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
APPLICATION AND CERTIFICATE FOR PAYMENT	Page 1 of 1
To(Owner): South Jersey Technology Park From(contractor): Skanska USA Building Via(Arothect) Pennoni Associates, Inc. Project Ni: 116032 Project Name South Jersey Technology Park	Abolication No. 012 Distribution to: Pende 7/31/2007 Image: Owner Architectscroßect No. 116032 Architect Contract Date: Image: Owner Contractor Contract For: Skanska Owner Contract Contractor
CONTRACTOR'S APPLICATION FOR PAYMENT Application is made for Payment, as shown below, in connection with the Contract. ContinuationSheet, AIA Document G703, is attached.	The undersigned Contractor certifies the 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 hown herein is now due.
ORIGINAL CONTRACT SUM \$ 10,480,498.0	CONTRACTOR:Skanska l
Net change by Change Orders \$ 785,959.0	
CONTRACT SUM TO DATE \$ 11,266,457.0	D3 State of:
TOTAL COMPLETED & STORED TO DATE	Motary Public: My Commission expires: ARCHITECT'S CERTIFICATE FOR PAYMENT
TOTAL RETAINAGE TO DATE \$ 700,097.3	15 In accordance with the Contract Documentation above application, the Architect certifies
TOTAL EARNED LESS RETAINAGE \$ 8,214,817.9	information, and the field the Work has pro- the Contract Dooruments, and the Contract Invoices
LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 7,454,873.	13 AMOUNT CENTIFIED
CURRENT PAYMENT DUE \$ 759,944.1	78 (Attach explanations if amount differs from the Continuation Sheet that are changed to
BALANCE TO FINISH \$ 2,351,541.3	37
BALANCE TO FINISH, including retainage \$ 3,051,639.	12 ARCHITECT: Pennoni Associates, Inc.
CHANGE ORDER SUMMARY	
Total changes approved by owner in 195,219.67 46,938.1 previous months:	From PCCO's Linked to Prolog
Change Orders approved this month 637,678.03 0.	Contractor under this Application for Payment
Previous & Current Change Orders: 832,897.70 46,938.1 Net Change by Change Orders: 785,959.03	

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:

From the Pro	olog Budget Sna	apshot	From the Prolog Contract Invoices									
AIA Document G703, APPLICATION A Contractor's signed Certification is atta	ND CERTIFICATE FOR PAYMENT, containing ached.			APPLICATION NUMBER: 012								
PROJECT NO PROJECT NAME	: 118032 : South Jersey Technology Park		PERIOD FROM: 7/1/2007 PERIOD TO: 7/31/2007									
A	в	с	D	E	F=D+E	G=F/C	H=C-F	1	J	K=F-I		
ITEM NO	DESCRIPTION OF WORK	SCHEDULE	PREVIOUS PPLICATIONS	MPLETED d Material) 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	5,800.00	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	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	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	6,438.00	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	8,088.00	120.00	8,208.00	40.02	12,302.00	0.00	0.00	8,208.00		
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	104.86	-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	1,800.00	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	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	26,783.90	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

From th	ne Prolog	Budge	et Sna	pshot	t	Fr	om tl	ne Pro	olo	g Coı	ntract	t Invoi	ces
^	в	с	D	Ε	F	G	н	I (G+H)	J(I/C)	K(OH)	L	м	N(HL)
ITEM NO	DESCRIPTION OF WORK	REVISED SCHEDULE VALUE	ORIGINAL COMMITED AMOUNT	APPROVED CHANGE ORDER VALUE	TOTAL COMMITED AMOUNT	WORK COM (Incl. Stored PREVIOUS APPLICATIONS	APLETED (Material) THIS APPLICATION	TOTAL COMPLETE TO DATE	comp	BALANCE TO FINISH	RETAINAGE TO DATE	RETAINAGE THIS PERIOD	NET AMOUNT BILLED TO DATE
- GMP For Shell	and Core												
100 - General Condi	tions												
100.01112500.5010	Skanska Management Mannover	667,202.00	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	6,211.00	0.00	6,211.00	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	970.00	0.00	970.00	97.00	30.00	0.00	0.00	970.00
100.01220500.5031	Field Office Fumiture	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	Cierical Supplies	5,000.00	4,464.00	0.00	4,454.00	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	6,429.38	0.00	6,429.38	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	6,381.00	0.00	6,381.00	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	8,088.00	120.00	8,208.00	40.01	12,302.00	0.00	0.00	8,208.00
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 Tollet (Part-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 Conditi	ions	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	8.00	727,370.18
200 - Construction C	osts - Core & Shell												
200.01320000.5031	Surveying	6,884.00	6,894.00	0.00	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	0.00	0.00	0.00	3.820.00	0.00	0.00	ol a.aa

The following steps outline the Owner Billing process:

- Input Project Portfolio Information
 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)
- Create the Application for Payment and link any PCCOs
 Create the Billing Snapshot
 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.

	Project Control Financial Summary Prolog Today Dashboard Buildings Messaging Attachments(0) General Miscellaneous Project Details Extra Fields Contacts Log Insurance Requirement						
Project Control Financial Summary Project Today Dashboard Buildings Messaging Attachments(0) General Miscellaneous Project Details Extra Fields Contacts Log Insurance Requirements Project Number Project Details Extra Fields Contacts Log Insurance Requirements Project Number Project 119101 Closed Closed Closed	Company Address Line 1 Address Line 2 Signing Job Number Owner Madison 2 Pernsylvania 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.

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System: Budget Report [Detailed, Grouped by Line Item Components] < Default Report > 😨 🚭 😜	
Navigation Pane Budget Code Description	
Cost Control 100.0112500.5010 Project Management	
General Financial Quantities Time Forecasting	
Application for Payment Phase Division Cost Code Cost Type n/a n/a]
Budget	
Budget Control Original Budget Amount Uncommitted Cost	
Authorization Requests 0.00	
Contract Invoices Alas Code (Optional) General Notes	
Contracts	
General Invoices PC 0.024 evel 1:	
Cost Event Committing Document	
Prime Contract Change Orders Contract 119001-GC; SCO 119001-GC-001-1;	
Revenue Codes Company Code	
Subcontract Change Orders 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

AIA G703 – Only lists Budget Codes with Revenue Codes

						PROJECT	O: 99999X	
						PROJECT NAM	E: Owner GMP Billing Test Project.	
1	Bud	get - Row 1 of 7						
						A	В	c
В	udget	with Revenue Code	•					
	elec	Budget Code 🛆	Description	Current Budget	Revenue Code	ITEM NO	DESCRIPTION OF WORK	VALUE
		100.01112500.5010	Project Manager	\$100,000.00	000	100.01112500.5010	Project Manager	100,000.00
		100.01200500.5031	Office Trailer	\$50,000.00	000	100.01200500.5031	Office Trailer	50,000.00
		200.03300000.5020	Concrete	\$217,500.00	000	200.03300000.5020	Concrete	217,500.00
		200.09250000.5020	Drywall (NIC - By Owner)	\$40,000.00		200.15000000.5020	Mechanical Work	550,000.00
		200.15000000.5020	Mechanical Work	\$550,000.00	000	200 1800000 5020	Electrical Work	150 000 00
		200.1600000.5020	Electrical Work	\$150,000.00	000	200.1000000.0020		
		200.23900200.5040	Owner Contingency (NIC)	\$150,000.00			PROJECT TOTAL	1,067,500.00
		Tota	l Budget in Prol		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).

	/	
😝 Prolog Manager 2008 R1 - Centra	ral Atlantic - Project for the Ages - [Contracts]	
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System: Contracts [Detailed, Grouped	d by Contract Number] < Default Report >	
Navigation Pane 🛛 🖓	Contract ID Contract Number To Company Short Description	Approved for Budget
Cost Control	3666 4202009 Skanska USA Building Inc Ant Sports Acuity	
	Contract Attachments Drawings/Specs Change Orders Insurance/Close Out	
Application for Payment	General Information Detailed Information Contract Amounts Contact Info Inclusions/Exclusions Alternates	
Budget	Schedule of Values Add Row Insert Row Delete Row 🗐 💶 Sum of Items 50,000,000.	.00 1
Budget Control	Item Description Scheduled Revenue Code Task Name Spec Section Material Code Notes	
Authorization Requests	1 Base Contract 30,000,000 000	1
Contract Invoices		
Contracts		
General Invoices		
Cost Event		

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	Contr	act Number	To Company	Short D	Description	
ī.	3666	4202	009	Skanska USA Buil	ding Inc 强 State (of the Art Sports Fa	cility
	Contract A	\ttachr	nents Drawing	s/specs Change	Orders Insurance/C	lose Out	
1	General Info	rmatio	n 🛛 Detailed Infi	mation Contract	Amounts Contact	Info Inclusions/Exc	:lusions Alternates
	-General Da	tes —	/	·			
	Approval Le	etter	Contract Date	Issued On	Executed On	Letter of Intent	Contract Returned
			4/11/200	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		
APPLICATIO	N 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).

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System: Contracts [Detailed, Grouped by Contract Number] < Default Report > 💽 🔤 😜											
Navigation Pane 4	vigation Pane 4 Contract ID Contract Number To Company Short Description										Approved for Budget
Cost Control		2130	456446	Skanska USA Building	g Inc 强 Stadiu	um Contract					
	C	ontract At	tachments Drawings/S	Specs Change Ord	lers Insurance/	Close Out					
Application for Payment	Ger	neral Inform	nation Detailed Inform	nation Contract An	nounts Contact	t Info Inclusions/Exclu	isions Alternates				
Budget	SC	hedule of	Values								
Budget		Add Row	_ Insert Row Dele	ete Row 🔺 🗵					Sum of Items	50,000,00	3.00 12
Budget Control		Item	Descrip	otion	Scheduled	Revenue Code	Task Name	Spec Section	Material Code	Notes	
Authorization Requests		001	General Conditions		4,750,000.00						
Contract Invoices		002	Sitework		3,750,000.00						
Contracts		003	Concrete		8,000,000.00						
General Invoices		004	Masonry		1,325,000.00						
Cost Event		005	Structural Steel		7,500,000.00						
Cost Event		006	Carpentry		500,000.00						
Prime Contract Change Orders		007	Waterproofing		775,000.00						
Revenue Codes		008	Windows		1,950,000.00						
Subcontract Change Orders		009	Architectural Finishes		4,760,000.00						
		014	Elevators		5,000,000.00						
		015	Mechanical		4,750,000.00						
		016	Electrical		6,940,000.00						

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.



For the first Application for Payment on a lump sum project, a prompt will ask to load the schedule of values. Click Yes. Subsequent applications will carry forward the schedule of values.

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	There are no previous applications for payment against the current contract. Do you want to load the schedule of values?										
	<u>Yes</u> <u>No</u>										
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The Schedule of Values that was entered for the Owner Contract appear, along with the Application Number and Sequence. Enter the Application Date and Period. Enter a figure in the Work This Invoice Value column, the Total Complete column, or the Percent Complete column. The invoice values will automatically calculate.

Prolog Manager 2008 R1 - Central Atlantic - Prolog Office Construction - [Application for Payment]												
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Contract Invoices		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
Contract Involces		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
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General Invoices		005	Structural Steel	7,500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
denoral inforces		006	Carpentry	500,000.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00
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		010	Electrical	0,940,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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.

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Prime Contract Change Orders		0.00	0.00	0.00	0.0000	4,760,000,00	10.0000	0.00	10.0000	0.00	0.00			
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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.

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The change order(s) will be listed in summary at the bottom of the schedule of values, which will be invoiced in the same method as any base contract line.

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Authorization Requests		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
Contract Invoices		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
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General Invoices		006	Camentry	500.000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cost Event		007	Waterproofing	775.000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
cost Event		008	Windows	1,950,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prime Contract Change Orders		009	Architectural Finishes	4,760,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Codes		014	Elevators	5,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subcontract Change Orders		015	Mechanical	4,750,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
oubcontract change orders		016	Electrical	6,940,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		017	New Elevator Towers	404,853.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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.

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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.

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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.



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.

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

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Select the project.

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Select the period to create an Owner Invoice.

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

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Invoice Configuration – Lump Sum Project

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

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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.

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Invoice Configuration – Reimbursable Project

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

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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.

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

- Choose Database
- Choose Project

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

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The Application for Payment values are derived as follows:

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

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To(Owner):	Madison Square Garden,	L.P.			Application No.	002	Distribu	tion to:
From(Contractor):	Skanska USA Building Inc	18			Period:	5/31/2009		Owner
Via(Architect)	HOK Architects				Architect's Project No.	545642387		Architect
Project No.:	119101				Contract Date:	4/11/2009		Contractor
Project Name:	Project for the Ages				Contract For:	State of the Art Sport	ts Facility	
ORIGINAL CONTRAC Net change by Chan CONTRACT SUM TO TOTAL COMPLETED	ET SUM		\$ \$ \$	50,000,000.00 652,182.00 50,652,182.00 1,929,250.00	CONTRACTOR:Skanske By:	County of:	f	Date:
Previous Retainage.		\$ 23,00	0.00		Notary Public:			
Current Retainage		\$ 82,00	0.00	1910-010 DOI 100-100-11	My Commission expires			
TOTAL RETAINAGE	TO DATE		\$	105,000.00	ARCHITECT'S CER	TIFICATE FOR PA	YMENT	
TOTAL EARNED LES	SS RETAINAGE		\$	1,824,250.00	In accordance with the C	Contract Documents, base	d on on-site observ	ations and the data comprising
LESS PREVIOUS CEI	RTIFICATES FOR PAYMENT		\$	990,750.00	knowledge, information,	and belief, the Work has	progressed as indic	ated, the quality of the work is
CURRENT PAYMENT	DUE		\$	833,500.00	in accordance with the C Amount Certified.	ontract Documents, and	the Contractor is e:	ntitled to payment of the
BALANCE TO FINISH	1		\$	48,722,932.00				
BALANCE TO FINISH	I, including retainage		\$	48,827,932.00	AMOUNT CERTIFIED	unt differs from the amount a	 aplied for, Initial all #	
CHANGE ORDER SU	IMMARY				Continuation Sheet that are	changed to conform to the a	amount certified)	
		Additions		Deductions				
Total changes appro previous months:	oved by owner in	0.00		0.00	ARCHITECT: HOK Archi	tects		
Change Orders app	roved this month	877,182.00		225,000.00				
Previous & Current (Change Orders:	877,182.00		225,000.00	By:			Date:
Net Change by Char	nge Orders:	652,182.00			i nis certificate is not ne herein. Issiance paymen	gonable. The amount Ce t_and accentance of page	rtified is payable or next are without p	uy to the Contractor named

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.

Datab	base: 2CentralAtlantic -	Project:	00000)2 - Prolog C	ffice Constructi	ion	-						
Owne	er Contract: Stadium Contract 🔹	Pay Appli	cation: 45644	\$6 - 001 - 05	/31/2007 🔹								
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	Page 1 of 1												
AAA Document 0709, APPLCATION AND CERTIFICATE FOR PAYMENT, containing APPLICATION NUMBER: 001													
Contractor's signed Certification is attached. APPLICATION DATE:													
In tabulations below, amounts are stated to the nearest dollar. PERIOD FROM: 6/1/2007 Uas column I on Contract where variable retainage for line items may apoly PERIOD TO: 6/31/2007													
								PROJECT NO:	000002				
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A	В	с	D	E	F (D+E)	G(F/C)	H(C-F)	1	J	K(F-I)			
		REVISED	WORKCOM	APLETED	TOTAL		BALANCE	RETAINAGE	RETAINAGE	NET AMOUNT			
NO	DESCRIPTION OF WORK	SCHEDULE VALUE	APPLICATIONS	APPLICATION	DATE	% COMP	TO FINISH	TO DATE	THIS PERIOD	DATE			
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	Sitework	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	00.000,000,8	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	00.00	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	Arohitectural Finishes	4,760,000.00	0.00	0.00	0.00	0.00	4,760,000.00	0.00	0.00	0.00			
014	Bevators	6,000,000.00	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	Bectrical	6,940,000.00	0.00	0.00	0.00	0.00	6,940,000.00	0.00	0.00	0.00			
017	New Bevator 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).

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			WORKCO (Incl. Store)	MPLETED I Materials	TOTAL			DETAIN AGE	D ET A MAG E		
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100 - General Conditions			ATTERATIONS	ATTERATION.							
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	80,000,00	1,500.00	1,500.00	3,000.00	3.75	77,000.00	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	9,300.00	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		2,599,450.00	88,750.00	95,500.00	184,250.00	7.09	2,415,200.00	0.00	0.00	184,250.00	
150 - General Requireme	nts										
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	
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200 - Cost of Work											
200.02000000.5020	Site Work	1,500,000.00	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	350,000.00	55,000.00	0.00	55,000.00	15.71	295,000.00	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	400,500.00	
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	950,000.00	0.00	0.00	0.00	0.00	960,000,000	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: 2Cer	ntralAtlantic 🗾	Project	1	19101 - Proje	ect for the Ag	jes		-		
Owner Contract: State	e of the Art Sports Facility 💌	Pay Ap	plication: 4	202009 - 002	- 05/30/200	19 💌				
I 4 2 of 2 ▶	▶ 100% ▼		Find Next	Select a f	format	•	Export 🚺	3		
										Page 1 of 1
AIA Document G703, APPLICATION AND	CERTIFICATE FOR PAYMENT, containing									
Contractor's signed Certification is attach	ed.						APPL	CATION NUMBER:	002	
PROJECT NO:	119101			From (ontrac	t In	ices	PERIOD FROM:	5/1/2009	
PROJECT NAME:	Project for the Ages			nome	Jonua	.unr	voices	PERIOD TO:	5.31/2009	
A	6	с	D	E	F=D+E	G-F/C	H=C-F	I.	J	K=F-1
			WORKCO (Naci.Store	M P LETED d Material)	TOTAL		BALANCE	RETAINAGE	RETAINAGE	NETAMOUNT
ITEM NO	DESCRIPTION OF WORK	SC HEDULE VALUE	PREVIOUS APPLICATIONS	THIS APPLICATION	COMPLETE TO DATE	t‰ comp	TO FINISH	TO DATE	THIS PERIOD	BILLED TO DATE
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	80,000.00	1,500.00	1,500.00	3,000.00	3.75	77,000.00	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		2,599,450.00	88,750.00	95,500.00	184,250.00	7.09	2,415,200.00	0.00	0.00	184,250.00
150 - General Requireme	nts									
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	XXXX	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 Requiremen	nts	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	1,500,000.00	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	350,000.00	55,000.00	0.00	55,000.00	15.71	295,000.00	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	400,500.00
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	00.0

he Cost Plus Contract Type provides an AIA 703 form that shows the Commitment Amounts sociated 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:	Database: 2ContralAtlantic Project: 119101 - Project for the Ages												
Owner Contract:	Owner Contract: State of the Art Sports Fedility Pay Application: 4202009 - 002 - 05/30/2009 -												
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Page 1 of 1													
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			OFFICIENCE	APP ROVED	70704	MOR 1000	IIIIIIIIII	70701					
1153 HO	DECORPTION OF MORE	SOHEDULE WALVE	CONTRACTOR AMOUNT	ORDER VALUE	солятер Алоуит	PREVEO 90 APPLICATIONO	THIO APPLICATION	COMPLETE TO DATE	oome	то Рики	то вите	THEFTER	SILLED TO DATE
100 - General Con	ditions												
P ****************************	Participant in the second s	2012.00000	2000000000	VL BORRES	2011.0000	194644461	12040-000-00	E alerren et	1947	19483.00000	****	****	E ALCONOMIC .
ICO-ON INCORCE-POINT	Tampi-Geografi	49,009,09	49,009,09	969	49609406	969	409409	40969	169	Myrceice	0.00	0.00	40969
RANG BREAKING	T20098-0950	2000/00/0	Begaringer	1000	Brystens	****	Lannar	Egonomor.	2.04	.SPynama			6,000000
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KOOKOO PESK	ouice Tables Selige	Injoint	N ecesse	000	INSTANCE	29,009,09	<i>460909</i>	27,000,00	62,69	17,000.00	0.00		27,000,00
100/01/221000/00/2	Charlool Supplies	1 0,000,00	N egocieve	969	leysoeks	26969	02009	1,70769	-989	01,427,09	0.00	0.00	1,70769
100/01203000/0511	Compare Chaltmony	ace/cce/ce	acejocevce	000	aceycoexce	87,0000	0,000,00	24,0000	24,69	249,000-00	000	0.00	ചുരാക്ക
6.0008223.0000W	Contra Children	SWEEDERE	SWOODS -		SWALTERS	-20000	6.0M/12	Talka	639	2.00000			Talkat
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150 - General Req	uirements												
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200 - Cost of Work													
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300-012000044939	Paring les	-3494059409	execcence	000	-Mercerce	4960969	0,00	4900000	67.76	21/0000/00	4400400	0.00	#v@0000
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300000000000000000000000000000000000000	normy	1,000,000	969	969	96	969	969	969	969	1,000,000	0.00	969	969
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20000200000.0020	man sayang	207,000-00	20,0000	000	20,000	009	-	469	-	227,000,00	969	969	469
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😂 Done													

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