shown below the form:

PCI No.	Name	Date	Amount	Days Impact	Status	Action
CTG-001	CMiC Playbook Change Order	FEB 03, 2023	0.00		Approved	

6

- Click "Post"

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



The screenshot shows the OCO form with the following fields and values:

- OCO No.: OCO-0001
- Title: Playbook CO
- JB Contract: 02171.00
- Owner's CO#: 0124
- Notes: (empty)
- Closed: ☐
- Days Impact: (empty)
- Date Issued: Feb 03, 2023
- Date Executed: (empty)
- Date Received: (empty)

The 'SUMMARY' table is shown below the form:

The Original Contract Sum was	15,560.00
Net Change by Previously Authorized Requests and Changes	0.00
The Contract Sum Prior to This Change Order was	15,560.00
The Contract Sum will be Increased by	n or



# 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**

The screenshot shows the CMiC FIELD interface. At the top, there's a header with 'CMiC FIELD'. Below it, a dropdown menu shows '02171.00 - CMiC Playbook Job'. A search bar labeled 'Program Search...' is next to it. Below the search bar, the text 'Project: CMiC Playbook Job (02171.00)' is displayed. A 'Workflow Notification' section follows. Then, there are two expandable menu items: 'Job Setup' and 'Subcontract Management'. The 'Subcontract Management' item is expanded, showing a sub-menu with 'Subcontract' highlighted by a red circle.

<	Contract No. ↑	:	Description	:	Vendor	:	Orig Arr
<	02171.00.0001		This is a subcontract for the playbook		Diversified Construction Group LLC		

2

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

The screenshot shows the CMiC FIELD interface with the 'Change Orders' tab selected. The tab is highlighted by a red circle. Above the tab, there's a toolbar with buttons: 'User Extensions', 'Add', 'Edit', 'Print', 'Compliance', and 'Create SC Change'. The 'Create SC Change' button is highlighted by a red circle. Below the tab, the text '06310-001 - Early Utilities - Sitework' is visible. At the bottom, there's a section labeled 'Change Orders'.



# Module 9: Create a subcontractor change order

3

- Scroll down to the Schedule of Values
- Click "Add PCIs"

Schedule of Values

Action	Item Code*	Task Name	Unit	Rate	Amount	Job*	Phase
--------	------------	-----------	------	------	--------	------	-------

Add PCIs

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
<input type="checkbox"/>	CTG-001	CMiC Change Order #1			.00	457.00	02171.00	090190.91	S	LS	0	ACO	CMiC Chang
<input type="checkbox"/>	CTG-001	CMiC Change Order #1			.00	-457.00	02171.00	090190.91	S	LS	0	ACO	CMiC Chang

Available PCIs with TBD

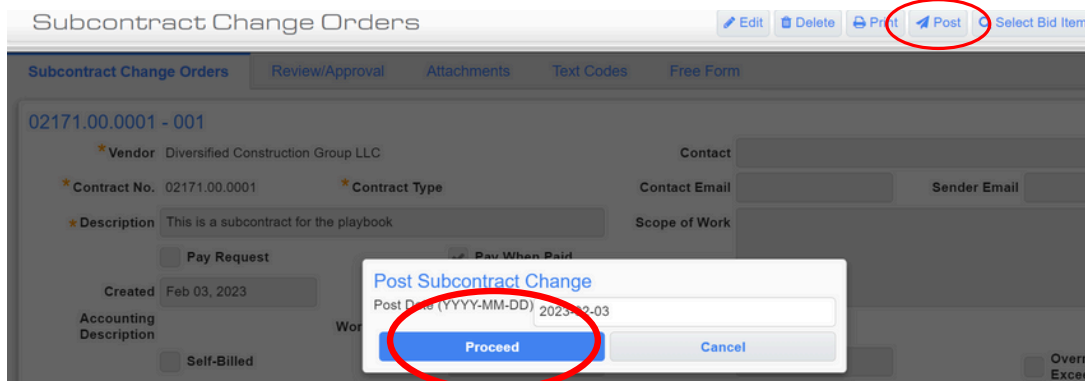




# Module 9: Create a subcontractor change order

5

- Click "Post"
- Click "Proceed"



The screenshot shows the 'Subcontract Change Orders' form. At the top right, there are buttons for 'Edit', 'Delete', 'Print', 'Post', and 'Select Bid Item'. The 'Post' button is circled in red. Below the form, a modal window titled 'Post Subcontract Change' is open, showing a 'Post Date (YYYY-MM-DD)' field with the value '2023-02-03' and a 'Proceed' button, which is also circled in red.

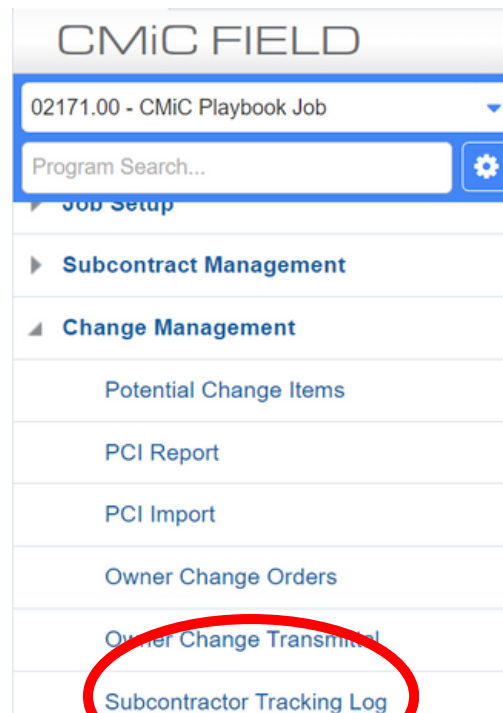
**\*NOTE: For PCIs designated "Type: Scope Change", the PCI will be posted through an owner change order.**

**(See Module 8 for owner change order posting)**

6

**To review a posted change order:**

- Click on "Change Management"
- Click on "Subcontractor Tracking Log"



The screenshot shows the CMiC FIELD interface. At the top, there is a dropdown menu for '02171.00 - CMiC Playbook Job' and a 'Program Search...' field. Below this, there is a 'Job Setup' section with a list of options: 'Subcontract Management', 'Change Management', 'Potential Change Items', 'PCI Report', 'PCI Import', 'Owner Change Orders', 'Owner Change Transmittal', and 'Subcontractor Tracking Log'. The 'Subcontractor Tracking Log' option is circled in red.



# 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

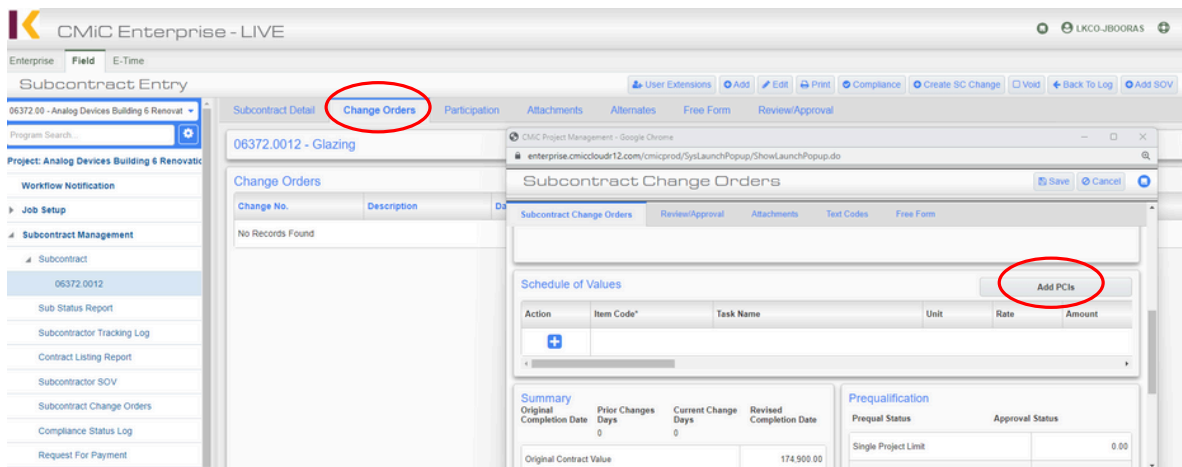
Search...								Reset
Drag a column header and drop it here to group by that column								
PCI Type	PCI No.	PCI Post Date	Owner Reference Number	Subcontractor Reference Number	OCO #	SCO #	Contract Post Date	
Out of Scope Change	<a href="#">PCO001</a>	Nov 15, 2022			<a href="#">OCO-0001</a>	<a href="#">06311.0250-001</a>	Nov 14, 2022	
Out of Scope Change	<a href="#">PCO002</a>	Nov 15, 2022			<a href="#">OCO-0001</a>	<a href="#">06311.0250-002</a>	Nov 14, 2022	
Out of Scope Change	<a href="#">PCO004</a>	Nov 15, 2022			<a href="#">OCO-0001</a>	<a href="#">06311.0212-001</a>	Nov 15, 2022	
Out of Scope Change	<a href="#">PCO060</a>	Nov 15, 2022			<a href="#">OCO-0001</a>	<a href="#">06311.0213-001</a>		
Out of Scope Change	<a href="#">PCO092</a>	Nov 15, 2022			<a href="#">OCO-0001</a>	<a href="#">06311.0221-001</a>		
Out of Scope Change	<a href="#">PCO092</a>	Nov 15, 2022			<a href="#">OCO-0001</a>	<a href="#">06311.0227-001</a>	Nov 15, 2022	
Out of Scope Change	<a href="#">PCO092</a>	Nov 15, 2022			<a href="#">OCO-0001</a>	<a href="#">06311.0213-001</a>		
Out of Scope Change	<a href="#">PCO092</a>	Nov 15, 2022			<a href="#">OCO-0001</a>	<a href="#">06311.0228-001</a>	Nov 15, 2022	
Out of Scope Change	<a href="#">PCO092</a>	Nov 15, 2022			<a href="#">OCO-0001</a>	<a href="#">06311.0226-001</a>		
Out of Scope Change	<a href="#">PCO093</a>	Nov 15, 2022			<a href="#">OCO-0001</a>	<a href="#">06311.0207-001</a>	Nov 15, 2022	
Out of Scope Change	<a href="#">PCO094</a>	Nov 15, 2022			<a href="#">OCO-0002</a>	<a href="#">06311.0214-001</a>	Nov 15, 2022	
Out of Scope Change	<a href="#">PCO095</a>	Nov 15, 2022				<a href="#">06311.0207-002</a>	Nov 15, 2022	
Out of Scope Change	<a href="#">PCO096</a>	Nov 15, 2022				<a href="#">06311.0207-003</a>		



# 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.**

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	PC0001	Nov 15, 2022			OCO-0001	06311.0250-001	Nov 14, 2022
Out of Scope Change	PC0002	Nov 15, 2022			OCO-0001	06311.0250-002	Nov 14, 2022
Out of Scope Change	PC0004	Nov 15, 2022			OCO-0001	06311.0212-001	Nov 15, 2022
Out of Scope Change	PC0060	Nov 15, 2022			OCO-0001	06311.0213-001	
Out of Scope Change	PC0092	Nov 15, 2022			OCO-0001	06311.0221-001	
Out of Scope Change	PC0092	Nov 15, 2022			OCO-0001	06311.0227-001	Nov 15, 2022



# 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"

The screenshot shows the 'Void Subcontract Change' dialog box. The 'Void Date (YYYY-MM-DD)' field is set to '2022-11-16'. The 'Proceed' button is highlighted with a red circle. The background shows the 'Subcontract Change Orders' list with details for contract 06311.0228 - 002, vendor Allan Construction LLC, and description CMIC Playbook - Sub CO Un.

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

The screenshot shows the 'Confirm Post' dialog box. The text inside reads: 'Do you really want to unpost PCI PCO-003? WARNING: If a JB Draw/Revision is in process, it must be manually Deleted & Recreated via "Prepare Billing" program to reflect the currently unposted PCI.' The 'Yes' button is highlighted with a red circle. The background shows the 'PCI Detail' view for PCO-003, with fields for Type (Scope Change), Status (Approved), Date (Nov 16, 2022), Post Date (Nov 16, 2022), and Total Budgeted Amount (3,216.75). The 'UnPost' button in the top right is also circled in red.



# Module 10: Create owner invoices

## 1 - Set up first bill

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

02171.00 - CMiC Playbook Job

Program Search... [Settings Icon]

Project: CMiC Playbook Job (02171.00)

Workflow Notification

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

## 2 - Set up first bill

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

Create Contract

\* Company: LEEKENC2 [Search] Lee Kennedy Co., Inc.

☐ Use Subcontract Vendor on New Bill Lines ☐ Show Closed Contracts

Contract Information

View [Icons] Freeze Detach Search Insert Delete

Find: 02171.00 [Go]

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

Contract Information

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

Find: 02171.00 [Go]

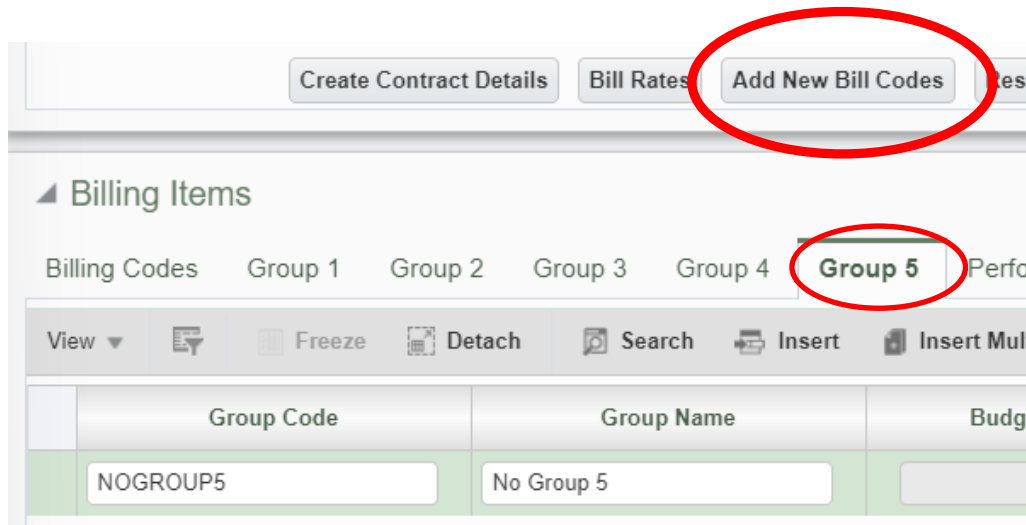
	Job	Job Name	* Contract	
[Pencil]	02171.00	CMiC Playbook Job	02171.00	CM



# Module 10: Create owner invoices

## 3 - Set up first bill

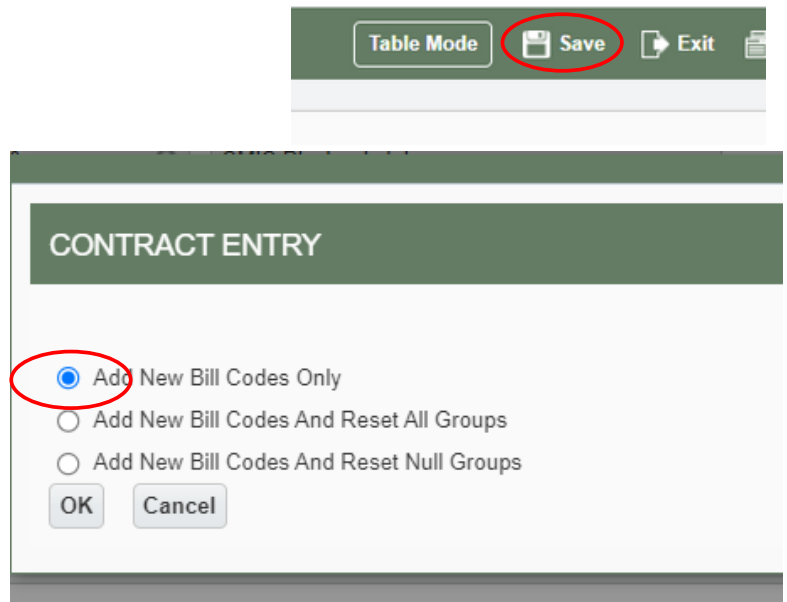
- Under "Billing Items" select Group 5
- Click on "Add New Bill Codes"



The screenshot shows a software interface for managing billing items. At the top, there are three buttons: "Create Contract Details", "Bill Rates", and "Add New Bill Codes". The "Add New Bill Codes" button is circled in red. Below these buttons is a section titled "Billing Items". Under this section, there are tabs for "Billing Codes", "Group 1", "Group 2", "Group 3", "Group 4", and "Group 5". The "Group 5" tab is circled in red. Below the tabs is a toolbar with icons for "View", "Freeze", "Detach", "Search", "Insert", and "Insert Mul". Below the toolbar is a table with three columns: "Group Code", "Group Name", and "Budg". The first row of the table has the values "NOGROUP5" and "No Group 5".

## 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"



The screenshot shows a "CONTRACT ENTRY" dialog box. At the top, there are three buttons: "Table Mode", "Save", and "Exit". The "Save" button is circled in red. Below these buttons is a section titled "CONTRACT ENTRY". Under this section, there are three radio button options: "Add New Bill Codes Only", "Add New Bill Codes And Reset All Groups", and "Add New Bill Codes And Reset Null Groups". The "Add New Bill Codes Only" option is selected and circled in red. Below the radio buttons are two buttons: "OK" and "Cancel".



# Module 10: Create owner invoices

## 5 - Set up first bill

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

- Click "OK"

The screenshot shows a software interface with a 'Description' tab selected. A search bar next to 'Invoice Format' is highlighted with a red circle. Below the search bar, a list of options is displayed, with 'Group 5 Detail' selected. The 'OK' button at the bottom right of the search results is also highlighted with a red circle.

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

## 6 - Set up first bill

- Click on "Insert Multiple"

The screenshot shows the 'Billing Items' section of the software. The 'Group 5' tab is selected. The 'Insert Multiple' button is highlighted with a red circle. Below the button, a table displays the group code and name.

Group Code	Group Name	Budg. Billing
NOGROUP5	No Group 5	



# Module 10: Create owner invoices

## 7 - Set up first bill

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

Detached Table				
View  Freeze  Detach  Search  Insert  Insert Multiple  Delete  Workflows  Report Op				
	Group Code	Group Name	Budg. Billing Amt	Max Billing Amt
	NOGROUP5	No Group 5	15,560.00	

## 8 - Set up first bill

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

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

Detached Table				
View  Freeze  Detach  Search  Insert  Insert Multiple  Delete  Workflows  Rep				
	Group Code	Group Name	Budg. Billing Amt	Max Billing Amt
	NOGROUP5	No Group 5	15,560.00	
	01	General Conditions		
	02	Project Requirements		
	03	Demolition		
	04	Rough Carpentry		
	05	Millwork		
	06	Doors and Frames		

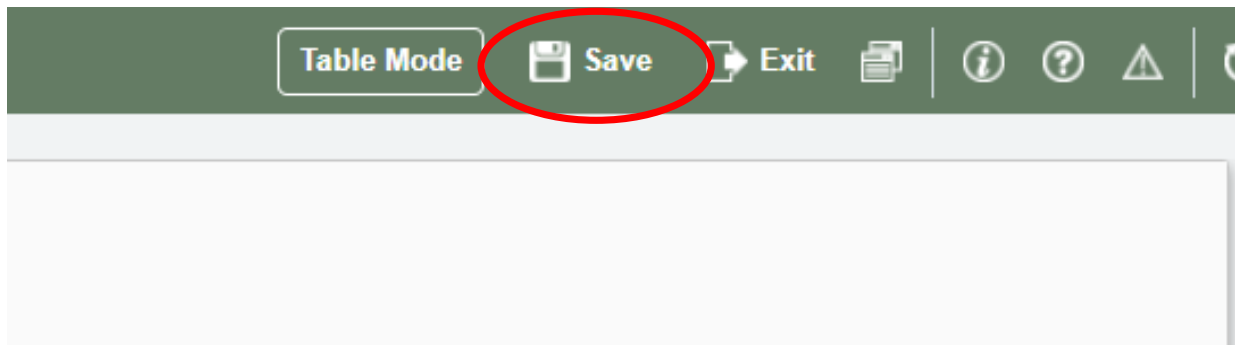




# Module 10: Create owner invoices

## 9 - Set up first bill

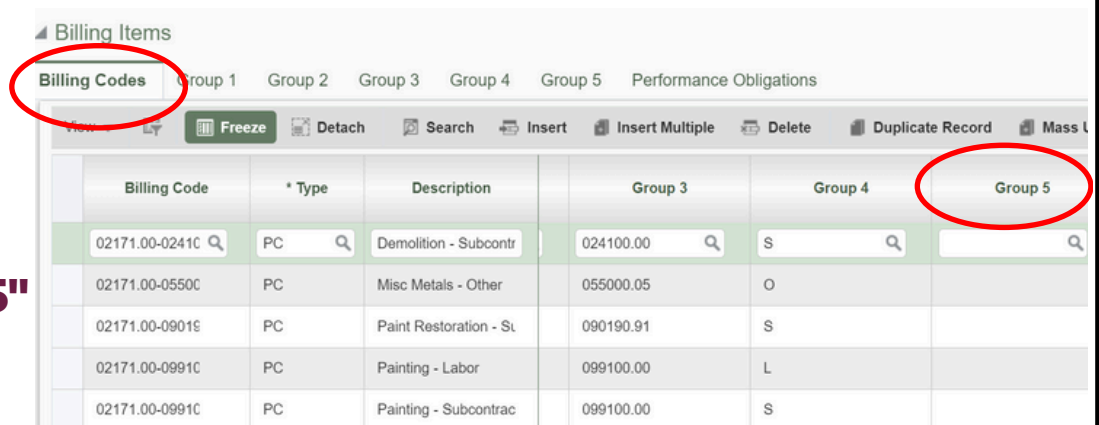
- Click "Save"



## 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"



Billing Items					
Billing Codes Group 1 Group 2 Group 3 Group 4 Group 5 Performance Obligations					
Billing Code	* Type	Description	Group 3	Group 4	Group 5
02171.00-0241C	PC	Demolition - Subcontr	024100.00	S	
02171.00-0550C	PC	Misc Metals - Other	055000.05	O	
02171.00-0901E	PC	Paint Restoration - Sl	090190.91	S	
02171.00-0991C	PC	Painting - Labor	099100.00	L	
02171.00-0991C	PC	Painting - Subcontrac	099100.00	S	



# Module 10: Create owner invoices

## 11 - Set up first bill

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

Detached Table

Billing Code	* Type	Description	ion Value	Group 1	Group 2	Group 3	Group 4	Group 5
02171.00-02410	PC	Demolition - Subcontr		02171.00	02	024100.00	S	01
02171.00-05500	PC	Misc Metals - Other		02171.00	05	055000.05	O	01
02171.00-09015	PC	Paint Restoration - St		02171.00	09	090190.91	S	02
02171.00-09910	PC	Painting - Labor		02171.00	09	099100.00	L	02
02171.00-99050	PC	Construction Manage		02171.00	99	990501.00	O	03
02171.00-99065	PC	LKCO Insurance - Otl		02171.00	99	990650.00	O	04
02171.00-99080	PC	Building Permit - Oth		02171.00	99	990800.00	O	05

## 12 - Set up first bill

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

CONTRACT ENTRY

Table Move Save Exit

Billing Items

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

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options

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

Add Group to Bill Code



# Module 10: Create owner invoices

## 13 - Create new owner bill

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

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"

PREPARE 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

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



# Module 10: Create owner invoices

## 15 - Include change orders in your bill

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

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

## 16 - Include change orders in your bill

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

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



# Module 10: Create owner invoices

## 17 - Include change orders in your bill

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

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

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

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

JBBILL TRANSACTIONS

Selection Criteria

☒ Previously Billed ☒ Currently Billed ☒ Temporarily Deferred ☒ Permanently Deferred ☒ Future Transactions

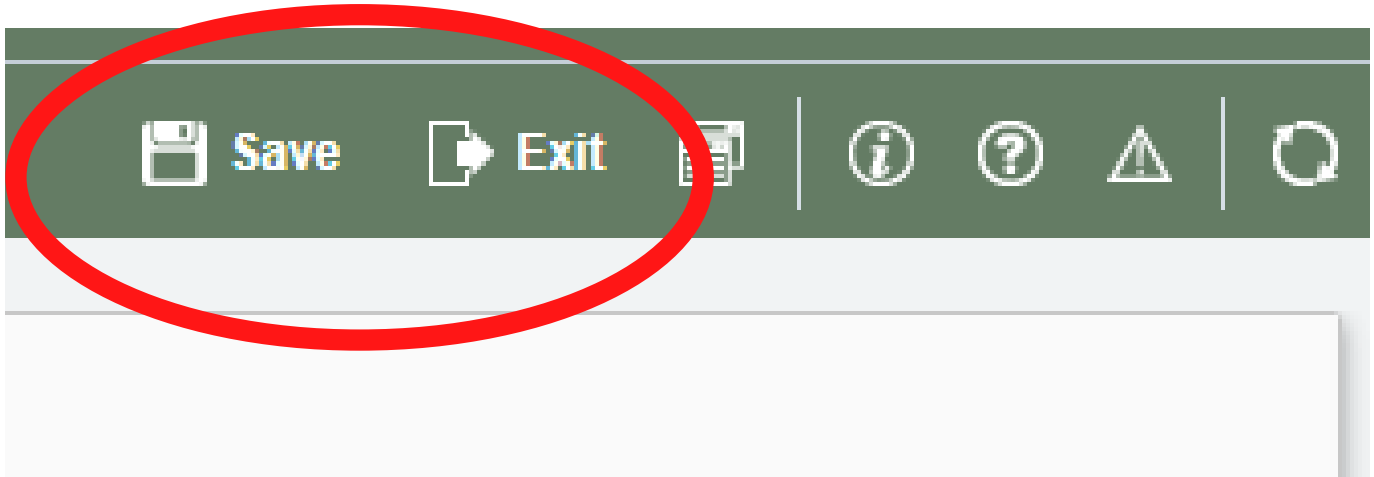
Bill Code Details



# Module 10: Create owner invoices

## 18 - Include change orders in your bill

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



## 19 - Assign job cost transactions to owner bill



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

A screenshot of a software form for creating an invoice. The form contains various fields for job details, dates, and amounts. At the bottom, there is a row of buttons: 'Add Bill Codes', 'Update Budget', 'Recalc. Billings', 'Create Billing', 'Generate', 'Print Draft', 'Print', 'Delete Billing', and 'Create RFP'. The 'Cost Transactions' button is circled in red.

# 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

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

## 21 - Assign job cost transactions to owner bill

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

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



# Module 10: Create owner invoices

## 22 - Assign job cost transactions to owner bill

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

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

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

## 23 - Assign job cost transactions to owner bill

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

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

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





# Module 10: Create owner invoices

## 24 - Assign job cost transactions to owner bill

- Click "Save"

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

Cost Code	Category	PCI Status Code	Status ○ B ○ T ○ P	Draw	Rev	Bill Code	Post Date	Contract Currency Calc. Potential Rev.	Curr	Un
010000.00	O		● B ● T ● P	1	0	06375.00-010	Oct 31, 2023	467.89	USD	
034000.00	O		● B ● T ● P	1	0	06375.00-034	Dec 15, 2023	-12,180.00	USD	

## 25 - Assign job cost transactions to owner bill

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

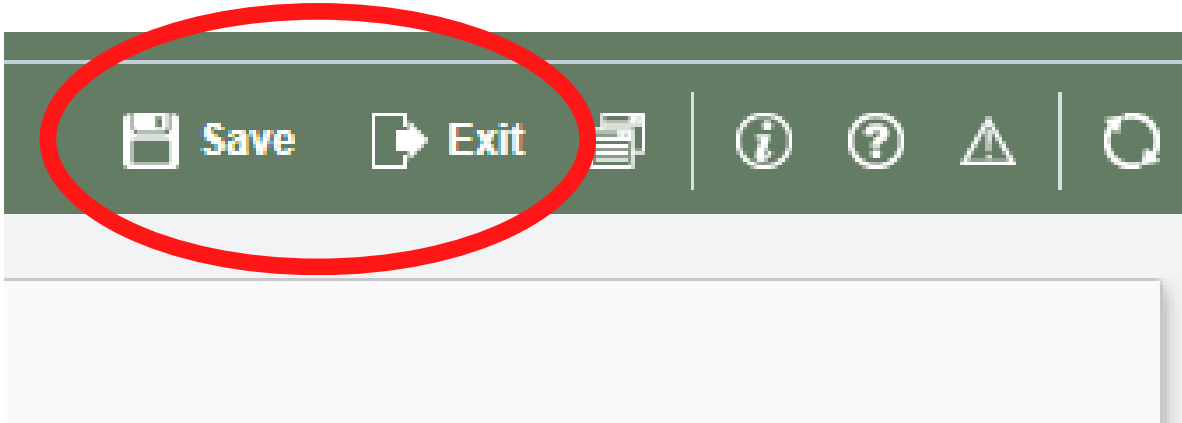
Freeze Adj	Cost	Curr	Original Ret. Amt	Original Release Amt	Material Stored Amt	Express Bill
<input type="checkbox"/>	467.89	USD	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	-12,180.00	USD				<input checked="" type="checkbox"/>
<input type="checkbox"/>	300.00	USD	30.00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



# Module 10: Create owner invoices

## 26 - Assign job cost transactions to owner bill

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



## 27 - Assign job cost transactions to owner bill

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



# Module 10: Create owner invoices

## 28 - Assign job cost transactions to owner bill

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

PREPARE BILLING

Selection Criteria

☐ Include New J/C transactions in Billing Recalculation

To Posting Date

To Reference Date

To Transaction Creation Date

Select Criteria

ReCalc. Billings

Cancel



# Module 10: Create owner invoices

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

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

**GCPAY**

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

EXPORTABLE APPLICATIONS FOR PAYMENT

Page 1 of 1 10753 Period To ☐ Show Only Assigned ☐ Hide Retainage release

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

**EXPORT 2 ITEMS?**

Export these 2 items?

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



# Module 10: Create owner invoices

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

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

**GCPAY**

WELCOME PROJECTS DASHBOARD REPORTS LIEN WAIVERS VIEWPOINT CMIC

**PROJECTS**

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

Project ^	#	Progress	Budget
<a href="#">Federal Reserve H3 Renovations</a>	<a href="#">10748.00</a>		\$10,333,739.16

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

**FEDERAL RESERVE H3 RENOVATIONS (10748.00)**

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

10748.00

EXPORTABLE APPLICATIONS FOR PAYMENT

Page 1 of 1 Filter the data by typing here

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

EXPORT 3 ITEMS?

Export these 3 items?

YES NO

EXPORT

Change Export Status

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



# Module 10: Create owner invoices

## 29 - Exporting Subcontractor Reqs from GCPay

To check that the reqs have come over from CMiC:

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

LKCO - DETAIL JOB COST REPORT

Company Code: LKCO Contract: 06341.00 - Harvard Adams Phase 2: Randolph 25

Labor Transaction Details

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



# Module 10: Create owner invoices

## 30 - Add Subcontractor Cost to an Owner Bill

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

- ▶ 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	Q	Lee Kennedy Company
Contract Number		Q	
Job Number		Q	



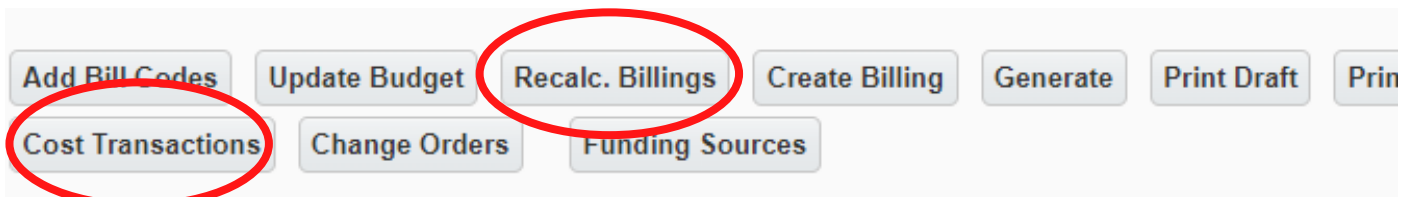
# Module 10: Create owner invoices

## 32 - Add Subcontractor Cost to an Owner Bill

- Click on "Recalc. Billings"

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

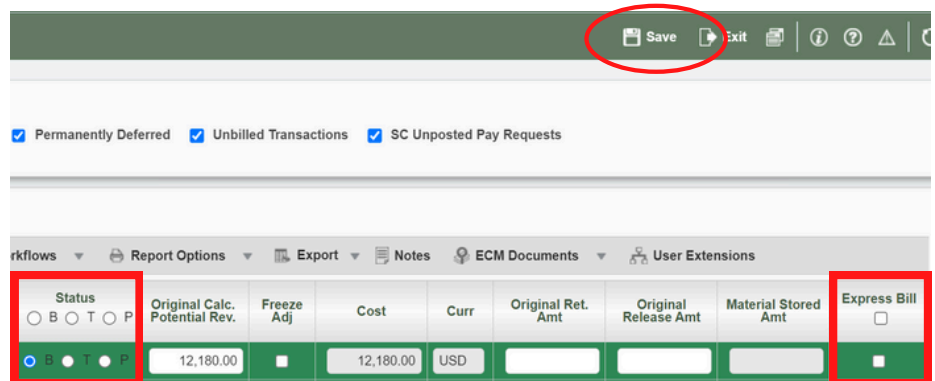
- Click on "Cost Transactions"



## 33 - Add Subcontractor Cost to an Owner Bill

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

- Scroll right to check "Express Bill"
- Click "Save" and "Exit"



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

Selection Criteria

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





# Module 10: Create owner invoices

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

- Within the Prepare Billing window, scroll down to Summary

Summary	Group 1 Summary	Group 2 Summary	Group 3 Summary	Group 4 Sumr
	Previous Draws	Current Draw	Total To Date	
Cost	0.00	0.00	0.00	
% Complete	16.21	-16.21	0.00	
Billed	1,425,440.00	-1,425,440.00	0.00	
Material Stored	0.00	0.00	0.00	
Completed & Stored	1,425,440.00	-1,425,440.00	0.00	
Retainage	142,544.00	-142,544.01	-0.01	
Retainage Released	0.00	0.00	0.00	

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

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

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

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

Invoice Desc: Notification: Message:

Add Bill Codes Update Budget Recalc. Billings Create Billing Generate Print Draft Print Delete Billing Create RFP

Cost Transactions Change Orders Funding Sources

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



# Module 10: Create owner invoices

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

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

Revision Num: 0  
Status:   
Invoice Format: 3C

Delete Billing Create RFP

Group 5 Summary Bill Code Detail

Accept Override

### Invoice Format List

Search

Match ☒ All ☐ Any

Code:   
Name:   
Report:

Search Reset

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

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

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

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

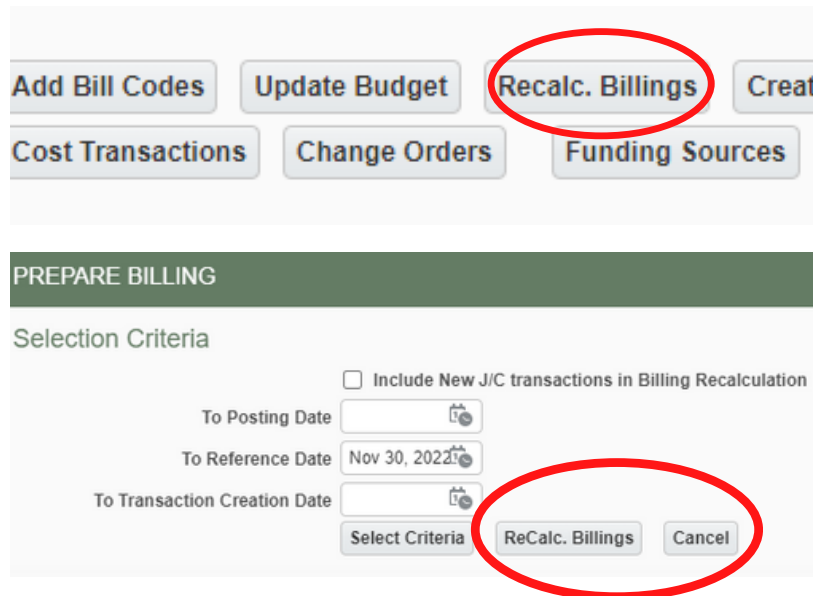
Ovr	Current Completed	Compl & Stored	%Completed	Retainage
	-36,189.51	0.00	0.00	0.00
	-10,829.74	50.00	0.07	5.00
	0.00	0.00		0.00
	-4,282.99	0.00	0.00	0.00



# Module 10: Create owner invoices

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

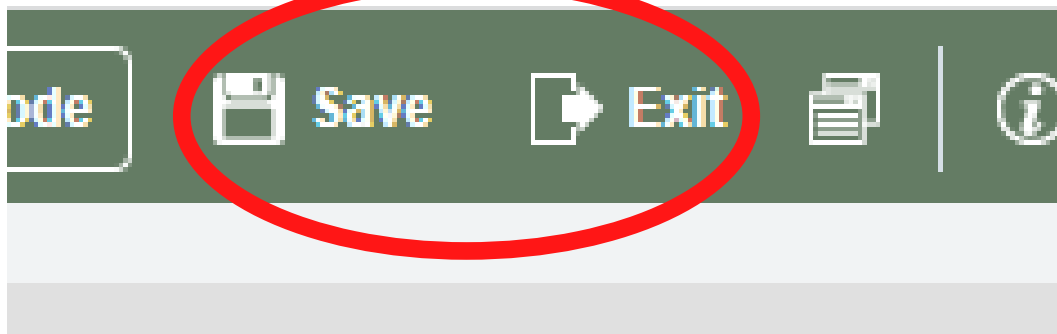
- Click "Recalc. Billings"
- Click "Recalc. Billings" and "Cancel" to exit



The screenshot shows the 'PREPARE BILLING' form. At the top, there are several buttons: 'Add Bill Codes', 'Update Budget', 'Recalc. Billings' (circled in red), and 'Create'. Below these are 'Cost Transactions', 'Change Orders', and 'Funding Sources'. The main section is titled 'PREPARE BILLING' and contains 'Selection Criteria'. It includes a checkbox 'Include New J/C transactions in Billing Recalculation' and three date fields: 'To Posting Date', 'To Reference Date' (set to 'Nov 30, 2022'), and 'To Transaction Creation Date'. At the bottom of the form, there are three buttons: 'Select Criteria', 'ReCalc. Billings' (circled in red), and 'Cancel' (circled in red).

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

- Click "Save"



The screenshot shows the bottom bar of the form. It contains a 'Code' field, a 'Save' button (circled in red), an 'Exit' button, a 'Print' icon, and an 'Info' icon.



# Module 10: Create owner invoices

## 40 - Clear billing and retainage overrides

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

Summary		Group 1 Summary
View ▾		Freeze  De
Select	Group Code	
<input type="checkbox"/>		
<input type="checkbox"/>	000501.00	
<input type="checkbox"/>	000615.00	
<input type="checkbox"/>	000650.00	
<input type="checkbox"/>	000800.00	
<input checked="" type="checkbox"/>	000900.00	
<input type="checkbox"/>	000915.00	
<input checked="" type="checkbox"/>	000950.00	

## 41 - Clear billing and retainage overrides

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

		8,738,771.76	-114,112.11	
s	Bill Code	Clear Billed Amount Overrides	Clear Retainage Overrides	Cle

- Click "Save" in the top right corner

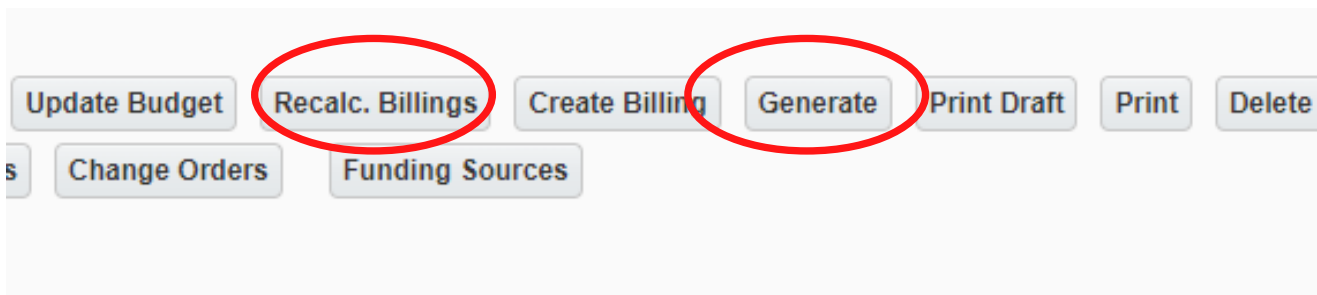
Table Mode	Save	Exit	
------------	------	------	--



# Module 10: Create owner invoices

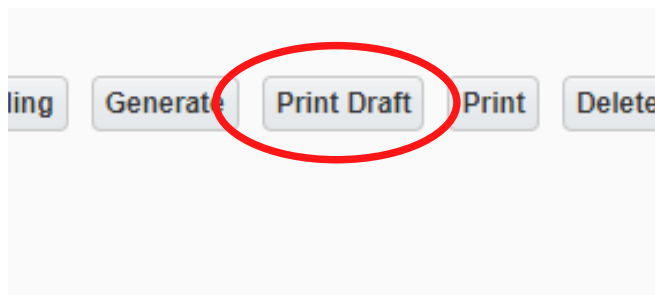
## 42 - Print the bill and backup

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



## 43 - Print the bill and backup

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



**APPLICATION AND CERTIFICATE FOR PAYMENT**

Page: 1 of 3

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

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

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

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

ARCHITECT:

PROJECT NOS: 06375.00  
INVOICE NO: 06375.00-01  
CONTRACT DATE: Nov 08, 2022

Distribution to:  
☐ OWNER  
☐ ARCHITECT  
☐ CONTRACTOR

**CONTRACT FOR Test Project Estimating Job**

**APPLICATION AND CERTIFICATE FOR PAYMENT**

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and payments received from the Owner, and that current payment shown herein is in full.

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

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

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

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

5. RETAINAGE:  
(Total amount of 5% of GROSS)  
(Total amount of 5% of GROSS) ..... \$ 1,816.79

6. TOTAL EARNED LESS RETAINAGE ..... \$ 1,771.10

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
(Line 8 from prior Certificate) ..... \$ 0.00

8. CURRENT PAYMENT DUE ..... \$ 1,771.10

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

**CHARGE ORDER SUMMARY**

CHARGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Order issued in Contract Documents by Owner	0.00	0.00
Change Order issued in Contract Documents by Contractor		
Change Order issued in Contract Documents by Architect		
Change Order issued in Contract Documents by Other		
Current Total	0.00	0.00
Net Change by Change Orders	0.00	0.00

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

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

**AMOUNT**

(Attach explanation if amount certified differs from the amount applied for. Initial figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

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

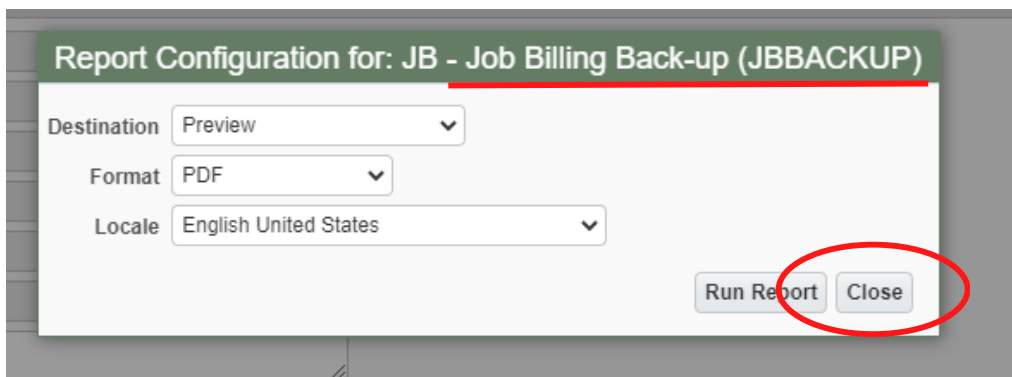
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner/Contractor under the Contract.



# Module 10: Create owner invoices

## 44 - Print the bill and backup

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



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

Destination: Preview

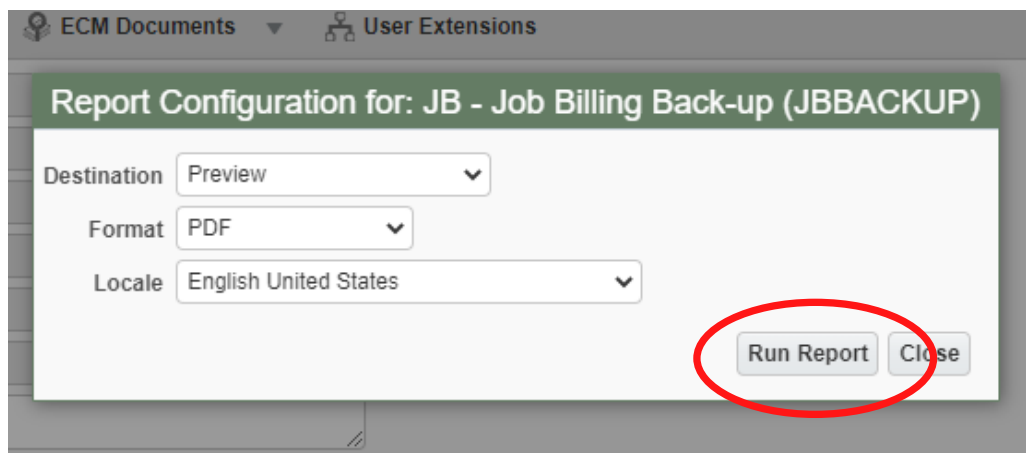
Format: PDF

Locale: English United States

Run Report Close

## 45 - Print the bill and backup

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



ECM Documents User Extensions

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

Destination: Preview

Format: PDF

Locale: English United States

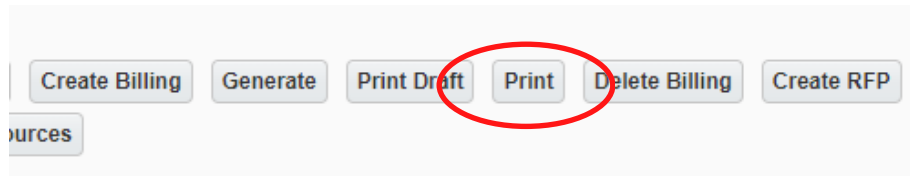
Run Report Close



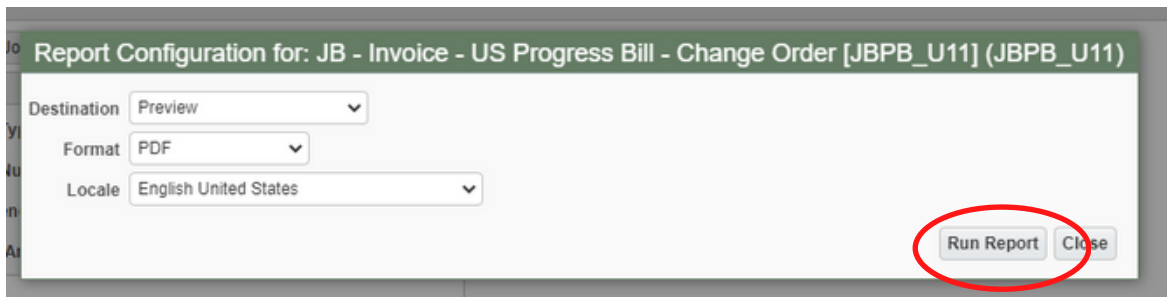
# Module 10: Create owner invoices

## 46 - Print the bill and backup

- To print, click "print"

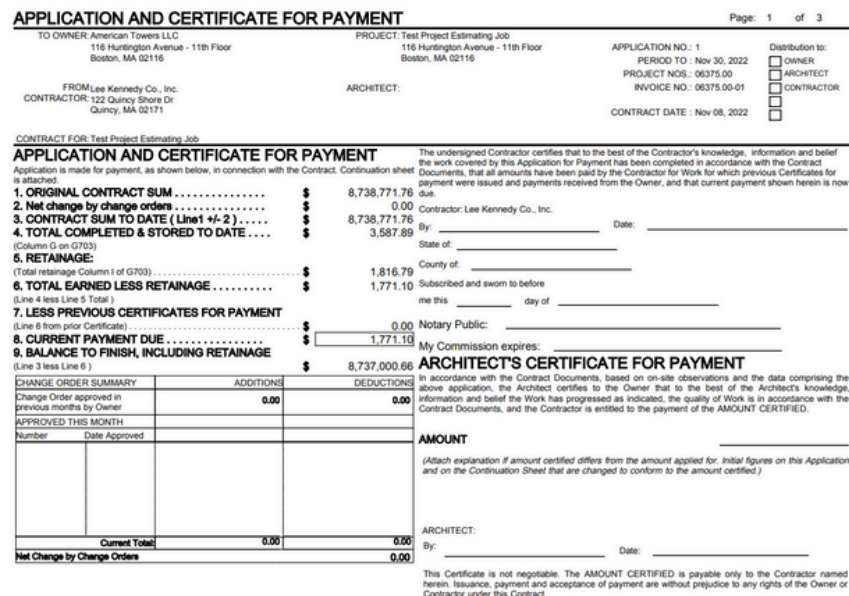


- Click "Run Report"



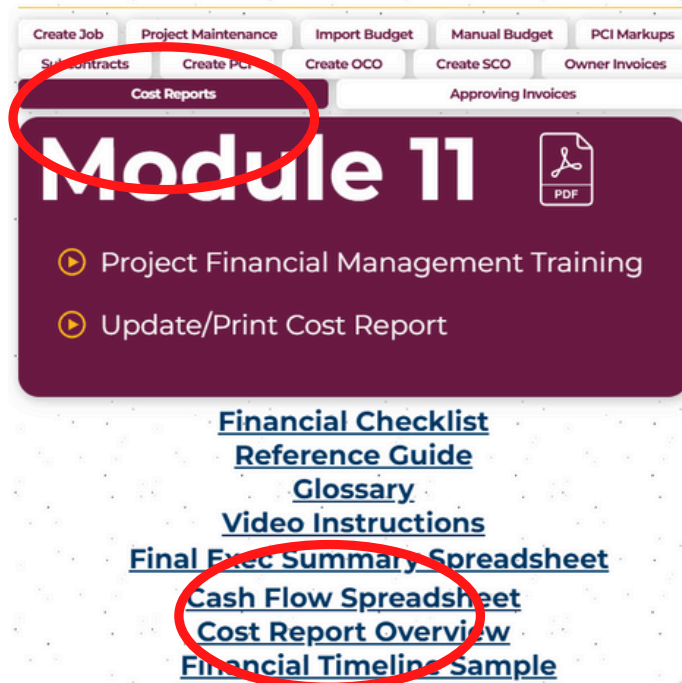
## 47 - Print the bill and backup

- This will generate a report that can be printed



# Module 11: Cost Reporting/ Projections

**\*NOTE- Cash Flow Reporting - Fill out Cash Flow Spreadsheet under Module 11 (Cost Reports) on the People and Culture Website (click here if using online Playbook)**



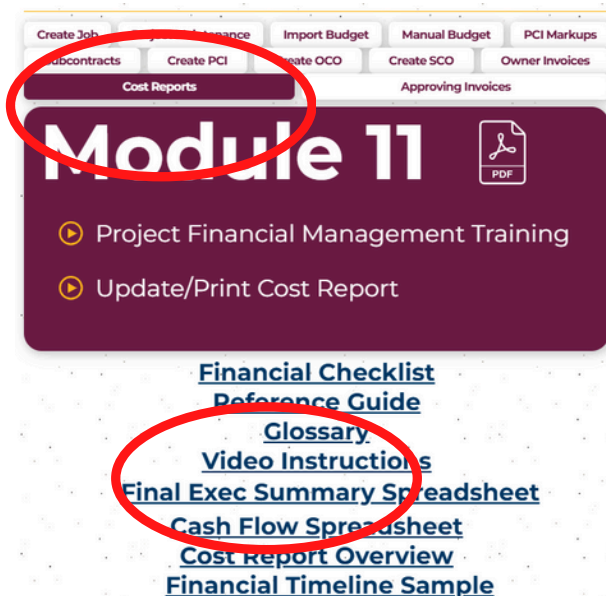
- Each month, every project is required to include a cashflow/ cost projection report for the project
- The purpose is two-fold:
  - The cash flow report is to be used as a tool by the PM/ Superintendent/PX/GS to verify the construction schedule by marrying the remaining cost to be spent on the project 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

**\*NOTE- Cost Reporting - Fill out Final Exec Summary Spreadsheet under Module 11 (Cost Reports) on the People and Culture Website (click here 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.

## **Timeline** (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: <b>Interiors/ Special Projects</b>
21-Sep	Final cost report due: <b>General Construction</b>
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



# Module 11: Cost Reporting/ Projections

## **\*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	206,678.12	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	
		6,218,091.00	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 Status Query (Category)

Cost Code	Description	Category	Original Budget	Transfers	External CO	Current Budget	Spent/Committed	Cost To Complete	Cost at Completion	Variance	Billed To Date
000610.00	Construction Manager Performance & Payment Bond	O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001110.00	CM Early Preconstruction Services	O	30,000.00	0.00	0.00	30,000.00	0.00	30,000.00	30,000.00	0.00	0.00
001120.00	CM Preconstruction Services	L	100,000.00	0.00	0.00	100,000.00	0.00	99,999.97	99,999.97	0.03	0.00
001120.00	CM Preconstruction Services	O	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
003010.00	GC - Project Executive	L	201,923.00	0.00	0.00	201,923.00	209,765.52	64,544.62	274,310.34	-72,387.34	0.00
003015.00	GC - Senior Project Manager	L	781,194.60	0.00	0.00	781,194.60	530,969.32	246,969.68	797,959.00	-16,764.40	0.00
003020.00	GC - Project Manager	L	60,029.00	0.00	0.00	60,029.00	66,218.04	0.00	66,218.04	-6,189.04	0.00
003040.00	GC - Assistant Project Manager	L	357,508.00	0.00	0.00	357,508.00	258,762.06	126,967.36	395,749.42	-38,241.42	0.00
003050.00	GC - Cost Engineer	L	68,468.00	0.00	0.00	68,468.00	85,734.59	20,835.98	106,570.57	-38,102.57	0.00
003055.00	GC - Scheduler	L	87,940.00	0.00	0.00	87,940.00	14,655.04	38,850.00	53,505.04	34,434.96	0.00
			48,302,496.88	0.00	1,294,298.20	49,596,795.08	43,977,851.17	5,162,102.92	48,740,754.08	886,027.79	29,619,716.31

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

BILL CODES (FILTERED)

Job	Cost Code	Description	Category	Original Budget	Posted PCI's	Current Budget	Spent/Committed	Cost to Complete	Cost at Completion	Variance	Notes	Billed To Date	Group 2	Group 3	Group 5
06343.00	001110.00	CM Early Preco...	O	30,000.00	0.00	30,000.00	0.00	30,000.00	30,000.00	0.00		0.00	0.00	001110.00	0
06343.00	001120.00	CM Preconstru...	L	100,000.00	0.00	100,000.00	0.00	99,999.97	99,999.97	0.03		0.00	0.00	001120.00	0
06343.00	001120.00	CM Preconstru...	O	10,000.00	0.00	10,000.00	0.00	10,000.00	10,000.00	0.00		0.00	0.00	001120.00	0
06343.00	003010.00	GC - Project Ex...	L	201,923.00	0.00	201,923.00	202,711.44	71,598.90	274,310.34	-72,387.34	J. Ereen projected ...	0.00	0.00	003010.00	0.00
06343.00	003015.00	GC - Senior Pr...	L	781,194.60	0.00	781,194.60	501,790.12	296,168.88	797,959.00	-16,764.40	B. Terrell projected ...	0.00	0.00	003015.00	0.00
06343.00	003020.00	GC - Project M...	L	60,029.00	0.00	60,029.00	66,218.04	0.00	66,218.04	-6,189.04	No current projectio...	0.00	0.00	003020.00	0.00
06343.00	003040.00	GC - Assistant...	L	357,508.00	0.00	357,508.00	254,863.66	140,965.76	395,749.42	-38,241.42	B. Cleary projected ...	0.00	0.00	003040.00	0.00
06343.00	003050.00	GC - Cost Engr...	L	68,468.00	0.00	68,468.00	82,808.19	23,762.38	106,570.57	-38,102.57	T. Ahearn projected ...	0.00	0.00	003050.00	0.00

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

Monthly Cost Report by SOV

SOV	Cost Code	Category	Description	Original Budget	Current Budget	Spent/Committed	Cost To Complete	Cost at Completion	Completion Variance	Notes
	800001.00	L	General Requirements	0.00	0.00	0.00	0.00	0.00	0.00	
	800001.00	S	General Requirements	0.00	0.00	0.00	0.00	0.00	0.00	
	800001.10	S	LECO PCO #003 (Temporary Power/Generator Related C	0.00	0.00	0.00	0.00	0.00	0.00	
	800001.11	O	LECO PCO #001 (Temp List Contaminated Soil)	0.00	0.00	2,837.85	0.00	2,837.85	-2,837.85	
	800001.11	S	LECO PCO #001 (Temp List Contaminated Soil)	0.00	0.00	0.00	0.00	0.00	0.00	

### Cost Reporting

Current Cost to Date (Live)

Cost Projections

Monthly Cost Report

Detail Job Cost Report

Labor Hours Report

JC - Transaction Report

JC - Transaction Drilldown



# 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

Cost with PCI Projections

Contract 10754.00 Year 2022 Current Status

Job Period 8

Filter ☒ Cost/Revenue ☐ Projected Cost Show ☐ Zero

BILL CODES (FILTERED)

Hide ☐ Zero Projected Cost Lines Rows ☐ Recoverable ☐ Non-Recoverable ☒ Both **Go**

Job	Cost Code	Cost Code Name	Cat	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]		



# Module 11: 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

BILL CODES (FILTERED)													
Job	Cost Code	Description	Category	Original Bud...	Posted PCI's	Current Bud...	Spent	Spent/Com...	Cost to Com...	Forecast	Variance	Notes	Billed to Date
12055.00	003025.00	Project Mana...	L	40,000.00	27,000.00	67,000.00	0.00	0.00	67,000.00	67,000.00	0.00		0.00
12055.00	003115.00	Superintendent	L	60,000.00	0.00	60,000.00	0.00	0.00	6,000.00	6,000.00	54,000.00		0.00
12055.00	003212.00	Phones	O	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00		0.00
12055.00	003232.00	Prints	O	500.00	0.00	500.00	0.00	0.00	500.00	500.00	0.00		0.00
12055.00	003285.00	Travel and Mi...	O	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00	1,200.00	0.00		0.00
12055.00	015015.00	Progress Cle...	L	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00	50,000.00	0.00		0.00
12055.00	015085.00	Final Cleaning	L	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00	25,000.00	0.00		0.00
12055.00	024100.00	Demolition	S	60,000.00	0.00	60,000.00	0.00	60,000.00	0.00	60,000.00	0.00		0.00
12055.00	061000.00	Rough Carpe...	O	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00	30,000.00	0.00		0.00
12055.00	064000.00	Millwork	S	25,000.00	3,000.00	25,000.00	0.00	28,000.00	0.00	31,000.00	-3,000.00		0.00
12055.00	081000.00	Doors and Fr...	S	15,000.00	7,500.00	15,000.00	0.00	22,500.00	0.00	30,000.00	-7,500.00		0.00
12055.00	088000.00	Glass & Glazi...	S	28,000.00	0.00	28,000.00	0.00	28,000.00	0.00	28,000.00	0.00		0.00
12055.00	092900.00	Drywall	S	125,000.00	0.00	125,000.00	0.00	0.00	125,000.00	125,000.00	0.00		0.00
12055.00	099000.00	Painting	S	70,000.00	0.00	70,000.00	0.00	0.00	70,000.00	70,000.00	0.00		0.00
12055.00	110000.00	Appliances	S	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00	30,000.00	0.00		0.00
12055.00	220000.00	Plumbing	S	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00	50,000.00	0.00		0.00
12055.00	230000.00	HVAC	S	325,000.00	0.00	325,000.00	0.00	0.00	325,000.00	325,000.00	0.00		0.00

- 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

GC MONITOR

Selection Criteria

\* Company: LEEKENC2 Lee Kennedy Co., Inc. Contract Start: Dec 01, 2022 Show Completed Staffing: ☒

\* Contract: 06338.00 MIT - Music Building Contract End: Dec 31, 2023 Bill Code: 06338.00-003005.00-L

Year: 2023 Per: 1 From: Jan 01, 2023 To: Jan 31, 2023 Cost Cutoff Date: Jan 24, 2023

Display Forecast Refresh From Previous Re-calculate All Rates Update Forecast Summary Update Contract Date

Labor Other

View Freeze Detach Search Insert Insert Multiple Delete

Trade	Employee	Employee Name	Union	Pay Type	* Bill Code
SRVP	76	Christopher Penn		NWHR	06338.00-003005.00-L
SRVP	21	Robert O'Leary		NWHR	06338.00-003005.00-L

Trade: Sr. Vice President Union: Bill Code: Vice President ( Bob O ) - Labor

Period Details Default Missing Bill Codes Push Update To Resource Plan

? Store Forecast



# Module 11: Cost Reporting/ Projections

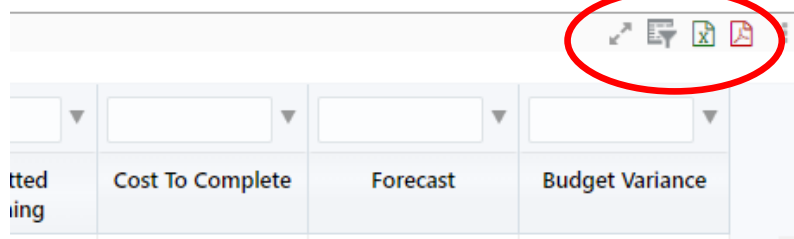
## 4 - Print Cost Report

- Go back to the treeview
- Click on "Cost Reporting"
- Click on "Monthly Cost 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



### \*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"**

- Cost Reporting
  - Current Cost to Date (Live)
  - Cost Projections
  - Monthly Cost Report
  - Detail Job Cost Report**
  - Labor Hours Report
  - JC - Transaction Report
  - JC - Transaction Drilldown
  - JC - Cost Details by Billing Group

## 7 - Print Labor Report

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

The screenshot shows the 'Contract' window with the 'Contract' dropdown highlighted. The 'Search and Select Contract' dialog box is open, displaying a list of contracts. The 'OK' button in the dialog is highlighted.



# 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 ing	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"**

- ▲ Cost Reporting
  - Current Cost to Date (Live)
  - Cost Projections
  - Monthly Cost Report
  - Detail Job Cost Report
  - Labor Hours Report**
  - JC - Transaction Report
  - JC - Transaction Drilldown
  - JC - Cost Details by Billing Group

## 11 - Print Labor Report

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

The screenshot shows the 'Search and Select Contract' dialog box in Primavera P6. The dialog has a search bar at the top with the text '06341.00 - Harvard Adams Phase 2: Randolph...'. Below the search bar is a list of contracts. The 'OK' button is highlighted with a red circle.

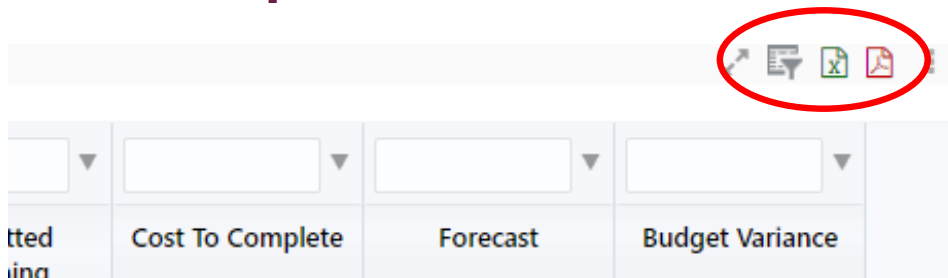
Contract ID	Description	Date
00001.00	Large Projects Template	
00002.00	Interiors/Special Projects Template	
05601.00	LKCO MAINTENANCE	
06120.07	JFK Presidential Library & Museum A...	
06251.00	Moxey Hotel - Parcel 7A	
06255.00	South Bay Expansion - Site Develop...	
06260.00	480 Rutherford Avenue Apartments	
06273.00	Boston Arts Academy	
06275.00	WBUR CitySpace	
06279.00	Analog Devices-Phase 1	
06283.00	Babson College Horn Collider Library	
06284.00	Babson College- Centennial Park	
06285.00	189 B Street NBCU Core & Shell and ...	
06287.00	Simmons College - Gwen Hill College	
06288.00	100 Hoodpark Drive	
06298.00	Analog Devices- Phase 3 Parking Gar...	
06301.00	Harvard Adams House- Phase 1	



# 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 (Final Exec Summary Spreadsheet under Module 11 on P&C website) to assemble final cost report submission with all required documents. Distribute to project team as necessary.**



# Module 11: Cost Reporting/ Projections

## **\*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

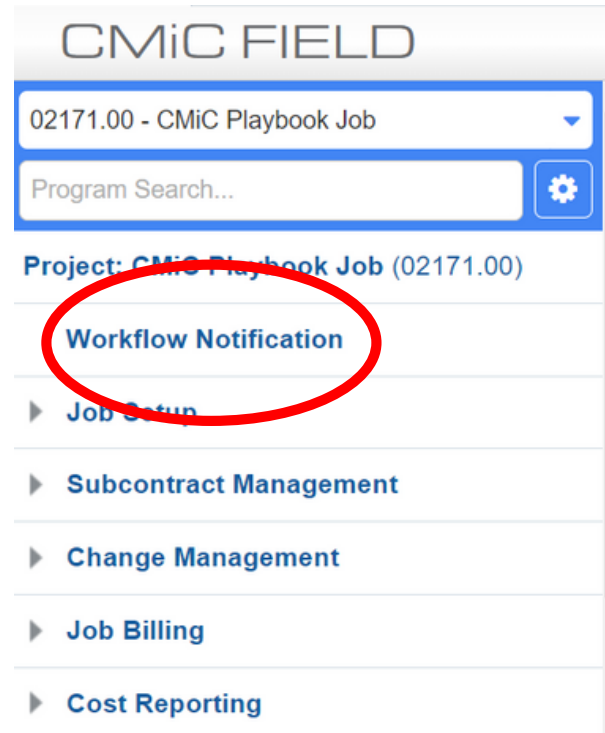


# Module 12: Approving Invoices

1

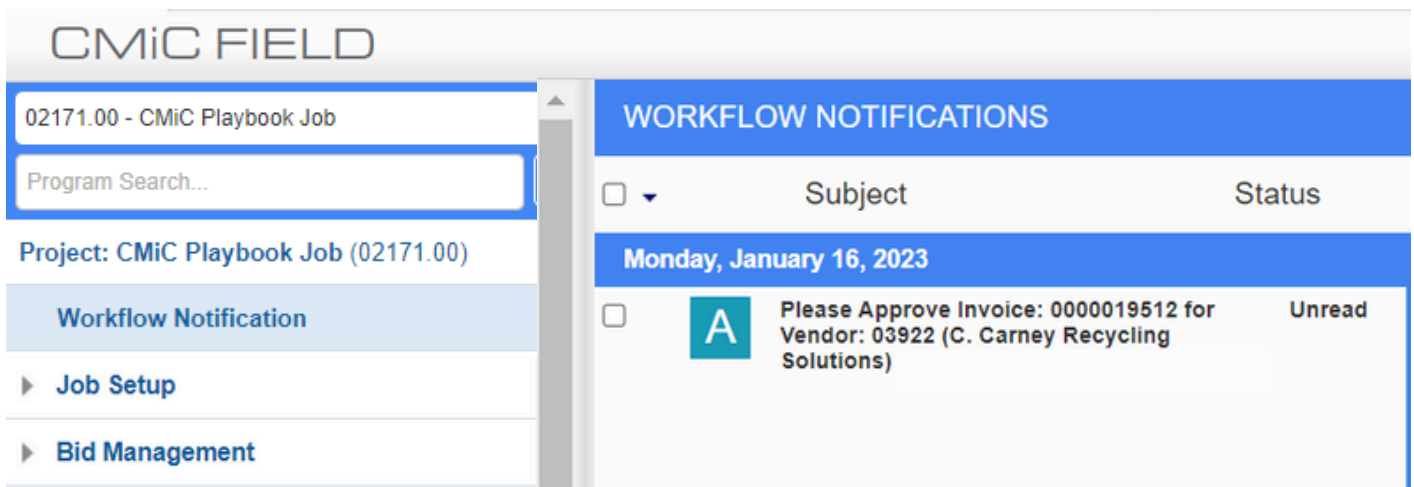
**\*NOTE: The PM will receive an email notification that they have an open invoice to approve**

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



2

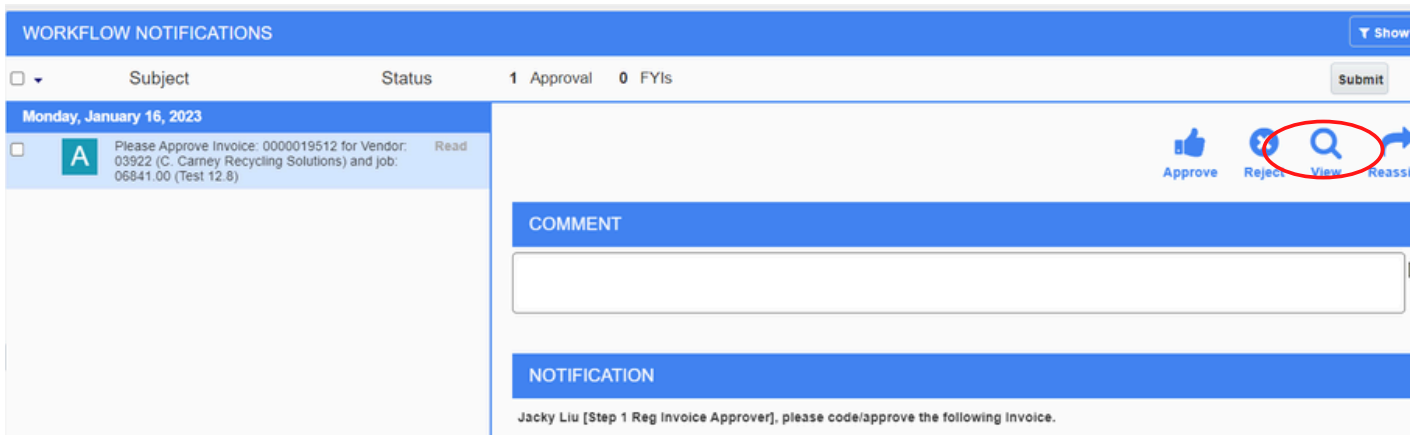
- The unapproved invoice will appear on the right side of the screen



# Module 12: Approving Invoices

3

- Click on the notification
  - A new screen will load on the right
- Click on "View"



WORKFLOW NOTIFICATIONS

Subject Status 1 Approval 0 FYIs

Monday, January 16, 2023

Please Approve Invoice: 0000019512 for Vendor: 03922 (C. Carney Recycling Solutions) and job: 06841.00 (Test 12.8)

Approve Reject View Reassign

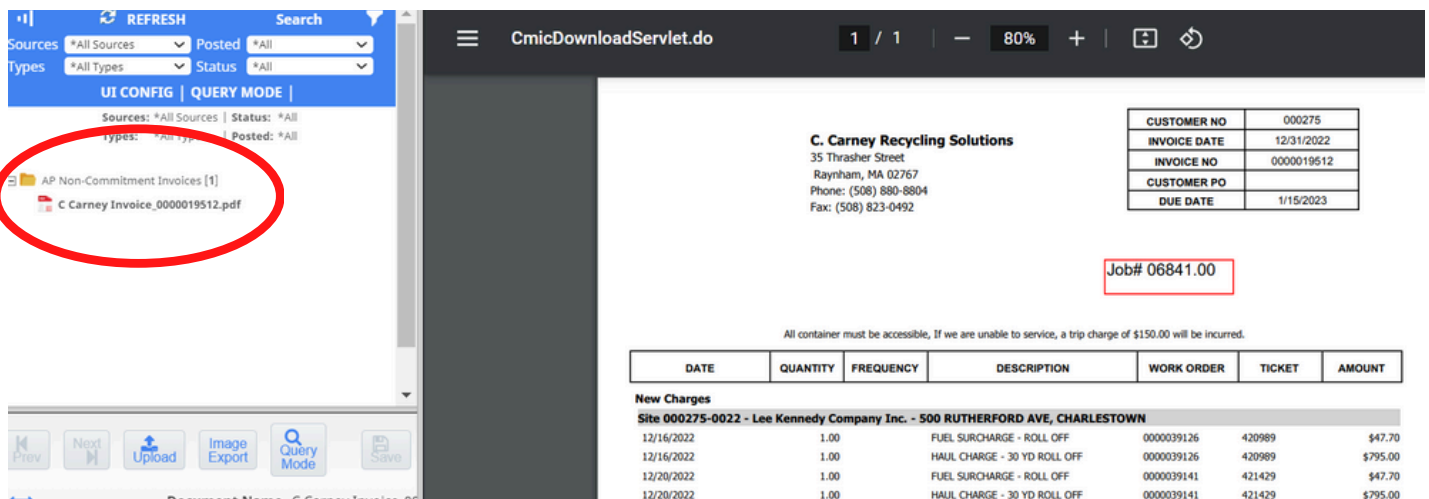
COMMENT

NOTIFICATION

Jacky Liu [Step 1 Reg Invoice Approver], please code/approve the following Invoice.

4

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



REFRESH Search

Sources: \*All Sources Posted: \*All

Types: \*All Types Status: \*All

UI CONFIG | QUERY MODE |

Sources: \*All Sources Status: \*All

Types: \*All Types Posted: \*All

AP Non-Commitment Invoices [1]

C Carney Invoice\_0000019512.pdf

CmicDownloadServlet.do 1 / 1 80%

C. Carney Recycling Solutions

35 Thrasher Street  
Raynham, MA 02767  
Phone: (508) 880-8804  
Fax: (508) 823-0492

CUSTOMER NO	000275
INVOICE DATE	12/31/2022
INVOICE NO	0000019512
CUSTOMER PO	
DUE DATE	1/15/2023

Job# 06841.00

All container must be accessible, If we are unable to service, a trip charge of \$150.00 will be incurred.

DATE	QUANTITY	FREQUENCY	DESCRIPTION	WORK ORDER	TICKET	AMOUNT
New Charges						
Site 000275-0022 - Lee Kennedy Company Inc. - 500 RUTHERFORD AVE, CHARLESTOWN						
12/16/2022	1.00		FUEL SURCHARGE - ROLL OFF	0000039126	420989	\$47.70
12/16/2022	1.00		HAUL CHARGE - 30 YD ROLL OFF	0000039126	420989	\$795.00
12/20/2022	1.00		FUEL SURCHARGE - ROLL OFF	0000039141	421429	\$47.70
12/20/2022	1.00		HAUL CHARGE - 30 YD ROLL OFF	0000039141	421429	\$795.00



# 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 "+"**

Document Name C Cal

Workflow Control

Ad Hoc Approver 1 JLIU Jacky Liu

Ad Hoc Approver 3

Invoice Type Normal

Registered Invoice Details

User Comments

6

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

**\*NOTE- The WM Code will autofill**

Line 1

Type\* J J

Company\* LEEKENC1 LEEKENC1

Job / Department\* 06841.00 06841.00

Cost Code / Account\*

Category

WM Code\*

Amount\*

Description

**\*\*To add another line, click the blue "+" on the right side of screen**

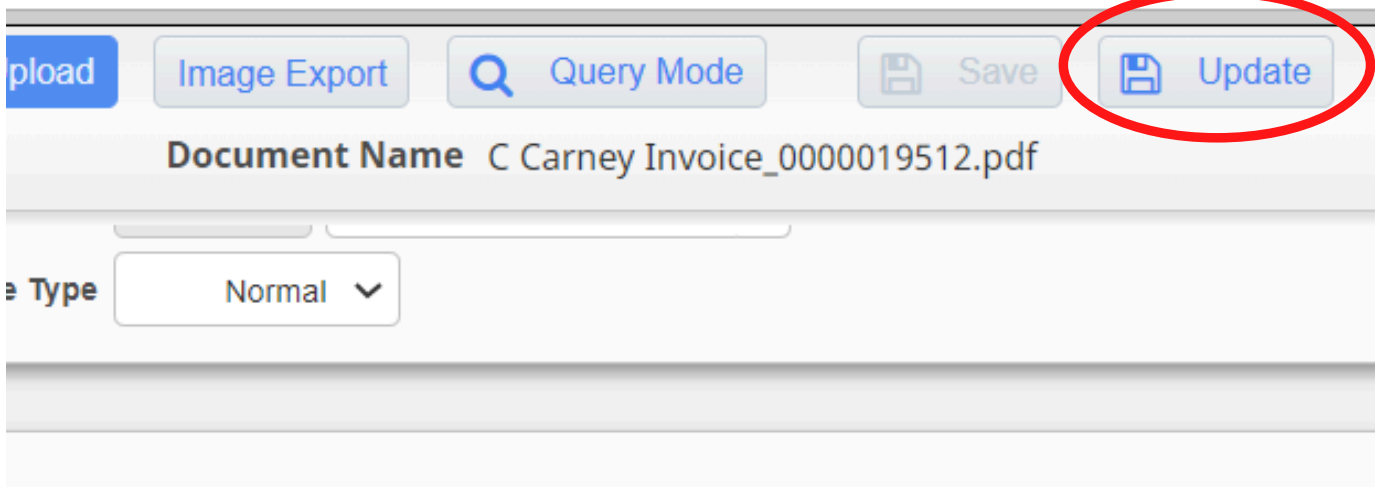




# Module 12: Approving Invoices

7

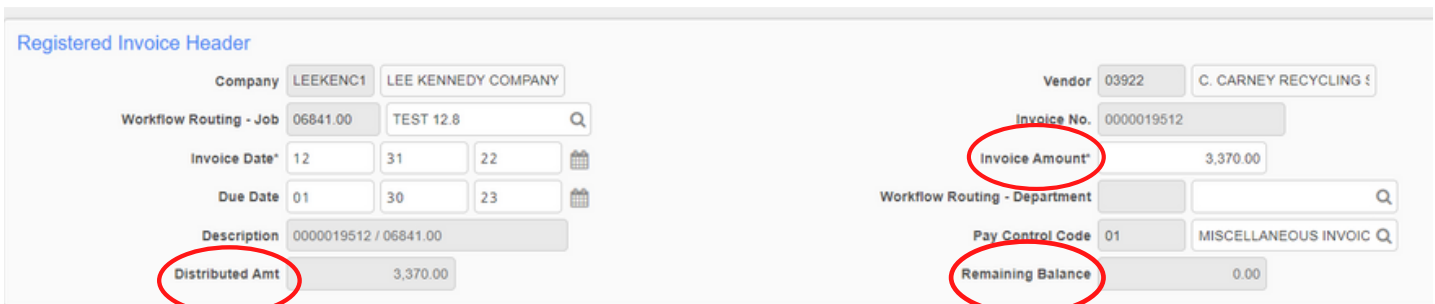
- Click "Update" at the top of the screen



The screenshot shows the top navigation bar of the application. It includes buttons for 'Upload', 'Image Export', 'Query Mode' (with a magnifying glass icon), 'Save' (with a floppy disk icon), and 'Update' (with a floppy disk icon). The 'Update' button is circled in red. Below the navigation bar, the 'Document Name' is displayed as 'C Carney Invoice\_0000019512.pdf'. Below that, there is a 'Type' dropdown menu set to 'Normal'.

## **\*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



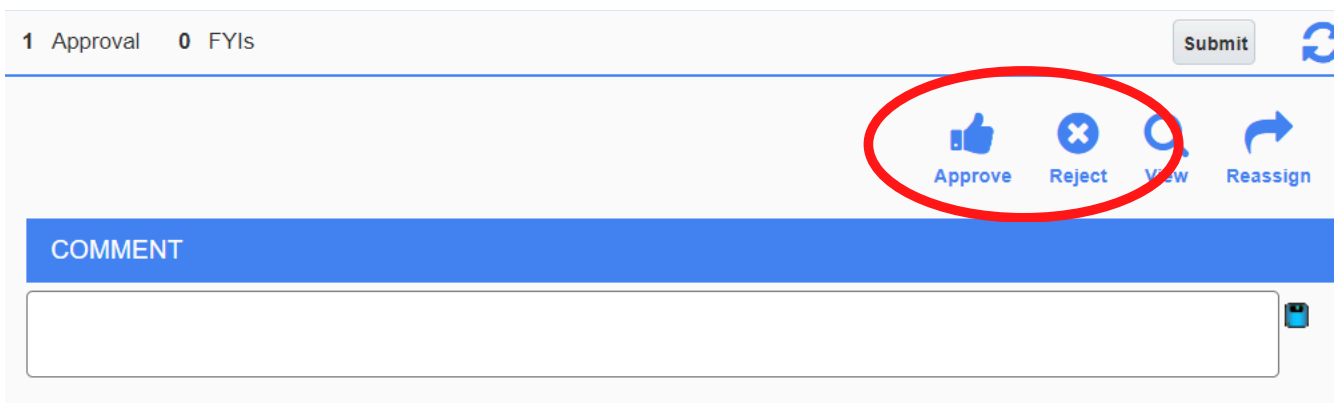
The screenshot shows the 'Registered Invoice Header' form. It contains various fields for invoice details. The 'Distributed Amt' field is circled in red and shows a value of 3,370.00. The 'Invoice Amount' field is also circled in red and shows a value of 3,370.00. The 'Remaining Balance' field is circled in red and shows a value of 0.00. Other fields include 'Company' (LEEKENEC1, LEE KENNEDY COMPANY), 'Vendor' (03922, C. CARNEY RECYCLING), 'Invoice No.' (0000019512), 'Invoice Date' (12/31/22), 'Due Date' (01/30/23), 'Description' (0000019512 / 06841.00), 'Workflow Routing - Job' (06841.00, TEST 12.8), 'Workflow Routing - Department', 'Pay Control Code' (01, MISCELLANEOUS INVOIC), and 'Miscellaneous Invoice'.



# Module 12: Approving Invoices

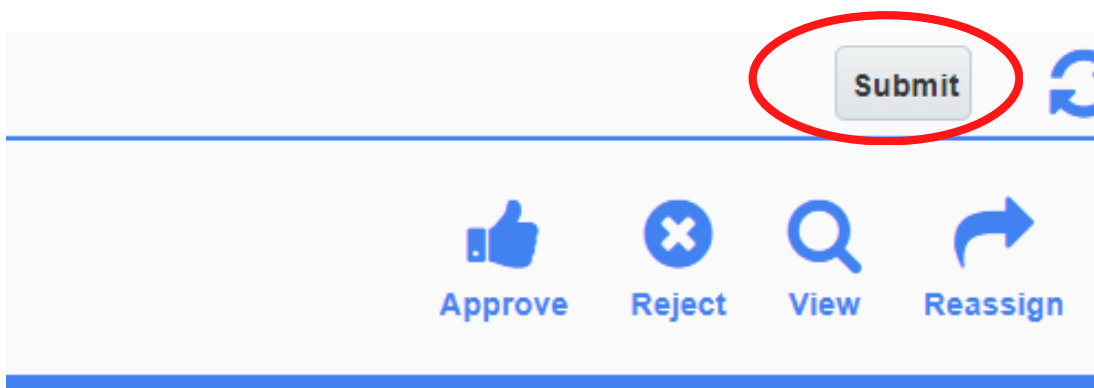
8

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



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

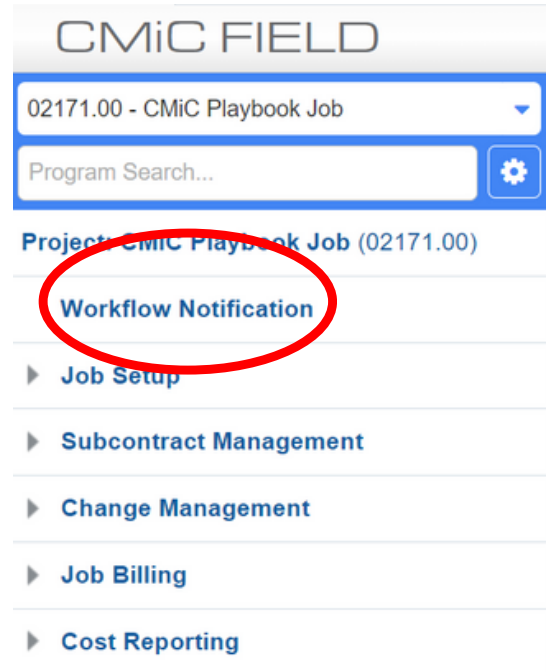


# Module 12: Approving Invoices

## 1- Approving Committed Invoices

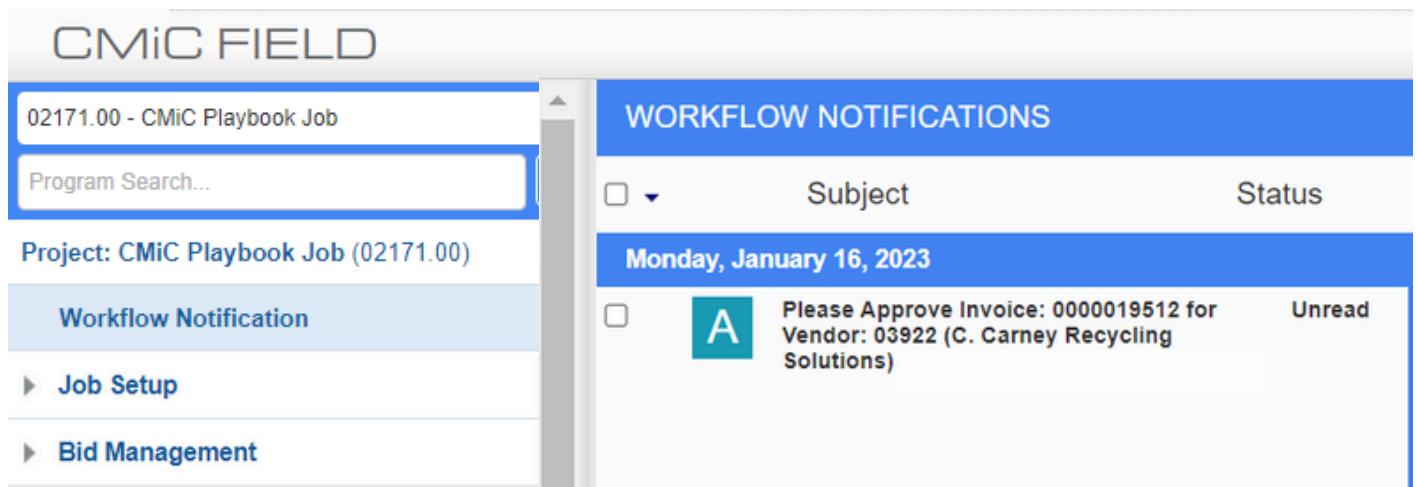
**\*NOTE: The PM will receive an email notification that they have an open invoice to approve**

- 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"

WORKFLOW NOTIFICATIONS

Subject Status 1 Approval 0 FYIs

Monday, January 16, 2023

Please Approve Invoice: 0000019512 for Vendor: 03922 (C. Carney Recycling Solutions) and job: 06841.00 (Test 12.8)

Approve Reject View Reassign

COMMENT

NOTIFICATION

Jacky Liu [Step 1 Reg Invoice Approver], please code/approve the following Invoice.

## 4- Approving Committed Invoices

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

REFRESH Search

Sources: \*All Sources Posted: \*All

Types: \*All Types Status: \*All

UI CONFIG | QUERY MODE |

Sources: \*All Sources Status: \*All

Types: \*All Types Posted: \*All

AP Non-Commitment Invoices [1]

C Carney Invoice\_0000019512.pdf

CmicDownloadServlet.do 1 / 1 80%

C. Carney Recycling Solutions

35 Thrasher Street  
Raynham, MA 02767  
Phone: (508) 880-8804  
Fax: (508) 823-0492

CUSTOMER NO	000275
INVOICE DATE	12/31/2022
INVOICE NO	0000019512
CUSTOMER PO	
DUE DATE	1/15/2023

Job# 06841.00

All container must be accessible, If we are unable to service, a trip charge of \$150.00 will be incurred.

DATE	QUANTITY	FREQUENCY	DESCRIPTION	WORK ORDER	TICKET	AMOUNT
New Charges						
Site 000275-0022 - Lee Kennedy Company Inc. - 500 RUTHERFORD AVE, CHARLESTOWN						
12/16/2022	1.00		FUEL SURCHARGE - ROLL OFF	0000039126	420989	\$47.70
12/16/2022	1.00		HAUL CHARGE - 30 YD ROLL OFF	0000039126	420989	\$795.00
12/20/2022	1.00		FUEL SURCHARGE - ROLL OFF	0000039141	421429	\$47.70
12/20/2022	1.00		HAUL CHARGE - 30 YD ROLL OFF	0000039141	421429	\$795.00

# Module 12: Approving Invoices

## 5- Approving Committed Invoices

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

The screenshot shows an invoice approval form. A red box highlights the following fields:

- Job\*: 10774.00
- Contract\*: 10774.016
- Invoice No.\*: 179937-1

Other visible fields include:

- B-FLEXION
- APPLIANCE (FITOUT)
- 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	23,995.7		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

Registered Pay Request Detail

Line	Task Name	Job	Cost Code	Category	Contract Amount	Previously Certified Amount	Pending Amount	Current Task Amount
	Appliances	10774.00	110000.00	S	23,995.75		0.00	
	Additional Appliances	10774.00	110000.00	S	11,213.67			1399.95
	Total Line				35,209.42		0.00	0.00

- The “Current Task Amount” and the “Invoice Amount” should be the same

Invoice No.\* 179937-1

Invoice Amount 1,399.95

Retention Release Amount 0

Pay Control Code 01 MISCELLANEOUS INVC

Message Posted Balance = \$35,209.42

## 8- Approving Committed Invoices

- Click “Update” and the top of the screen

Move Delete Save **Update**

Document Name Hancock 10774-1.pdf

ON

**\*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”**

Registered Pay Request Header

Company\* LKCO LEE KENNEDY COMPANY

Vendor\* 08038 HANCOCK TV & APPLIANCE CO

Workflow Routing Job\* 10774.00 B-FLEXION

Invoice Date 07 24 23

Due Date 08 24 23

Description 179937-1 / 10774.00

Distributed Amount 1,399.95

Total Completed 1,399.95

# Module 12: Approving Invoices

## 9- Approving Committed Invoices

- Close out of the screen
  - This will take you back to the “Workflow Notifications” screen

The screenshot shows the 'WORKFLOW NOTIFICATIONS' interface. On the left, a list of notifications is displayed, including one for 'Please Approve Subcontract RFP: 179937-1 for Vendor: 08038 (Hancock TV & Appliance Co) and job: 10774.00 (B-Flexion)'. The main area shows the details of the selected invoice, including the 'INVOICE HEADER' and 'DISTRIBUTIONS' table.

**INVOICE HEADER**

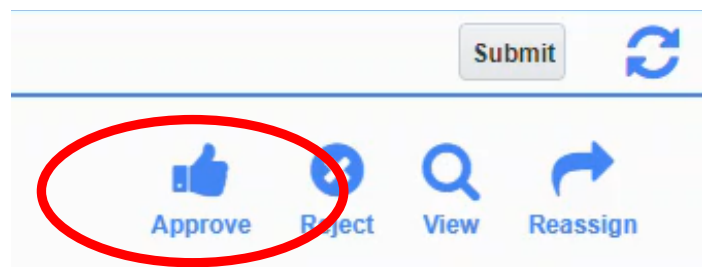
Job	10774.00 - B-Flexion	Gross Amount	
Vendor	08038 - Hancock TV & Appliance Co	Net Amount	0.00
Contract	10774.00 - Appliance (Pilot)	Net Retainage	0.00
Invoice Number	179937-1	Total Expense Net Retainage	0.00
Invoice Date	24-Jul-23	Original Amount	1,399.95
Due Date	24-Aug-23	Discount Date	24-Jul-23
Description	179937-1 / 10774.00		

**DISTRIBUTIONS**

Task Code / Description	Change	Contract Amount	Prev Certified Amount	Unposted Amount	Current Amount	Total Requested Amount	Remaining Balance	Retainage %	Contract Quantity	UOM	Rate	Prev Certified Quantity	Current Quantity	Total Retainage	Unposted Retainage	Current Retainage	Retainage Released
1.0 / -00074148	000	23,995.75	0.00	0.00	0.00	0.00	23,995.75	5.00		LS				0.00	0.00	0.00	
CE-001 / Additional Appliances	001	11,213.87	0.00	0.00	0.00	0.00	11,213.87	5.00		LS				0.00	0.00	0.00	

## 10- Approving Committed Invoices

- Click the “Approve” button
  - The screen will refresh and show that the invoice is approved



The screenshot shows the 'WORKFLOW NOTIFICATIONS' interface after the invoice has been approved. The 'Approve' button is now green and circled in red. The notification list shows the status of the invoice as 'Read'.

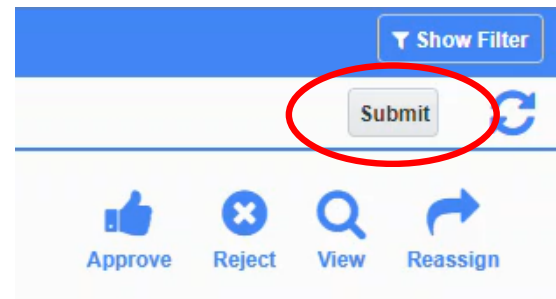
**WORKFLOW NOTIFICATIONS**

Subject	Status
Wednesday, October 25, 2023	
Please Approve Subcontract RFP: 179937-1 for Vendor: 08038 (Hancock TV & Appliance Co) and job: 10774.00 (B-Flexion)	Approve
Please Approve Subcontract RFP: 176665-12 for Vendor: 08038 (Hancock TV & Appliance Co) and job: 10774.00 (B-Flexion)	Read

# Module 12: Approving Invoices

## 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

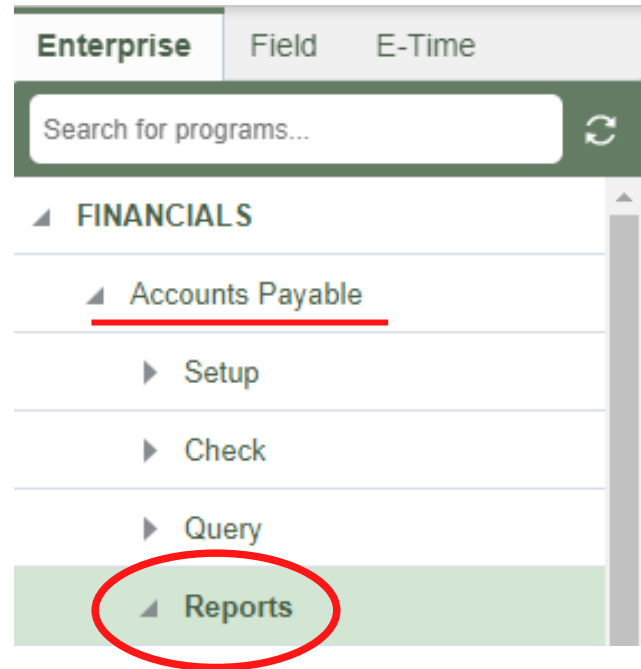
[Return](#)



# REFERENCE: Report Guide

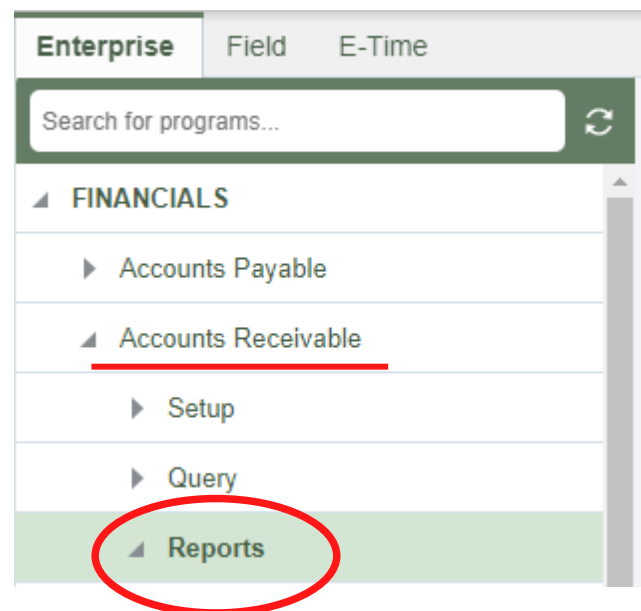
## Accounts Payable Reports

- **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

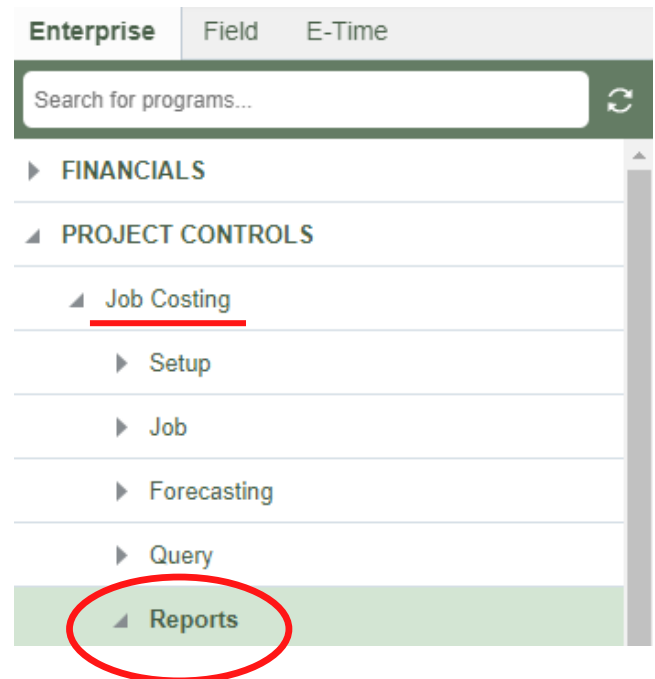
- **Billing Status Report**
- **Payment Status Report**
- **Aged Report**



# REFERENCE: Report Guide

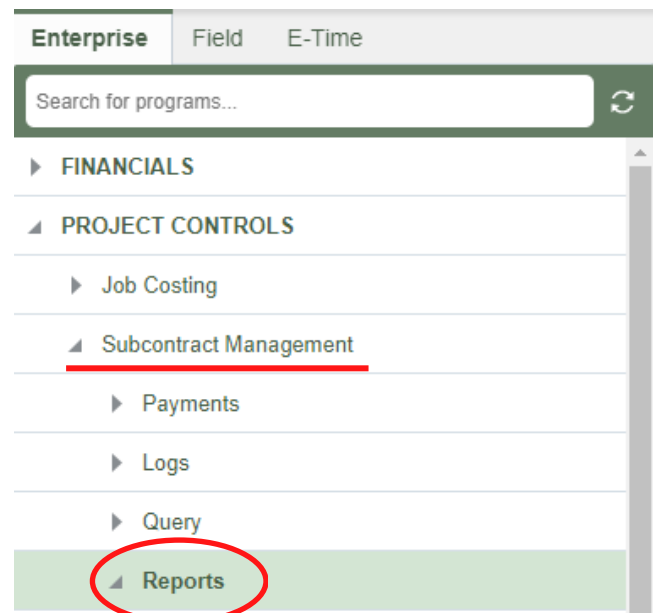
## Job Costing Reports

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



## Subcontract Management Reports

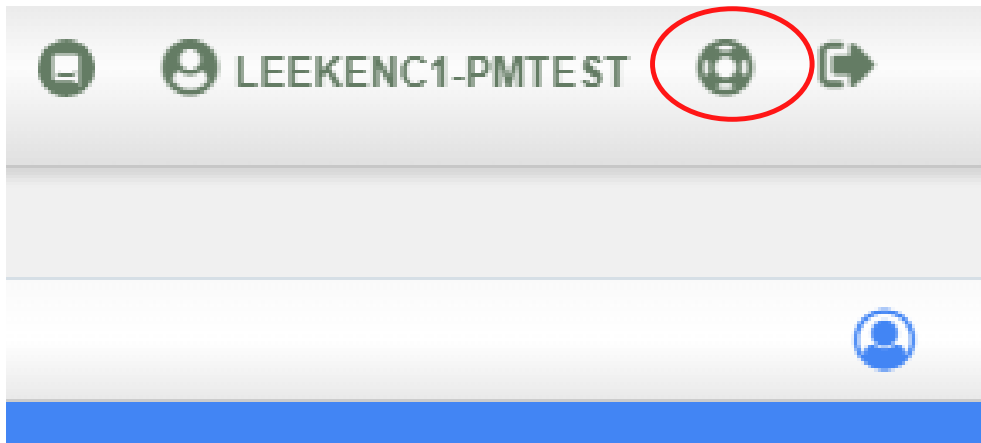
- **Non-Compliance Report**
- **Subcontractor Draw Request**
- **Commitment Detail Report**
- **Subcontract Detail Summary Report**



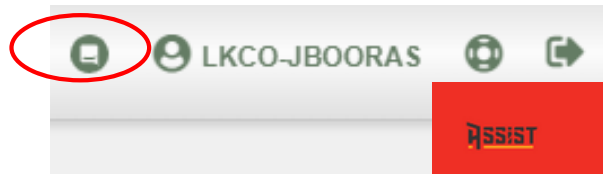
# REFERENCE:

## CMiC Assist Resource

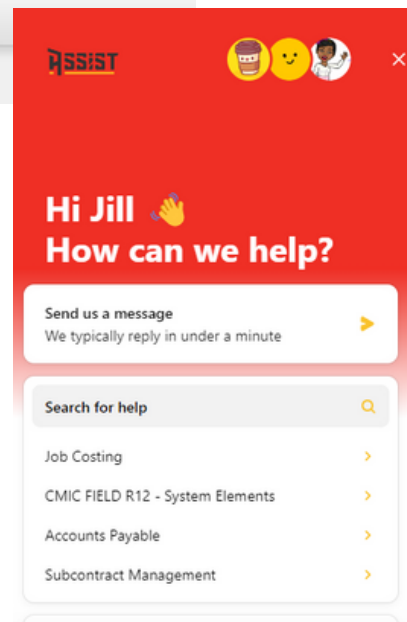
- To access CMiC Assist, click on the life raft next to your user name in the top right corner



- 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**

<b>Term in Procore</b>	<b>Term in CMiC</b>	<b>Definition</b>
<b>PCO (Proposed Change Order)</b>	<b>PCI</b>	<b>A formal proposal issued to the owner for a change in either the project cost or project schedule</b>
<b>Cost Code</b>	<b>Phase Code</b>	<b>A fixed set of codes that are used to manage, track, and report costs on a construction project</b>
<b>Commitment(s)</b>	<b>Subcontract(s)</b>	<b>A contract issued to a subcontractor</b>

# **GLOSSARY OF TERMS**

<b>Term in Procore</b>	<b>Term in CMiC</b>	<b>Definition</b>
<b>CCO (Commitment Change Order)</b>	<b>SCO (Subcontract Change Order)</b>	<b>A change order written to a subcontract</b>
<b>PCCO (Prime Contract Change Order)</b>	<b>OCO (Owner Change Order)</b>	<b>A series of PCI's (change orders) rolled into an owner change order</b>
<b>Budget</b>	<b>Billing Budget/ Cost Budget</b>	<b>*NOTE: Both the billing and cost budget in CMiC mean the same thing and should always be equal</b>

# **GLOSSARY OF TERMS**

<b>Term in Procore</b>	<b>Term in CMiC</b>	<b>Definition</b>
<b>Categories:</b> <b>1. Labor</b> <b>2. Subcontracts</b> <b>3. Materials</b> <b>4. Equipment</b> <b>5. Other</b>	<b>Categories:</b> <b>L= Labor</b> <b>S= Subcontract</b> <b>M= Materials</b> <b>E= Equipment</b> <b>O= Other</b>  <b>Additional categories that are new to CMiC and not previously used in Procore or Viewpoint</b>  <b>C= Contingency</b> <b>A= Allowance</b>	<b>*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.</b>

# **GLOSSARY OF TERMS**

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

# **GLOSSARY OF TERMS**

<b>Term in Procure</b>	<b>Term in CMiC</b>	<b>Definition</b>
<b>Budget Modification/ Transfer</b>	<b>Original Budget</b>	You will bring your original budget in as a PCI under the "Original Budget" type. This allows you to use an excel import file.
<b>Budget Modification/ Transfer</b>	<b>Related Costs  Class: Transfer</b>	Budget transfer to move relate costs into other line items  (Must net \$0)
<b>Budget Modification/ Transfer</b>	<b>Internal CO/ Back Charge</b>	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**

<b>Term in Procore</b>	<b>Term in CMiC</b>	<b>Definition</b>
<b>PCO-in/ External Change Order</b>	<b>Scope Change  Class: External</b>	<b>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</b>

# VIDEO INSTRUCTIONS

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

<b>Module 1</b>	<ol style="list-style-type: none"><li>1. <u>Create a Project</u></li><li>2. <u>Update Job Info</u></li><li>3. <u>Create Contract</u></li><li>4. <u>Start Job</u></li></ol>
<b>Module 2</b>	<ol style="list-style-type: none"><li>1. <u>Project Maintenance</u></li></ol>
<b>Module 3</b>	<ol style="list-style-type: none"><li>1. <u>Import a Budget</u></li></ol>
<b>Module 4</b>	<ol style="list-style-type: none"><li>1. <u>Manual Budget Setup</u></li></ol>
<b>Module 5</b>	<ol style="list-style-type: none"><li>1. <u>Create PCI Markups/ PCI Markup Rules</u></li><li>2. <u>Markup Rules Explained</u></li></ol>
<b>Module 6</b>	<ol style="list-style-type: none"><li>1. <u>Create a subcontract</u></li><li>2. <u>Print/Run Report</u></li></ol>

# VIDEO INSTRUCTIONS

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

<b>Module 7</b>	<ol style="list-style-type: none"><li>1. <u>Create a PCI</u></li><li>2. <u>VOID PCI</u></li></ol>
<b>Module 8</b>	<ol style="list-style-type: none"><li>1. <u>Create an owner change order</u></li></ol>
<b>Module 9</b>	<ol style="list-style-type: none"><li>1. <u>Create a subcontractor change order</u></li></ol>
<b>Module 10</b>	<ol style="list-style-type: none"><li>1. <u>Set up first bill</u></li><li>2. <u>Create new owner bill</u></li><li>3. <u>Include change orders in your bill</u></li><li>4. <u>Assigning job cost transactions to owner bill</u></li><li>5. <u>Exporting reqs GCPay/ Add SC cost to bill</u></li><li>6. <u>Bill lump sum line items inc. fee and insurance</u></li><li>7. <u>Clearing billing and retainage overrides</u></li><li>8. <u>Printing the bill and backup</u></li></ol>

# VIDEO INSTRUCTIONS

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

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