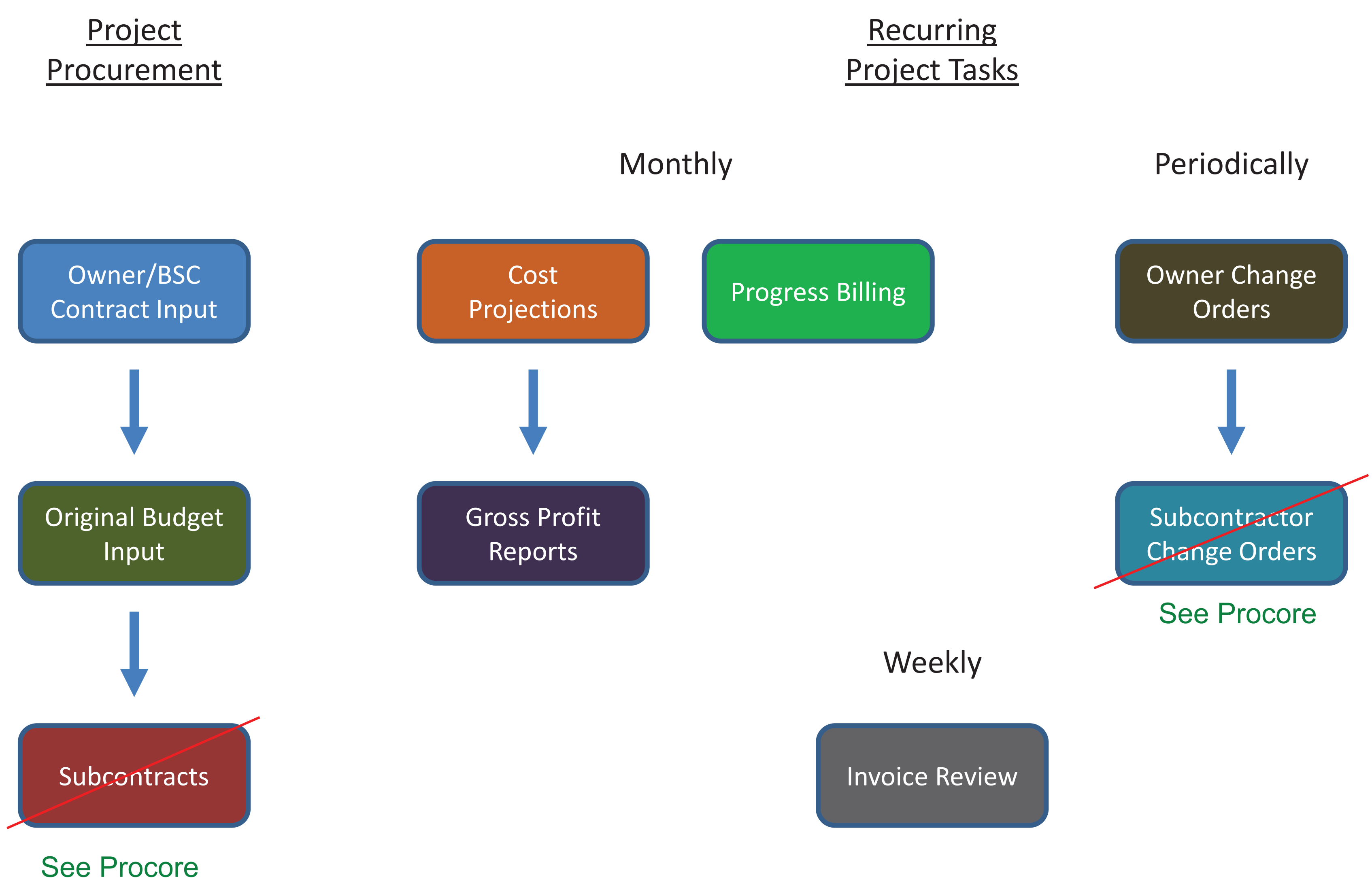
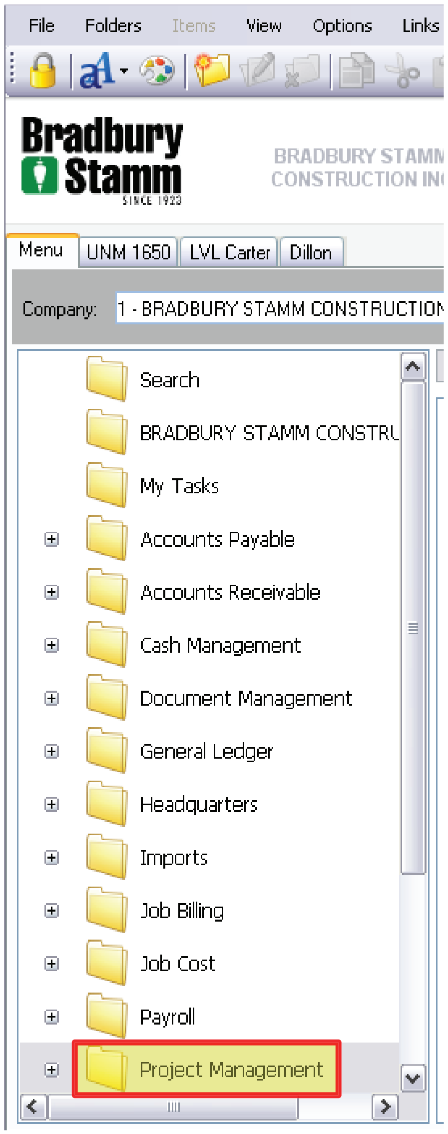
PROJECT MANAGER VIEWPOINT MANUEL

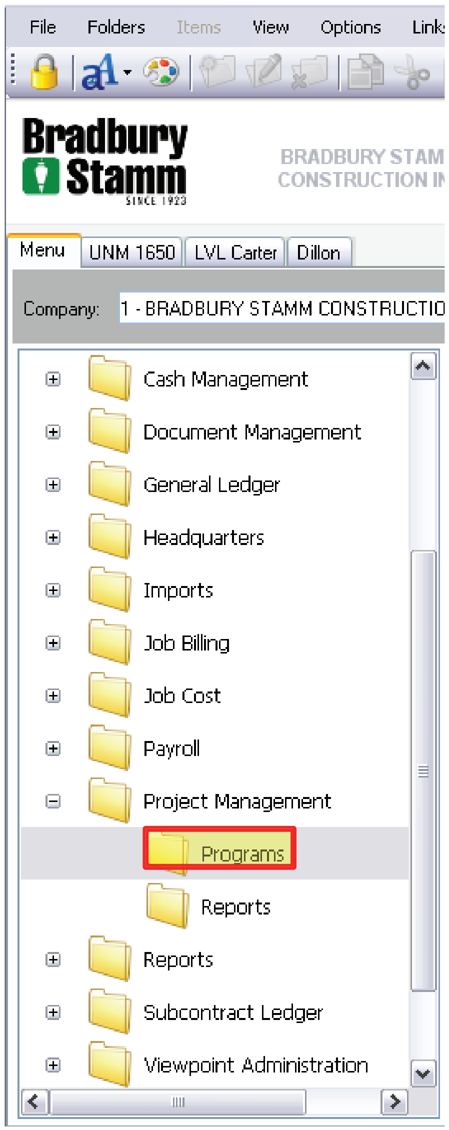


Owner/BSC contract input

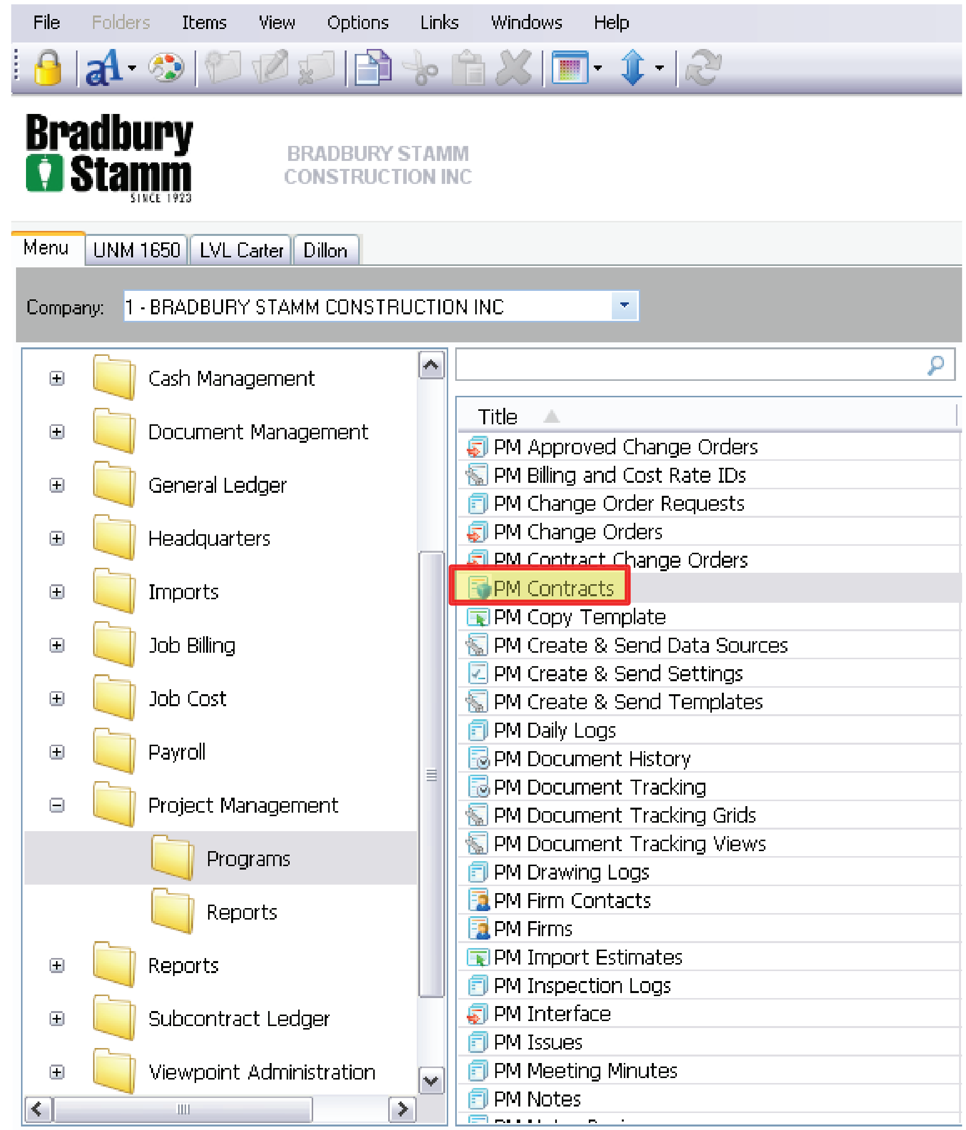
1. Locate and double-click "Project Management" from folder panel



2. Locate and single-click "Programs" from the folder panel



3. Locate and double-click "PM Contracts" from the item list

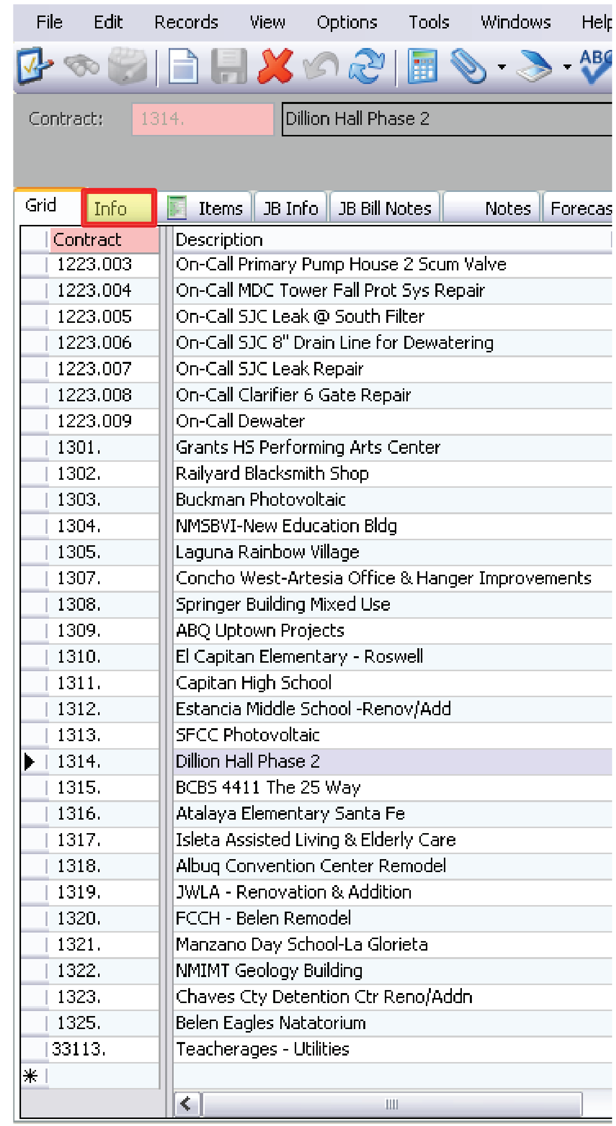


Owner/BSC
contract input

4. Locate and single-click “Grid” from the upper tabs

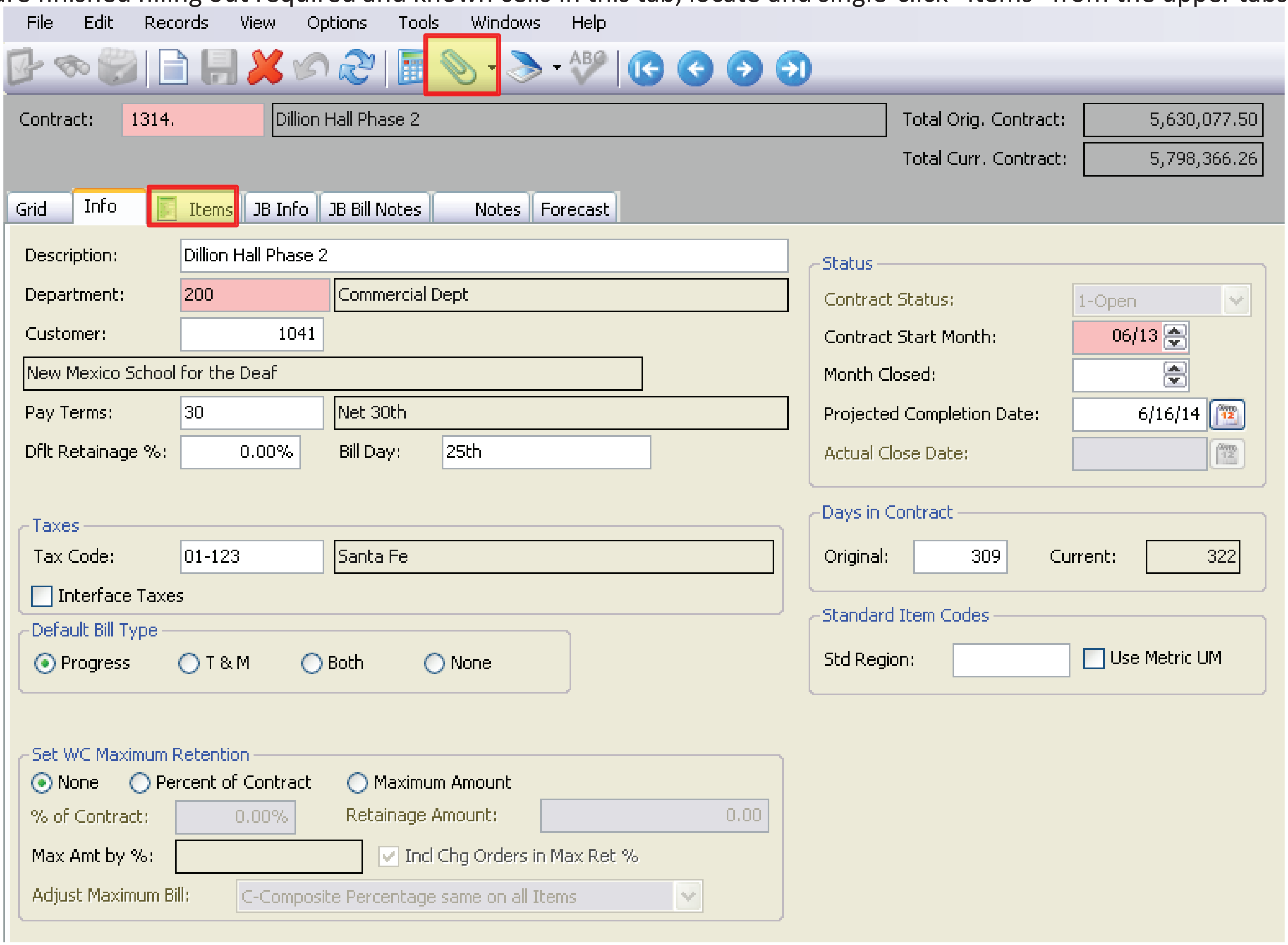
5. Scroll down to look for your job by number under the “Contract” column. Single-click your specific project

6. Locate and single-click “Info” from the upper tabs



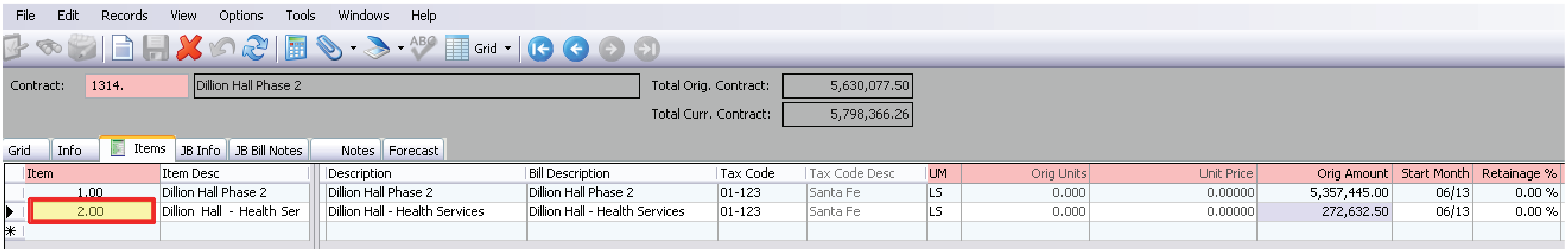
Owner/BSC contract input

7. On the upper icon bar, **right**-click the paper-clip icon, then single-click "attachments", then single-click "add attachment". Upload the owner/BSC contract from your computer and then single-click "ok". Once this is complete, input known project information into the open blank cells (red colored cells are required). When you are finished filling out required and known cells in this tab, locate and single-click "Items" from the upper tabs.

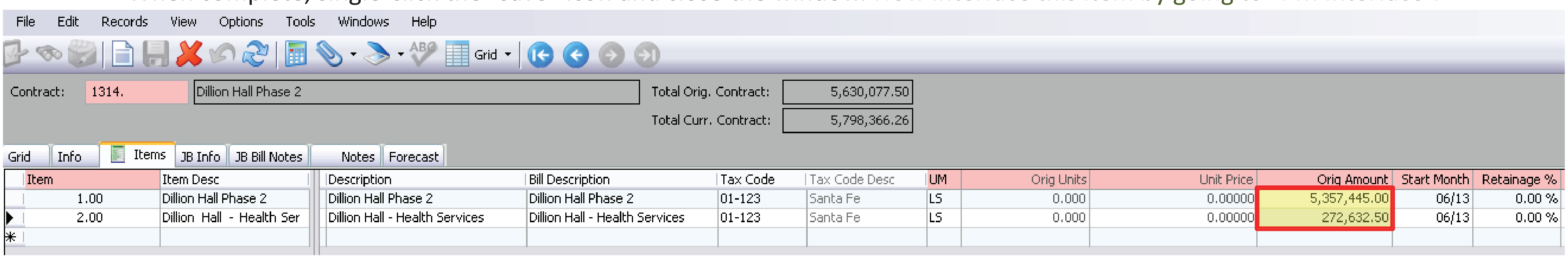


Owner/BSC contract input

8. However many pay application types are required by your owner, you can input them here. In this example, this owner required two separate pay applications. To create a first and/or a new item, select the open row indicated by the "*" symbol under column "Item". If it is your first item, type "1.00" into the empty cell, tab over to the right one column and type in an item description. In this example, the next item would be "3.00" since items "1.00" and "2.00" have already been input. Note: For advanced users, a complete schedule of values for the project can be input here item by item.



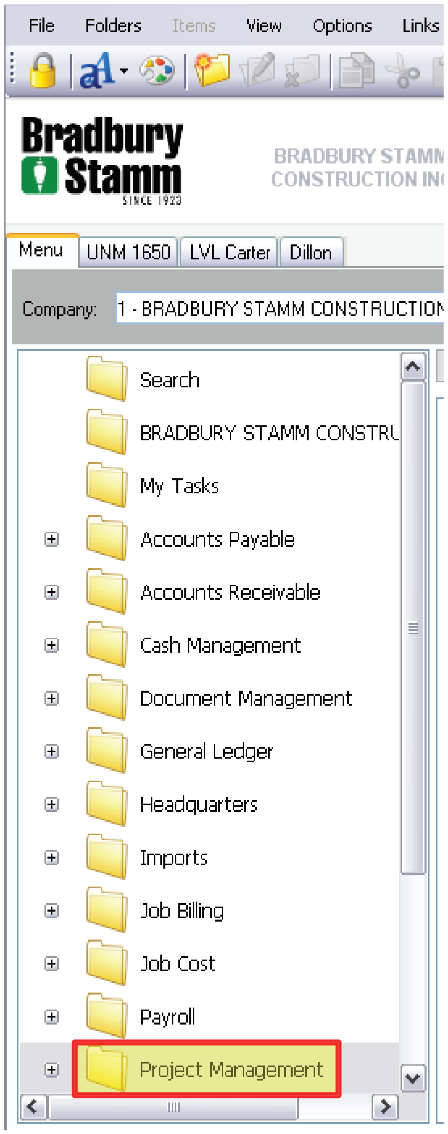
9. Scroll over to the right to locate the "Orig Amount" column. In each item's respective cell, input each line item's amount. Note: If you are doing this for the first time and you only have one pay application type required, this amount would be the total contract amount. When complete, single-click the "save" icon and close the window. Now interface this item by going to "PM Interface".



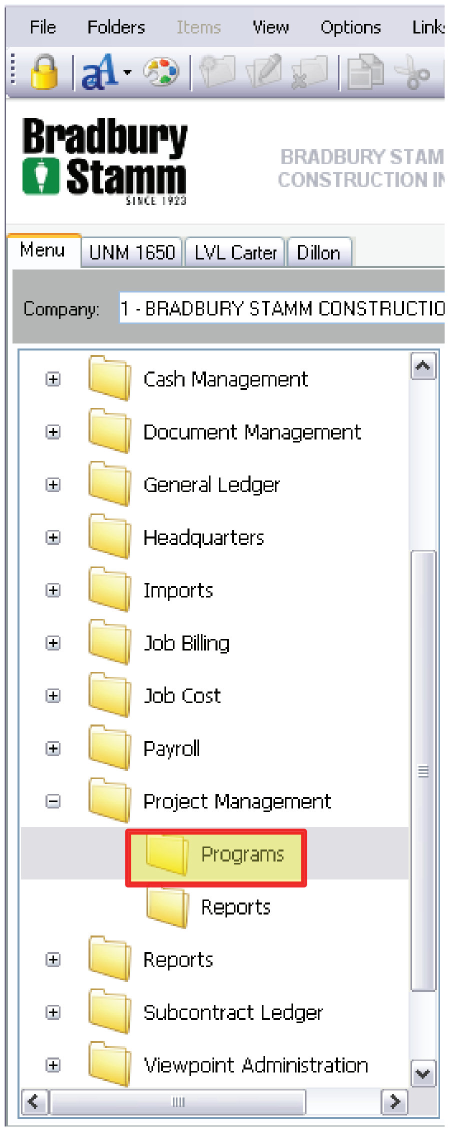
End of Section

Original Budget Input

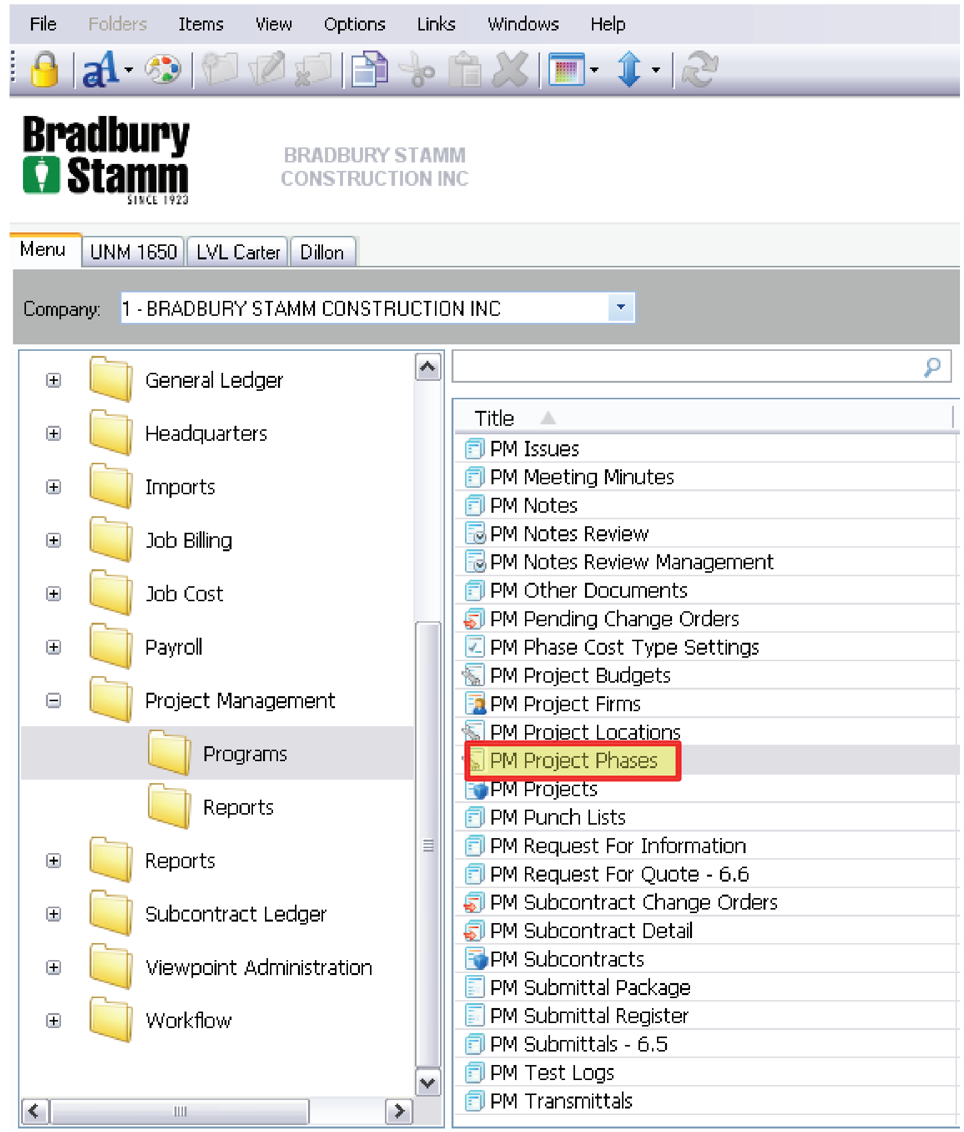
1. Locate and double-click "Project Management" from folder panel



2. Locate and single-click "Programs" from the folder panel

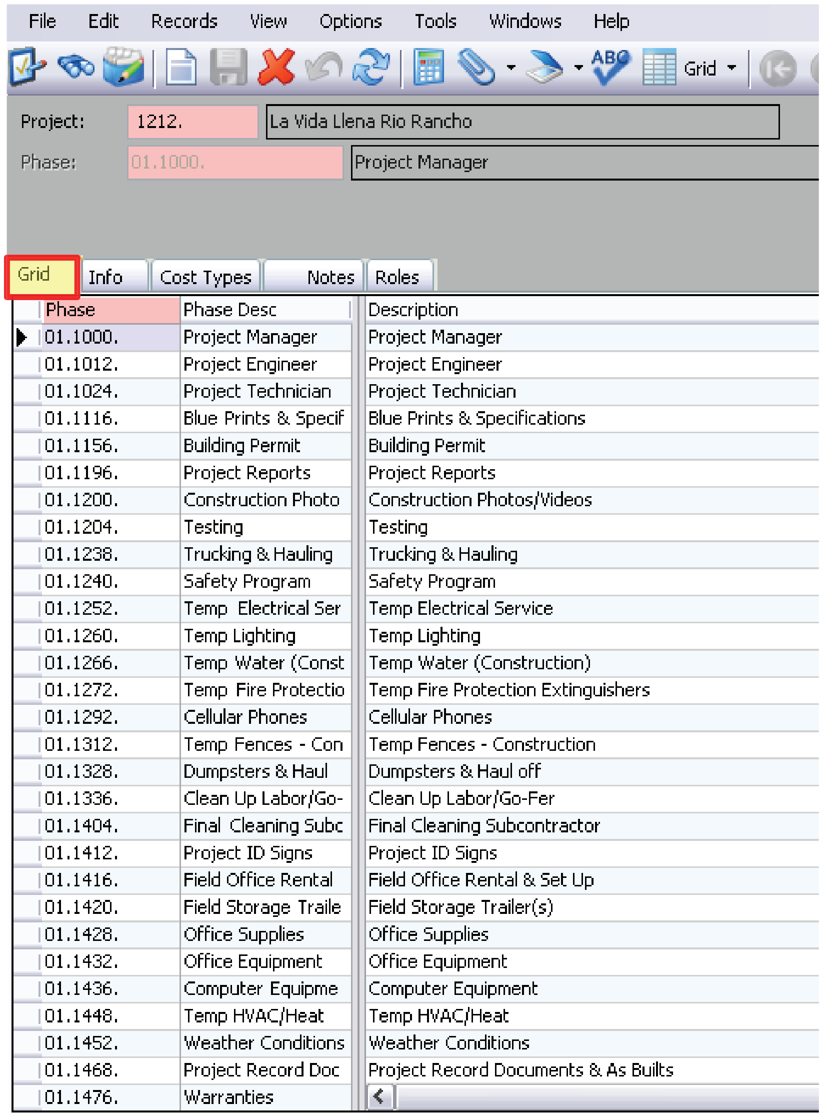


3. Scroll down, locate, and double-click "PM Project Phases" from the item list. This will open up a new window.

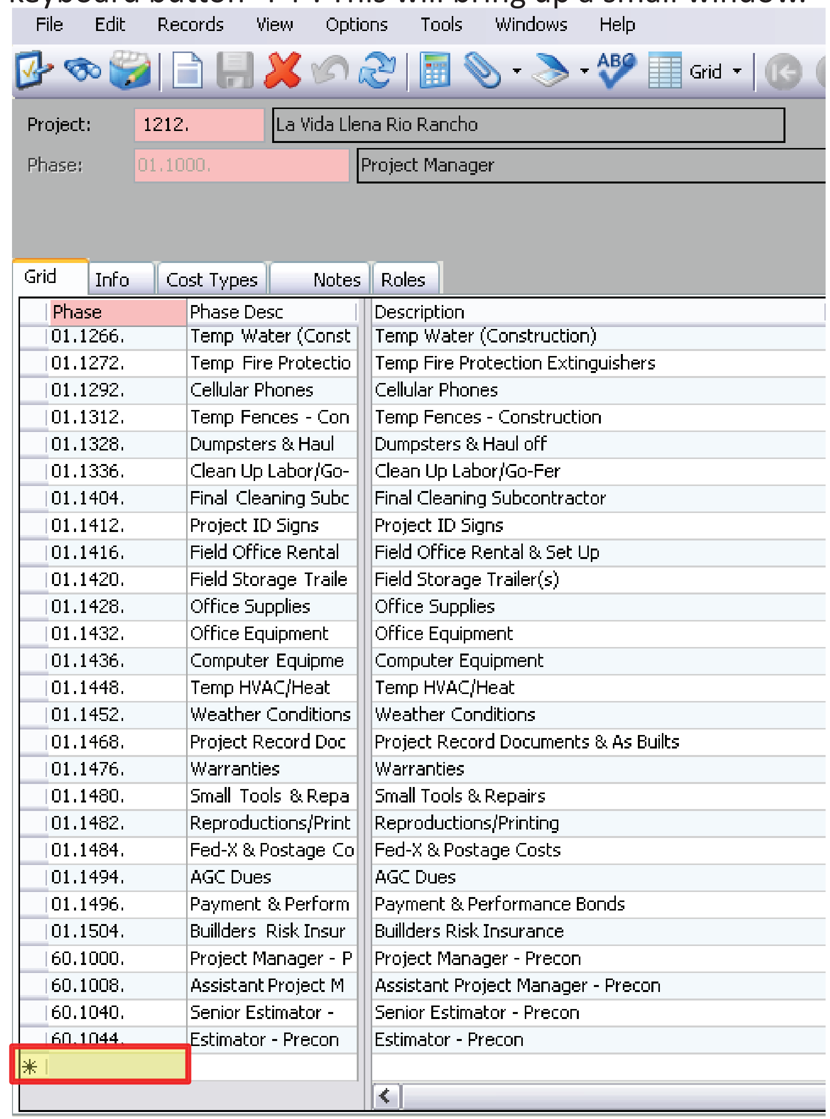


Original Budget
Input

4. Single-click the “Grid” tab. Note that some General Condition items are already input as a default for new projects. These items can be deleted if undesired or unused.



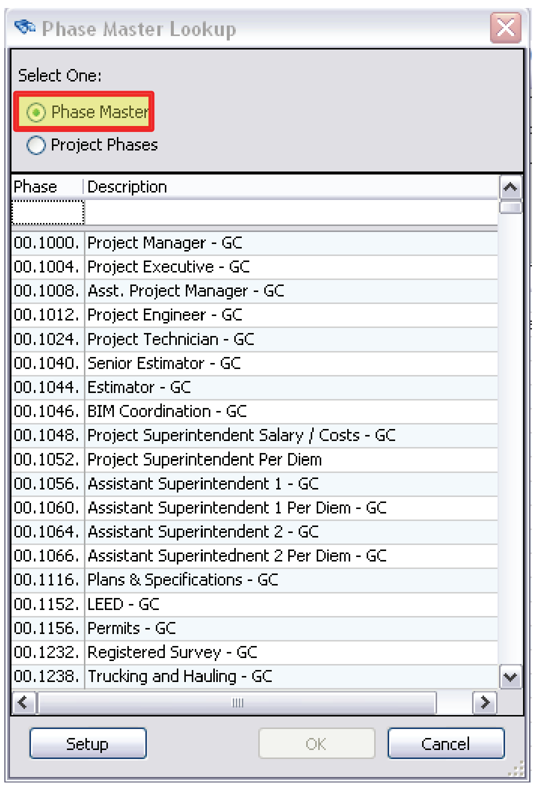
5. Begin inputting each desired phase that you will assign budgets to. Do this by clicking the cell right next to the “*”. Once you have clicked that cell, hit function keyboard button “F4”. This will bring up a small window.

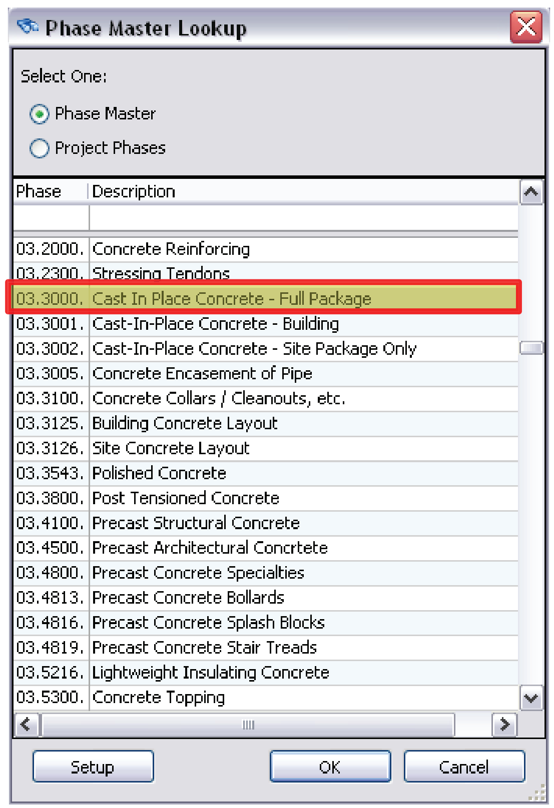


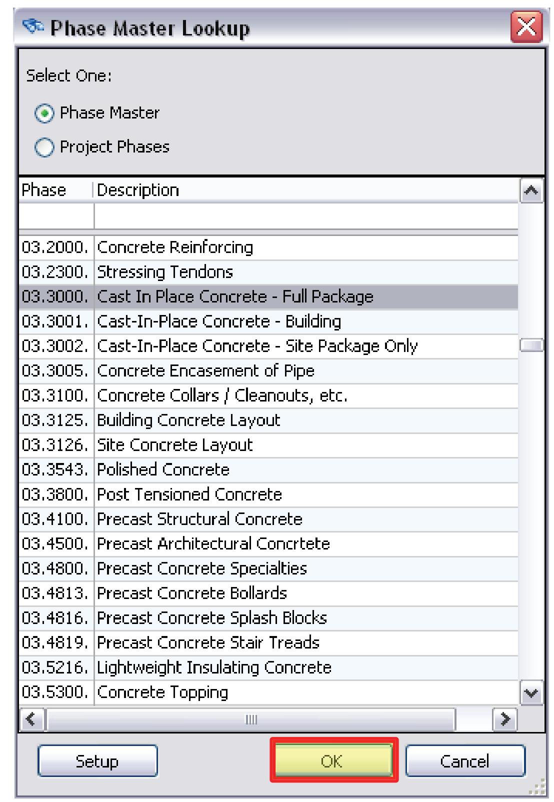
6. Make sure option button “Phase Master is selected”. These are all of the available codes that BSC uses. Note that items beginning with “60.XXXX.” should not be be used except for precon contract types.
Make sure if you are entering General Condition items, that they begin with “00.XXXX” unless told otherwise.

7. Locate and single-click your desired phase you want to add to apply a budget amount to.

8. Then click “OK”. This will close this small window (or you can double-click the item).

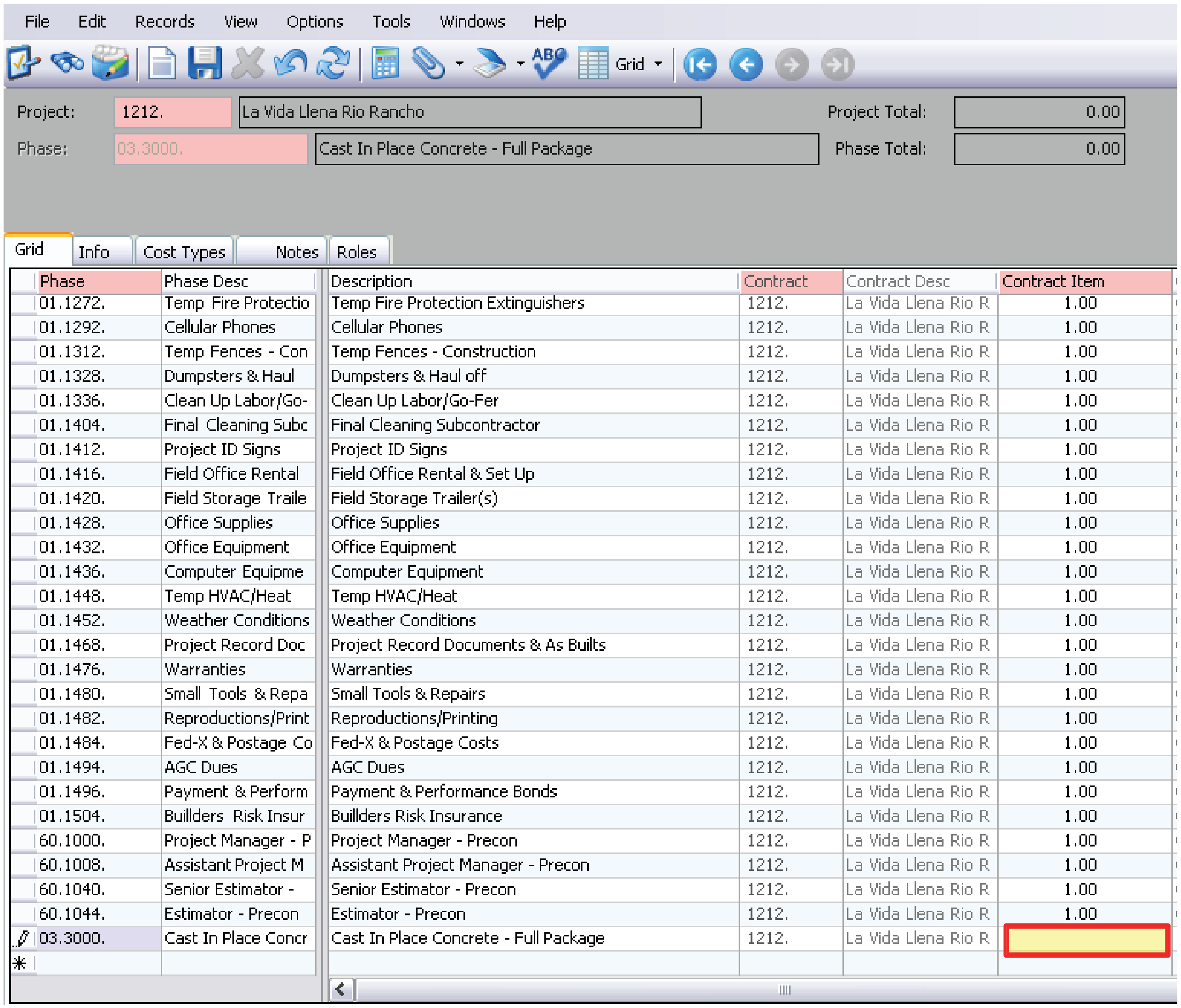






Original Budget Input

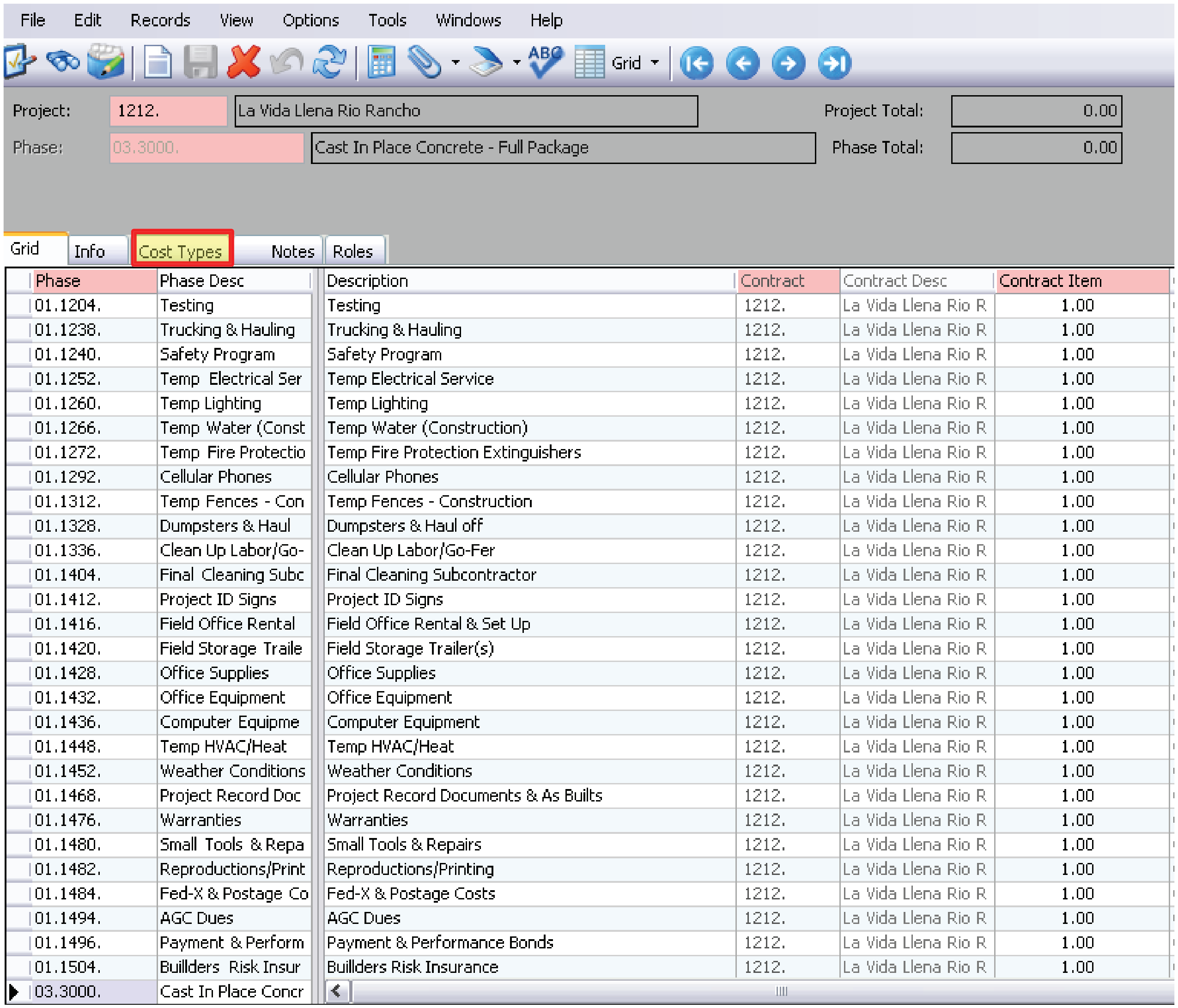
9. Your new phase item you created will be at the bottom-most grid item. Scroll to the right until you see column “Contract Item”. Hit function keyboard key “F4” and this will bring up the contract items you set up in the first section “Owner/BSC Contract Input”. Assign this phase code to the desired contract item. This will typically be contract item “1.00”. Continue adding phase items as outlined by steps 4 through 9 in this section. Once you are done adding these phase items single-click the “save” icon.



Phase	Phase Desc	Description	Contract	Contract Desc	Contract Item
01.1272.	Temp Fire Protectio	Temp Fire Protection Extinguishers	1212.	La Vida Llena Rio R	1.00
01.1292.	Cellular Phones	Cellular Phones	1212.	La Vida Llena Rio R	1.00
01.1312.	Temp Fences - Con	Temp Fences - Construction	1212.	La Vida Llena Rio R	1.00
01.1328.	Dumpsters & Haul	Dumpsters & Haul off	1212.	La Vida Llena Rio R	1.00
01.1336.	Clean Up Labor/Go-	Clean Up Labor/Go-Fer	1212.	La Vida Llena Rio R	1.00
01.1404.	Final Cleaning Subc	Final Cleaning Subcontractor	1212.	La Vida Llena Rio R	1.00
01.1412.	Project ID Signs	Project ID Signs	1212.	La Vida Llena Rio R	1.00
01.1416.	Field Office Rental	Field Office Rental & Set Up	1212.	La Vida Llena Rio R	1.00
01.1420.	Field Storage Traile	Field Storage Trailer(s)	1212.	La Vida Llena Rio R	1.00
01.1428.	Office Supplies	Office Supplies	1212.	La Vida Llena Rio R	1.00
01.1432.	Office Equipment	Office Equipment	1212.	La Vida Llena Rio R	1.00
01.1436.	Computer Equipme	Computer Equipment	1212.	La Vida Llena Rio R	1.00
01.1448.	Temp HVAC/Heat	Temp HVAC/Heat	1212.	La Vida Llena Rio R	1.00
01.1452.	Weather Conditions	Weather Conditions	1212.	La Vida Llena Rio R	1.00
01.1468.	Project Record Doc	Project Record Documents & As Builts	1212.	La Vida Llena Rio R	1.00
01.1476.	Warranties	Warranties	1212.	La Vida Llena Rio R	1.00
01.1480.	Small Tools & Repa	Small Tools & Repairs	1212.	La Vida Llena Rio R	1.00
01.1482.	Reproductions/Print	Reproductions/Printing	1212.	La Vida Llena Rio R	1.00
01.1484.	Fed-X & Postage Co	Fed-X & Postage Costs	1212.	La Vida Llena Rio R	1.00
01.1494.	AGC Dues	AGC Dues	1212.	La Vida Llena Rio R	1.00
01.1496.	Payment & Perform	Payment & Performance Bonds	1212.	La Vida Llena Rio R	1.00
01.1504.	Buillders Risk Insur	Buillders Risk Insurance	1212.	La Vida Llena Rio R	1.00
60.1000.	Project Manager - P	Project Manager - Precon	1212.	La Vida Llena Rio R	1.00
60.1008.	Assistant Project M	Assistant Project Manager - Precon	1212.	La Vida Llena Rio R	1.00
60.1040.	Senior Estimator -	Senior Estimator - Precon	1212.	La Vida Llena Rio R	1.00
60.1044.	Estimator - Precon	Estimator - Precon	1212.	La Vida Llena Rio R	1.00
03.3000.	Cast In Place Concr	Cast In Place Concrete - Full Package	1212.	La Vida Llena Rio R	

Original Budget Input

10. Once your phase codes have been created within your job and they have been assigned a contract item, single-click the phase you would like to assign a budget to. Once that phase is selected, single-click the "Cost Types" tab.



File Edit Records View Options Tools Windows Help

Grid

Project: 1212. La Vida Llena Rio Rancho Project Total: 0.00

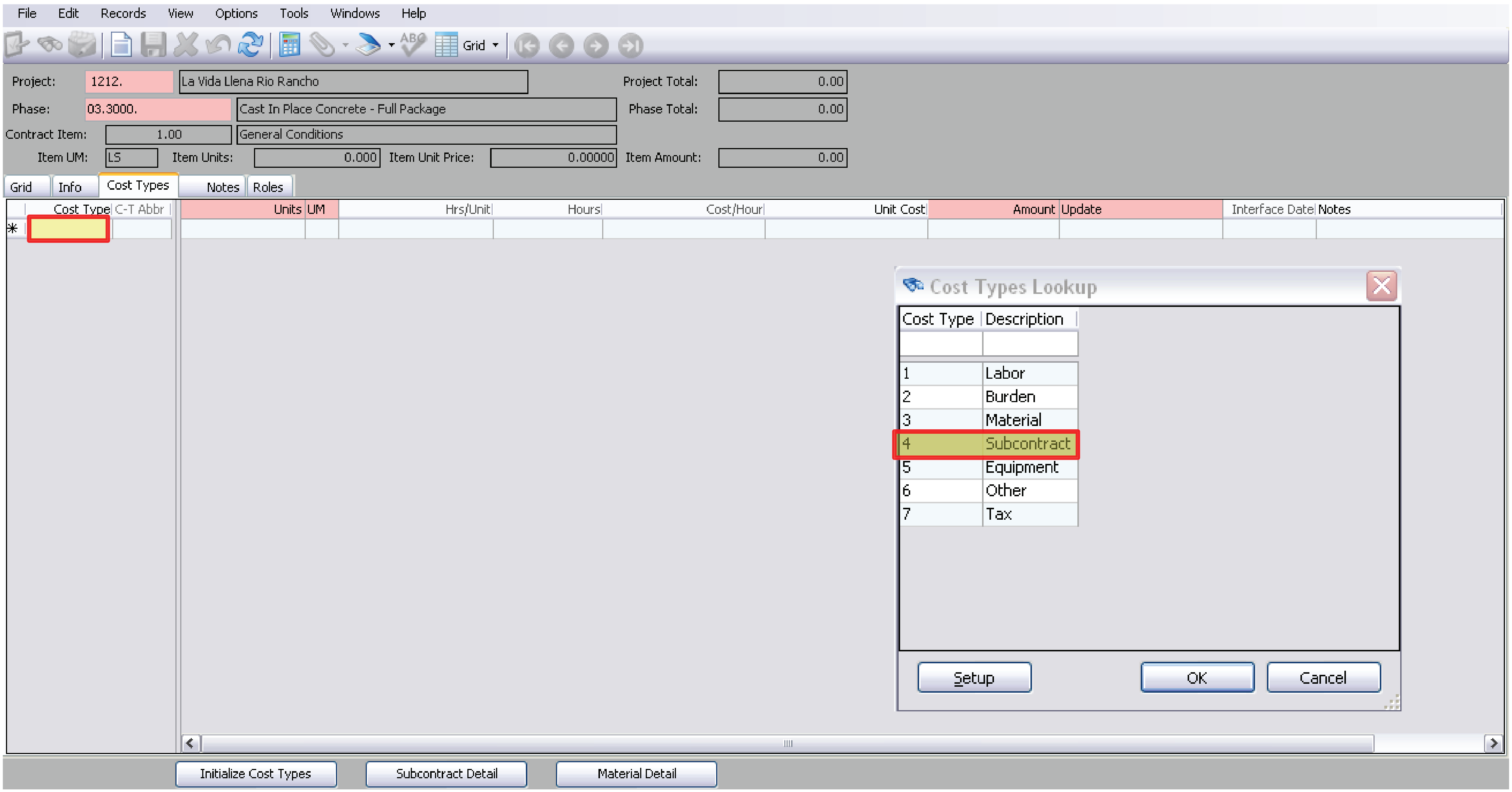
Phase: 03.3000. Cast In Place Concrete - Full Package Phase Total: 0.00

Grid | Info | Cost Types | Notes | Roles

Phase	Phase Desc	Description	Contract	Contract Desc	Contract Item
01.1204.	Testing	Testing	1212.	La Vida Llena Rio R	1.00
01.1238.	Trucking & Hauling	Trucking & Hauling	1212.	La Vida Llena Rio R	1.00
01.1240.	Safety Program	Safety Program	1212.	La Vida Llena Rio R	1.00
01.1252.	Temp Electrical Ser	Temp Electrical Service	1212.	La Vida Llena Rio R	1.00
01.1260.	Temp Lighting	Temp Lighting	1212.	La Vida Llena Rio R	1.00
01.1266.	Temp Water (Const	Temp Water (Construction)	1212.	La Vida Llena Rio R	1.00
01.1272.	Temp Fire Protectio	Temp Fire Protection Extinguishers	1212.	La Vida Llena Rio R	1.00
01.1292.	Cellular Phones	Cellular Phones	1212.	La Vida Llena Rio R	1.00
01.1312.	Temp Fences - Con	Temp Fences - Construction	1212.	La Vida Llena Rio R	1.00
01.1328.	Dumpsters & Haul	Dumpsters & Haul off	1212.	La Vida Llena Rio R	1.00
01.1336.	Clean Up Labor/Go-	Clean Up Labor/Go-Fer	1212.	La Vida Llena Rio R	1.00
01.1404.	Final Cleaning Subc	Final Cleaning Subcontractor	1212.	La Vida Llena Rio R	1.00
01.1412.	Project ID Signs	Project ID Signs	1212.	La Vida Llena Rio R	1.00
01.1416.	Field Office Rental	Field Office Rental & Set Up	1212.	La Vida Llena Rio R	1.00
01.1420.	Field Storage Traile	Field Storage Trailer(s)	1212.	La Vida Llena Rio R	1.00
01.1428.	Office Supplies	Office Supplies	1212.	La Vida Llena Rio R	1.00
01.1432.	Office Equipment	Office Equipment	1212.	La Vida Llena Rio R	1.00
01.1436.	Computer Equipme	Computer Equipment	1212.	La Vida Llena Rio R	1.00
01.1448.	Temp HVAC/Heat	Temp HVAC/Heat	1212.	La Vida Llena Rio R	1.00
01.1452.	Weather Conditions	Weather Conditions	1212.	La Vida Llena Rio R	1.00
01.1468.	Project Record Doc	Project Record Documents & As Builts	1212.	La Vida Llena Rio R	1.00
01.1476.	Warranties	Warranties	1212.	La Vida Llena Rio R	1.00
01.1480.	Small Tools & Repa	Small Tools & Repairs	1212.	La Vida Llena Rio R	1.00
01.1482.	Reproductions/Print	Reproductions/Printing	1212.	La Vida Llena Rio R	1.00
01.1484.	Fed-X & Postage Co	Fed-X & Postage Costs	1212.	La Vida Llena Rio R	1.00
01.1494.	AGC Dues	AGC Dues	1212.	La Vida Llena Rio R	1.00
01.1496.	Payment & Perform	Payment & Performance Bonds	1212.	La Vida Llena Rio R	1.00
01.1504.	Buillders Risk Insur	Buillders Risk Insurance	1212.	La Vida Llena Rio R	1.00
03.3000.	Cast In Place Concr				

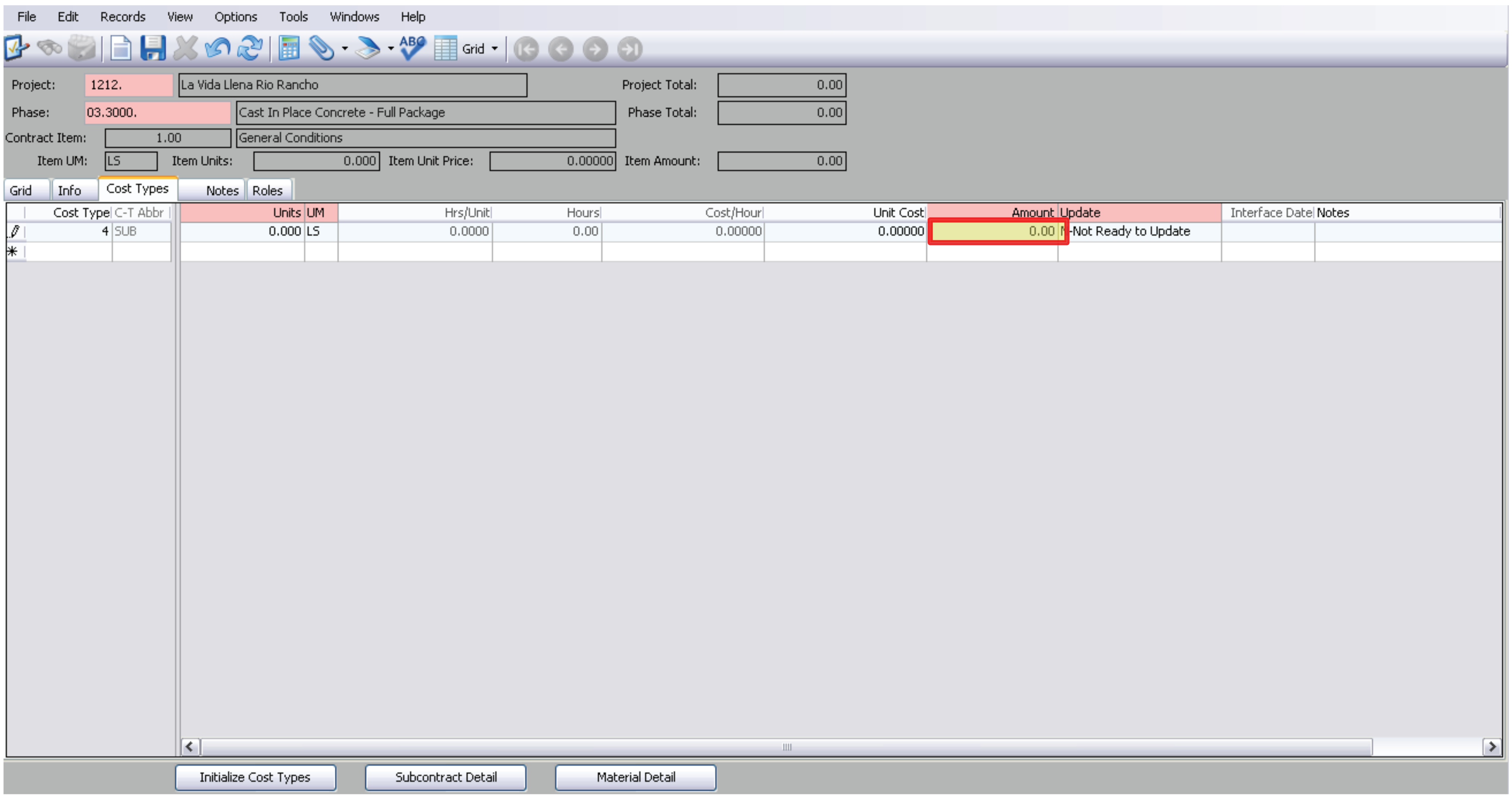
Original Budget Input

11. From this tab screen you will add cost types and their associated amounts . Single-click the open cell next to the "*". Hit function key "F4". This will bring up the available cost type BSC uses. These are 1-Labor (BSC labor), 2-Burden (BSC burden), 3-Material (Material contracts), 4-Subcontract, 5-Equipment (InternalRentals), 6-Other (Gas, fuel, miscellaneous expenses), 7-Tax (NMGRT). Note, you will not use "7" typically unless it is for phase item "98.1000." which will be the sum NMGRT for your project. Double-click the cost type you wish to assign.



Original Budget Input

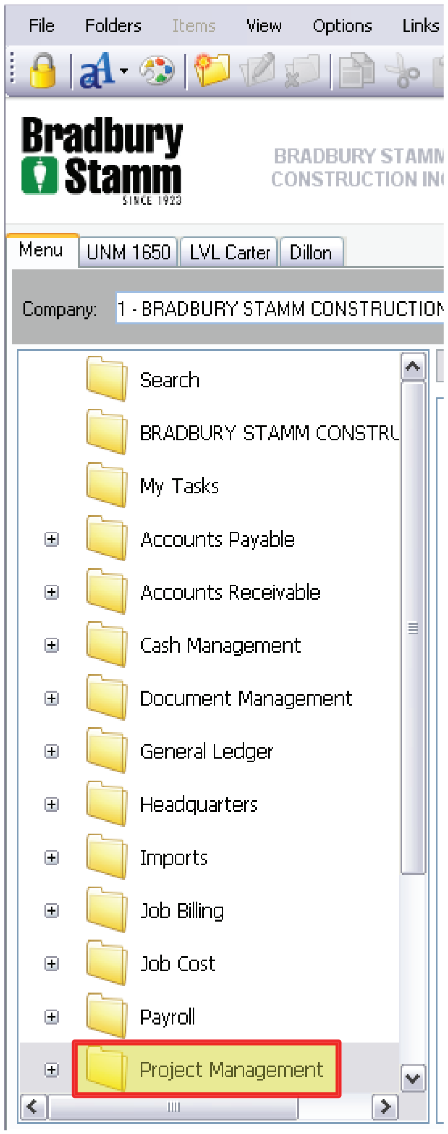
12. Scroll to the right to column "Amount" and input your projects budget amount for that phase item's cost type. In this example I would input my concrete subcontractor's contract amount since I designated this as cost item "4-Subcontract". If I have a budget for miscellaneous BSC concrete labor, burden, material, equipment, and/or other, I would add those cost types on this same screen and assign budget amounts to those as well. Repeat steps 10 through 12 of this section to input your whole budget. Note: If you have one subcontractor doing several divisions (e.g. drywall, framing, stucco), DO NOT split up your budget for that one subcontractor into multiple phase items. Assign their total subcontract to only one cost type under one phase item. Their subcontract will be linked to this in a later section. Once your whole budget is input and all of your numbers add up to the estimate's costs, interface these items under "PM Interface". Note: If you find out you made mistakes after it is interfaced, you will have to do a budget revision. It is better just to make sure it is right the first time.



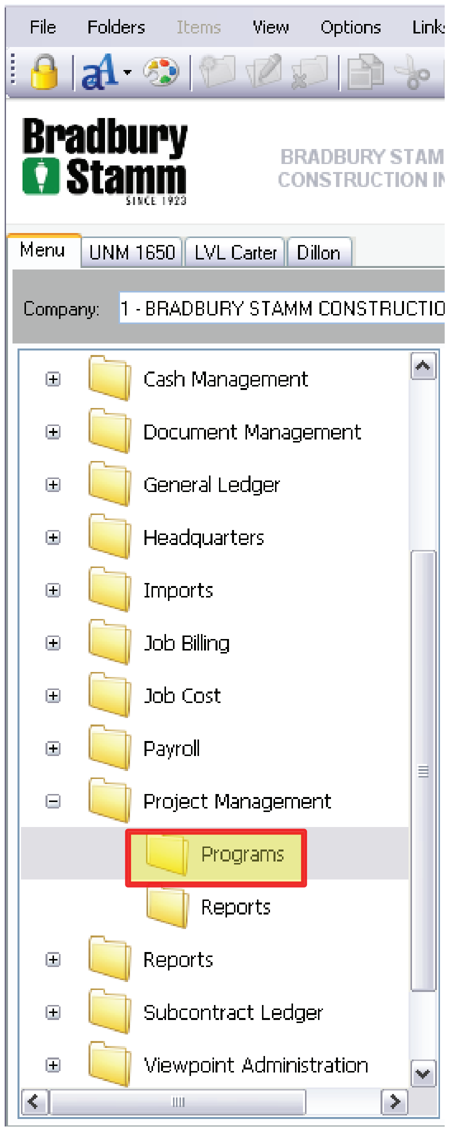
End of Section

Subcontracts

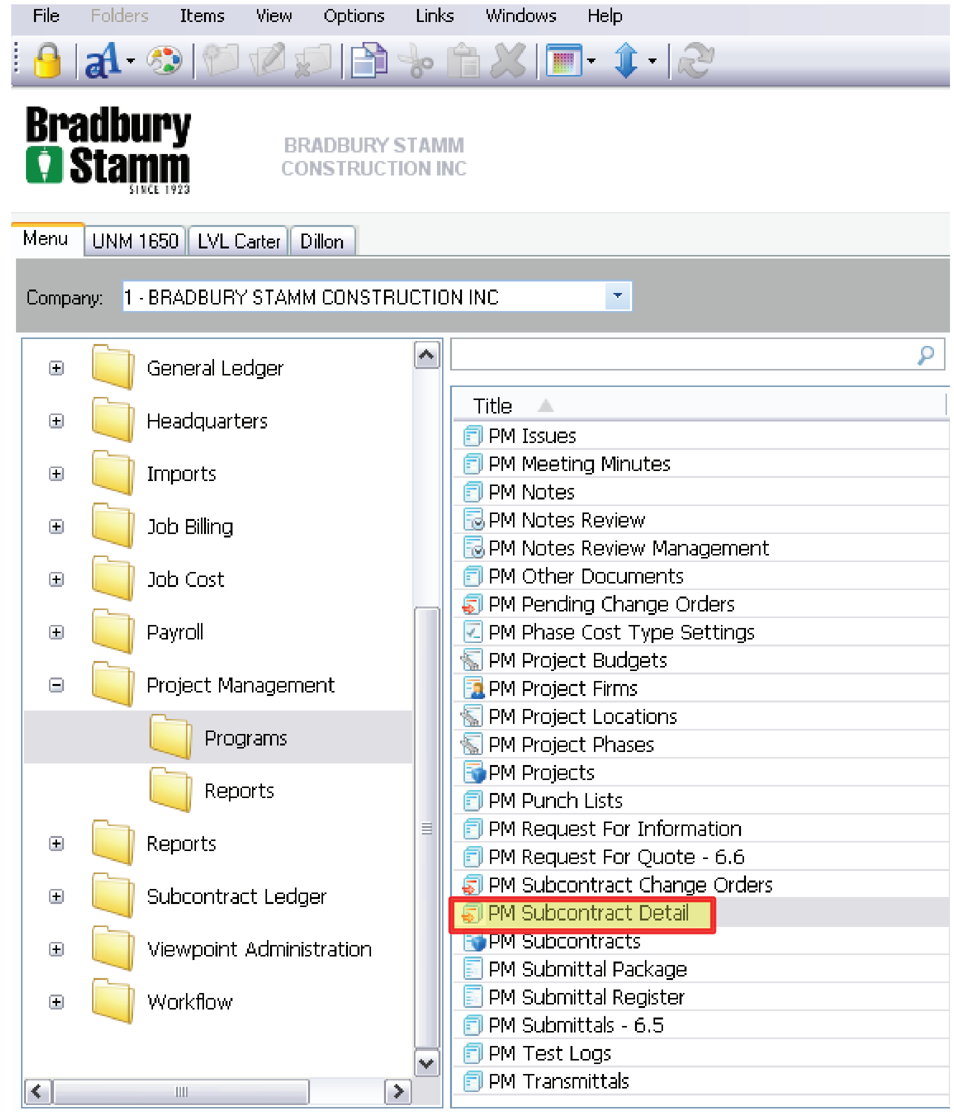
1. Locate and double-click "Project Management" from folder panel



2. Locate and single-click "Programs" from the folder panel

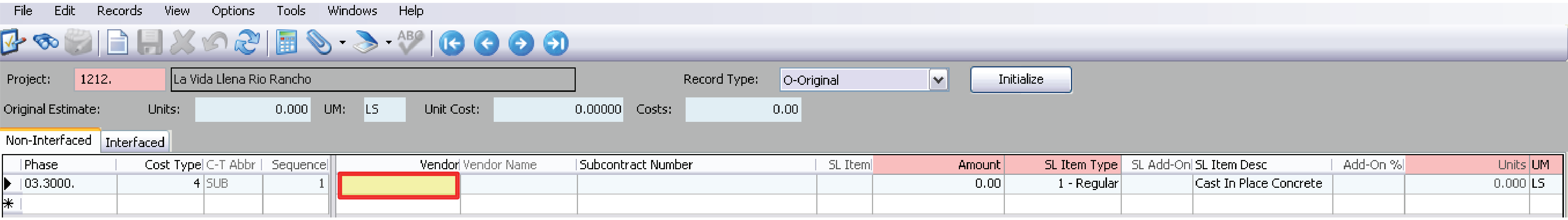


3. Locate and double-click "PM Subcontract Detail" from the item list

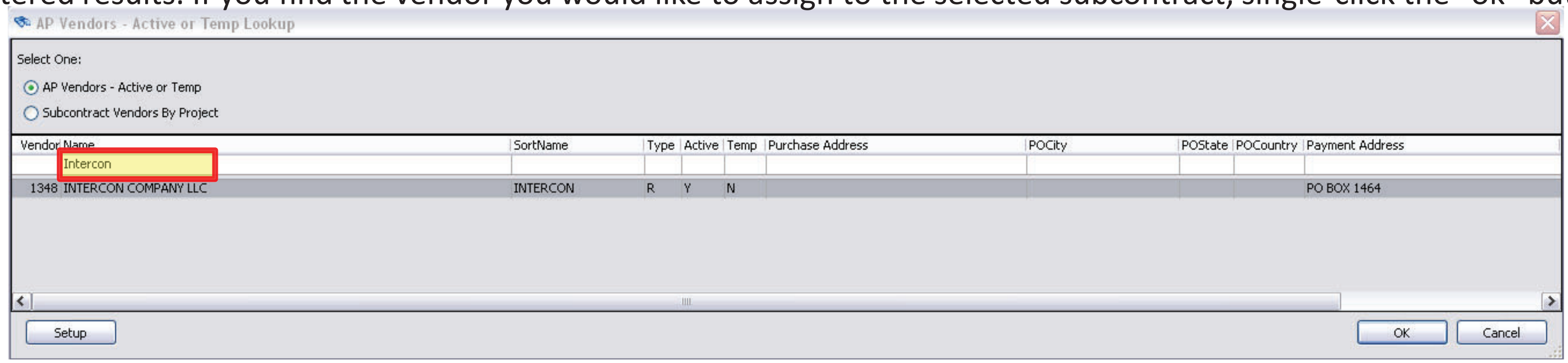


Subcontracts

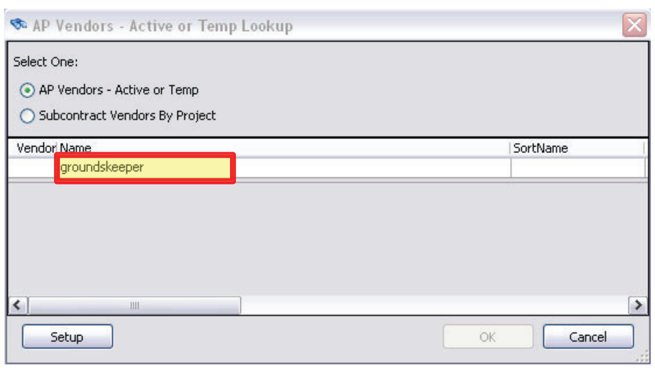
4. This will bring up a new window showing all non-interfaced cost coded budget phase items with designations 3-Material or 4-Subcontractor that were input during the earlier section “Original Budget Input”. In this screen you assign material contracts and subcontracts to vendors. Under the column “Vendor” single-click the empty cell next to the subcontract you wish to assign and hit keyboard function key “F4”.

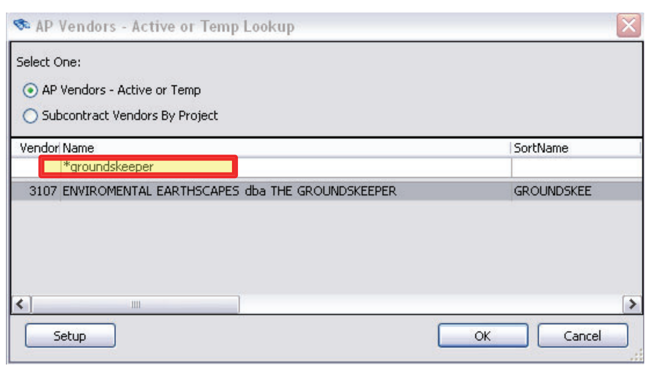


5. A new window will appear. Within the name column blank cell, type the name of the subcontractor and select the correct company from the filtered results. If you find the vendor you would like to assign to the selected subcontract, single-click the “ok” button.



5a. If you do not find the vendor you would like to assign the selected subcontract to, do the following. In this example I typed in “groundskeeper”, but no results are shown. If you type a “*” keyboard symbol before the name, this will search all words within the name. In the second image below it located “*groundskeeper” under their parent company name “Environmental Earthscapes”.

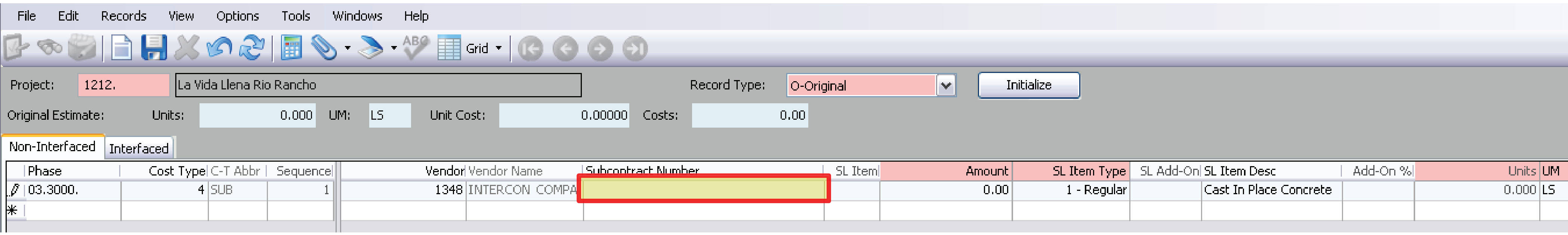




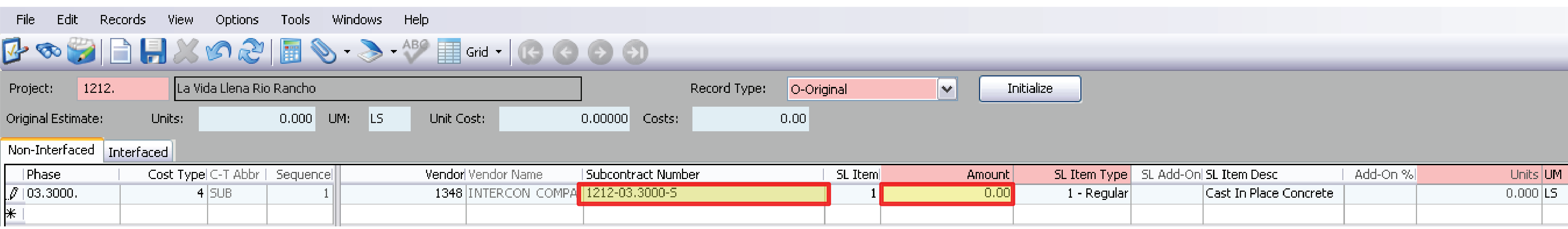
5b. If you still cannot locate the vendor you seek and you believe this may be the first time this vendor has worked for BSC, request a “W-9” from your vendor and give that to accounting so they can create a new vendor within viewpoint.

Subcontracts

6. Now that you have a vendor assigned to your item phase, single-click on the empty cell under column "Subcontractor Number".



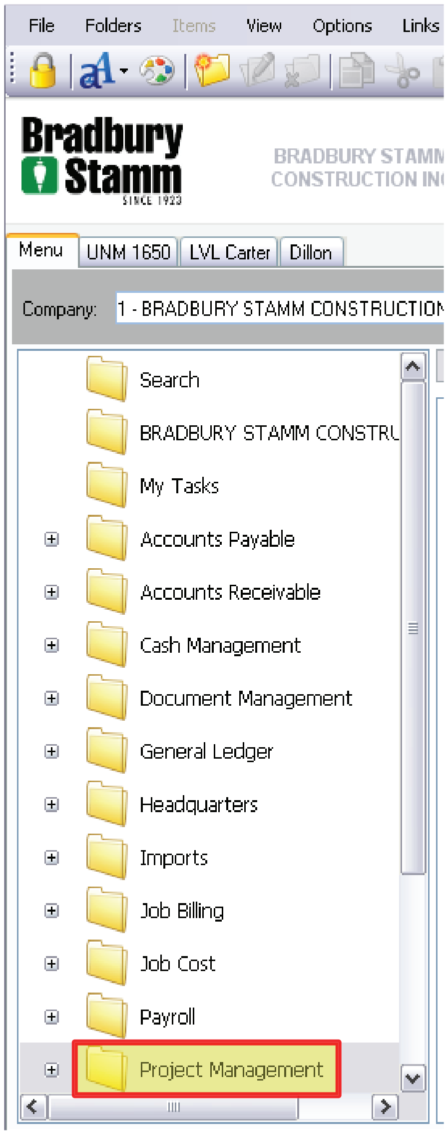
7. Type in the subcontract or material contract number. For a subcontract this is typically "job number"-"phase"-S. For a material contract this is typically "job number"-"phase"-M. In this example this number would be "1212-03.3000-S". Also type in the subcontract item amount.



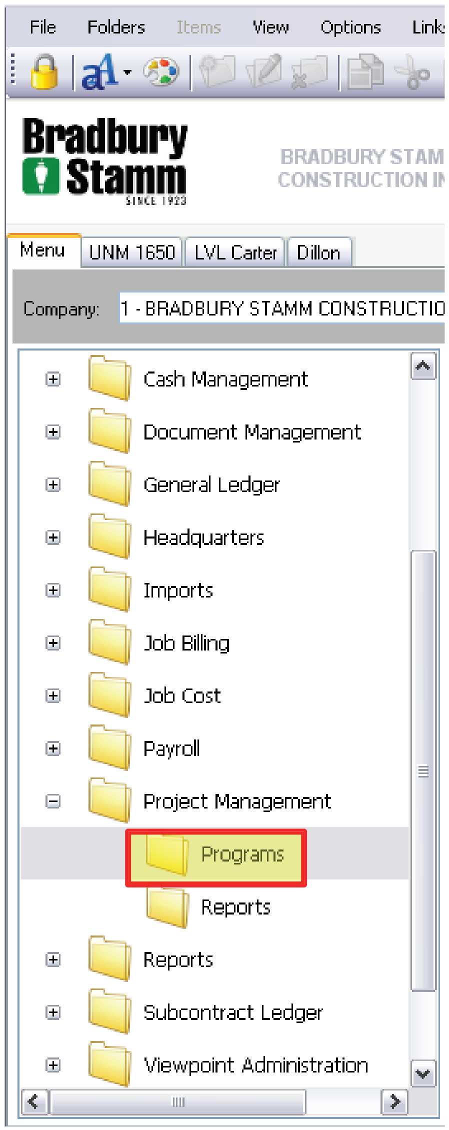
8. Repeat steps 4 through 7 for each of your subcontracts and material contracts.

Subcontracts

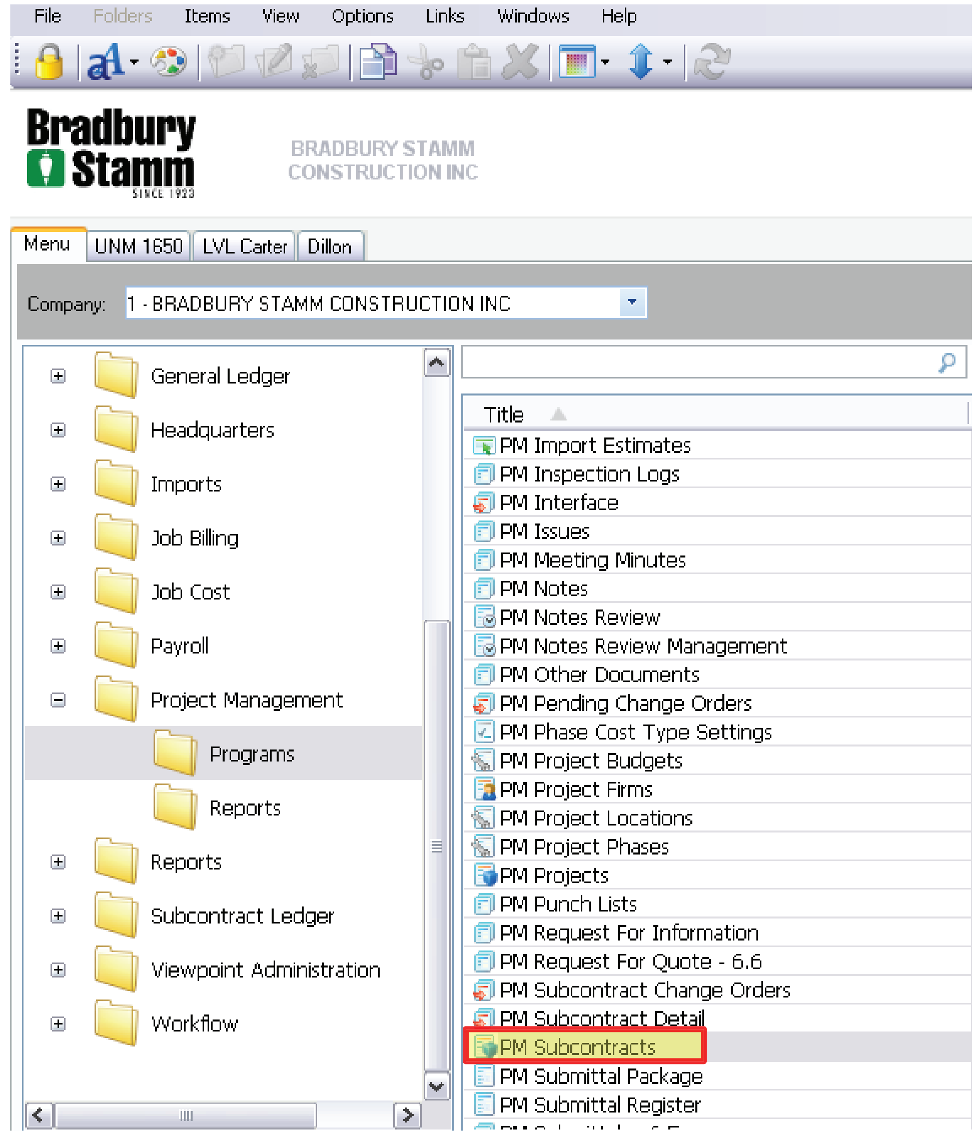
9. Locate and double-click "Project Management" from folder panel



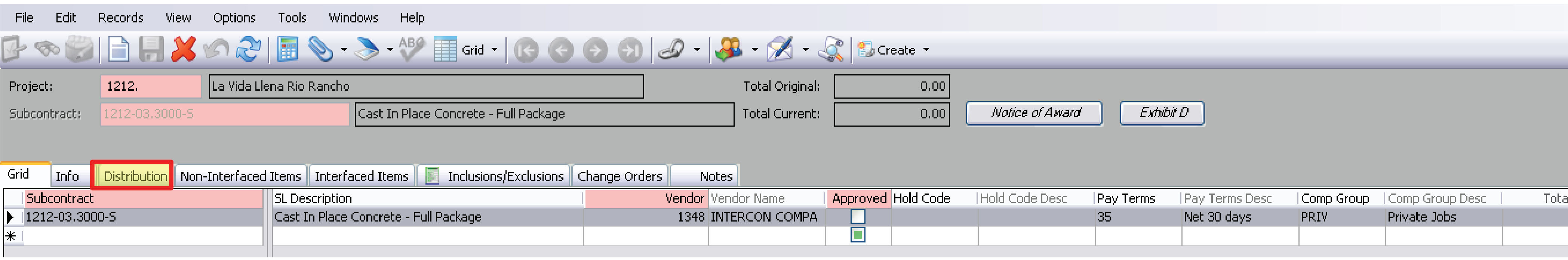
10. Locate and single-click "Programs" from the folder panel



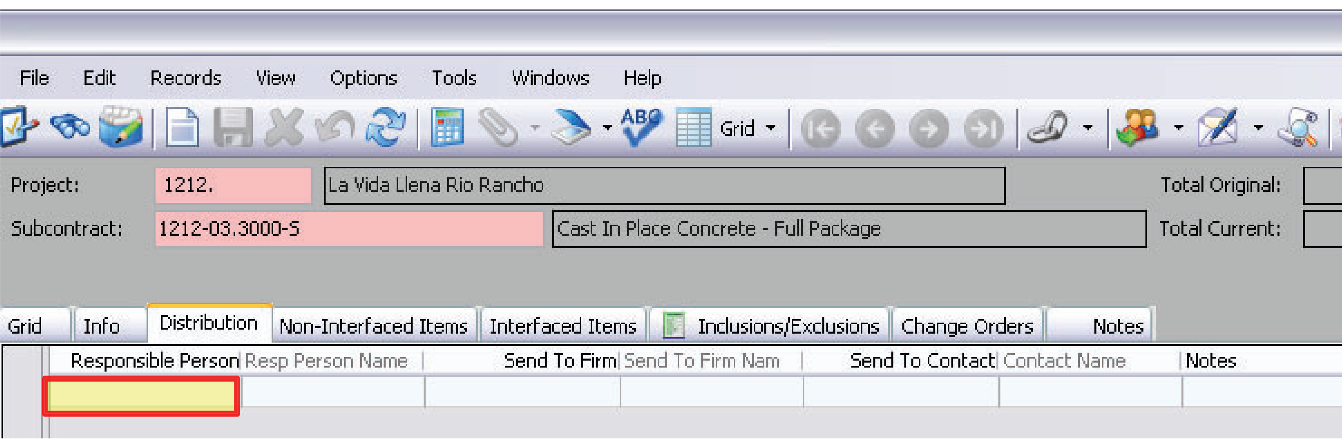
11. Locate and double-click "PM Subcontracts" from the item list



12. This will bring up a new window showing all the subcontracts and material contracts you have created. Select the contract you would like to generate and issue. Once that is selected, single-click the “Distribution” tab.



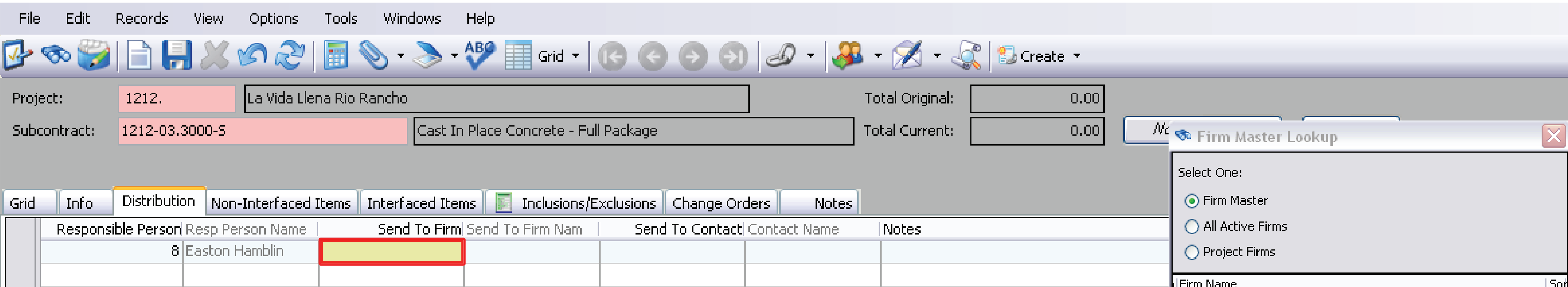
13. On this screen double-click the empty cell under the “Responsible Person” column. Hit the keyboard function key “F4”

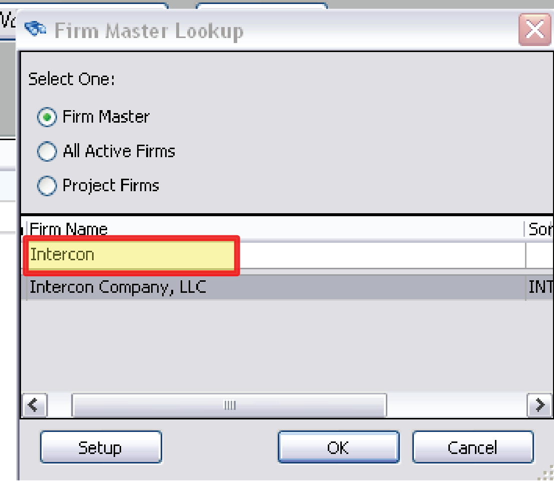


14. Locate and double-click your name from the “Responsible person” list.

Subcontracts

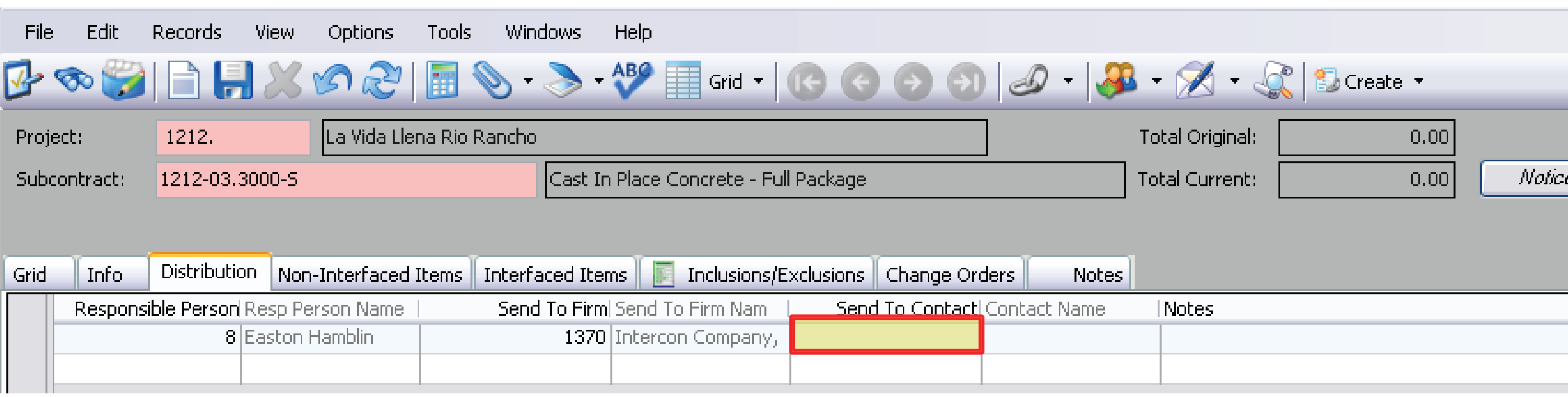
15. Next single-click the empty cell underneath the “Send To Firm” column. Hit the keyboard function key “F4”.

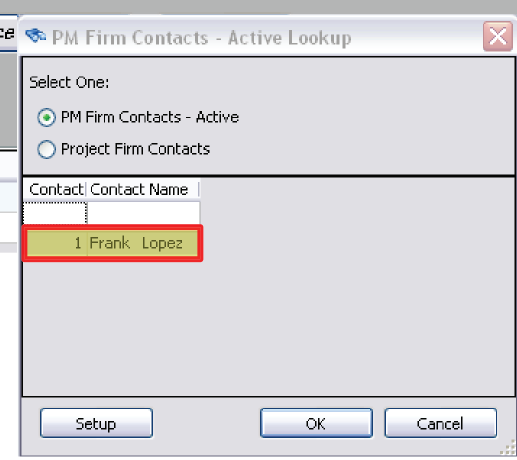




16. This will bring up a small window. Type in and locate the subcontractor or material contractor “Firm”. Double-click your selection. Note: “Firm” and “Vendor” are two different databases. In our instance, your “Firm” will be the same company as your “vendor”.

17. Next single-click the empty cell underneath the “Send To Contact” column. Hit the keyboard function key “F4”.

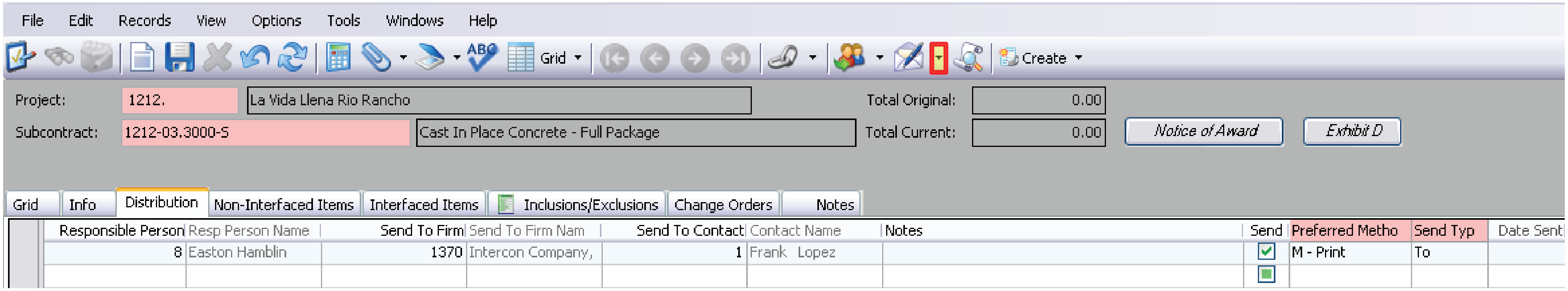




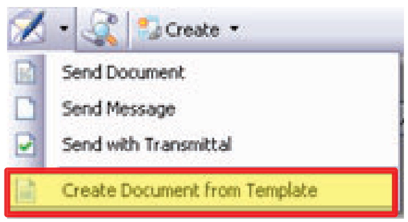
18. This will bring up a small window. Double-click an available contact. Note: If there is no contact available, you can create one. By single-clicking the “setup” button.

Subcontracts

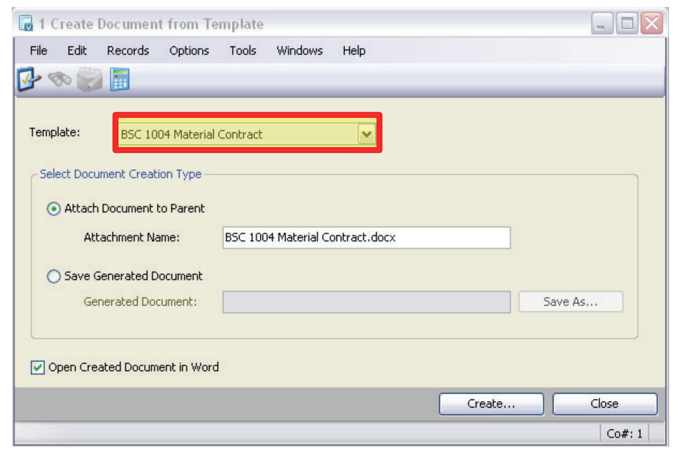
19. Now we are ready to generate the subcontract or material contract. Single-click the downward arrow to the right of the "envelope" icon above



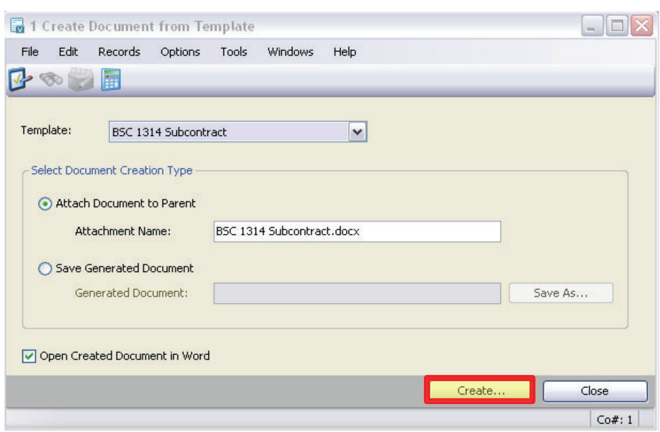
20. From the dropdown, single-click "Create Document from Template"



21. A new window will appear. Next to the words "Template:", use the drop down to locate you project's template by job number and type of contract (material or subcontract). Note: If your project is missing a template, ask the project tech to create them for you.



22. Once your template is selected, single-click the "Create…" button. This may take a minute to generate the custom word file.



*Make sure you generate and distribute both the subcontract AND the subcontract package (partner document) during this step.

23. A job specific word file will open on your computer. Items you input in earlier sections will automatically generate such as subcontract number, company name, company contact information, and subcontract amount. There are highlighted sections that need to be modified and updated by you such as the date, the scope of work, exclusions, and the writing out of the subcontract amount (remove highlights as you fill out). The subcontract format is based off of BSC standard contracts and the associated exhibits are created by the project tech and attached in the creation of your template by the office manager. Note: If there are issues with your template that you do not want to correct for every single subcontract, contact the project tech to make those corrections.

Bradbury Stamm

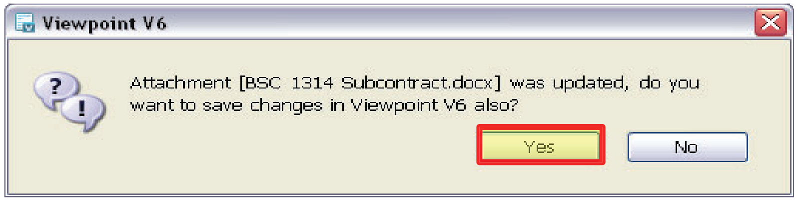
P. O. Box 10850 (7110 2nd Street NW)
Albuquerque, New Mexico 87184
Telephone (505) 765-1200 Fax (505) 842-5419

SUBCONTRACT NO.: 1212-03.3000-S

THIS AGREEMENT, made and entered into this **5th day of July, 2013**, by and between, **Intercon Company, LLC,** doing business as **same** with principal office at **PO Box 1464, Los Lunas, NM 87031** hereinafter called the subcontractor, and Bradbury Stamm Construction, Inc., hereinafter called the Contractor, Witnesseth:

SECTION 1. The Subcontractor agrees to furnish all supervision, layout, engineering, labor, material, and equipment as described in Section 3 hereof for the construction of **the La Vida Llena Rio Rancho** located at , , for **La Vida Llena., 10501 Lagrima De Oro NE, Albuquerque, NM 87111** hereinafter called the Owner, in accordance with all conditions of the Plans, Specifications, General and Special Conditions and the General Contract between the Owner and the Contractor.

24. Once you have completed the modifications and updates. Click the "save" icon in word. An alert window will pop-up asking if you want to save changes in Viewpoint. Single-slick "Yes". This will attach this word file to the subcontract item you just created.



25. After you have saved it and before you close the word file, save the word file as a .PDF document to a temporary folder. From there, attach this .PDF fill to an email in Outlook addressed to the subcontractor/supplier key contact. In the body of the email direct them to sign and email back to you.

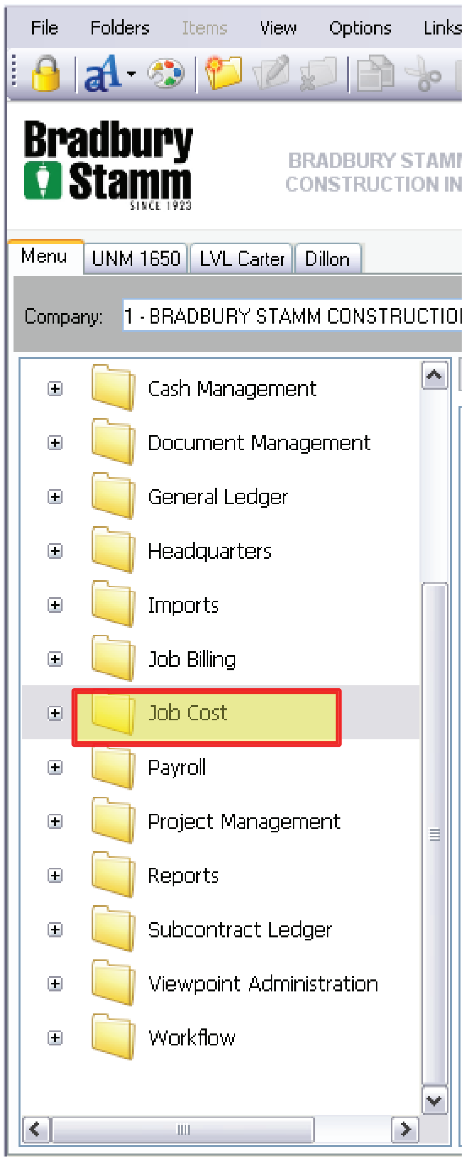
26. When you receive the .PDF back signed by the subcontractor/supplier, verify no revisions have been made, sign, and email back to your key contact the executed file. Make sure you CC your project tech and include the word "Signed" in the subject line to notify them to then upload the signed subcontract into Viewpoint. The project tech will then interface the executed subcontract in viewpoint. This will then trigger accounting to import this into textura (24-48 hrs) Note: Subcontractors cannot receive payment until these steps are completed.

End of Section

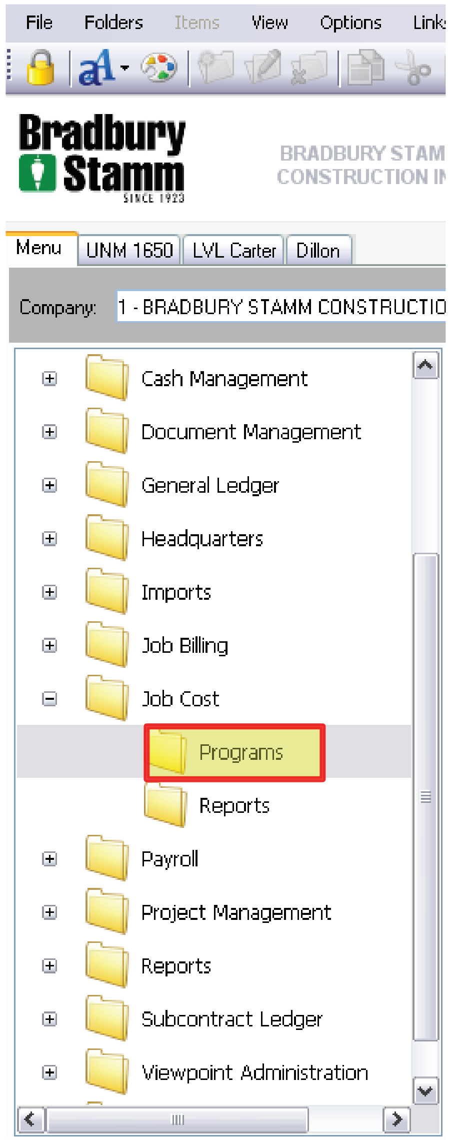
Continue with steps 9 through 26 to complete all subcontracts/material contracts.

Cost Projections

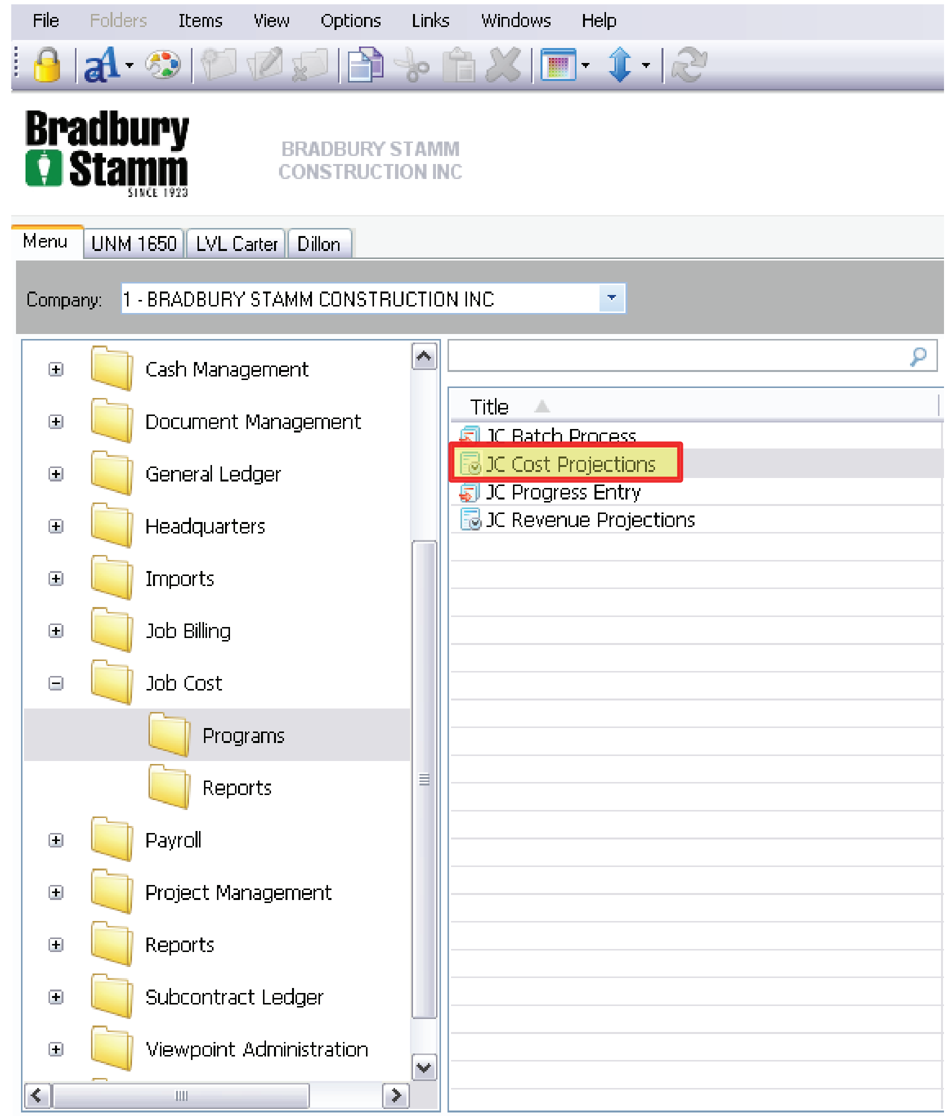
1. Locate and double-click “Job Cost” from folder panel



2. Locate and single-click “Programs” from the folder panel

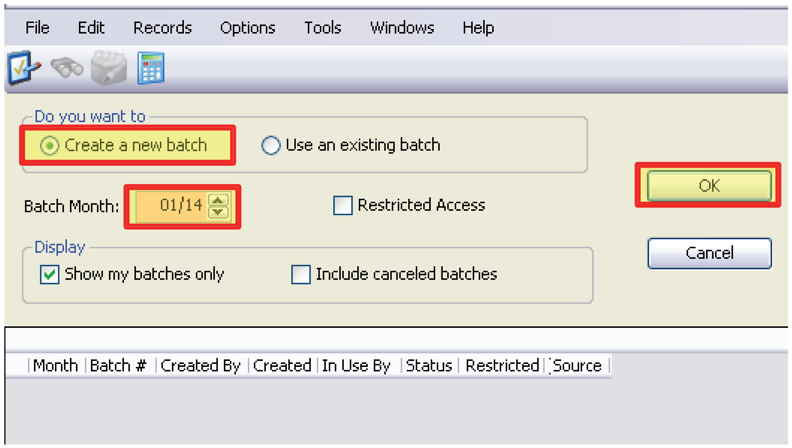


3. Locate and double-click “JC Cost Projections” from the item list

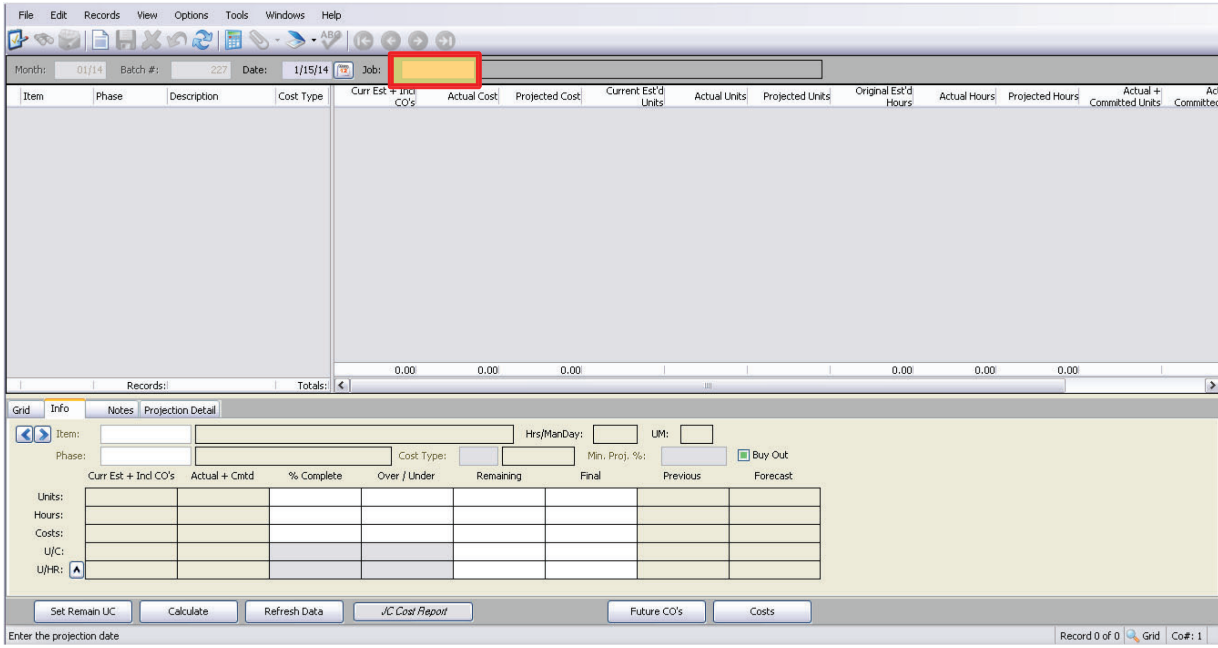


Cost Projections

4. A new window will appear. Make sure the option button indicated "Create a new batch" and that the "Batch Month:" is current. Once those are verified, single-click "OK".

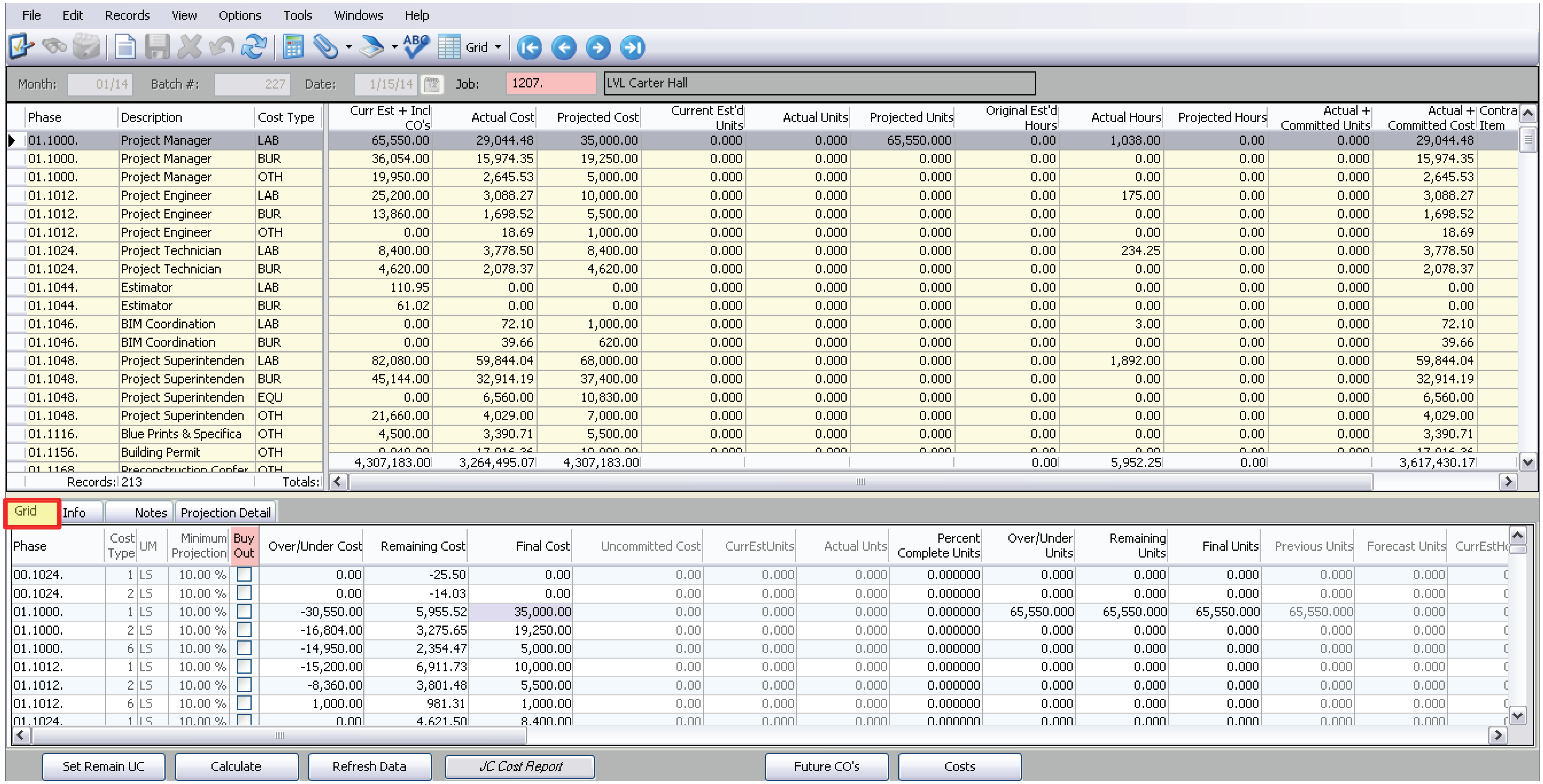


5. A new window will appear. Type in your job number next to "Job:" .



Cost Projections

6. If you have already input your project original budget and accounting has interfaced that budget, your project will populate the numerous phases and cost types of the project. The lower half of the window has tabs. Single-click the “Grid” tab.



File Edit Records View Options Tools Windows Help

Grid

Month: 01/14 Batch #: 227 Date: 1/15/14 Job: 1207. LVL Carter Hall

Phase	Description	Cost Type	Curr Est + Incl CO's	Actual Cost	Projected Cost	Current Est'd Units	Actual Units	Projected Units	Original Est'd Hours	Actual Hours	Projected Hours	Actual + Committed Units	Actual + Committed Cost	Contra Item
01.1000.	Project Manager	LAB	65,550.00	29,044.48	35,000.00	0.000	0.000	65,550.000	0.00	1,038.00	0.00	0.000	29,044.48	
01.1000.	Project Manager	BUR	36,054.00	15,974.35	19,250.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	15,974.35	
01.1000.	Project Manager	OTH	19,950.00	2,645.53	5,000.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	2,645.53	
01.1012.	Project Engineer	LAB	25,200.00	3,088.27	10,000.00	0.000	0.000	0.000	0.00	175.00	0.00	0.000	3,088.27	
01.1012.	Project Engineer	BUR	13,860.00	1,698.52	5,500.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	1,698.52	
01.1012.	Project Engineer	OTH	0.00	18.69	1,000.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	18.69	
01.1024.	Project Technician	LAB	8,400.00	3,778.50	8,400.00	0.000	0.000	0.000	0.00	234.25	0.00	0.000	3,778.50	
01.1024.	Project Technician	BUR	4,620.00	2,078.37	4,620.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	2,078.37	
01.1044.	Estimator	LAB	110.95	0.00	0.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	0.00	
01.1044.	Estimator	BUR	61.02	0.00	0.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	0.00	
01.1046.	BIM Coordination	LAB	0.00	72.10	1,000.00	0.000	0.000	0.000	0.00	3.00	0.00	0.000	72.10	
01.1046.	BIM Coordination	BUR	0.00	39.66	620.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	39.66	
01.1048.	Project Superintenden	LAB	82,080.00	59,844.04	68,000.00	0.000	0.000	0.000	0.00	1,892.00	0.00	0.000	59,844.04	
01.1048.	Project Superintenden	BUR	45,144.00	32,914.19	37,400.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	32,914.19	
01.1048.	Project Superintenden	EQU	0.00	6,560.00	10,830.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	6,560.00	
01.1048.	Project Superintenden	OTH	21,660.00	4,029.00	7,000.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	4,029.00	
01.1116.	Blue Prints & Specifica	OTH	4,500.00	3,390.71	5,500.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	3,390.71	
01.1156.	Building Permit	OTH	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
01.1168.	Preconstruction Confer	OTH												
	Records: 213	Totals:	4,307,183.00	3,264,495.07	4,307,183.00				0.00	5,952.25	0.00		3,617,430.17	

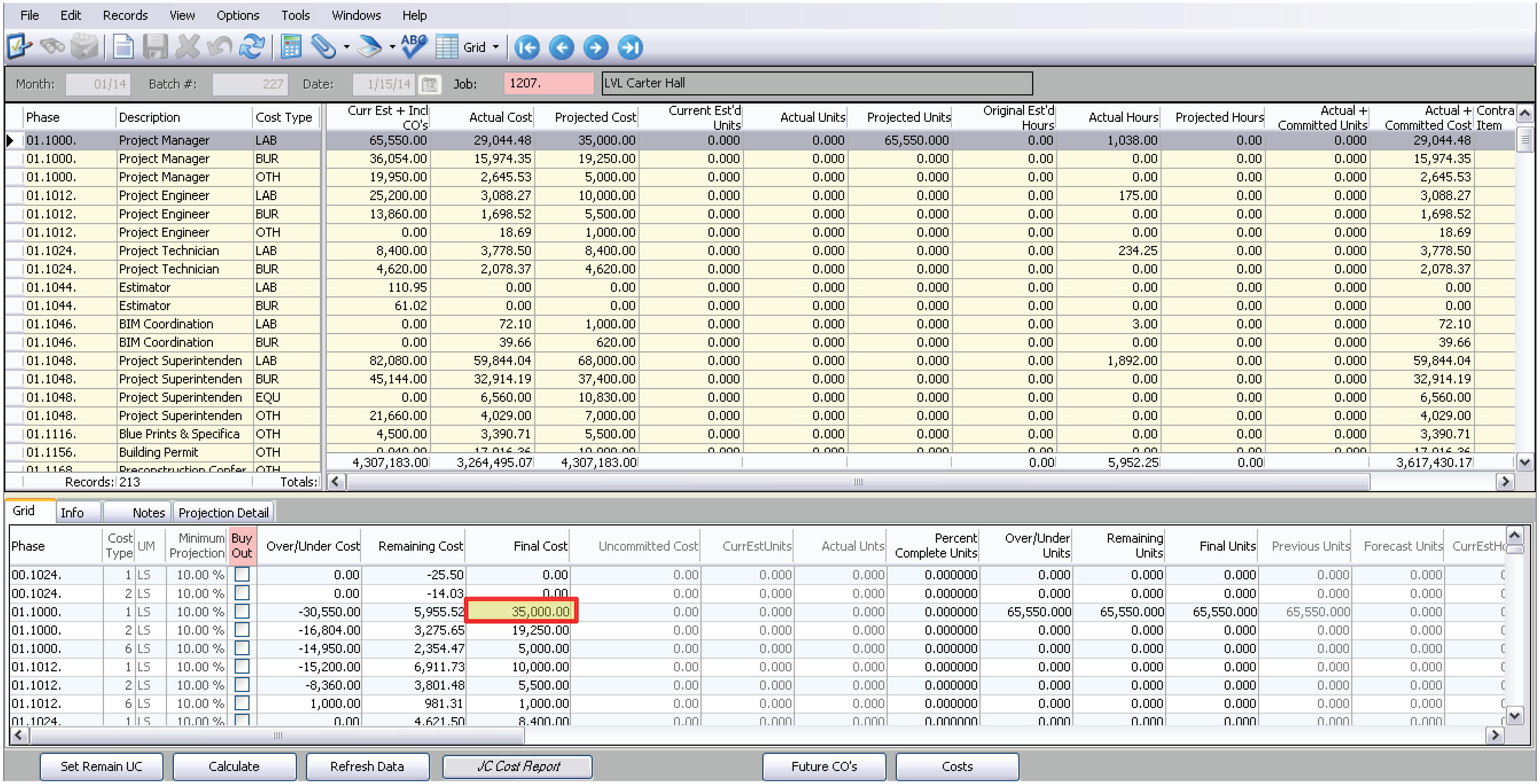
Grid Info Notes Projection Detail

Phase	Cost Type	UM	Minimum Projection	Buy Out	Over/Under Cost	Remaining Cost	Final Cost	Uncommitted Cost	CurrEstUnits	Actual Unts	Percent Complete Units	Over/Under Units	Remaining Units	Final Units	Previous Units	Forecast Units
00.1024.	1	LS	10.00 %	☐	0.00	-25.50	0.00	0.00	0.000	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
00.1024.	2	LS	10.00 %	☐	0.00	-14.03	0.00	0.00	0.000	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
01.1000.	1	LS	10.00 %	☐	-30,550.00	5,955.52	35,000.00	0.00	0.000	0.000	0.000000	65,550.000	65,550.000	65,550.000	65,550.000	0.000
01.1000.	2	LS	10.00 %	☐	-16,804.00	3,275.65	19,250.00	0.00	0.000	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
01.1000.	6	LS	10.00 %	☐	-14,950.00	2,354.47	5,000.00	0.00	0.000	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
01.1012.	1	LS	10.00 %	☐	-15,200.00	6,911.73	10,000.00	0.00	0.000	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
01.1012.	2	LS	10.00 %	☐	-8,360.00	3,801.48	5,500.00	0.00	0.000	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
01.1012.	6	LS	10.00 %	☐	1,000.00	981.31	1,000.00	0.00	0.000	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
01.1024.	1	LS	10.00 %	☐	0.00	4,621.50	8,400.00	0.00	0.000	0.000	0.000000	0.000	0.000	0.000	0.000	0.000

Set Remain UC | Calculate | Refresh Data | JC Cost Report | Future CO's | Costs

Cost Projections

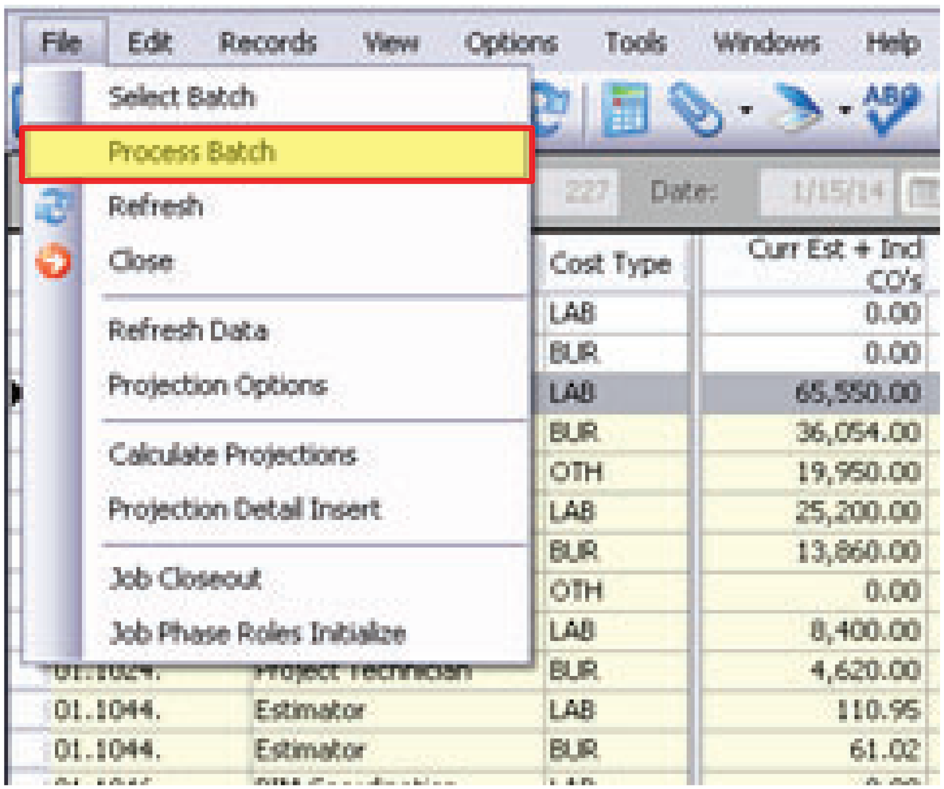
7. On the bottom half of the window identify which phase you would like to project. Then under the "Final Cost" column, input your cost projection for that phase item. Continue these projections for each item all the way down the "Final Cost" column.



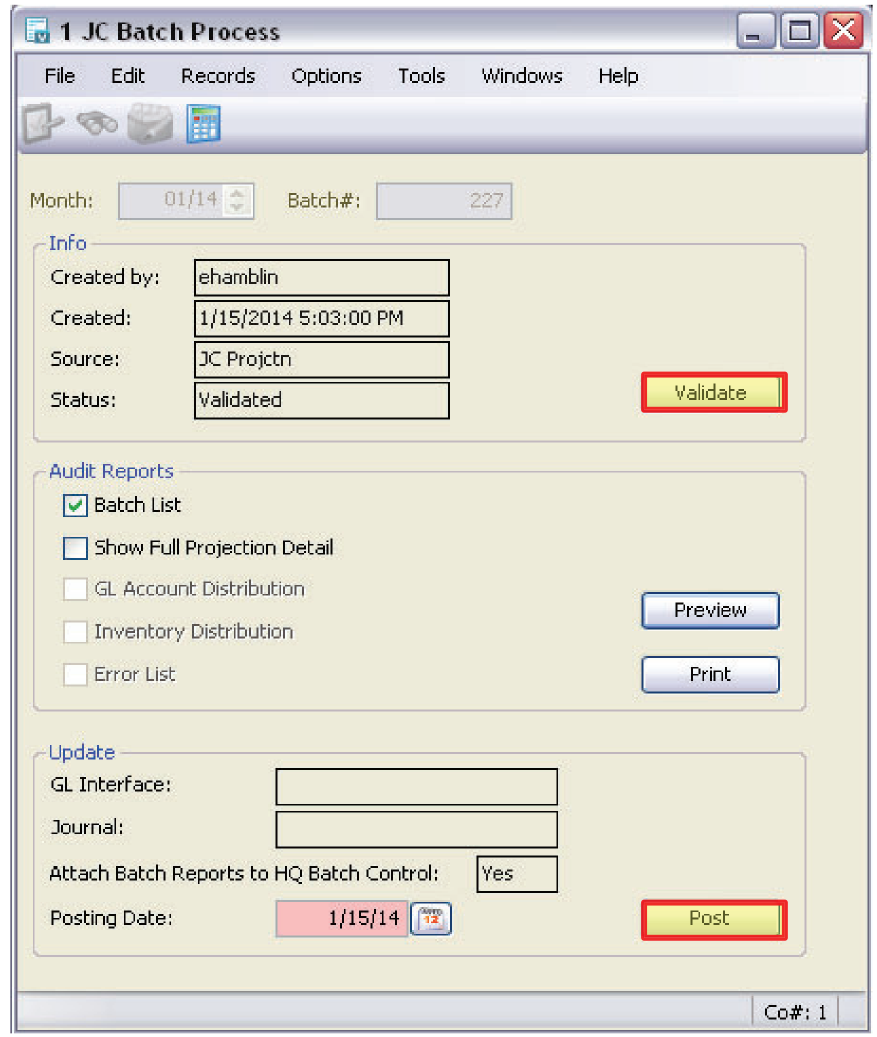
Phase	Description	Cost Type	Curr Est + Incl CO's	Actual Cost	Projected Cost	Current Est'd Units	Actual Units	Projected Units	Original Est'd Hours	Actual Hours	Projected Hours	Actual + Committed Units	Actual + Committed Cost	Contra Item
01.1000.	Project Manager	LAB	65,550.00	29,044.48	35,000.00	0.000	0.000	65,550.000	0.00	1,038.00	0.00	0.000	29,044.48	
01.1000.	Project Manager	BUR	36,054.00	15,974.35	19,250.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	15,974.35	
01.1000.	Project Manager	OTH	19,950.00	2,645.53	5,000.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	2,645.53	
01.1012.	Project Engineer	LAB	25,200.00	3,088.27	10,000.00	0.000	0.000	0.000	0.00	175.00	0.00	0.000	3,088.27	
01.1012.	Project Engineer	BUR	13,860.00	1,698.52	5,500.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	1,698.52	
01.1012.	Project Engineer	OTH	0.00	18.69	1,000.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	18.69	
01.1024.	Project Technician	LAB	8,400.00	3,778.50	8,400.00	0.000	0.000	0.000	0.00	234.25	0.00	0.000	3,778.50	
01.1024.	Project Technician	BUR	4,620.00	2,078.37	4,620.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	2,078.37	
01.1044.	Estimator	LAB	110.95	0.00	0.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	0.00	
01.1044.	Estimator	BUR	61.02	0.00	0.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	0.00	
01.1046.	BIM Coordination	LAB	0.00	72.10	1,000.00	0.000	0.000	0.000	0.00	3.00	0.00	0.000	72.10	
01.1046.	BIM Coordination	BUR	0.00	39.66	620.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	39.66	
01.1048.	Project Superintenden	LAB	82,080.00	59,844.04	68,000.00	0.000	0.000	0.000	0.00	1,892.00	0.00	0.000	59,844.04	
01.1048.	Project Superintenden	BUR	45,144.00	32,914.19	37,400.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	32,914.19	
01.1048.	Project Superintenden	EQU	0.00	6,560.00	10,830.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	6,560.00	
01.1048.	Project Superintenden	OTH	21,660.00	4,029.00	7,000.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	4,029.00	
01.1116.	Blue Prints & Specifica	OTH	4,500.00	3,390.71	5,500.00	0.000	0.000	0.000	0.00	0.00	0.00	0.000	3,390.71	
01.1156.	Building Permit	OTH	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
01.1168.	Preconstruction Confer	OTH												
Records: 213		Totals:	4,307,183.00	3,264,495.07	4,307,183.00				0.00	5,952.25	0.00		3,617,430.17	

Phase	Cost Type	UM	Minimum Projection	Buy Out	Over/Under Cost	Remaining Cost	Final Cost	Uncommitted Cost	CurrEstUnits	Actual Unts	Percent Complete Units	Over/Under Units	Remaining Units	Final Units	Previous Units	Forecast Units
00.1024.	1	LS	10.00 %	☐	0.00	-25.50	0.00	0.00	0.000	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
00.1024.	2	LS	10.00 %	☐	0.00	-14.03	0.00	0.00	0.000	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
01.1000.	1	LS	10.00 %	☐	-30,550.00	5,955.52	35,000.00	0.00	0.000	0.000	0.000000	65,550.000	65,550.000	65,550.000	65,550.000	0.000
01.1000.	2	LS	10.00 %	☐	-16,804.00	3,275.65	19,250.00	0.00	0.000	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
01.1000.	6	LS	10.00 %	☐	-14,950.00	2,354.47	5,000.00	0.00	0.000	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
01.1012.	1	LS	10.00 %	☐	-15,200.00	6,911.73	10,000.00	0.00	0.000	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
01.1012.	2	LS	10.00 %	☐	-8,360.00	3,801.48	5,500.00	0.00	0.000	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
01.1012.	6	LS	10.00 %	☐	1,000.00	981.31	1,000.00	0.00	0.000	0.000	0.000000	0.000	0.000	0.000	0.000	0.000
01.1024.	1	LS	10.00 %	☐	0.00	4,621.50	8,400.00	0.00	0.000	0.000	0.000000	0.000	0.000	0.000	0.000	0.000

8. Once your cost projections are input, single click the upper left-hand tool bar item "File". Locate and single-click "Process batch"



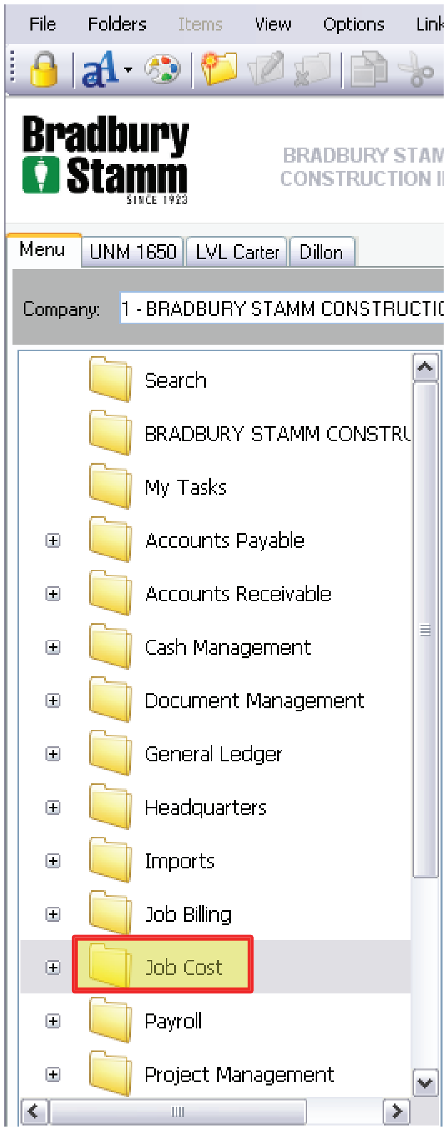
9. A new window will appear. From this window single-click "Validate" and then single-click "Post". This will post your cost projections on the job cost reports.



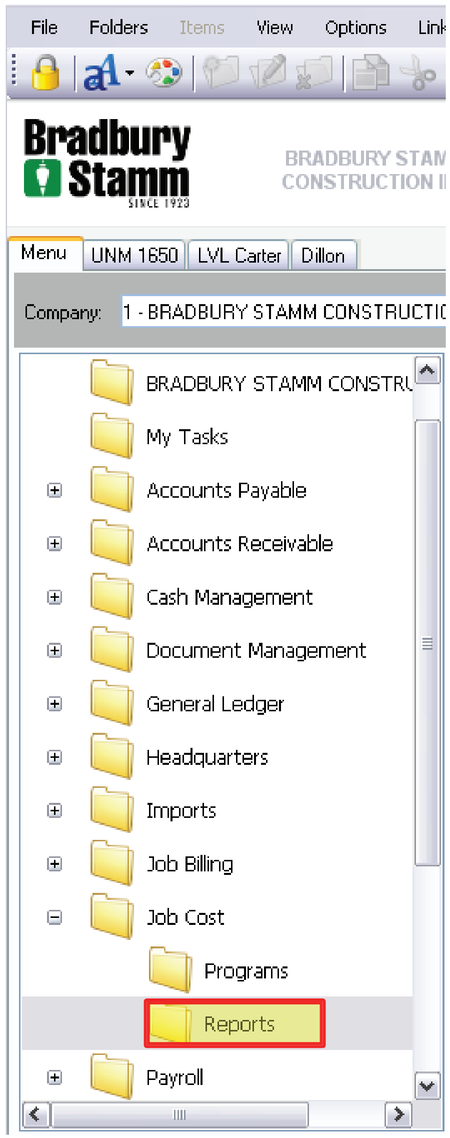
End of Section

Gross Profit Reports

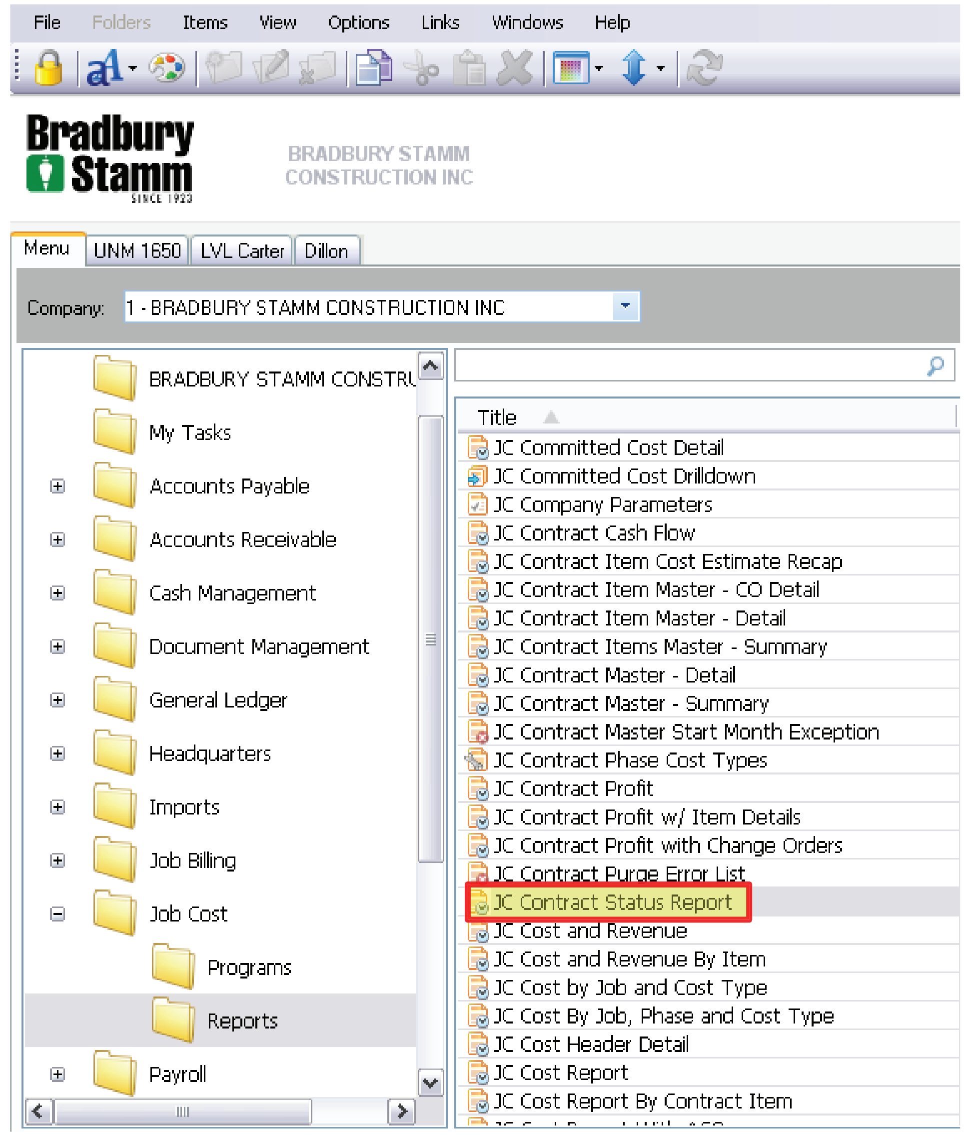
1. Locate and double-click “Job Cost” from folder panel



2. Locate and single-click “Reports” from the folder panel

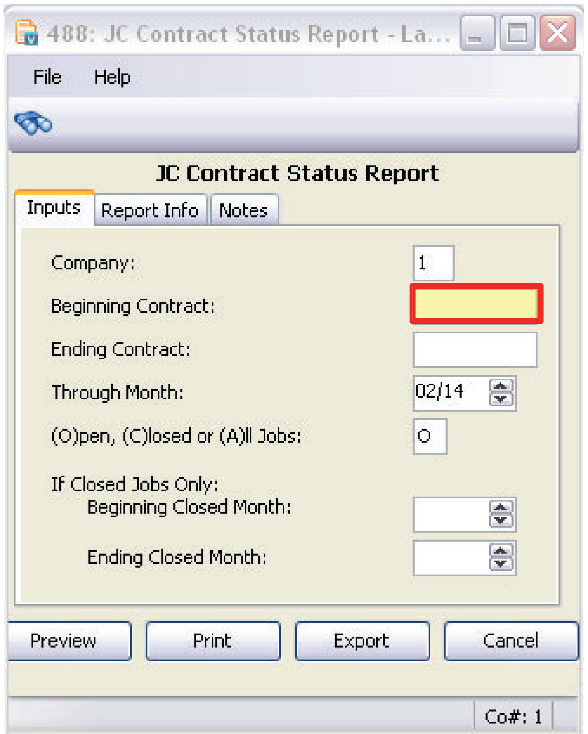


3. Locate and double-click “JC Contract Status Report” from the item list

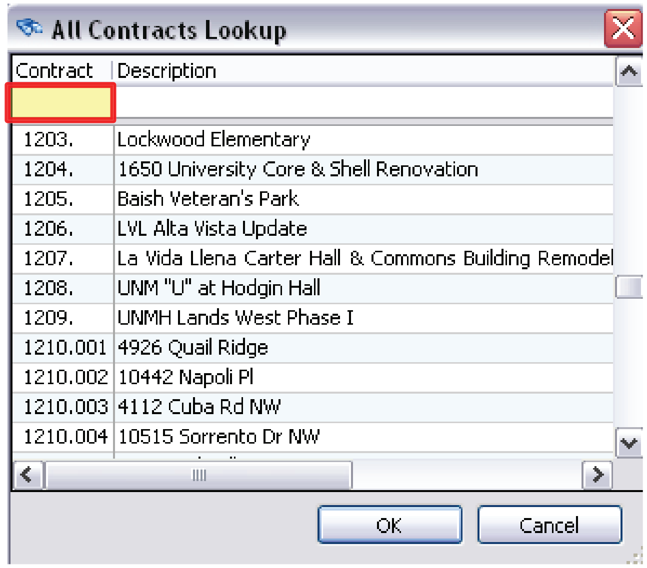


Gross Profit Reports

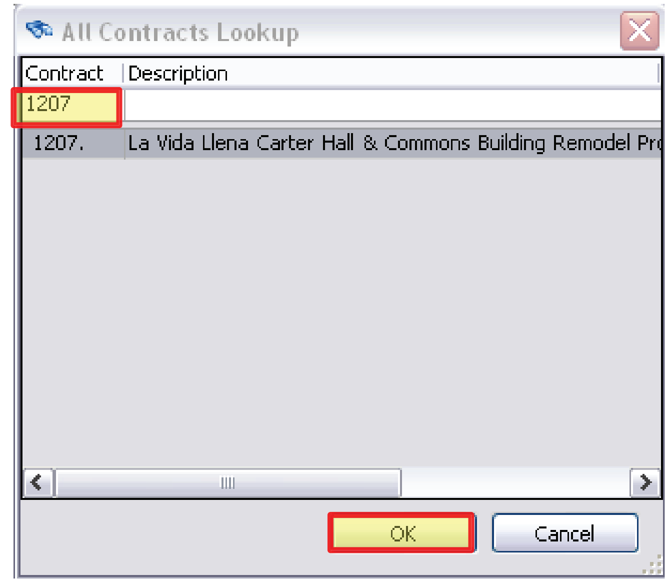
4. Single-click inside the cell to the right of “Beginning Contract”. Hit function key “F4”. This will bring up the available BSC job contract numbers.



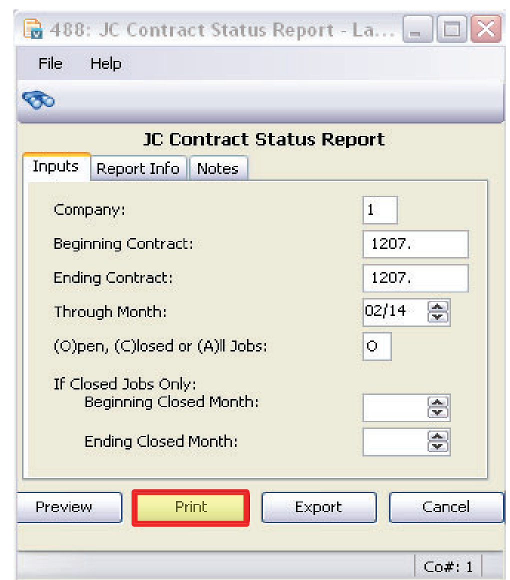
5. Single-click the top cell of column title “contract”.



6. Input the job number you wish to create a report for. Single-click the “OK” button.

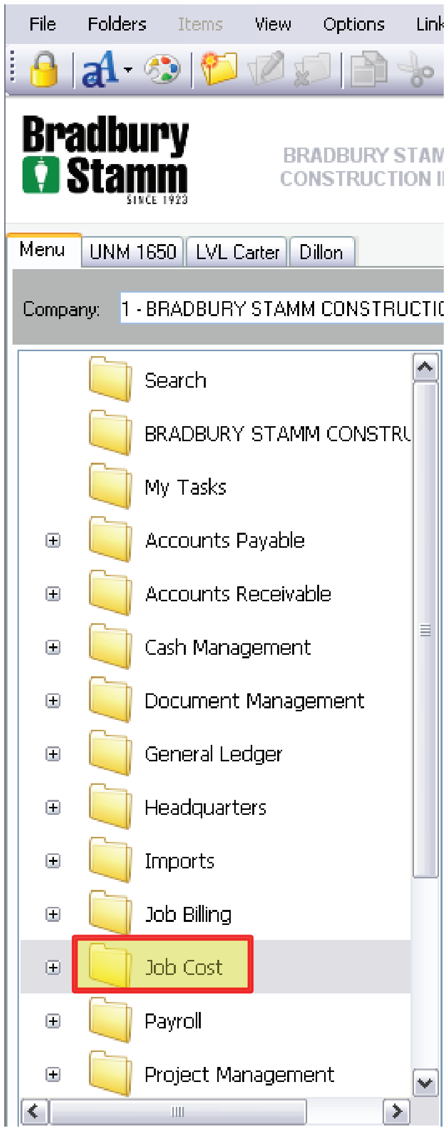


7. From this screen, single-click “print”. Select which printer you wish to print to. Note: If you would like the most up-to-date data, make sure you select the current month in the cell right of “Through Month:”.

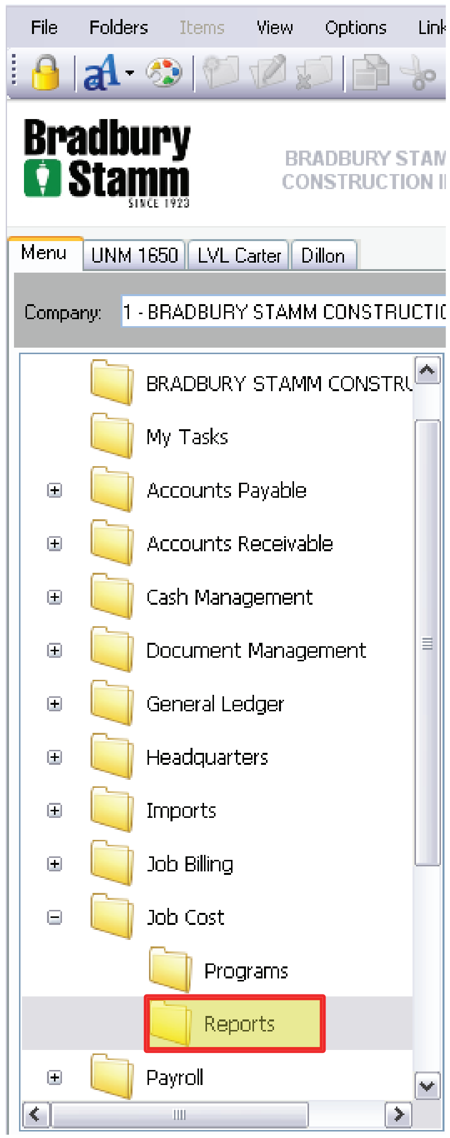


Gross Profit Reports

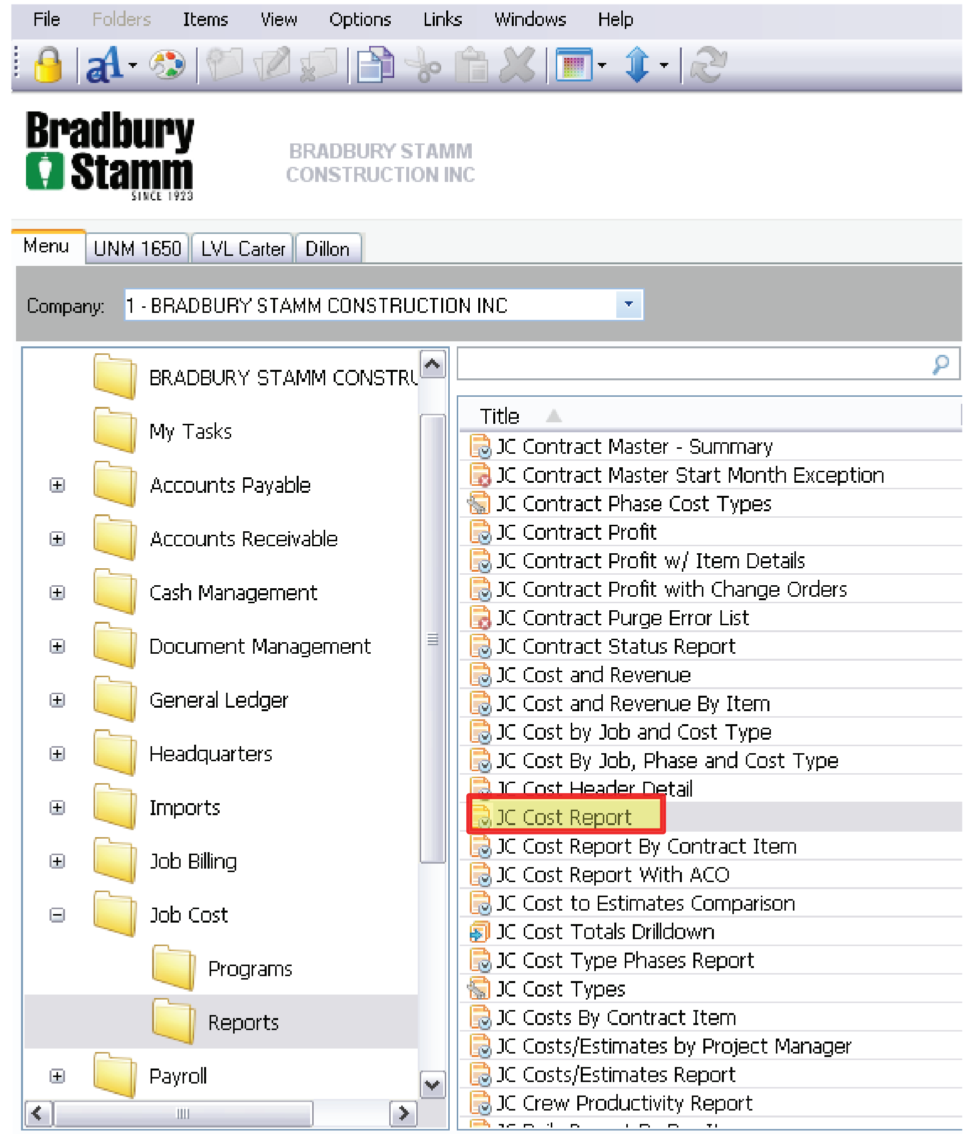
8. For the next report, locate and double-click "Job Cost" from folder panel



9. Locate and single-click "Reports" from the folder panel

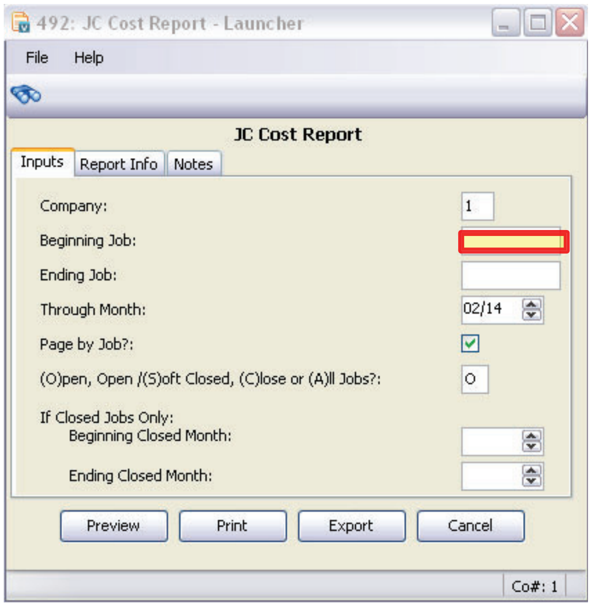


10. Locate and double-click "JC Cost Report" from the item list

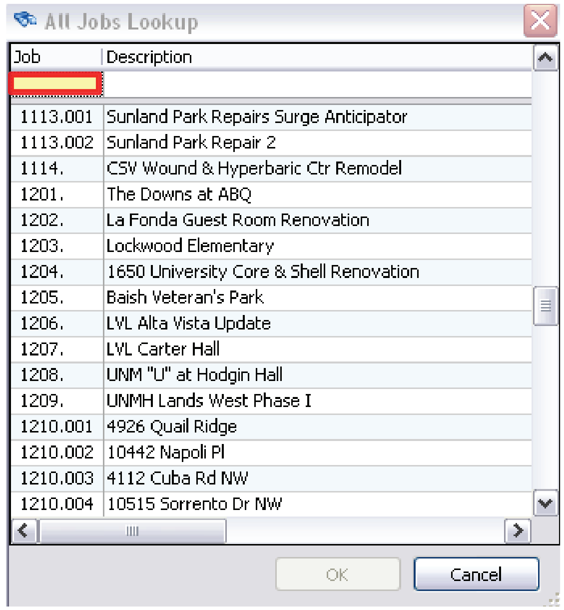


Gross Profit Reports

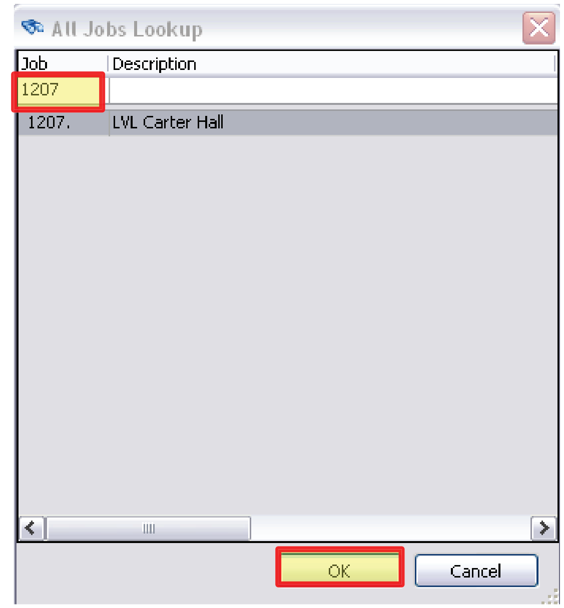
11. Single-click inside the cell to the right of "Beginning Job". Hit function key "F4". This will bring up the available BSC job contract numbers.



12. Single-click the top cell of column title "Job".

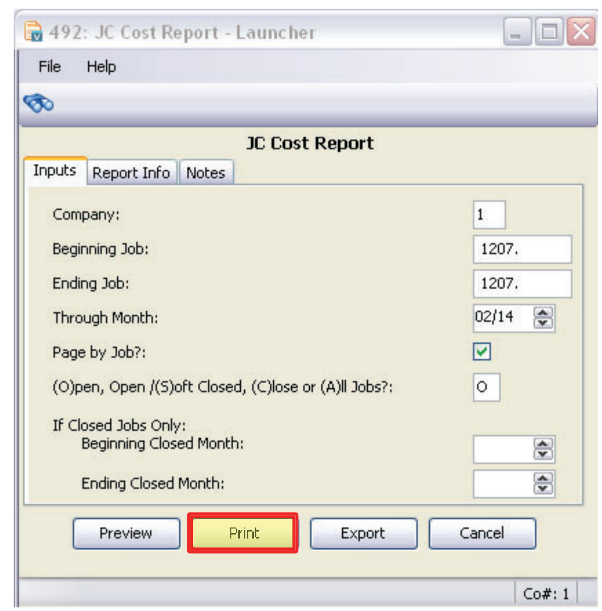


13. Input the job number you wish to create a report for. Single-click the "OK" button.



14. From this screen, single-click "print". Select which printer you wish to print to.

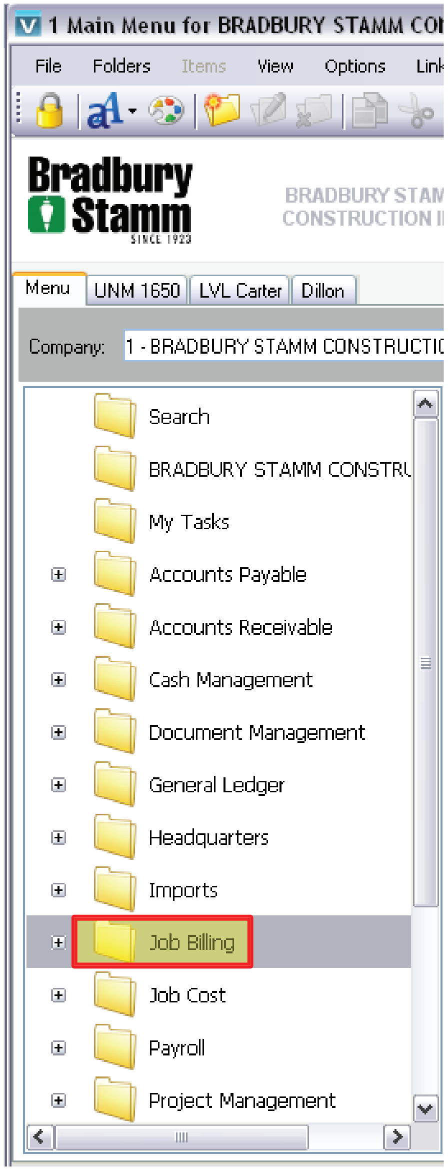
Note: If you would like the most up-to-date data, make sure you select the current month in the cell right of "Through Month:".



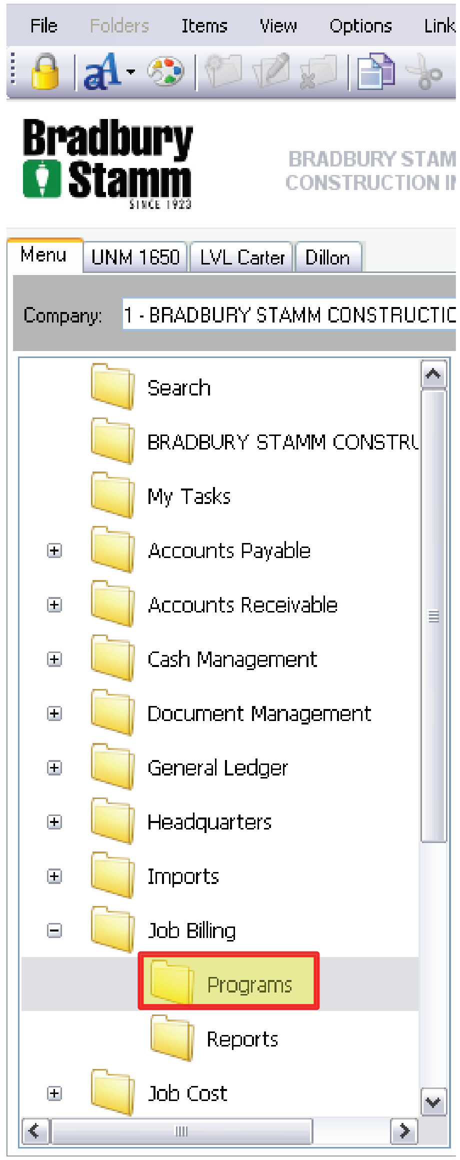
End of Section

Progress Billing

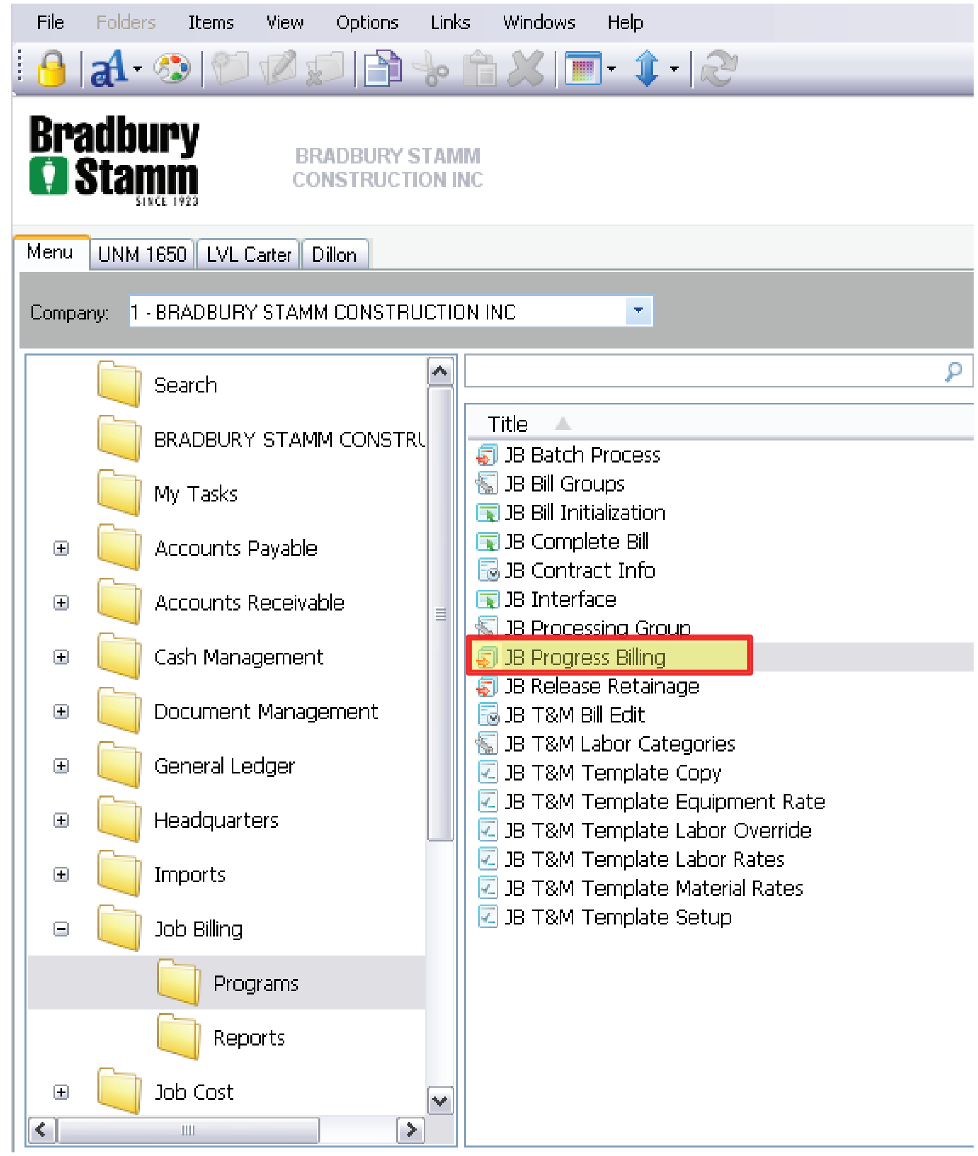
1. Locate and double-click "Job Billing" from folder panel



2. Locate and single-click "Programs" from the folder panel

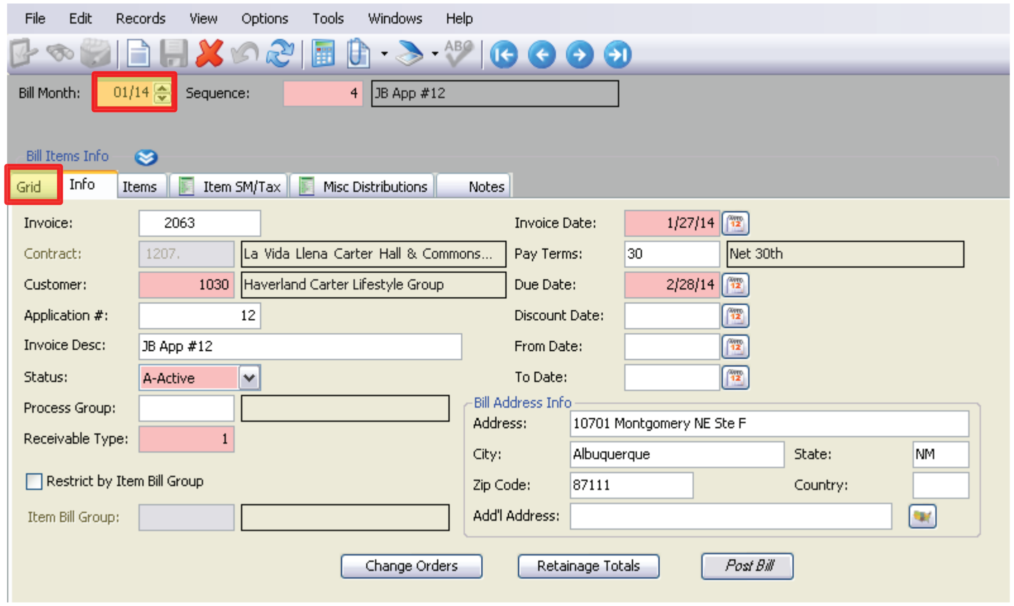


3. Locate and double-click "JB Progress Billing" from the item list

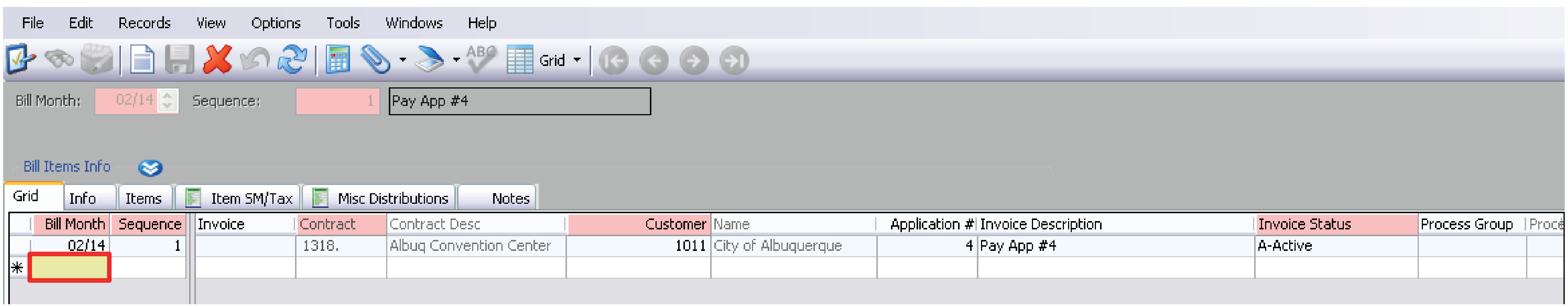


Progress Billing

4. Locate and change the “Bill Month” cell to the month you are billing. Locate and single-click “Grid” from the upper tabs.

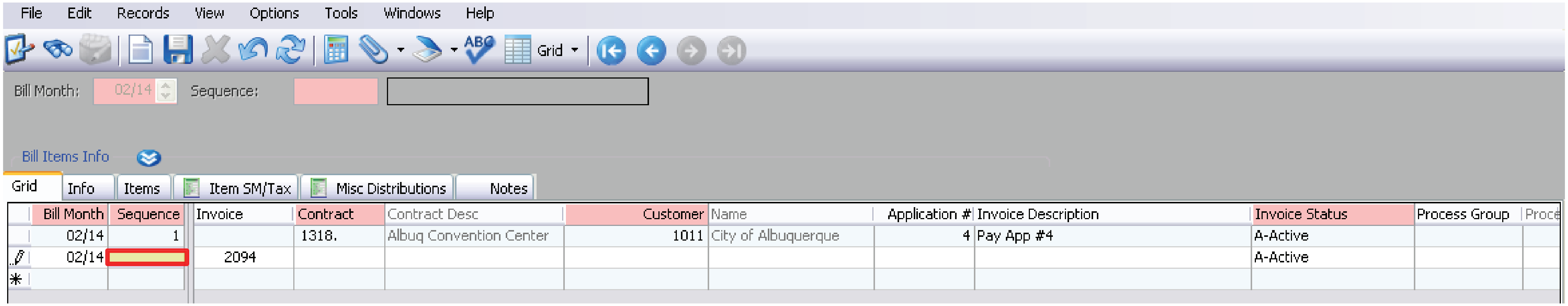


5. From this tab screen you will create a billing. Single-click the open cell next to the “*” under the “Bill Month” column. Type in the month of the billing MM/YY. Hit the “Enter” button on your keyboard.

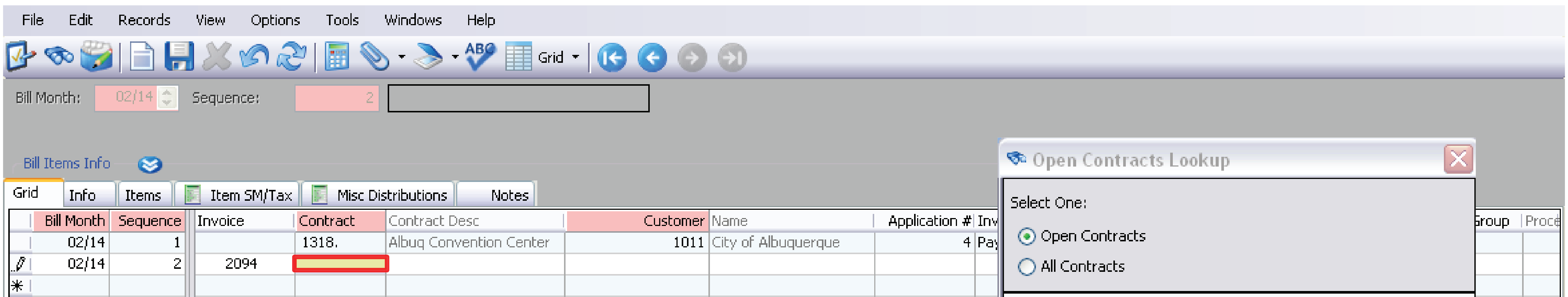


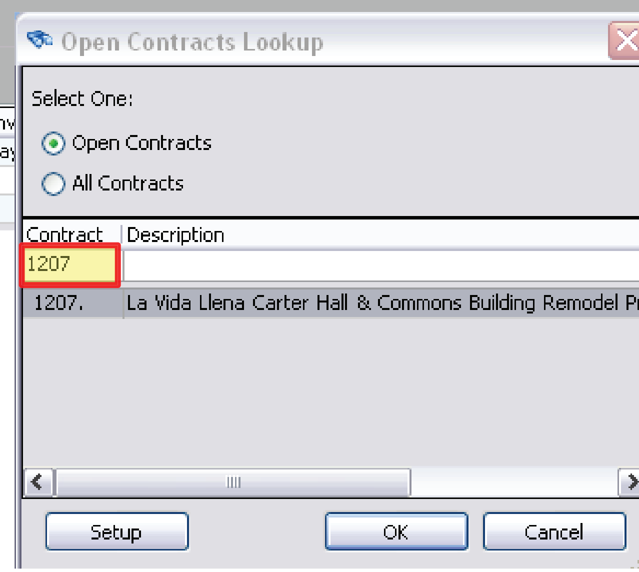
Progress Billing

6. This will auto-fill the invoice number under the “Invoice” column. Under the “Sequence” column, enter the “N” button on your keyboard and then hit the “Enter” button.



7. Locate and single-click the blank cell under the “Contract” column. Hit the keyboard function key “F4”.

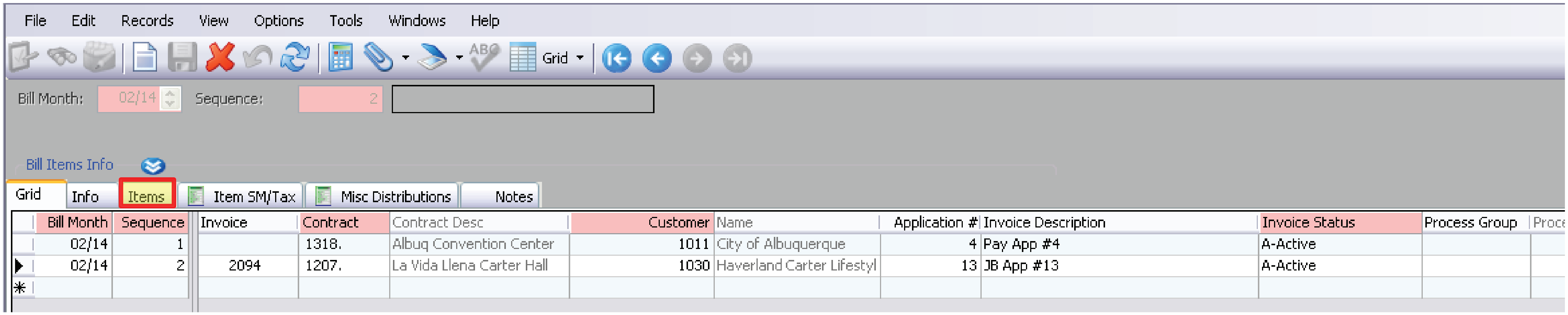




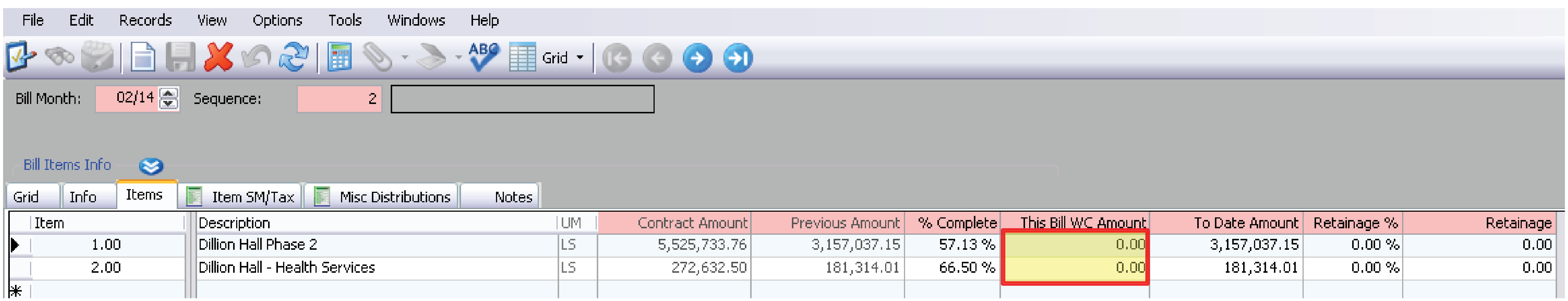
8. This will bring up a small window. Type the job number into the blank cell under the “Contract” column. Double-click the job for which that number corresponds.

Progress Billing

9. This will auto-fill the previously blank item cells under columns “Contract Desc”, “Customer”, “Name”, “Application #”, “Invoice Description”, and “Invoice Status”. Now locate and single-click “Items” from the upper tabs.

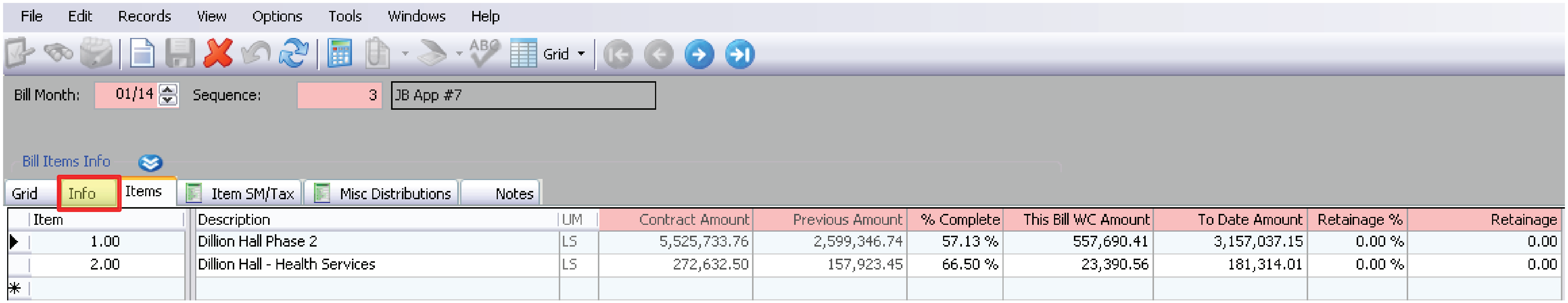


10. This will bring up the contract items you created in the “Owner/BSC contract input” section. The only cell(s) you need to input on this window is located under “This Bill WC Amount”. Input the approved bill amount (do not input an amount until you know it is the approved amount that BSC will be paid). Note: For advanced users, a bill amount for each schedule of values item can be input here item by item. Most users will just have one contract item and one bill amount per month per job.

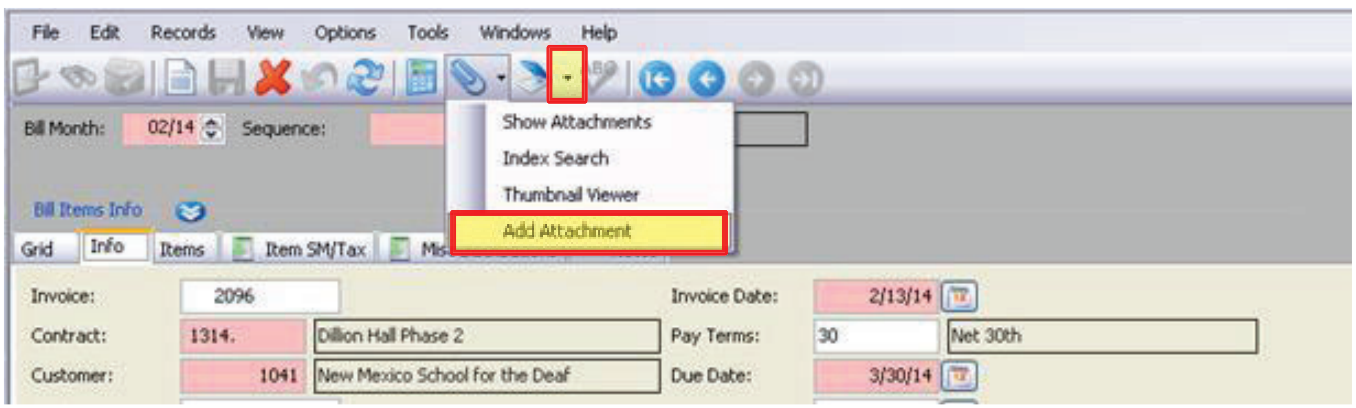


Progress Billing

11. Once you have filled in the billing amount(s), now locate and single-click “Info” from the upper tabs.



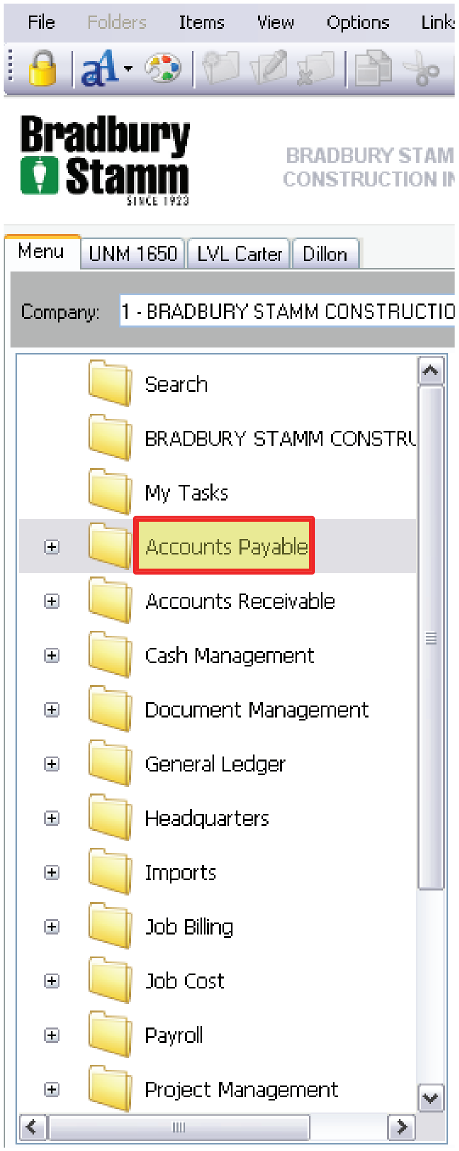
12. Single-click the downward arrow to the right of the “paperclip” icon above. From the dropdown, single-click “Add Attachment”. This will allow you to upload the corresponding signed and approved pay application for this billing. Note: Accounting will interface this by the 18th of each month.



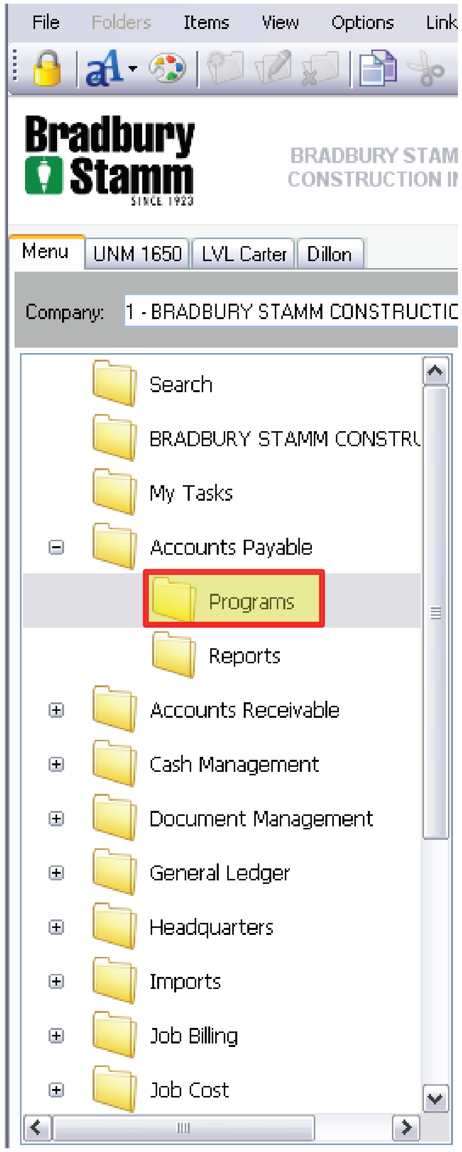
End of Section

Invoice Review

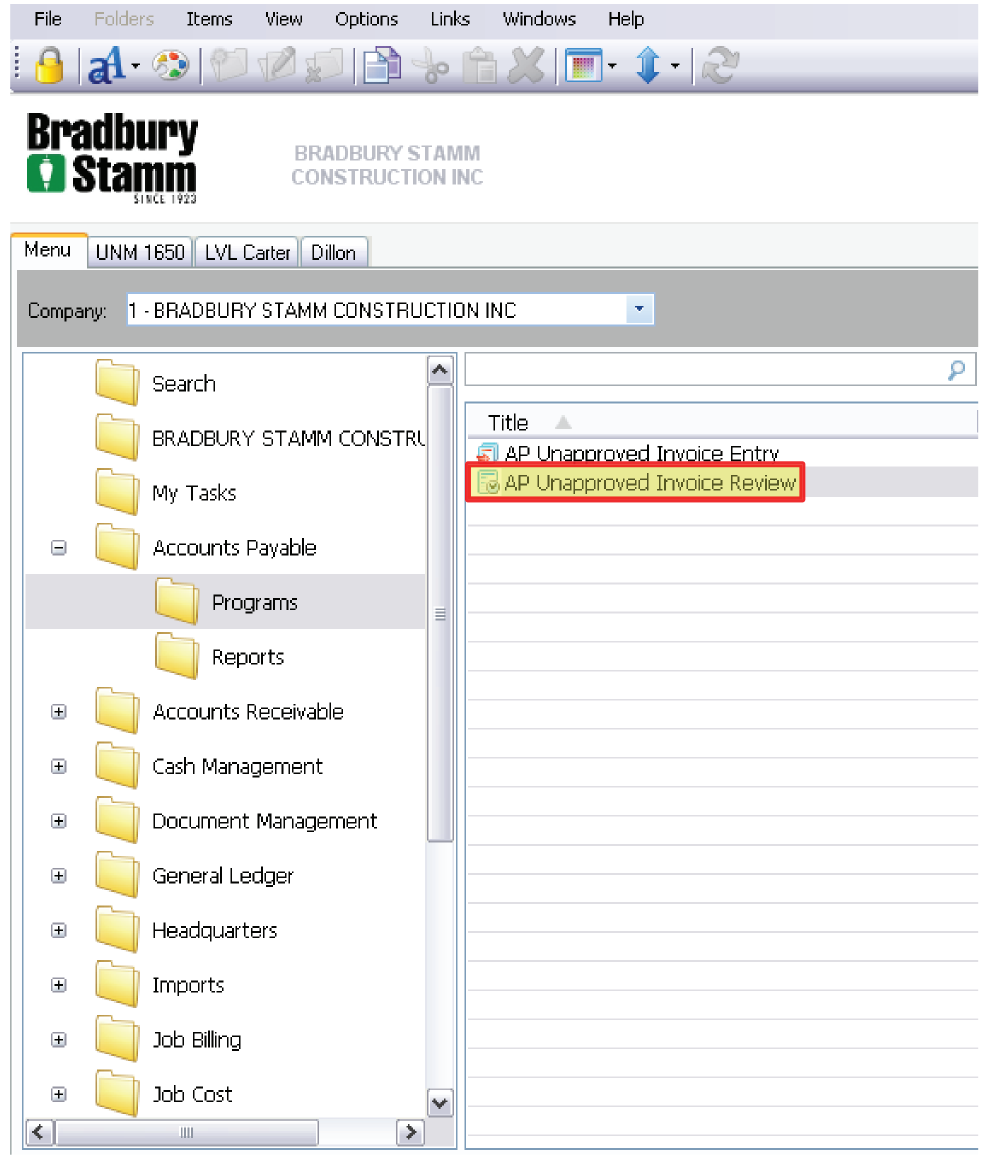
1. Locate and double-click “Accounts Payable” from folder panel



2. Locate and single-click “Programs” from the folder panel

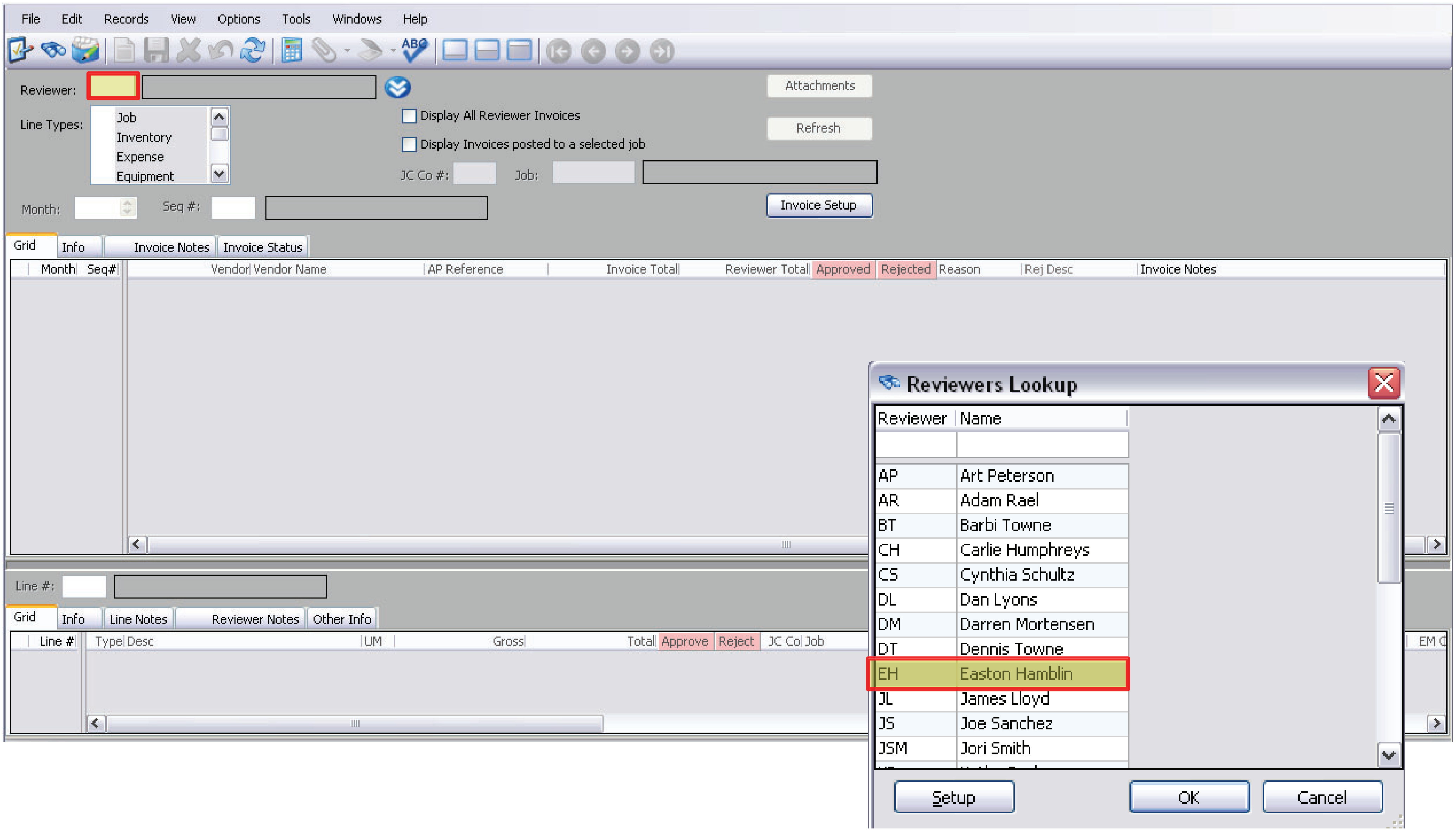


3. Locate and double-click “AP Unapproved Invoice Review” from the item list



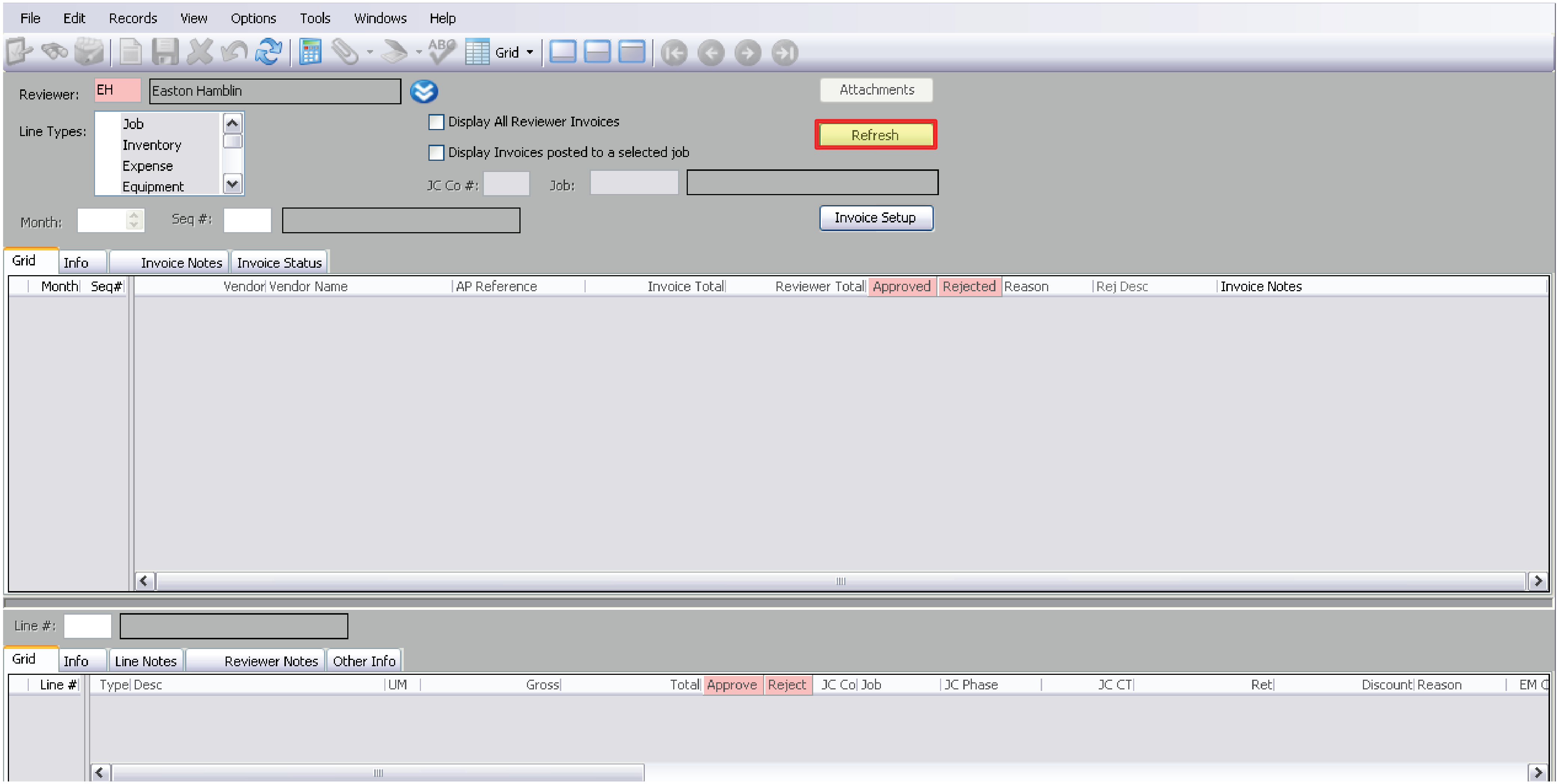
Invoice Review

4. In the open cell to the right of "Reviewer:", single-click in the cell and hit keyboard button "F4". This will bring up a new window in which you can locate your name. Double-click your name from the list. Note: If this is your first time doing this and your name is not on the list, go speak with accounting to have your name added.

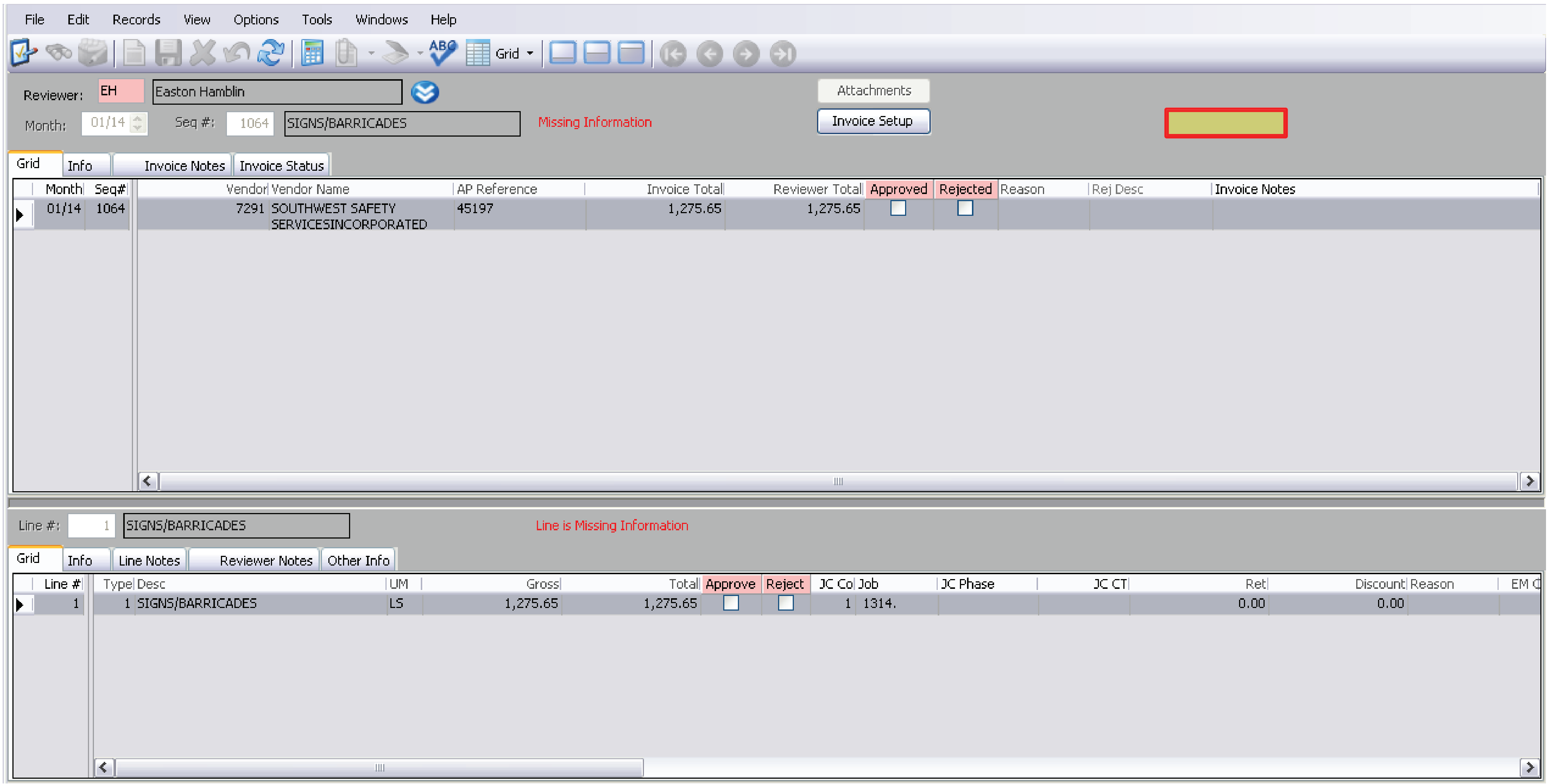


Invoice Review

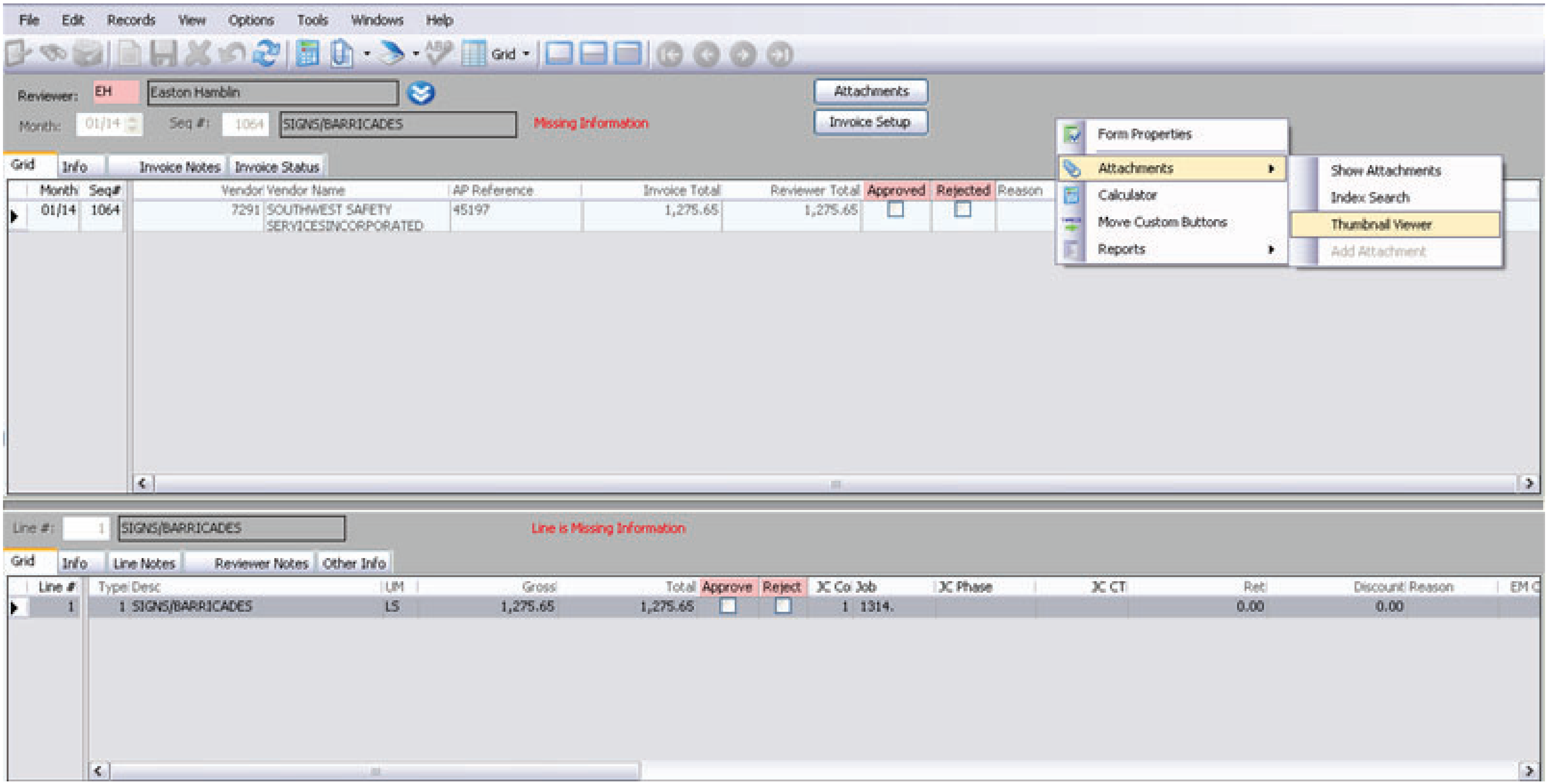
5. Single-click the “Refresh” button



6. The upper-half portion of the window will show your unapproved invoices. The bottom-half portion shows the detail of the selected upper-half item. Each item should have an attached backup to provide more detail. Single right-click the empty grey portion in the upper-right hand corner.

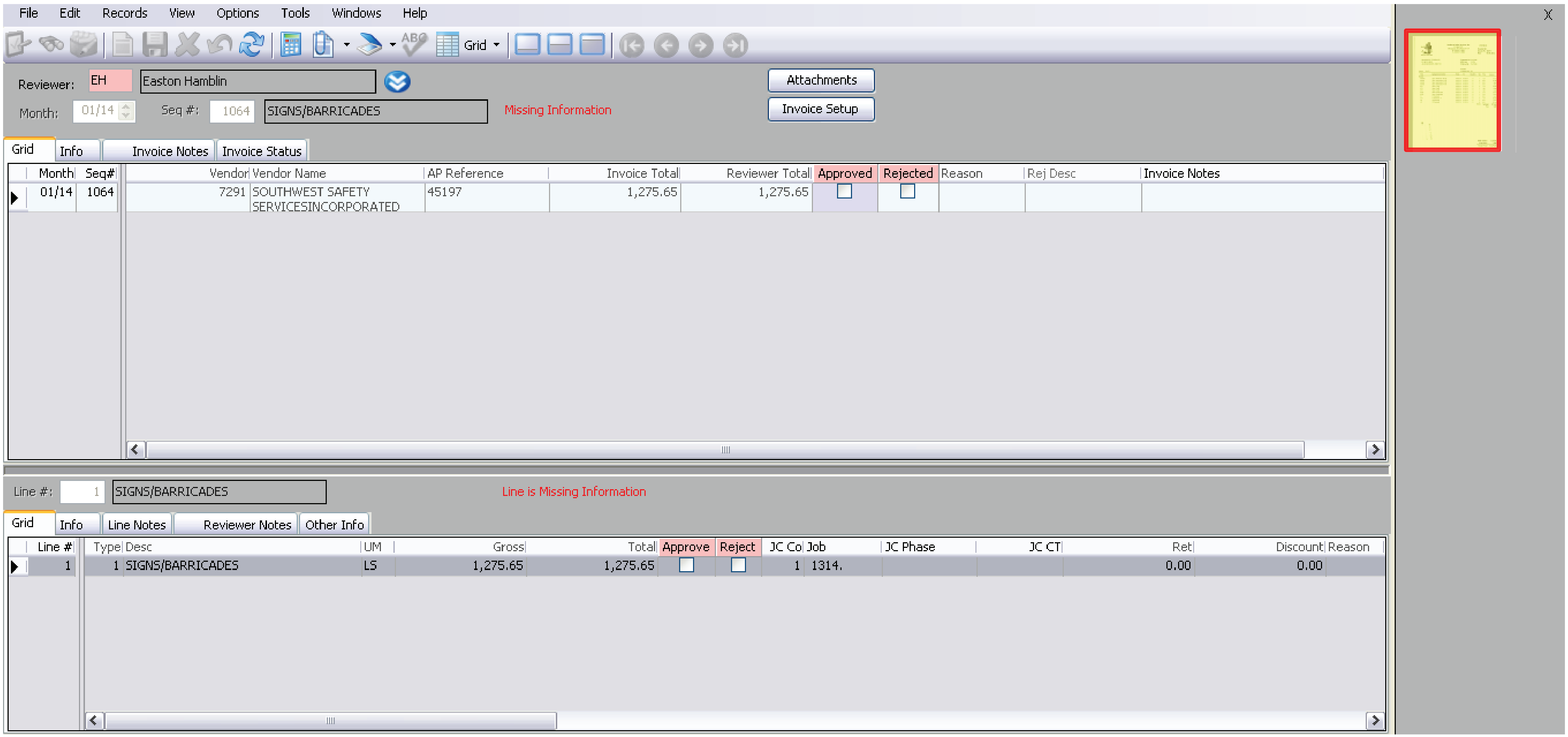


7. Move the mouse over “Attachments” and then single-click “Thumbnail Viewer”



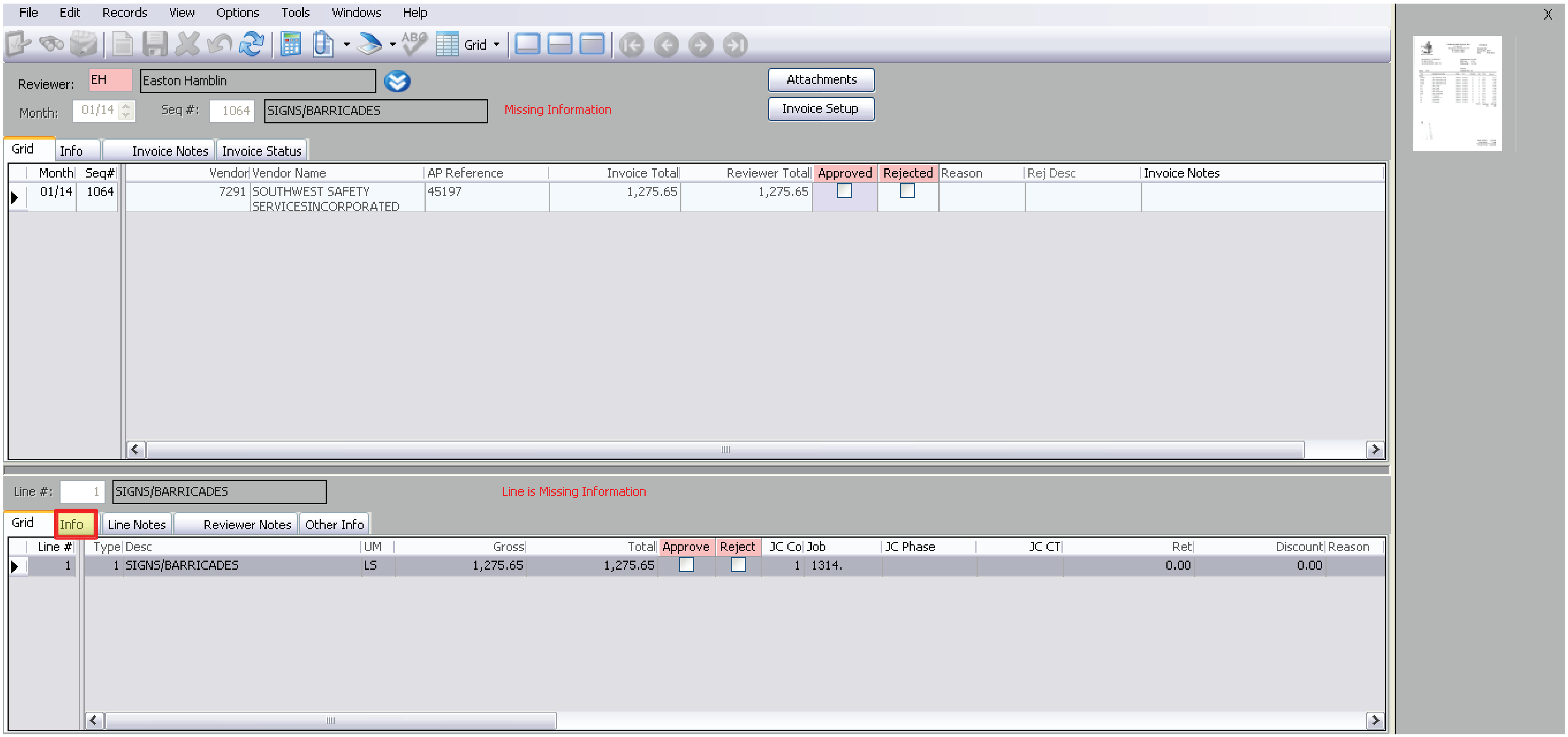
Invoice Review

8. Double-click the attachment that is showing in the thumbnail viewer on the right hand side to review the actual invoice for backup .
   Note: The thumbnail viewer will stay open until you close it. Keep it open until all of your invoices have been reviewed.



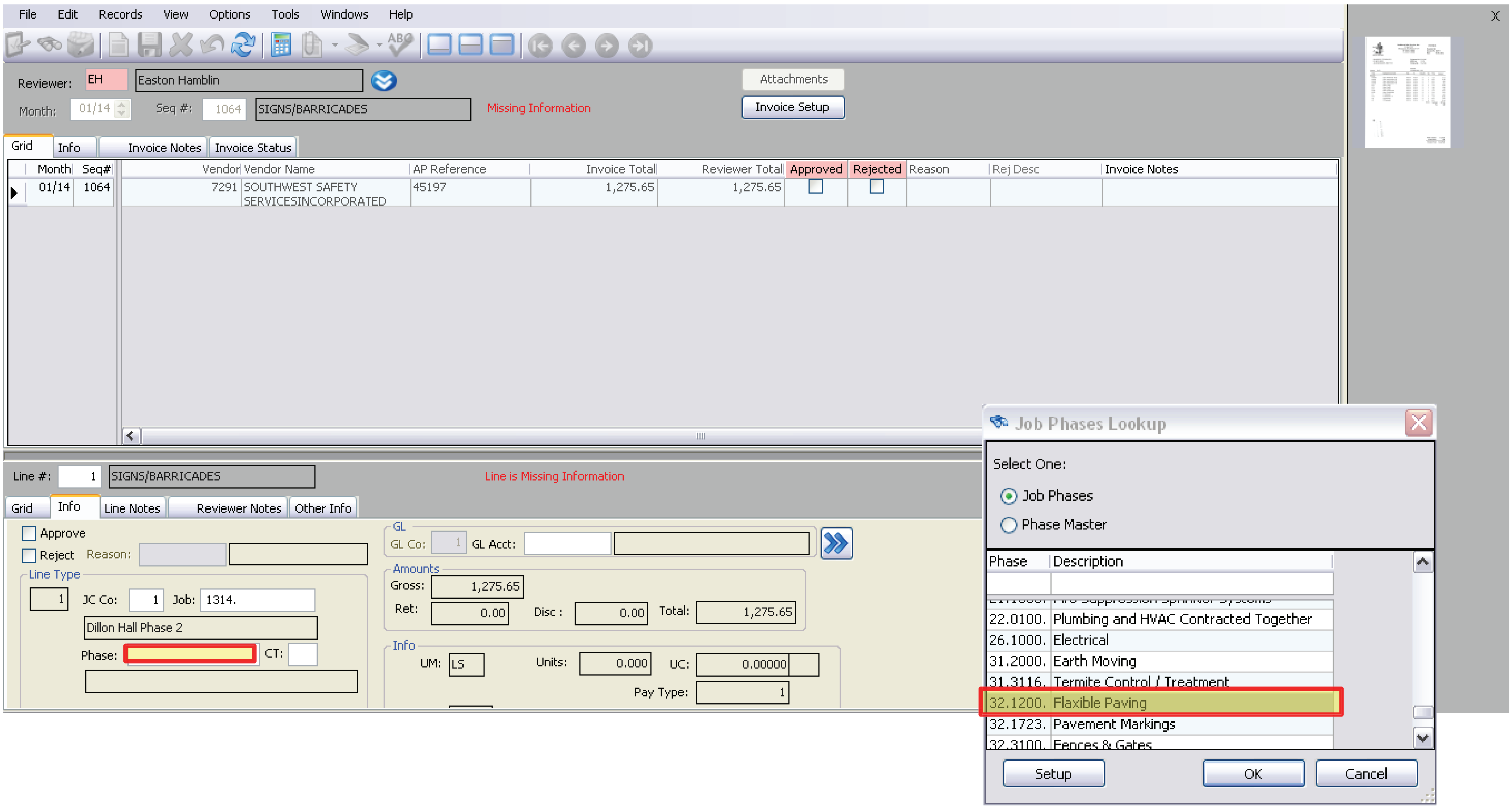
Invoice Review

9. On the bottom-half portion of the window, single-click the “Info” tab.



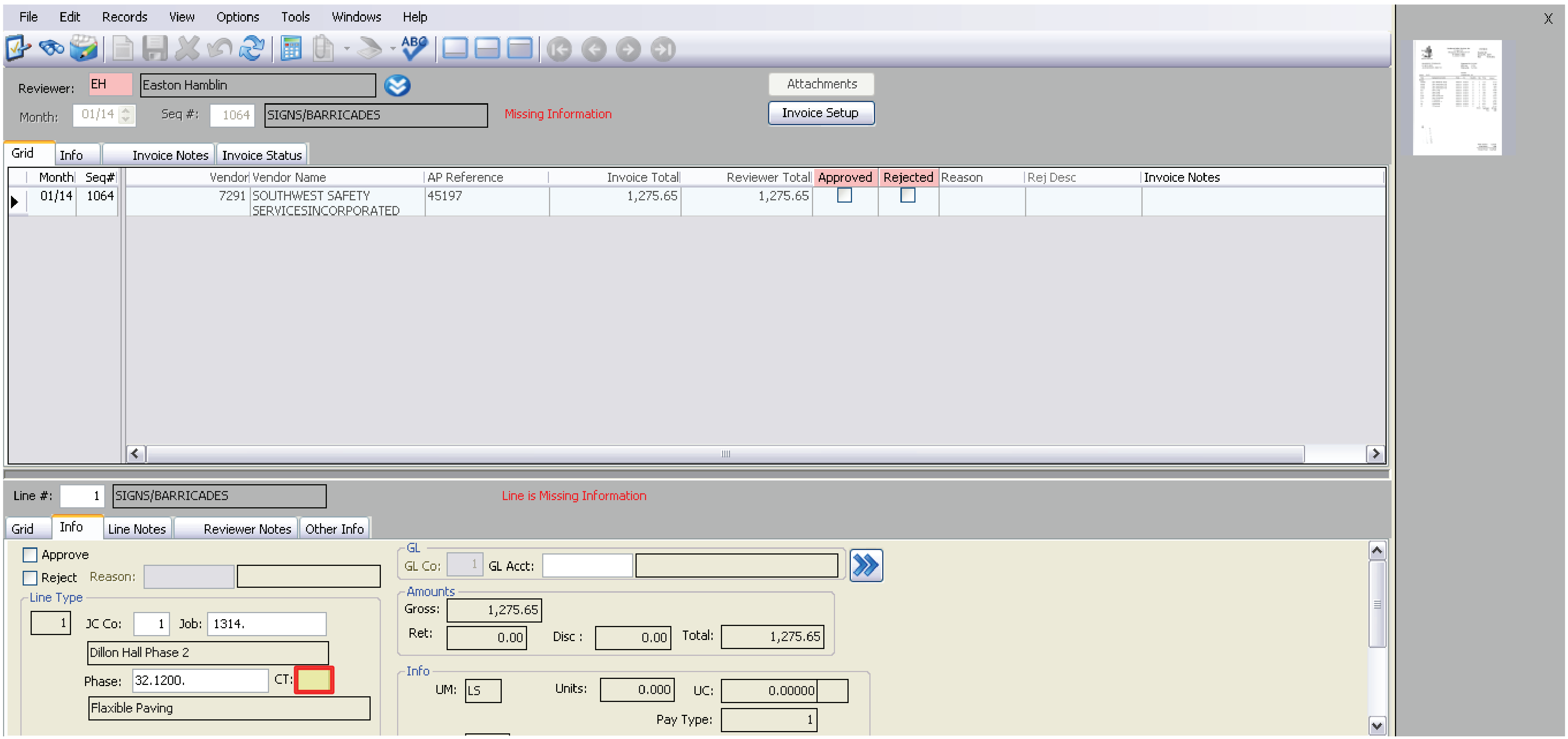
Invoice Review

10. If the invoice is approved (if it is rejected or needs to be revised, skip to 13.), verify it is for the correct job number in the cell right of “Job:”. Next, assign this cost to the corresponding budget phase. Single-click the cell right of “Phase:” and hit keyboard function key “F4”. Locate and double-click the budget phase code in which to assign this invoice.



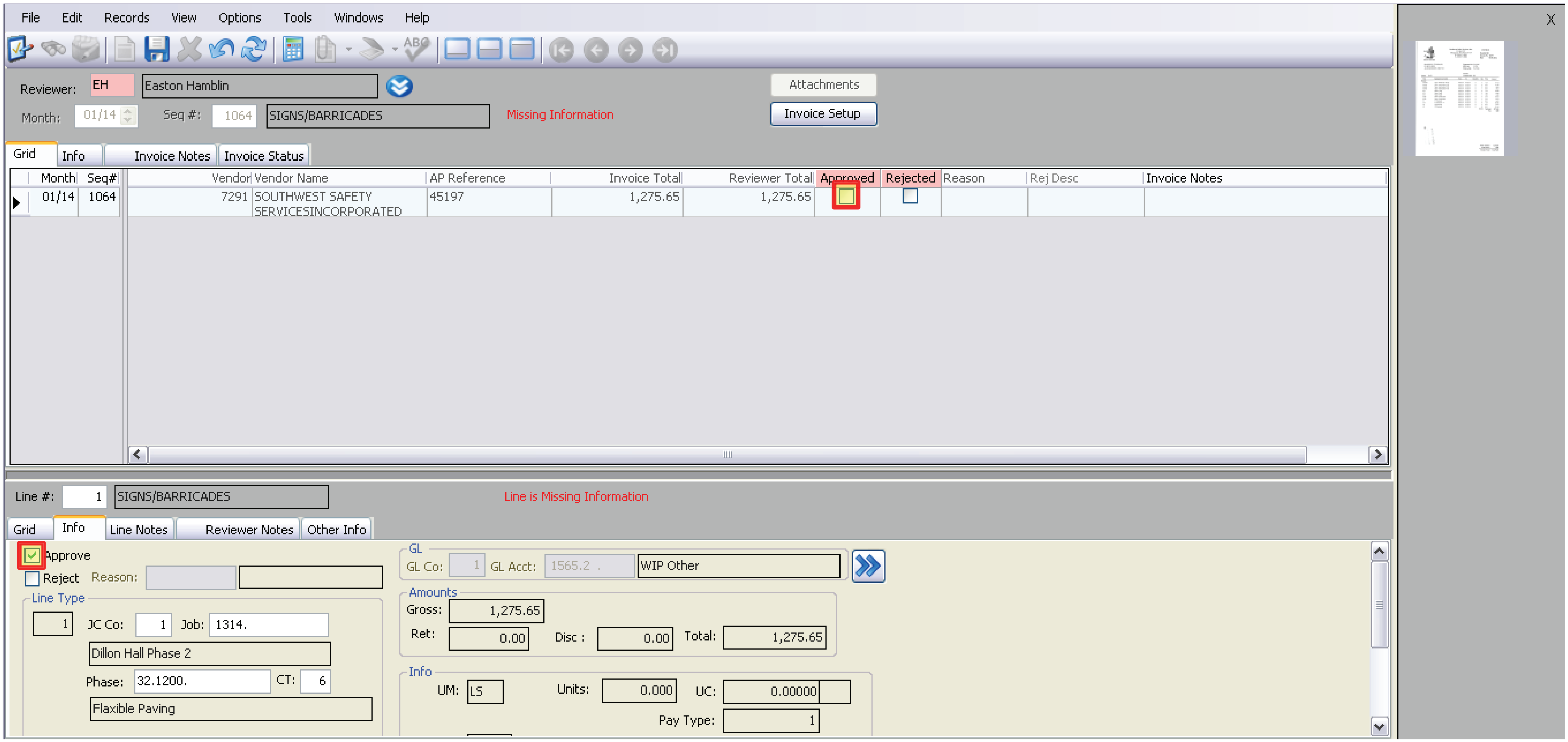
Invoice Review

11. In the cell right of "CT" (cost type), enter the cost type number (1-7) that corresponds to this invoice. These are 1-Labor (BSC labor), 2-Burden (BSC burden), 3-Material (Material contracts), 4-Subcontract, 5-Equipment (Internal Rentals), 6-Other (Gas, fuel, misc. expenses), 7-Tax (NMGRT). Note, you will not use "7" typically unless it is for phase item "98.1000." which will be the sum NMGRT for your project.

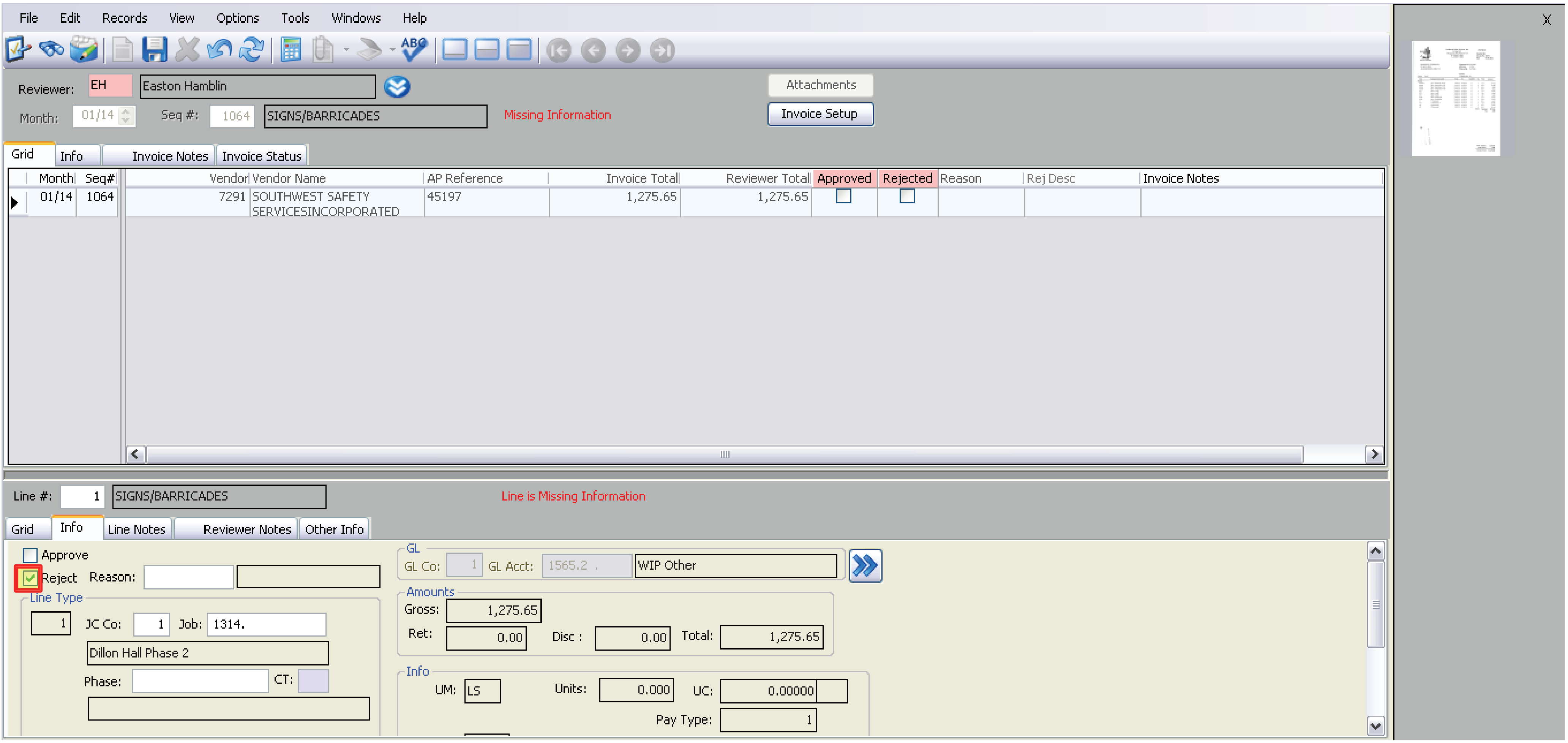


Invoice Review

12. Now that the info is added, single-click the “Approve” check box on the bottom-half portion, followed by double-clicking the check box on the upper-half portion under the “Approved” column for that item.

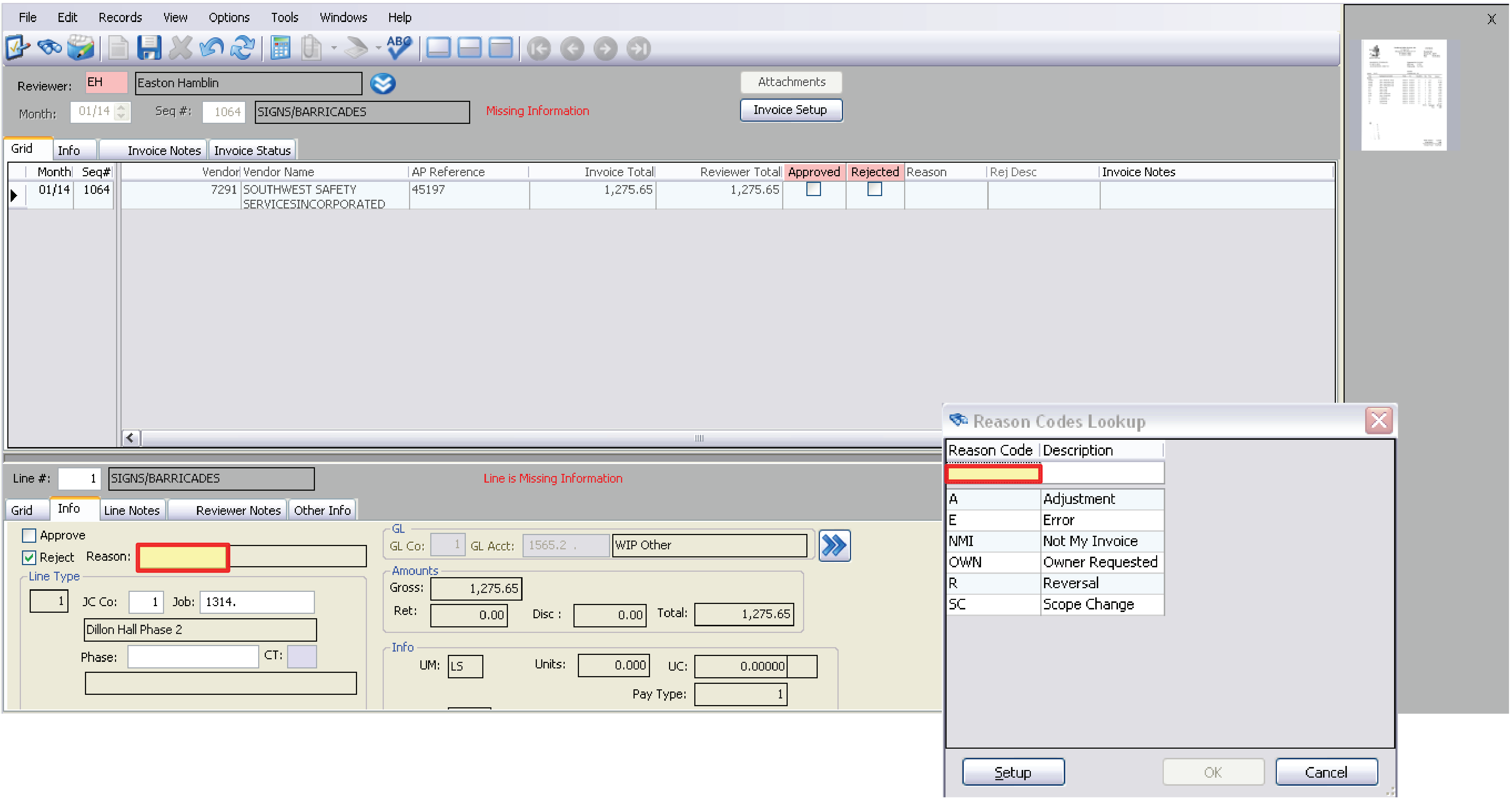


13. If you would like to reject or have the item revised for some reason, follow these steps. Single click the "Reject:" check box. Note: If you would like to skip how to reject an invoice, skip to item 18.

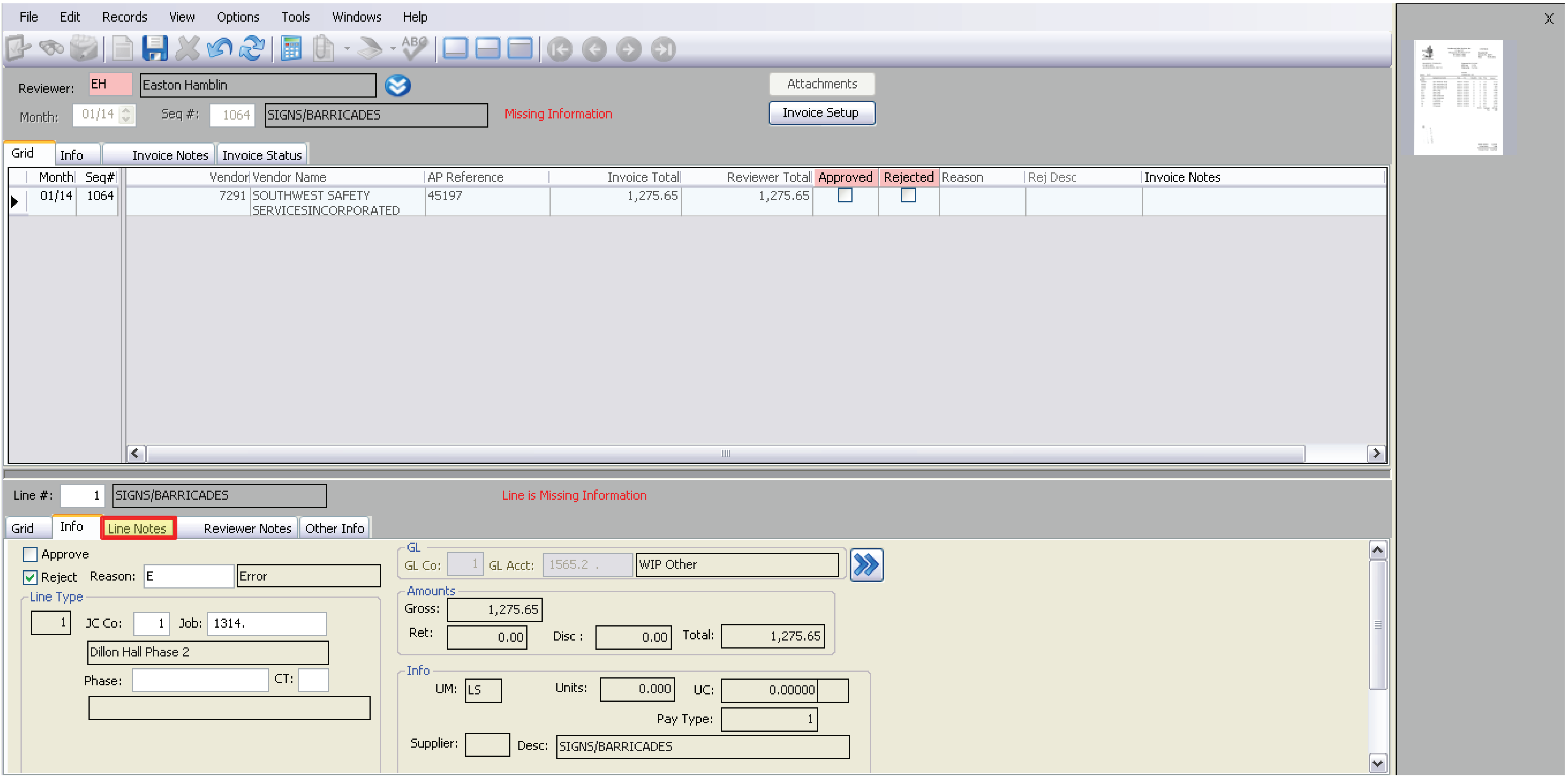


Invoice Review

14. To the empty cell right of “Reason:”, single-click in the cell and hit keyboard function key “F4”. This will bring up a new window. Double-click your selection from the available options as to why this invoice is being rejected.

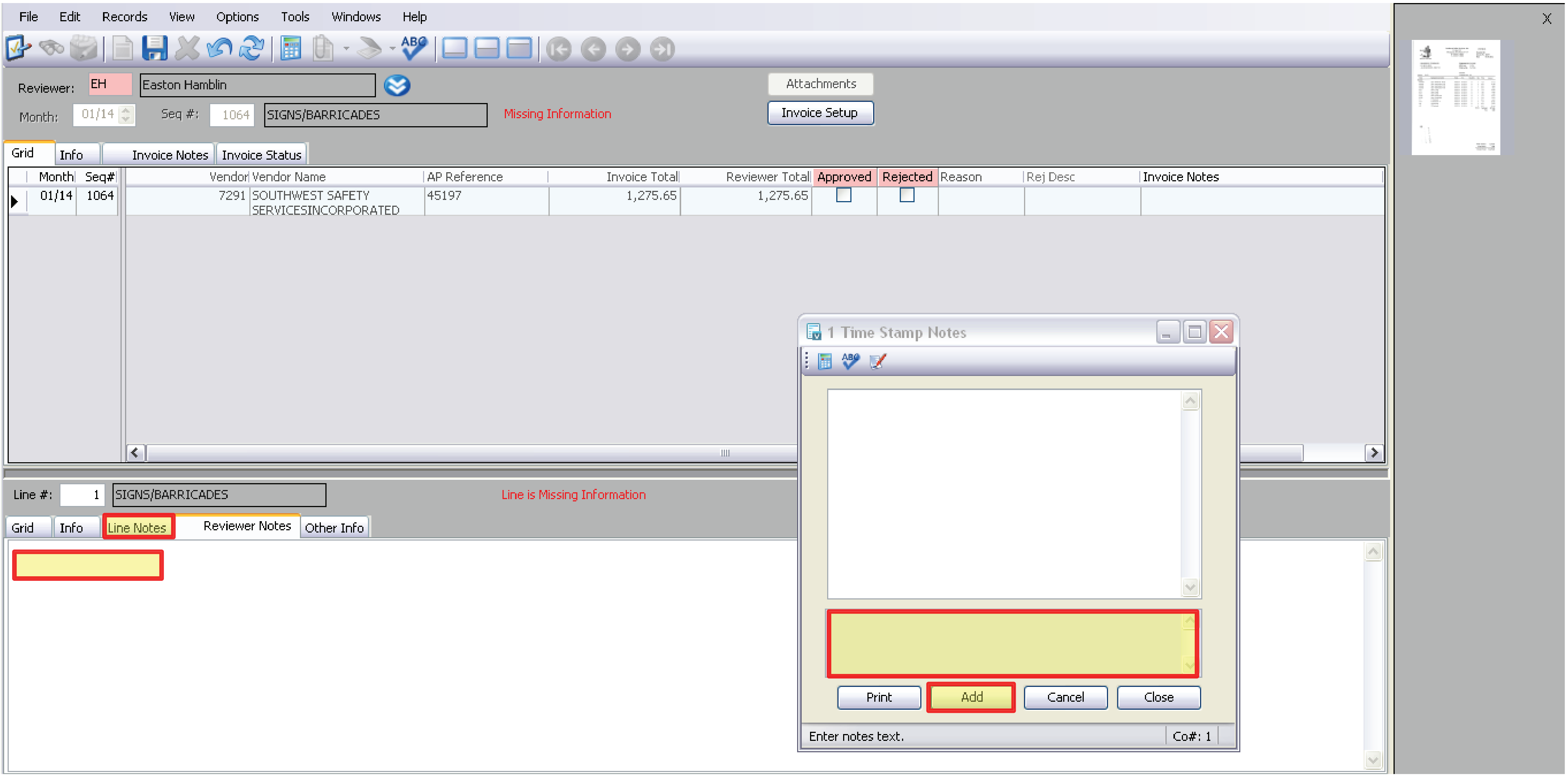


15. If the rejection or revision needs an explanation, locate and single-click the “Line Notes” tab.



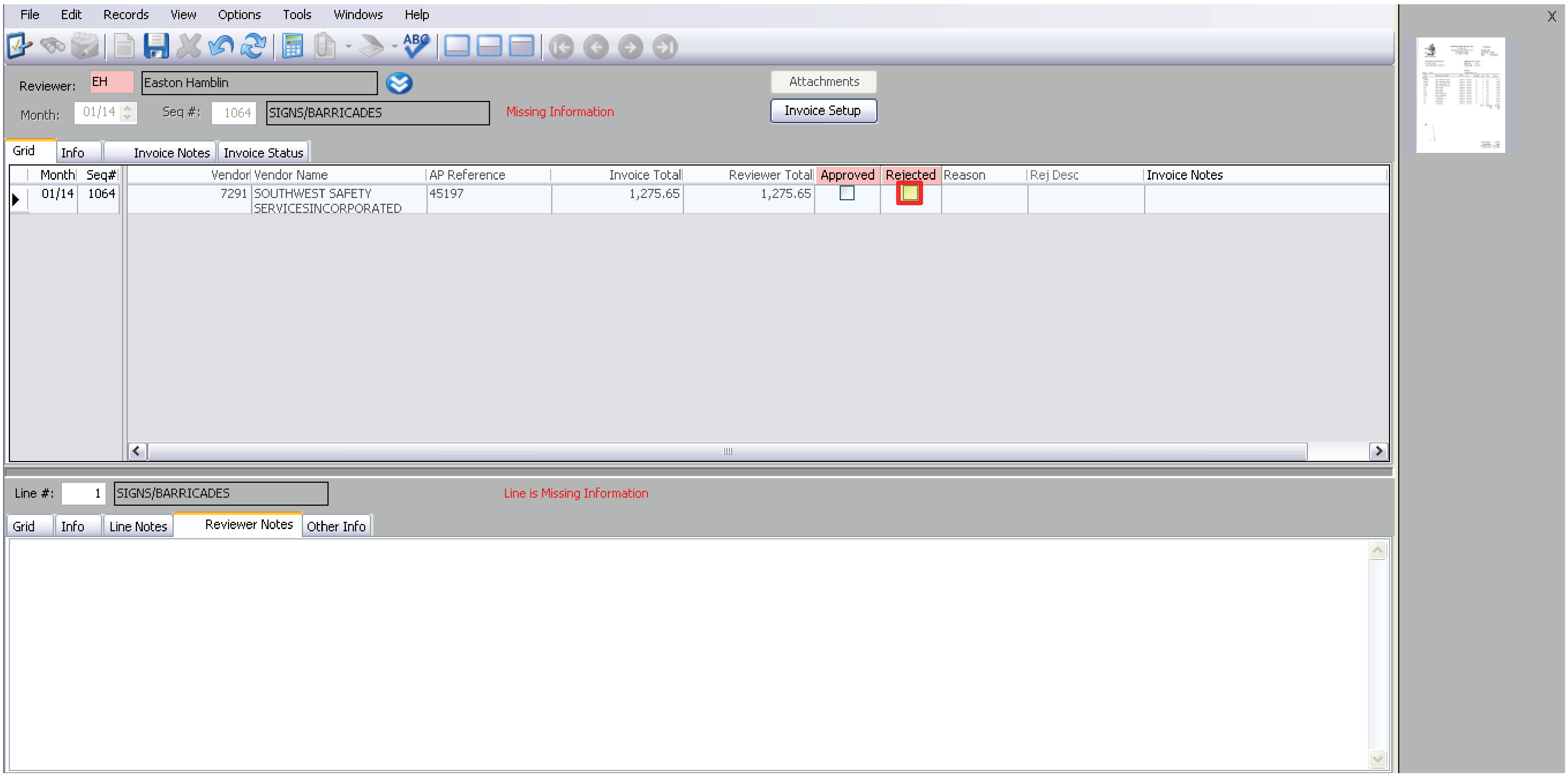
Invoice Review

16. Double-click the blank area. This will open a small window where you can write in your explanation for why you are rejecting or asking for a revision on this item. Once you are done, single-click the "Add" button.



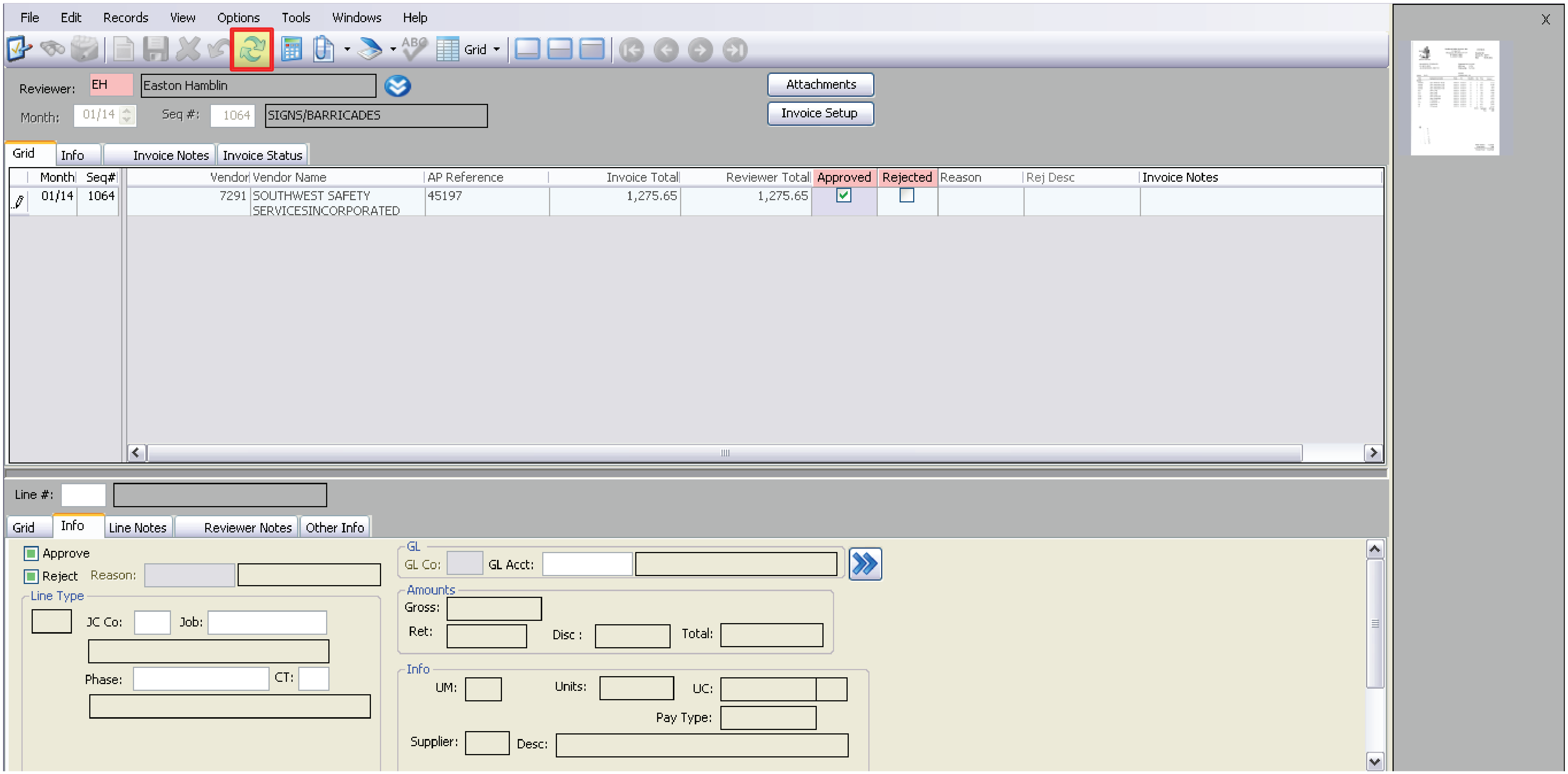
Invoice Review

17. Once you are ready to reject the invoice, double-click the check box on the upper-half portion under the “Rejected” column for that item.



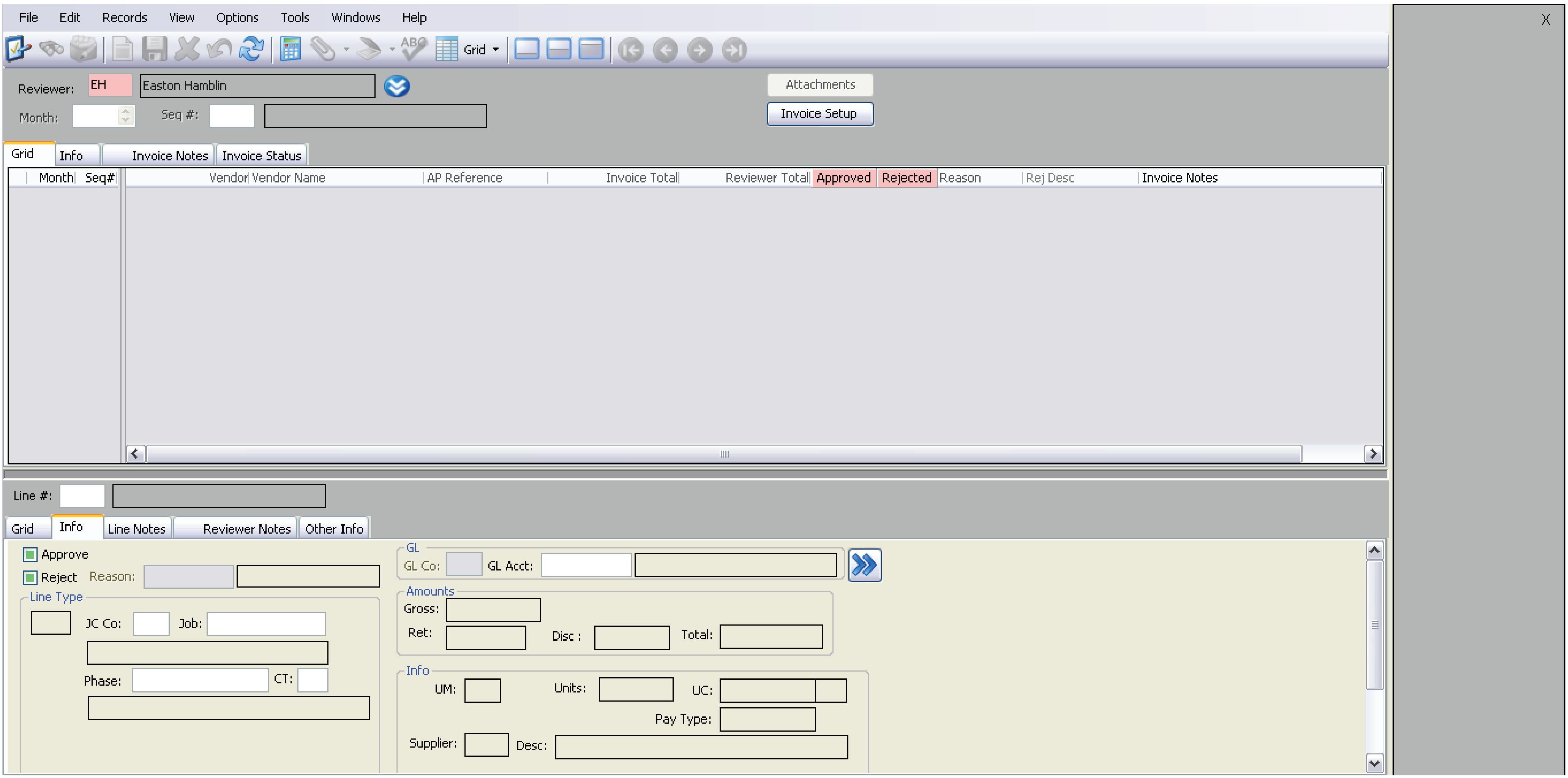
Invoice Review

18. Once you have completed your review of each item, single click the icon in the upper tool bar.



Invoice Review

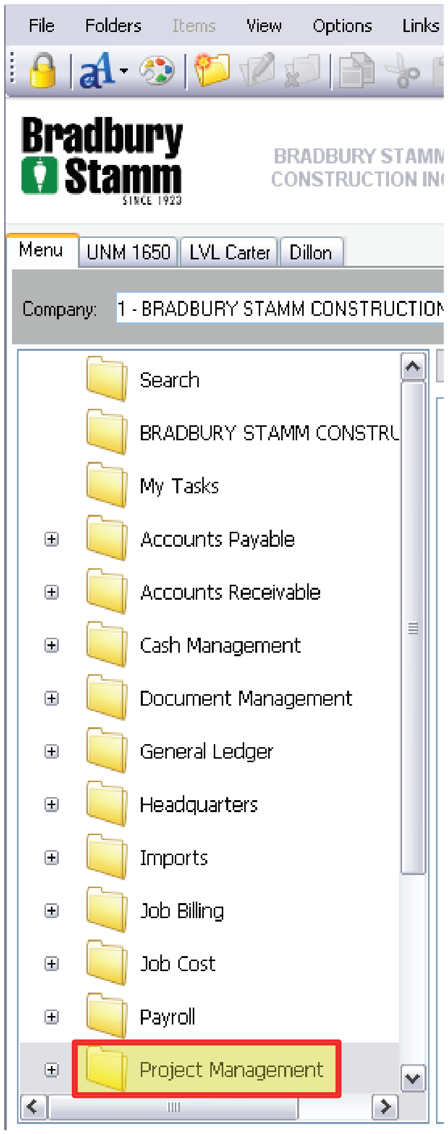
19. You will know you have reviewed each invoice if the upper-half portion contains no items for review. Close this window. Note: These approved invoices will be posted by accounting a few times a week.



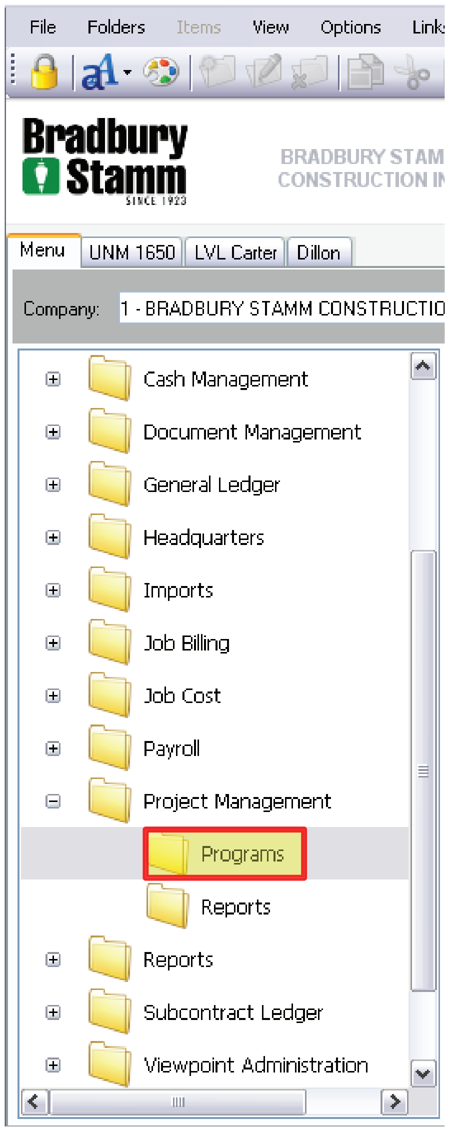
End of Section

Owner Change Orders

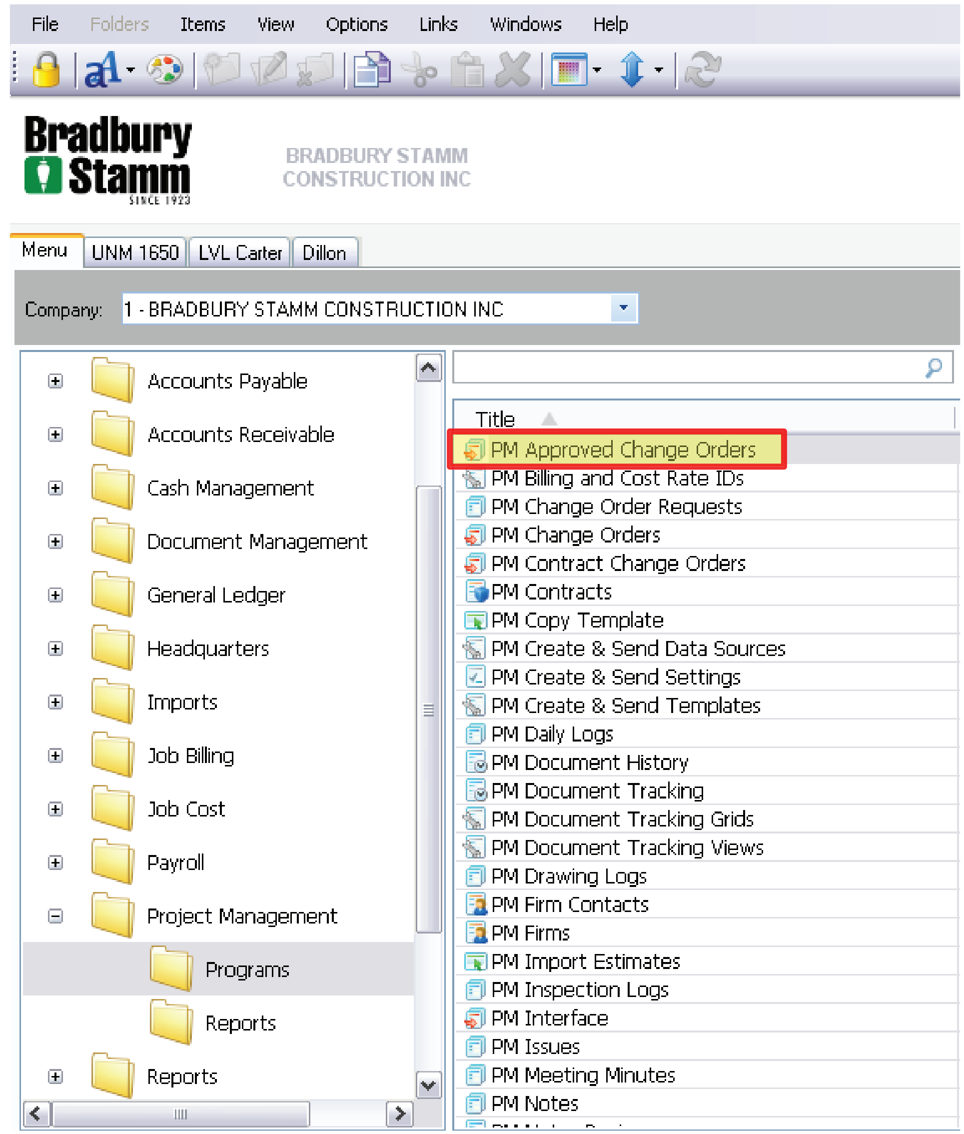
1. Locate and double-click "Project Management" from folder panel



2. Locate and single-click "Programs" from the folder panel

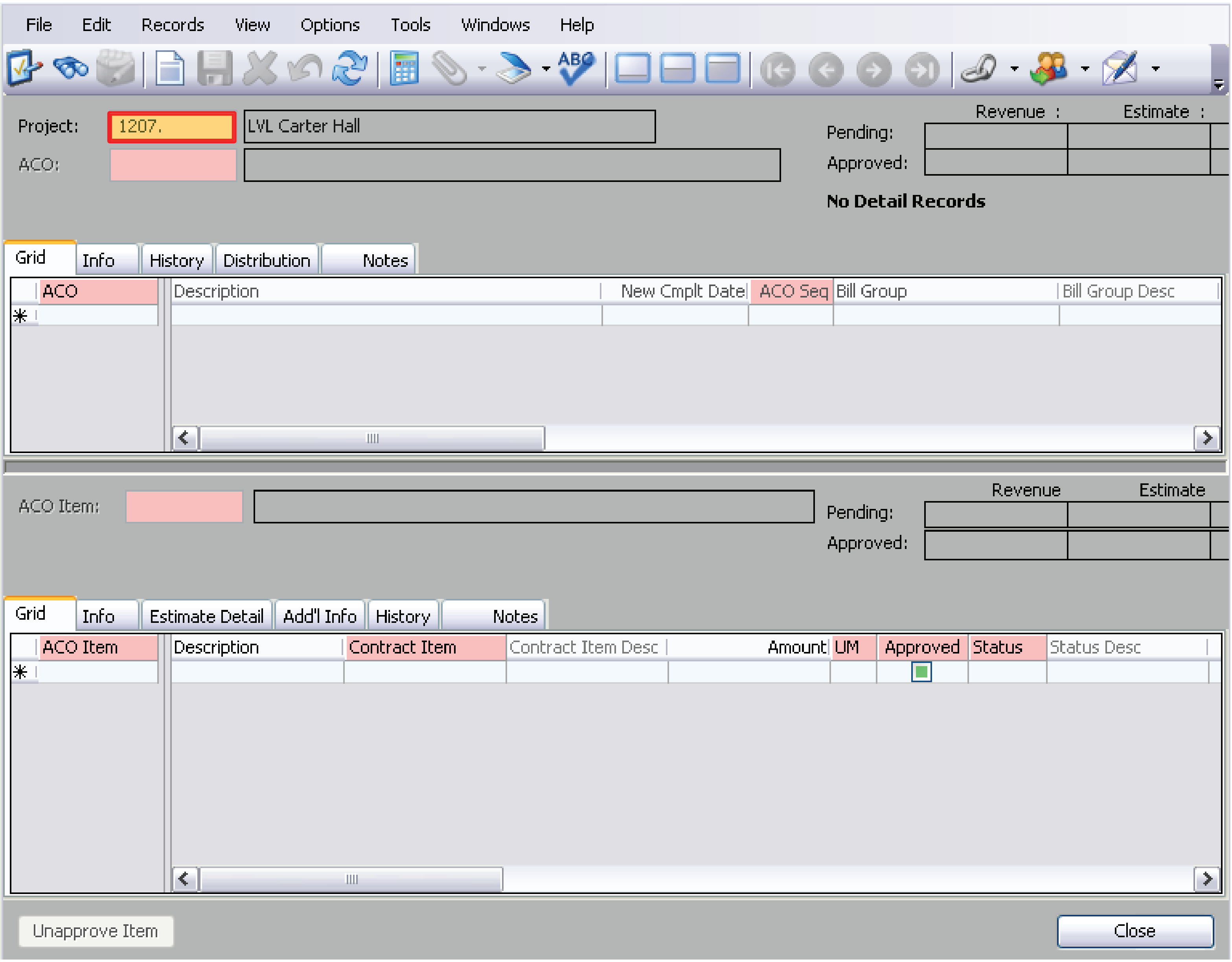


3. Locate and double-click "PM Approved Change Orders" from the item list

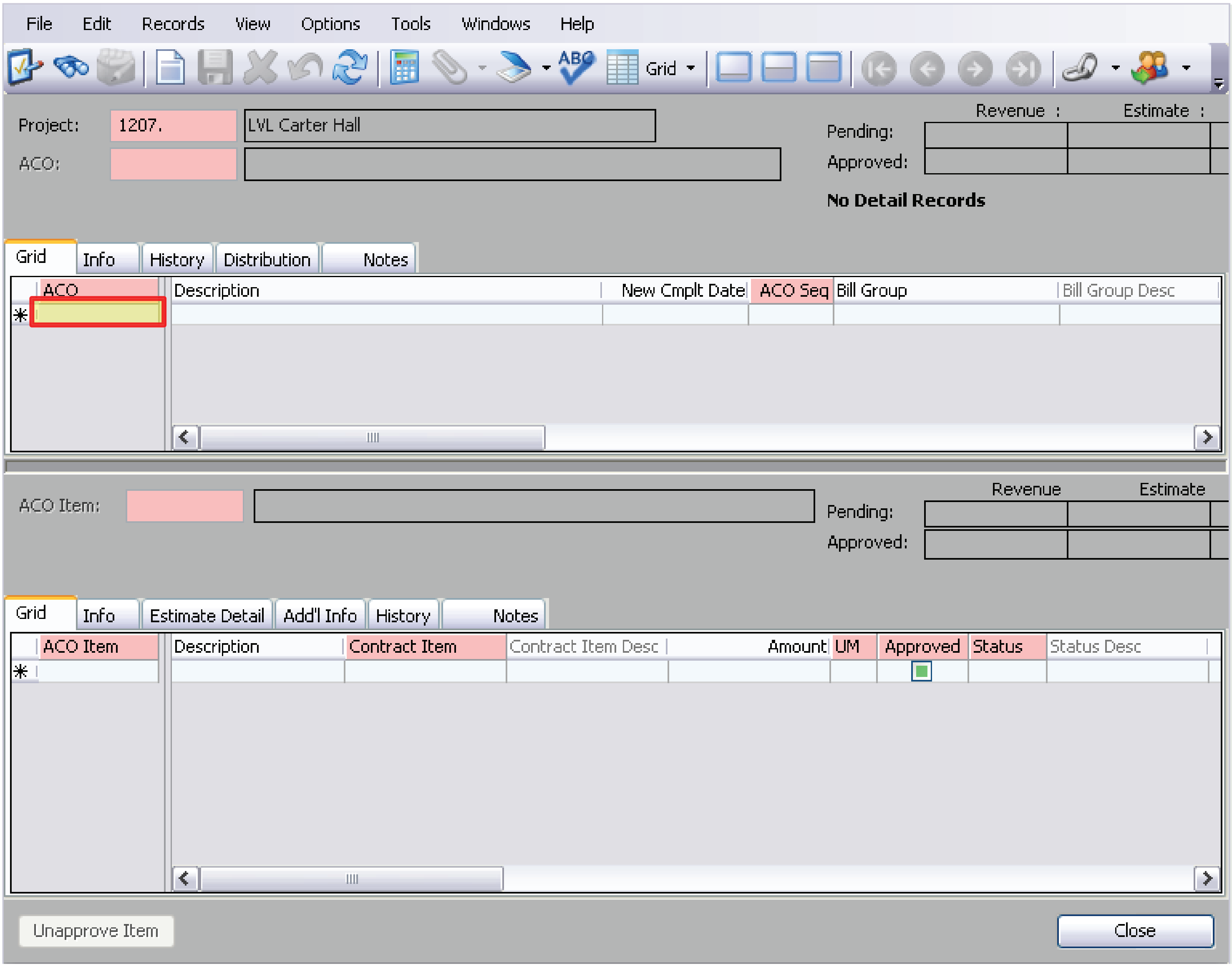


Owner Change Orders

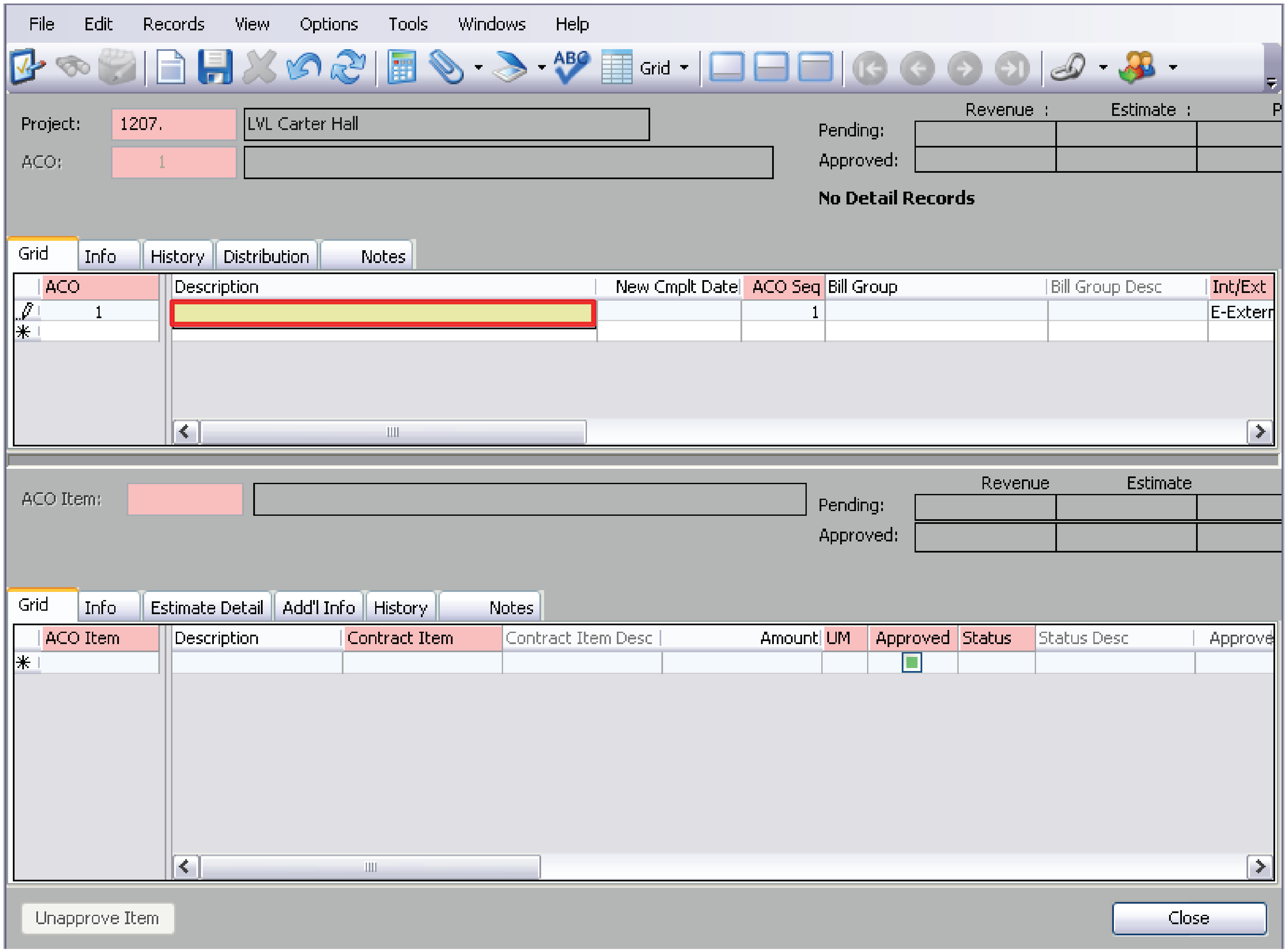
4. Input your project number in the cell right of “Project:”.



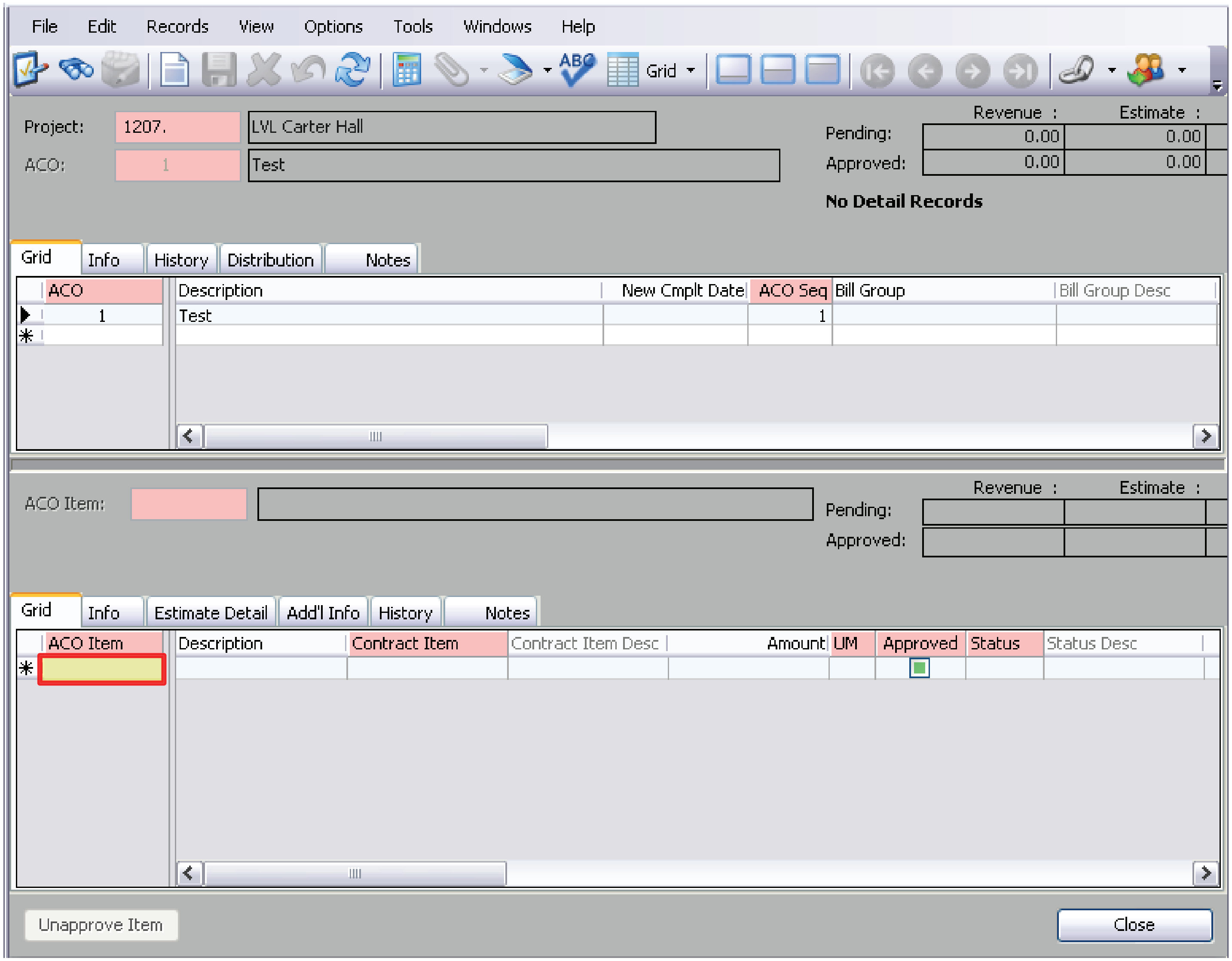
5. Double-click the open cell below the “ACO” column. Input the owner change number. For example, if this is owner change order #1, input 1. Note: This process is also used to do budget revisions. If it is a budget revision, start the budget revision number at “101, 102, 103, etc.” so it does not mix with the owner change orders.



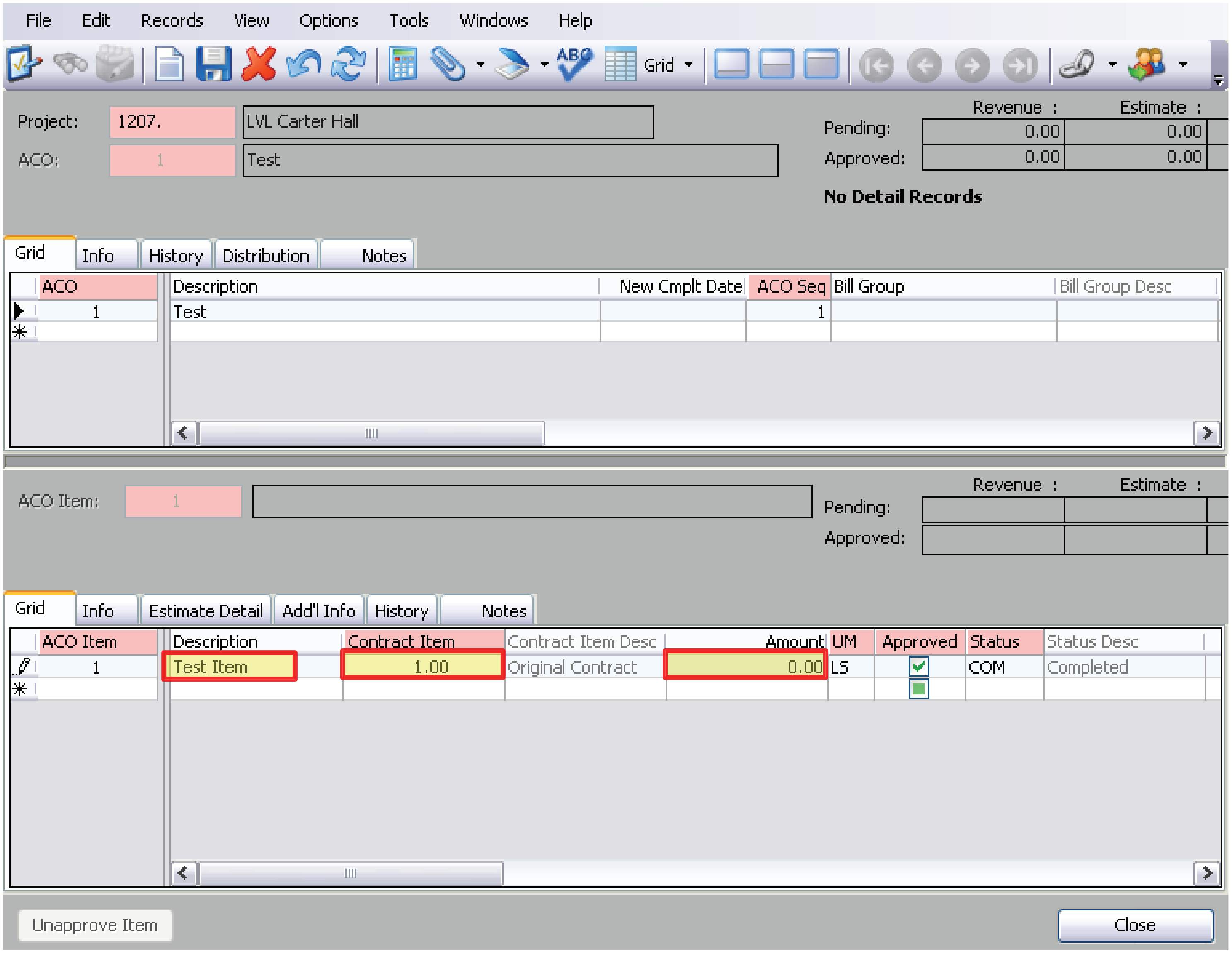
6. In the cell under the “Description” column, input a description for the item (i.e. “Owner CO #1”).



7. On the bottom half portion of the window, double-click the cell under the "ACO Item" column. This is where you itemize the different line items contained within the owner change order.

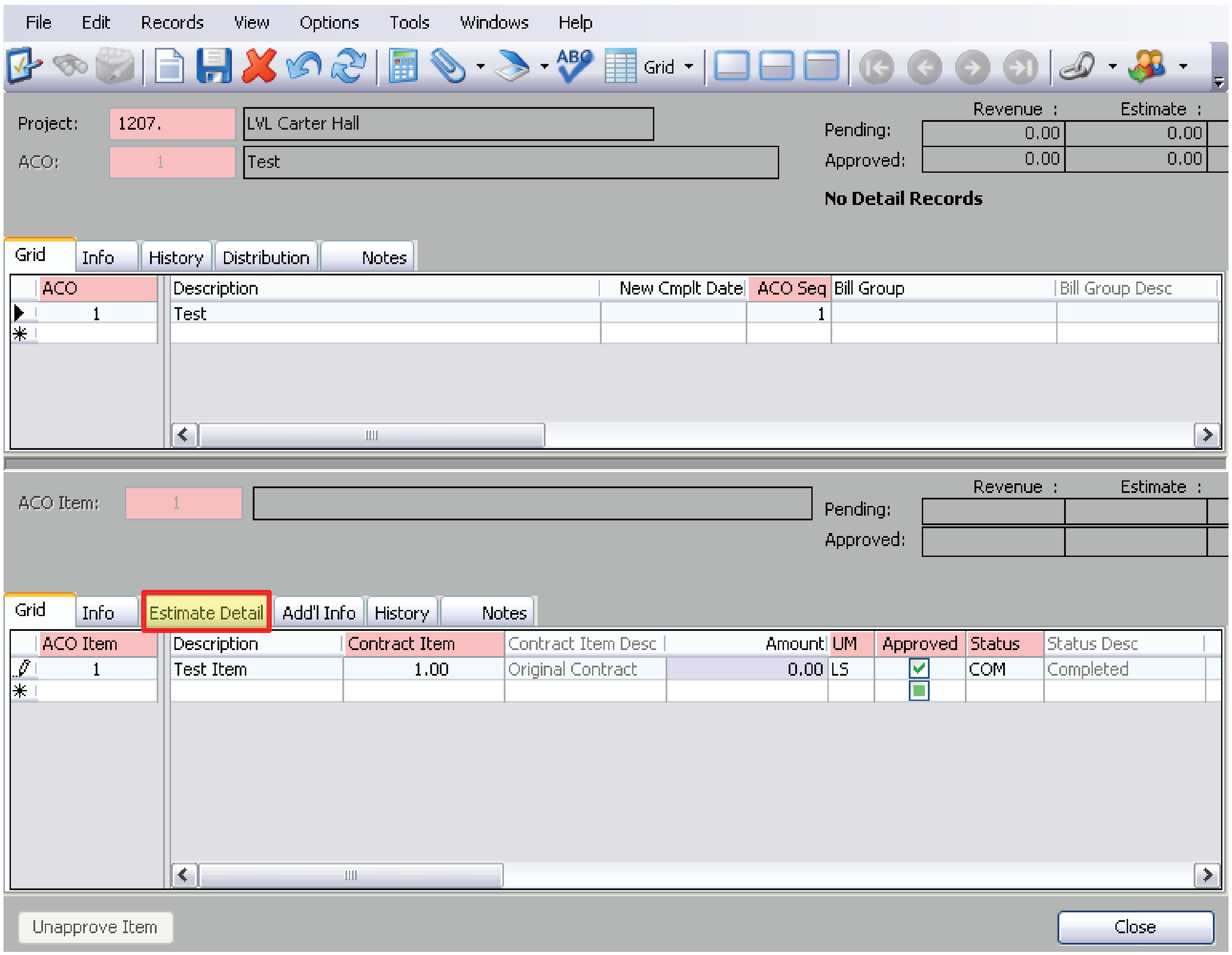


8. Fill in the information in the empty cells located under columns “Description”, “Contract Item”, and “Amount”.

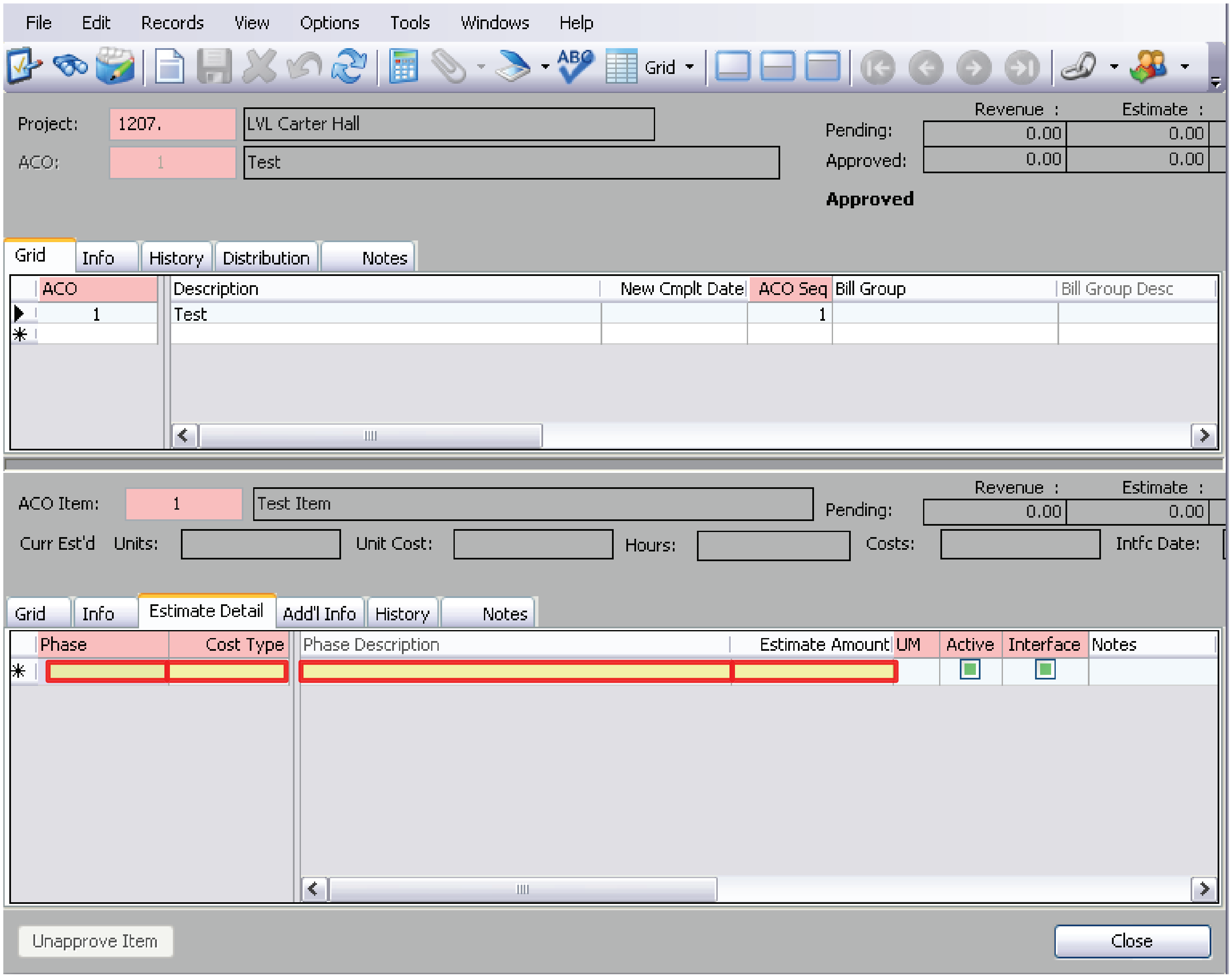


Owner Change Orders

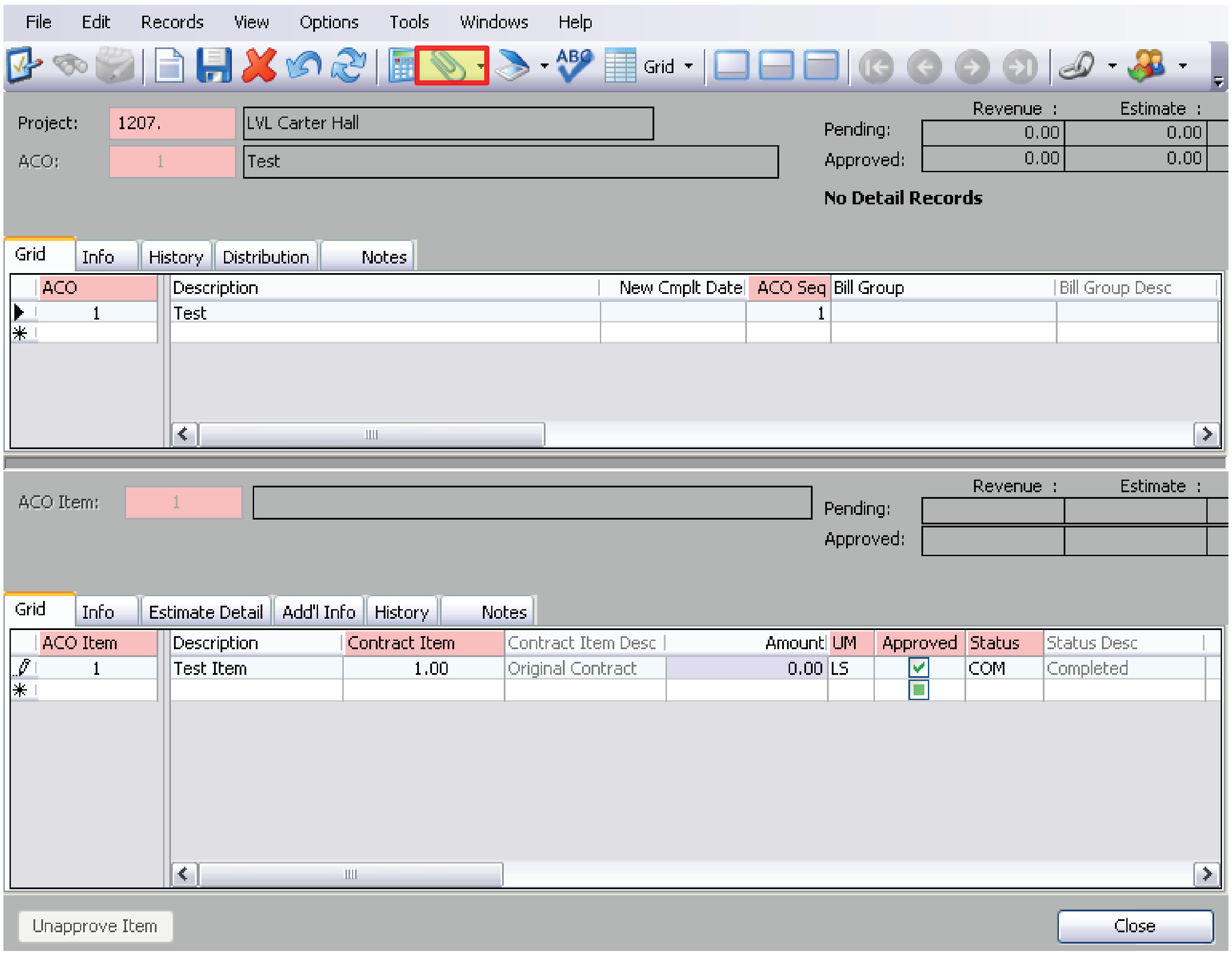
9. Single click the “Estimate Detail” tab on the lower portion of the window.



10. Fill in the information in the empty cells located under columns “Phase”, “Cost Type”, “Phase Description”, and “Estimate Amount”. For example, each ACO item may have various costs associated with it such as subcontractor pricing, BSC Labor, BSC burden, Tax, etc. The difference between the ACO Item revenue amount and the estimate amount will be the profit.



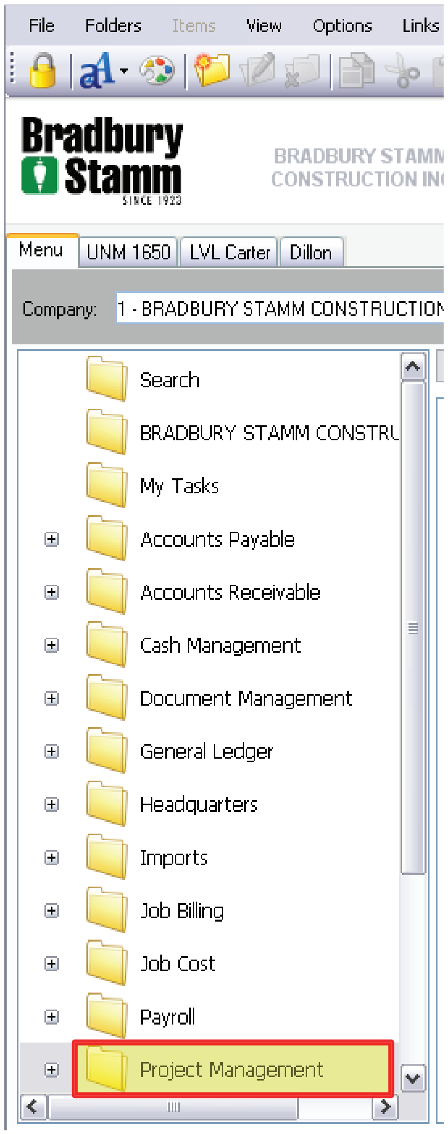
11. Once all of your ACO Items and their associated estimate details have been filled out, the overall ACO can now be finalized. Click the icon on the upper toolbar to attach the signed change order to your ACO. Now interface the ACO via the “PM Interface” program.



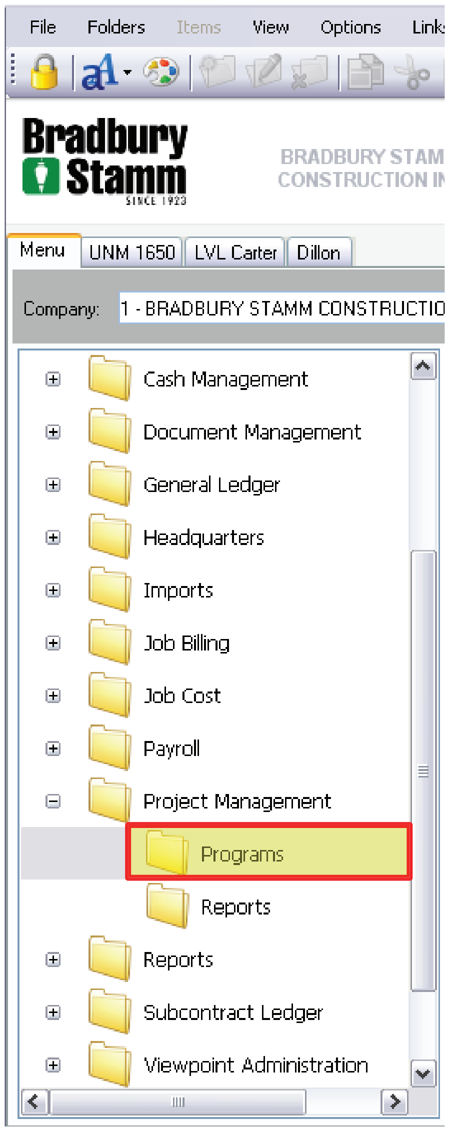
End of Section

Subcontractor Change Orders

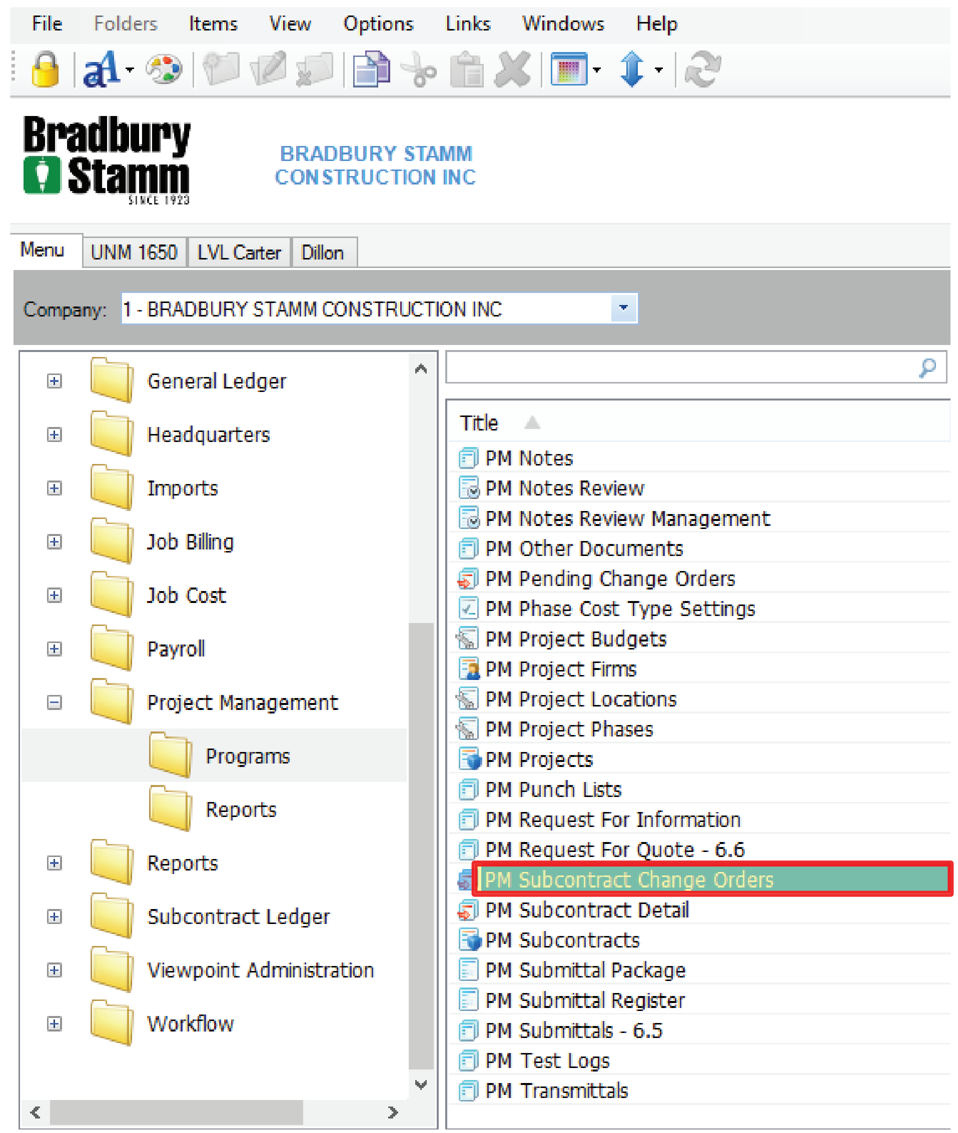
1. Locate and double-click "Project Management" from folder panel



2. Locate and single-click "Programs" from the folder panel

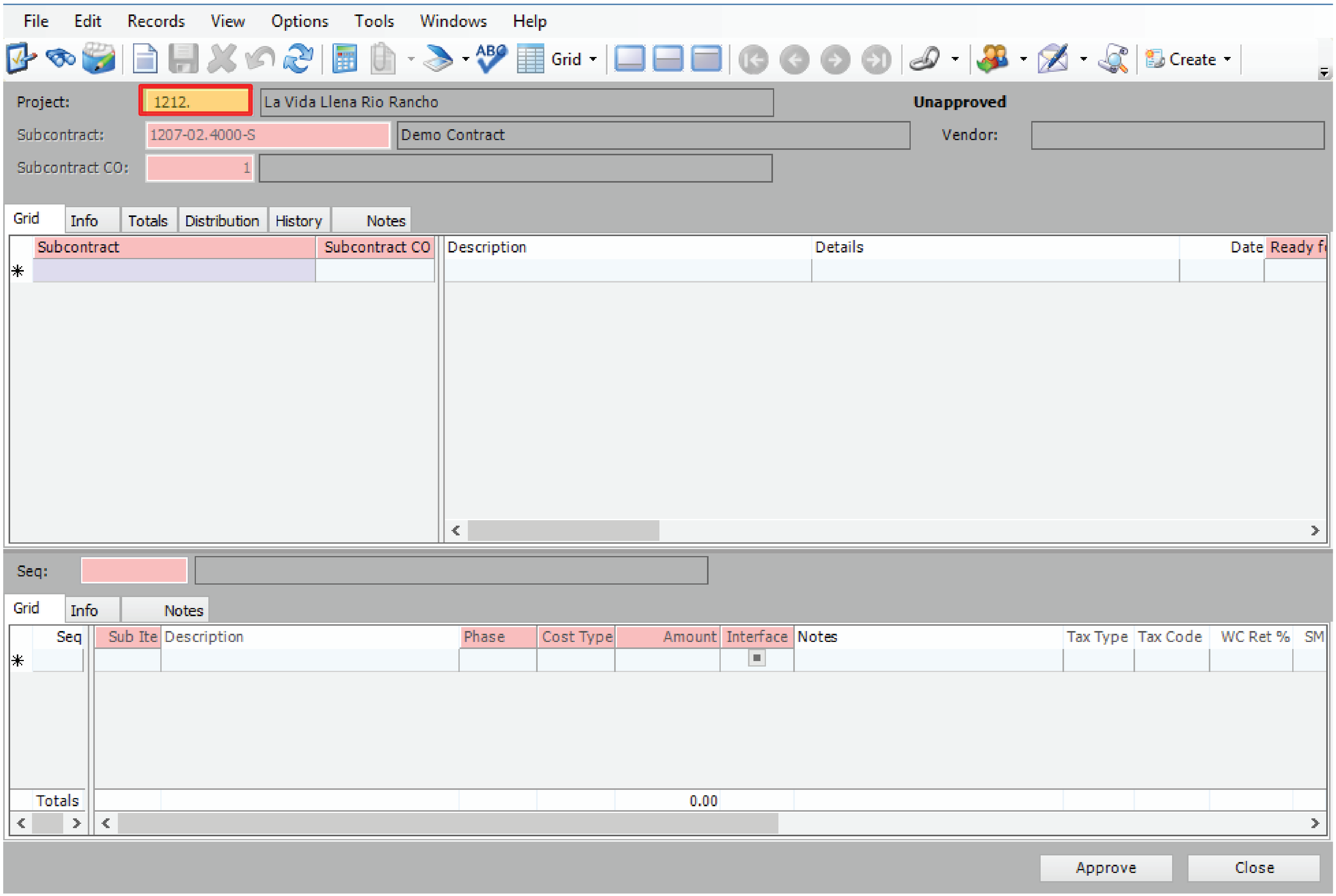


3. Locate and double-click "PM Subcontract Change Orders" from the item list

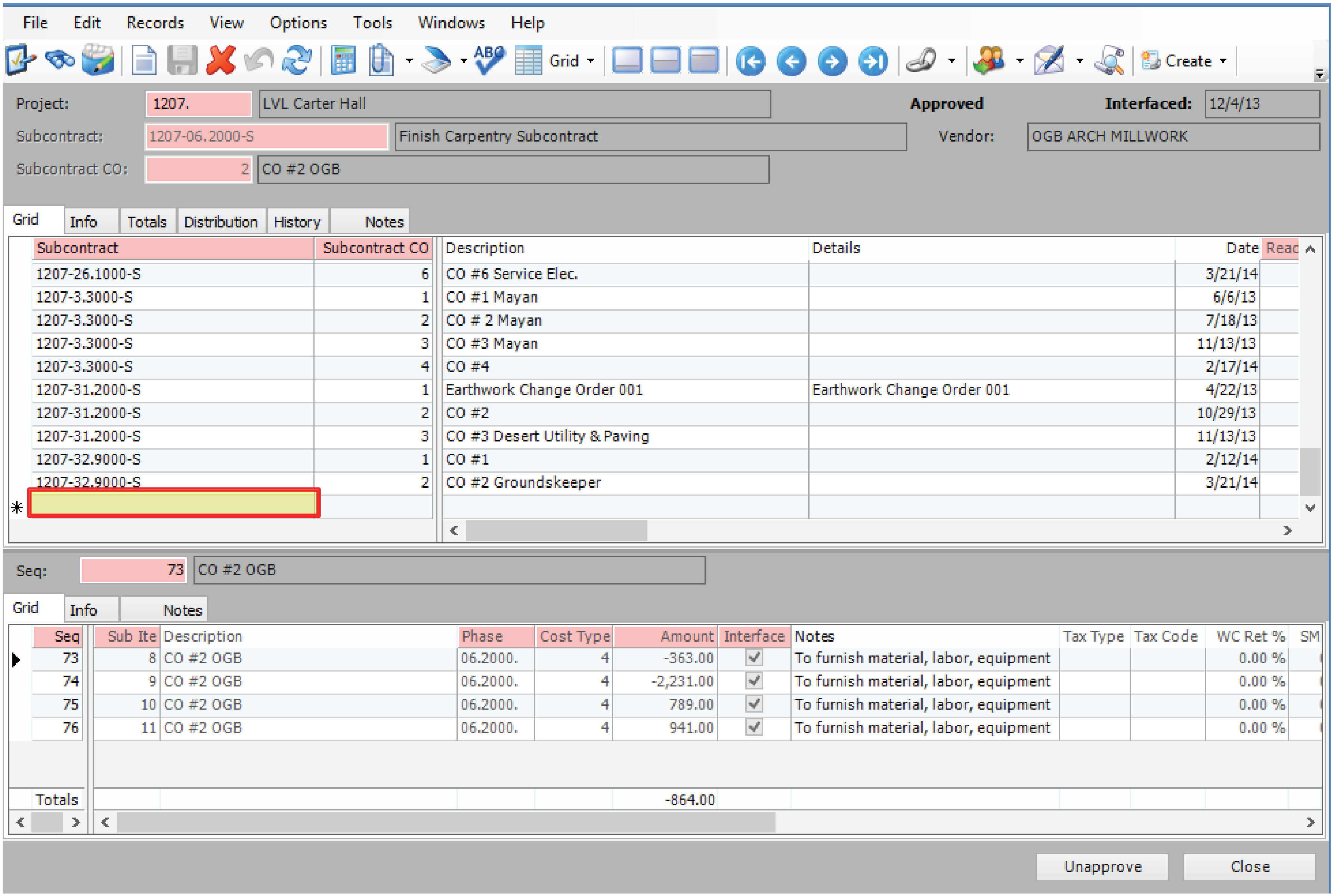


Subcontractor Change Orders

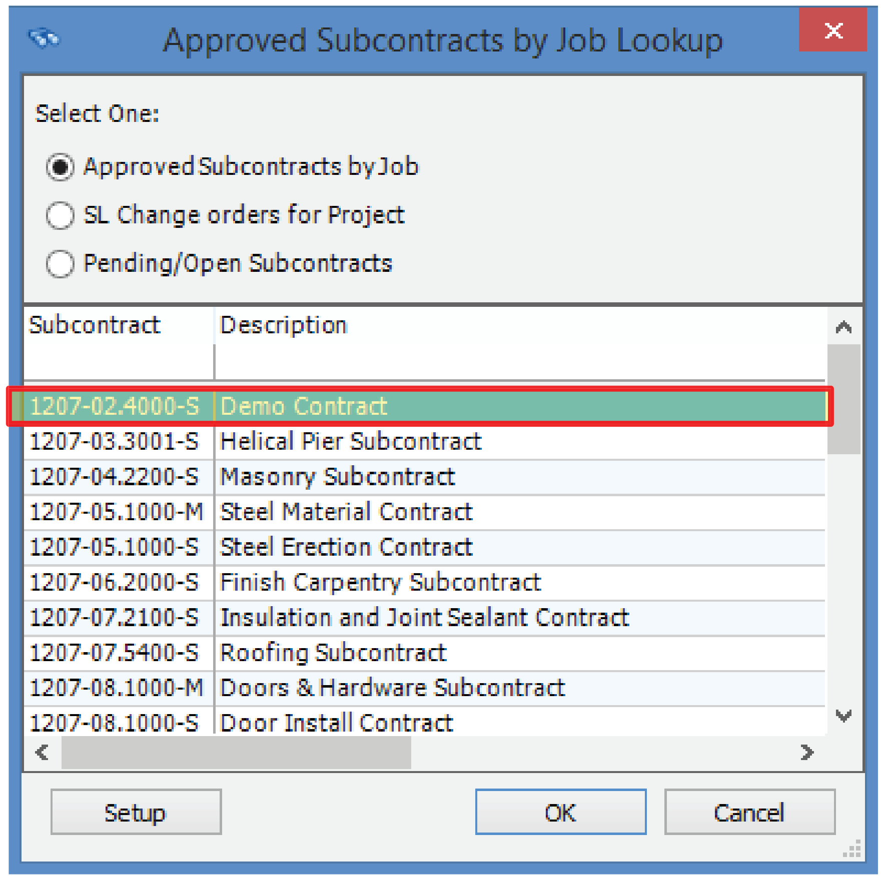
4. Input your project number in the cell right of “Project:”. Press the enter key.



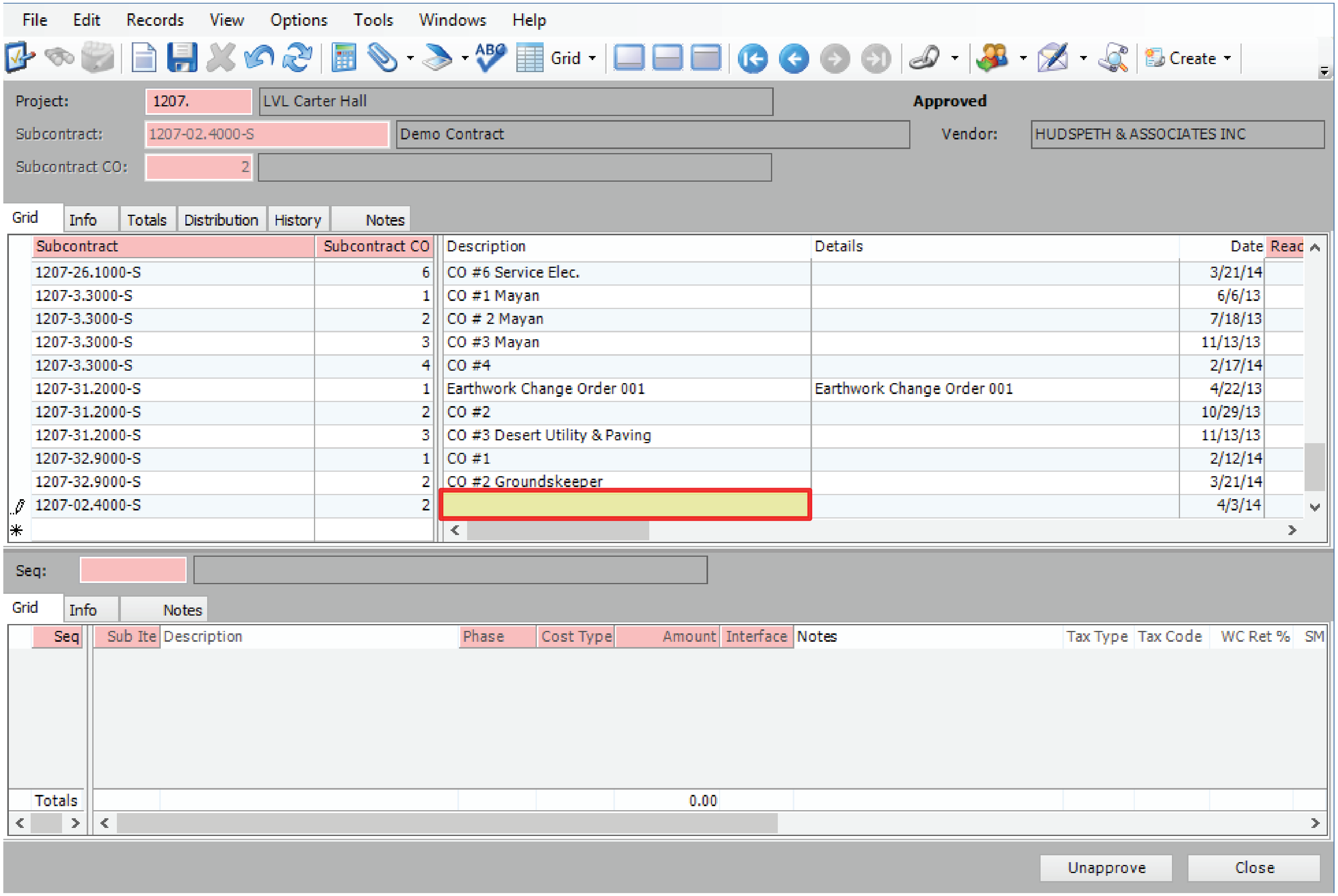
5. Single click inside the empty cell at the bottom marked with an "*" symbol. Hit the "F4" keyboard function button to bring up a list of current interfaced subcontracts on your project in a separate window.



6. From this window, locate and double-click the subcontract in which you will be writing a change order for.

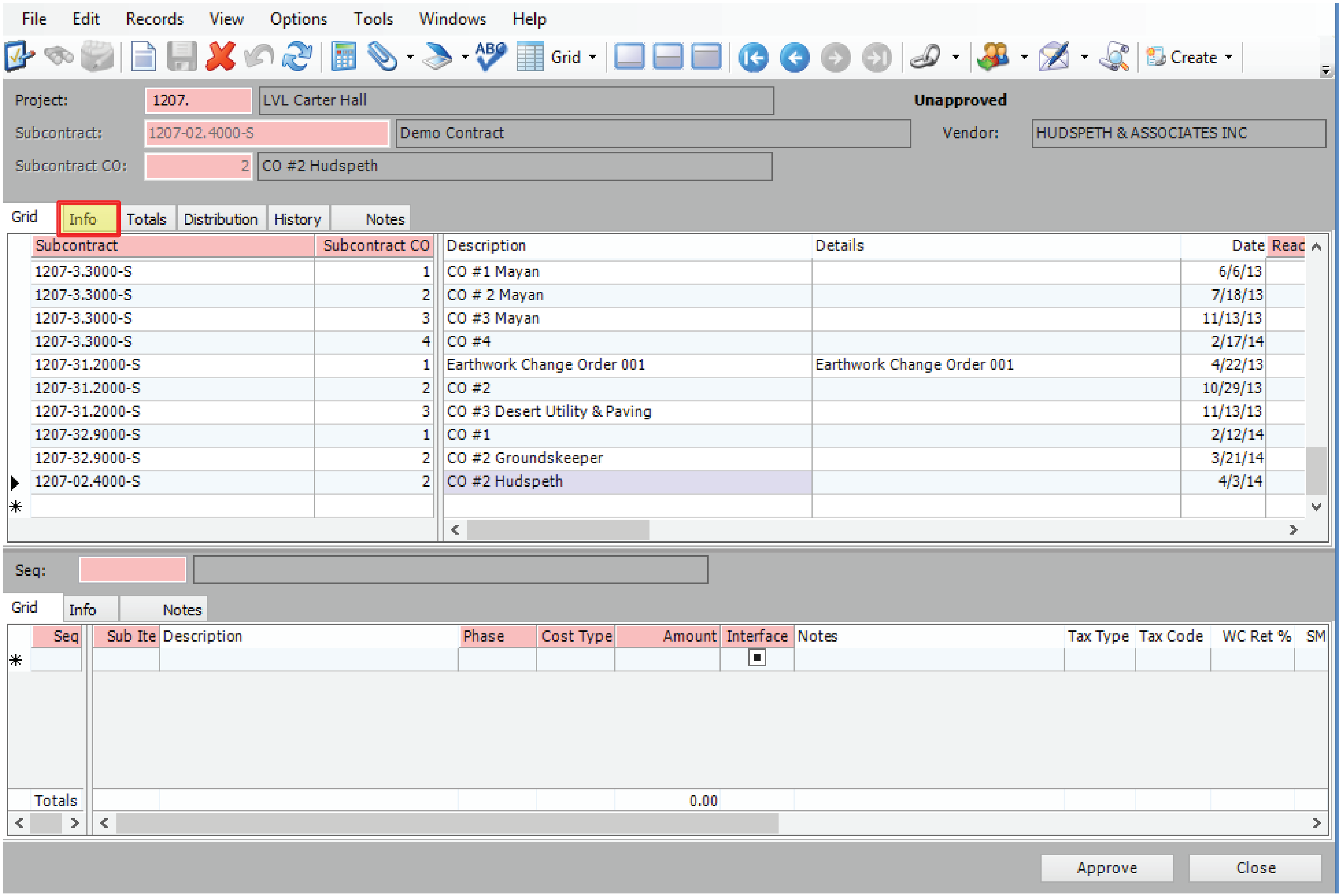


7. From this original window, the subcontract change order number will auto fill under the “Subcontract CO” column. Underneath the “Description” column, input a description for the change order item or package you will be creating.

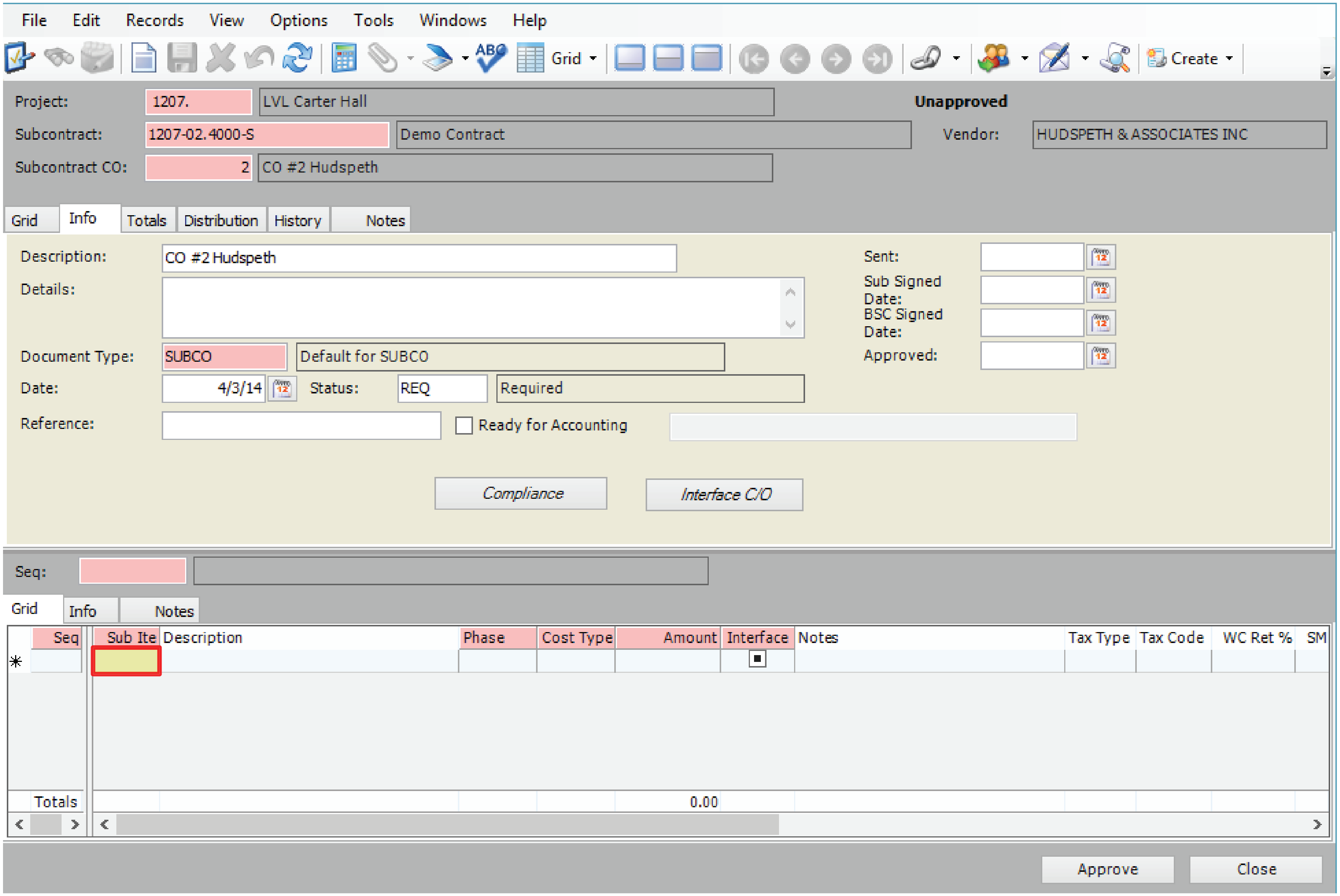


Subcontractor Change Orders

8. Single-click on the "info" tab to begin entering further information.

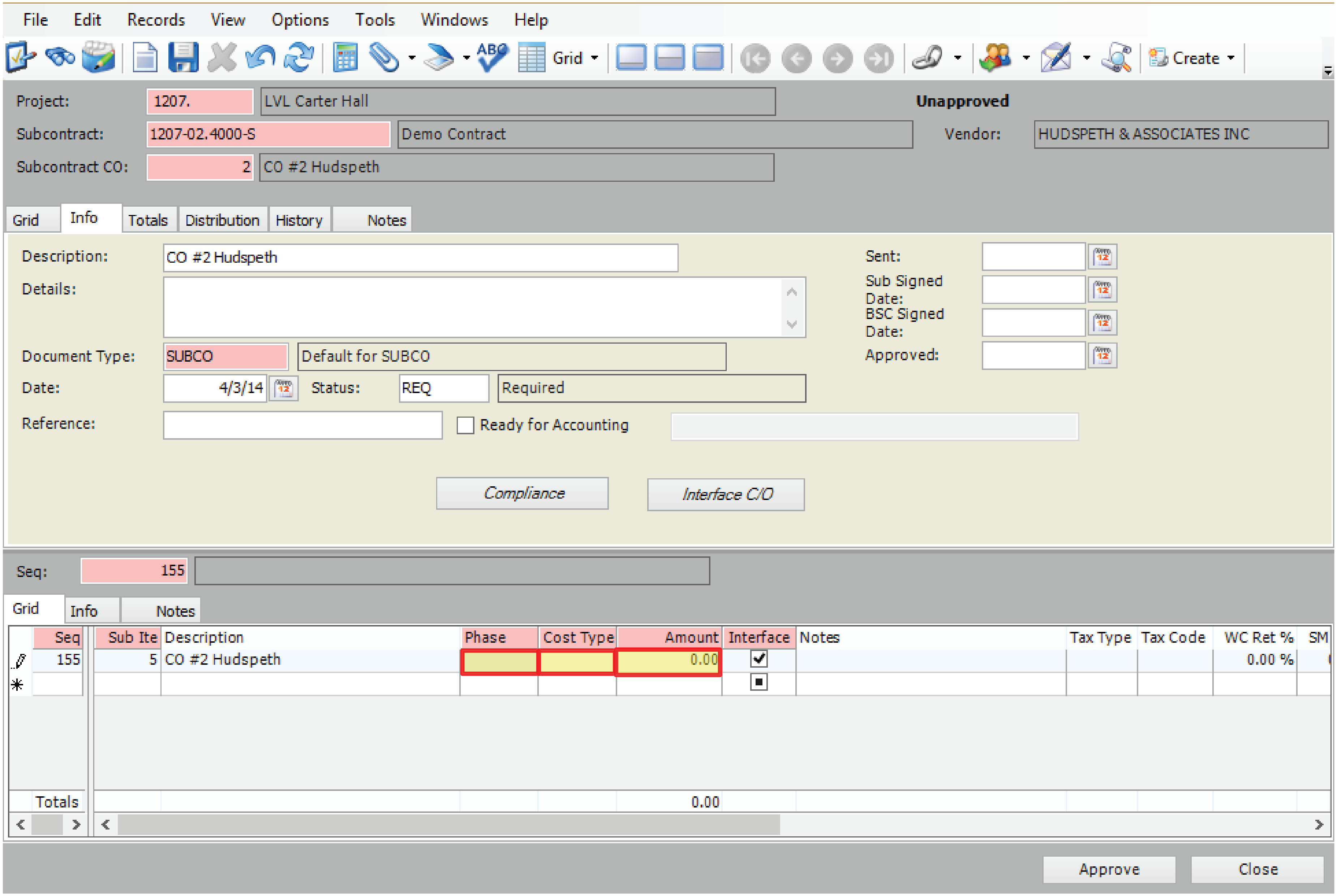


9. In the lower half portion of this window, select within the empty cell under column "Sub Item" and input "N". This will auto fill this item. Typically the subcontract itself is item #1, followed by individual subcontract change items. In this instance, this is subcontractor change order #2, but this is item #5. Change order #1 had a package of three items (#2, #3, and #4).

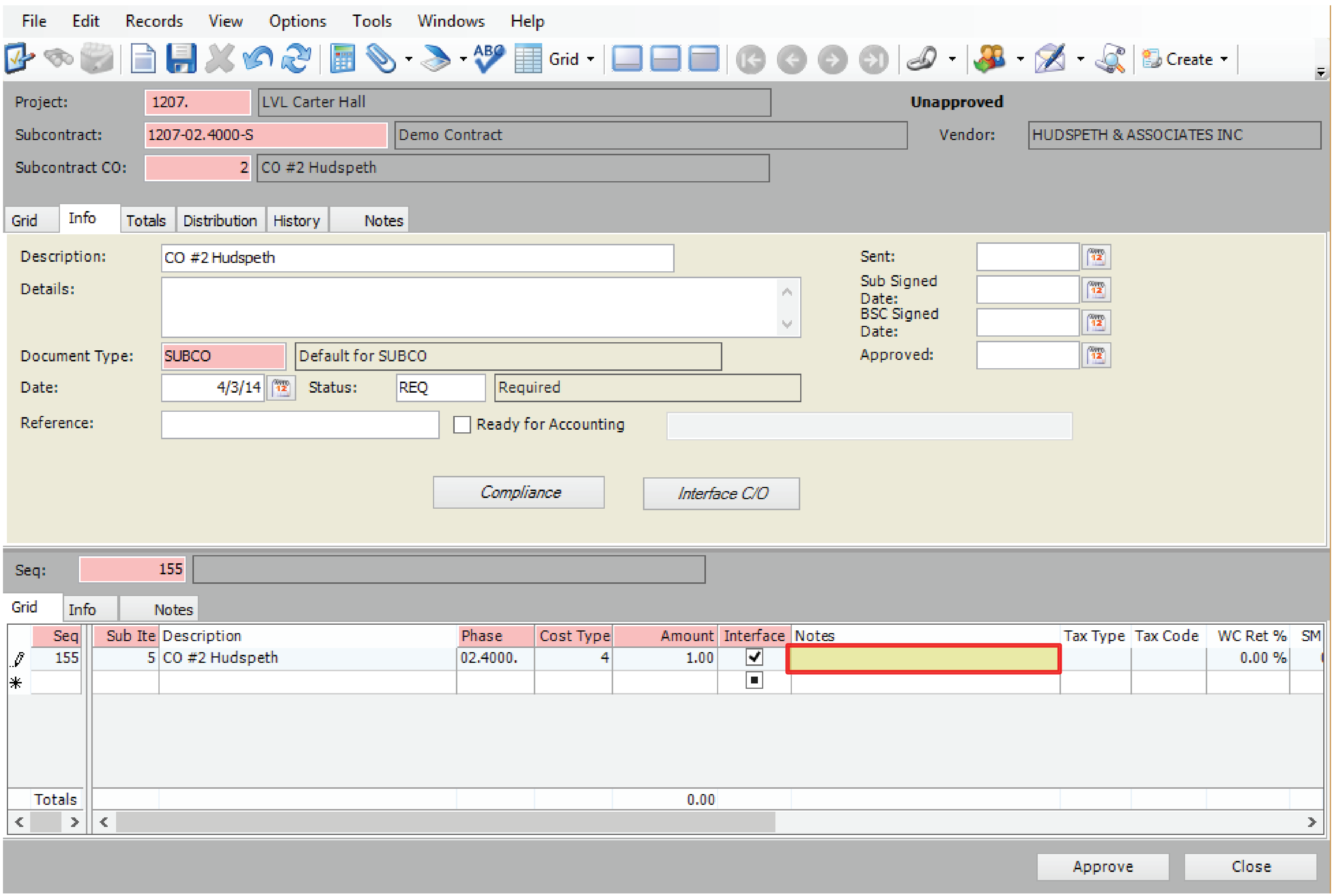


Subcontractor Change Orders

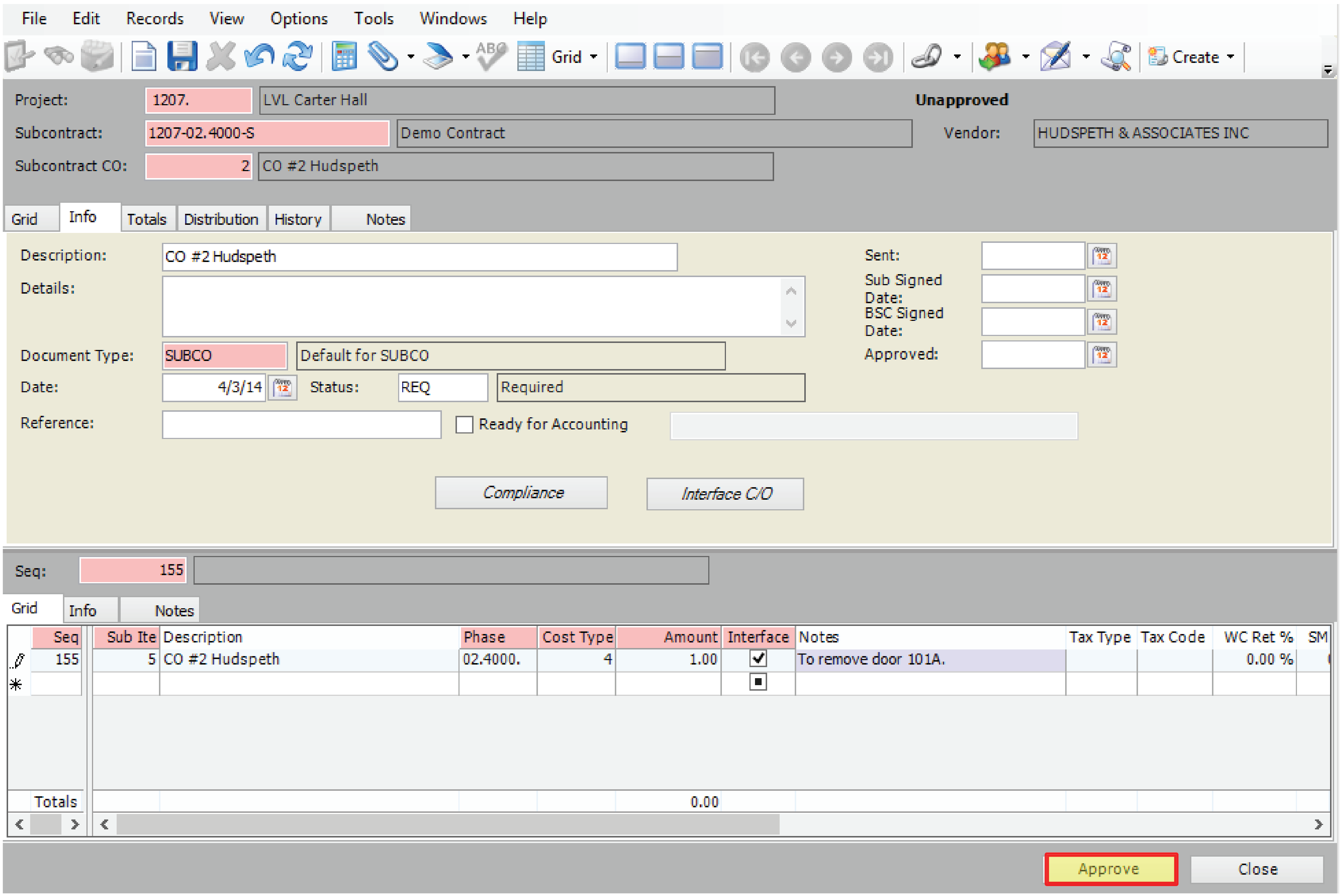
10. Fill out the empty cells under columns “Phase” (should be tied to your budget phase code), “Cost Type” (3 for material contract and 4 for subcontract), and “Amount” (the amount of the change order item).



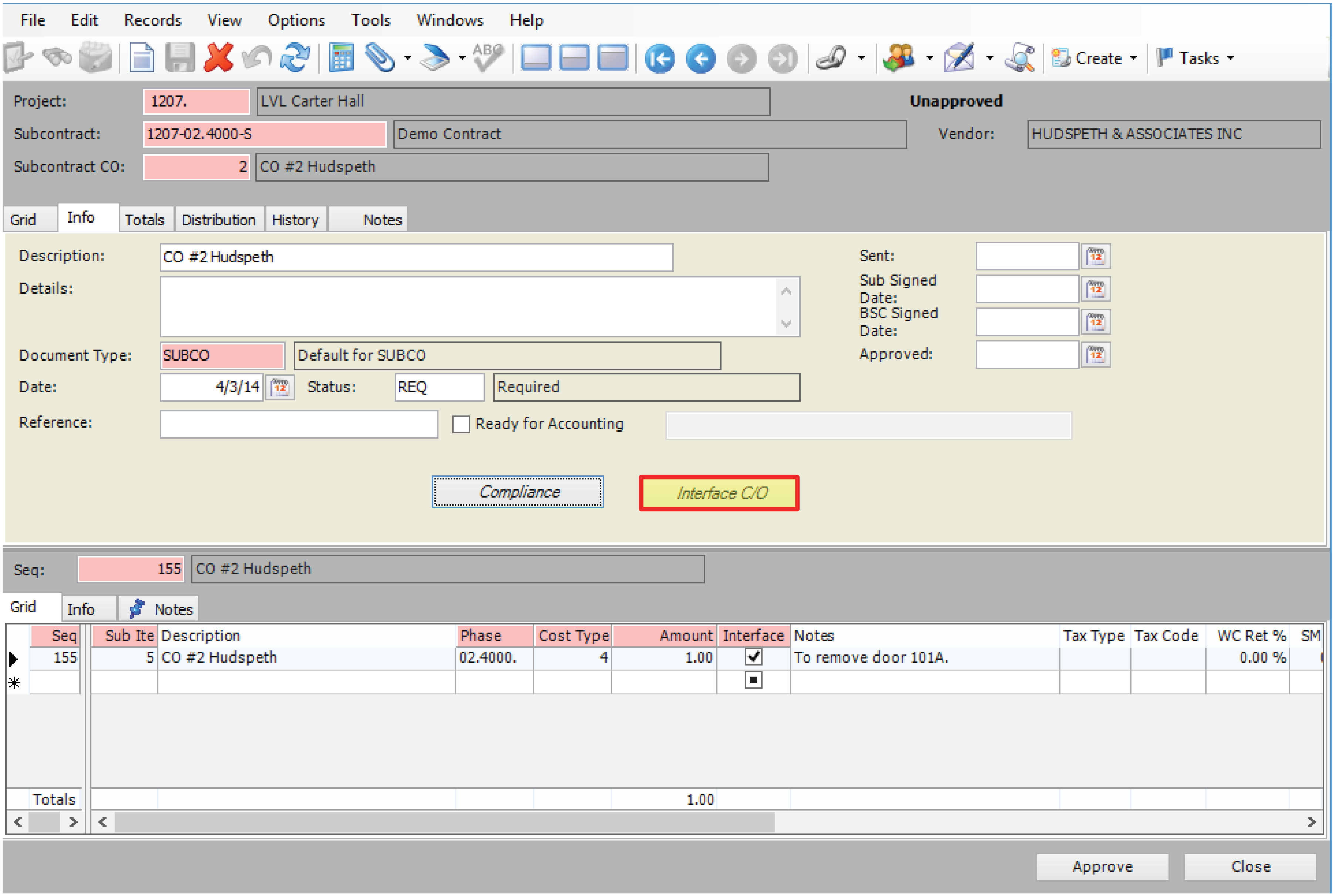
11. In the empty cell below the “Notes” column, input a detailed description of the change item.



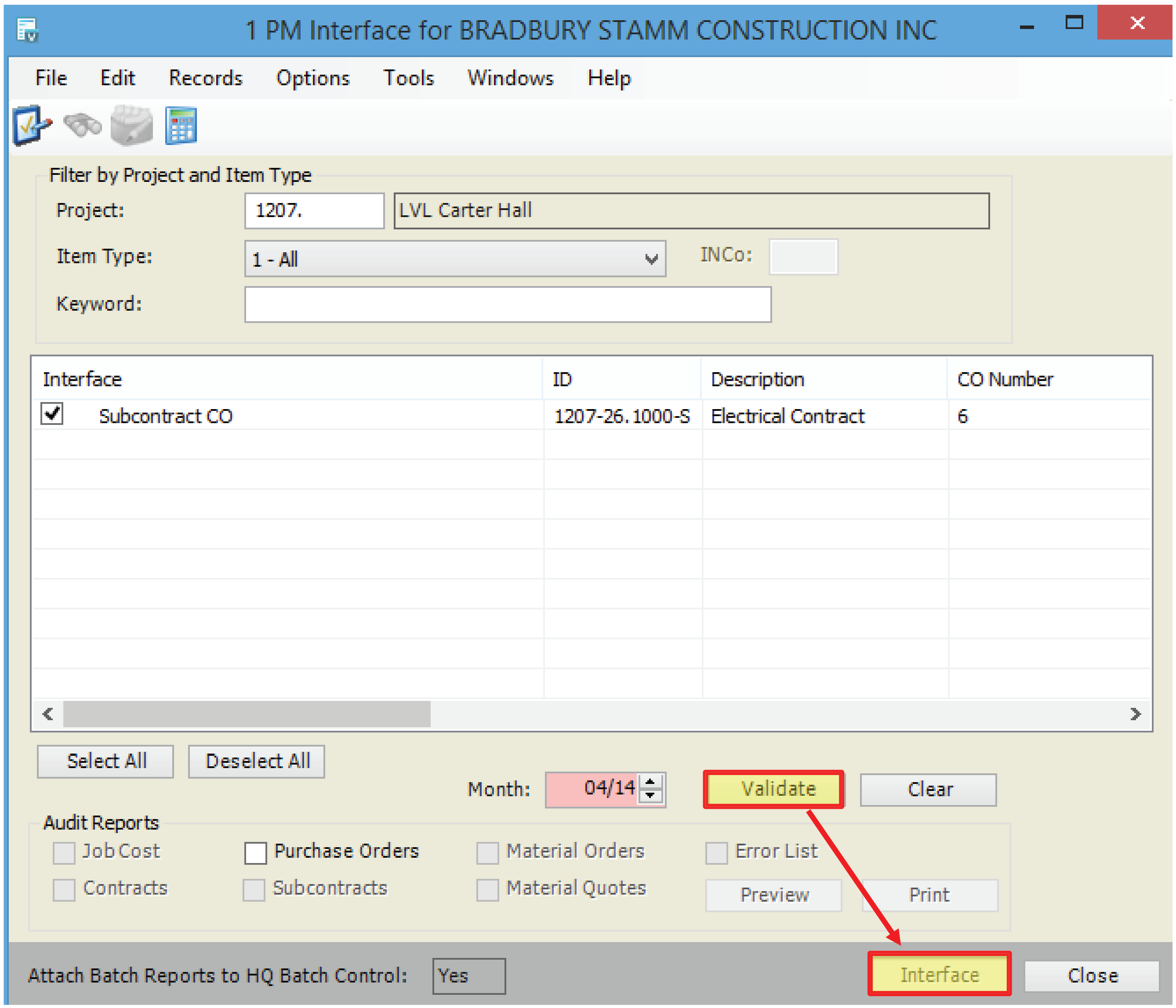
12. Once that is input, you can add more change items for this subcontract if applicable (repeat #9-#11) or continue to process this subcontractor change order. Single-click the “Approve” button.



13. Single-click the "Interface C/O" button. Please note that once this change order has been interfaced, only accounting can make corrections to the contents. If time passes and corrections need to be made, they can only do so by creating another subcontractor CO to offset it.

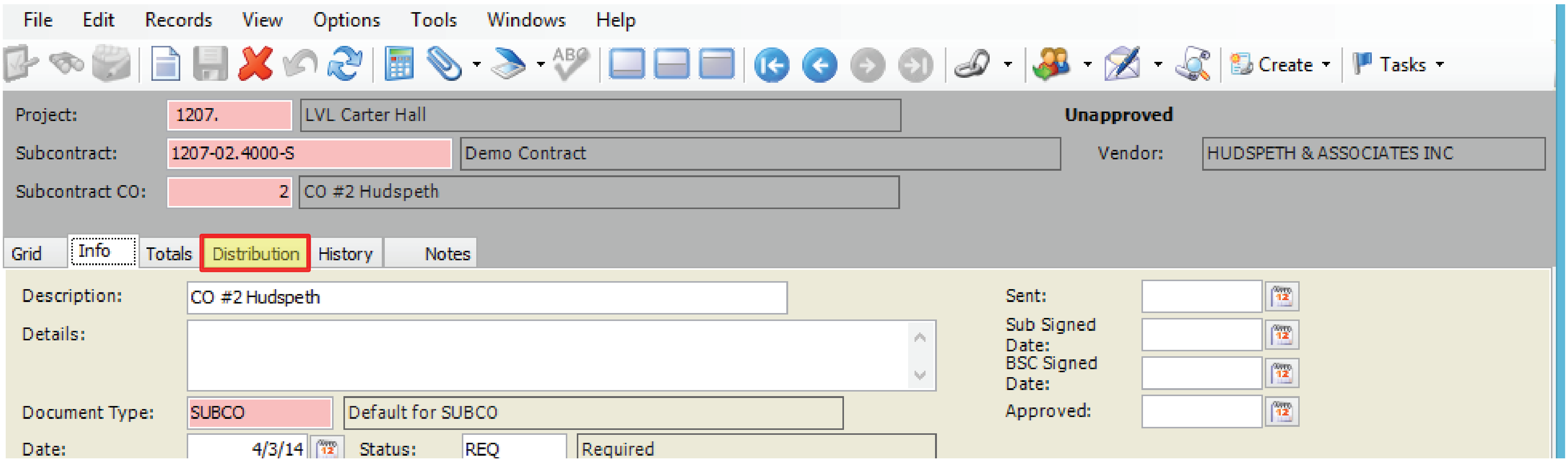


14. In this interface window, confirm the job number and item is correct. Single click the “Validate” button followed by the “Interface” button. Close this window.

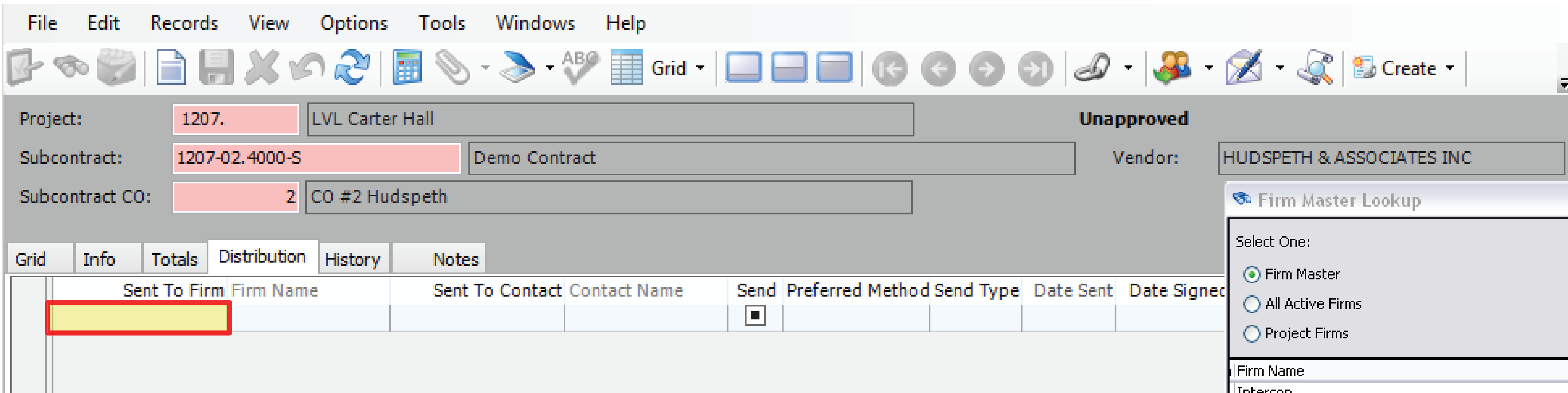


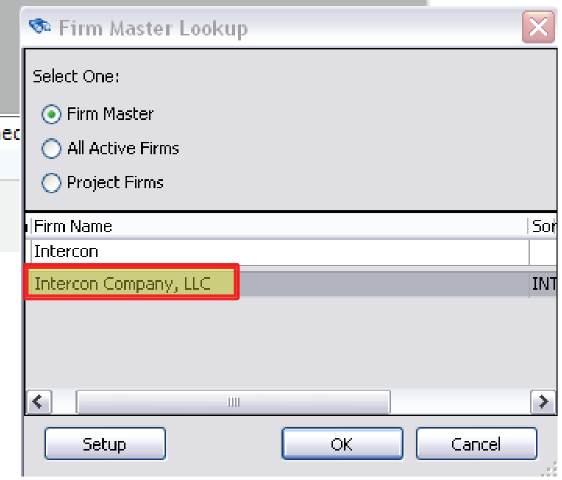
Subcontractor Change Orders

15. Single-click the “Distribution” tab.



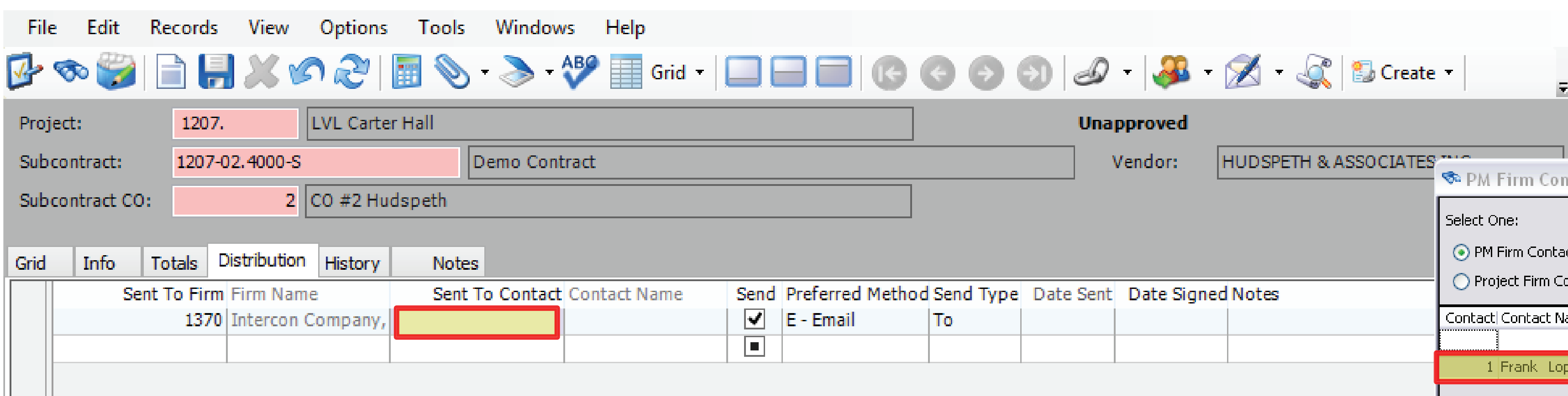
16. Next single-click the empty cell underneath the “Send To Firm” column. Hit the keyboard function key “F4”.





17. This will bring up a small window. Type in and locate the subcontractor or material contractor “Firm”. Double-click your selection. Note: “Firm” and “Vendor” are two different databases. In our instance, your “Firm” will be the same company as your “vendor”.

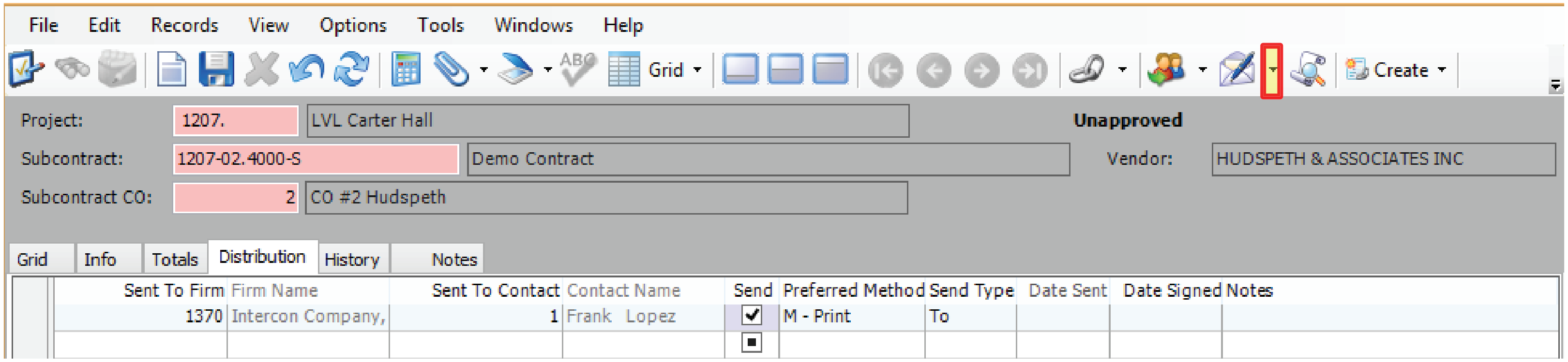
18. Next single-click the empty cell underneath the “Send To Contact” column. Hit the keyboard function key “F4”.



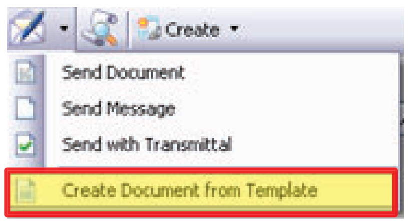
19. This will bring up a small window. Double-click an available contact. Note: If there is no contact available, you can create one. By single-clicking the “setup” button.

Subcontractor Change Orders

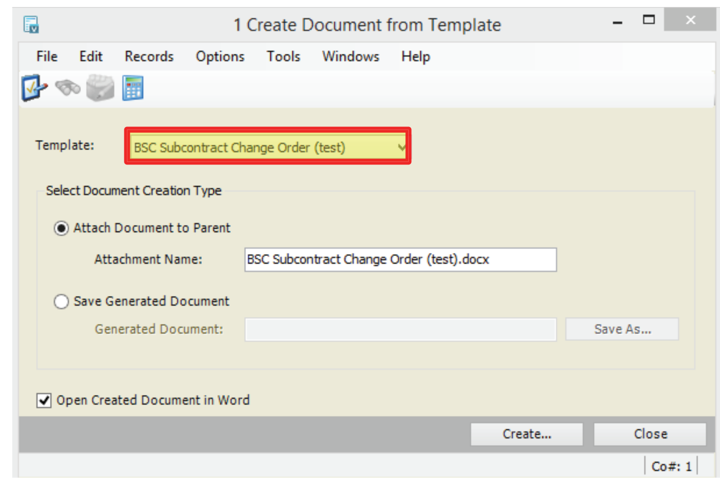
20. Now we are ready to generate the subcontract change order. Single-click the downward arrow to the right of the "envelope" icon above



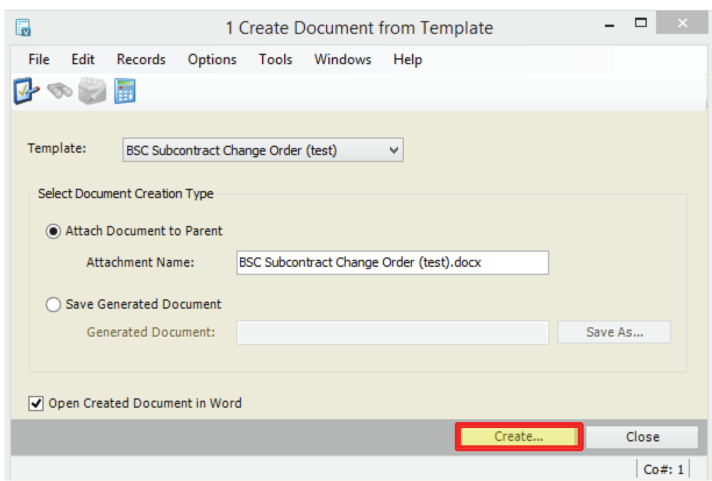
21. From the dropdown, single-click "Create Document from Template"



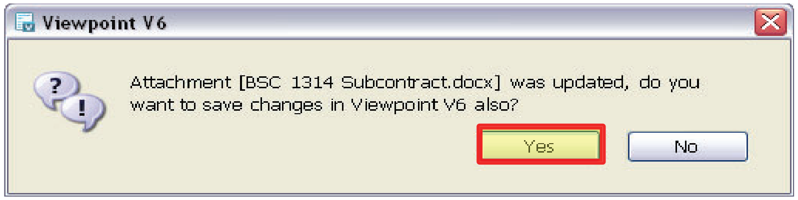
22. A new window will appear. Next to the words "Template:", use the drop down to locate "BSC Subcontract Change Order (test)".



23. Once your template is selected, single-click the "Create..." button. This may take a minute to generate the custom word file.



24. Once you have verified the information is correct, click the "save" icon in word. An alert window will pop-up asking if you want to save changes in Viewpoint. Single-slick "Yes". This will attach this word file to the subcontract change order you just created.



25. After you have saved it and before you close the word file, save the word file as a .PDF document to a temporary folder. From there, attach this .PDF fill to an email in Outlook addressed to the subcontractor/supplier key contact. In the body of the email direct them to sign and email back to you.

26. When you receive the .PDF back signed by the subcontractor/supplier, verify no revisions have been made, sign, and email back to your key contact the executed file. Make sure you CC your project tech and include the word "Signed" in the subject line to notify them to then upload the signed subcontract onto Viewpoint. Project techs will then indicate compliance for this signed subcontract in Textura. Note: Subcontractors cannot receive payment until these steps are completed.

End of Section