



V300 Construction Edition

Heidi Dempsey

Partner Success Manager

Timing and Agenda

November 15, 2021 -10 AM -12 PM

Day 1

Lesson 1: Reviewing Project Settings and Life Cycle

Lesson 2: Capturing Project Costs

Lesson 3: Processing Subcontracts

Lesson 4: Correcting Bills for Subcontracts

Lesson 5: Processing Negative Commitments

November 16, 2021 -10 AM -12 PM

Day 2

Lesson 6: Processing AP Bills with Retainage

Lesson 7: Preparing Payments for Projects

Lesson 8: Preparing Joint Payments

Lesson 9: Processing Compliance Documents and Lien Waivers

Lesson 10: Processing Purchases with a Sales Tax

Lesson 11: Forecasting Budget

Lesson 12: Tracking Budget Overruns

Lesson 13: Preparing Cost Projections

Timing and Agenda

November 17, 2021 -10 AM -12 PM

Day 3

Lesson 14: Configuring Two-Tier Change Management

Lesson 15: Tracking Cost Changes to Projects

Lesson 16: Tracking Cost and Revenue Changes to Projects

Lesson 17: Track Changes to Budget Forecasts

Lesson 18: Billing Project for Progress with Retainage

Lesson 19: Preparing AIA Reports

Lesson 20: Preparing AIA Reports for Released Retainage

Lesson 21: Correcting Pro Forma Invoices

Lesson 22: Preparing WIP and Bonding Reports

Lesson 23: Tracking Retainage with a Cap

Lesson 24: Billing Project for Time and Material with Retainage

Timing and Agenda

November 18, 2021 -10 AM -12 PM

Day 4

Lesson 25: Working with Daily Field Reports

Lesson 26: Working with Project Issues and Change Requests

Lesson 27: Working with Requests for Information

Lesson 28: Working with Photo Logs

Lesson 29: Working with Drawing Logs

Lesson 29: Working with Drawing Logs



Day 1

Part 1: Projects for Construction

Lesson 1: Reviewing Project Settings and Life Cycle

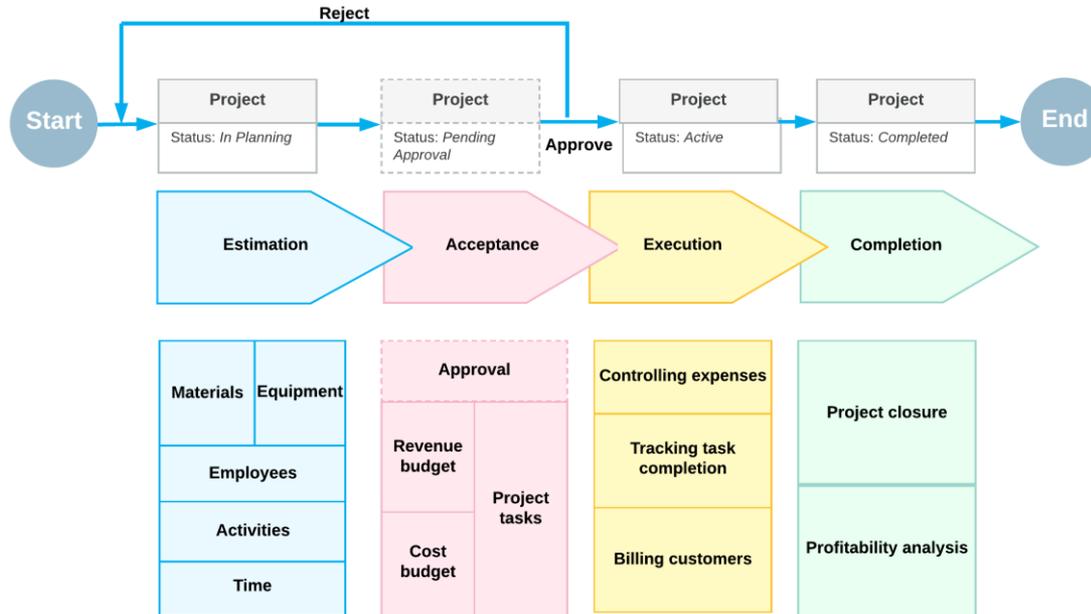
Learning Objectives

In this session, you will learn how to do the following:

- Plan a project structure
- Create a project and specify its settings
- Plan the structure of the project budget
- Set up project security
- Process a project during its life cycle

Project Life Cycle

Understanding the project life cycle



Construction Project Budget: To Review Project Balance

Story

Suppose that ToadGreen Building Group is a general contractor building an Italian restaurant for its customer, the Italian Company. A ToadGreen manager has created a project for the work to be performed, and the budget has been agreed on with the customer.

Acting as the construction project manager, you need to review the project balances to become familiar with the project and gather all the information about performed work.

Figure: Project tasks of the ITALIAN project

Projects

ITALIAN - Italian restaurant (Market Street) NOTE

← ↻ 📄 ↶ + 🗑️ ⏪ < > ⏩ COMPLETE PROJECT **RUN PROJECT BILLING** ...

* Project ID: ITALIAN - Italian restaurant (Market St) Status: Active Actual Income: 0.00
 Customer: ITACOM - Italian Company Actual Expenses: 0.00
 Template: CONTM - Construction project (time and Margin: 0.00 %: 0.00
 * Description: Italian restaurant (Market Street)

SUMMARY **TASKS** REVENUE BUDGET COST BUDGET BALANCES COMMITMENTS INVOICES CHANGE ORDERS UNION LOCALS ACTIVITIES EMPLOYEES EQUIPMENT DEFAULTS ATTRIB

🔄 + ✕ ADD COMMON TASKS ACTIVATE TASKS COMPLETE TASKS CREATE PROD ORDER 📄 📄 📄 All Records

Task ID	Type	Description	Rate Table	Allocation Rule	Billing Rule	Status	Completed (%)	Start Date	End Date	Approver	Billing Option
01	Cost and Revenue Task	GENERAL REQUIREMENTS	STANDARD		TM	Active	0.00	2/1/2021			By Billing Period
02	Cost and Revenue Task	SITEWORK	STANDARD		TM	Active	0.00	2/1/2021			By Billing Period
03	Cost and Revenue Task	CONCRETE	STANDARD		TM	Active	0.00	2/1/2021			By Billing Period
04	Cost and Revenue Task	MASONRY	STANDARD		TM	Active	0.00	2/1/2021			By Billing Period
05	Cost and Revenue Task	METALS	STANDARD		TM	Active	0.00	2/1/2021			By Billing Period
06	Cost and Revenue Task	WOOD, PLASTICS, COMPOSITES	STANDARD		TM	Active	0.00	2/1/2021			By Billing Period
07	Cost and Revenue Task	THERMAL AND MOISTURE PROTECTION	STANDARD		TM	Active	0.00	2/1/2021			By Billing Period
08	Cost and Revenue Task	OPENINGS	STANDARD		TM	Active	0.00	2/1/2021			By Billing Period
09	Cost and Revenue Task	FINISHES	STANDARD		TM	Active	0.00	2/1/2021			By Billing Period
10	Cost and Revenue Task	SPECIALTIES	STANDARD		TM	Active	0.00	2/1/2021			By Billing Period
11	Cost and Revenue Task	EQUIPMENT	STANDARD		TM	Active	0.00	2/1/2021			By Billing Period
12	Cost and Revenue Task	FURNISHINGS	STANDARD		TM	Active	0.00	2/1/2021			By Billing Period
13	Cost and Revenue Task	SPECIAL CONSTRUCTION	STANDARD		TM	Active	0.00	2/1/2021			By Billing Period
14	Cost and Revenue Task	CONVEYING SYSTEMS	STANDARD		TM	Active	0.00	2/1/2021			By Billing Period
15	Cost and Revenue Task	MECHANICAL PIPING	STANDARD		TM	Active	0.00	2/1/2021			By Billing Period
16	Cost and Revenue Task	ELECTRICAL	STANDARD		TM	Active	0.00	2/1/2021			By Billing Period

Figure: Cost budget information of the project

Projects

ITALIAN - Construction project (time and material)

NOTES FILES

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* Project ID: ITALIAN - Construction project (time and material) Status: Active Actual Income: 0.00
 Customer: ITACOM - Italian Company Actual Expenses: 0.00
 Template: CONTM - Construction project (time and material) Margin: 0.00 %: 0.00
 * Description: Construction project (time and material)

SUMMARY TASKS REVENUE BUDGET **COST BUDGET** BALANCES COMMITMENTS INVOICES CHANGE ORDERS UNION LOCALS ACTIVITY HISTORY EMPLOYEES EQUIPMENT SETTINGS ATTRIBUTION

Project Task: Group by Task

🔄 + × VIEW COMMITMENT DETAILS VIEW TRANSACTIONS **1** | 📄 ⬆️ **2** **3** **4** All Records

Project Task	Description	UOM	Original Budgeted Amount	Budgeted CO Amount	Revised Budgeted Amount	Potential CO Amount	Original Committed Amount	Committed CO Amount	Revised Committed Amount	Committed Invoiced Amount	Committed Open Amount	Actual Amount	Actual + Open Committed Amount
01	GENERAL REQUIREMENTS		150,551.00	0.00	150,551.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03	CONCRETE		113,990.00	0.00	113,990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04	MASONRY		71,250.00	0.00	71,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06	WOOD, PLASTICS, COMPOSITES		121,025.00	0.00	121,025.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07	THERMAL AND MOISTURE PROTECTION		128,195.00	0.00	128,195.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08	OPENINGS		73,200.00	0.00	73,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09	FINISHES		416,725.00	0.00	416,725.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	SPECIALTIES		23,010.00	0.00	23,010.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	EQUIPMENT		108,000.00	0.00	108,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	MECHANICAL PIPING		344,850.00	0.00	344,850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	ELECTRICAL		135,000.00	0.00	135,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total:		1,685,796.00	0.00	1,685,796.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Lesson 2: Capturing Project Costs

Learning Objectives

In this session, you will learn how to do the following:

- Prepare the system for the creation of account groups
- Create an account group and map accounts to this group
- Review the chart of accounts and find the account group associated with a particular GL account

Account Groups: To Create an Off-Balance Group

Story

Suppose that you are a construction project manager who is configuring project accounting for the ToadGreen Building Group company. You want to know the total amount associated with the number of work hours spent by employees on construction projects (including an extra work beyond the budgeted number of work hours), but you do not want to post these amounts to the general ledger because these expenses are billed monthly under separate project budget lines related to labor.

You need to create an off-balance account group for tracking burden expenses in construction projects.

Construction Project Budget: To Capture Project Costs

Story

Suppose that ToadGreen Building Group is a general contractor building an Italian restaurant for its customer, the Italian Company. At the start of the project, the construction project manager made sure that the construction permit was promptly obtained for the construction site and that the design plans and specifications were prepared and agreed upon. The expenses related to the work must be reflected in the project budget and categorized in the general ledger because they will later be billed and reflected in financial statements. Also suppose that the construction manager has spent some time on extra communication, which has not initially been budgeted. This time should not be billed because the project manager's salary is fixed and is billed monthly under a separate project budget line related to labor; however, these expenses must be reflected in the project budget for better estimation of the burden and overhead of the construction project.

Construction Project Budget: To Capture Project Costs

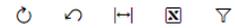
Story

Acting as the ToadGreen construction project manager, you will create a project with tasks that correspond to the work to be performed, specify the project budget, and activate the project to indicate that work on the project has started.

Then acting as the project accountant, you will enter the general ledger transactions to directly capture the costs and record the work related to gathering the requirements, getting all the necessary construction permits, and preparing the design plans and specifications. Then you will enter the project transaction to capture the additional expenses incurred by the construction project manager.

Figure: Project transaction prepared on release of the GL transaction

Project Transaction Details



Project:	ITALIAN3 - Construction project (Italia)	From:	<input type="text"/>	Account:	<input type="text"/>
Account Group:	<input type="text"/>	To:	<input type="text"/>	AR Doc. Type:	<input type="text"/>
Project Task:	<input type="text"/>	Employee:	<input type="text"/>	AR Doc. Nbr.:	<input type="text"/>
Cost Code:	<input type="text"/>	<input type="checkbox"/> Show only Allocation Transactions		Tran. ID:	<input type="text"/>
Inventory ID:	<input type="text"/>	<input checked="" type="checkbox"/> Include Unreleased Transactions			

			Branch	Modi	Ref. Number	*Project	Project Task	*Date	*Fin. Period	Description	Cost Code	UOM	Quantity	Billable	Billable Quantity	Unit Rate	Amount
>			TBGROUP	GL	PM00000049	ITALIAN3	01	10/15/2021	10-2021	Construction permits	01-300		0.00	<input checked="" type="checkbox"/>	0.00	0.0000	15,400.00
			TBGROUP	GL	PM00000049	ITALIAN3	01	10/15/2021	10-2021	Design plans and specificatio...	01-330		0.00	<input checked="" type="checkbox"/>	0.00	0.0000	37,500.00

Figure: Project transactions prepared on release of the GL transaction

Projects

ITALIAN3 - Construction project (Italian Restaurant)

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* Project ID: ITALIAN3 - Construction project (Italia) Status: Active Actual Income: 0.00
 Customer: ITACOM - Italian Company Actual Expenses: 54,100.00
 Template: CONTM - Construction project (time and Margin: -54,100.00 %: 0.00
 * Description: Construction project (Italian Restaurant)

SUMMARY TASKS REVENUE BUDGET **COST BUDGET** BALANCES INVOICES CHANGE ORDERS UNION LOCALS ACTIVITIES EMPLOYEES EQUIPMENT DEFAULTS AT

Project Task: Group by Task

🔄 + × VIEW TRANSACTIONS |📄 🗑️ ⏩

📄	🗑️	* Project Task	Cost Code	* Account Group	Description	Original Budgeted Quantity	UOM	Unit Rate	Original Budgeted Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Actual Quantity	Actual Amount	Performance (%)
📄	🗑️	01	01-300	MISC	Permit	1.00	EA	15,601.0000	15,601.00	1.00	15,601.00	0.00	15,400.00	98.71
📄	🗑️	01	01-311	BURDEN	Operations-- Project Manager	0.00	HOUR	0.0000	0.00	0.00	0.00	0.00	1,200.00	0.00
📄	🗑️	01	01-311	LABOR	Operations- Project Manager	1.00	EA	15,000.0000	15,000.00	1.00	15,000.00	0.00	0.00	0.00
📄	🗑️	01	01-313	LABOR	Operations- Superintendent	1.00	EA	39,000.0000	39,000.00	1.00	39,000.00	0.00	0.00	0.00

Part 2: Subcontracts and Accounts Payable

Lesson 3: Processing Subcontracts

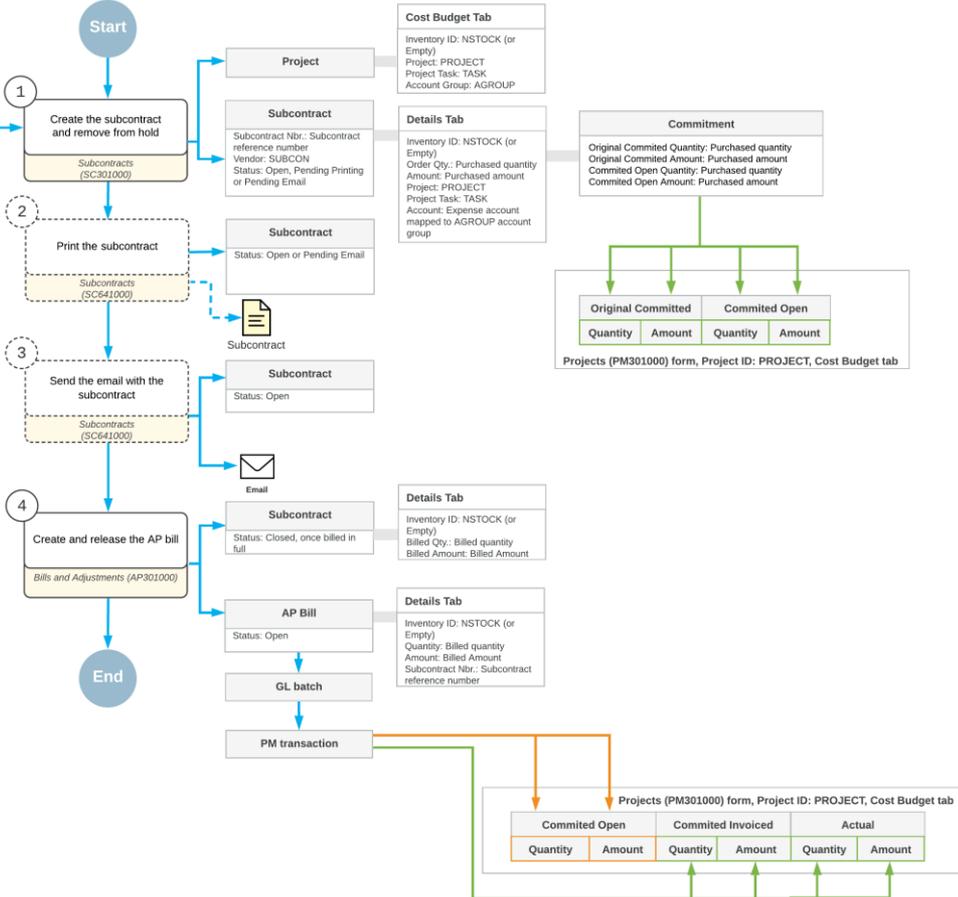
Learning Objectives

In this session, you will learn how to do the following:

- Create a subcontract
- Add lines related to a particular project to a subcontract
- Enter the accounts payable bill for the subcontract
- Review the generated general ledger transactions and project transactions
- Review how the processed subcontract affects the project budget

Purchase of services for a project from subcontractor

All actions on this diagram are performed by a user with the same job role



LEGEND
 — Required action
 - - - - - Optional action

Subcontracts: Process Activity

Story

Suppose that on February 1, 2021, the ToadGreen company hires a subcontractor, Standard Hardware Company, to install windows and doors in the hotel that is being built by ToadGreen. Both parties agree that the Standard Hardware Company will perform the installation of windows, the installation of doors and frames, and the building an entrance. Normally, this subcontractor does not require the printing of documents, but for this subcontract, the construction project manager of the ToadGreen company has decided to create and print the subcontract.

On February 25, 2021, when the subcontractor finishes its part of the work and sends an invoice to ToadGreen, ToadGreen's project manager will create a bill and pay for the provided services.

Acting as the construction project manager, you will process all the needed documents in the system.

Figure: Cost budget updated with the subcontract amount

Projects

HOTEL - The Beach Hotel and Condominiums (Warner Street)

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* Project ID: HOTEL - The Beach Hotel and Condo... Status: Active Actual Income: 22,667,202.71
 Customer: EQUGRP - The Equity Group Investor Actual Expenses: 89,200.00
 Template: The Beach Hotel and Condominiums Margin: 22,578,002.71 %: 99.61
 * Description: The Beach Hotel and Condominiums

SUMMARY TASKS REVENUE BUDGET **COST BUDGET** BALANCES COMMITMENTS INVOICES CHANGE ORDERS CHANGE REQUESTS UNION LOCALS ACTIVITY HISTORY EMPLOYEES

Project Task: Group by Task

🔄 + × VIEW COMMITMENT DETAILS VIEW TRANSACTIONS |←| ☒ ⬆️ All

		* Project Task	Cost Code	* Account Group	Description	Origin Budget Quant	UOM	Unit Rate	Original Budgeted Amount	Potential CO Quantity	Budgeted CO Quantity	Budgeted CO Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Potential CO Amount	Original Committed Quantity	Original Committed Amount
	🔍	06	06-440	MATERIAL	Woodwork- Ornamental	0.00	HOUR	0.0000	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00	0.00	0.00
	🔍	07	07-130	SUBCON	Waterproofing- Sheet	1.00	HOUR	980,000.0000	980,000.00	0.00	0.00	0.00	1.00	980,000.00	0.00	0.00	0.00
	🔍	08	08-200	SUBCON	Doors- Interior	1.00	HOUR	442,000.0000	442,000.00	0.00	0.00	0.00	1.00	442,000.00	0.00	0.00	442,000.00
>	🔍	08	08-510	SUBCON	Windows- Metal	1.00	HOUR	650,000.0000	650,000.00	0.00	0.00	0.00	1.00	650,000.00	0.00	0.00	650,000.00
	🔍	08	08-800	SUBCON	Entrances, Storefronts, C...	1.00	HOUR	2,005,000.00	2,005,000.00	0.00	0.00	0.00	1.00	2,005,000.00	0.00	0.00	2,000,000.00
	🔍	09	09-200	SUBCON	Finish- Drywall	1.00	HOUR	1,250,000.00	1,250,000.00	0.00	0.00	0.00	1.00	1,250,000.00	0.00	0.00	0.00
	🔍	09	09-300	SUBCON	Finish- Tile	1.00	HOUR	377,500.0000	377,500.00	0.00	0.00	0.00	1.00	377,500.00	0.00	0.00	0.00
	🔍	09	09-560	MATERIAL	Ceilings- Textured	1,500.00	EA	1.7500	2,625.00	0.00	0.00	0.00	1,500.00	2,625.00	0.00	0.00	0.00
	🔍	09	09-560	SUBCON	Ceilings- Textured	1.00	HOUR	340,500.0000	340,500.00	0.00	0.00	0.00	1.00	340,500.00	0.00	0.00	0.00

Figure: Closed subcontract

Subcontracts

SC-000006 - Standard Hardware Company



Subcontract Nbr.:	SC-000006	Vendor:	HARDCO - Standard Hardware Company	Line Total:	3,092,000.00
Status:	Closed	Location:	MAIN - Primary Location	Discount Total:	0.00
Date:	2/1/2021	Owner:	EP00000033 - Ellen Watson	VAT Exempt T...:	0.00
Start Date:	2/1/2021	Vendor Ref.:		VAT Taxable T...:	0.00
Description:	Installing of windows, doors, and building of an entrance			Tax Total:	0.00
				Retainage Total:	0.00
				Subcontract To...:	3,092,000.00

DETAILS TAXES VENDOR DISCOUNTS **BILLING** PREPAYMENTS CHANGE ORDERS OTHER ATTRIBUTES COMPLIANCE

Type	Reference Nbr.	Date	Status	Billed Qty.	Billed Amt.	PPV Amt	Currency
> Bill	000060	2/25/2021	Closed	0.00	3,092,000.00	0.00	USD

Lesson 4: Correcting Bills for Subcontracts

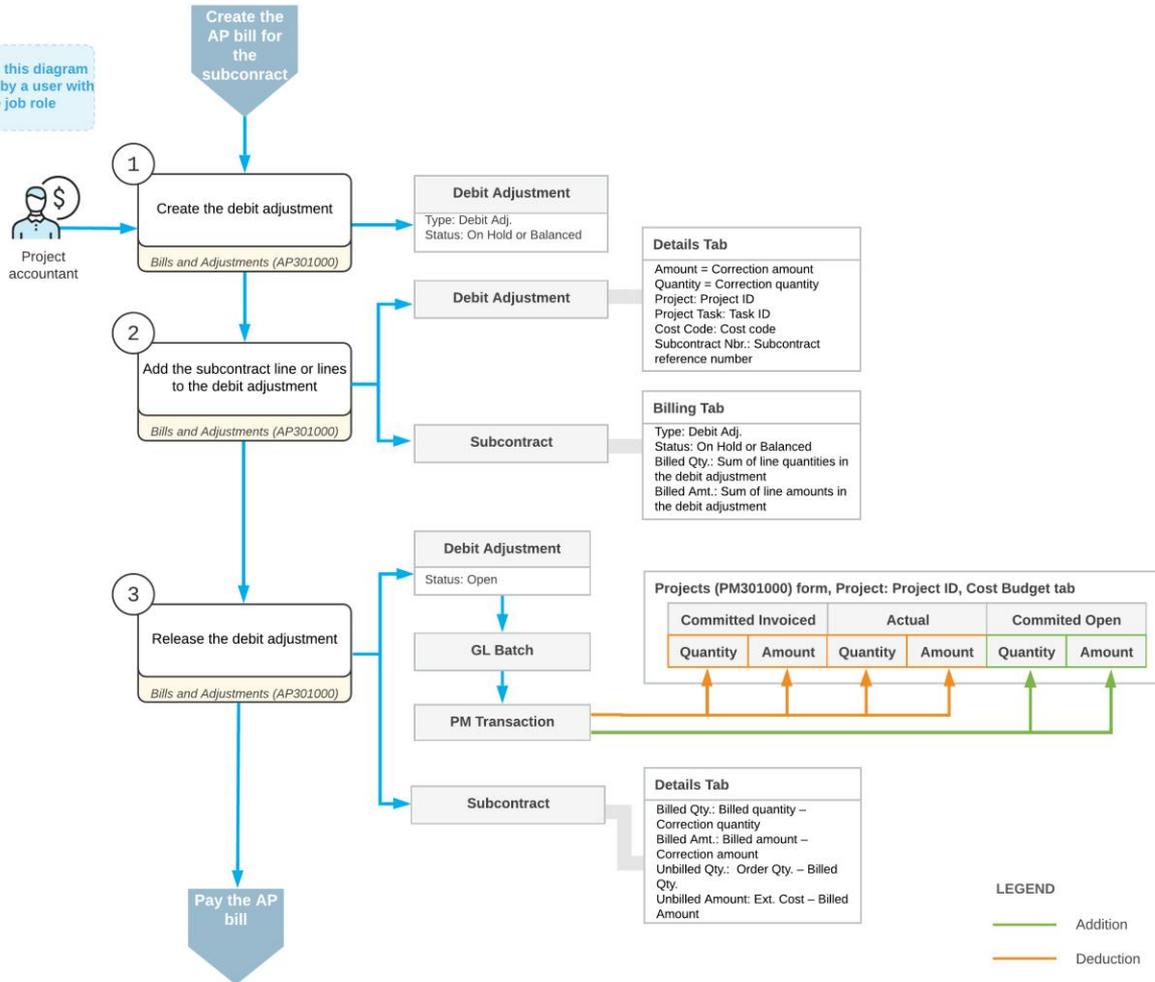
Learning Objectives

In this session, you will learn how to do the following:

- Create a debit adjustment for an AP bill prepared for a subcontract
- Release the debit adjustment
- Review how the processed debit adjustment affects the vendor balance
- Review the GL and project transactions generated on release of a debit adjustment
- Review how the project budget is updated on release of the debit adjustment

Correcting the billed amount and quantity for a subcontract

All actions on this diagram are performed by a user with the same job role



Correction of a Bill for a Subcontract: Process Activity

Story

Suppose that on March 1, 2021, the ToadGreen company hired a subcontractor, Harmon Installation, to build an entrance in the hotel that ToadGreen is building. According to the terms of the subcontract, \$10,000.00 will be paid to the subcontractor for this work, and 10% of each payment will be withheld by the company until the related work is finished.

On March 25, 2021, ToadGreen received the first bill for the completed work from the subcontractor. A ToadGreen project accountant entered and released a bill in the amount of \$7,000.00, which includes the \$700 retainage amount.

Then suppose that the project accountant realized that the bill was entered incorrectly, and the billed amount must be \$6,000 for the subcontract. Acting as this project accountant, you will correct the billed amount and quantity in the subcontract by processing the debit adjustment.

Figure: The adjusted amount and quantity in the subcontract line

Subcontracts

SC-000005 - Harmon Installation

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Subcontract Nbr.:	SC-000005	Vendor:	HARMINT - Harmon Installation	Line Total:	9,000.00
Status:	Open	Location:	MAIN - Primary Location	Discount Total:	0.00
Date:	3/1/2021	Owner:	EP00000033 - Ellen Watson	VAT Exempt T...:	0.00
Start Date:	3/1/2021	Vendor Ref.:		VAT Taxable T...:	0.00
Description:	Building entrance			Tax Total:	0.00
				Retainage Total:	1,000.00
				Subcontract To...:	10,000.00

DETAILS TAXES VENDOR DISCOUNTS BILLING PREPAYMENTS CHANGE ORDERS OTHER ATTRIBUTES COMPLIANCE

🔄 + ✎ ✕ ADD PROJECT ITEM ⏪ ☒ ⏩

Inventory ID	Project	Projec Task	Cost Code	Line Description	UOM	Order Qty.	Unit Cost	Ext. Cost	Billed Qty.	Billed Amount
LABOR	HOTEL	02	02-000	Building entrance	HOUR	80.00	125.0000	10,000.00	48.00	6,000.00

Lesson 5: Processing Negative Commitments

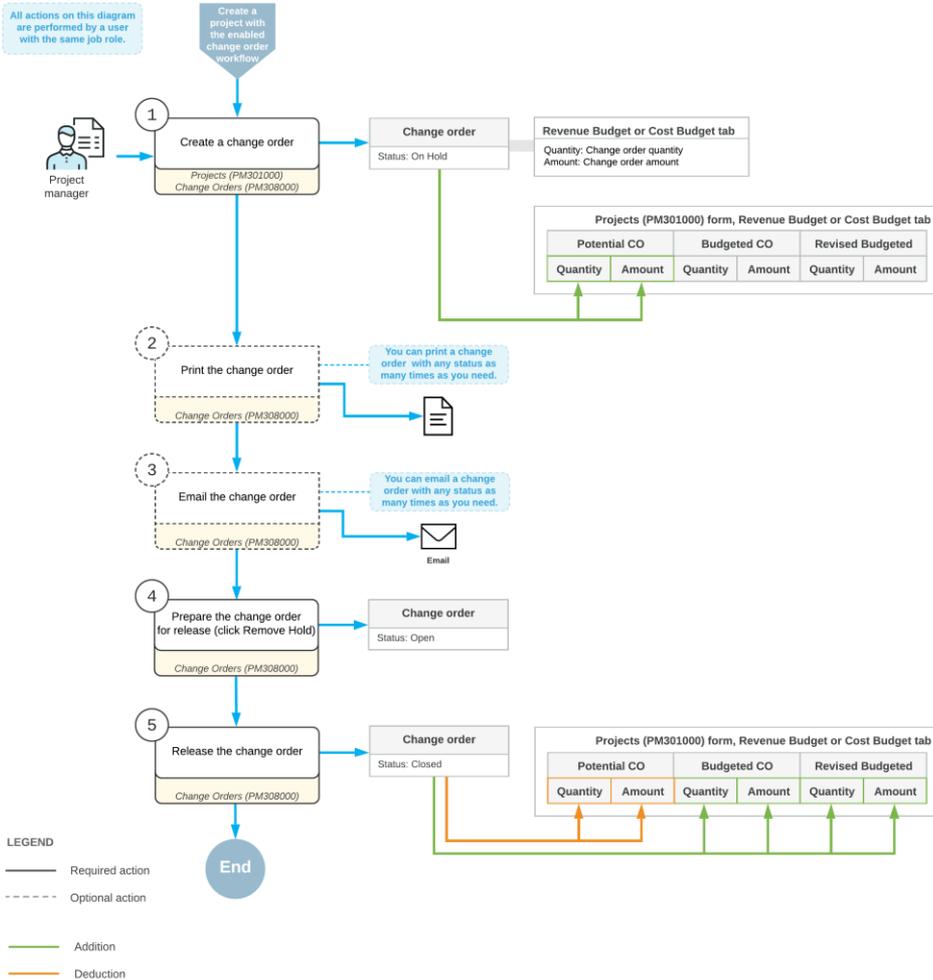
Learning Objectives

In this session, you will learn how to do the following:

- Configure a change order class
- Create a change order for a project
- Update the project budget with the change order
- Update cost commitments with the change order
- Review the changes made with change orders in the project budget
- Prevent direct purchases for the project

Managing changes in the project budget

All actions on this diagram are performed by a user with the same job role.



Single-Tier Change Management: To Create a Change Order Class

Story

Suppose that you, as the system administrator of the SweetLife Fruits & Jams company, need to configure a change order class to be used by a purchase manager for creating change orders for project commitments. The change order class must prevent users from changing the revenue and cost budgets of a project.

Managing changes in commitments

All actions on this diagram are performed by a user with the same job role.

Create a project and a purchase order for the project

The diagram shows increasing of an existing commitment line with a change order.



1 Create a change order

Projects (PM301000)
Change Orders (PM308000)

Change order

Reference Nbr.: Change order number
Status: On Hold

Commitments tab

Amount: Change order amount
Quantity: Change order quantity

Project

Change Orders tab

Reference Nbr.: Change order number
Commitment Change Total: Amount

2 Prepare the change order for release (click Remove Hold)

Change Orders (PM308000)

Change order

Status: Open

Commitments tab

Reference Nbr.: Purchase order number
Order Qty.: Original quantity
Order Total: Original amount

3 Release the change order

Change Orders (PM308000)

Change order

Status: Closed

Commitments tab

Amount: Change order amount
Quantity: Change order quantity

Purchase order

Details tab

Order Qty.: Original quantity + Change order quantity
Ext. Cost: Original amount + Change order amount

Projects (PM301000) form, Cost Budget tab

Committed CO		Revised Committed	
Quantity	Amount	Quantity	Amount

End

LEGEND

— Addition

— Deduction

Subcontracts: To Update a Negative Line in a Subcontract

Story

Suppose that on 3/22/2021, the ToadGreen company hires a subcontractor, Standard Hardware Company, to perform a part of work for the hotel that is being built by ToadGreen. According to contract, Standard Hardware Company will install the watering system for the hotel and the price of performed work will be \$450,000. The subcontractor agrees to provide the discount for the subcontract in the amount of \$1,500.

Later, due to minor scheduling issues, Standard Hardware Company has agreed to increase the discount amount to \$1,600. Acting as the construction project manager, you will process all the needed documents in the system.

Figure: Changes to project commitments

Change Orders

000003 - The Beach Hotel and Condominiums (Warner Street)

NOT

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Reference Nbr.: <input type="text" value="000003 - De"/>	* Class: <input type="text" value="COMMITMENT - Change orders to co"/>	Revenue Budget Change Total: 0.00
Status: <input type="text" value="On Hold"/>	Project: <input type="text" value="HOTEL - The Beach Hotel and Condomin"/>	Commitment Change Total: -100.00
* Change Date: <input type="text" value="3/22/2021"/>	Customer: <input type="text" value="EQUGRP - The Equity Group Investors"/>	Cost Budget Change Total: 0.00
* Approval Date: <input type="text" value="3/22/2021"/>	External Reference Nbr.: <input type="text"/>	Gross Margin Amount: 0.00
Contract Time ... <input type="text" value="0"/>	Revenue Change Nbr.: <input type="text" value="N/A"/>	Gross Margin %: 0.00
* Description: <input type="text" value="Decreasing the discount amount"/>		

COST BUDGET **COMMITMENTS** DETAILED DESCRIPTION ATTRIBUTES APPROVALS COMPLIANCE

🔄 + × SELECT COMMITMENTS |←| ☒ ⤴

🗨️	🗑️	📄	Status	* Project Task	Cost Code	Inventory ID	* Description	Quantity	UOM	Unit Cost	Amount	Account	* Vendor	Commitment Type	Commitment Nbr.
>	🗨️	📄	Update	02	02-510	SUBCONTR	Underground- Water	0.00	EA	0.00	-100.00	54200	HARDCO	Subcontract	SC-000007



Day 2

Lesson 6: Processing AP Bills with Retainage

Learning Objectives

In this session, you will learn how to do the following:

- Create and process a bill with retainage held at the line level
- Release retainage for the bill
- Enter a payment for the retainage bill
- Pay the outstanding balance of the original bill

AP Bills with Retainage: Process Activity

Story

Suppose that on March 15, 2021, the ToadGreen Building Group company hired a subcontractor to install air conditioning systems for the hotel being built. By the subcontract, \$2,400,000.00 will be paid to the subcontractor for work and 10% of each payment will be withheld by the company until the related work is finished. Also, ToadGreen and the subcontractor have agreed that after 30% of the work is done, ToadGreen has to release 10% of the retained amount.

On March 25, 2021, ToadGreen receives the first bill for the completed work, which is 30% of the total work, in the amount of \$720,000.00. A ToadGreen project accountant needs to enter a bill that includes the \$72,000 retainage amount and then process a payment for the full bill amount. After the subcontractor reports about finishing a part of the work, the ToadGreen project accountant needs to release \$7,200, which is a part of the retainage amount.

Acting as this project accountant, you will enter and process the related financial documents.

Figure: Open bill with partial payment and unreleased retainage

Bills and Adjustments

Bill 000062 - Parker & Sons HVAC

NOTES ACTIVITIES FILES

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Type:	Bill	Vendor:	PARKERS - Parker & Sons HVAC	Detail Total:	648,000.00
Reference Nbr.:	000062	Location:	MAIN - Primary Location	Discount Total:	0.00
Status:	Open	Terms:	30D - 30 Days	VAT Taxable Total:	0.00
Date:	3/25/2021	* Due Date:	4/24/2021 <input checked="" type="checkbox"/> Apply Retainage	VAT Exempt Total:	0.00
Post Period:	03-2021	* Cash Discount...:	4/24/2021 <input checked="" type="checkbox"/> Pay by Line	Tax Total:	0.00
Vendor Ref.:		<input type="checkbox"/> Joint Payees		With. Tax:	0.00
				Balance:	0.00
				Amount:	648,000.00
Description:	30% of work for the subcontract			Cash Discount:	0.00

DETAILS FINANCIAL TAXES RETAINAGE APPLICATIONS COMPLIANCE

Line Nbr.	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	Discount Amount	Retainage Percent	Retainage Amount	Unreleased Retainage	Retained Tax	Amount	Balance
1	HVAC	HVAC subcontract - Phase 1	0.00	EA	0.0000	480,000.00	0.00	10.000000	48,000.00	48,000.00	0.00	432,000.00	0.00
2	HVAC	HVAC subcontract - Phase 2	0.00	EA	0.0000	240,000.00	0.00	10.000000	24,000.00	24,000.00	0.00	216,000.00	0.00

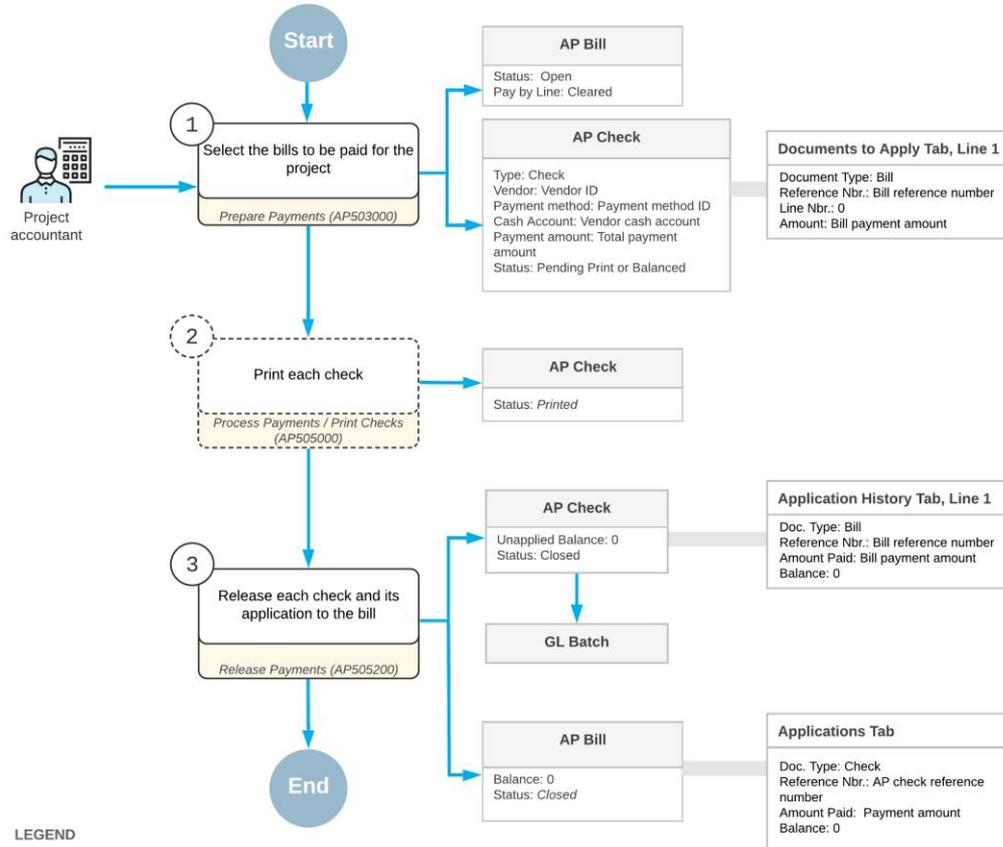
Lesson 7: Preparing Payments for Projects

Learning Objectives

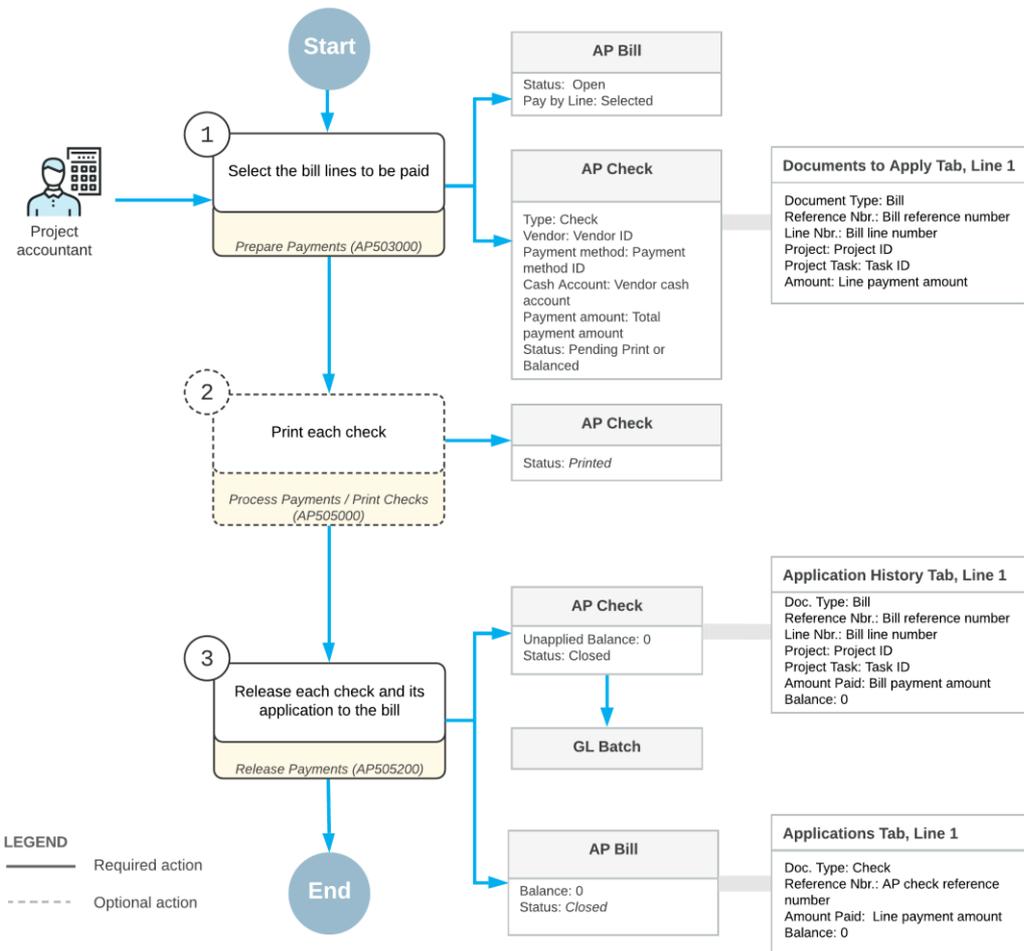
In this session, you will learn how to do the following:

- Select the bills or bill lines to be paid
- Prepare and release a payment for multiple bills for the same project

Paying bills for a project



Paying bill lines for a project



Vendor Payments for a Project: To Process a Payment of Bill Lines

Story

Suppose that the ToadGreen company is building a hotel for the Equity Group Investors customer; the ToadGreen project manager has created a project to handle the tracking and billing of the materials and services related to the hotel. On January 15, 2021, the ToadGreen company purchased 500 packages of concrete mix and 100 units of plastic pipes from the Standard Hardware Company vendor for the hotel being built. On January 17, 2021, the company also hired this vendor as a subcontractor to perform on-site work, which is broken into three phases.

On January 30, 2021, the concrete mix was delivered, and the first phase of the on-site work was performed. The ToadGreen project accountant entered into the system two bills received from the Standard Hardware Company: one (with a date of 1/15/2021) for all of the purchased materials, and another (with a date of 1/17/2021) for all three phases of the on-site work. Acting as the ToadGreen project manager, you need to prepare a payment for the materials and services that have been provided—that is, you will pay only particular lines of the bills.

Figure: Single payment applied to lines of two bills

Checks and Payments

Check 000029 - Standard Hardware Company

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Type:	Check	Vendor:	HARCO - Standard Hardware Company	Payment Amount:	50,000.00
Reference Nbr.:	000029	Location:	MAIN - Primary Location	Unapplied Balance:	0.00
Status:	Closed	Payment Meth...:	CHECK	Application Amount:	0.00
Application Date:	1/30/2021	Cash Account:	10200TG - ToadGreen Checking Account	Finance Charges:	0.00
Application Pe...:	01-2021	<input type="checkbox"/> Joint Check			
Payment Ref.:	0004	Description:	Materials for hotel (concrete and pipes)		

DOCUMENTS TO APPLY **APPLICATION HISTORY** FINANCIAL REMITTANCE CHARGES COMPLIANCE

REVERSE APPLICATION

	Branch	Batch Number	Doc. Type	Reference Nbr.	Line Nbr.	Inventory ID	Project	Project Task	Cost Code	Account	Amount Paid	Cash Discount Taken
>	TBGROUP	AP000086	Bill	000057	1	CONCRMX	HOTEL	03	03-000	54700	40,000.00	0.00
	TBGROUP	AP000086	Bill	000058	1	LABOR	HOTEL	02	02-000	54100	10,000.00	0.00

Lesson 8: Preparing Joint Payments

Learning Objectives

In this session, you will learn how to do the following:

- Specify joint payees for an AP bill
- Specify joint amounts for different lines of an AP bill
- Create joint checks and process the payments

Joint Payments: Process Activity

Story

Suppose that a storm broke windows in the hotel that the ToadGreen company is building for its customer, Equity Group Investor. The ToadGreen project manager has decided to hire the Acme Doors & Glass vendor to handle the replacement of the broken windows, the disposal of waste, and the cleaning of the area. In turn, Acme Doors & Glass has hired the Standard Hardware Company and Conwaste subcontractors to dispose of the waste and clean the area. On 1/30/2021, the subcontractors have performed part of the work and requested a first payment. Acting as the ToadGreen project manager, you need to process all of the documents involved in paying the companies for this part of the work, including joint payment.

Figure: Joint payments prepared for the bill

Bills and Adjustments

Bill 000064 - Acme Doors & Glass

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Type:	Bill	Vendor:	ACMEDO - Acme Doors & Glass	Detail Total:	5,200.00
Reference Nbr.:	000064	Location:	MAIN - Primary Location	Discount Total:	0.00
Status:	Open	Terms:	30D - 30 Days	VAT Taxable Total:	0.00
Date:	1/30/2021	* Due Date:	3/1/2021	VAT Exempt Total:	0.00
Post Period:	01-2021	* Cash Discount...:	3/1/2021	Tax Total:	0.00
Vendor Ref.:		<input checked="" type="checkbox"/> Joint Payees		With. Tax:	0.00
				Balance:	4,500.00
				Amount:	5,200.00
				Cash Discount:	0.00
Description:	Replacing broken windows after the storm				

DETAILS FINANCIAL TAXES APPLICATIONS JOINT PAYEES JOINT AMOUNT APPLICATION COMPLIANCE

Joint Payee (Vendor)	Joint Payee	Bill Line Nbr.	Joint Paid Amount	Currency	Type	Reference Nbr.	Payment Ref.	Status
>	Conwaste	2	190.00		Check	000031	0006	Closed
	HARDCO - Sta...	3	120.00		Check	000032	0007	Closed

Lesson 9: Processing Compliance Documents and Lien Waivers

Learning Objectives

In this session, you will learn how to do the following:

- Configure categories and statuses for compliance documents
- Enter compliance documents for a vendor
- Track expired compliance documents

Compliance Documents: To Configure Attributes for Compliance Documents

Story

Suppose that the ToadGreen company needs to keep track of the insurance documents and certificates in the system. Acting as a ToadGreen system administrator, you need to specify the values for the custom attributes of the Insurance, Certificate, and Status compliance type, so that users can specify their values for the compliance documents.

Compliance Documents: To Track Compliance Documents for a Vendor

Story

Suppose that the Standard Hardware Company vendor has provided the ToadGreen company with its OSHA certificate and its general liability insurance. Acting as a construction project manager, you need to enter this information in the system.

Compliance Documents: To Configure Lien Waivers

Story

Suppose that the ToadGreen company requires conditional lien waivers to be automatically generated when payments of an amount greater than \$2000 are submitted. Acting as a system administrator, you need to configure the mailing and automatic generation of lien waivers. Then you need to configure the automatic generation of lien waivers for a particular vendor.

Compliance Documents: To Send Lien Waivers

Story

Suppose that the ToadGreen company pays a bill to a subcontractor, the Architectural Design Company. Acting as a project manager, you need to enter a subcontract, create and pay these bills in the system, and make sure that the related lien waivers have been generated and sent to the subcontractor.

Figure: Lien waiver generated for the payment

Checks and Payments

Check 000032 - Architectural Design Company

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Type:	Check ▾	Vendor:	ARCHCO - Architectural Design Compan	Payment Amount:	50,000.00
Reference Nbr.:	000032 🔍	* Location:	MAIN - Primary Location 🔍	Unapplied Balance:	0.00
Status:	Pending Print	* Payment Meth...:	CHECK 🔍	Application Amount:	50,000.00
* Application Date:	2/15/2021 ▾	* Cash Account:	10200TG - ToadGreen Checking Acco 🔍	Finance Charges:	0.00
* Application Pe...:	02-2021 🔍	<input type="checkbox"/> Joint Check			
Payment Ref.:		Description:	Purchase of concrete for Hotel project		

DOCUMENTS TO APPLY APPLICATION HISTORY FINANCIAL DETAILS REMITTANCE INFORMATION FINANCE CHARGES **COMPLIANCE**

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📄	🗑️	📄	Expiration Date	* Document Type	Creation Date	Status	Required	Received from Vendor	Received Date (Vendor)
>	🗑️	📄		Lien Waiver	2/15/2021		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Lesson 10: Processing Purchases with a Sales Tax

Learning Objectives

In this session, you will learn how to do the following:

- Learn how to configure a sales tax
- Learn how to create an AP bill with a sales tax applied
- Release an AP bill and review the GL batch generated by the system

Purchases with a Sales Tax: To Configure a Sales Tax for Project Purchases

Story

Suppose that the ToadGreen company buys goods from its suppliers and pays sales tax on these purchases. The rate of the sales tax is 8.875%; the tax amount must be calculated on the sum of the line amounts to which this tax is applied. You need to configure a sales tax to be calculated for AP documents; the calculated tax amounts can then be claimed from a tax agency.

Purchases with a Sales Tax: To Process a Project-Related Bill with a Tax

Story

Suppose that on 1/30/2021, the ToadGreen company purchases 500 packages of a concrete mix from the Concrete Supply Co. vendor. The vendor is located in the state of New York, and the New York sales tax has to be applied to this purchase. Acting as the project manager, you need to enter the AP bill, release it, and review how the system calculates the sales tax.

Figure: Project transaction generated for the batch

Project Transactions

AP PM00000041 - Concrete mix for HOTEL project

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Module:	AP	Total Quantity:	1,000.00
Ref. Number:	PM00000041	Total Billable Quantity:	1,000.00
Status:	Released	Total Amount:	46,271.88
Description:	Concrete mix for HOTEL project		

[DOCUMENT DETAILS](#) [COMPLIANCE](#)

🔄 + × VIEW ALLOCATION SOURCE ⏪ 🗑️ 📄

Branch	*Project	Project Task	Cost Code	Account Group	Inventory ID	Customer/Vendor	Description	Quantity	Amount	Debit Account
TBGROUP	HOTEL	02	02-000	MATERIAL	CONCRMX	CONCRESUP	Concrete works	500.00	42,500.00	54700
TBGROUP	HOTEL	02	02-000	MATERIAL	CONCRMX	CONCRESUP	NYSALESTAX	500.00	3,771.88	69000

Part 3: Project Budget Tracking

Lesson 11: Forecasting Budget

Learning Objectives

In this session, you will learn how to do the following:

- Create a budget forecast for a project
- Add financial periods to the budget forecast
- Distribute budgeted values among the financial periods
- Update the project budget based on the forecast
- Update the financial periods in the forecast based on the updated actual values

Budget Forecasts: To Prepare a Budget Forecast

Story

Suppose that the ToadGreen project estimator wants to prepare a budget forecast to be able to compare and analyze monthly budgets versus actual costs broken down by period. Because some work on interior lighting will be performed for the project in September and October of 2021, the project estimator wants to distribute the total lighting budget across the periods when this work is going to be performed. Also suppose that the work performed in October will cost an additional \$5000 that had not been planned in the project budget.

Acting as the project estimator, you will prepare a budget forecast for further review and analysis of budget performance.

Figure: Budget forecast for the Lighting - Interior line

Project Budget Forecast

ITALIAN 1 - Construction project (time and material)

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* Project:	ITALIAN - Construction project (ti) 📄 ✎	Project Task:	<input type="text"/>	Account Group:	SUBCON - Project Subcontract 📄						
* Revision:	1 - 2021 Budget Forecast 📄	Type:	All ▾	Inventory ID:	<input type="text"/>						
Description:	2021 Budget Forecast			Cost Code:	16-510 - Lighting- Interior 📄						
🔄 + ✕	ADD PERIODS	UPDATE PROJECT BUDGET LINE	UPDATE FORECAST LINES	← ☒ ⬆️							
Project Task	Account Group	Inventory ID	Cost Code	Description	Planned Start Date	Planned End Date	Financial Period	Original Budgeted Quantity	Original Budgeted Amount	Revised Budgeted Quantity	Revised Budgeted Amount
16	SUBCON	<N/A>	16-510	Lighting- Interior				0.50	35,000.00	0.50	35,000.00
>							09-2021	0.00	20,000.00	0.00	20,000.00
							10-2021	0.50	15,000.00	0.50	15,000.00
							Total:	0.50	35,000.00	0.50	35,000.00

Lesson 12: Tracking Budget Overruns

Learning Objectives

In this session, you will learn how to do the following:

- How to configure budget control for a project to track documents that exceed the budget
- How to limit the cost codes to the ones that are specified in the project budget

Construction Project Budget: To Track Project Budget Overrun

Story

Suppose that ToadGreen Building Group is a general contractor building an Italian restaurant for its customer, The Italian Company. The ToadGreen project manager has created a project for the work to be performed, and the budget has been agreed on with the customer. On February 15, 2021, the purchasing agent has negotiated a subcontract for mechanical piping with the Harmon Installation subcontractor at a better price than was initially planned, thus reserving some budget. The subcontractor has started working, and on February 25, 2021, it notified the project manager that an extra 20 hours is necessary to complete the work.

Acting as a project manager, you need to enter all the related documents and review the budget overruns.

Figure: A warning indicating a budget overrun

Change Orders

Construction project (time and material)

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REMOVE HOLD
ACTIONS
REPORTS
⋮

Reference Nbr.:	<input type="text" value="<NEW>"/>	* Class:	<input type="text" value="DEFAULT - Default Change Order Cla"/>		Revenue Budget Change Total:	0.00
Status:	<input type="text" value="On Hold"/>	Project:	<input type="text" value="ITALIAN - Construction project (time and"/>		Commitment Change Total:	2,900.00
* Change Date:	<input type="text" value="2/25/2021"/>	Customer:	<input type="text" value="ITACOM - Italian Company"/>		Cost Budget Change Total:	0.00
* Approval Date:	<input type="text" value="2/25/2021"/>	External Reference Nbr.:	<input type="text"/>		Gross Margin Amount:	0.00
Contract Time ...	<input type="text" value="0"/>	Revenue Change Nbr.:	<input type="text" value="0001"/>		Gross Margin %:	0.00
* Description:	<input type="text" value="Extra work on piping"/>					

REVENUE BUDGET
COST BUDGET
COMMITMENTS
DETAILED DESCRIPTION
ATTRIBUTES
APPROVALS
COMPLIANCE

↶ + × SELECT COMMITMENTS
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📄	🔊	📄	Status	*Project Task	Cost Code	Inventory ID	*Description	Quantity	UOM	Unit Cost	Amount	Account
>	🔊	📄	Update	15	15-100	LABOR	Mechanical– Building Service Piping	20.00	HOUR	145.00	2,900.00	54100

! Budgeted: 15000.00, Consumed: 14500.00,
 Available: 500.00, Document: 2900.00,
 Remaining: -2400.00

Figure: List of documents that exceed the budgeted amounts

Project Budget Overruns

🔄 ↺ CALCULATE |🔍| 📄 🟢 00:00:00

Document Type:		Purchase Order, Subcontract, AP Bil...		ADDITIONAL FILTERS								
* Project:	ITALIAN - Construction project (time a		Account Group:									
* From:	2/1/2021		Project Task:									
* To:	2/28/2021		Cost Code:									
			Inventory ID:									
Type	Reference Nbr.	Project	Project Task	Cost Code	Inventory ID	Account Group	Budgeted	Consumed	Available	Document	Remaining	Project Currency
AP document	000060	ITALIAN	15	15-100	<N/A>	LABOR	15,000.00	14,500.00	500.00	1,000.00	-500.00	USD
Change Order	000003	ITALIAN	15	15-100	<N/A>	LABOR	15,000.00	14,500.00	500.00	2,900.00	-2,400.00	USD

Construction Project Budget: To Add a New Cost Code to the Project Budget

Story

Suppose that ToadGreen is a general contractor building an Italian restaurant for its customer, The Italian Company. On February 15, 2021, the purchasing manager negotiated a subcontract for construction labor with the Harmon Installation subcontractor. This subcontract had not been budgeted initially in the project.

Acting as a ToadGreen project manager, you need to enter a subcontract with and record these expenses to a new cost code in the project budget and make sure that the project cost budget is updated.

Figure: Line with the cost code that does not exist in the project budget

Subcontracts
Harmon Installation

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Subcontract Nbr.:	<NEW>	* Vendor:	HARMINT - Harmon Installation	Line Total:	0.00
Status:	On Hold	* Location:	MAIN - Primary Location	Discount Total:	0.00
* Date:	2/15/2021	Owner:	EP00000033 - Ellen Watson	VAT Exempt T...:	0.00
Start Date:	2/15/2021	Vendor Ref.:		VAT Taxable T...:	0.00
Description:	Construction labor			Tax Total:	0.00
				Retainage Total:	0.00
				Subcontract To...:	0.00

⚠️ DETAILS TAXES VENDOR DISCOUNTS BILLING PREPAYMENTS CHANGE ORDERS OTHER ATTRIBUTES

🔄 + ✎ ✕ ADD PROJECT ITEM |←| ☒ ⬆️

Inventory ID	*Project	Project Task	Cost Code	Line Description	UOM
> 🗑️ 📄 LABOR	ITALIAN	15	01-300 ⚠️	Construction labor	HOUR

The 01-300 cost code is not present in the project budget with the combination of the 15 project task and the LABOR account group.

Project Budget Tracking

Projects
 ITALIAN - Italian restaurant (Market Street) NOTES FILES TOOLS

← [Icons] + [Icons] < > COMPLETE PROJECT **RUN PROJECT BILLING** ...

* Project ID: ITALIAN - Construction project (time and material) Status: Active Actual Income: 0.00
 Customer: ITACOM - Italian Company Actual Expenses: 0.00
 Template: CONTM - Construction project (time and material) Margin: 0.00 %: 0.00
 * Description: Construction project (time and material)

SUMMARY TASKS REVENUE BUDGET **COST BUDGET** BALANCES COMMITMENTS INVOICES CHANGE ORDERS UNION LOCALS ACTIVITIES EMPLOYEES EQUIPMENT DEFAULTS ATTRIBUTES

Project Task: [Input] Group by Task

VIEW COMMITMENT DETAILS VIEW TRANSACTIONS [Icons] All Records

* Project Task	Cost Code	* Account Group	Description	Original Budgeted Quantity	UOM	Unit Rate	Original Budgeted Amount	Potential CO Quantity	Budgeted CO Quantity	Budgeted CO Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Potential CO Amount	Original Committed Quantity	Original Committed Amount
10	10-600	LABOR	Partitions	16.00	HOUR	55.0000	880.00	0.00	0.00	0.00	16.00	880.00	0.00	0.00	0.00
10	10-600	MATERIAL	Partitions	50.00	EA	150.0000	7,500.00	0.00	0.00	0.00	50.00	7,500.00	0.00	0.00	0.00
10	10-670	LABOR	Storage Shelving	40.00	HOUR	60.0000	2,400.00	0.00	0.00	0.00	40.00	2,400.00	0.00	0.00	0.00
10	10-670	MATERIAL	Storage Shelving	75.00	EA	150.0000	11,250.00	0.00	0.00	0.00	75.00	11,250.00	0.00	0.00	0.00
11	11-400	LABOR	Equipment- Food Service	80.00	HOUR	100.0000	8,000.00	0.00	0.00	0.00	80.00	8,000.00	0.00	0.00	0.00
11	11-400	MATERIAL	Equipment- Food Service	1.00	EA	100,000.0000	100,000.00	0.00	0.00	0.00	1.00	100,000.00	0.00	0.00	0.00
15	01-300	LABOR	Permits	0.00		0.0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
15	15-100	LABOR	Mech- Building Service Piping	100.00	HOUR	150.0000	15,000.00	0.00	0.00	0.00	100.00	15,000.00	0.00	100.00	14,500.00

Lesson 13: Preparing Cost Projections

Learning Objectives

In this session, you will learn how to do the following:

- Configure a cost projection class
- Create a cost projection for a project
- Create a new revision of a cost projection
- Estimate the costs of a project at a different level of detail
- Review the projected costs in a project budget

Project Cost Projections: To Create a Cost Projection Class

Story

Suppose that you are the construction project manager of the ToadGreen Building Group company, and you need to create a cost projection class to be used for estimating the costs of a project. The cost projection class must provide the ability to estimate the costs at the task, item, and account group level of detail.

Project Cost Projections: Process Activity

Story

Suppose that the ToadGreen company is building an Italian restaurant for the Italian Company, its customer, and is in the middle of the life cycle of the construction project. The project manager analyzes the current project state and notices the following:

- For the purchases of concrete and on-site work for the project, \$6,200 has to be spent; after that, the work will be finished, and the corresponding project tasks will be considered as completed.
- For the masonry work, \$11,800 has to be spent to complete the on-site work. The project manager wants to know the exact details of the costs to be incurred for the completion of the task.

In response to the project manager's request the ToadGreen project estimator needs to analyze the current state of the project and estimate how the planned expenses will affect the project budget. Then the project estimator should prepare a construction bonding report with the projected amounts related to masonry work.

Acting as the project estimator, you will prepare a cost projection revision for the project.

Figure: The prepared cost projection revision

Cost Projection

ITALIAN2 1 - Construction project (time and material)

Project: ITALIAN2 - Construction project (time and material) * Cost Projection Class: TC - Cost projection by task

* Revision: 1 * Revision Date: 5/6/2021

Status: On Hold

Description: Estimating (concrete materials and on-site work)

BUDGETED	PROJECTED
Total Cost to Complete: 18,968.00	18,000.00
Total Cost at Completion: 185,240.00	184,272.00

DETAILS APPROVAL DETAILS

ADD BUDGET LINES VIEW COMMITMENT DETAILS VIEW TRANSACTIONS HISTORY

Cost Task	Description	UOM	Budgeted Quantity	Budgeted Cost	Actual + Committed Open Quantity	Actual + Committed Open Cost	Quantity To Complete	Cost To Complete	Projected Quantity to Complete	Projected Cost to Complete	Projected Quantity at Completion	Projected Cost at Completion	Projected Completed (%)	Mode
03	Concrete	EA	16,411.00	113,990.00	110.00	106,517.00	16,301.00	7,473.00	6.40	6,200.00	116.40	112,717.00	94.50	Auto
04	Masonry		0.00	71,250.00	0.00	59,755.00	0.00	11,495.00	0.00	11,800.00	0.00	71,555.00	83.51	Auto



Day 3

Part 4: Two-Tier Change Management

Lesson 14: Configuring Two-Tier Change Management

Learning Objectives

In this session, you will learn how to do the following:

- Configure a change order class that supports the two-tier change management
- Configure default markups
- Create a change request to update the project budget
- Process a change request with a cost change order
- Process a change request with a revenue change order

Change Requests: Implementation Activity

Story

Suppose that you, as the system administrator, need to configure two-tier change management so that the change requests to projects can be processed in the system. Also, you need to configure the following price markups to be applied to the projects:

- A default price markup of 25% to be applied to each individual change made with a change request
- 8% of the profit to be applied to an entire change request
- 4% of overhead to be applied to an entire change request
- 5% of all the previously charged markups to be applied to an entire change request
- A flat fee of \$100 per change request

Acting as the system administrator, you will perform these tasks.

Lesson 15: Tracking Cost Changes to Projects

Change Management: To Process Cost Changes to a Project

Story

Suppose that ToadGreen is a general contractor building an Italian restaurant for the Italian Company, its customer.

The ToadGreen project manager has created a project for the work to be performed, and the budget has been agreed upon with the customer. The construction work has been started.

Further suppose that on 3/21/2021, an on-site worker found out that the wet subfloor in the building needs to be dried, cleaned, and aired out, and this worker has notified the project manager about this.

Lesson 15: Tracking Cost Changes to Projects

Change Management: To Process Cost Changes to a Project

Story

After reviewing the damages, the project manager has decided to hire a subcontractor, Acme Doors & Glass, to perform this work. The subcontractor notifies the project manager that four working days are needed for completing the cleaning. For the performed work, the project manager has decided to decrease the default markup to 10%, charge an additional fee in the amount of \$1,450, and increase the default profit markup to 10%. Because the work initially had not been planned, the customer for which the project is being performed must approve the changes.

Acting as the project manager, you need to agree upon the work with the customer and reflect the additional work in the project budget. For this purpose, you will prepare a change request and then process the change order and the related commitments, which will increase project revenues and expenses.

* Project ID:	ITALIAN - Construction project (time and material)	Status:	Active	Actual Income:	0.00
Customer:	ITACOM - Italian Company	Actual Expenses:	5,000.00	Margin:	-5,000.00 %: 0.00
Template:	CONTM - Construction project (time and material)				
* Description:	Construction project (time and material)				

SUMMARY TASKS REVENUE BUDGET **COST BUDGET** BALANCES COMMITMENTS INVOICES CHANGE ORDERS CHANGE REQUESTS UNION LOCAL

Project Task: Group by Task

🔄 + × VIEW COMMITMENT DETAILS VIEW TRANSACTIONS |←| ☒ ⬆

🗑️	📄	* Project Task	Cost Code	* Account Group	Description	Origin Budget Quant	UOM	Unit Rate	Original Budgeted Amount	Potential CO Quantity	Budgeted CO Quantity	Budgeted CO Amount	Revised Budgeted Quantity	Revised Budgeted Amount
🗑️	📄	01	01-300	MISC	Permit	1.00	EA	15,601.0000	15,601.00	0.00	0.00	0.00	1.00	15,601.00
🗑️	📄	01	01-311	LABOR	Operations- Project Mana...	1.00	EA	15,000.0000	15,000.00	0.00	0.00	0.00	1.00	15,000.00
🗑️	📄	01	01-313	LABOR	Operations- Superintendent	1.00	EA	39,000.0000	39,000.00	0.00	0.00	0.00	1.00	39,000.00
🗑️	📄	01	01-314	LABOR	Operations- Crew Leader	1.00	EA	20,000.0000	20,000.00	0.00	0.00	0.00	1.00	20,000.00
🗑️	📄	01	01-330	MISC	Design Fees	1.00	EA	37,500.0000	37,500.00	0.00	0.00	0.00	1.00	37,500.00
🗑️	📄	01	01-505	TRAVEL	Mobilization	1.00	EA	5,000.0000	5,000.00	0.00	0.00	0.00	1.00	5,000.00
🗑️	📄	01	01-510	MISC	Telephone	1.00	EA	950.0000	950.00	0.00	0.00	0.00	1.00	950.00
🗑️	📄	01	01-600	MISC	Insurance	1.00	EA	7,500.0000	7,500.00	0.00	0.00	0.00	1.00	7,500.00
🗑️	📄	01	01-900	LABOR	Clean up	1.00	EA	10,000.0000	10,000.00	0.00	1.00	1,000.00	2.00	11,000.00
🗑️	📄	03	03-100	MATERIAL	Concrete- Forming	1,500.00	EA	2.0000	3,000.00	0.00	0.00	0.00	1,500.00	3,000.00
🗑️	📄	03	03-100	SUBCON	Concrete- Forming	30.00	EA	40.0000	1,200.00	0.00	0.00	0.00	30.00	1,200.00
🗑️	📄	03	03-200	MATERIAL	Concrete- Reinforcing	7,000.00	EA	2.5000	17,500.00	0.00	0.00	0.00	7,000.00	17,500.00
🗑️	📄	03	03-200	SUBCON	Concrete- Reinforcing	50.00	EA	75.0000	3,750.00	0.00	0.00	0.00	50.00	3,750.00
🗑️	📄	03	03-300	MATERIAL	Concrete- CIP Slab	775.00	EA	100.0000	77,500.00	0.00	0.00	0.00	775.00	77,500.00
🗑️	📄	03	03-300	SUBCON	Concrete- CIP Slab	40.00	EA	50.0000	2,000.00	0.00	0.00	0.00	40.00	2,000.00
🗑️	📄	03	03-350	MATERIAL	Concrete- Finishes	7,000.00	EA	1.2000	8,400.00	0.00	0.00	0.00	7,000.00	8,400.00
>	🗑️	03	03-350	SUBCON	Concrete- Finishes	16.00	EA	40.0000	640.00	0.00	0.00	380.00	16.00	1,020.00

Figure: Budgeted amounts updated after the release of the change order

Lesson 16: Tracking Cost and Revenue Changes to Projects

Change Management: To Process Cost and Revenue Changes to a Project

Story

Suppose that ToadGreen Building Group is a general contractor building an Italian restaurant for the Italian Company customer. The ToadGreen project accountant has created a project for the work to be performed and the budget has been agreed upon with the customer. The construction work has been started.

Then suppose that on 7/15/2021, a worker of a subcontractor, Acme Doors & Glass, arrived at the construction site to perform cleaning work. The worker found out that the French-style window specified in the plans does not fit the framed opening and notified the ToadGreen project manager about this. The project manager has estimated that five days will be needed to fix this issue, and this will cost \$3,500. Also, the ToadGreen manager has decided to add an extra markup in the amount of \$1,450 for the work to be performed.

Lesson 16: Tracking Cost and Revenue Changes to Projects

Change Management: To Process Cost and Revenue Changes to a Project

Story

Acting as the project manager, you need to agree upon the cost budget with the engineer and the revenue budget with the customer. For this purpose, you will prepare a change request with the related project issue, and then process the cost change order along with the related commitments to make changes to the project cost budget.

After the work is finished, you will process the revenue change order to record the revenue.

* Project ID:	ITALIAN - Construction project (time a	Status:	Active	Actual Income:	0.00
Customer:	ITACOM - Italian Company	Actual Expenses:	5,000.00	Margin:	-5,000.00 %: 0.00
Template:	CONTM - Construction project (time and				
* Description:	Construction project (time and material)				

 Project Task: Group by Task

		* Projec Task	Cost Code	* Account Group	Description	Origin Budget Quant	UOM	Unit Rate	Original Budgeted Amount	Potential CO Quantity	Budgeted CO Quantity	Budgeted CO Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Potential CO Amount
		07	07-200	MATERIAL	Insulation	15,000.0	EA	1.0000	25,000.00	0.00	0.00	0.00	15,000.00	25,000.00	0.00
		07	07-300	LABOR	Roofing- Steep Slope	80.00	HOUR	140.0000	11,200.00	0.00	0.00	0.00	80.00	11,200.00	0.00
		07	07-300	MATERIAL	Roofing- Steep Slope	7,560.00	EA	12.0000	90,720.00	0.00	0.00	0.00	7,560.00	90,720.00	0.00
		08	08-100	MATERIAL	Doors- Exterior	8.00	EA	1,000.0000	8,000.00	0.00	0.00	0.00	8.00	8,000.00	0.00
		08	08-100	SUBCON	Doors- Exterior	28.00	EA	50.0000	1,400.00	20.00	0.00	0.00	28.00	1,400.00	1,040.00
		08	08-200	MATERIAL	Doors- Interior	9.00	EA	750.0000	6,750.00	0.00	0.00	0.00	9.00	6,750.00	0.00
		08	08-200	SUBCON	Doors- Interior	30.00	EA	50.0000	1,500.00	0.00	0.00	0.00	30.00	1,500.00	0.00
		08	08-400	MATERIAL	Doors- Overhead	1.00	EA	2,000.0000	2,000.00	0.00	0.00	0.00	1.00	2,000.00	0.00
		08	08-400	SUBCON	Doors- Overhead	16.00	EA	50.0000	800.00	0.00	0.00	0.00	16.00	800.00	0.00
		08	08-520	MATERIAL	Windows- Wood	30.00	EA	525.0000	15,750.00	0.00	0.00	0.00	30.00	15,750.00	0.00
		08	08-520	SUBCON	Windows- Wood	90.00	EA	50.0000	4,500.00	17.00	0.00	0.00	90.00	4,500.00	850.00
		08	08-800	MATERIAL	Entrances, Storefronts, C...	1.00	EA	24,500.0000	24,500.00	0.00	0.00	0.00	1.00	24,500.00	0.00
		08	08-800	SUBCON	Entrances, Storefronts, C...	80.00	EA	100.0000	8,000.00	0.00	0.00	0.00	80.00	8,000.00	0.00
		09	09-200	LABOR	Finish- Drywall	80.00	HOUR	110.0000	8,800.00	0.00	0.00	0.00	80.00	8,800.00	0.00
		09	09-200	MATERIAL	Finish- Drywall	20,000.0	EA	6.2500	125,000.00	0.00	0.00	0.00	20,000.00	125,000.00	0.00
		09	09-300	LABOR	Finish- Tile	30.00	HOUR	120.0000	3,600.00	0.00	0.00	0.00	30.00	3,600.00	0.00

Figure: The updated potential amount and quantity in the project

Lesson 17: Track Changes to Budget Forecasts

Change Management: To Track Changes in the Budget Forecast

Story

Suppose that for the restaurant that is being built by the ToadGreen company, some additional work is needed on interior lighting. The work will be performed in October 2021 and will cost an additional \$5000 that had not been planned in the project budget. This work must be added to the project budget through the processing of a change order and the related subcontract.

Acting as a project manager, you will create and release the needed documents, and review how these documents affect the budget forecast.

Figure: Updated amounts in the budget forecast

Project Budget Forecast

ITALIAN 1 - Italian restaurant (Market Street)

NOTES FILES TOOLS

GENERATE PERIODS COPY REVISION GENERATE FORECAST

* Project: ITALIAN - Construction project (ti) Project Task: Account Group: SUBCON - Project Subcontract
 * Revision: 1 - 2021 Budget Forecast Type: All Inventory ID:
 Description: 2021 Budget Forecast Cost Code: 16-510 - Lighting- Interior

ADD PERIODS UPDATE PROJECT BUDGET LINE UPDATE FORECAST LINES

Project Task	Account Group	Inventory ID	Cost Code	Description	Planned Start Date	Planned End Date	Financial Period	Original Budgete Quantity	Original Budgeted Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Potential CO Quantity	Potential CO Amount	Budgeted CO Quantity	Budgeted CO Amount	Actual Quantity	Actual Amount
16	SUBCON	<N/A>	16-510	Lighting- Interior				0.50	35,000.00	0.50	40,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
							09-2021	0.00	20,000.00	0.00	20,000.00						
							10-2021	0.50	15,000.00	0.50	15,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
							Total:	0.50	35,000.00	0.50	35,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
							Delta:	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00

Part 5: Project Invoices

Lesson 18: Billing Project for Progress with Retainage

Learning Objectives

In this session, you will learn how to do the following:

- Create a pro forma invoice and the related AR invoice with retainage
- Process the AR invoice with retainage
- Release the retainage from the AR invoice
- Apply payments to invoices with retainage

AR Invoices with Retainage: To Perform Progress Billing with Retainage

Story

Suppose that the ToadGreen Building Group company is building a hotel for the Equity Group Investors. A ToadGreen project manager bills the customer for the progress of the work being performed. According to the contract signed with the customer, the customer retains 5% of the amount of each progress billing line in an invoice. After a defined part of the work is done, the ToadGreen project accountant prepares an AR invoice for the customer to request the release of 20% of the retained amount.

Acting as the project manager, you need to prepare a pro forma invoice for the project. Then acting as the project accountant, you need to enter and process all the needed financial documents in the system.

Figure: The original invoice with the unreleased retainage amount

Invoices and Memos

Invoice 000101 - The Equity Group Investors

NOTES ACTIVITIES FILES TOOLS

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Type:	<input type="text" value="Invoice"/>	Customer:	EQUGRP - The Equity Group Investors	Detail Total:	104,500.00
Reference Nbr.:	<input type="text" value="000101"/>	Location:	MAIN - Primary Location	Discount Total:	0.00
Status:	<input type="text" value="Open"/>	Terms:	30D - 30 Days	VAT Taxable T...:	0.00
Date:	<input type="text" value="4/1/2021"/>	* Due Date:	<input type="text" value="5/1/2021"/> <input type="checkbox"/> Apply Retainage	VAT Exempt T...:	0.00
Post Period:	<input type="text" value="04-2021"/>	* Cash Discount...:	<input type="text" value="5/1/2021"/> <input checked="" type="checkbox"/> Pay by Line	Tax Total:	0.00
Customer Ord...:	<input type="text" value="000013"/>	Project/Contract:	HOTEL - The Beach Hotel and Condomin	Balance:	0.00
				Amount:	104,500.00
Description:	<input type="text" value="Invoice for HOTEL"/>			Cash Discount:	0.00

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS RETAINAGE APPLICATIONS COMPLIANCE

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Line Nbr.	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Discount Amount	Retainage Percent	Retainage Amount	Unreleased Retainage	Retained Tax	Amount	Balance
1		GENERAL REQUIREMENTS	0.00	HOUR	0.0000	100,000.00	0.000000	0.00	5.000000	5,000.00	4,000.00	0.00	95,000.00	0.00
2		SITWORK	0.00	HOUR	0.0000	10,000.00	0.000000	0.00	5.000000	500.00	400.00	0.00	9,500.00	0.00

Construction Reports: General Information

Learning Objectives

In this session, you will learn how to do the following:

- Print and send substantiated billing reports, and understand what information is included in them
- Print and send work-in-progress reports, and understand what information is included in them
- Print and send American Institute of Architects (AIA) reports, and understand what information is included in them
- Print and send bonding reports, and understand which information is included in them
- Review the project life cycle and performance with the help of Acumatica ERP Construction Edition reports, which are described in this chapter

Lesson 19: Preparing AIA Reports

Construction Reports: To Prepare AIA Report

Story

Suppose that the ToadGreen Building Group company is in the middle of building a hotel for the Equity Group Investors. As has been agreed with the customer, the customer is being billed once a month based on the progress of the performed work. The ToadGreen construction project manager is tracking the progress of work as a fixedprice project, billing the customer by the percent of project completion.

Acting as the construction project manager, you need to prepare the AIA report for the third payment application for the project.

APPLICATION AND CERTIFICATION FOR PAYMENT



TO OWNER: The Equity Group Investors
956 51st Aven
New York, NY, 06653

PROJECT: The Beach Hotel and Condominiums
(Golden Street)
Primary Location
1690 Golden Street
Miami, FL, 33135

APPLICATION NO: 000011

PERIOD TO: 6/1/2021

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR: ToadGreen Building Group
2295 Oak Street
New York, NY, 13420

PROJECT: HOTELCP

CONTRACT DATE: 3/1/2021

Contract For:

Figure: AIA Application for Payment

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM	\$39,715,457.00
2. Net Change by Change Orders	\$0.00
3. CONTRACT SUM TO DATE (Line 1+2)	\$39,715,457.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$19,167,859.49
5. RETAINAGE:	
a. 5 % of Completed Work & Stored Material (Column D + E + F on G703)	\$958,392.99
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$18,209,466.50
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$7,253,313.88
8. CURRENT PAYMENT DUE	\$10,956,152.62
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 Less Line 6 Total)	\$21,505,990.50

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 now due.

CONTRACTOR:

By: _____ Date: _____

State of: NY Country of: US

Subscribed and sworn to before me this _____ day of _____

Notary Public:

My Commission expires: _____

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

AMOUNT CERTIFIED.....\$ _____

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

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

Figure: AIA Continuation Sheet

CONTINUATION SHEET



Page: 2 of 2

APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

INVOICE NO: 000011
 APPLICATION NO: 0003
 APPLICATION DATE: 6/1/2021
 PERIOD TO: 7/1/2021
 ARCHITECT'S PROJECT NO: HOTELCP

ITEM	DESCRIPTION OF WORK	ORIGINAL SCHEDULED VALUE	CHANGE ORDERS	REVISED SCHEDULED VALUE	WORK COMPLETED		STORED MATERIALS	TOTAL COMPLETED AND STORED TO DATE	% Comp	BALANCE TO FINISH	RETAINAGE HELD
					FROM PREVIOUS APPLICATION	THIS PERIOD					
01	GENERAL REQUIREMENTS	\$4,154,366.00	\$0.00	\$4,154,366.00	\$1,246,309.80	\$2,077,183.00	\$0.00	\$3,323,492.80	80.0 %	\$830,873.20	\$166,174.64
02	SITework	\$1,809,185.00	\$0.00	\$1,809,185.00	\$1,447,348.00	\$325,653.30	\$0.00	\$1,773,001.30	98.0 %	\$36,183.70	\$88,650.07
03	CONCRETE	\$8,319,840.00	\$0.00	\$8,319,840.00	\$3,494,332.80	\$665,587.20	\$0.00	\$4,159,920.00	50.0 %	\$4,159,920.00	\$207,996.00
04	MASONRY	\$1,210,648.00	\$0.00	\$1,210,648.00	\$944,305.44	\$24,212.96	\$0.00	\$968,518.40	80.0 %	\$242,129.60	\$48,425.92
05	METALS	\$1,901,356.00	\$0.00	\$1,901,356.00	\$380,271.20	\$418,298.32	\$0.00	\$798,569.52	42.0 %	\$1,102,786.48	\$39,928.48
06	WOODS, PLASTICS, COMPOSITES	\$1,225,000.00	\$0.00	\$1,225,000.00	\$122,500.00	\$563,500.00	\$0.00	\$686,000.00	56.0 %	\$539,000.00	\$34,300.00
07	THERMAL AND MOISTURE PROTECTION	\$989,355.00	\$0.00	\$989,355.00	\$0.00	\$395,742.00	\$0.00	\$395,742.00	40.0 %	\$593,613.00	\$19,787.10
08	OPENINGS	\$1,638,760.00	\$0.00	\$1,638,760.00	\$0.00	\$819,380.00	\$0.00	\$819,380.00	50.0 %	\$819,380.00	\$40,969.00
09	FINISHES	\$8,110,796.00	\$0.00	\$8,110,796.00	\$0.00	\$2,433,238.80	\$0.00	\$2,433,238.80	30.0 %	\$5,677,557.20	\$121,661.94
10	SPECIALTIES	\$1,449,500.00	\$0.00	\$1,449,500.00	\$0.00	\$637,780.00	\$0.00	\$637,780.00	44.0 %	\$811,720.00	\$31,889.00
11	EQUIPMENT	\$1,135,000.00	\$0.00	\$1,135,000.00	\$0.00	\$408,600.00	\$0.00	\$408,600.00	36.0 %	\$726,400.00	\$20,430.00
13	SPECIAL CONSTRUCTION	\$345,500.00	\$0.00	\$345,500.00	\$0.00	\$145,110.00	\$0.00	\$145,110.00	42.0 %	\$200,390.00	\$7,255.50
14	CONVEYING SYSTEMS	\$696,919.00	\$0.00	\$696,919.00	\$0.00	\$341,490.31	\$0.00	\$341,490.31	49.0 %	\$355,428.69	\$17,074.52
15	MECHANICAL	\$3,910,742.00	\$0.00	\$3,910,742.00	\$0.00	\$1,290,544.86	\$0.00	\$1,290,544.86	33.0 %	\$2,620,197.14	\$64,527.24
16	ELECTRICAL	\$2,818,490.00	\$0.00	\$2,818,490.00	\$0.00	\$986,471.50	\$0.00	\$986,471.50	35.0 %	\$1,832,018.50	\$49,323.58
Totals:		\$39,715,457.00	\$0.00	\$39,715,457.00	\$7,635,067.24	\$11,532,792.25	\$0.00	\$19,167,859.49	48.3 %	\$20,547,597.51	\$968,392.99

Lesson 20: Preparing AIA Reports for Released Retainage

Construction Reports: To Prepare AIA Report for Released Retainage

Story

Suppose that the ToadGreen Building Group company is in the middle of building a hotel for the Equity Group Investors. As has been agreed with the customer, the customer is being billed once a month based on the progress of the performed work. The ToadGreen construction project manager is tracking the progress of work as a fixedprice project, billing the customer by the percent of project completion. The project has been billed three times, in April, May and June, 2021. According to the contract signed with the customer, the customer retains 5% of the amount of each progress billing line in an invoice.

Also suppose that on 6/10/2021, after a certain part of work is done, the ToadGreen project manager need to prepare to request the release of 20% of the retained amount from customer. Acting as the project manager, you need to release a part of retainage and prepare an AIA report for the released part of retainage for the corresponding financial period.



TO OWNER: The Equity Group Investors
956 51st Aven
New York, NY, 06653

PROJECT: The Beach Hotel and Condominiums
(Tyler Avenue)
Primary Location
1435 Tyler Avenue
Miami, FL, 33128

APPLICATION NO: 000018

PERIOD TO: 7/1/2021

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR: ToadGreen Building Group
2295 Oak Street
New York, NY, 13420

PROJECT: HOTELRT

CONTRACT DATE: 3/1/2021

Figure: AIA report with released retainage

Contract For:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM	\$39,715,457.00
2. Net Change by Change Orders	\$0.00
3. CONTRACT SUM TO DATE (Line 1+2)	\$39,715,457.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$19,167,859.49
5. RETAINAGE:	
a. 4.4 % of Completed Work & Stored Material (Column D + E + F on G703)	\$843,065.07
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$18,324,794.42
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$18,209,466.50
8. CURRENT PAYMENT DUE	\$115,327.92
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 Less Line 6 Total)	\$21,390,662.58

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 now due.

CONTRACTOR:

By: _____ Date: _____

State of: NY Country of: US

Subscribed and sworn to before me this _____ day of _____

Notary Public:

My Commission expires: _____

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

AMOUNT CERTIFIED.....\$ _____

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

ARCHITECT:

By: _____ Date _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Ovmer	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

Lesson 21: Correcting Pro Forma Invoices

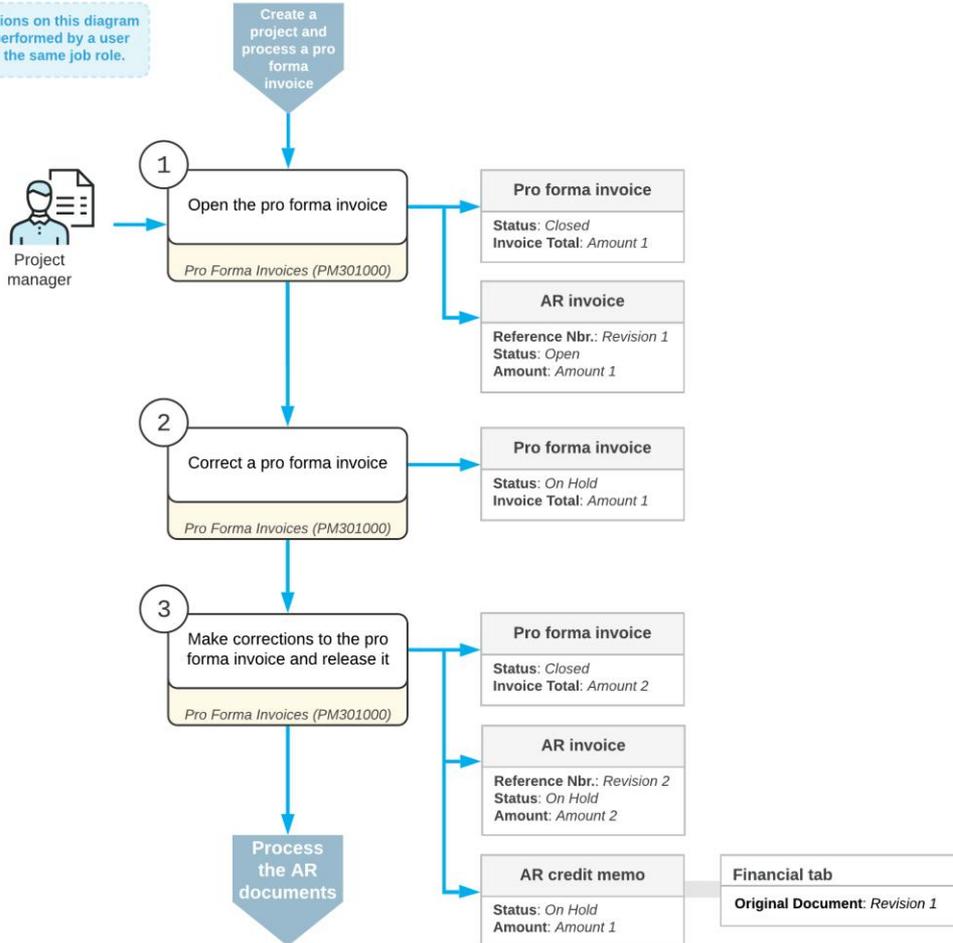
Learning Objectives

In this session, you will learn how to do the following:

- Make corrections to a pro forma invoice that has the corresponding AR document released
- Review the previous revision of the pro forma invoice.

Correcting a pro forma invoice

All actions on this diagram are performed by a user with the same job role.



Workflow of Correcting Pro Forma Invoices

Pro Forma Invoice Correction: To Correct Actual Amounts in AIA Reports

Story

Suppose that the ToadGreen Building Group company is building a hotel for the Equity Group Investors customer. The ToadGreen project manager has created a project to track the work progress and to control related revenues and expenses. In April and May 2021, the project accountant has prepared two pro forma invoices, each for part of the performed work; after the customer agreed to the amounts, the project accountant billed the customer.

Further suppose that at the end of May, the ToadGreen construction project manager noticed that a mistake had been made in two lines of the first pro forma invoice. The total of the pro forma invoice is 10,806,560.21, but it should be 10,601,350.41. The construction project manager has reviewed the invoice details and found out that the following corrections must be made:

- The Amount to Invoice in the line with the 03 project task and 03-000 cost code is 5,990,284.80, but it should be 5,783,075.00.
- The Amount to Invoice in the line with the 04 project task and 04-000 cost code is 145,277.76, but it should be 147,277.76.

Pro Forma Invoice Correction: To Correct Actual Amounts in AIA Reports

Story

The incorrect pro forma invoice was already used for generating the March AIA report. Because the amounts in the first AIA report were incorrect, the April report also needs to be corrected and the AIA report has to be generated again.

Acting as the construction project manager, you need to enter and process the related documents to adjust the actual amounts in AIA reports for March and for April. You then need to regenerate these AIA reports.

Figure: Corrected amounts in AIA report



Page: 2 of 2

CONTINUATION SHEET

APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

INVOICE NO: 000013
 APPLICATION NO: 0001
 APPLICATION DATE: 4/1/2021
 PERIOD TO: 5/1/2021
 ARCHITECT'S PROJECT NO: HOTELSM

ITEM	DESCRIPTION OF WORK	ORIGINAL SCHEDULED VALUE	CHANGE ORDERS	REVISED SCHEDULED VALUE	WORK COMPLETED		STORED MATERIALS	TOTAL COMPLETED AND STORED TO DATE	% Comp	BALANCE TO FINISH	RETAINAGE HELD
					FROM PREVIOUS APPLICATION	THIS PERIOD					
01	GENERAL REQUIREMENTS	\$4,154,366.00	\$0.00	\$4,154,366.00	\$0.00	\$3,531,211.10	\$0.00	\$3,531,211.10	85.0 %	\$623,154.90	\$176,560.56
02	SITework	\$1,809,185.00	\$0.00	\$1,809,185.00	\$0.00	\$1,139,786.55	\$0.00	\$1,139,786.55	63.0 %	\$669,398.45	\$56,989.33
03	CONCRETE	\$8,319,840.00	\$0.00	\$8,319,840.00	\$0.00	\$5,783,075.00	\$0.00	\$5,783,075.00	69.5 %	\$2,536,765.00	\$289,153.75
04	MASONRY	\$1,210,648.00	\$0.00	\$1,210,648.00	\$0.00	\$147,277.76	\$0.00	\$147,277.76	12.2 %	\$1,063,370.24	\$7,363.89
Totals:		\$15,494,039.00	\$0.00	\$15,494,039.00	\$0.00	\$10,601,350.41	\$0.00	\$10,601,350.41	68.4 %	\$4,892,688.59	\$530,067.53

Lesson 22: Preparing WIP and Bonding Reports

Construction Reports: To Prepare a Bonding Report

Story

Suppose that to ensure profitability, a project estimator of the ToadGreen company wants to see how projects are progressing in March 2021 , and which of them may need special attention. Acting as a project estimator, you will prepare and review the construction bonding report for this purpose.

Figure: Construction bonding report for March

CONSTRUCTION BONDING REPORT

As Of Date 3/1/2021
 Status Active
 Company TOADGREEN
 Branch ToadGreen Building Group



PROJECT	DESCRIPTION	CONTRACT AMOUNT	% COMPLETE	EARNED REVENUE	BILLED TO DATE	% BILLED	OVER/UNDER BILLED	UNBILLED CONTRACT AMOUNT	COST TO DATE	COST TO COMPLETE	COST AT COMPLETE	PERIOD BILLINGS	PERIOD COSTS
HOTEL	The Beach Hotel and Condominiums (Warner Street)	\$39,715,457.00	13.55 %	\$5,379,751.05	\$0.00	0.00 %	\$(5,379,751.05)	\$39,715,457.00	\$4,001,671.88	\$0.00	\$4,001,671.88	\$0.00	\$726,000.00
HOTELCP	The Beach Hotel and Condominiums (Golden Street)	\$39,715,457.00	0.00 %	\$0.00	\$0.00	0.00 %	\$0.00	\$39,715,457.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HOTELRT	The Beach Hotel and Condominiums (Tyler Avenue)	\$39,715,457.00	0.00 %	\$0.00	\$0.00	0.00 %	\$0.00	\$39,715,457.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HOTELSM	The Beach Hotel and Condominiums	\$39,715,457.00	0.00 %	\$0.00	\$0.00	0.00 %	\$0.00	\$39,715,457.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ITALIAN	Italian restaurant (Market Street)	\$2,186,984.80	0.00 %	\$0.00	\$0.00	0.00 %	\$0.00	\$2,186,984.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ITALIAN2	Italian restaurant (Denver Avenue)	\$2,186,984.80	3.00 %	\$65,585.05	\$0.00	0.00 %	\$(65,585.05)	\$2,186,984.80	\$50,555.00	\$0.00	\$50,555.00	\$0.00	\$50,555.00
Totals:		\$163,243,872.36	3.33 %	\$5,445,336.10	\$0.00	0.00 %	\$(5,445,336.10)	\$163,243,872.36	\$4,052,226.88	\$0.00	\$4,052,226.88	\$0.00	\$776,555.00

Construction Reports: To Prepare a Work-in-Progress Report

Story

Suppose that the ToadGreen company is building an Italian restaurant for the Italian Company, its customer, and is in the middle of the life cycle of the construction project. The ToadGreen project estimator needs to track the progress of active project tasks, as well as their financial performance. The company uses the percentage-of-completion method for revenue recognition and includes the work-in-progress reports in the company's financial statements.

Acting as a project estimator, you will review the current percentage of completion for the project tasks and the cost to complete them, and you will determine whether each project task is overbilled or underbilled relative to its progress. When using the percentage-of-completion method for revenue recognition, companies include a WIP schedule with their financial statements.

Figure: Work-in-progress report for the ITALIAN2 project

PROJECT WIP REPORT

As Of Date 3/4/2021
 Status Active
 Company TOADGREEN
 Branch ToadGreen Building Group

ID	EST. GROSS PROFIT	EST. GROSS PROFIT %	ACTUAL				FORECASTED				
			PROJECT COSTS TO DATE	% COMPLETE	PROJECT BILLINGS TO DATE	REVENUE RECOGNIZED	GROSS PROFIT	UNDER (OVER) BILLINGS	REVENUE BACKLOG	GROSS PROFIT BACKLOG	REMAINING CONTRACT
00	\$501,188.80	22.92 %	\$50,555.00	3.00 %	\$0.00	\$65,585.05	\$15,030.05	\$65,585.05	\$2,121,399.75	\$486,158.75	\$2,186,984.80
00	\$501,188.80		\$50,555.00		\$0.00	\$65,585.05	\$15,030.05	\$65,585.05	\$2,121,399.75	\$486,158.75	\$2,186,984.80

Lesson 23: Tracking Retainage with a Cap

Learning Objectives

In this session, you will learn how to do the following:

- Learn how to configure a project with a contract cap
- Learn how the contract cap retainage is calculated
- Create pro forma invoices with retainage for the project until the retainage cap is reached
- Release the retainage for the project for multiple project budget lines
- Mass-process retainage invoices

Retainage with a Cap: Process Activity

Story

Suppose that the ToadGreen Building Group company is a general contractor that is building a hotel for The Equity Group Investors. The project manager has created a fixed-price project; for this project, the customer will be billed once a month based on the progress of the performed work. Also, in the project, the project manager has defined the original project budget, which was also agreed upon with the customer. According to the contract, the customer retains 5% from each invoice, which guarantees to the customer that the ToadGreen company will meet its obligations in building the hotel.

Because the ToadGreen company, as a general contractor, needs to have enough resources for performing daily operations, the contract also includes a 50% retainage cap, which specifies the maximum retainage amount that can be held for the project.

Acting as the project manager, you need to make sure that the pro forma invoices prepared for the customer include the correct retainage amounts, and that the retainage is no longer held after the cap has been reached.

Figure: The pro forma invoice with the retainage calculated

Pro Forma Invoices

000011 - The Beach Hotel and Condominiums (Golden Street)

NOTES ACTIVITIES FILES T

PRINT AIA REPORT ...

Reference Nbr.: 000011	Project: HOTELCP - The Beach Hotel and Condo	Progress Billing Total: 11,532,792.25	Retainage (%): 5.00
Status: Closed	Customer: EQUGRP - The Equity Group Investors	Time and Material Total: 0.00	Allocated Retained Total: 958,392.99
Invoice Date: 6/1/2021	Location: MAIN - Primary Location	Tax Total: 0.00	
Post Period: 06-2021	Project Currency: USD	Invoice Total: 11,532,792.25	
Application Nbr.: 0003		Retainage Total: 576,639.63	
Description: Invoice for HOTELCP		Amount Due: 10,956,152.62	

PROGRESS BILLING TIME AND MATERIAL TAXES FINANCIAL ADDRESSES

Branch	Account Group	Project Task	Cost Code	Description	Revised Budgeted Amount	Previously Invoiced	Total Completed (%)	Amount	Stored Material	Amount to Invoice	Current Invoiced (%)	Allocated Retained Amount	Retainage Amount
TBGROUP	REVENUE	01	01-000	GENERAL REQUIREMENTS	4,154,366.00	1,246,309.80	80.00	2,077,183.00	0.00	2,077,183.00	50.00	166,174.64	103,859.15
TBGROUP	REVENUE	02	02-000	SITWORK	1,809,185.00	1,447,348.00	98.00	325,653.30	0.00	325,653.30	18.00	88,650.07	16,282.67
TBGROUP	REVENUE	03	03-000	CONCRETE	8,319,840.00	3,494,332.80	50.00	665,587.20	0.00	665,587.20	8.00	207,996.00	33,279.36
TBGROUP	REVENUE	04	04-000	MASONRY	1,210,648.00	944,305.44	80.00	24,212.96	0.00	24,212.96	2.00	48,425.92	1,210.65
TBGROUP	REVENUE	05	05-000	METALS	1,901,356.00	380,271.20	42.00	418,298.32	0.00	418,298.32	22.00	39,928.48	20,914.92
TBGROUP	REVENUE	06	06-000	WOODS, PLASTICS, COMPOSITES	1,225,000.00	122,500.00	56.00	563,500.00	0.00	563,500.00	46.00	34,300.00	28,175.00
TBGROUP	REVENUE	07	07-000	THERMAL AND MOISTURE PROTECTION	989,355.00	0.00	40.00	395,742.00	0.00	395,742.00	40.00	19,787.10	19,787.10
TBGROUP	REVENUE	08	08-000	OPENINGS	1,638,760.00	0.00	50.00	819,380.00	0.00	819,380.00	50.00	40,969.00	40,969.00
TBGROUP	REVENUE	09	09-000	FINISHES	8,110,796.00	0.00	30.00	2,433,238.80	0.00	2,433,238.80	30.00	121,661.94	121,661.94
TBGROUP	REVENUE	10	10-000	SPECIALTIES	1,449,500.00	0.00	44.00	637,780.00	0.00	637,780.00	44.00	31,889.00	31,889.00
TBGROUP	REVENUE	11	11-000	EQUIPMENT	1,135,000.00	0.00	36.00	408,600.00	0.00	408,600.00	36.00	20,430.00	20,430.00
TBGROUP	REVENUE	13	13-000	SPECIAL CONSTRUCTION	345,500.00	0.00	42.00	145,110.00	0.00	145,110.00	42.00	7,255.50	7,255.50
TBGROUP	REVENUE	14	14-000	CONVEYING SYSTEMS	696,919.00	0.00	49.00	341,490.31	0.00	341,490.31	49.00	17,074.52	17,074.52
TBGROUP	REVENUE	15	15-000	MECHANICAL	3,910,742.00	0.00	33.00	1,290,544.86	0.00	1,290,544.86	33.00	64,527.24	64,527.24
TBGROUP	REVENUE	16	16-000	ELECTRICAL	2,818,490.00	0.00	35.00	986,471.50	0.00	986,471.50	35.00	49,323.58	49,323.58

Figure: The pro forma invoice with retainage

Pro Forma Invoices

000020 - The Beach Hotel and Condominiums (Golden Street)

NOTES ACTIVITIES FILES TOOLS

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Reference Nbr.: <input type="text" value="000020"/>	Project: <input type="text" value="HOTELCP - The Beach Hotel and Condo"/>	Progress Billing Total: 1,494,507.44	Retainage (%): 5.00
Status: <input type="text" value="On Hold"/>	Customer: <input type="text" value="EQUGRP - The Equity Group Investors"/>	Time and Material Total: 0.00	Allocated Retained Total: 992,886.42
* Invoice Date: <input type="text" value="7/1/2021"/>	* Location: <input type="text" value="MAIN - Primary Location"/>	Tax Total: 0.00	
* Post Period: <input type="text" value="07-2021"/>	Project Currency: <input type="text" value="USD"/>	Invoice Total: 1,494,507.44	
Application Nbr.: <input type="text" value="0004"/>		Retainage Total: 34,493.43	
Description: <input type="text" value="Invoice for HOTELCP"/>		Amount Due: 1,460,014.01	

PROGRESS BILLING TIME AND MATERIAL TAXES FINANCIAL ADDRESSES

🗨️	🗑️	📄	Branch	Account Group	Project Task	Cost Code	Description	Revised Budgeted Amount	Previously Invoiced	Total Completed (%)	Amount	Stored Material	Amount to Invoice	Currently Invoiced (%)	Allocated Retained Amount	Retainage Amount
>	🗨️	🗑️	TBGROUP	REVENUE	01	01-000	GENERAL REQUIREMENTS	4,154,366.00	3,323,492.80	80.00	0.00	0.00	0.00	0.00	159,703.43	0.00
	🗨️	🗑️	TBGROUP	REVENUE	02	02-000	SITWORK	1,809,185.00	1,773,001.30	98.00	0.00	0.00	0.00	0.00	85,197.83	0.00
	🗨️	🗑️	TBGROUP	REVENUE	03	03-000	CONCRETE	8,319,840.00	4,159,920.00	50.00	0.00	0.00	0.00	0.00	199,896.18	0.00
	🗨️	🗑️	TBGROUP	REVENUE	04	04-000	MASONRY	1,210,648.00	968,518.40	80.00	0.00	0.00	0.00	0.00	46,540.10	0.00
	🗨️	🗑️	TBGROUP	REVENUE	05	05-000	METALS	1,901,356.00	798,569.52	66.00	456,325.44	0.00	456,325.44	24.00	60,301.33	10,532.05
	🗨️	🗑️	TBGROUP	REVENUE	06	06-000	WOODS, PLASTICS, COMPOSITES	1,225,000.00	686,000.00	75.00	232,750.00	0.00	232,750.00	19.00	44,148.59	5,371.90
	🗨️	🗑️	TBGROUP	REVENUE	07	07-000	THERMAL AND MOISTURE PROTECTION	989,355.00	395,742.00	80.00	395,742.00	0.00	395,742.00	40.00	38,033.10	9,133.78
	🗨️	🗑️	TBGROUP	REVENUE	08	08-000	OPENINGS	1,638,760.00	819,380.00	75.00	409,690.00	0.00	409,690.00	25.00	59,060.36	9,455.70
	🗨️	🗑️	TBGROUP	REVENUE	09	09-000	FINISHES	8,110,796.00	2,433,238.80	30.00	0.00	0.00	0.00	0.00	116,924.15	0.00
	🗨️	🗑️	TBGROUP	REVENUE	10	00-000	Default Cost Code	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	🗨️	🗑️	TBGROUP	REVENUE	10	10-000	SPECIALTIES	1,449,500.00	637,780.00	44.00	0.00	0.00	0.00	0.00	30,647.18	0.00
	🗨️	🗑️	TBGROUP	REVENUE	11	11-000	EQUIPMENT	1,135,000.00	408,600.00	36.00	0.00	0.00	0.00	0.00	19,634.41	0.00
	🗨️	🗑️	TBGROUP	REVENUE	13	13-000	SPECIAL CONSTRUCTION	345,500.00	145,110.00	42.00	0.00	0.00	0.00	0.00	6,972.95	0.00
	🗨️	🗑️	TBGROUP	REVENUE	14	14-000	CONVEYING SYSTEMS	696,919.00	341,490.31	49.00	0.00	0.00	0.00	0.00	16,409.60	0.00
	🗨️	🗑️	TBGROUP	REVENUE	15	15-000	MECHANICAL	3,910,742.00	1,290,544.86	33.00	0.00	0.00	0.00	0.00	62,014.40	0.00

Lesson 24: Billing Project for Time and Material with Retainage

AR Invoices with Retainage: To Perform Time and Material Billing with Retainage

Story

Suppose that the ToadGreen Building Group company is building a hotel for The Equity Group Investors. A ToadGreen project accountant bills the customer for some extra time spent on the project that initially was not budgeted for the project; as was initially agreed with the customer, 5% retainage is held on these invoices.

Acting as the project manager, you need to create a new project task, enter a project transaction that represents the extra work, and create an invoice for that work with the retained amount.

Figure: AR invoice with retainage

Invoices and Memos
 Invoice 000117 - The Equity Group Investors NOTES

REMOVE HOLD

Type: Invoice Customer: EQUGRP - The Equity Group Investors Detail Total: 53.44
 Reference Nbr.: 000103 * Location: MAIN - Primary Location Discount Total: 0.00
 Status: On Hold * Terms: 30D - 30 Days VAT Taxable T... 0.00
 * Date: 5/1/2021 * Due Date: 5/31/2021 Apply Retainage VAT Exempt T... 0.00
 * Post Period: 05-2021 * Cash Discount... 5/31/2021 Pay by Line Tax Total: 0.00
 Customer Ord... 000014 Project/Contract: HOTEL - The Beach Hotel and Condomin Balance: 53.44
 Cash Discount: 0.00

Description: Invoice for HOTEL

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS RETAINAGE APPLICATIONS COMPLIANCE

Line Nbr.	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Discount Amount	Retainage Percent	Retainage Amount	Amount	Account
1	LABOR	Construction labor	1.00	HOUR	56.2500	56.25	0.000000	0.00	4.995556	2.81	53.44	40000



Day 4

Part 6: Project Management

Lesson 25: Working with Daily Field Reports

Learning Objectives

In this session, you will learn how to do the following:

- Create and assign an approval map for daily field reports
- Create a daily field report
- Add to the daily field report the following entities: Labor time and activities, Change requests, Change orders, Subcontractor activities, Project issues, Weather conditions, Site visitors
- Email the daily field report

Daily Field Reports: To Configure Approval for Daily Field Reports

Story

Suppose that the ToadGreen company needs to keep daily field reports in the system. These reports need to be approved by managers. Acting as a system administrator, you need to create the approval map for the daily field reports and specify the daily field report settings in the system.

Daily Field Reports: Process Activity

Story

Suppose that on February 15, 2021, Ernest Smith, a construction foreman in the ToadGreen company, spent a day on the construction site of the Italian restaurant that the company is building for the Italian Company. During the day, he has submitted a change order and made notes about subcontractor activities, weather conditions, visitors, and other information. Also, he has taken photos to support his report about weather conditions. At the end of the day, Ernest creates a daily field report, adds notes, and sends the daily field report for approval to the project manager.

Acting as the construction foreman, you will create and process the daily field report and add all needed information to it.

Figure: Daily field report submitted for approval

Daily Field Report

DFR-000001 - Italian restaurant (Denver Avenue) NOTES FILES

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* DFR ID:	DFR-000001	Project:	ITALIAN2 - Italian restaurant (De	Site Address:	1812 Denver Avenue
Status:	Pending Approval	Project Manager:	Ellen Watson	City:	San Francisco
DFR Date:	2/15/2021	Created By:	epsmith - Ernest P. Smith	Country:	US - United States of America
				State:	CA - CALIFORNIA
				Postal Code:	94102 VIEW ON MAP
				Latitude:	
				Longitude:	

LABOR TIME AND ACTIVITIES CHANGE REQUESTS CHANGE ORDERS SUBCONTRACTORS PROJECT ISSUES PHOTO LOGS NOTES EQUIPMENT WEATHER VISITORS EMPLOYEE EXPENSES **APPROVALS**

Assignee ID	Assigned To	Workgroup	Approved by (ID)	Approved By	Approval Date	Status	Reason
EP00000033	Ellen Watson					Pending	

Lesson 26: Working with Project Issues and Change Requests

Learning Objectives

In this session, you will learn how to do the following:

- Configure project management classes that may be used to ease the creation of project issues
- Define project issue types
- Report project issues
- Convert project issues to change requests
- Convert project issues to requests for information
- Mass-assign project issues to owners

Project Issue: Implementation Activity

Story

Suppose that you, a system administrator of a construction company, ToadGreen Building Group, need to define the types of project issues for the company. You need to track design issues, violations of safety regulations, and problems with equipment, materials, or people. You also need to configure a project management class that is going to be used for creating project issues.

Project Issue: To Create a Change Request from a Project Issue

Story

Suppose that on 3/21/2021, a design issue has occurred on the construction site of the Beach Hotel and Condominiums project that the ToadGreen company is working on: A subcontractor put a hole in a wall when stacking materials. The project engineer has reported that one day is necessary to fix the issue, and it will cost \$200.

Acting as a ToadGreen construction project manager, you need to create the project issue in the system, and then convert it to a change request.

Figure: Project issue that has been converted to a change request

Project Issue

IS-000002 - The Beach Hotel and Condominiums (Warner Street)

ACTIVITIES

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Summary:	Hole in the wall needs to be patched				
* Project Issue ID:	IS-000002 🔍	Priority:	Medium	Project Issue Type:	Accident
Project:	HOTEL - The Beach Hotel and C	Status:	Converted to CR		<input checked="" type="checkbox"/> Schedule Impact
Project Task:		Created On:	3/21/2021 9:00 AM	Schedule Impact (days):	1
Class ID:	FIELD - Field reports and project ✎	Created By:	Ellen Watson		<input checked="" type="checkbox"/> Cost Impact
Related Entity:	🔍 ✎	Owner:	Ricky Thompson	Cost Impact:	2,000.00
Converted To:	000003	Workgroup:			
Due Date:	3/28/2021	Resolved On:			

DETAILS RELATED ACTIVITIES ATTRIBUTES DRAWINGS

Subcontractor put a hole in the wall when stacking materials, and the hole needs to be patched and finished as soon as possible

Lesson 27: Working with Requests for Information

Learning Objectives

In this session, you will learn how to do the following:

- Create and process a new request for information
- Create a new request for information that relates to another request for information
- Create a change request from a request for information
- Mass-assign owners to requests for information

Requests for Information: To Process an Outgoing Request for Information

Story

Suppose that the ToadGreen company is building a hotel for the Equity Group Investors customer. Then suppose that the customer has requested a specification for the hotel roofing. In order to provide this specification, the ToadGreen project engineer (Ricky Thompson) needs to request these specifications from Balaji Rajan, an engineer of the subcontractor company that performs this part of the work for the project.

Acting as the ToadGreen project engineer, you need to create an incoming request for information from the subcontractor, and then create the related outgoing request for information for an external engineer who can provide the requested specifications. After the specifications are received, you send them to a project engineer for review.

Figure: Outgoing request for information

Request for Information
The Beach Hotel and Condominiums (Warner Street)

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* Project:	HOTEL - The Beach Hotel an 🔍	* RFID ID:	RF-000002 🔍
Project Task:	🔍	* Creation Date:	2/15/2021 ▾
Business Account:	🔍	Created By:	Jerry Wagner
* Contact:	Balaji Rajan 🔍	Owner:	Ricky Thompson 🔍
* Class ID:	DOCRFI - Construction RFID 🔍 ✎	Answer Due Date:	2/17/2021 ▾
* Summary:	Need specifications on hotel roofing		
<input type="checkbox"/> Incoming	Workgroup:	🔍	
Link to Incoming RFID: RF-000001	<input type="checkbox"/> Schedule Impact		
Status: New	<input type="checkbox"/> Cost Impact		
Reason: N/A	<input checked="" type="checkbox"/> Design Change		
Priority: High 🔍			
Documentation Link: 📄			
Spec. section: 📄			
Converted From: _____	Converted To: _____		

DETAILS ATTRIBUTES ACTIVITIES RELATIONS DRAWINGS

Question

VISUAL ▾ ↻ ↶ Paragraph ▾ **B** *I* U ▾ **A** ▾ ✎ ▾ ☰ ▾ ☰ ▾ ☰ ▾ >>

Please provide the hotel roofing specifications.

Requests for Information: To Create a Request for Information from a Project Issue

Story

Suppose that a design issue has been discovered on the construction site of the Beach Hotel and Condominiums, a project that the ToadGreen company is working on: Because of the unstable terrain, the paving should be placed differently. The engineer has reported that the issue will take three days to be resolved and it will cost \$60,000.

Acting as a construction foreman, you need to enter the project issue in the system, and then you need to clarify which paving material needs to be used by processing a request for information for the project issue.

Figure: Request for information created based on the project issue

Request for Information
RF-000003 - The Beach Hotel and Condominiums (Warner Street)

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* Project:	HOTEL - The Beach Hotel an	* RFI ID:	RF-000003
Project Task:		* Creation Date:	2/15/2021
Business Account:	SUNTECH - Suntech Concret	Created By:	Ernest P. Smith
* Contact:	Ally Ralts	Owner:	Ricky Thompson
* Class ID:	DOCRFI - Construction RFI d	Answer Due Date:	2/17/2021
* Summary:	Paving should be replaced		
<input type="checkbox"/> Incoming	Workgroup:		
Status:	New	<input checked="" type="checkbox"/> Schedule Impact	
Reason:	N/A	Schedule Impact (days):	3
Priority:	Medium	<input checked="" type="checkbox"/> Cost Impact	
Documentation Link:		Cost Impact:	60,000.00
Spec. section:		<input type="checkbox"/> Design Change	
Converted From:	IS-000003	Converted To:	

DETAILS ATTRIBUTES ACTIVITIES RELATIONS DRAWINGS

Question

VISUAL ↻ ↶ Paragraph **B** *I* U A ↷ ≡ ≡ ≡ ⌵

Due to unstable terrain, the paving needs to be laid differently. Refer to the updated site plan

What paving material should be used?

Lesson 28: Working with Photo Logs

Learning Objectives

In this session, you will learn how to do the following:

- Create a photo log
- Upload photos to the photo log
- Download a ZIP archive with all the photos and files of the photo log
- Send an email with all the photos and files of the photo log
- Search for a photo log or a particular photo in the system

Photo Logs: Implementation Activity

Story

Suppose that the ToadGreen company needs to keep photo logs in the system. Acting as a system administrator, you need to define the statuses to be used for photo logs.

Photo Logs: Process Activity

Story

Suppose that on February 15, 2021, the construction foreman has inspected the project site and taken progress photos. Acting as the construction foreman, you will create a photo log for the particular project and project task and upload the photos to this photo log. Then you will send the photos to the responsible person.

Figure: Photo log with uploaded photos

Photo Log

PL-000001 - The Beach Hotel and Condominiums (Warner Street)

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Photo Log ID: * Status: Created By: epsmith - Ernest P. Smith

* Date:

* Project:

Project Task:

Description:

PHOTOS ACTIVITIES

🔄 + × ⏪ ⏩ All Records ▾ ⏴

*Photo ID	Name	Description	Uploaded On	Uploaded By	Main Photo
<input type="checkbox"/> PH-000001	Photo_Log_Concrete_Headwall.jpg		2/15/2021	epsmith	<input type="checkbox"/>
<input checked="" type="checkbox"/> PH-000002	Photo_Log_Culvert.jpg		2/15/2021	epsmith	<input checked="" type="checkbox"/>
<input type="checkbox"/> PH-000003	Photo_Log_Erosion.jpg		2/15/2021	epsmith	<input type="checkbox"/>



Lesson 29: Working with Drawing Logs

Learning Objectives

In this session, you will learn how to do the following:

- Configure drawing logs and set up disciplines and statuses
- Create drawing logs
- Upload and download images linked to drawing logs
- Link requests for information and project issues to existing drawing logs
- Email drawings and requests for information
- Create revisions of drawing logs

Drawing Logs: Implementation Activity

Story

Suppose that the ToadGreen company needs to maintain drawing logs in the system. Acting as a system administrator, you need to perform the necessary configuration in the system.

Drawing Logs: Process Activity

Story

Suppose that the ToadGreen architect has prepared a floor plan blueprint for the Beach Hotel and Condominiums, the project that the ToadGreen company is working on. Then the architect has submitted a request for information about the plan of the first floor to make sure that the current location of the storage room (next to the service elevator) is correct. Based on the submitted request for information, a new revision of the blueprint should be created and linked to the original drawing, and the original blueprint must be marked as obsolete.

Acting as the architect, you will process all required documents in the system with the assumption that these changes will not affect the schedule, cost, and design.

Figure: The new revision of the drawing log

[Drawing Log](#)
DL-000004 - The Beach Hotel and Condominiums (Warner Street)

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* Drawing Log ID: Drawing Number:
Project: * Revision:
Project Task: * Drawing Date:
Discipline: Received Date:
Owner: * Status:
 Current

* Title:
Description:
Sketch:
Original Drawing: [DL-000002](#)

DRAWINGS ATTRIBUTES ACTIVITIES REVISIONS RELATIONS

🔄 📄 |←|

File Name	Comment	Current	Created By	Creation Time
Floor Plan Revision 2.jpg		<input checked="" type="checkbox"/>	Richard Smith	4/2/2021 2:32 AM

Lesson 30: Working with Submittals

Learning Objectives

In this session, you will learn how to do the following:

- Configure submittal types
- Create a submittal in the system
- Define the people that will take part in processing a submittal and their submittal roles
- Process submittal-related activities
- Create a new revision of a submittal
- Close the completed submittal

Submittals: Implementation Activity

Story

Suppose that the ToadGreen company needs to track submittals. Also, the construction project manager wants to be able to categorize the submittals for which photos have been provided, and those for which product samples have been provided. Thus, you need to create these types of submittals in the system. Acting as a system administrator, you need to configure the submittal types to be used for the categorization of submittals in the system.

Submittals: Process Activity

Story

Suppose that the ToadGreen Building Group company is building an Italian restaurant for the Equity Group Investors customer. The company needs to confirm that the customer wants to use the carpet being proposed for the dining area of the restaurant.

Ellen Watson, as the construction project manager, is managing the submittal process. A sample of the carpet has to be sent to the customer's designer by Teresa Willis, a new sales manager of Karn Design Inc.; the construction project manager needs to add a contact for Teresa in the system. After receiving the sample, Jonathan Stone, the customer's designer, should approve the main color and the material of the carpet.

Submittals: Process Activity

Story

Also suppose that after reviewing the sample, the designer rejects the submittal because a part of the carpet's pattern was cut off; the designer requests a larger sample. After the new sample is received, the designer approves it. Then the construction project manager sends the approved sample for an informational review to Larry Robinson, a purchase manager of the ToadGreen company. After the purchase manager confirms that he has reviewed the sample, the construction project manager finishes the submittal process because all required actions have been performed.

Acting as the construction project manager, you need to create a new contact to be used in the submittal, enter the submittal in the system, open it, and add the necessary information during the processing of the submittal.

Figure: Closed submittal revision

Submittals

SU-000001 - Italian restaurant (Market Street)

NOTES FILES NOTIFICATION

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* Submittal ID:	SU-000001	Project:	ITALIAN - Construction project (t	Date Created:	5/10/2021
* Revision ID:	0	Project Task:	12 - FURNISHINGS	Due Date:	
Status:	Closed	Cost Code:	12-460 - Furnishings-- Misc Acce	Date Required on Site:	
Reason:	Revise and Resubmit	Specification:		Date Closed:	5/21/2021
Submittal Type:	Product Samples	Spec. Section:		Owner:	Ellen Watson
Summary:	Carpets for the dining area			Ball in Court:	Ellen Watson
				Days Overdue:	

DESCRIPTION SUBMITTAL WORKFLOW ACTIVITIES

🔄 + × ⏪ ⏩ ↕

	Email To	*Contact	Account Name	Job Title	*Role	Status	Start Date	Days for Review	Due Date	Completion Date
	<input type="checkbox"/>	Teresa Willis	Karn Design Inc.	Sales Manager	Submitter	Completed	5/10/2021	10	5/20/2021	5/18/2021
	<input type="checkbox"/>	Johnatan Stone	The Equity Group Investors	Designer	Approver	Rejected	5/18/2021	3	5/21/2021	5/21/2021
>	<input type="checkbox"/>	Larry Robinson	ToadGreen Building Group		Reviewer	Canceled		3		5/21/2021

Your feedback is appreciated

<https://www.surveymonkey.com/r/OnlineTraining2021>



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Thank you

Heidi Dempsey