

Owner Invoices Overview

Owner Invoices are typically generated monthly and are sent to the Owner. This process is designed to:

- Generate Owner billings
- Use AIA document formats
- Work with Budget and Contract Invoice Data
- Reduce the need for Excel spreadsheets
- Provide flexible formats

The Owner Invoicing Application takes data from the following sources in Prolog and reorganizes it to produce the AIA G702 and G703 in a commonly used format:

- Budget
- Owner Contract
- Prime Contract Change Orders (PCCOs)
- Contracts and Subcontract Change Orders
- Contract Invoices
- Application for Payment

The following data sources are used to generate the AIA G702 document:

From Portfolio Manager

From Prolog Application for Payment

From Owner Contract

From Contract Invoices

From PCCO's Linked to Prolog Application for Payment

APPLICATION AND CERTIFICATE FOR PAYMENT Page 1 of 1

To (Owner): South Jersey Technology Park
 From (Contractor): Skanska USA Building
 Via (Architect): Pennoni Associates, Inc.
 Project No.: 116032
 Project Name: South Jersey Technology Park

Application No. 012
 Period: 7/31/2007
 Architect's Project No. 116032
 Contract Date:
 Contract For: Skanska Owner Contract

Distribution to:
 Owner
 Architect
 Contractor

CONTRACTOR'S APPLICATION FOR PAYMENT
 Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

ORIGINAL CONTRACT SUM.....	\$	10,480,498.00
Net change by Change Orders.....	\$	785,959.03
CONTRACT SUM TO DATE.....	\$	11,266,457.03

TOTAL COMPLETED & STORED TO DATE..... \$ 8,914,915.66

Previous Retainage.....	\$	681,362.34
Current Retainage.....	\$	18,735.41

TOTAL RETAINAGE TO DATE..... \$ 700,097.75

TOTAL EARNED LESS RETAINAGE.....	\$	8,214,817.91
LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$	7,454,873.13
CURRENT PAYMENT DUE.....	\$	759,944.78
BALANCE TO FINISH.....	\$	2,351,541.37
BALANCE TO FINISH, including retainage.....	\$	3,051,639.12

CHANGE ORDER SUMMARY

	Additions	Deductions
Total changes approved by owner in previous months:	195,219.67	46,938.67
Change Orders approved this month	637,678.03	0.00
Previous & Current Change Orders:	832,897.70	46,938.67
Net Change by Change Orders:	785,959.03	

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 the current payment shown herein is now due.

CONTRACTOR: Skanska
 By: _____
 State of: _____
 Subscribed and sworn to, _____
 Notary Public:
 My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT
 In accordance with the Contract Documents above application, the Architect certifies information, and in belief, the Work has been completed in accordance with the Contract Documents, and the Contract Documents.

AMOUNT CERTIFIED.....
 (Attach explanations if amount differs from the Continuation Sheet that are changed to.....)

ARCHITECT: Pennoni Associates, Inc.
 By: _____
 This certificate is not to be used as payment, and is not a contract under this Contract.

There are three basic report formats:

- Reimbursable
- Reimbursable with Committed Cost
- Lump Sum

The Reimbursable and Lump Sum formats are virtually identical. The Lump Sum format will NOT work for reimbursable projects.

Below is a screen shot of the two reimbursable formats for the AIA G703 document:

AIA G703 Reimbursable

From the Prolog Budget Snapshot				From the Prolog Contract Invoices							
AIA Document G703, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.				APPLICATION NUMBER: 012							
PROJECT NO: 116032				PERIOD FROM: 7/1/2007							
PROJECT NAME: South Jersey Technology Park				PERIOD TO: 7/31/2007							
A	B	C	D WORK COMPLETED (Incl. Stored Material)		F=D+E	G=F/C	H=C-F	I	J	K=F-I	
ITEM NO	DESCRIPTION OF WORK	SCHEDULE VALUE	PREVIOUS APPLICATIONS	THIS APPLICATION	TOTAL COMPLETE TO DATE	% COMP	BALANCE TO FINISH	RETAINAGE TO DATE	RETAINAGE THIS PERIOD	NET AMOUNT BILLED TO DATE	
000 - GMP For Shell and Core											
100 - General Conditions											
100.01112500.5010	Skanska Management Manpower	667,202.00	544,554.18	45,033.00	589,587.18	88.37	77,614.82	0.00	0.00	589,587.18	
100.01160500.5010	Skanska Preconstruction Services	50,000.00	50,000.00	0.00	50,000.00	100.00	0.00	0.00	0.00	50,000.00	
100.01204000.5031	Temp Electric (Usage)	9,000.00	5,516.00	695.00	6,211.00	69.01	2,789.00	0.00	0.00	6,211.00	
100.01210500.5031	Project Signage	1,000.00	970.00	0.00	970.00	97.00	30.00	0.00	0.00	970.00	
100.01220500.5031	Field Office Furniture	2,200.00	319.00	0.00	319.00	14.50	1,881.00	0.00	0.00	319.00	
100.01221000.5031	Clerical Supplies	5,000.00	4,242.00	222.00	4,464.00	89.28	536.00	0.00	0.00	4,464.00	
100.01222000.5031	Field Office (Equip)	30,000.00	8,553.00	458.00	9,011.00	30.04	20,989.00	0.00	0.00	9,011.00	
100.01223300.5031	Temp Telephone Hook Up/Usage	7,000.00	3,327.00	1,130.00	4,457.00	63.67	2,543.00	0.00	0.00	4,457.00	
100.01223700.5031	On Site Communications-Cell Phones	7,500.00	5,805.00	629.00	6,429.00	85.72	1,071.00	0.00	0.00	6,429.00	
100.01223800.5031	Wide Area Network Hook Up/Usage	10,000.00	6,005.00	375.00	6,381.00	63.81	3,619.00	0.00	0.00	6,381.00	
100.01226000.5031	Field Office (Rental)	18,400.00	12,302.00	1,348.00	13,650.00	74.18	4,750.00	0.00	0.00	13,650.00	
100.01227200.5031	Mail - Overnight/Couriers	11,000.00	6,435.00	404.00	6,842.00	62.20	4,158.00	0.00	0.00	6,842.00	
100.01228100.5031	Reproduction/Plans & Specifications (copies)	20,510.00	5,068.00	120.00	5,208.00	40.02	12,302.00	0.00	0.00	5,208.00	
100.01228500.5031	Photos	350.00	0.00	0.00	0.00	0.00	350.00	0.00	0.00	0.00	
100.01340000.5031	Field Office-Misc/Business Expenses	7,368.00	6,748.00	978.00	7,726.00	104.88	-358.00	0.00	0.00	7,726.00	
100.01400500.5031	Temp Toilet (Port-O-John)	5,600.00	3,172.00	0.00	3,172.00	56.64	2,428.00	0.00	0.00	3,172.00	
100.01402000.5031	Dumpsters (Clean Up)	25,000.00	1,900.00	1,800.00	3,600.00	14.40	21,400.00	0.00	0.00	3,600.00	
100.01404000.5020	Cleanup (General)	30,000.00	805.00	278.00	1,083.00	3.61	28,917.00	0.00	0.00	1,083.00	
100.01603000.5031	Safety Supplies	5,000.00	3,798.00	0.00	3,798.00	75.96	1,202.00	0.00	0.00	3,798.00	
100.01620500.5031	Expendable/Small Tools - Equipment Rental	3,315.00	1,418.00	44.00	1,462.00	44.10	1,853.00	0.00	0.00	1,462.00	
100 - General Conditions		915,445.00	673,856.18	53,514.00	727,370.18	79.46	188,074.82	0.00	0.00	727,370.18	
200 - Construction Costs - Core & Shell											
200.01320000.5031	Surveying	6,884.00	6,884.00	0.00	6,884.00	100.00	0.00	0.00	0.00	6,884.00	
200.01571000.5020	Winter Protection	3,820.00	0.00	0.00	0.00	0.00	3,820.00	0.00	0.00	0.00	
200.01571500.5020	Equipment rental (Winter Protection)	4,000.00	3,039.00	0.00	3,039.00	75.98	961.00	0.00	0.00	3,039.00	
200.01572000.5020	Propane Rental (Winter Protection)	7,000.00	5,164.00	0.00	5,164.00	73.77	1,836.00	0.00	0.00	5,164.00	
200.01572500.5020	Labor for Temp heating (Winter Protection)	29,180.00	28,844.00	0.00	28,844.00	98.85	336.00	0.00	0.00	28,844.00	
200.01902000.5040	GLI	81,546.14	60,405.00	5,905.00	66,310.00	81.32	15,236.14	0.00	0.00	66,310.00	
200.01912000.5040	SubGuard	84,520.67	82,092.00	0.00	82,092.00	97.13	2,428.67	0.00	0.00	82,092.00	
200.03300000.5020	Building Concrete	542,678.00	535,678.00	0.00	535,678.00	98.71	7,000.00	26,783.00	0.00	508,894.10	
200.04200000.5020	Masonry (Building Brick)	610,397.00	531,879.00	51,797.00	583,676.00	95.62	26,721.00	58,367.60	5,179.70	525,308.40	
200.05100000.5020	Structural Steel/Metal Deck (Metal	1,040,002.00	1,030,640.00	0.00	1,030,640.00	99.10	9,362.00	51,532.00	-51,532.00	979,108.00	

AIA G703 Reimbursable with Committed

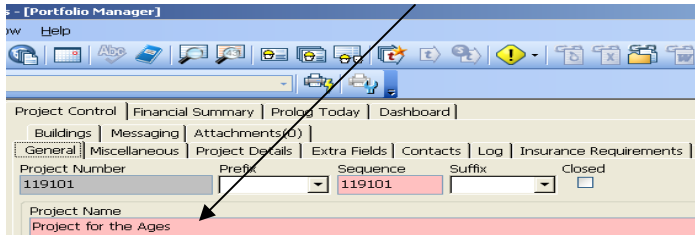
From the Prolog Budget Snapshot						From the Prolog Contract Invoices								
A	B	C	D	E	F	G		H	I (G+H)	J(I)	K(O)	L	M	N(I-L)
ITEM NO	DESCRIPTION OF WORK	REVISED SCHEDULE VALUE	ORIGINAL COMMITTED AMOUNT	APPROVED CHANGE ORDER VALUE	TOTAL COMMITTED AMOUNT	WORK COMPLETED (Incl. Stores/Materials)		TOTAL COMPLETE TO DATE	% COMP	BALANCE TO FINISH	RETAINAGE TO DATE	RETAINAGE THIS PERIOD	NET AMOUNT BILLED TO DATE	
						PREVIOUS APPLICATIONS	THIS APPLICATION							
000 - GMP For Shell and Core														
100 - General Conditions														
100.01112500.5010	Skanska Management Manpower	567,202.00	589,587.21	0.00	589,587.21	544,554.18	45,033.00	589,587.18	88.36	77,614.82	0.00	0.00	589,587.18	
100.01160500.5010	Skanska Preconstruction Services	50,000.00	50,000.00	0.00	50,000.00	50,000.00	0.00	50,000.00	100.00	0.00	0.00	0.00	50,000.00	
100.01204000.5031	Temp Electric (Usage)	9,000.00	5,211.00	0.00	5,211.00	5,516.00	656.00	6,211.00	69.01	2,789.00	0.00	0.00	6,211.00	
100.01210500.5031	Project Signage	1,000.00	970.00	0.00	970.00	970.00	0.00	970.00	97.00	30.00	0.00	0.00	970.00	
100.01220500.5031	Field Office Furniture	2,200.00	319.00	0.00	319.00	319.00	0.00	319.00	14.50	1,881.00	0.00	0.00	319.00	
100.01221000.5031	Clerical Supplies	5,000.00	4,464.00	0.00	4,464.00	4,242.00	222.00	4,464.00	89.28	536.00	0.00	0.00	4,464.00	
100.01222000.5031	Field Office (Equip)	30,000.00	9,011.00	0.00	9,011.00	8,553.00	458.00	9,011.00	30.03	20,989.00	0.00	0.00	9,011.00	
100.01223300.5031	Temp Telephone Hook Up/Usage	7,000.00	4,457.20	0.00	4,457.20	3,327.00	1,130.00	4,457.00	63.67	2,543.00	0.00	0.00	4,457.00	
100.01223700.5031	On Site Communications-Cell Phones	7,500.00	5,429.38	0.00	5,429.38	5,800.00	629.00	6,429.00	85.72	1,071.00	0.00	0.00	6,429.00	
100.01223800.5031	Wide Area Network Hook Up/Usage	10,000.00	5,381.00	0.00	5,381.00	6,006.00	375.00	6,381.00	63.81	3,619.00	0.00	0.00	6,381.00	
100.01226000.5031	Field Office (Rental)	18,400.00	13,650.20	0.00	13,650.20	12,302.00	1,348.00	13,650.00	74.18	4,750.00	0.00	0.00	13,650.00	
100.01227200.5031	Mail - Overnight/Couriers	11,000.00	6,842.00	0.00	6,842.00	6,438.00	404.00	6,842.00	62.20	4,158.00	0.00	0.00	6,842.00	
100.01228100.5031	Reproduction/Plans & Specifications (copies)	20,510.00	8,208.00	0.00	8,208.00	6,088.00	120.00	6,208.00	40.01	12,302.00	0.00	0.00	6,208.00	
100.01228500.5031	Photos	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	0.00	0.00	0.00	
100.01340000.5031	Field Office-Misc/Business Expenses	7,368.00	7,726.23	0.00	7,726.23	6,748.00	978.00	7,726.00	104.85	-358.00	0.00	0.00	7,726.00	
100.01400500.5031	Temp Toilet (Port-O-John)	5,600.00	3,172.00	0.00	3,172.00	3,172.00	0.00	3,172.00	56.64	2,428.00	0.00	0.00	3,172.00	
100.01402000.5031	Dumpsters (Clean Up)	25,000.00	3,600.00	0.00	3,600.00	1,800.00	1,800.00	3,600.00	14.40	21,400.00	0.00	0.00	3,600.00	
100.01404000.5020	Cleanup (General)	30,000.00	1,083.20	0.00	1,083.20	805.00	278.00	1,083.00	3.61	28,917.00	0.00	0.00	1,083.00	
100.01603000.5031	Safety Supplies	5,000.00	3,798.00	0.00	3,798.00	3,798.00	0.00	3,798.00	75.96	1,202.00	0.00	0.00	3,798.00	
100.01620500.5031	Expendable/Small Tools - Equipment Rental	3,315.00	1,462.00	0.00	1,462.00	1,418.00	44.00	1,462.00	44.10	1,853.00	0.00	0.00	1,462.00	
100: General Conditions		915,445.00	727,371.42	0.00	727,371.42	673,856.18	53,514.00	727,370.18	79.46	188,074.82	0.00	0.00	727,370.18	
200 - Construction Costs - Core & Shell														
200.01320000.5031	Surveying	5,884.00	5,884.00	0.00	5,884.00	5,884.00	0.00	5,884.00	100.00	0.00	0.00	0.00	5,884.00	
200.01571000.5020	Winter Protection	3,820.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,820.00	0.00	0.00	0.00	

The following steps outline the Owner Billing process:

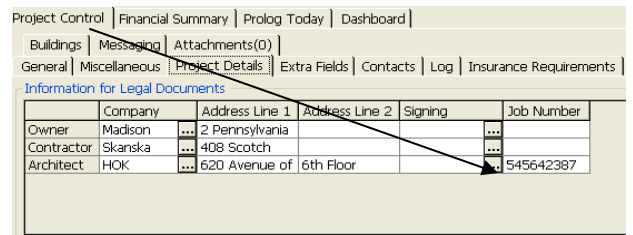
1. Input Project Portfolio Information
2. Enter and Assign Revenue Codes
3. Enter the Owner Contract (including Schedule of Values for LS projects)
4. Configure the Project on the Owner Billing Application
5. Enter Contract Invoices and PCCOs in Prolog (each period)
6. Create the Application for Payment and link any PCCOs
7. Create the Billing Snapshot
8. Run the Owner Invoice Report
9. Make corrections based on Owner feedback
10. Finalize the Owner Invoice

Project Portfolio Information

It is important to ensure that the setup information in these fields is complete. The Project Name from Portfolio Manager should indicate an accurate name of the project. The Architect's Project Number (if used) is populated from the corresponding field in Portfolio Manager.



The screenshot shows the 'Project Control' tab in the Portfolio Manager application. The 'Project Number' field is set to '119101' and the 'Project Name' field is 'Project for the Ages'. A red arrow points from the 'Project Name' field to the 'Information for Legal Documents' table in the adjacent screenshot.



The screenshot shows the 'Information for Legal Documents' table. A red arrow points from the 'Project Name' field in the previous screenshot to the 'Job Number' field in this table, which contains the value '545642387'.

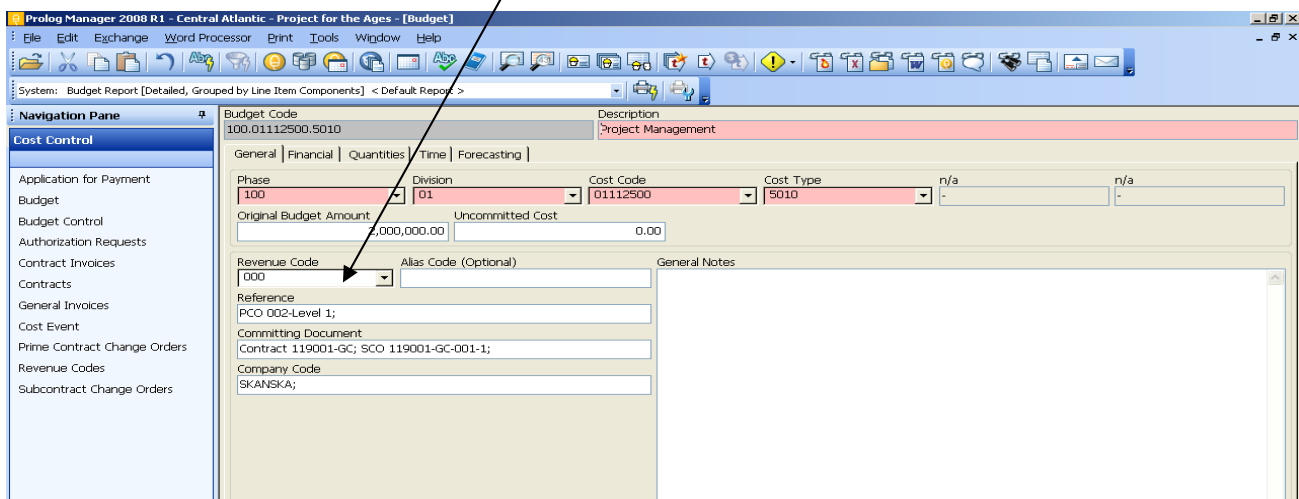
	Company	Address Line 1	Address Line 2	Signing	Job Number
Owner	Madison	2 Pennsylvania			
Contractor	Skanska	408 Scotch			
Architect	HOK	620 Avenue of	6th Floor		545642387

Revenue Codes

A Revenue Code must be created to link budget codes to the Owner Billing application. Typically, "000" is used, though the actual code is not important. Revenue Code(s) will be set up by Project Controls.

In the Budget Code entry screen, the Revenue Code must be entered as illustrated below for Cost Plus and GMP jobs. A Revenue Code must be assigned to every Budget Code that will appear on the AIA G703 schedule of values. Leave this field blank to suppress a budget code from appearing on the billing. One Revenue Code can be attached to any number of budget codes or billing line items.

Revenue Codes should also be entered for lump sum jobs, as useful reports can be generated using this information.



The screenshot shows the 'Budget Code' entry screen in Prolog Manager. The 'Budget Code' is '100.01112500.5010'. The 'Phase' is '100', 'Division' is '01', and 'Cost Code' is '01112500'. The 'Revenue Code' field is set to '000'. A red arrow points from the 'Revenue Code' field to the 'Information for Legal Documents' table in the previous screenshot.

Phase	Division	Cost Code	Cost Type	n/a	n/a
100	01	01112500	5010	-	-

Original Budget Amount: 2,000,000.00
Uncommitted Cost: 0.00

Revenue Code: 000
Alias Code (Optional):
Reference: PCO 002-Level 1;
Committing Document: Contract 119001-GC; SCO 119001-GC-001-1;
Company Code: SKANSKA;

The total budget amount for all budget codes assigned to a Revenue Code should equal the amount of the Owner contract.

Prolog Budget – Some Budget Codes do not have Revenue Codes

Budget Code	Description	Current Budget	Revenue Code
100.01112500.5010	Project Manager	\$100,000.00	000
100.01200500.5031	Office Trailer	\$50,000.00	000
200.03300000.5020	Concrete	\$217,500.00	000
200.09250000.5020	Drywall (NIC - By Owner)	\$40,000.00	
200.15000000.5020	Mechanical Work	\$550,000.00	000
200.16000000.5020	Electrical Work	\$150,000.00	000
200.23900200.5040	Owner Contingency (NIC)	\$150,000.00	

Total Budget in Prolog \$1,257,500

AIA G703 – Only lists Budget Codes with Revenue Codes

PROJECT NO: 99999X
PROJECT NAME: Owner GMP Billing Test Project

A	B	C
ITEM NO	DESCRIPTION OF WORK	SCHEDULE VALUE
100.01112500.5010	Project Manager	100,000.00
100.01200500.5031	Office Trailer	50,000.00
200.03300000.5020	Concrete	217,500.00
200.15000000.5020	Mechanical Work	550,000.00
200.16000000.5020	Electrical Work	150,000.00
PROJECT TOTAL		1,067,500.00

Owner Contract \$1,067,500

Owner Contract

For all projects, a base contract value must exist within the Owner Contract. This base contract value must be linked to a Revenue Code (or codes, if applicable).

Item	Description	Scheduled	Revenue Code	Task Name	Spec Section	Material Code	Notes
1	Base Contract	30,000,000.00	000				

It is possible to have multiple Owner Contracts per project. In this case, use a different Revenue Code for each contract.

It is also possible to have one Owner Contract with multiple Revenue Codes. This can be used as an alternative way to group and subtotal.

On the AIA G702, the Contract Date and the Contract For information will come from the Owner Contract data. The Short Description populates the Contract For field.

Contract ID	Contract Number	To Company	Short Description
3666	4202009	Skanska USA Building Inc	State of the Art Sports Facility

General Dates					
Approval Letter	Contract Date	Issued On	Executed On	Letter of Intent	Contract Returned
	4/11/2009	4/11/2009	4/15/2009	4/1/2009	4/16/2009

This information appears in the header of the AIA G702 document as follows:

Page 1 of 1			
APPLICATION AND CERTIFICATE FOR PAYMENT			
To(Owner):	Madison Square Garden, L.P.	Application No.	002
From(Contractor):	Skanska USA Building Inc.	Period:	5/31/2009
Via(Architect)	HOK Architects	Architect's Project No.	545642387
Project No.:	119101	Contract Date:	4/11/2009
Project Name:	Project for the Ages	Contract For:	State of the Art Sports Facility

Contract Invoices

The Owner Invoice for a Cost Period is the sum of all Contract Invoices in the Cost Period.

Subcontract Change Orders (SCOs) must be added to the Contract Invoice if they are approved for subcontractor billing. The SCO date must be earlier than the Cost Period end date in order the SCO to be included. Billings cannot be made against pending Cost Events – they must be included in a SCO to bill against.

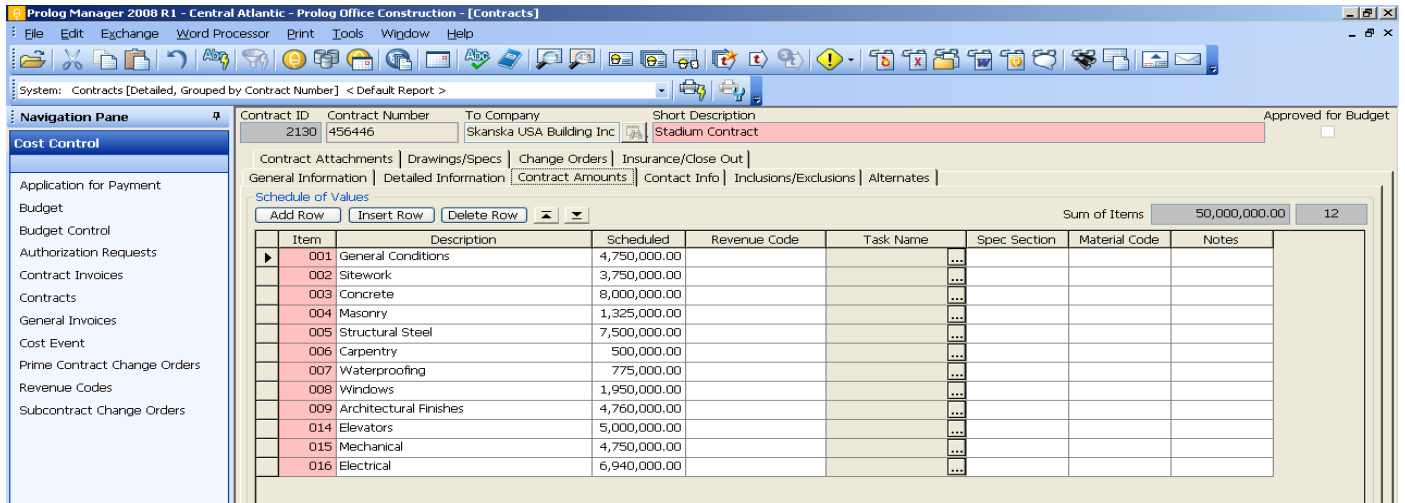
General Invoices do not work with the Owner Invoicing application, as there is no place for retainage on the General Invoice.

PCCOs and Applications for Payment

Prime Contract Change Orders (PCCOs) shall be entered in Prolog as they are approved by the Owner. PCCOs must be added to each Application for Payment in order to appear on the AIA G702. The primary reason to create an Application for Payment (for GMP and Cost Plus projects) is to associate PCCOs with a specific Owner Invoice.

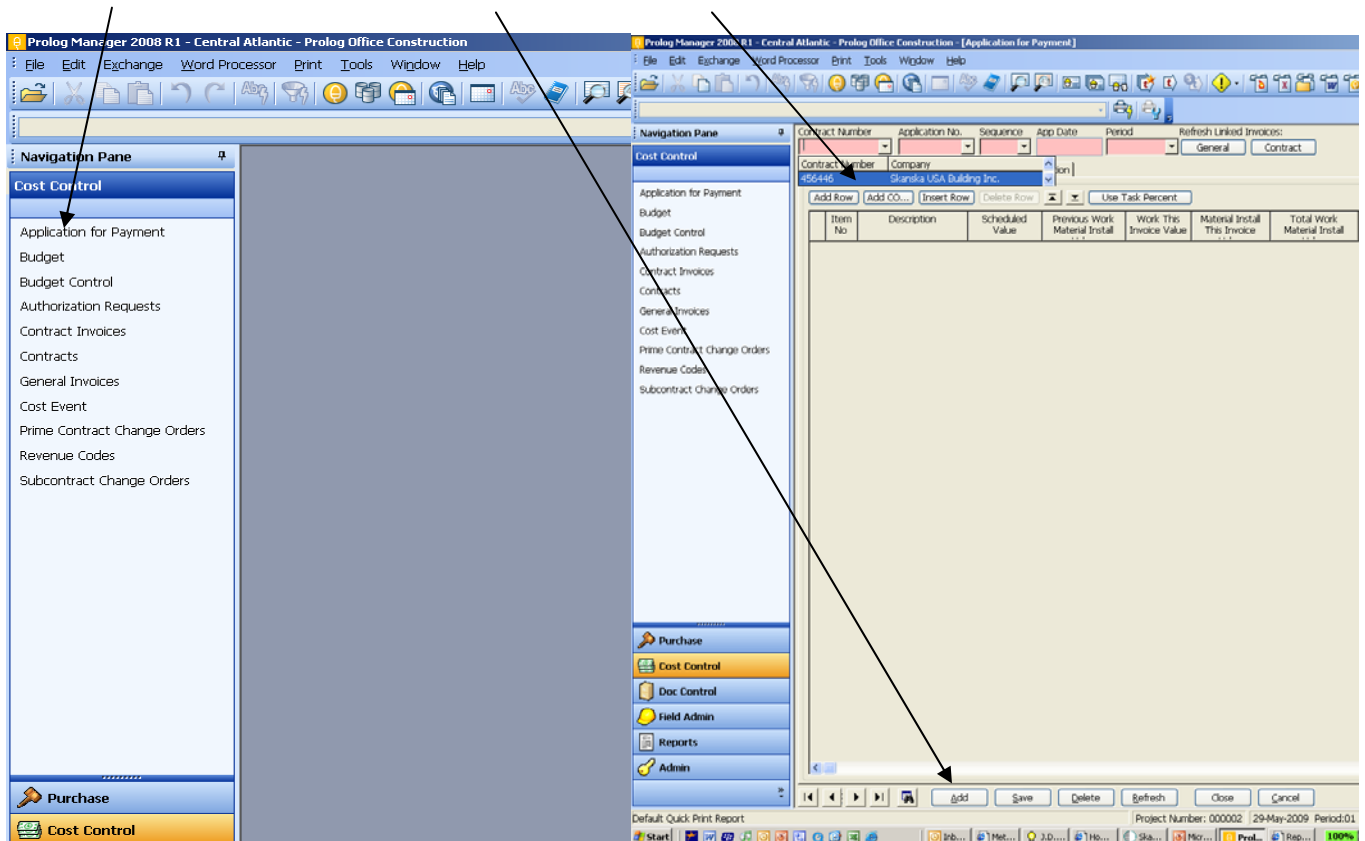
Owner Billing Setup – Lump Sum

From the Contracts module, click on the Contract Amounts tab and enter the Schedule of Values. Revenue codes are not mandatory, but may be entered for reporting purposes. Ensure the sum of the billing lines equals the value of the lump sum contract (see Sum of Items).

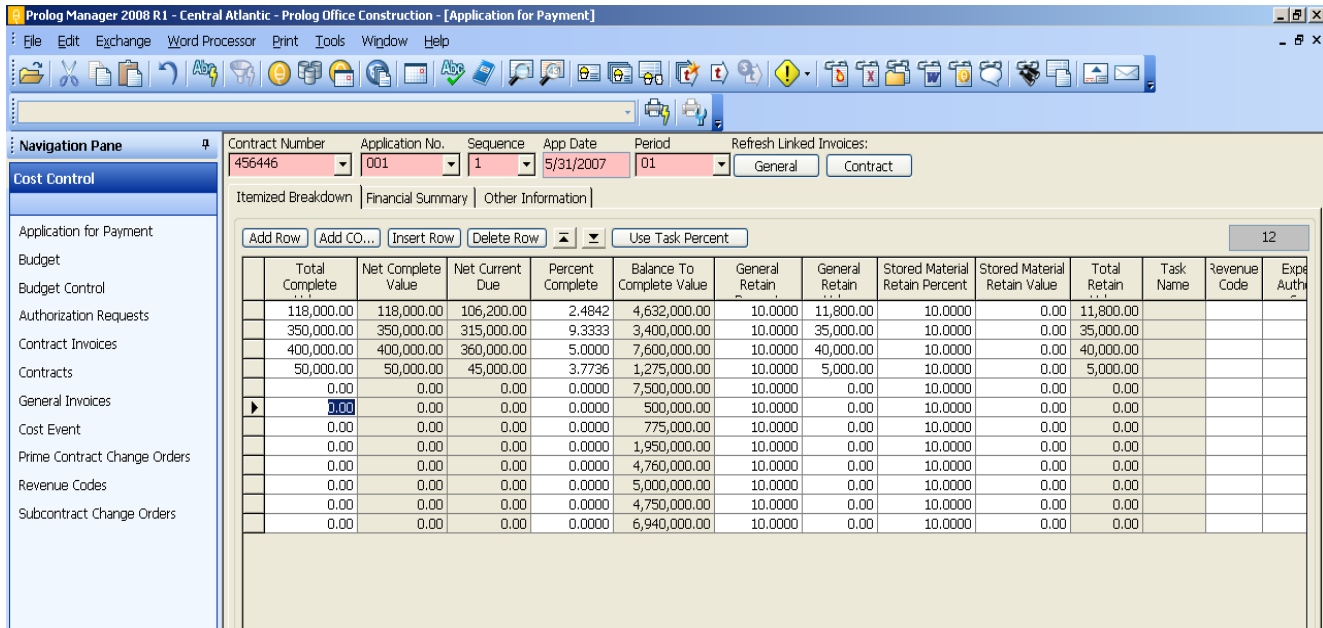


To enter a Lump Sum invoice, perform the following steps:

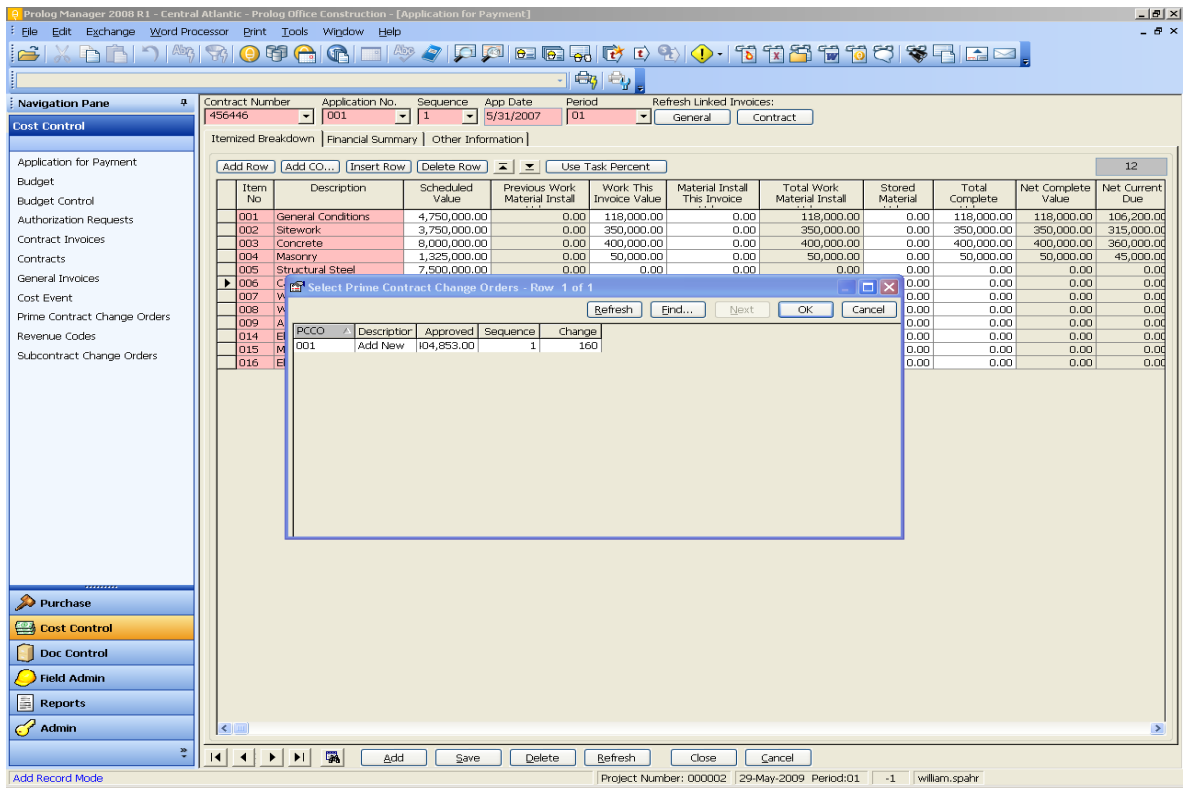
- Click on Cost Control, Application for Payment.
- Click Add to create the placeholder
- In the Contract Number field, select the Owner Contract.



Scroll to the right to check retainage percentages and adjust where required. The default retainage percentages are recorded in the Detailed Information tab of the Owner Contract screen.

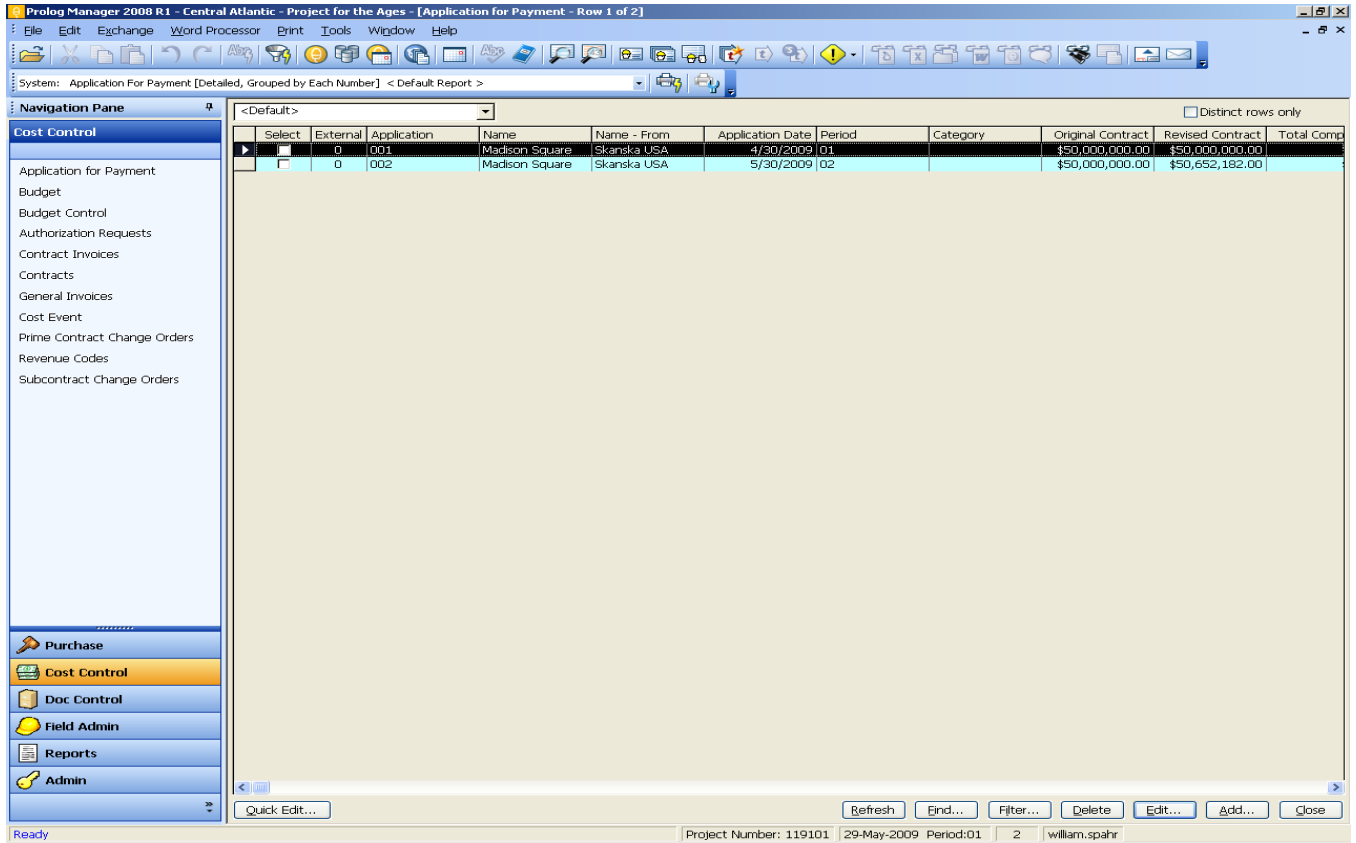


Should change orders need to be added to the Application for Payment, they must exist in conjunction with the Owner Contract. To include them, click the Add CO button, highlight the change order, and click OK.

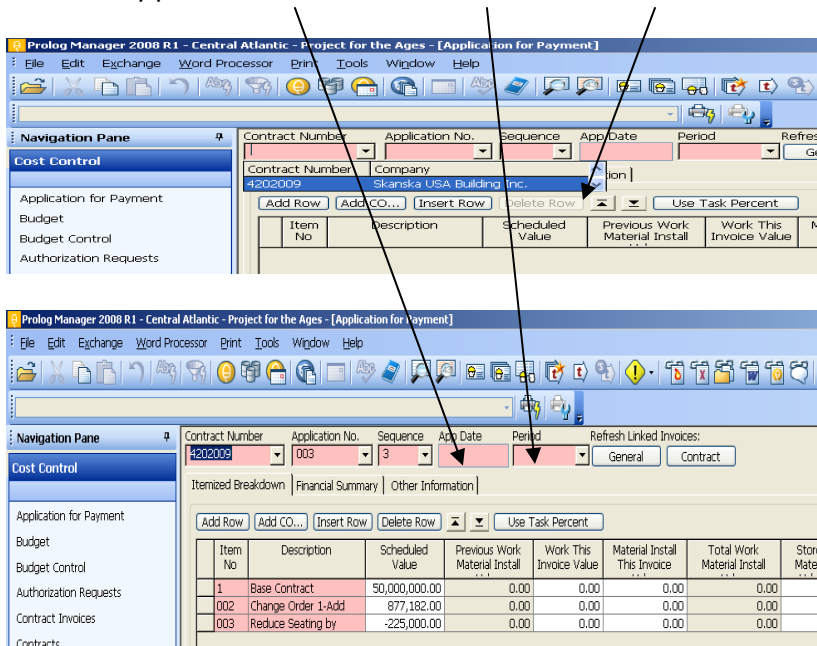


Owner Billing Setup – Reimbursable

Click Add to create a new application. Creating a new application provides a placeholder from which the Owner Invoice Program can generate a document.



Select the Owner Contract Number (only non-committing contracts are available for selection). This will bring up the next sequential application number. Enter the Application Date and the Period to which it applies.



Should change orders need to be added to the Application for Payment, they must exist in conjunction with the Owner Contract. To include them, click the Add CO button, highlight the change order, and click OK.

The screenshot shows the Prolog Manager 2008 R1 interface. The main window displays a table of items with columns for Item No, Description, Scheduled Value, Previous Work Material Install, Work This Invoice Value, Material Install This Invoice, Total Work Material Install, Stored Material, Total Complete, Net Complete Value, and Net Current Due. A dialog box titled 'Select Prime Contract Change Orders - Row 1 of 1' is open, showing a table with columns PCCO, Description, Approved, Sequence, and Change. The dialog box has 'Refresh', 'Find...', 'Next', 'OK', and 'Cancel' buttons.

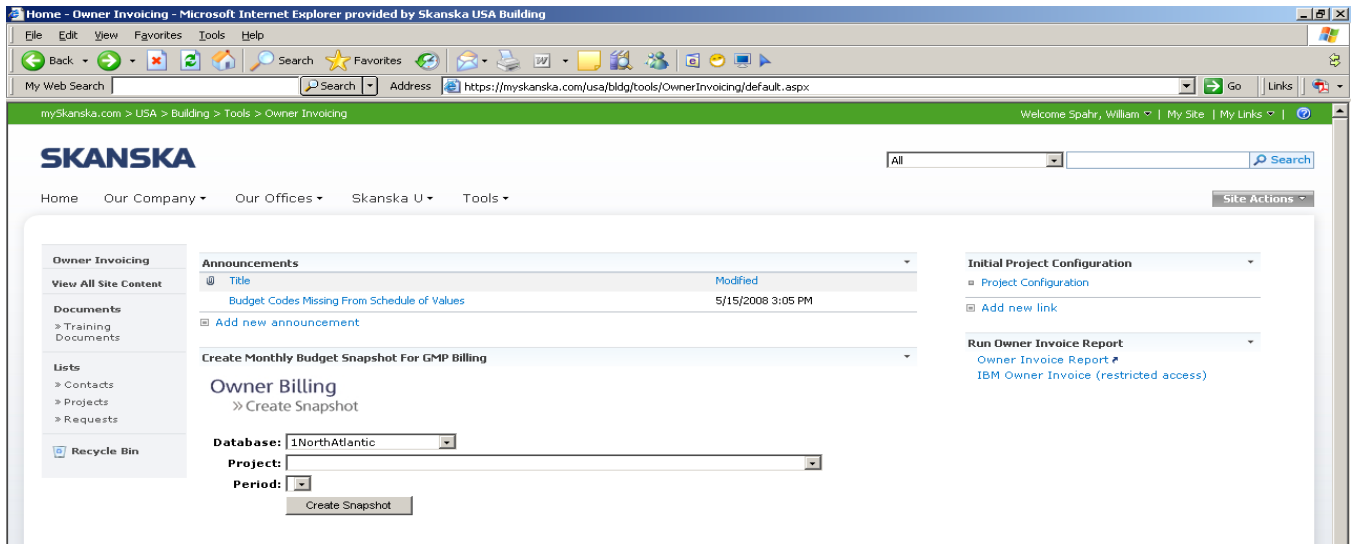
Item No	Description	Scheduled Value	Previous Work Material Install	Work This Invoice Value	Material Install This Invoice	Total Work Material Install	Stored Material	Total Complete	Net Complete Value	Net Current Due
001	General Conditions	4,750,000.00	0.00	118,000.00	0.00	118,000.00	0.00	118,000.00	118,000.00	106,200.00
002	Sitework	3,750,000.00	0.00	350,000.00	0.00	350,000.00	0.00	350,000.00	350,000.00	315,000.00
003	Concrete	8,000,000.00	0.00	400,000.00	0.00	400,000.00	0.00	400,000.00	400,000.00	360,000.00
004	Masonry	1,325,000.00	0.00	50,000.00	0.00	50,000.00	0.00	50,000.00	50,000.00	45,000.00
005	Structural Steel	7,500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
006	C							0.00	0.00	0.00
007	V							0.00	0.00	0.00
008	V							0.00	0.00	0.00
009	A							0.00	0.00	0.00
014	EI							0.00	0.00	0.00
015	M							0.00	0.00	0.00
016	EI							0.00	0.00	0.00

PCCO	Description	Approved	Sequence	Change
001	Add New	104,853.00	1	100

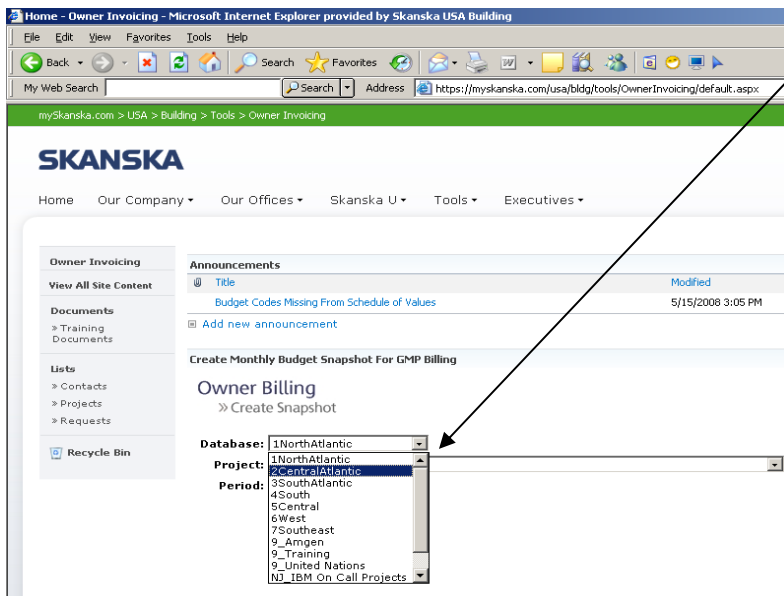
Budget Snapshot

The Owner Billing process is a program that is accessed from mySkanska. A Budget Snapshot is required as the first step, as shown below. The snapshot captures Committed Cost and Budget data from Prolog. This allows others to continue working in Prolog, while providing a static set of data from which the Owner invoice will be created.

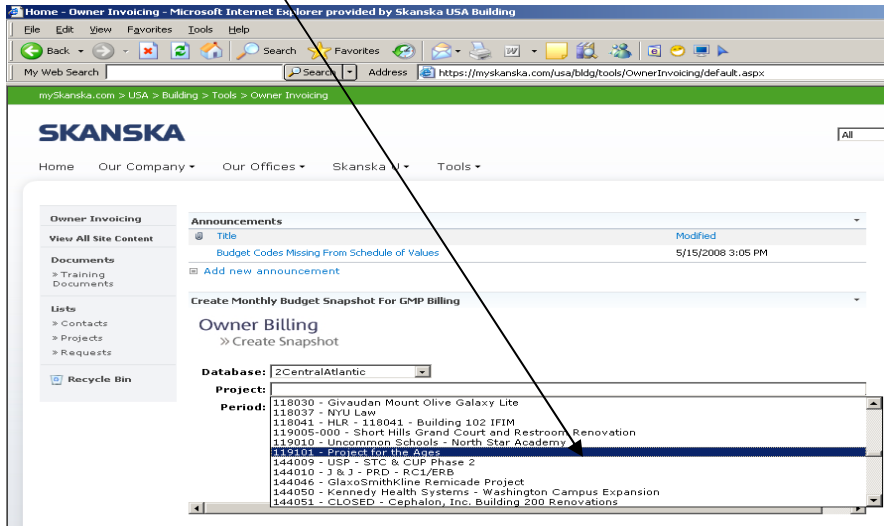
Multiple snapshots can be taken within one period. Should information be added in Prolog that needs to be incorporated into the invoice, a new snapshot for the same period may be taken.



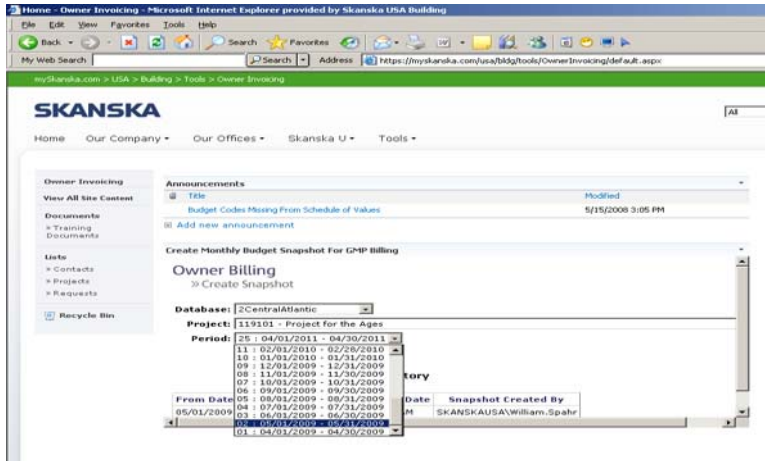
From this screen, select the Prolog Database in which the project resides.



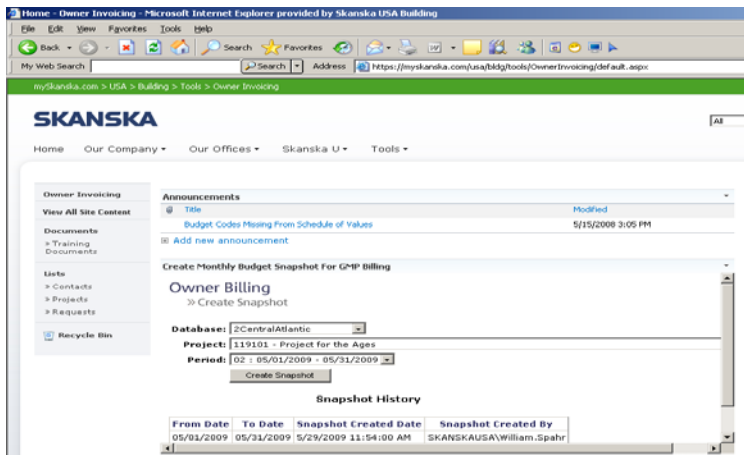
Select the project.



Select the period to create an Owner Invoice.

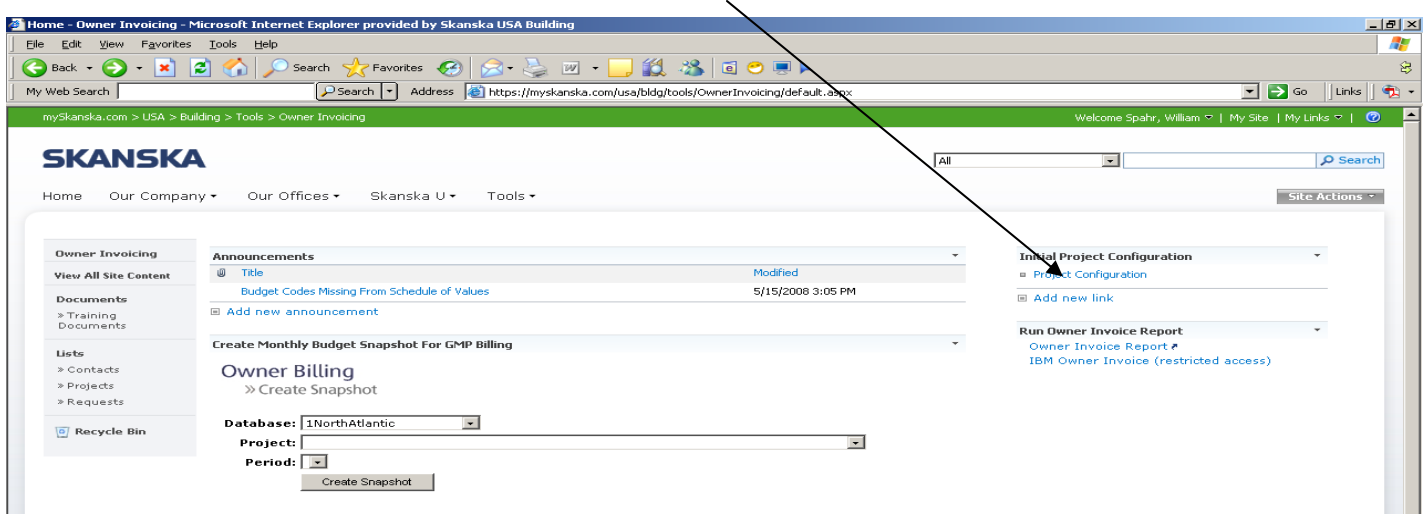


Click the Create Snapshot button. A snapshot history is displayed below. Multiple snapshots may be taken within one period.



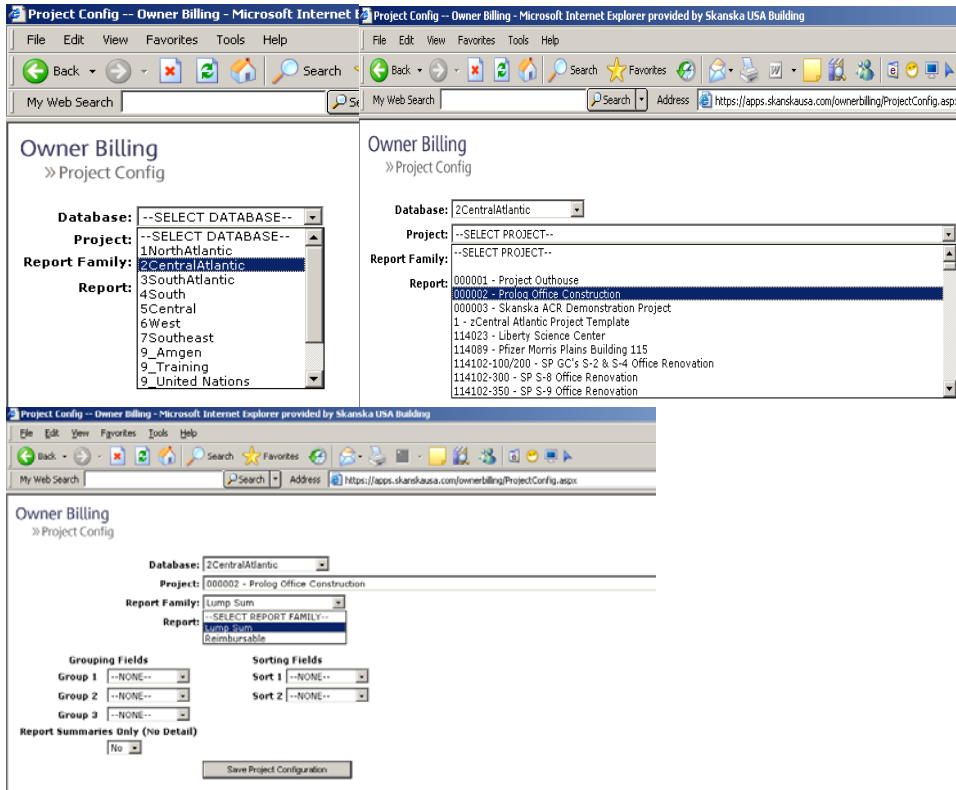
Invoice Configuration – Lump Sum Project

Once the Snapshot is taken, the Project Configuration must be completed.



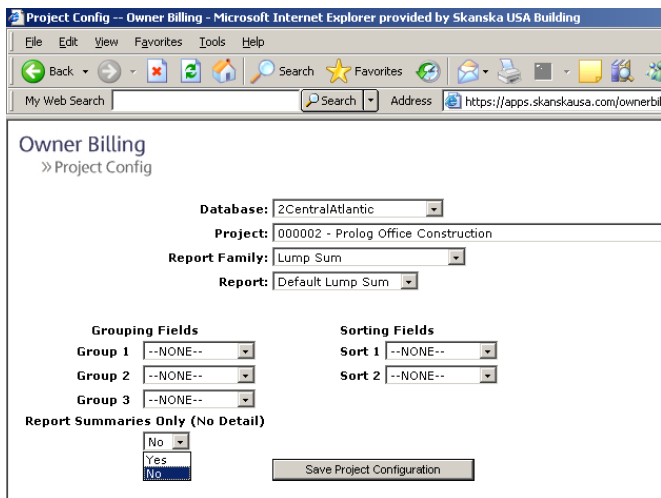
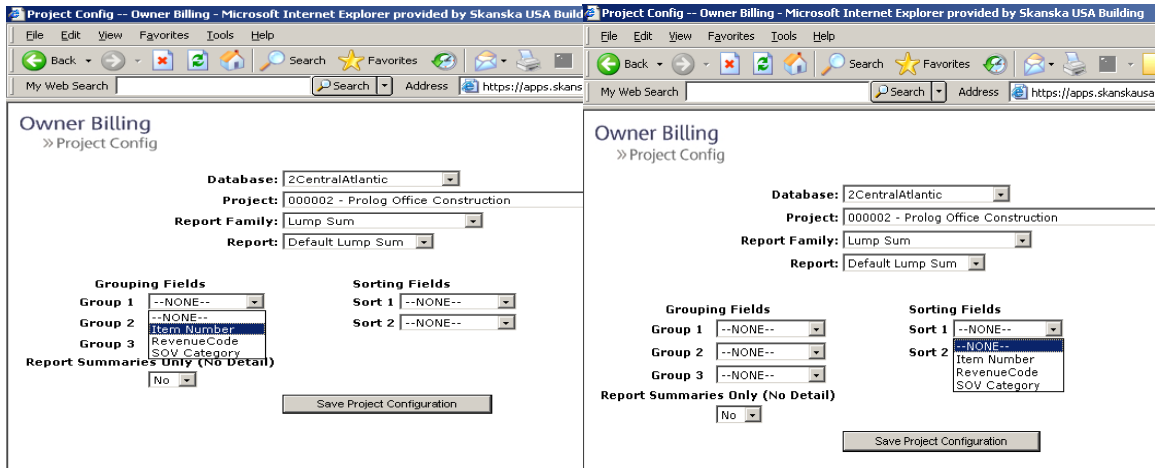
The steps are as follows:

- Select the Prolog database in which the project is stored.
- Select the Project to configure.
- Select the Report family (for this example, Lump Sum).
- Select the Report style.



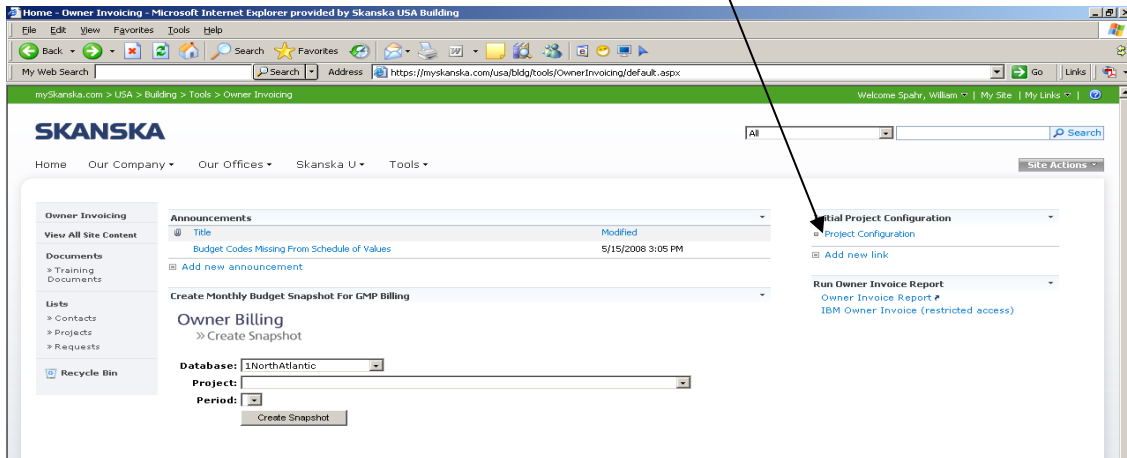
The output can be grouped and sorted in a number of ways:

- For lump sum projects, groupings may be done by Item Number, Revenue Code, or SOV (Schedule of Values) Category.
- Sorting may also be done using these criteria.
- Choose whether to run the report in summary form or not. Selecting Yes will show only summary totals.
- Click the Save Project Configuration button.



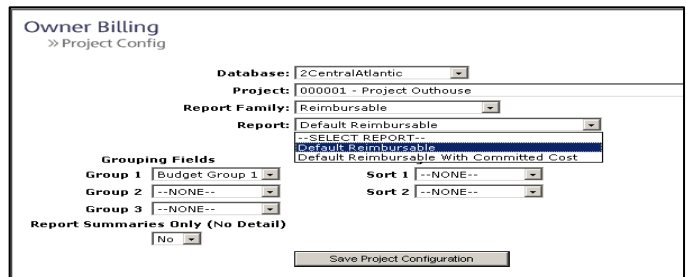
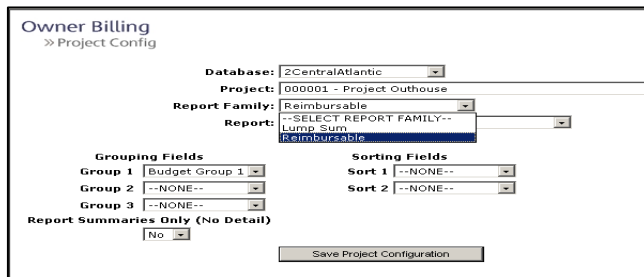
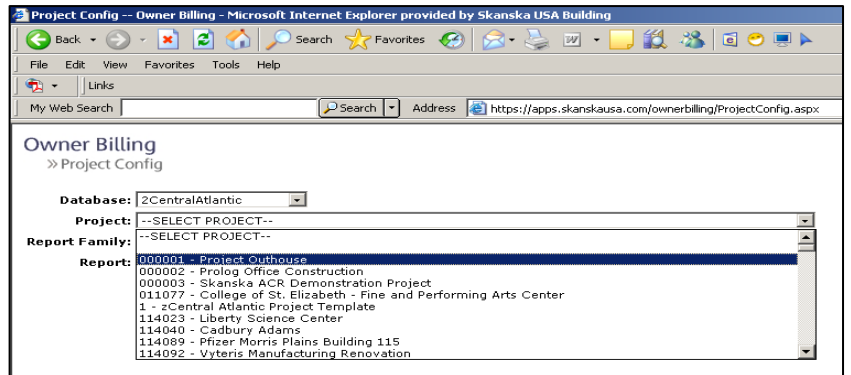
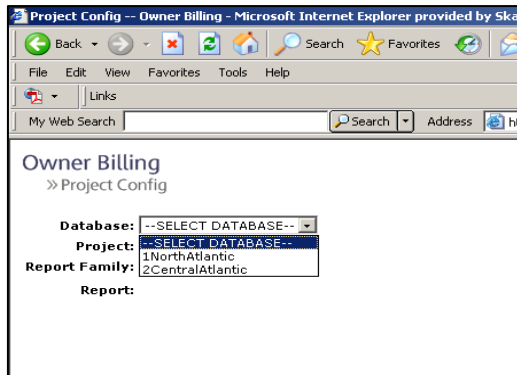
Invoice Configuration – Reimbursable Project

After completion of the Budget Snapshot, go to Project Configuration.



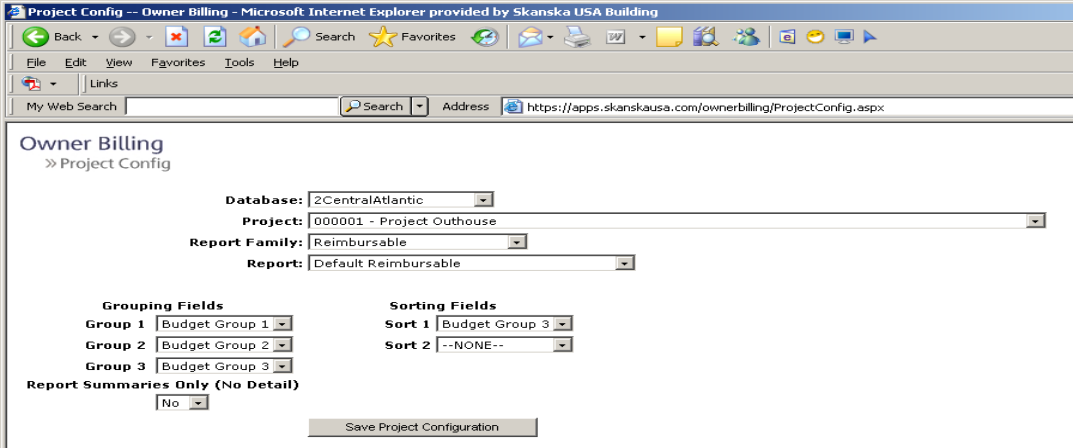
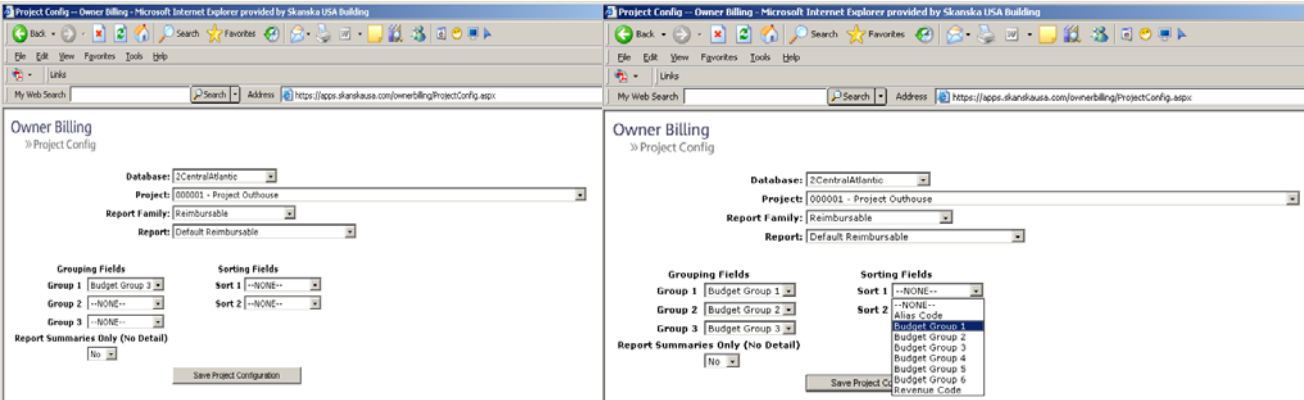
The steps are as follows:

- Select the Prolog database in which the project is stored.
- Select the Project to configure.
- Select the Report family (for this example, Lump Sum).
- Select the Report style.



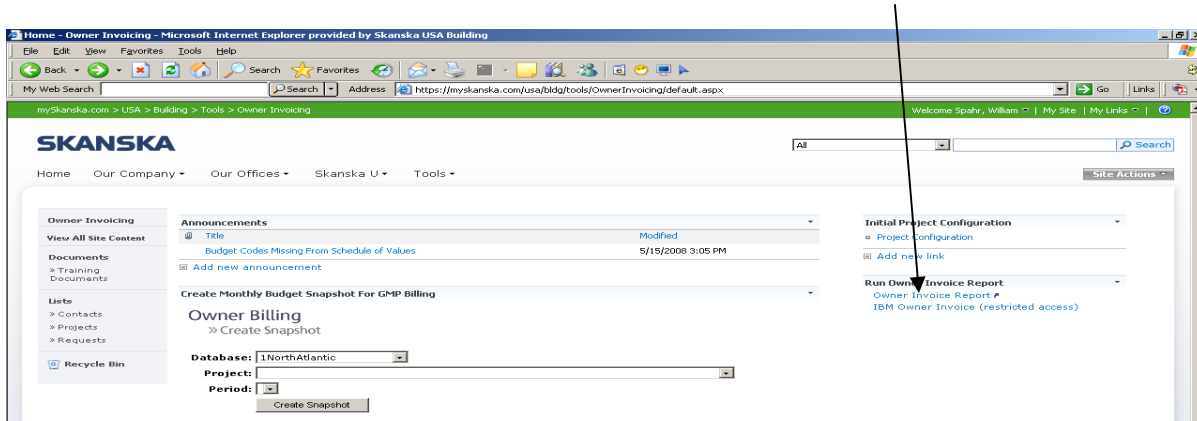
There are up to three grouping fields, which utilize the six fields within the Prolog budget code structure. The default setting is Budget Group 1 (Phase). Each setting will cause the report to display in a slightly different manner.

Once the grouping is set, sorting may be set on any of the six Prolog budget code fields. Click Save Project Configuration.



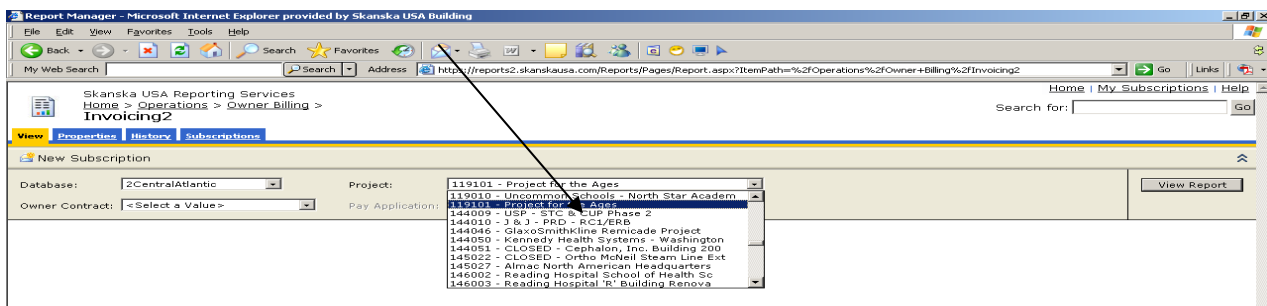
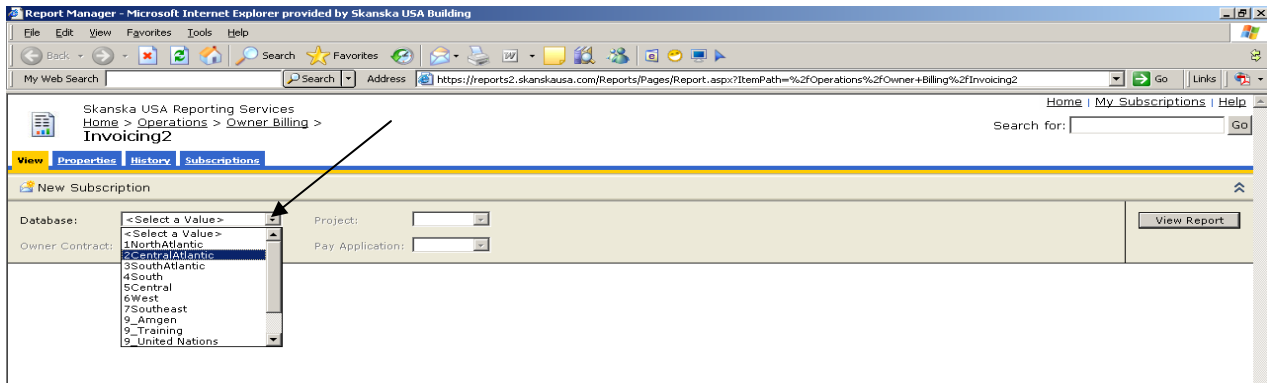
Owner Invoice Report

Once the Project Configuration has been completed, go to Owner Invoice Report.

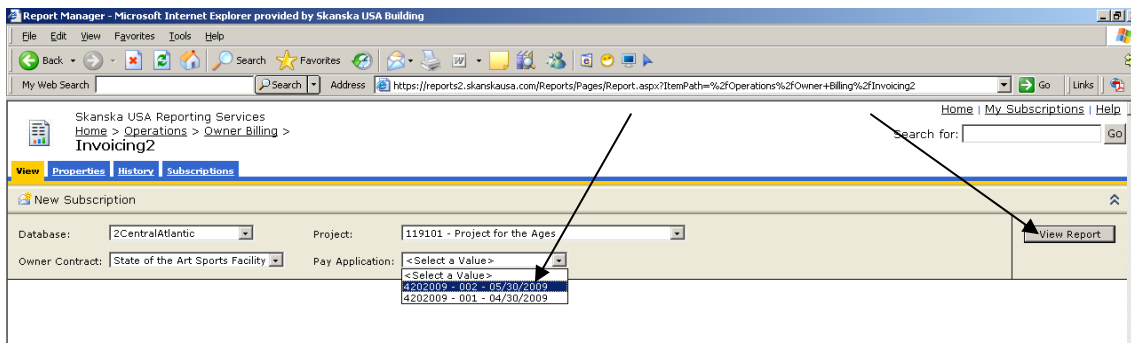
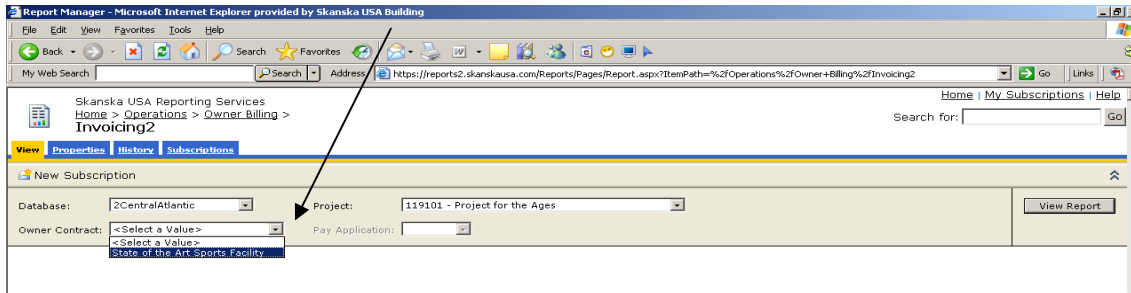


In the Owner Invoice Report screen, there are several selections that must be made to generate the billing:

- Choose Database
- Choose Project



- Select the Owner Contract
- Select the Payment Application
- Click View Report



The Application for Payment values are derived as follows:

- Contract amount from the Owner Contract
- Change Orders from PCCOs
- Payment information from Contract Invoices.

Skanska USA Reporting Services
Home > Operations > Owner Billing > Invoicing2

View Properties History Subscriptions

New Subscription

Database: 2CentralAtlantic Project: 119101 - Project for the Ages
Owner Contract: State of the Art Sports Facility Pay Application: 4202009 - 002 - 05/30/2009

Page 1 of 1

APPLICATION AND CERTIFICATE FOR PAYMENT

To(Owner):	Madison Square Garden, L.P.	Application No.	002	Distribution to:	
From(Contractor):	Skanska USA Building Inc.	Period:	5/31/2009	<input type="checkbox"/>	Owner
Via(Architect)	HOK Architects	Architect's Project No.	545642387	<input type="checkbox"/>	Architect
Project No.:	119101	Contract Date:	4/11/2009	<input type="checkbox"/>	Contractor
Project Name:	Project for the Ages	Contract For:	State of the Art Sports Facility		

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document 6703, is attached.

ORIGINAL CONTRACT SUM.....	\$	50,000,000.00
Net change by Change Orders.....	\$	652,182.00
CONTRACT SUM TO DATE.....	\$	50,652,182.00
TOTAL COMPLETED & STORED TO DATE.....	\$	1,829,250.00
Previous Retainage.....	\$	23,000.00
Current Retainage.....	\$	82,000.00
TOTAL RETAINAGE TO DATE.....	\$	105,000.00
TOTAL EARNED LESS RETAINAGE.....	\$	1,824,250.00
LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$	990,750.00
CURRENT PAYMENT DUE.....	\$	833,500.00
BALANCE TO FINISH.....	\$	48,722,932.00
BALANCE TO FINISH, including retainage.....	\$	48,827,932.00

CONTRACTOR: Skanska USA Building Inc.

By: _____ Date: _____
State of: _____ County of: _____
Subscribed and sworn to, before me, this day of _____

Notary Public: _____
My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT
In accordance with the Contract Documents, based on on-site observations and the data comprising the above 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 explanations if amount differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: HOK Architects

By: _____ Date: _____
This certificate is not negotiable. The amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved by owner in previous months:	0.00	0.00
Change Orders approved this month:	877,182.00	225,000.00
Previous & Current Change Orders:	877,182.00	225,000.00
Net Change by Change Orders:	652,182.00	

The AIA 702 and 703 documents are generated. The first page is the Application and Certificate for Payment. This document reflects all the information entered in the Portfolio Manager and the Owner Contract Module. The AIA 702 will look the same regardless of the Contract Type Selected.

The following pages are the AIA 703 document. Illustrated here is the AIA 703 for a lump sum billing. This reflects the information entered in Prolog's Owner Contract -> Contract Amounts module and the Application for Payment program.

Database: 2CentralAtlantic Project: 000002 - Prolog Office Construction
 Owner Contract: Stadium Contract Pay Application: 456446 - 001 - 05/31/2007

Page 1 of 1

AIA Document G703, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
 APPLICATION NUMBER: 001
 APPLICATION DATE:
 PERIOD FROM: 5/1/2007
 PERIOD TO: 5/31/2007
 PROJECT NO: 000002

In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply

A ITEM NO	B DESCRIPTION OF WORK	C REVISED SCHEDULE VALUE	D WORK COMPLETED		F (D+E) TOTAL COMPLETE TO DATE	G(F/C) % COMP	H(C-F) BALANCE TO FINISH	I RETAINAGE TO DATE	J RETAINAGE THIS PERIOD	K(F-I) NET AMOUNT BILLED TO DATE
			PREVIOUS APPLICATIONS	THIS APPLICATION						
001	General Conditions	4,750,000.00	0.00	118,000.00	118,000.00	2.48	4,632,000.00	11,800.00	11,800.00	106,200.00
002	Stework	3,750,000.00	0.00	350,000.00	350,000.00	9.33	3,400,000.00	35,000.00	35,000.00	315,000.00
003	Concrete	8,000,000.00	0.00	400,000.00	400,000.00	5.00	7,600,000.00	40,000.00	40,000.00	360,000.00
004	Masonry	1,325,000.00	0.00	50,000.00	50,000.00	3.77	1,275,000.00	5,000.00	5,000.00	45,000.00
005	Structural Steel	7,500,000.00	0.00	0.00	0.00	0.00	7,500,000.00	0.00	0.00	0.00
006	Carpentry	500,000.00	0.00	0.00	0.00	0.00	500,000.00	0.00	0.00	0.00
007	Waterproofing	775,000.00	0.00	0.00	0.00	0.00	775,000.00	0.00	0.00	0.00
008	Windows	1,950,000.00	0.00	0.00	0.00	0.00	1,950,000.00	0.00	0.00	0.00
009	Architectural Finishes	4,760,000.00	0.00	0.00	0.00	0.00	4,760,000.00	0.00	0.00	0.00
014	Elevators	5,000,000.00	0.00	0.00	0.00	0.00	5,000,000.00	0.00	0.00	0.00
015	Mechanical	4,750,000.00	0.00	0.00	0.00	0.00	4,750,000.00	0.00	0.00	0.00
016	Electrical	6,940,000.00	0.00	0.00	0.00	0.00	6,940,000.00	0.00	0.00	0.00
017	New Elevator Towers (PCCO 001, CE 002)	404,853.00	0.00	0.00	0.00	0.00	404,853.00	0.00	0.00	0.00
PROJECT TOTAL		50,404,853.00	0.00	918,000.00	918,000.00	1.82	49,486,853.00	91,800.00	91,800.00	826,200.00

For a GMP Contract Type, the Item Number is the Prolog Budget Code. The Revised Scheduled Value comes from Prolog's budget module.

This report was grouped by Budget Code 1 (Phase) and 3 (Cost Code).

Database: 2CentralAtlantic Project: 119101 - Project for the Ages
 Owner Contract: State of the Art Sports Facility Pay Application: 4202009 - 002 - 05/30/2009

Page 1 of 1

AIA Document G703, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
 APPLICATION NUMBER: 002
 PERIOD FROM: 5/1/2009
 PERIOD TO: 5/31/2009

From Budget Snapshot

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULE VALUE	D WORK COMPLETED (REVISED BUDGET)		F=D+E TOTAL COMPLETE TO DATE	G=F/C % COMP	H=C-F BALANCE TO FINISH	I RETAINAGE TO DATE	J RETAINAGE THIS PERIOD	K=F-I NET AMOUNT BILLED TO DATE
			PREVIOUS APPLICATIONS	THIS APPLICATION						
100 - General Conditions										
100.01112500.5010	Project Management	2,074,450.00	0.00	50,000.00	75,000.00	6.03	1,949,450.00	0.00	0.00	125,000.00
100.01190500.5031	Travel-Ground	50,000.00	0.00	50,000.00	50,000.00	1.00	49,500.00	0.00	0.00	500.00
100.01191500.5031	Travel-Hotel	40,000.00	0.00	1,000.00	1,000.00	2.50	39,000.00	0.00	0.00	1,000.00
100.01200500.5031	Office Trailer Rental	50,000.00	0.00	1,500.00	1,500.00	3.75	77,000.00	0.00	0.00	3,000.00
100.01201000.5031	Office Trailer Setup	40,000.00	0.00	20,000.00	5,000.00	62.50	15,000.00	0.00	0.00	25,000.00
100.01221000.5031	Clerical Supplies	40,000.00	0.00	750.00	825.00	3.94	39,175.00	0.00	0.00	1,575.00
100.01226000.5031	Computer Equipment	100,000.00	0.00	15,000.00	9,500.00	24.50	75,500.00	0.00	0.00	24,500.00
100.01227200.5031	Courier Services	75,000.00	0.00	900.00	425.00	1.23	74,075.00	0.00	0.00	925.00
100.01228100.5031	Blueprinting	100,000.00	0.00	1,000.00	1,750.00	2.75	97,250.00	0.00	0.00	2,750.00
100: General Conditions		2,590,450.00	0.00	88,750.00	95,500.00	7.09	2,415,200.00	0.00	0.00	184,250.00
150 - General Requirements										
150.01330500.5020	Testing Services	150,000.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00
150.01400000.5020	Cleaning Services	250,000.00	0.00	0.00	0.00	0.00	250,000.00	0.00	0.00	0.00
150.01402000.5020	Dumpster Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
150.01402000.5031	Dumpster Rental	125,000.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00
150: General Requirements		525,000.00	0.00	0.00	0.00	0.00	525,000.00	0.00	0.00	0.00
200 - Cost of Work										
200.02000000.5020	Site Work	1,200,000.00	0.00	100,000.00	450,000.00	36.67	950,000.00	55,000.00	45,000.00	495,000.00
200.02700000.5020	Parking Lots	350,000.00	0.00	95,000.00	0.00	0.00	350,000.00	5,000.00	0.00	49,000.00
200.03300000.5020	Concrete	4,945,000.00	0.00	75,000.00	370,000.00	9.00	4,475,000.00	44,000.00	37,000.00	400,000.00
200.04000000.5020	Masonry	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00	0.00
200.05100000.5020	Structural Steel	5,250,000.00	0.00	0.00	0.00	0.00	5,250,000.00	0.00	0.00	0.00
200.05720000.5020	Railings	500,000.00	0.00	0.00	0.00	0.00	500,000.00	0.00	0.00	0.00
200.06200000.5020	Finish Carpentry	225,000.00	0.00	0.00	0.00	0.00	225,000.00	0.00	0.00	0.00
200.07330000.5020	Roofing	2,475,000.00	0.00	0.00	0.00	0.00	2,475,000.00	0.00	0.00	0.00
200.07800010.5020	Fireproofing	475,000.00	0.00	0.00	0.00	0.00	475,000.00	0.00	0.00	0.00
200.08100000.5020	Metal Doors & Frames	750,000.00	0.00	0.00	0.00	0.00	750,000.00	0.00	0.00	0.00

Billing Information is derived directly from the entries related to Subcontract billings entered in the Contract Invoices program.

Database: Project:
 Owner Contract: Pay Application:
 Page 1 of 1

AIA Document G703, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certificate is attached. APPLICATION NUMBER: 002

PROJECT NO: 119101
 PROJECT NAME: Project for the Ages

From Contract Invoices

PERIOD FROM: 5/1/2009
 PERIOD TO: 5/31/2009

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULE VALUE	D WORK COMPLETED (Incl. Stored Materials)		F=D+E TOTAL COMPLETE TO DATE	G=F/C % COMP	H=C-F BALANCE TO FINISH	I RETAINAGE TO DATE	J RETAINAGE THIS PERIOD	K=F-I NET AMOUNT BILLED TO DATE
			PREVIOUS APPLICATIONS	THIS APPLICATION						
100 - General Conditions										
100.01112500.5010	Project Management	2,074,450.00	50,000.00	75,000.00	125,000.00	6.03	1,949,450.00	0.00	0.00	125,000.00
100.01190500.5031	Travel-Ground	50,000.00	0.00	500.00	500.00	1.00	49,500.00	0.00	0.00	500.00
100.01191500.5031	Travel-Hotel	40,000.00	0.00	1,000.00	1,000.00	2.50	39,000.00	0.00	0.00	1,000.00
100.01200500.5031	Office Trailer Rental	60,000.00	1,500.00	1,500.00	3,000.00	3.75	57,000.00	0.00	0.00	3,000.00
100.01201000.5031	Office Trailer Setup	40,000.00	20,000.00	5,000.00	25,000.00	62.50	15,000.00	0.00	0.00	25,000.00
100.01221000.5031	Clerical Supplies	40,000.00	750.00	825.00	1,575.00	3.94	38,425.00	0.00	0.00	1,575.00
100.01226000.5031	Computer Equipment	100,000.00	15,000.00	9,500.00	24,500.00	24.50	75,500.00	0.00	0.00	24,500.00
100.01227200.5031	Courier Services	75,000.00	500.00	425.00	925.00	1.23	74,075.00	0.00	0.00	925.00
100.01228100.5031	Blueprinting	100,000.00	1,000.00	1,750.00	2,750.00	2.75	97,250.00	0.00	0.00	2,750.00
100: General Conditions		2,999,450.00	88,750.00	95,500.00	184,250.00	7.09	2,415,200.00	0.00	0.00	184,250.00
150 - General Requirements										
150.01330500.5020	Testing Services	150,000.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00
150.01400000.5020	Cleaning Services	250,000.00	0.00	0.00	0.00	0.00	250,000.00	0.00	0.00	0.00
150.01402000.5020	Dumpster Rental	0.00	0.00	0.00	0.00	XXX	0.00	0.00	0.00	0.00
150.01402000.5031	Dumpster Rental	125,000.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00
150: General Requirements		525,000.00	0.00	0.00	0.00	0.00	525,000.00	0.00	0.00	0.00
200 - Cost of Work										
200.02000000.5020	Site Work	1,200,000.00	100,000.00	450,000.00	550,000.00	36.67	950,000.00	55,000.00	45,000.00	495,000.00
200.02700005.5020	Parking Lots	300,000.00	55,000.00	0.00	55,000.00	18.71	245,000.00	5,500.00	0.00	49,500.00
200.03300000.5020	Concrete	4,945,000.00	75,000.00	370,000.00	445,000.00	9.00	4,500,000.00	44,500.00	37,000.00	408,000.00
200.04000000.5020	Masonry	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00	0.00
200.05100000.5020	Structural Steel	5,250,000.00	0.00	0.00	0.00	0.00	5,250,000.00	0.00	0.00	0.00
200.05720000.5020	Railings	560,000.00	0.00	0.00	0.00	0.00	560,000.00	0.00	0.00	0.00
200.06200000.5020	Finish Carpentry	225,000.00	0.00	0.00	0.00	0.00	225,000.00	0.00	0.00	0.00
200.07330000.5020	Roofing	2,475,000.00	0.00	0.00	0.00	0.00	2,475,000.00	0.00	0.00	0.00
200.07800010.5020	Fireproofing	475,000.00	0.00	0.00	0.00	0.00	475,000.00	0.00	0.00	0.00
200.08100000.5020	Metal Doors & Frames	750,000.00	0.00	0.00	0.00	0.00	750,000.00	0.00	0.00	0.00

Done

The Cost Plus Contract Type provides an AIA 703 form that shows the Commitment Amounts associated with the contracts linked to the Item Numbers. The Original Commitment, Approved Change Order Value and Total Committed Amounts are reflected. These are taken from the information captured in the Budget Snapshot.

Database: **2CentralAtlantic** Project: **119101 - Project for the Ages**
 Owner Contract: **State of the Art Sports Facility** Pay Application: **4202009 - 002 - 05/30/2009**
 2 of 2 100% Find | Next Select a format Export

APPLICANT'S APPLICATED FUND CERTIFICATE FOR PAYMENT APPLICATION NUMBER: 002

From Budget Snapshot

From Contract Invoices

ITEM NO	DESCRIPTION OF WORK	REVISED SCHEDULE VALUE	ORIGINAL COMMITTED AMOUNT	APPROVED CHANGE ORDER VALUE	TOTAL COMMITTED AMOUNT	% OF BUDGET COMPLETED (Budgeted Balance)		TOTAL COMPLETED TO DATE	% COMP	BALANCE TO BUDGET	PERCENTAGE TO DATE	PERCENTAGE THROUGH PERIOD	NET AMOUNT BILLED TO DATE
						PREVIOUS APPLICATION	THIS APPLICATION						
100 - General Conditions													
00000000000000000000	General Conditions	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	General Conditions	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Office Tables Steel	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Office Tables Comp	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Office Tables Appl	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Computer Equipment	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Systems Unit	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Peripherals	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Software Licenses	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Other	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
100: General Conditions													
150 - General Requirements													
00000000000000000000	Site Prep	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Site Prep	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Site Prep	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Site Prep	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
150: General Requirements													
200 - Cost of Work													
00000000000000000000	Site Prep	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Site Prep	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Site Prep	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Site Prep	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Site Prep	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Site Prep	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Site Prep	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000
00000000000000000000	Site Prep	10000000	10000000	10000000	10000000	10000000	10000000	10000000	100	00000000	100	10000000	10000000

If adjustments to the billing are requested by the Owner, revise the Contract Invoice(s) affected and run another report. It is not necessary to take another budget snapshot.