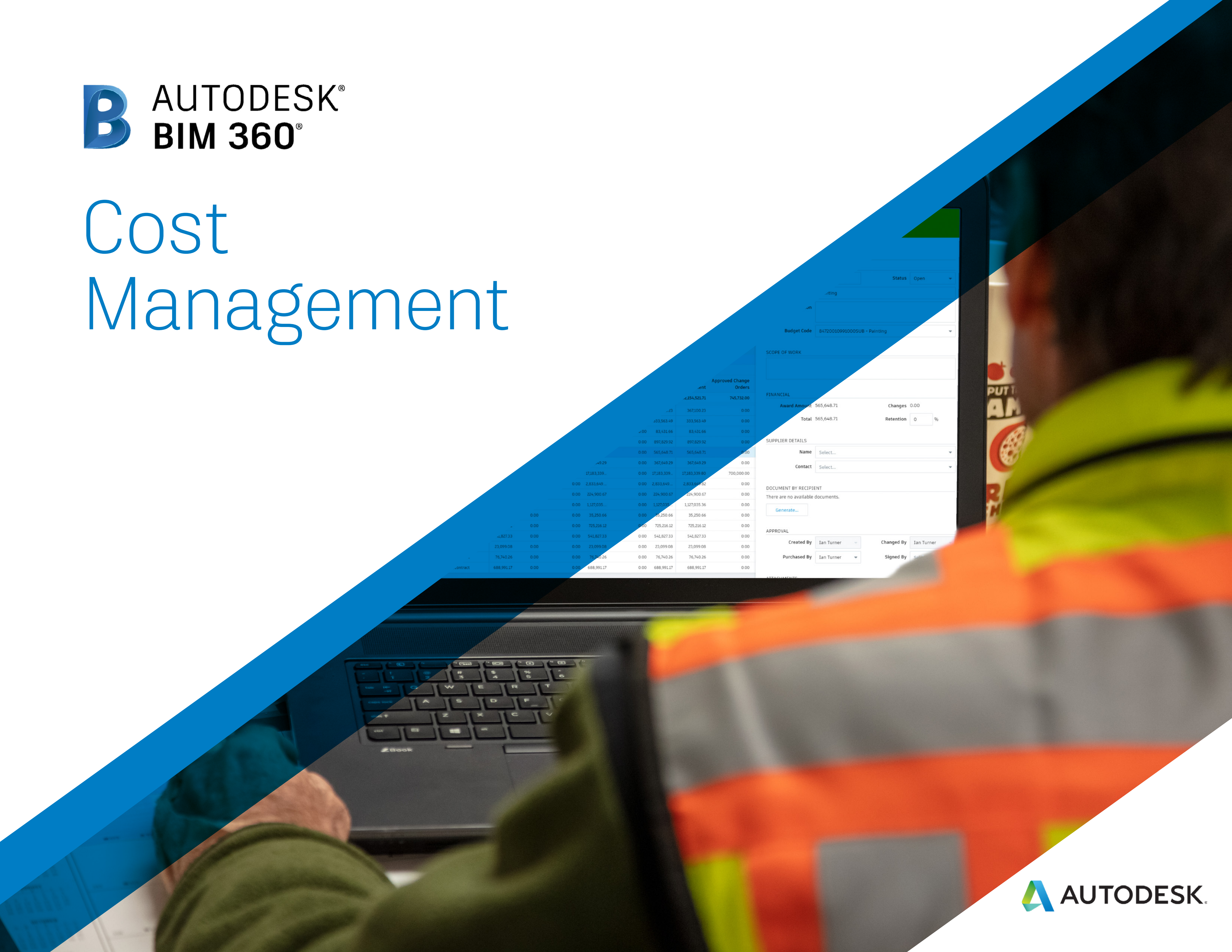
AUTODESK®
BIM 360®

Cost Management



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Introduction

Tracking costs, managing risk, and keeping a project on budget can be one of the biggest hurdles in a construction project, and finding efficiencies in this area can make all the difference in delivering a project on time and on budget.

But with the new BIM 360 Cost Management module bringing powerful cost control, change management, and pay application workflows to the BIM 360 platform teams can minimize risk by managing all cost related construction activities in a single software.

The following guide introduces the BIM 360 suggested cost management workflow and gives context to the different capabilities built into the product, including step-by-step starter guides.

Autodesk BIM 360

BIM 360 improves the process of construction by supporting informed decision making throughout the project lifecycle. It does this by centralizing all project data in a single data repository and connecting project stakeholders and workflows–from design to construction to operations, from the field to the office and back.

Visit BIM 360 Site

Please note that the capabilities outlined in this guide are reflective as of September 2020 and will continue to undergo improvements. Additionally, some capabilities are only available in certain countries. For more information on product updates and capabilities please visit the BIM 360 Product Release Notes.

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Suggested Workflow

Cost & Change Management Workflow

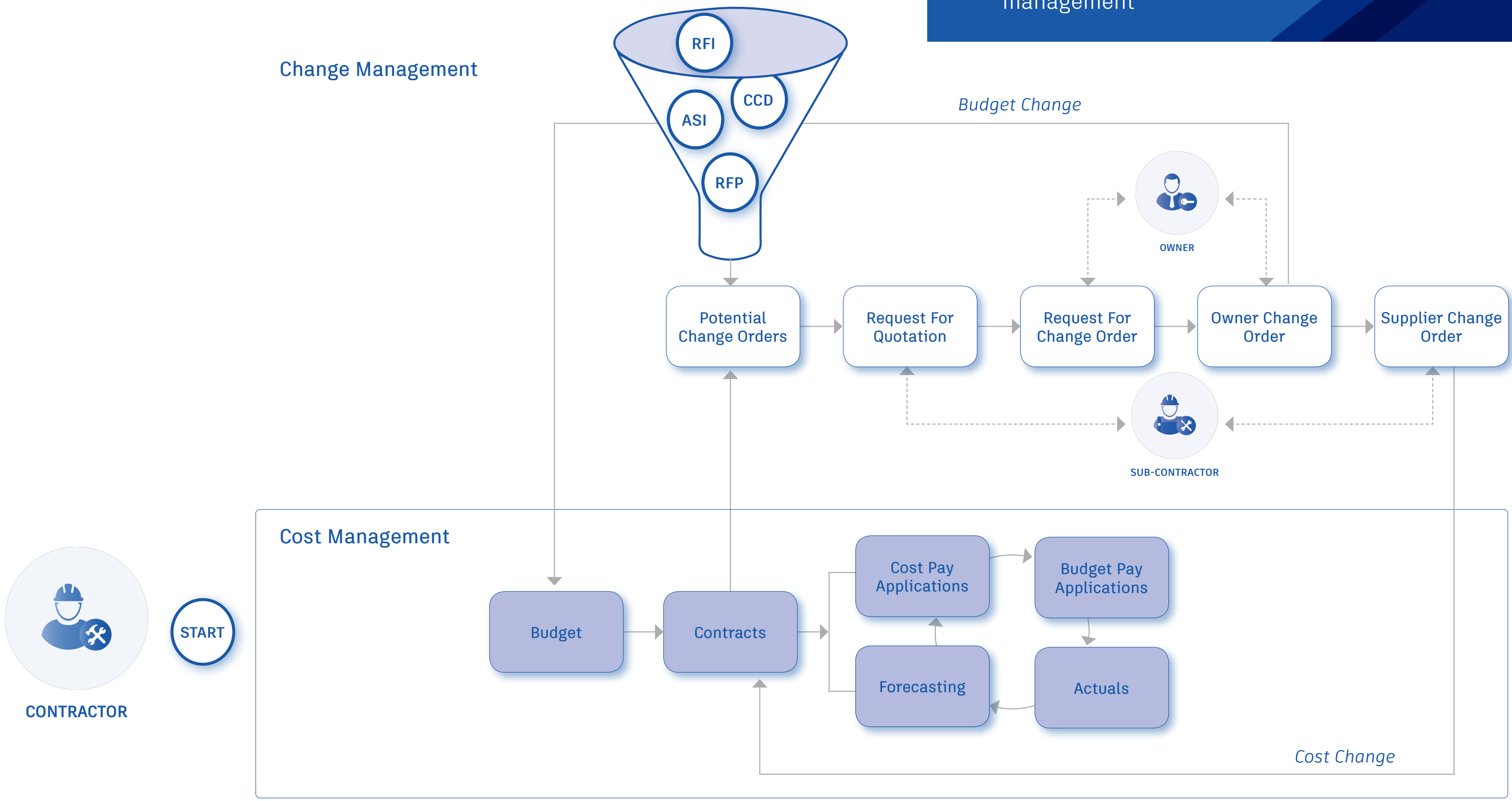
Used to help control cost and confirm all changes are accounted for and managed effectively to maintain positive cash flow, reduce risk and maximize profit. The graphic below outlines the suggested cost management workflow using BIM 360.

Why follow this workflow?

- Customizable to suit users needs and preferences
- Provides a real-time summary view of all budget items and contracts
- Streamlines upstream and downstream change order workflows

BIM 360 capabilities used

- Budget management
- Contract management
- Change order management
- Pay applications
- Forecasting
- Actuals



Payment Application Workflow

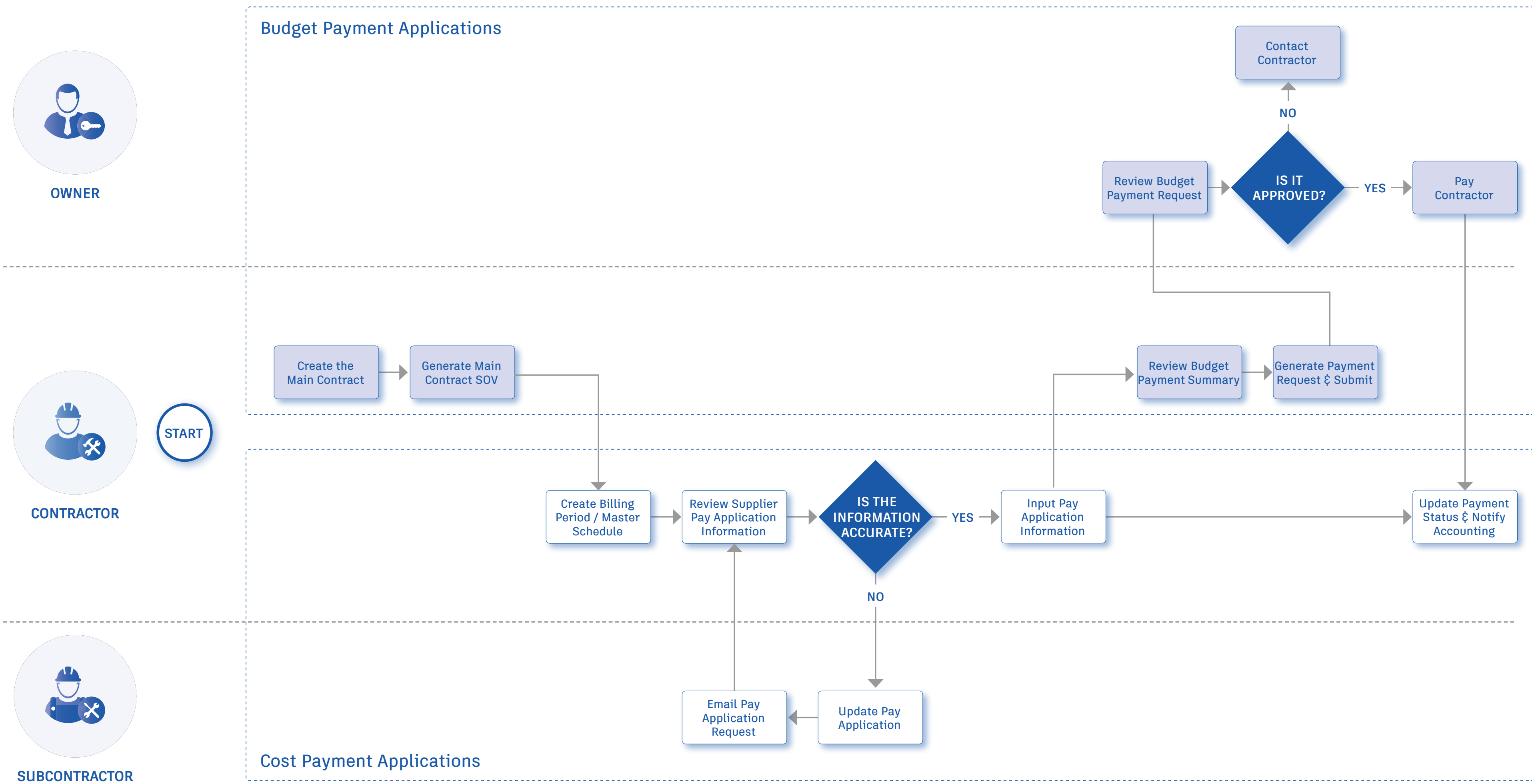
Used to help effectively manage incremental pay applications to automate tasks and gain a real-time view of the financial health of the project. The graphic below outlines the suggested pay application workflow using BIM 360.

Why follow this workflow?

- Adds a level of automation
- Easy to manage and track
- Provides a real-time summary view of all cost and budget payments

BIM 360 capabilities used

- Main contract & budget items
- Budget payment applications
- Cost payment applications



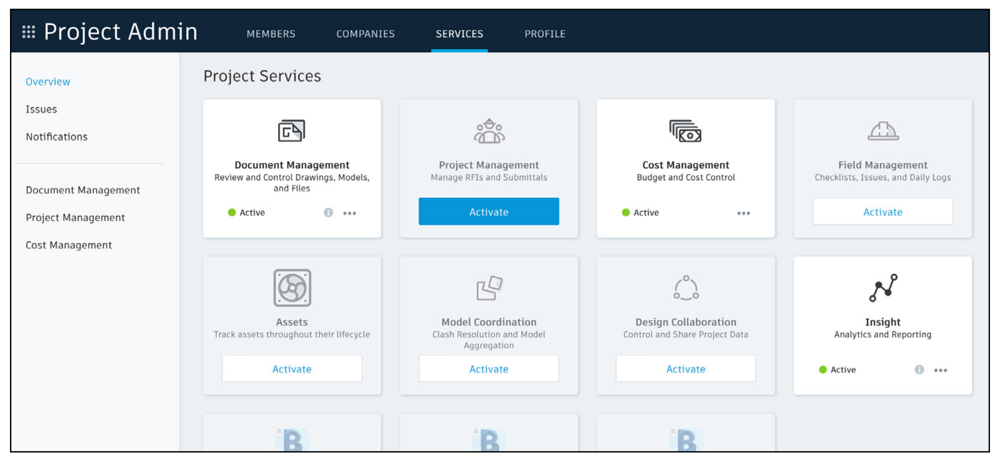
Cost Management Capabilities

Settings & Permissions

Cost Management is flexible and customizable. Configurable features allow teams to customize the software to suit their needs and preferences. Teams can also ensure the right information stays in the right hands by setting permission levels for each tab within Cost Management.

1 Activate the Cost Management Module

- A project admin needs to activate the Cost Management module.
- In the Project Admin module select the “Services” tab, then the “Activate” button for Cost Management.

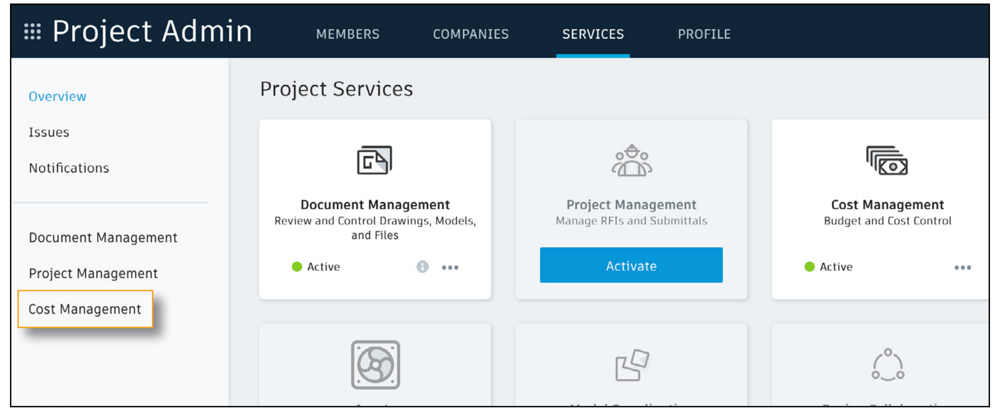


PRO TIP: The Document Management module needs to be activated first.

Settings & Permissions

2 Accessing Settings

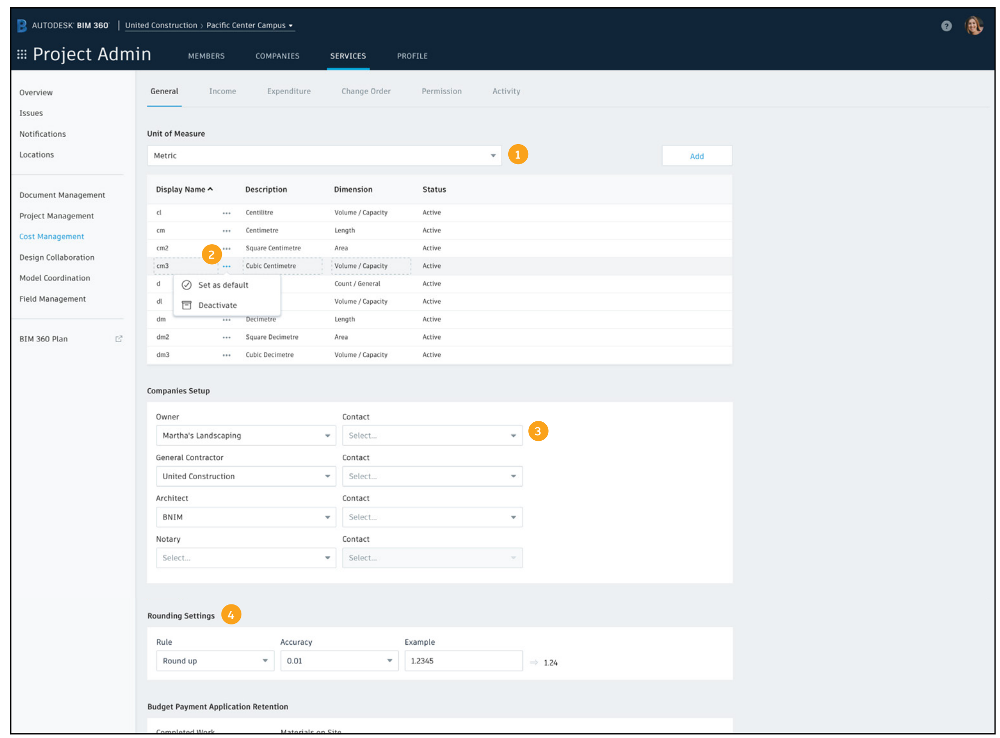
- Project Admins are the only individuals who have permission to access and edit the modules settings.
- In the "Project Admin" module, select the "Services" tab.
- On the left sidebar select "Cost Management," you will now be able to access the modules general settings and settings for each individual tab (e.g. Change Order).



3 General Settings

Select the "General" tab.

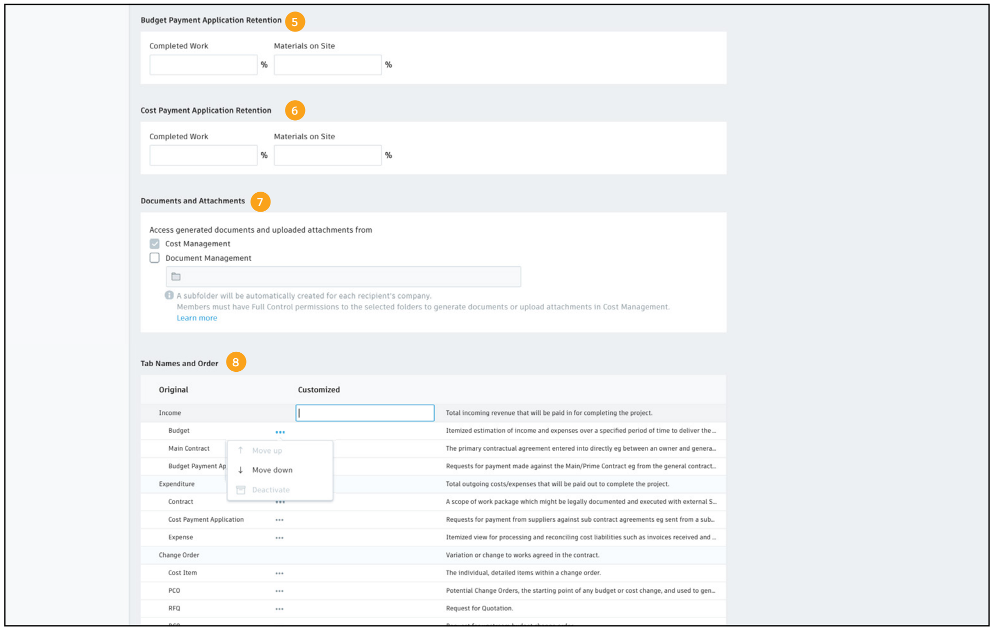
1. **Unit of Measure:** select imperial or metric.
2. **Unit of Measure List:** set specific dimension as default of deactivate certain units from the list. Click "Add" to manually add additional dimensions
3. **Companies Setup:** identify the project Owner, General Contractor and Architect. Use the drop-down to select the correct contact or add a new contact.
4. **Round Settings:** select the "Rule" (Half Up, Round Up, Round Down) and "Accuracy" (1, 0.1, 0.01, 0.05). In the example field you can test the settings.



General Settings
(continued)

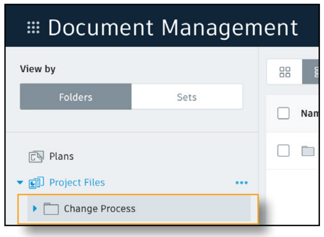
Retention: allows you to put in a default retention amount for completed work and materials on site. This will automatically be added to every line item, but can be edited/removed per line.

5. **Budget Payment Application Retention:** allows you to put in a specific retention % for completed work and materials on site.
6. **Cost Payment Application Retention:** allows you to put in a specific retention % for completed work and materials on site.
7. **Document and Attachments:** allows you to choose to store generated documents and uploaded attachments in both Cost Management and Document Management.
   - If you choose to store the files in Document Management follow the steps in the bottom image.
   - This creates a single repository of all generated documents specific to each company for future audit purposes, and if desired, the folder can be shared with other project members to access the information.
8. **Custom Tab Names:** allows you to customize the names of the main tabs (Income, Expenditure, Change Order) and the subtabs within each (e.g., Cost Item, PCO, RFQ, etc.) to better suit your needs. To change the display order of the subtabs in each section, select the three dots. You can also turn off unused tables from the three dot menu by selecting “Deactivate.”

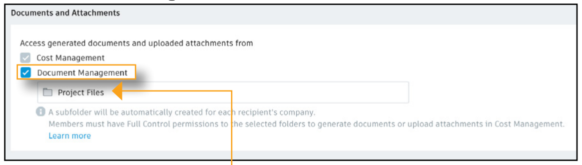


Setup Steps for Storing Documents & Attachments in Document Management:

1. In Docs create a subfolder in Project Files

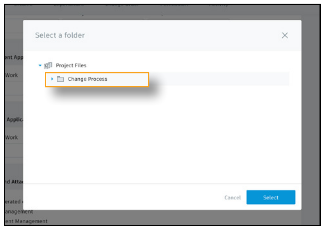


2. Within the General settings choose the option to save to Document Management

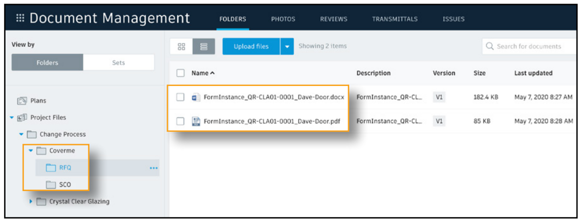


3. Click “Project Files”

4. Choose the folder you create in Project Files, click “select”



5. A subfolder auto create per supplier. As docs are generated a new folder for each document type auto creates, both Word & PDF docs save.



Settings & Permissions

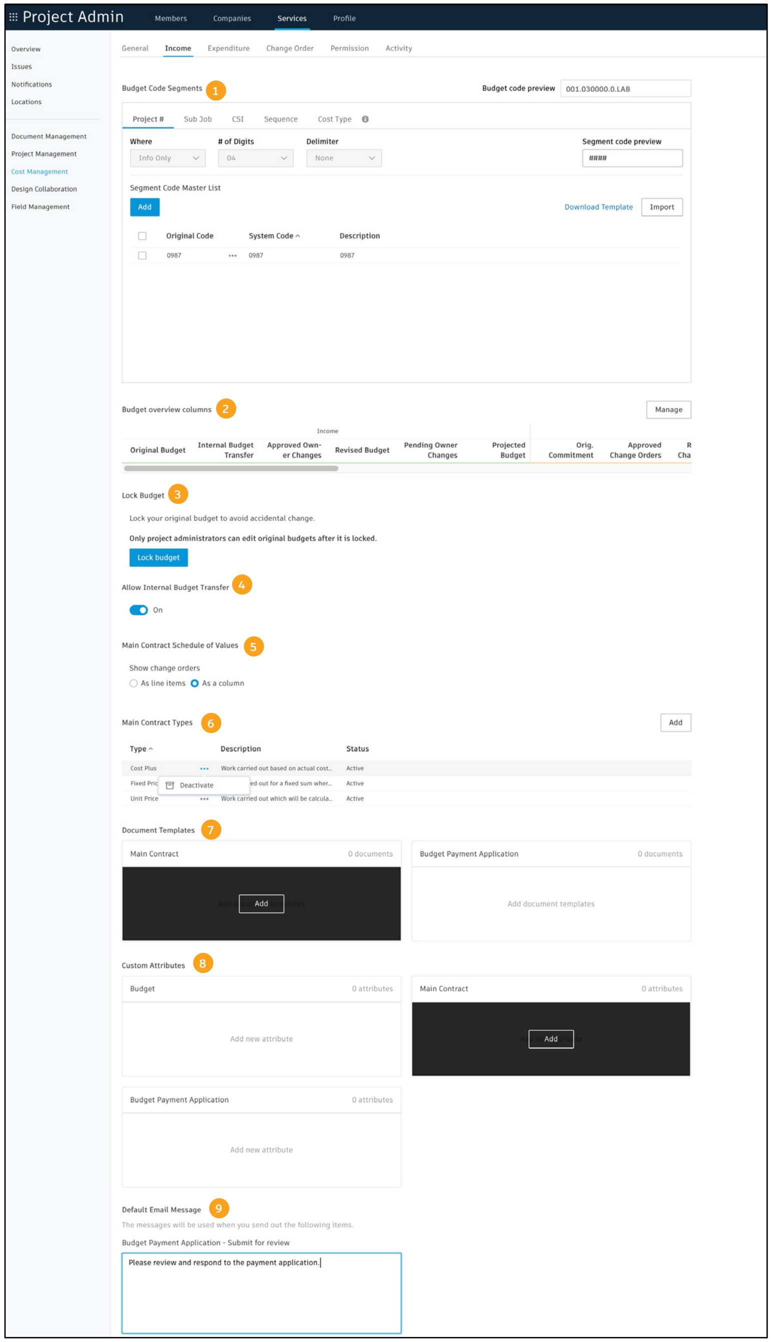
4 Income Settings

Select the "Income" tab.

1. **Budget Code Segments:** used to set up your budget code template, refer to the budget code setup section for more details on setting up your budget.
2. **Budget overview columns:** used to create custom calculated budget columns.
3. **Lock Budget:** once the original budget setup is finalized, you may lock it to avoid accidental change.
4. **Allow Internal Budget Transfer:** Turn off if you want to allow users to be able to make an internal budget transfer from the budget summary view.
5. **Main Contract Schedule of Values:** Choose if you want change orders to appear as a line item or as a column.
6. **Main Contract Types:** use the "Add" button to create a list of main contract types. This is the primary contractual agreement entered into directly, for example, between an owner and a general contractor. In edit mode in the Main Contract tab, you can assign a contract type to a line item via a drop-down.

   PRO TIP: As with all our custom lists system defaults cannot be deleted but they can be deactivated so they will not show up in the user interface.

7. **Document Templates:** used to create standard budget payment application and main contract template formats, the templates are created using fields that automatically populate with data from the system. Refer to the document Templates section to learn how to create document templates.
8. **Custom Attributes:** used to customize portions of the details flyout panel for items in each subtab within the Income tab. Refer to the Custom Attribute section to learn how to create custom attributes.
9. **Default Email Message:** use to create custom default email messages for when a Budget Payment Application is sent.



Settings & Permissions

Income Settings
(Budget Overview Columns Functionality)

- From the Income settings tab, Admins can preview the columns visible by default and preview value.
- To create custom calculated budget columns and manage settings, select the “Manage” button.

Managing Existing Columns

- To change where existing columns appear (group and position), rename them and control which appear by default, select the column name and choose the desired option beneath the list view.

Creating Custom Calculated Columns

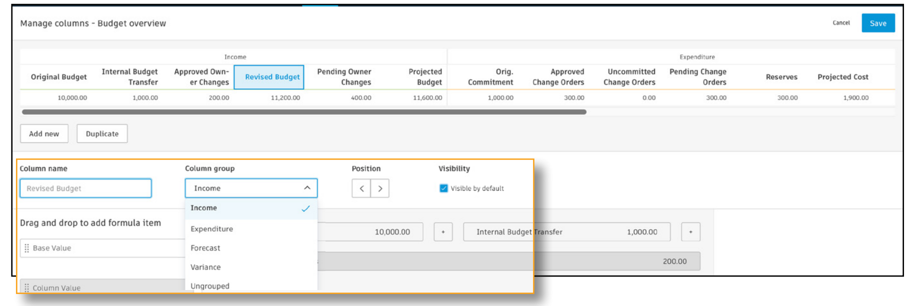
- You can duplicate an existing column and edit the formula by selecting the column name then the “Duplicate” button. To create a new column from scratch, select the “Add new” button.

  Example: Creating a column next to Approved Change Orders in the Expenditure group titled Recoverable Change Orders that shows what will be paid for by the Owner.

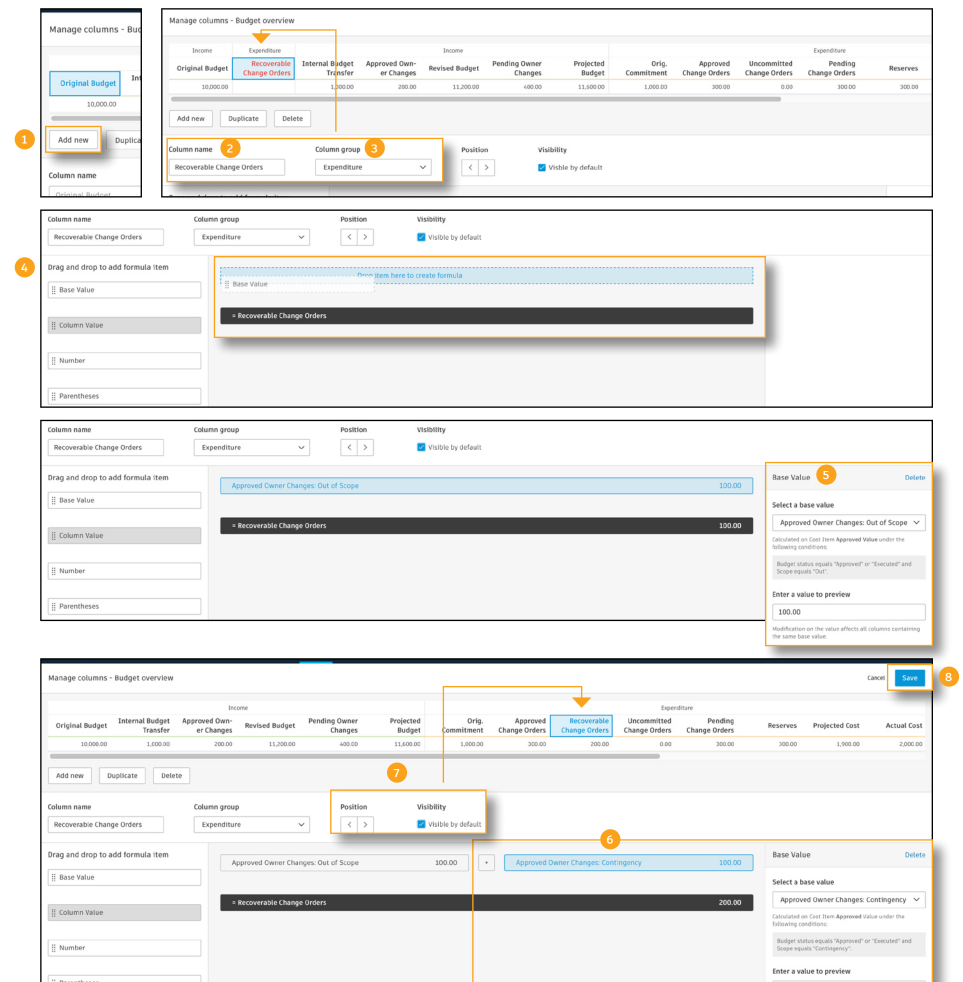
  How It’s Done:

  1. Select “Add New.”
  2. Update the column name.
  3. Choose the column group
  4. From the left side panel, drag and drop to add the formula item.
  5. On the right side panel, select the value type and enter a value to preview.
  6. Drag additional formula items as needed and update values.
  7. Update the column position and visibility option.
  8. Select “Save.”

Managing Existing Columns



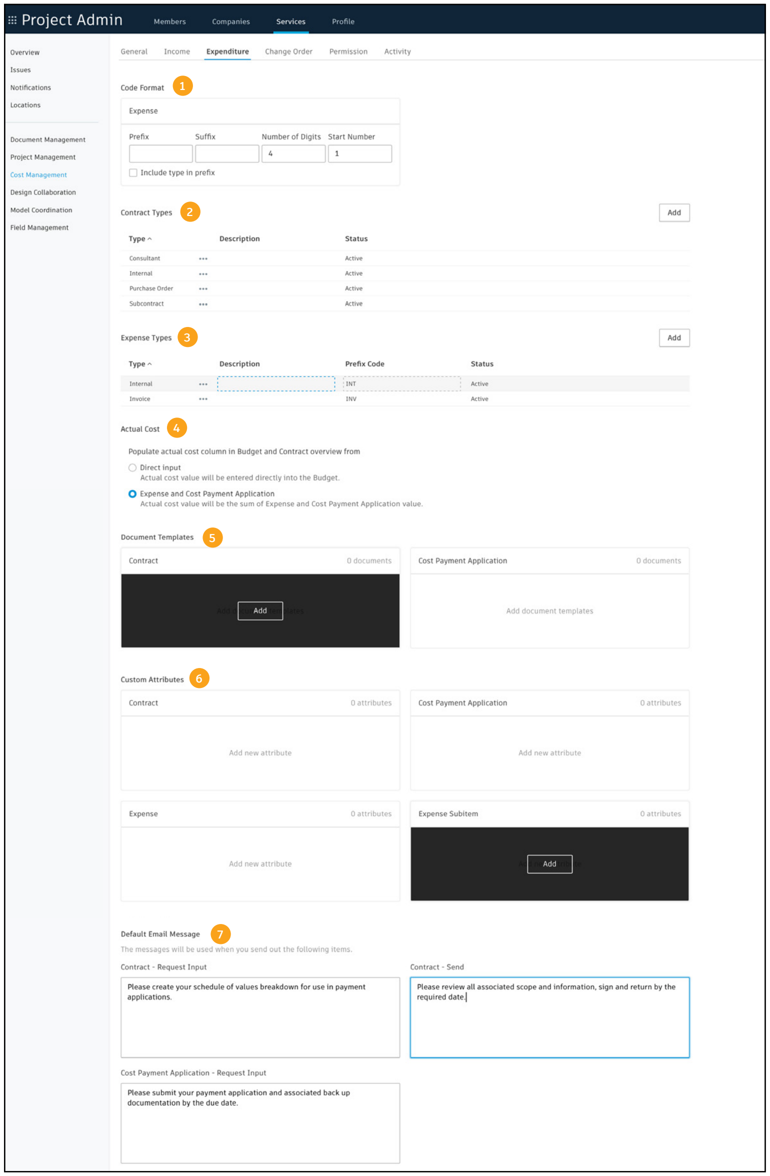
Creating a Custom Calculated Column Example:



Settings & Permissions

5 Expenditure Settings

Select the “Expenditure” tab.

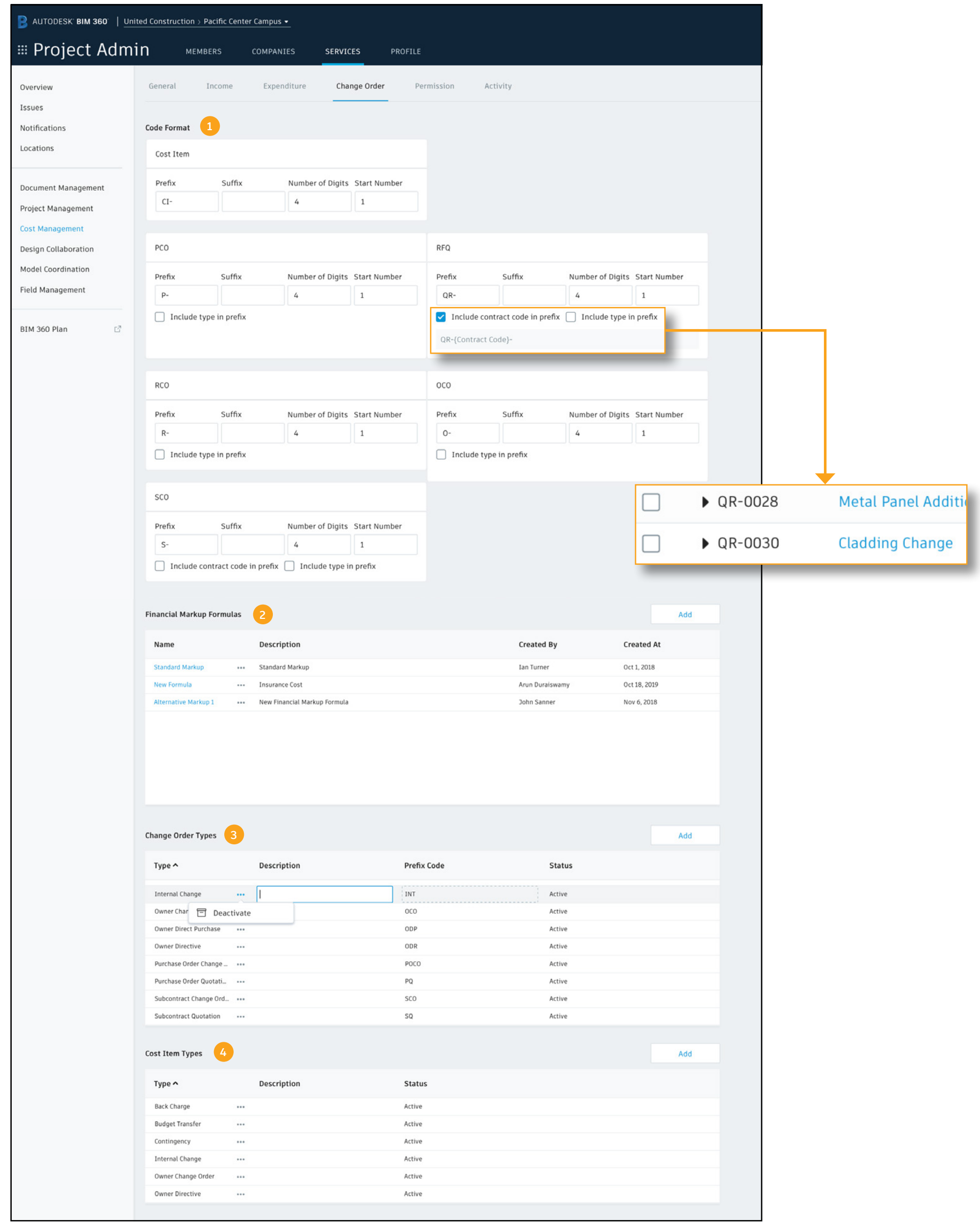


1. **Code Format:** you have the option to configure the expense code format by customizing the prefix, suffix, number of digits, and start number. You can choose to also include the type in the prefix.
2. **Contract Types:** use the “Add” button to create a list of contract types. In edit mode in the Contracts tab, you can assign a contract type to a line item via a drop-down.
3. **Expense Types:** use the “Add” button to create a list of expense types. In the Expense tab, you can assign a expense type to a line item via a drop-down.
4. **Actual Cost:** how the actual cost column in the Budget and Contract tabs will populate.
   - **Direct Input:** actual cost value will be entered directly into the Budget via the edit mode view or API.
   - **Expense and Cost Payment Application:** actual cost value will be the sum of Expense and Cost Payment Application value.
5. **Document Templates:** used to create standard cost payment application and contract template formats, the templates are created using fields that automatically populate with data from the system. Refer to the document Templates section to learn how to create document templates.
6. **Custom Attributes:** used to customize portions of the details flyout panel for items in each subtab within the Expenditure tab. Refer to the Custom Attribute section to learn how to create custom attributes.
7. **Default Email Message:** use to create custom default email messages for when Contracts and Cost Payment Application are sent from the system.

6 Change Order Settings

Select the “Change Order” tab.

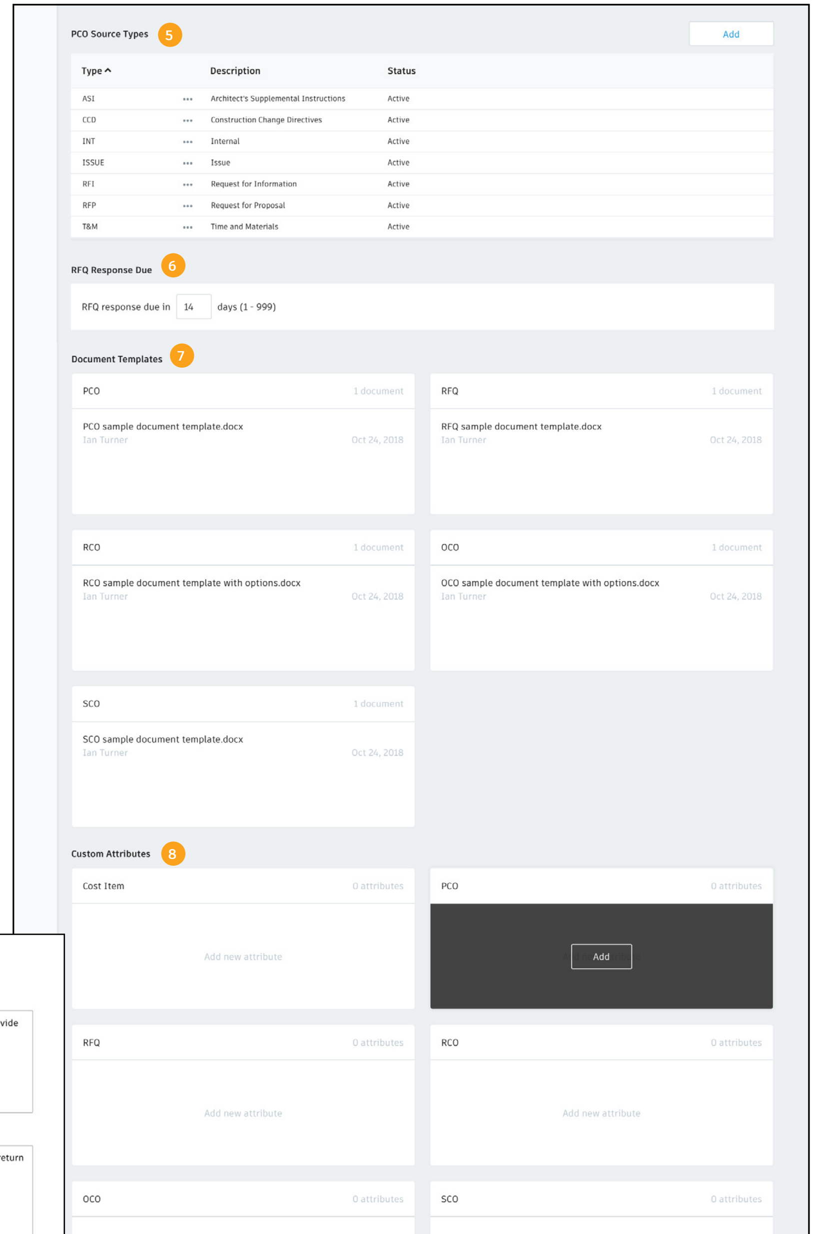
1. **Code Format:** you have the option to configure the code format by customizing the prefix, suffix, number of digits, and start number for each component.
    - As a reminder, the component names (Cost Item, PCO, RFQ, RCO, OCO, SCO) can be customized within General settings.
    - This will dictate how the information is displayed in the number column of each tab within the Cost Management module.
    - You can also choose to use Change Order type and Contract code in the coding structure to provide easy grouping and filtering.
2. **Financial Markup Formulas:** where you can create multiple project level markup configurations to apply to Potential Change Orders (PCOs), Requests for Change Orders (RCOs) or Owner Change Orders (OCOs). Refer to the Financial Markup Formulas chapter to learn how to create custom markups.
3. **Change Order Types:** use the “Add” button to create a list of change order types. In the Change Orders subtabs, you can assign a type to a line item via a drop-down list. This allows them to be grouped by type and if preferred have different numbering schemes per type.
4. **Cost Item Types:** use the “Add” button to create a list of cost item types. In the Cost Item tab within Change Orders, you can assign a cost item type to a line item via a drop-down list.

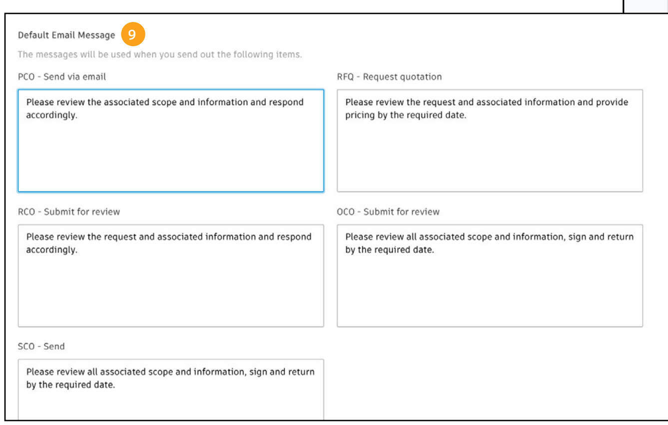


Settings & Permissions

Change Order Settings (continued)

5. **PCO Source Types:** use the "Add" button to create a list of PCO source types. In the PCO tab within Change Orders, you can assign a PCO source type to a line item via a drop-down list.
6. **RFQ Response Due:** the default number of days given to respond to an RFQ. Can be edited per RFQ.
7. **Document Templates:** used to create standard Potential Change Order (PCO), Request for Quotation (RFQ), Request for Change Order (RCO), Owner Change Order (OCO), and Supplier Change Order (SCO) template formats. The templates are created using fields that automatically populate with data from the system. Refer to the document Templates section to learn how to create document templates.
   - As a reminder, the names PCO, RFQ, RCO, OCO, an SCO can be customized within General settings.
8. **Custom Attributes:** used to customize portions of the details flyout panel within the Change Order tab. Refer to the Custom Attribute section to learn how to create custom attributes.
9. **Default Email Message:** use to create custom default email messages for when PCOs, RFQs, RCOs, OCO, and SCOs are sent from the system.





Settings & Permissions

7 Permissions

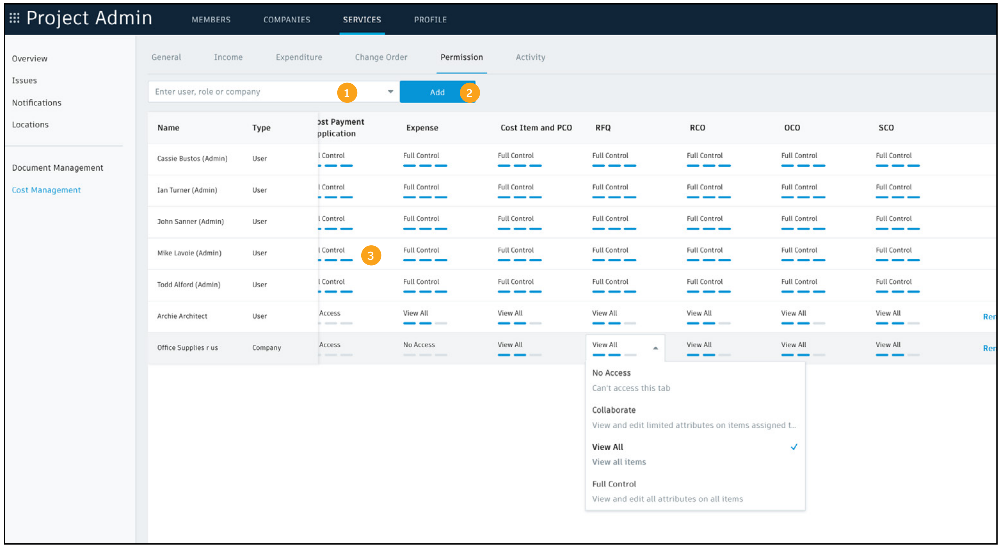
Select the “Permissions” tab. You can designate user-, role-, or company-based permissions for each tab within Cost Management. You can also set auto permissions for each tab using role-based settings. Permission levels are:

- **No Access:** can’t access the tab
- **Collaborate:** can view & edit limited attributes of items assigned to them in the tab
- **View All:** can view all items within the tab
- **Full Control:** can view and edit all attributes on all items within the tab

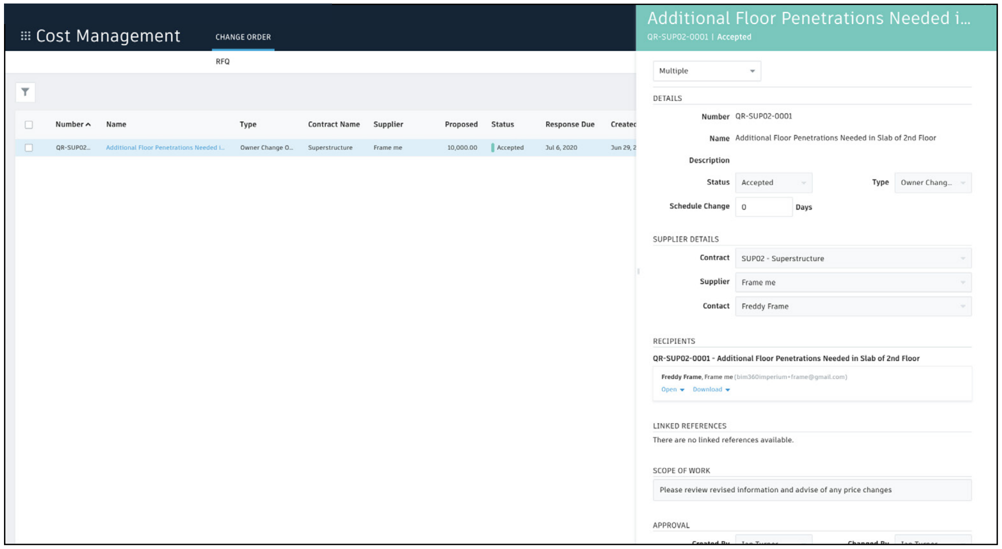
1. Use the search field to find the desired a user, company or role.
2. Click “Add.”
3. Hover over the permission level and click to access the menu drop-down. Set the appropriate permission level for each column.

Owner & Supplier Access

- To help streamline workflows and enhance collaboration with Owners and Suppliers, give them Collaborate access to view and interact with certain information.
- The collaborate permission is available for specific tabs within Cost Management, and allows them to only view and edit limited attributes on items assigned to them.
- Note, Owners and Suppliers will need a BIM 360 license.



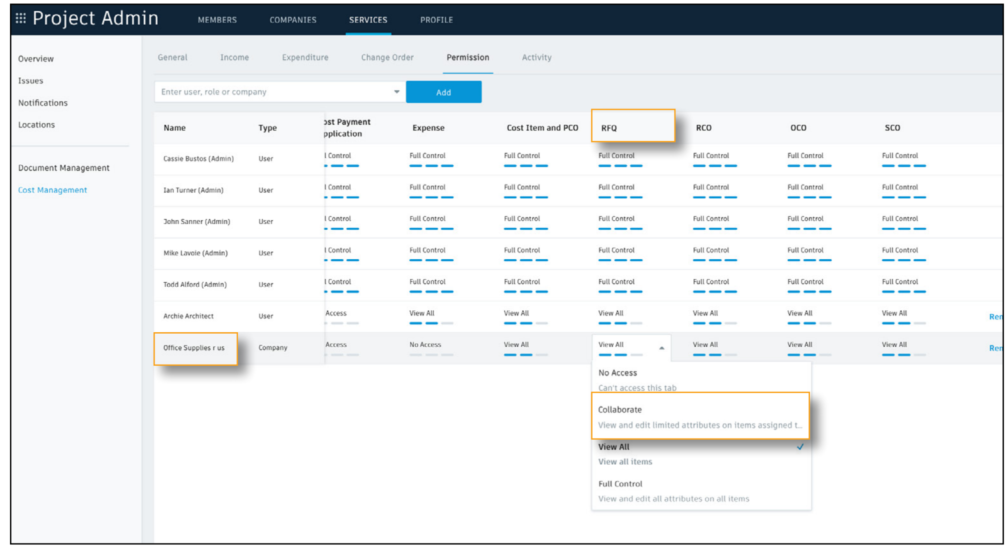
Example of what a Supplier with RFQ collaborate access sees



Settings & Permissions

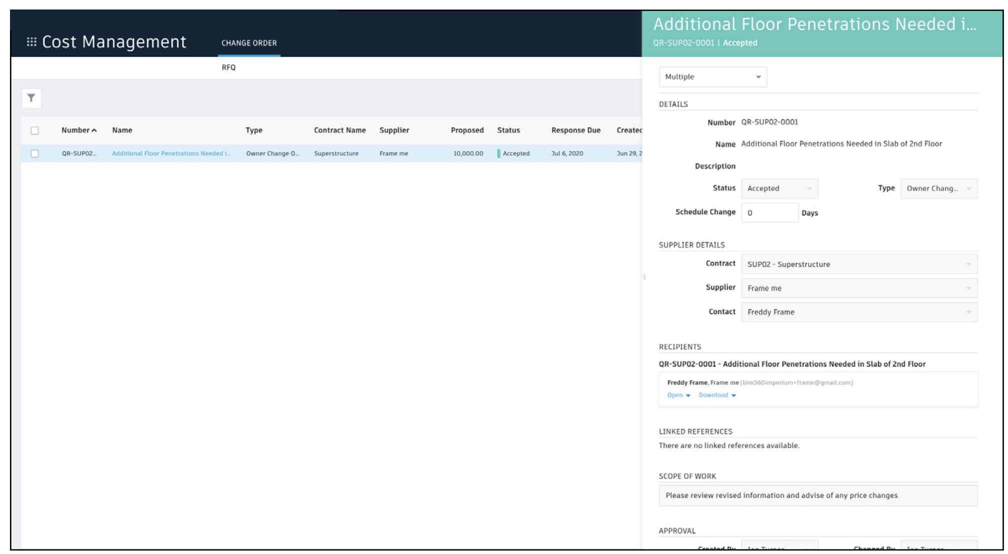
Permissions (continued)

What Owner/Supplier with Collaborate permission can do	Related tab in Cost Management
Supplier Request for Quotation (RFQ) • Provide work breakdown & propose a price • Upload/download attachments	RFQ Tab
Owner Request for Change Order (RCO) • Accept or reject RCO • Download RCO documents • Upload/download attachments	RCO Tab
Owner Change Orders (OCO) • Approve or reject OCO • Download OCO documents • Upload/download attachments	OCO Tab
Supplier Payment Application • Fill in pay application & submit to contractor • View previous applications • Generate payment application documents • Upload/download attachments	Cost Payment Application Tab
Owner Payment Application • Approve or reject pay application • View previous applications • Download payment application documents • Upload/download attachments	Budget Payment Application Tab
Supplier Contract Exhibits/Attachments • Upload/download	Contract Tab
Supplier Schedule of Values • Provide Schedule of Values breakdown	Contract Tab



PRO TIP: Project Admins set permissions within the project admin module.

The Supplier with RFQ collaborate access can only see their assigned item



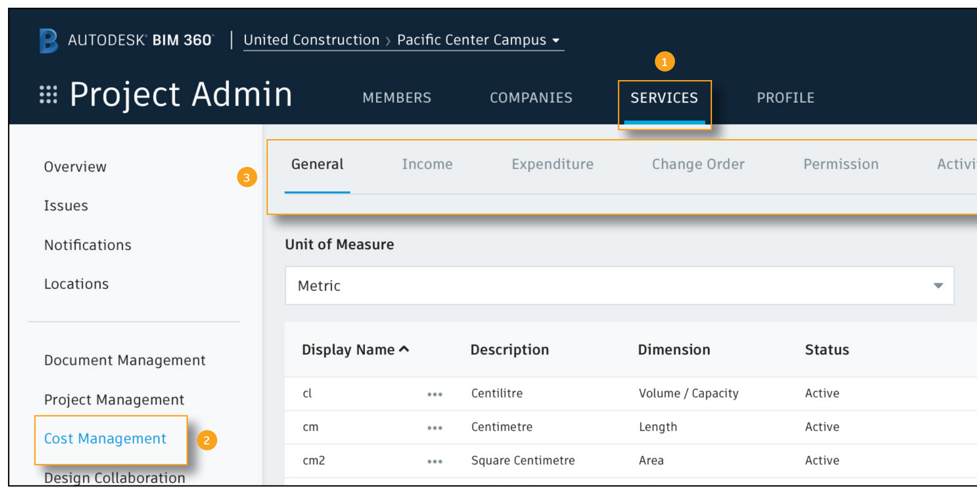
Budget Code Setup

Cost Management is customizable to suit your needs and preferences including detailed hierarchical build ups, custom segment options, and master lists.

1 Accessing the Budget Code Settings

Project Admins are the only individuals who have permission to access and edit the budget code.

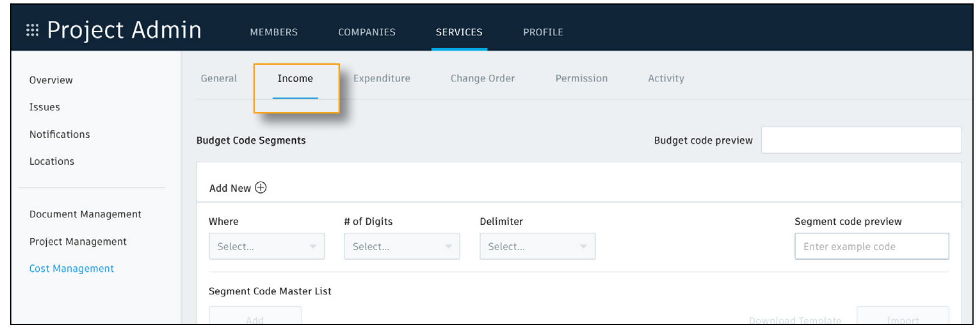
1. In the “Project Admin” module, select the “Services” tab.
2. On the left sidebar select “Cost Management.”
3. You will now be able to access the settings for the different tabs within the module. The Income tab is where the budget code is set up.



Budget Code Setup

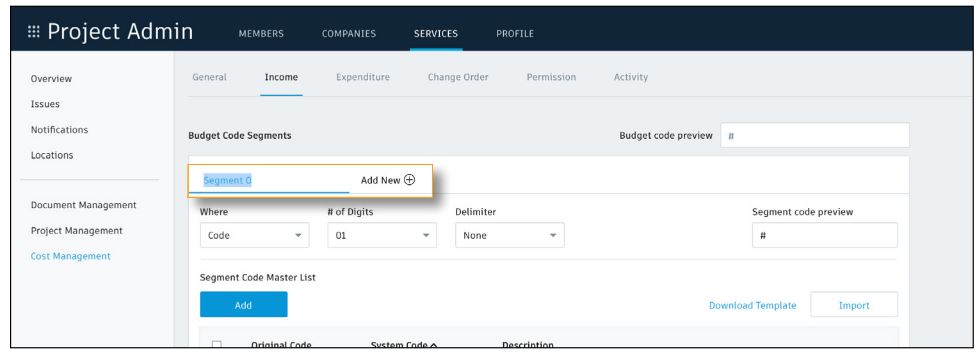
2 Budget Code Templates

- Within the Income tab, you can build the budget code format from scratch or by importing an excel list from an accounting system or similar.
- This informs BIM 360 how the budget codes should appear in the Cost Management module.



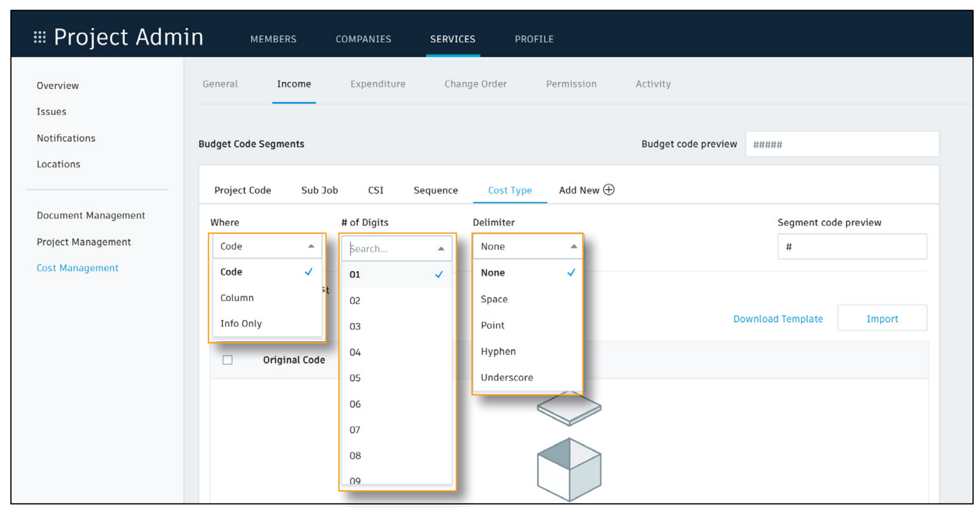
3 Creating Budget Segments

- In the Segment section select "Add New" and double-click to rename the segment.
- At a minimum there must be least one segment, but you can create as many segments as required.
- Click and drag the segment tabs to rearrange.



4 Adding Budget Segment Details

- "Where" informs BIM 360 on how to show the segment:
  - **Code** - as part of the whole budget code.
  - **Column** - in a separate column from the budget code.
  - **Info only** - purely for information and not shown in the budget columns.
- "# of Digits" informs BIM 360 how many digits are expected for that segment.
- "Delimiter" informs BIM 360 how to separate the segments if at all.



PRO TIP: You can't edit segments when there are budget items in the project.

Budget Code Setup

5 Adding Segment Values

- Segment values can be added individually by selecting “Add” or by importing a master list.
- When importing a master list you can either drag and drop or browse for an Excel sheet.
- When importing a list first down a template by clicking “Download Template.”
- Hierarchy levels are unlimited. Child levels don’t require a column header; just insert a column for each level of hierarchy.
- Note, every line item can only have one code. When importing make sure you have the correct # of digits set or you will get an error.
- Adding a master list of values for each segment is not a system requirement. It is optional data to add but facilitates creating dynamic grouping in the budget overview and Main Contract set up. Example: if your budget code contains standard data such as work item classifications, cost types, or other default lists of values always used in your projects, this provides the ability for us to look up the code and find the description that matches it and use it in the group naming.

Excel template:

Code		Description
000000		Procurement and Contracting Requirements
	001000	Solicitation
	001100	Advertisements and Invitations
	002000	Instructions for Procurement
	002100	Instructions
	002200	Supplementary Instructions

Download Setup Templates

Results in the budget code setup tab:

Code	Description
000000	Procurement and Contracting Requirements
001000	Solicitation
001100	Advertisements and Invitations
002000	Instructions for Procurement
002100	Instructions
002200	Supplementary Instructions

Example budget flyout view where you can see the benefits/ results of the master lists import:

Envelope package

84720010722000SUB

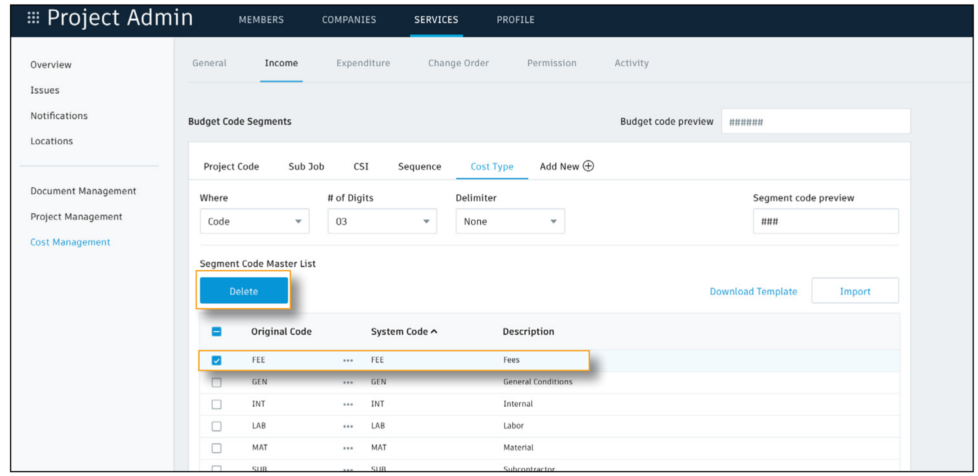
BUDGET CODE DETAILS

Segment Name	Code	Description
Project Code	8472	8472
Sub Job	001	001
CSI	072200	Roof and Deck Insulation
Sequence	0	0
Cost Type	SUB	Subcontractor

Budget Code Setup

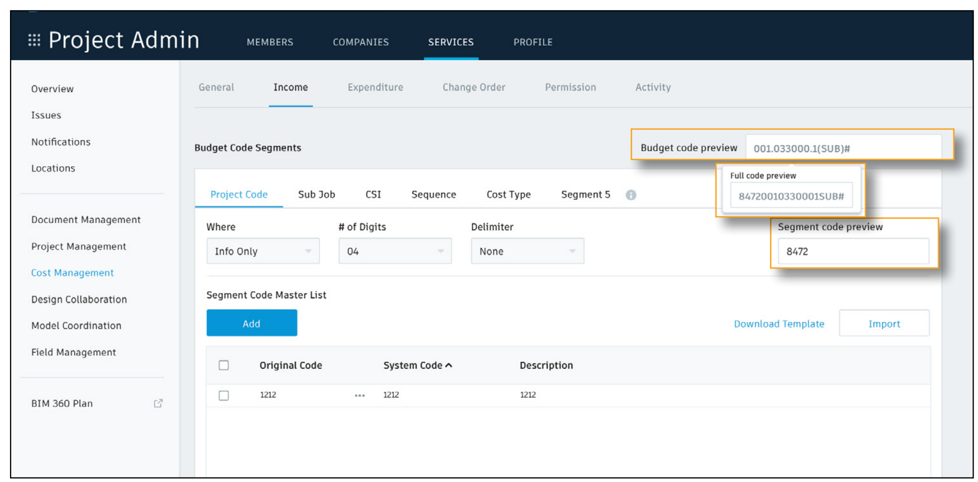
6 Deleting Segment Values

- To delete a segment value select the check box next to the line item. Under “Segment Code Master List” the “Add” button will turn into “Delete.” Select “Delete”
- To delete all items select the check box in the header row.



7 Code Preview

- The “Segment Code Preview” field allows you to input example data to confirm the segment code details are accurate.
- The “Budget Code Preview” displays a preview of the entire budget code as it will be shown in the Cost Management module.
- If you hover over the “Budget Code Preview” a “Full Code Preview” pops up to display the code as it might look when imported into Cost Management from your accounting system.



Custom Attributes

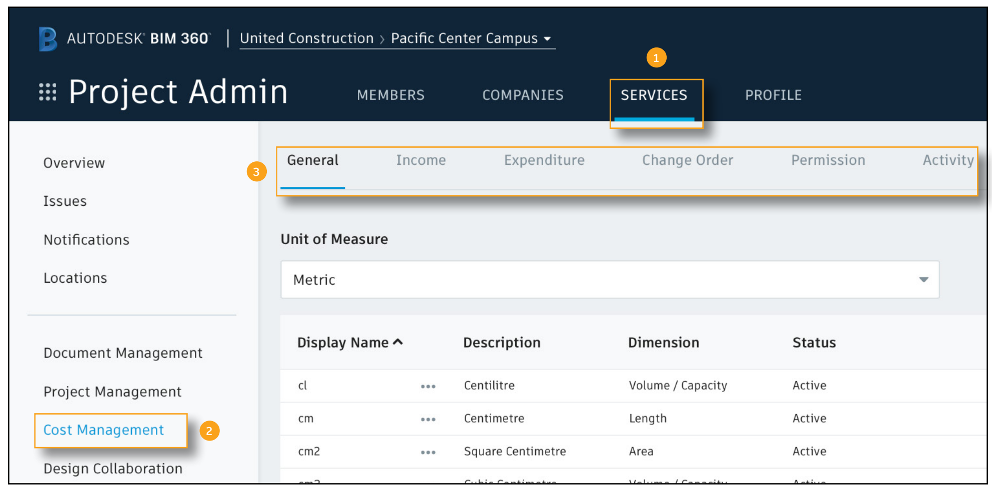
The details flyout panel allows users to quickly view detailed information behind any item in multiple tabs within Cost Management. With the Custom Attribute feature teams can customize a portion of the details flyout panel to suit their needs and preferences.

1 Accessing Custom Attributes

Project Admins are the only individuals who have permission to create and edit custom attributes.

1. In the “Project Admin” module, select the “Services” tab.
2. On the left sidebar select “Cost Management.”
3. You will now be able to access the settings for the different tabs within the module. Custom attributes can be created in the following tabs for each component:
   - **Income:** Budget, Main Contract, & Budget Payment Application
   - **Expenditure:** Contract & Cost Payment Application
   - **Change Order:** Cost Item, PCO, RFQ, RCO, OCO, & SCO

- Note, the main tab and component names can be customized within General Settings.

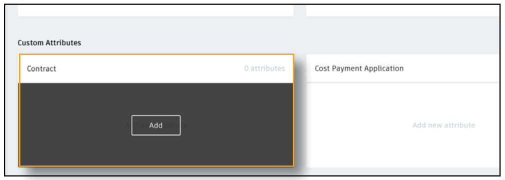


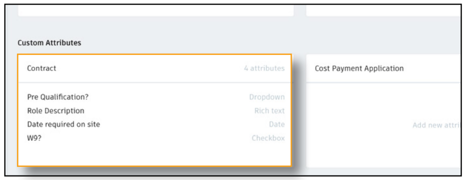
Terminology Reference

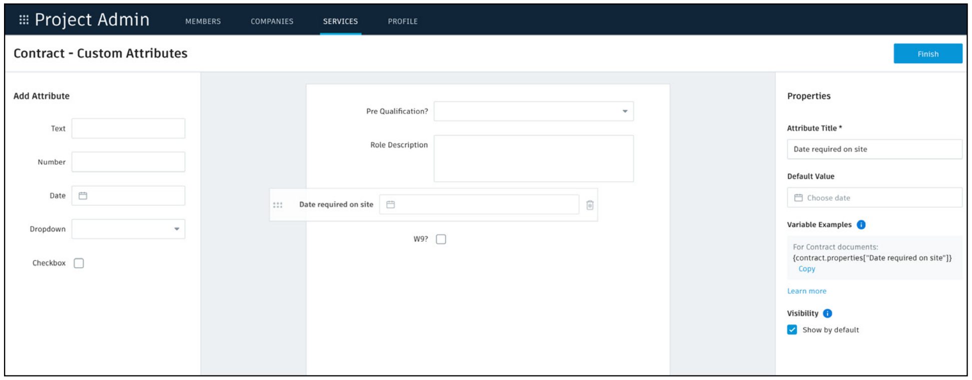
Custom Attributes

2 Creating a Custom Attribute

- To create a custom attribute, hover over the component and select “Add.”
- Either click to add or drag and drop the attribute from the left sidebar into the center preview panel.
- Select the attribute to define it in the properties panel on the right.
- Rearrange the attributes by clicking then dragging and dropping the field. Select “Finish” when done.
- The attributes will appear in the component. Like adding, click to edit.



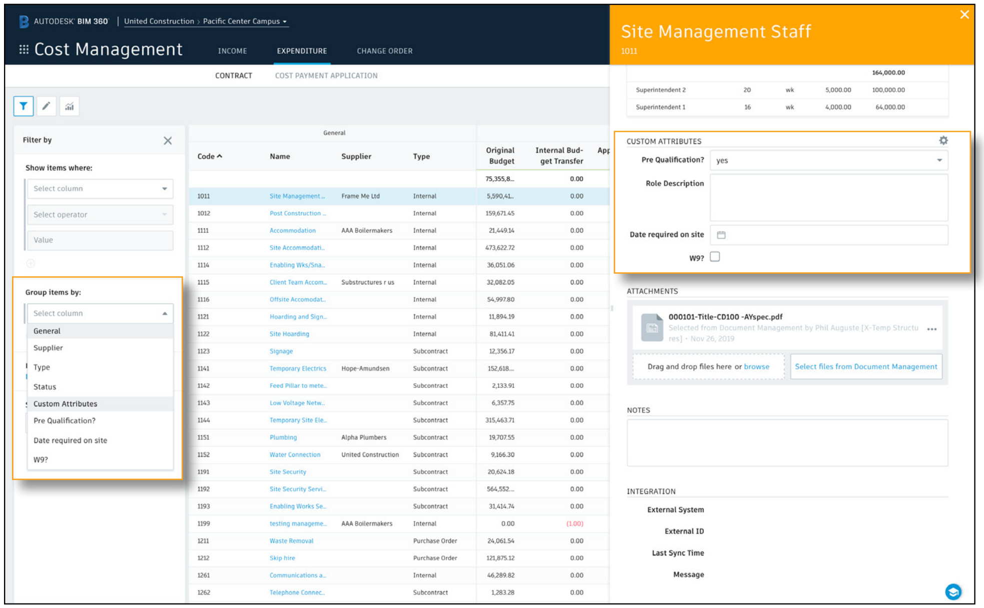




3 View Custom Attribute in the Items Details Flyout

- Select a item within any of the Income, Expenditure or Change Order tabs. The details flyout will appear.
- In the details flyout select “Custom Attributes” from the top left drop-down list.
- This will display the custom attributes created in the Project Admin module.

PRO TIP: Add your custom attributes to the table view via the control icon. In the table view, you can assign them. You can also use custom attributes for grouping and filtering. To do this, select the filter icon and then choose the attribute from the Group Items By drop-down.



Document Templates

Easily create standard documentation formats for distribution with Cost Management's Document Templates capabilities. Templates are created using fields that are automatically populated with data from the system when generated.

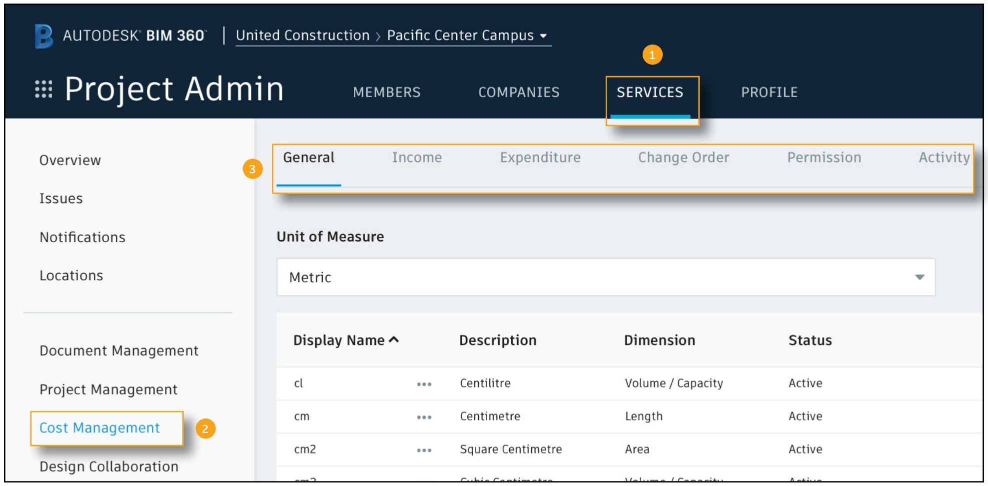
1 Accessing Document Templates

Project Admins are the only individuals who have permission to create and edit document templates.

1. In the "Project Admin" module, select the "Services" tab.
2. On the left sidebar select "Cost Management."
3. You will now be able to access the settings for the different tabs within the module. Document templates can be created in the following tabs for each component:

    - **Income:** Main Contract, & Budget Payment Application
    - **Expenditure:** Contract & Cost Payment Application
    - **Change Order:** PCO, RFQ, RCO, OCO, & SCO

- There is no limit to the number of document templates that can be associated with each component.
- Note, the main tab and component names can be customized within General Settings.

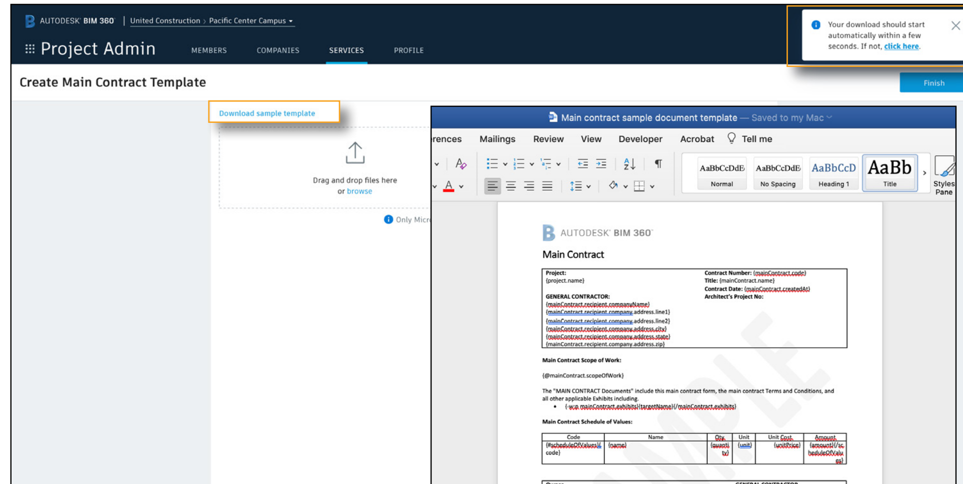


PRO TIP: Only Microsoft Word Documents are supported.

Document Templates

2 Downloading a Sample Template

- Within the Document Templates section, select the component you want to add a template to.
- Select “Download sample template,” a Word template will automatically download.
- The downloaded template can be customized to suit your needs. Note, the content within the brackets must stay the same for the module to recognize and to auto-populate it when generating the document.
- Once finalized, update the template name and save.

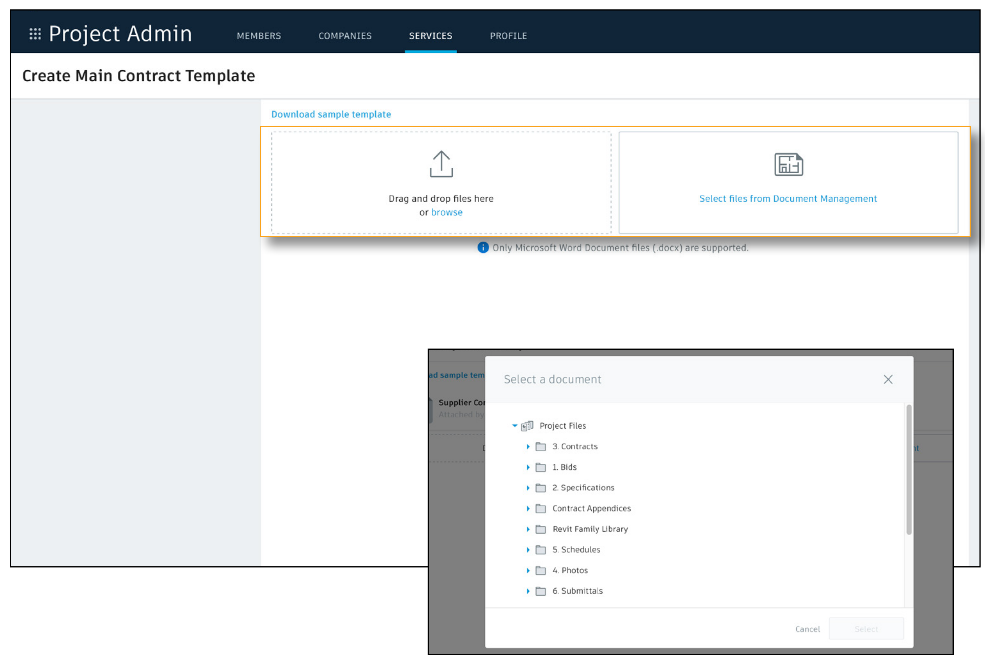


PRO TIP: To remove “SAMPLE” click into the document header.

Document Template Parameters

3 Uploading a Document Template

- There are two ways you can upload a document template:
  - **Option 1:** Drag and drop the file or click “browse” to locate the file on your computer for upload.
  - **Option 2:** Select a document from the BIM 360 Document Management module by clicking “Select files from Document Management” and navigating to the correct folder.
- Select “Finish” to save and exit.



Financial Markup Formulas

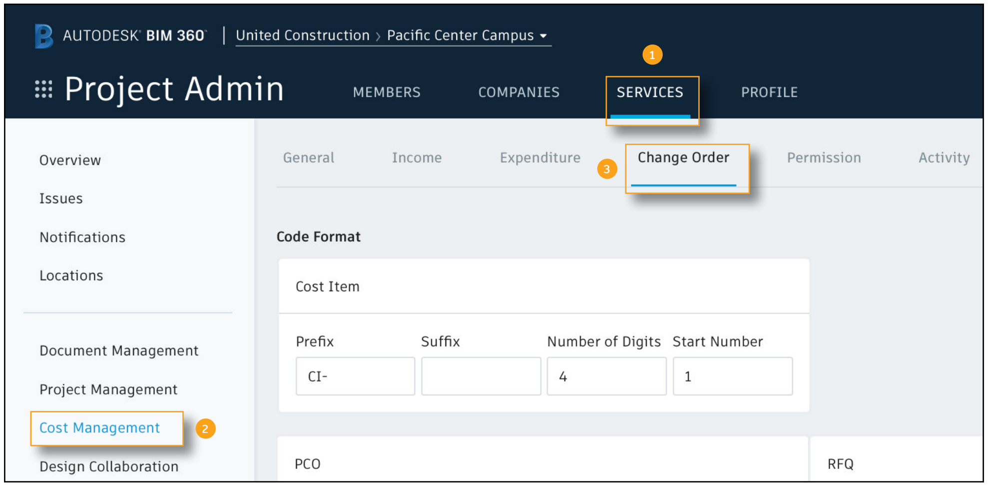
Easily create multiple project level markup configurations to apply to Potential Change Orders (PCOs), Requests for Change Orders (RCOs) or Owner Change Orders (OCOs).

1 Accessing Financial Markups

Project Admins are the only individuals who have permission to create and edit financial markups.

1. In the "Project Admin" module, select the "Services" tab.
2. On the left sidebar select "Cost Management."
3. You will now be able to access the settings for the different tabs within the module. Financial markups are created n the Change Order tab.

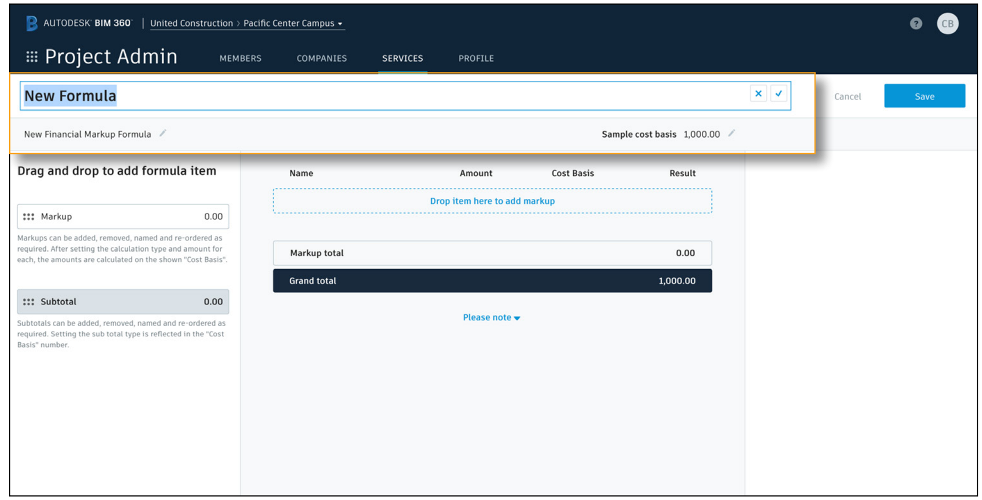
- Multiple markup formulas can be created and any existing formulas will be available in the list.
- The markups created here can then be applied to either PCOs, RCOs, or OCOs.



Financial Markup Formulas

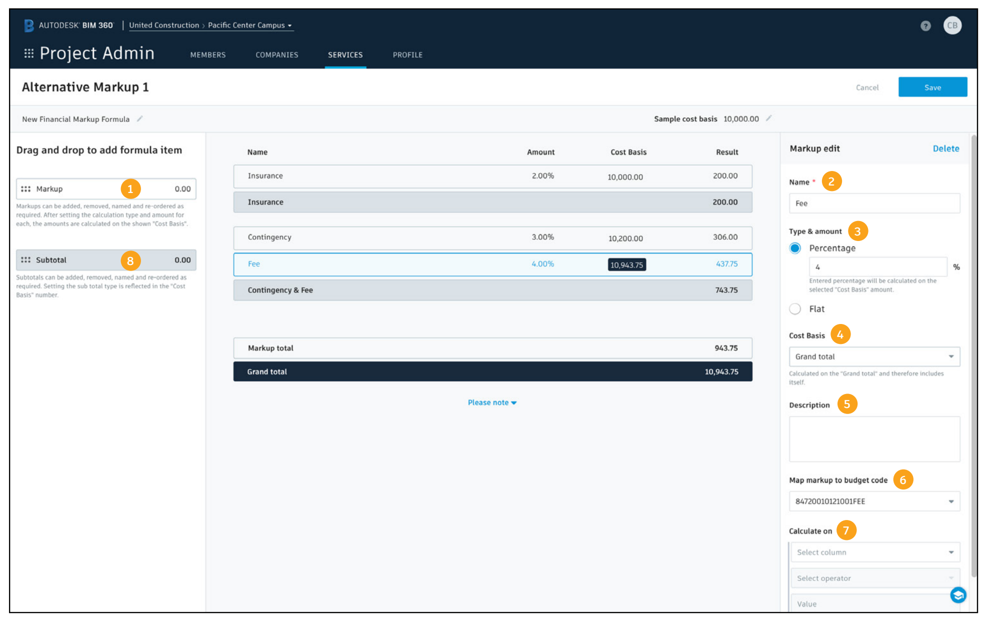
2 Creating a Markup Formula

- Scroll to the Financial Markup Formulas section, select “Add.”
- Select the top “New Formula” field to title the formula.
- To add a description select the pencil icon next to “New Financial Markup Formula.”
- To enter a sample cost basis, which will allow you to check the calculation as you start building the formula, select the pencil icon next to “Sample cost basis.”



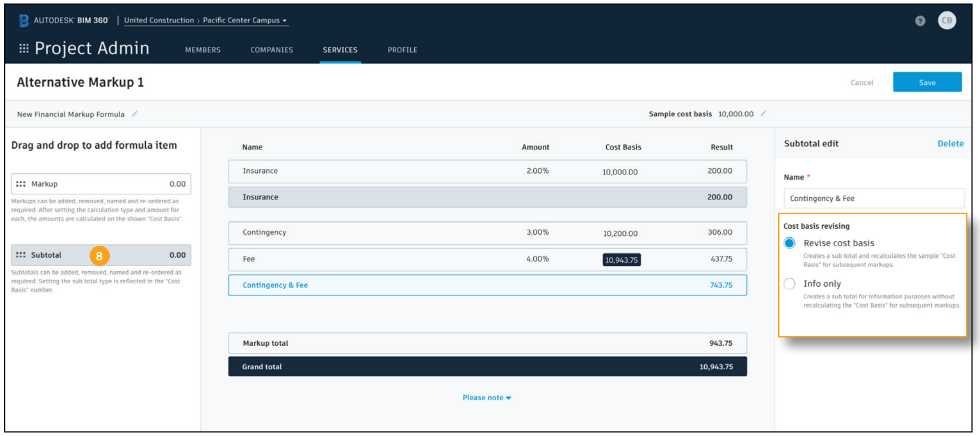
Creating the Formula:

1. Click “Markup” to add a new markup row to the formula or select “Markup” and drag it into the center preview panel.
2. In the Markup edit panel name the markup (e.g. Fee).
3. Select the markup type & amount:
   - “Percentage” for a standard percentage based markup.
   - “Flat” for a flat fee, per PCO.
4. Select the “Cost Basis” from the drop-down.
5. (Optional) add a description of the markup.
6. Search or scroll to select a target budget item for the markup.
7. By default, markups are calculated on all budget items. Using the “Calculate on” fields you can enter rules to only calculate on particular budget codes, cost types etc.



Financial Markup Formulas

8. Add a subtotal by selecting “Subtotal” or dragging it into the center preview panel.
   - Name the subtotal (e.g. Contingency & Fee).
   - Select the appropriate “Cost Basis Revising” option.
     - “Revise Cost Basis” (default) if revising the cost basis for all subsequent markups will be included.
     - “Info Only” to summarize any markups above for information
- Select “Save.”



PRO TIP: Drag and drop markups and subtotals to rearrange if required.

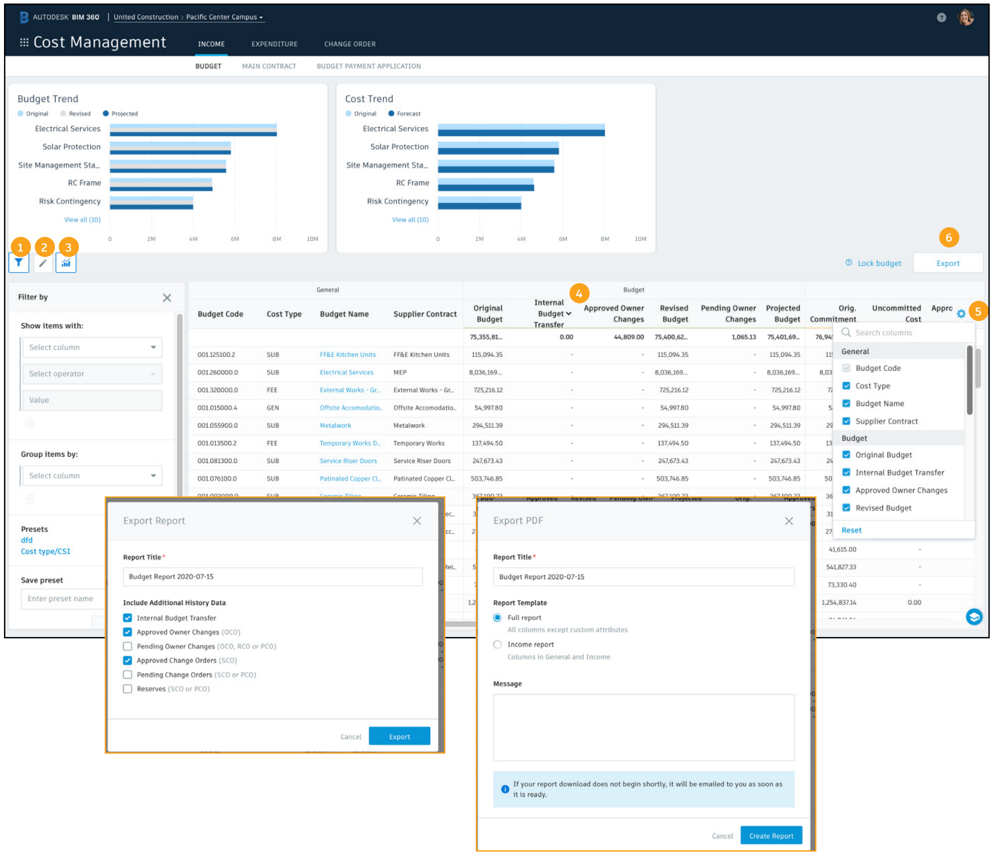
Module Overview

Cost Management provides a real-time summary view of all budget items and contracts, giving a clear picture of revenue, costs, forecast and variance related to each item. This enables teams to minimize risk by managing all cost-related construction activities in a single software.

1 Budget Tab Overview Mode

Open the Cost Management module and select the Income menu.

1. You can select the filter icon to open a flyout panel where you can create and save filters with multiple conditions.
2. The edit icon allows you to toggle between the overview and edit modes.
3. The chart icon allows you to turn charts on or off.
4. You can select the column headers to sort in ascending or descending order.
5. Column settings allows you to select the columns you wish to include in your view.
6. Export button allows you to export a nicely formatted budget report. The Excel report provides the option to include additional historical data. With the PDF report you can choose to export a full report with all columns except custom attributes or an income report with columns in General and Income.



Module Overview

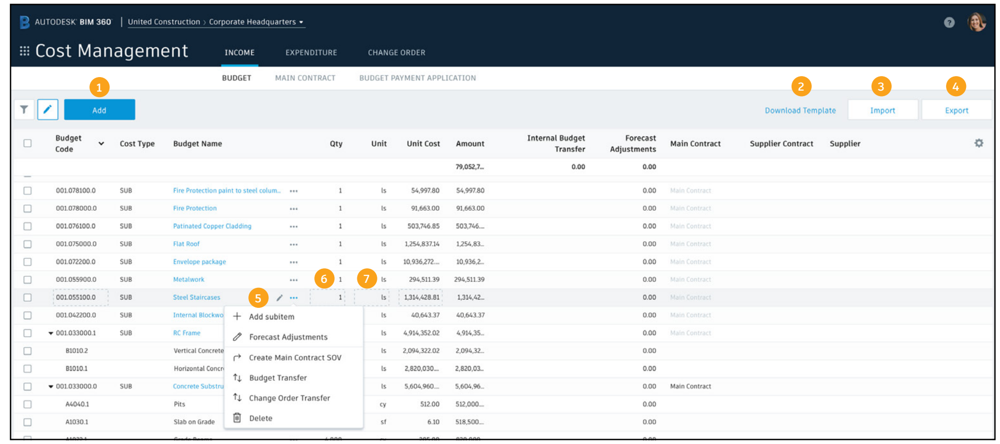
2 Budget Tab Edit Mode

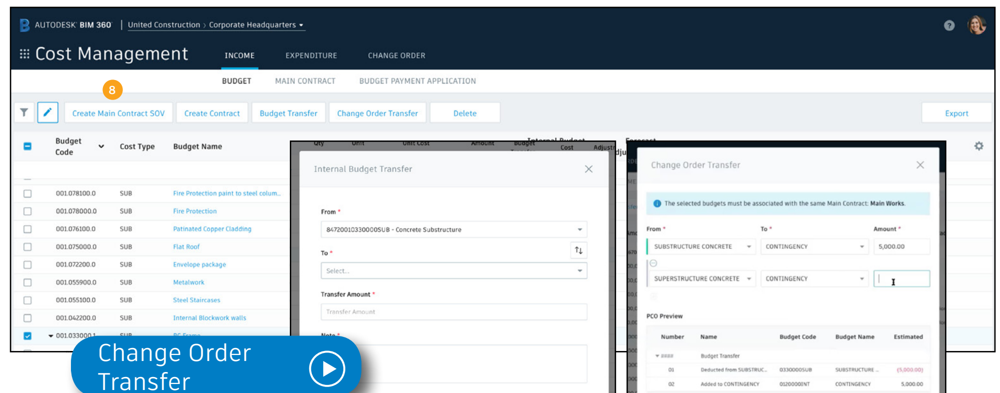
In the Budget tab select the edit icon to enable the edit mode.

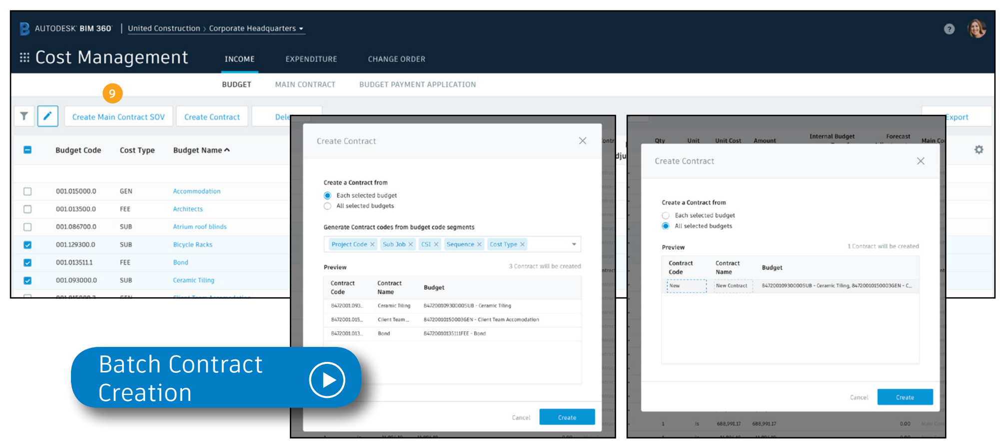
1. “Add” allows you to manually enter new budget items.
2. “Download Template” will download a budget import template.
3. “Import” allows you to import an Excel file. It works the same as budget template creation.
4. “Export” will provide an Excel export of the budget.
5. Select the budget item’s name to open the details flyout panel. Select the pencil icon to edit the budget name and the three-dot menu offers additional actions for that specific budget item.
6. Click within the Qty column to edit the quantity.
7. Click within the Unit column to access a drop-down list of available units, assign the appropriate unit.
8. Like the three-dot menu, a single budget item selected additional actions for that specific budget item will appear at the top.
9. With multiple budget items selected, you can create a Main Contract SOV or Contract for each item chosen or the ability to compile them into one.

There are no restriction on hierarchy levels, and the totals from all child items are rolled up to the parent and divided by the parent qty to provide a unit cost allowing visibility into how the budget number was derived.

PRO TIP: If the user has view only permission they will have access to enter the edit mode. However, they will not have access to make edits.





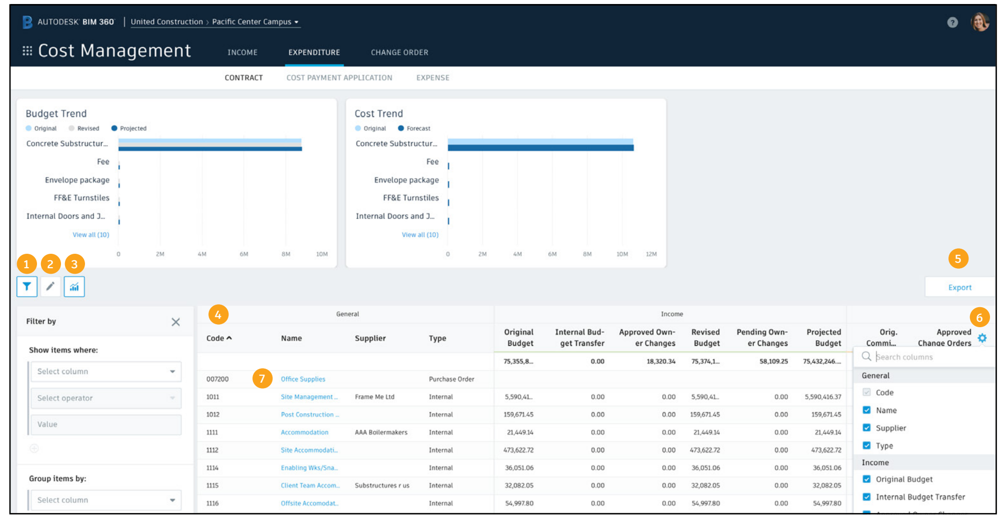


Module Overview

3 Contract Tab Overview Mode

In the Expenditure menu select the Contract tab. The contract overview works the same as the budget overview.

1. You can select the filter icon to open a flyout panel where you can create and save filters with multiple conditions.
2. The edit icon allows you to toggle between the overview and edit modes.
3. The chart icon allows you to turn charts on or off.
4. You can select the column headers to sort in ascending or descending order.
5. Export button allows you to export the contract summary to Excel.
6. Column settings allows you to select the columns you wish to include in your view.
7. Select the contract name to open the details flyout panel.

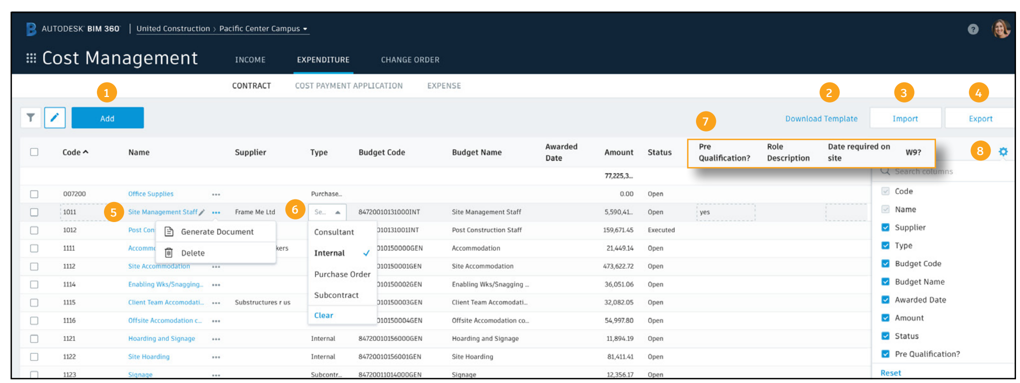


PRO TIP: Though some companies may have the same budget list as they do contracts, having both views is to facilitate having different lists even though the financial data adds up to the same total. This allows for contracts to be made of multiple budget codes and be able to be viewed either way.

4 Contract Tab Edit Mode

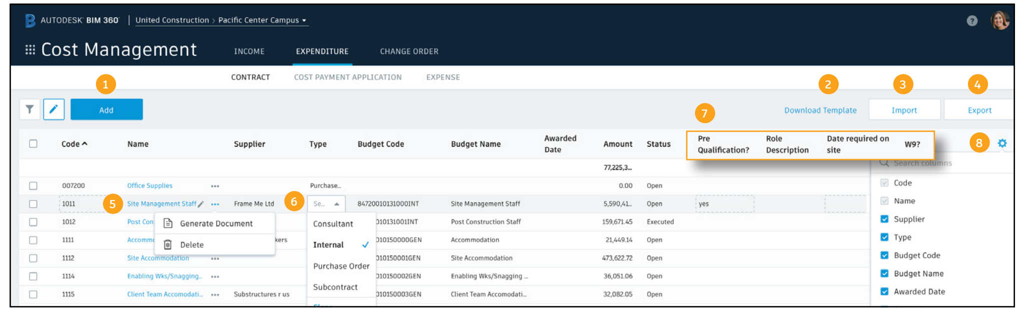
In the Contract tab select the edit icon to enable the edit mode. This works similarly to the budget edit mode.

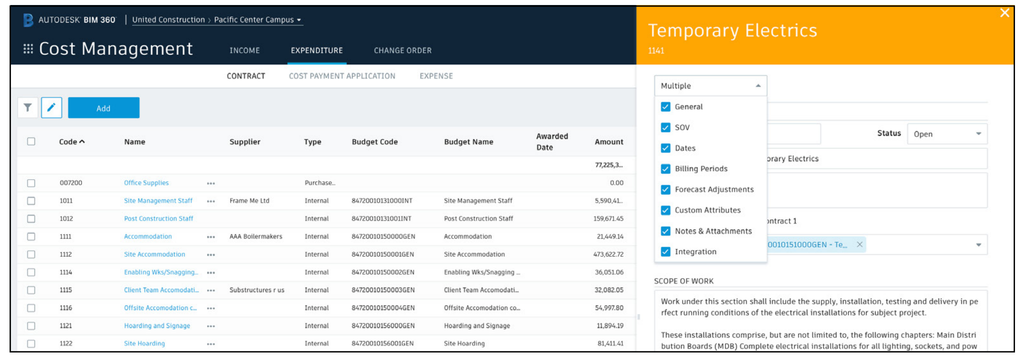
1. “Add” allows you to manually enter a contract item.
2. “Download Template” will download a contract import template.
3. “Import” allows you to import an Excel file.
4. “Export” allows you to export a contract report.



Contract Tab Edit Mode (continued)

5. Select a contract name to open the details flyout panel. Use the pencil icon to edit the name or select the three-dot menu to generate a document or delete the contract.
6. Click within the Type column to add a contract type to the line item. Project admins create the list of types within expenditure settings in the Project Admin module.
7. Project admins can create custom attributes for contracts within expenditure settings in the Project Admin module.
8. Column settings allows you to select the columns you wish to include in your view.



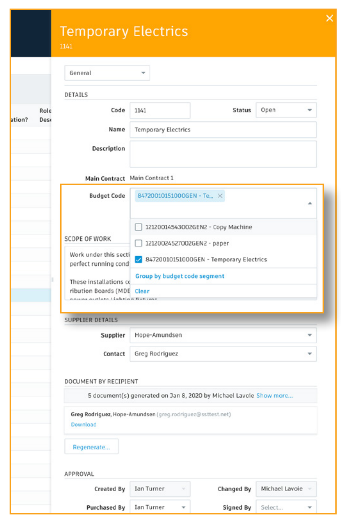


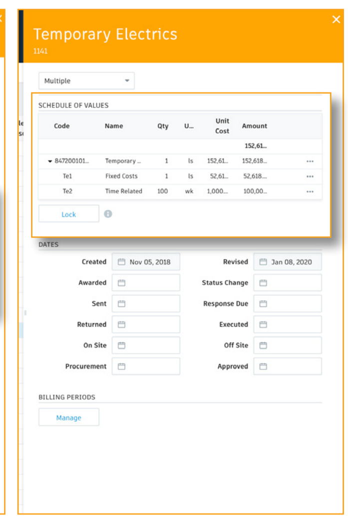
Details Flyout Panel

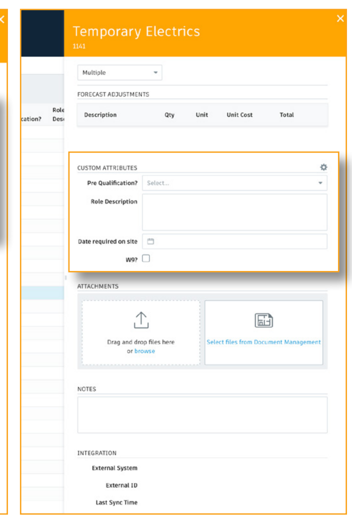
The details flyout panel provides more information and can be used to update/edit contract details. Use the drop-down to select the items to view in the flyout.

Key Items:

- Budget Code - Provides a list of all unallocated budget items. Create the connection between contract and budget item by assigning from this list.
- SOV (Schedule of Values) - By default the SOV will inherit any budget item build ups from the connected budget item. They can be removed by right clicking if you want to create a different list of items. They can also be appended or edited and the values overwritten to create the correct award value for the contract.
- Custom Attributes - Allows you to customize the type of information you want to capture for contracts. Steps for creating a custom attribute can be found in the custom attributes section of this guide.







PRO TIP: If the user has view only permission they will have access to enter the edit mode. However, they will not have access to make edits.

Module Overview

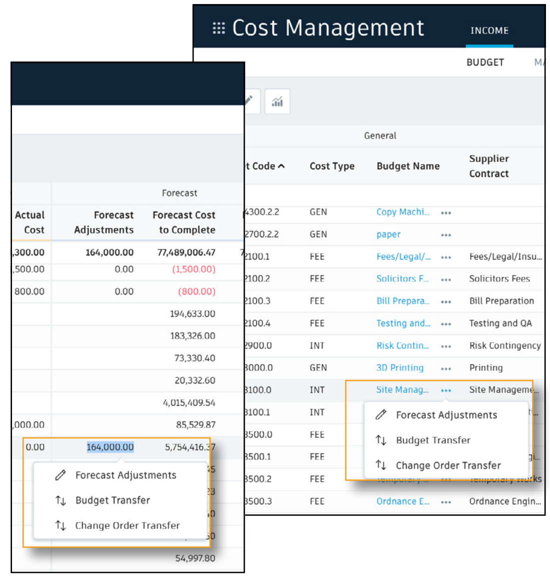
5 Fundamental Forecasting

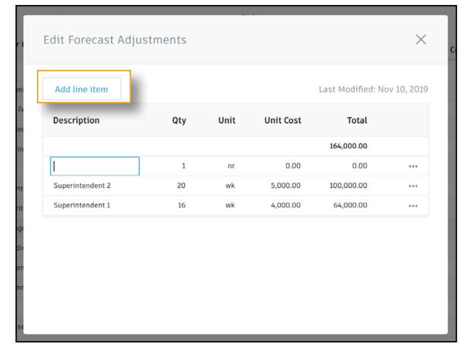
New columns have been added to the Budget & Contracts tab as the first step to incorporating forecasting functionality into Cost Management. The columns include:

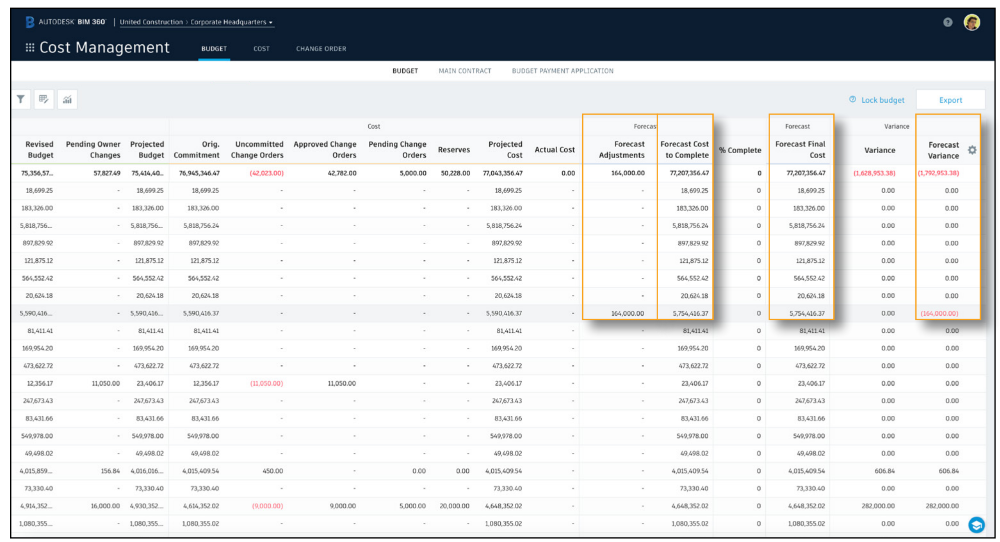
- Actual Costs
- Forecast Adjustments
- Forecast to Complete
- Forecast Final Cost
- Forecast Variance

Making Forecast Adjustments

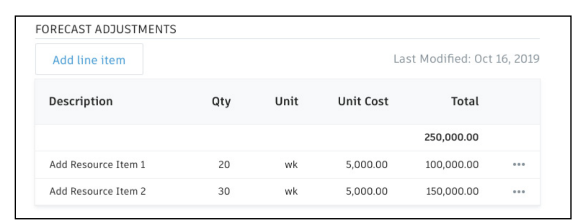
- In the line, you wish to adjust right-click within the Forecast Adjustments column or select the three dots next to the item name to access the Edit Forecast Adjustments window.
- Select "add line item" and fill in the necessary information; you can add multiple list items. To delete an item, select the three dots. Select the "x" to exit back to the tab view.
- The total adjustments will appear in the Forecast Adjustments and Forecast Variance column. The Forecast Cost to Complete and Forecast Final Cost will now reflect the change.







PRO TIP: The forecast adjustments can also be viewed in the details flyout panel by selecting the top drop-down, then "Forecast Adjustments."



Change Order Management

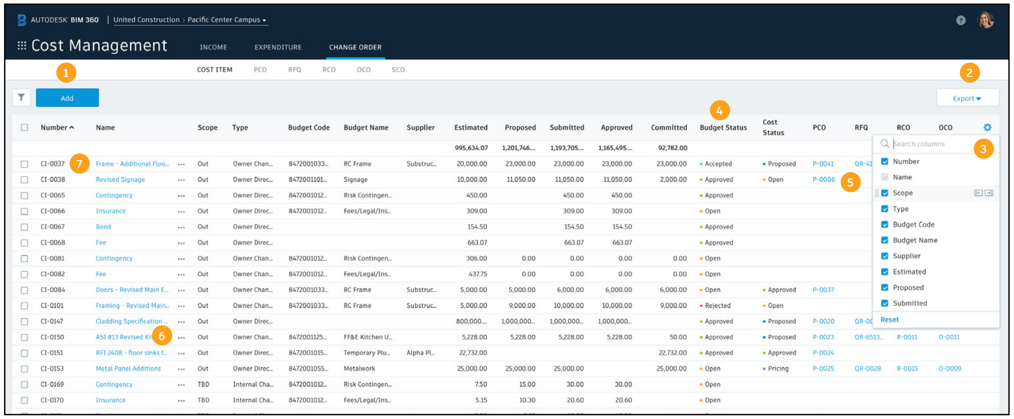
A typical construction project can have dozens of change orders. Improve change order tracking across the entire approval process and view details of cost item impacts as well as historical reference points with Cost Management's change order capabilities.

1 Cost Item

Cost items are the individual detailed items for each budget code associated with a potential change. The typical workflow is to create a Potential Change Order (PCO) and add cost items to it. However, in the Cost Items tab in Cost Management, you can easily add cost items or edit existing cost items.

This works similarly to the edit mode in the contract tab.

1. **Add:** allows you to manually enter a cost item.
2. **Export:** allows you to export a PDF or Excel cost item report.
3. **Control Icon:** the column settings allows you to select the columns you wish to include in your view.
4. **Budget Status:** is the current status of the cost item in the budget request workflow.
5. **Accessing Item:** Select the link to open the 'container' for whichever part of the process the cost item is currently in.
6. **Three Dot Menu:** Select the three dots to delete a cost item.
7. **Accessing Details Flyout:** Select a cost item name to open the details flyout panel.



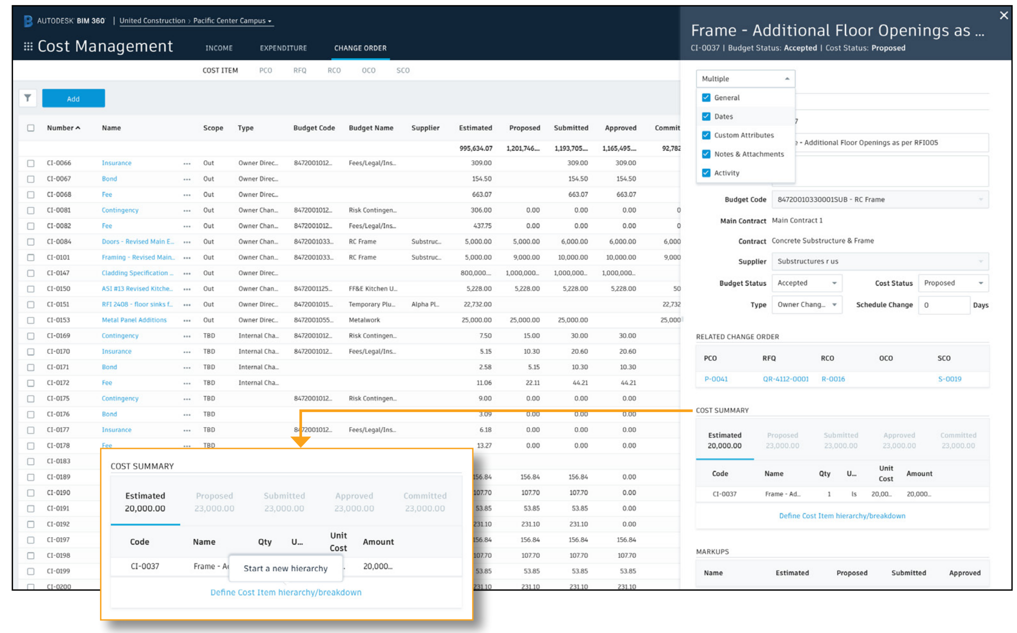
PRO TIP: Project Admins can customize the main menu name (Change Order) and the subtab names (Cost Item, PCO, RFQ, RCO, OCO, SCO) and change the order of the tabs within the general settings in the project admin module. Refer to the Settings & Permission chapter for more details.

Change Order Management

Cost Item (Continued)

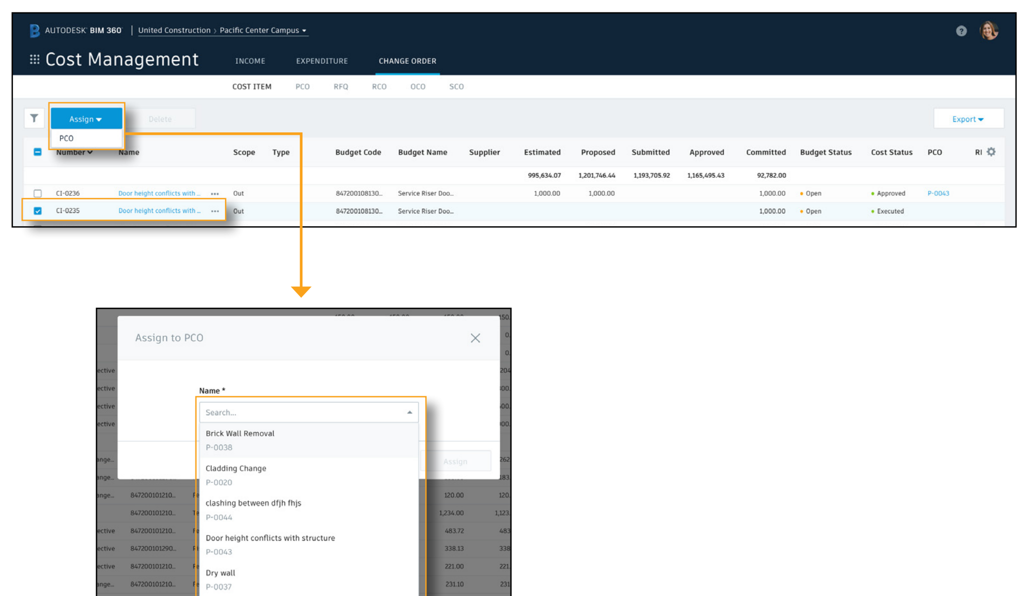
Details Flyout Panel:

- In the details flyout panel use the drop-down to select the sections to view. Sections can be viewed individually or in a scrolling list. Creating and editing cost items will be done in the details flyout panel.
- Under “Cost Summary” you can break down the cost item into a more granular level of detail by selecting “define cost item hierarchy/breakdown.”



Assigning Cost Items to a PCO:

- Existing or new cost items created directly in the cost item view can be “assigned” to a PCO by selecting the check box next to the cost item or the three dot menu next to the items name.
- Once selected an “assign” button appears. Click the drop down to assign.
- An assign window will pop up where you can type in search criteria to filter the list. Select the PCO to add the cost item.



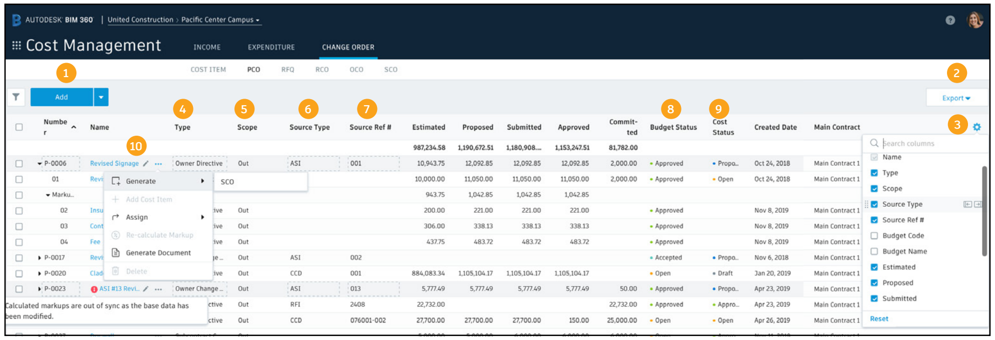
Change Order Management

2 PCO Sub-Tab

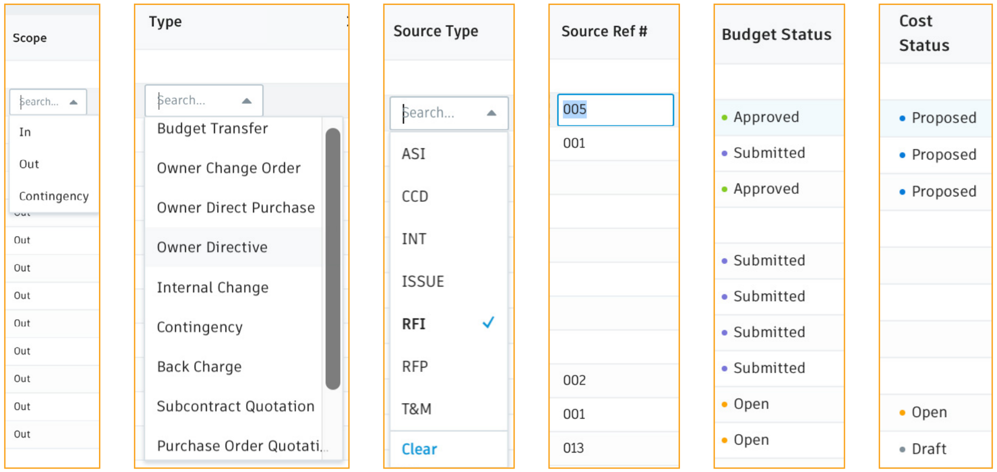
PCO's (Potential Change Orders) are the starting point of any budget or cost change, and used to generate an RFQ, RCO, OCO, or SCO. The PCO tab is within the Change Orders tab in the Cost Management Module.

1. Select "Add" to create a new PCO.
2. "Export" allows you to export a PDF or CSV PCO report.
3. Column settings allows you to select the columns you wish to include in your view.
4. "Type" allows you to select the type of PCO.
5. "Scope" allows you to indicate whether the PCO is an "In" or "Out" scope change. The former meaning a cost change and the latter meaning a budget (and cost) change. It's important to include this as it will define where it's shown in the budget and contracts overview tabs.
6. "Source Type" allows you to select the PCO source.
7. "Source Ref #" is the reference number associated with the type.
8. "Budget Status" is the current status of the PCO in the budget request workflow.
9. "Cost Status" is the current status of the PCO in the cost change workflow.
10. Select the PCO name to open the details flyout panel, the pencil allows you to edit the name, and the three-dot menu provides additional options.

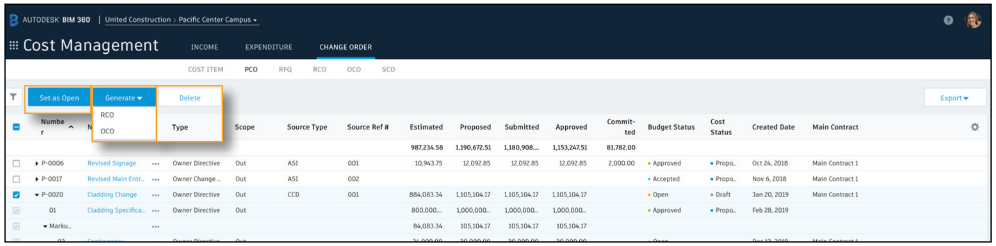
Depending on the budget and cost statuses when you select a PCO, you will be given the option to set it to open, delete it, or generate an RFQ, RCO, OCO or SCO.



PRO TIP: If you see your calculated markups are out of sync select the line item and in the "Apply Markup" drop-down select the necessary markup from the list.



PRO TIP: PCO Source Types are created/managed by the Project Admin within the Change Order settings in the project admin module.



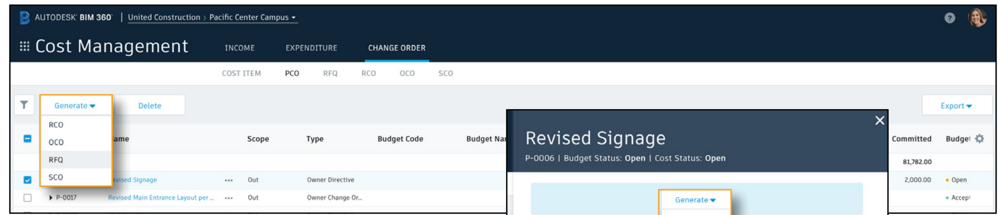
PRO TIP: To detach a cost item from a PCO select the item, a detach button will appear.

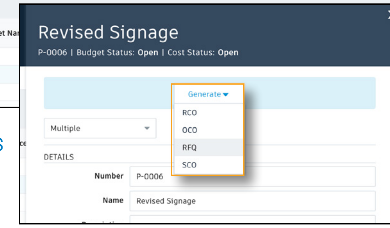
Change Order Management

3 Generating an RFQ from a PCO

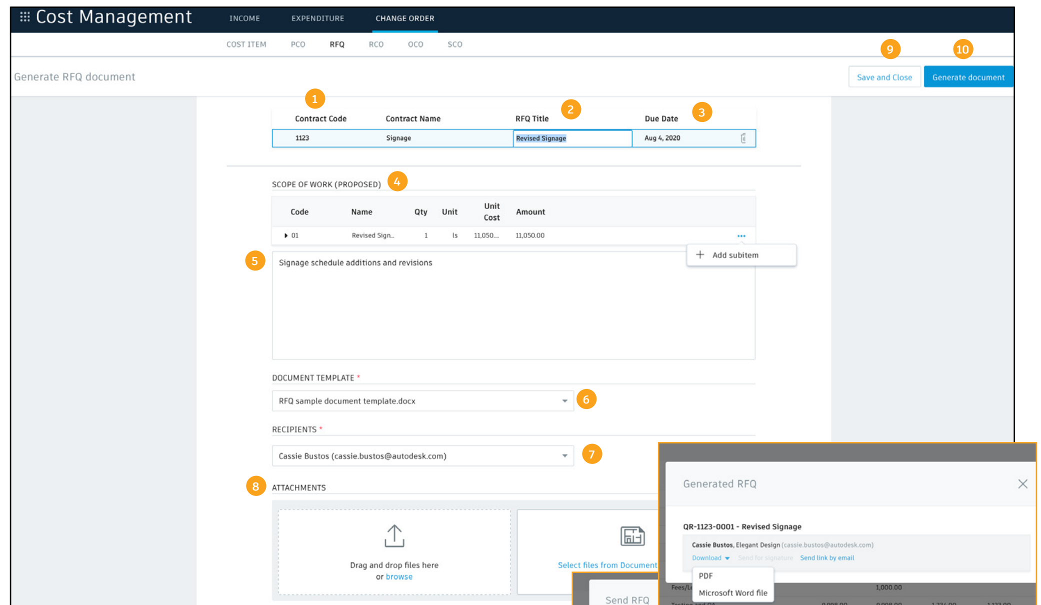
RFQ (Request for Quotation) are the documents you generate to solicit pricing from a supplier. This process utilizes the document templates created in the Project Admin module.

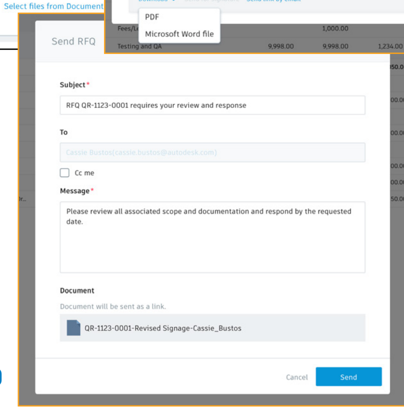
- In the PCO tab, if you want to generate a single RFQ that includes all the associated cost items, select the check-box next to the PCO or select the PCO name to open the details flyout panel. To generate individual RFQs for specific cost items in the PCO, select that line item.
- A "Generate" drop-down will appear, select RFQ. An RFQ generator window will open.
  1. Contract Code and Name are auto-populated by the related budget code.
  2. You can customize the RFQ title.
  3. Add a due date. By default due date requires a Project Admin permission level, but can be overwritten here.
  4. Edit unit cost or add a sub-item.
  5. Additional scope description will automatically be populated here from the PCO/Cost Item details flyouts, but can be edited/appended here.
  6. Select the desired document template.
  7. Search to add additional recipients. The default recipient is auto-populated based on the contract award of the same budget code the cost item is assigned.
  8. Additional files can be uploaded from your desktop or selected from the BIM 360 Document Management module.
  9. "Save" allows you to save the document in the current state and return to it later to complete.
  10. "Generate" allows you to create the document.





PRO TIP: The PCO must have a Cost Status of "Open" to be able to generate an RFQ.





PRO TIPS:

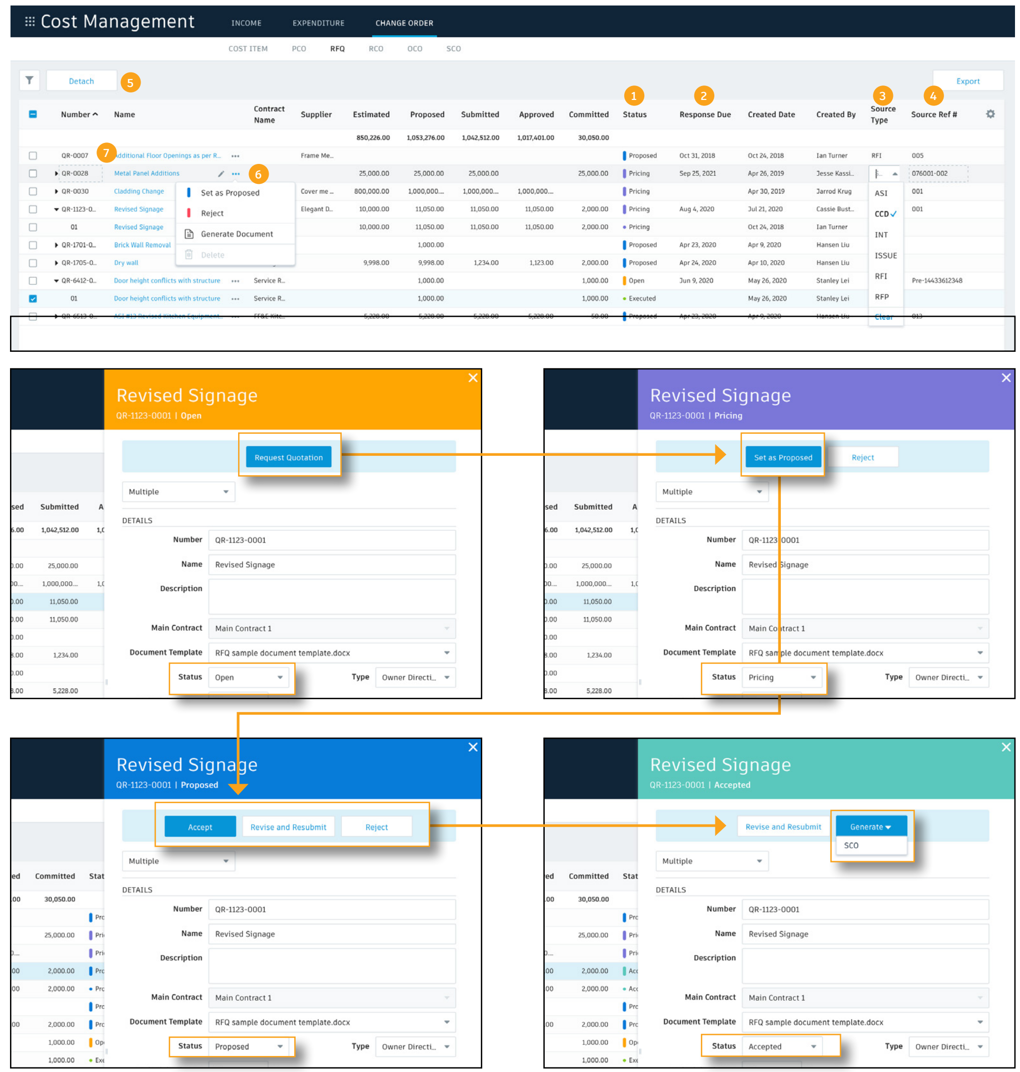
- Utilizes the document templates capabilities set up in the Project Admin module.
- If recipients don't populate in the drop-down, go to the contract tab to confirm contract(s) are listed.
- A Word and PDF document will be generated.
- Select "Send link by email" to send the generated PDF to the recipient from the system. Note, the recipient requires a BIM 360 license to access the file via email.

4 RFQ Sub-Tab

The RFQ tab is within the Change Orders tab in the Cost Management Module.

1. “Status” auto updates to “Open” after a RFQ is generated from a PCO.
2. “Response Due” will be populated when a date is added in the dates section of the details flyout panel.
3. “Source Type” can be added by clicking to access the drop-down list.
4. “Source Ref #” allows you to manually enter a number.
5. “Detach” allows you to detach as cost item from an RFQ. You need to select a cost item to access the detach button. It will still be part of the PCO.
6. Select the three-dot menu to update the status, generate/regenerate the document, or delete the RFQ.
7. Select the name to open the details flyout panel.

- In the details flyout panel like the Contract module, use the drop-down list to select the sections to view. Sections can be viewed individually or in a scrolling list. Editing RFQ items can be done in this view.
- Selectable workflow- based actions (buttons) will appear to help walk you through the process. For example, when the RFQ status is “Open,” you will see a “Request Quotation” button. By selecting it the status color changes and the next options you see are “Set as Proposed” or “Rejected.” Once proposed you can choose the next action.
- When Accepted, select “SCO” to generate a Supplier Change Order. This process is similar to creating an RFQ. Fill in the information, select the document template, choose the recipient(s), attach files, and generate the document.

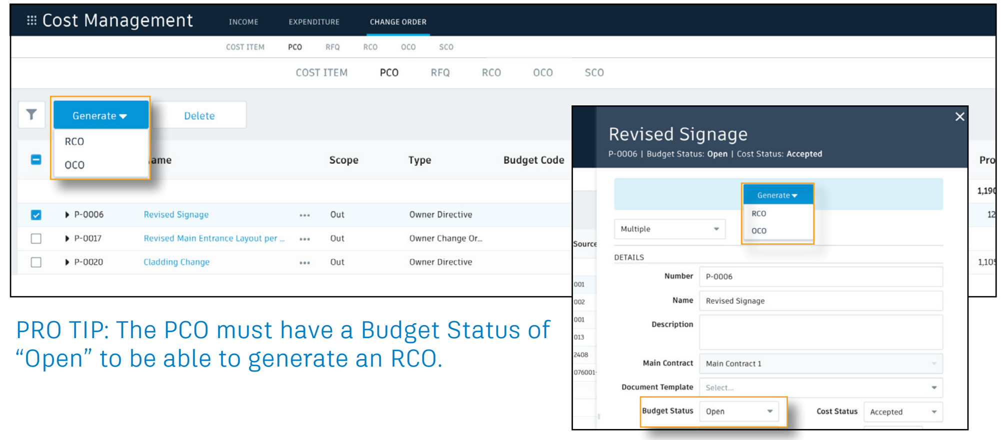


Change Order Management

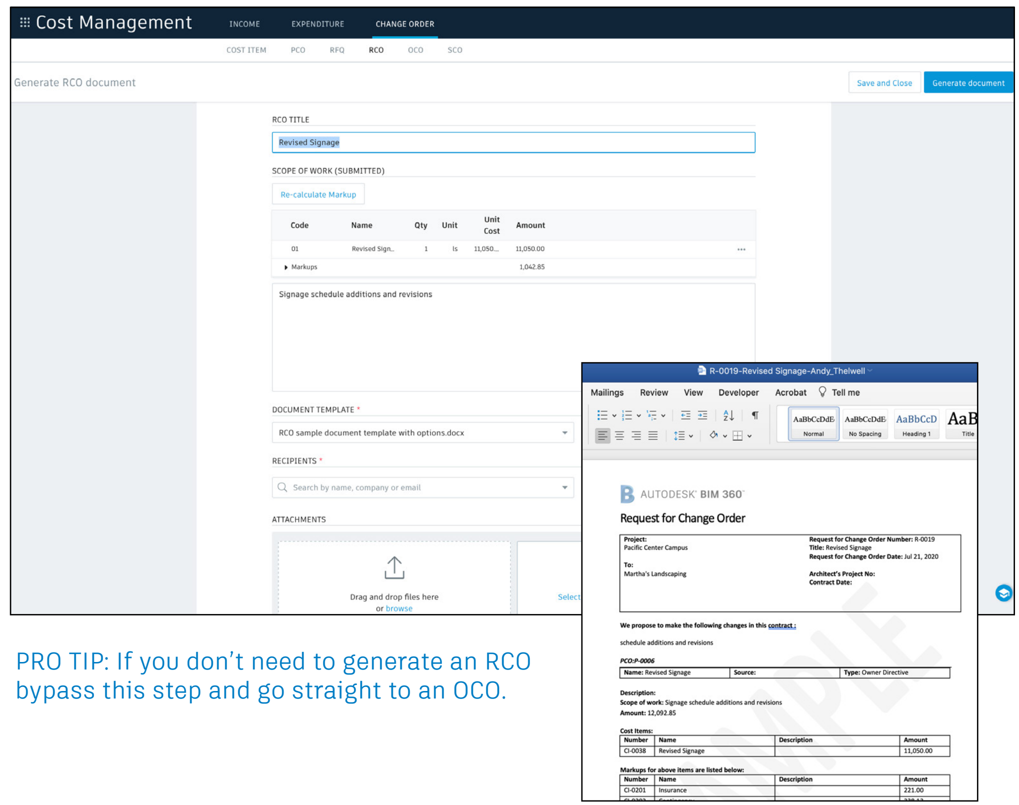
5 Generating an RCO from a PCO

RCO (Request for Change Order) are upstream budget change orders. They are a means to request a change in the contract between the Owner and the Main Contractor. Typically, the RCO created by the Main Contractor is built from one or more cost items and sent to the Owner.

- In the PCO tab, if you want to generate a RCO select the check-box next to the PCO or select the PCO name to open the details flyout panel.
- A “Generate” drop-down will appear, select RCO. An RCO generator window will open.
- Like an RFQ, scope information is auto-populated. You can re-calculate the markups, select the document template, choose the recipient(s), attach files, and generate the document.
- Multiple PCOs can be rolled up into a single RCO.
- Select the check-box next to multiple PCOs you would like to generate into a single RCO. When the “Generate” drop-down appears select RCO.
- The process is the same as generating a single document. However, the RCO will be a combination of the selected PCOs. The cost items will be combined and the scope is auto-populated but can be adjusted. Select the document template and recipient.



PRO TIP: The PCO must have a Budget Status of “Open” to be able to generate an RCO.



PRO TIP: If you don’t need to generate an RCO bypass this step and go straight to an OCO.

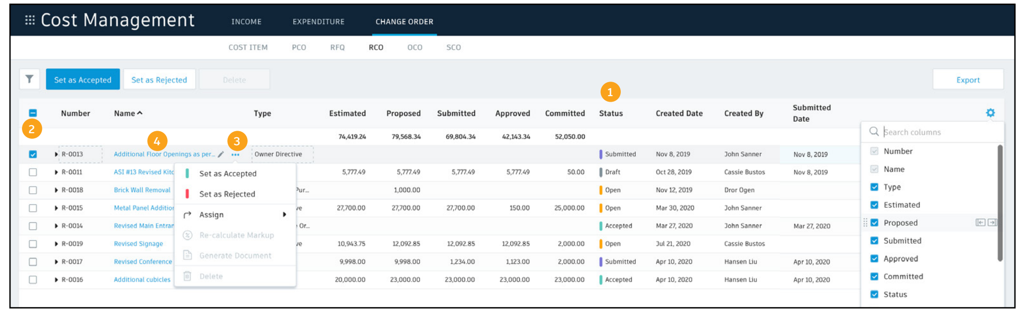
Change Order Management

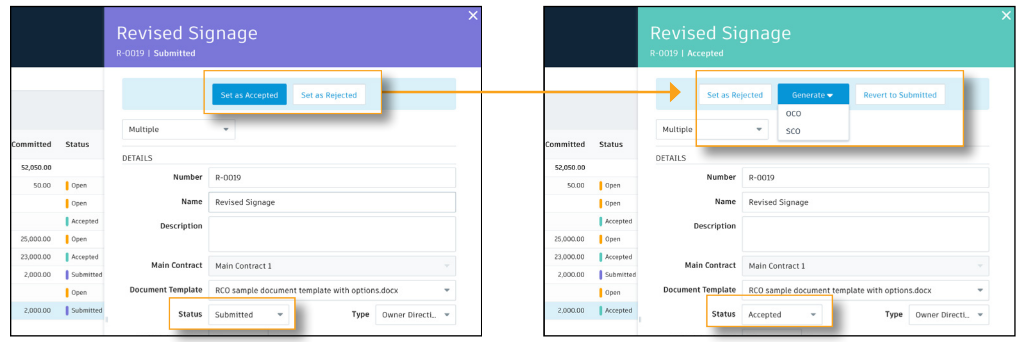
6 RCO Sub-Tab

The RCO tab is within the Change Orders tab in the Cost Management Module.

1. “Status” auto updates to “Open” after a RCO is generated from a PCO.
2. Select the check-box next to the line item to update the item’s status or access the delete button.
3. Select the three-dot menu next to a specific item to update the status and access additional option.
4. Select the name to open the details flyout panel.

- In the details flyout panel use the drop-down list to select the sections to view. Sections can be viewed individually or in a scrolling list. Editing RCO items can be done in this view.
- Again, selectable workflow-based actions (buttons) will appear to help walk you through the process. For example, when the RCO status is “Submitted,” you will see a “Set as Accepted” and “Set as Rejected” button.
- By selecting “Set as Accepted” the status color changes and the next options you see are “Set as Rejected,” “Generate” and “Revert to Submitted.”
- Now, with the status as “Accepted” you will be able to generate an OCO or a SCO. Once you select the appropriate option this process is the same as generating an RFQ or RCO document.



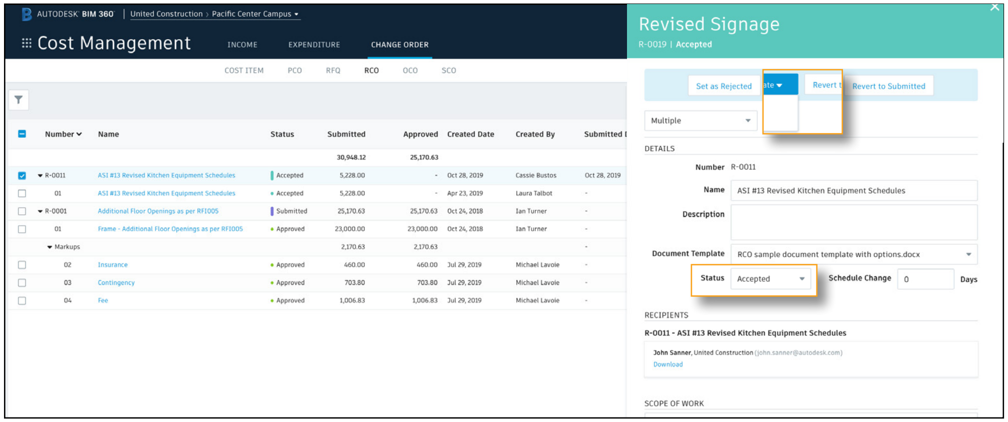


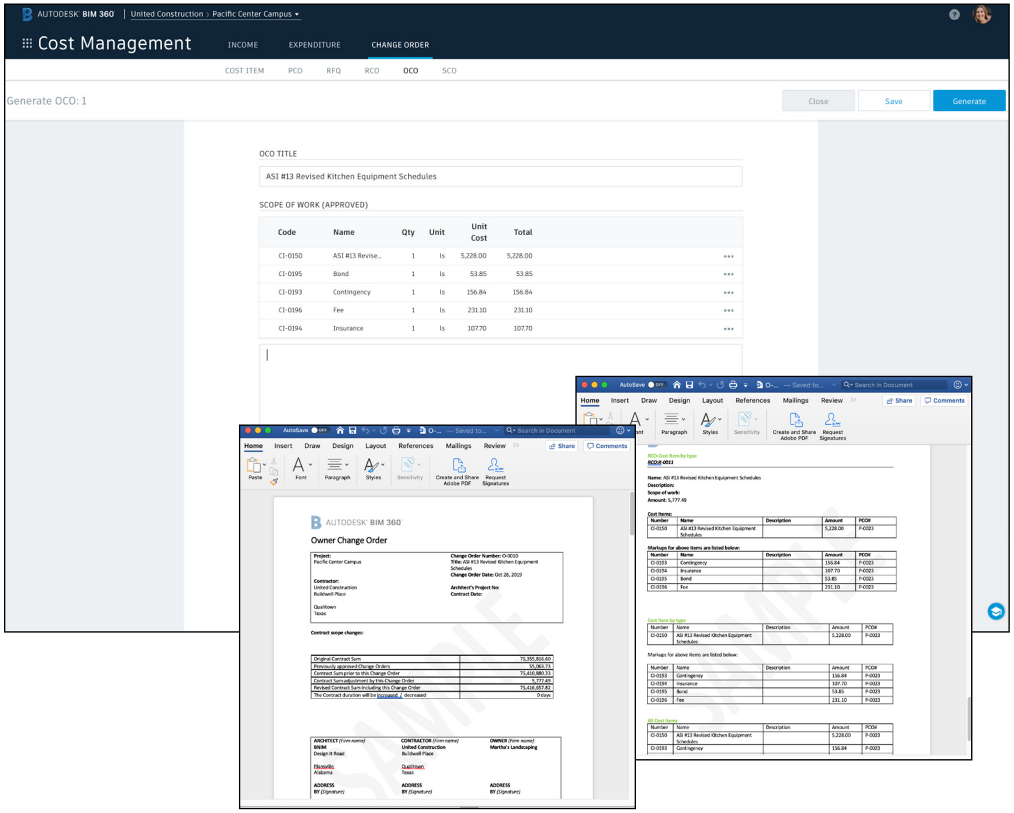
Change Order Management

7 Generating an OCO from a RCO

OCO (Owner Change Order) represents a change order from the Owner to the Main Contractor/Construction Manager. These documents are built from one or many change requests (RCOs) by processing the RCOs into an OCO. The signed OCO legally amends a contract to affect a change in requirements, cost, or schedule to the previously negotiated contract.

- The RCO status must be “Accepted” to be able to generate an OCO.
- When you select “OCO” in the generate drop-down the process is the same as generating an RFQ or RCO document.
- Like an RCO, scope information is auto-populated. You can select the document template, choose the recipient(s), attached files and generate the document.
- Multiple RCOs can be rolled up into a single OCO.
- Select the check-box next to multiple RCOs you would like to generate into a single OCO. When the “Generate” drop down appears select OCO.
- The process is the same as generating a single document. However, the OCO will be a combination of the selected RCOs. The cost items will be combined and the scope is auto-populated but can be adjusted. Select the document template and recipient.





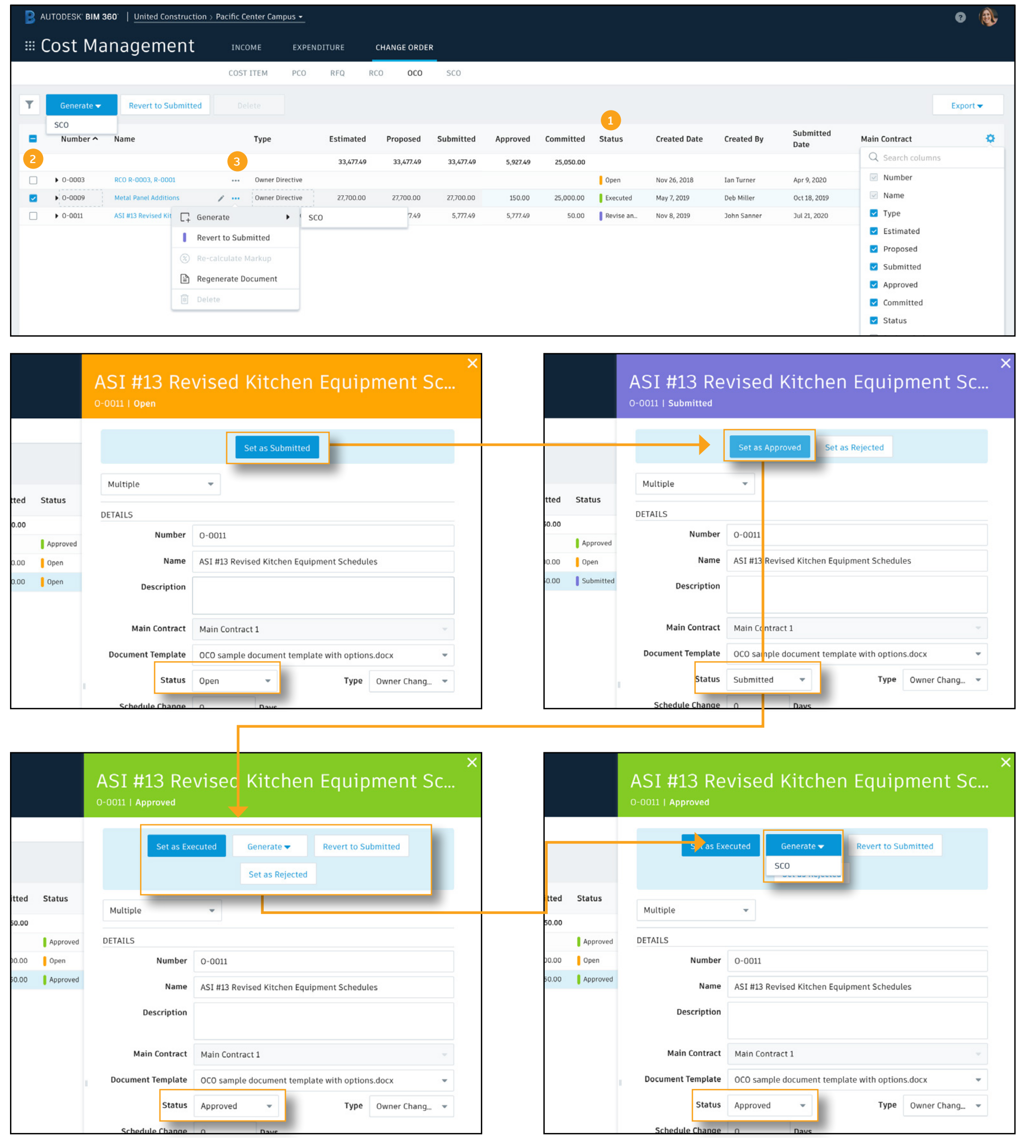
Change Order Management

8 OCO Sub-Tab

The OCO tab is within the Change Orders tab in the Cost Management Module.

1. “Status” auto updates to “Open” after a OCO is generated from a RCO.
2. Select the check-box next to the line item to access the generate, revert, or deleted buttons.
3. Select the three-dot menu to access the generate option, revert status option, re-calculate markup, generate/regenerate the document, and deleted options.
4. Select the name to open the details flyout panel.

- In the details flyout panel use the drop-down list to select the sections to view. Sections can be viewed individually or in a scrolling list. Editing OCO items can be done in this view.
- Again, selectable workflow-based actions (buttons) will appear to help walk you through the process. For example, when the OCO status is “Open,” you will see a “Set as Submitted” button. By selecting it the status color changes and the next options you see are “Set as Approved” or “Set as Rejected.”
- Once the status is “Approved” you will be able to generate a SCO. You can either generate it now or select “Set as Executed” and then generate it. The SCO generation process is the same as generating a RFQ, RCO, and OCO.



Change Order Management

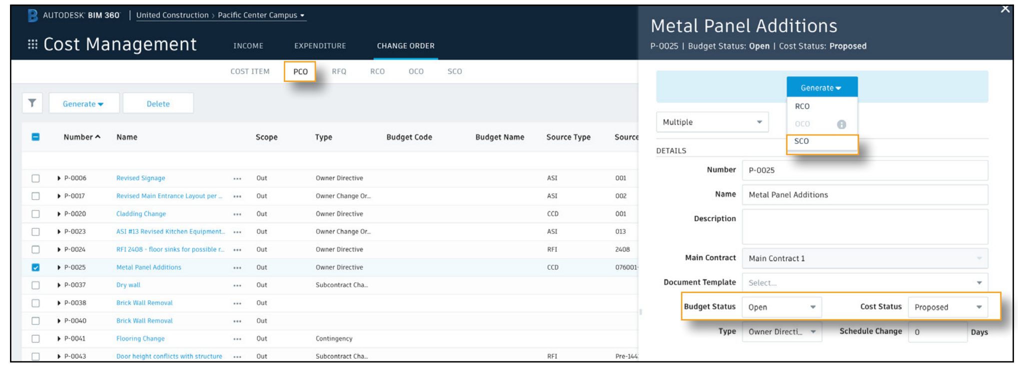
9 Generating an SCO

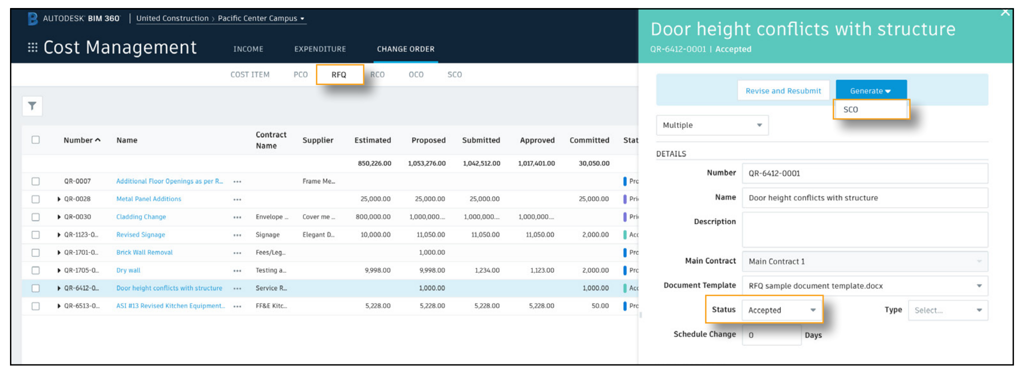
SCO (Supplier Change Order) is a downstream cost change order which amend the original supplier contracts.

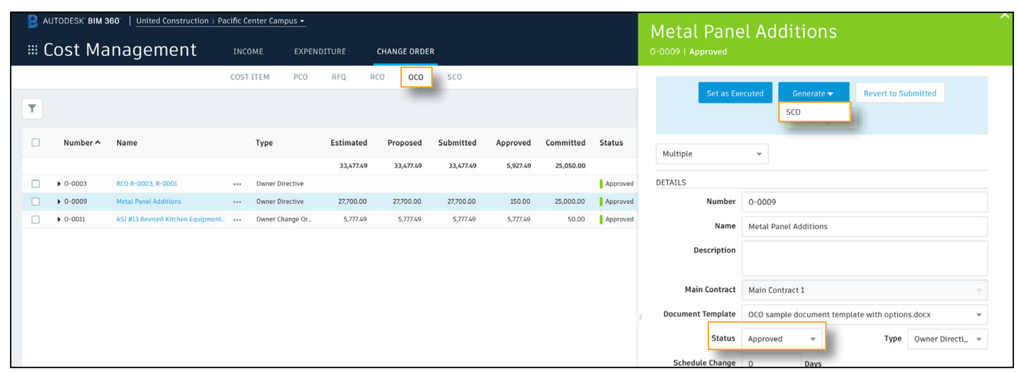
There are a few different ways you can generate an SCO:

- From a PCO with a budget status of “Open” , “Approved” or “Executed” and cost status of “Open”or “Proposed. ”
- From an RFQ with a status of “Proposed.”
- From an RCO with the status of “Accepted.”
- From an OCO with the status of “Approved” or “Executed.”

- To generate a single SCO consisting of all cost items associated with a ‘parent’ line item, select the check-box next to the parent.
- To create individual SCOs for specific cost items within a “Parent,” select the box next to the cost item.
- You can also select multiple SCOs with multiple ‘parents’ to generate a single SCO from.
- The SCO generation process is the same as generating an RFQ, RCO, and OCO. When the document generator window opens information will be auto-populated. You can select the document template, choose the recipient(s), attach files and generate the document.







PRO TIP: If an SCO is being generated from an OCO made up of multiple RCOs the SCO will generate individual documents for each supplier affected by the change.

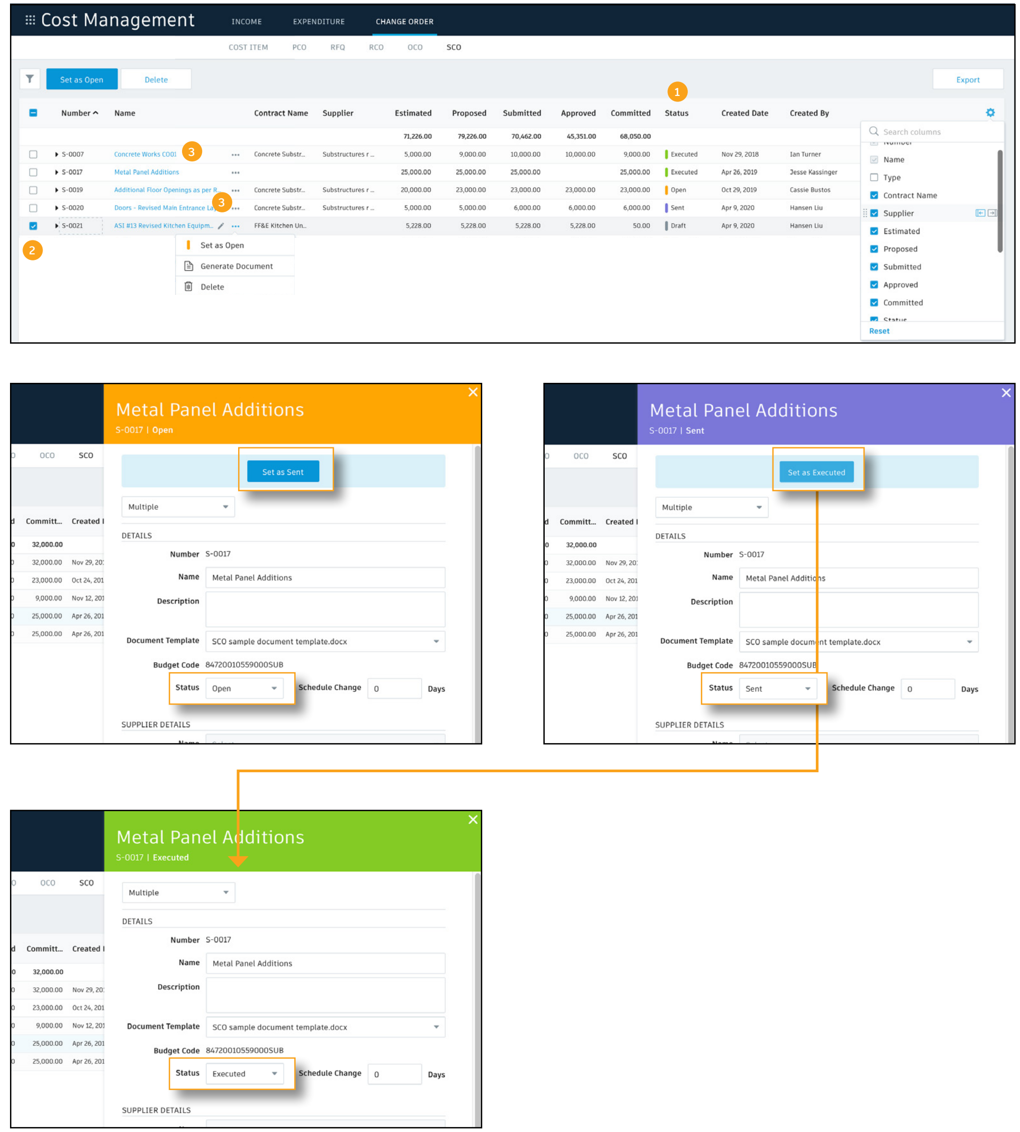
Change Order Management

10 SCO Sub-Tab

The SCO tab is within the Change Orders tab in the Cost Management Module.

1. “Status” auto updates to “Open” after a SCO is generated.
2. Select the check-box next to the line item to access the delete button.
3. Select the three-dot menu to update the item’s status, generate/regenerate the document or delete the SCO.
4. Select them name to open the details flyout panel.

- In the details flyout panel use the drop-down list to select the sections to view. Sections can be viewed individually or in a scrolling list. Editing SCO items can be done in this view.
- Again, selectable workflow-based actions (buttons) will appear to help walk you through the process. For example, when the SCO status is “Open,” you will see a “Set as Sent” button. By selecting it the status color changes and the next option you see is “Set as Executed.”



Change Order Management

11 RFI to PCO

BIM 360 Project Management Admins and RFI Managers who have a Cost Management license with full budget permission control can create a Potential Change Order (PCO) from an RFI or link existing RFIs to PCOs. This process creates a bi-directional link

Creating a PCO from an RFI:

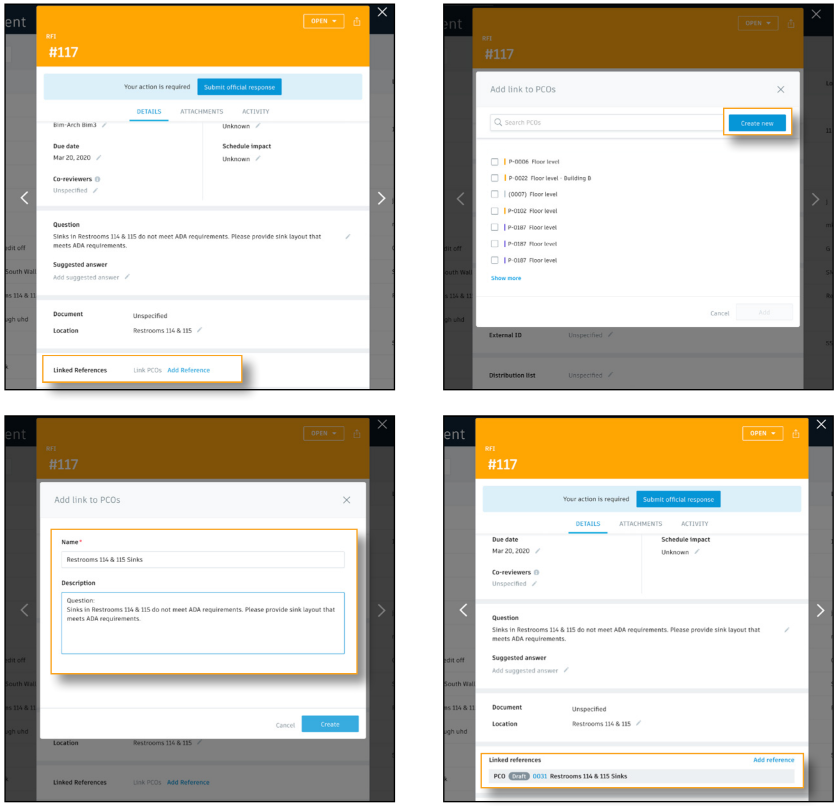
- In the Project Management module, open the RFI record. Within the details tab, scroll to linked references and select “Add reference.”
- A link PCO box will appear, select the “Create new” button.
- A form will open, fill in the PCO name and description, then select “Create PCO.” This information will copy over from the RFI to the PCO, but it can be altered directly in the PCO record.
- Once the PCO is created, a bi-directional relationship between the RFI and PCO is established, and the activity captured in the RFI activity log.

Linking RFIs to PCOs:

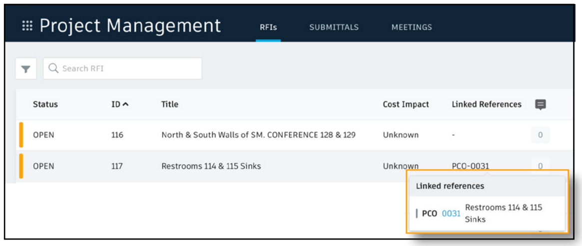
- To link RFIs to PCOs follow the same steps as above. However, when the link PCO box appears, simply select the PCO(s) from the list and click “Add.”
- To unlink a PCO select the “X” and “Unlink.”

Accessing Linked RFIs & PCOs from the list views:

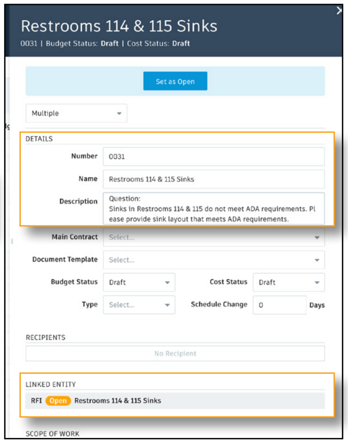
- Only Admins & RFI Managers can view linked PCOs. Within the RFI list view in the linked references column, select the PCO number to open the PCO in the Cost Management module.
- In the Cost Management Module within the PCO details flyout panel, select the RFI to be directed to the RFI in the Project Management module.



RFI List View



PCO Created (Details Fyout Panel)



Expenses

Cost Management includes a robust set of functionality that enables teams to streamline the management of expenses. Not only does it streamline invoice reviews and approvals, but teams can utilize up to date actual cost data for more accurate forecasting and add expense data to Budget Payment Applications.

1 Expense Tab

Open the Cost Management module, select the Expenditure tab, then Expenses. This is where users can manage all invoices and expenses outside of pay applications. To add an expense you must have full control permission for this tab. Project Admins control the permission levels within the project admin module.

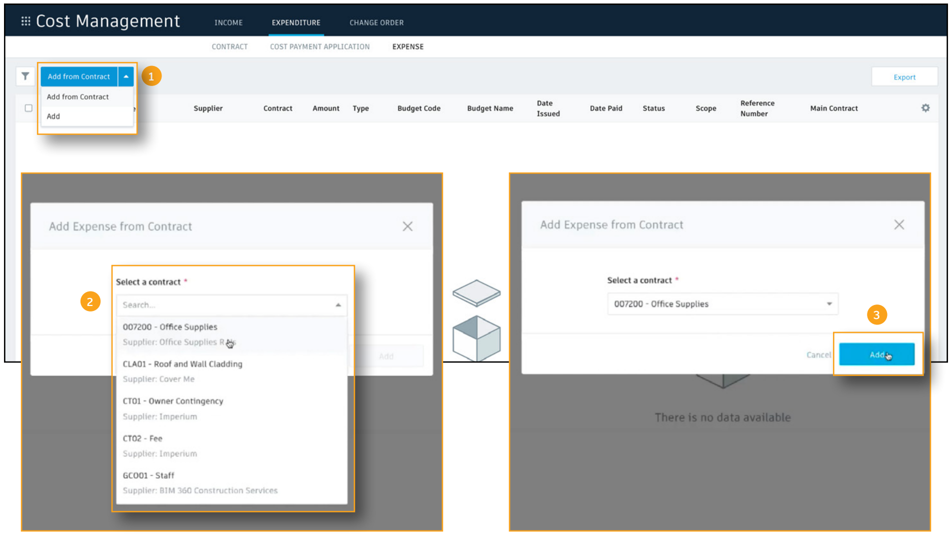
3 Ways to Add Expenses:

- Add from an existing contract
- Manually add
- Use APIs to build an integration with their accounting/ ERP system to automatically flow data between the two platforms.

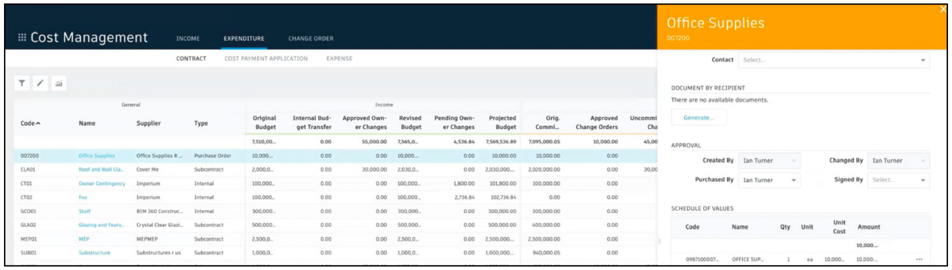
2 Adding from an Existing Contract

1. Select the “Add from Contract” button.
2. In the dialog box use the drop-down to find the correct contract.
3. Select “Add.”

Adding an Expense from a Existing Contract

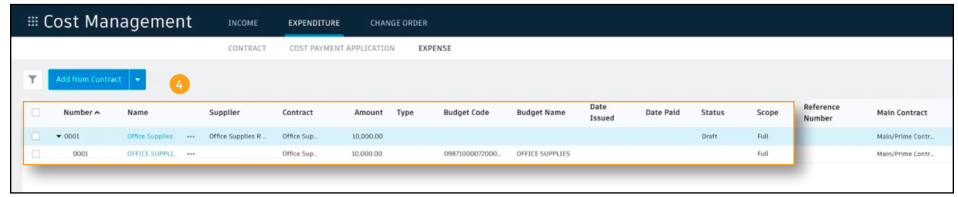


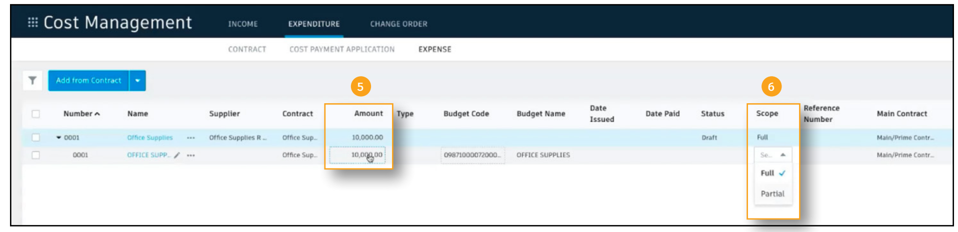
Existing Contract in Contract Tab

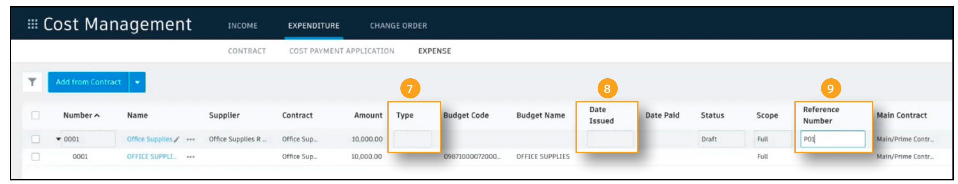


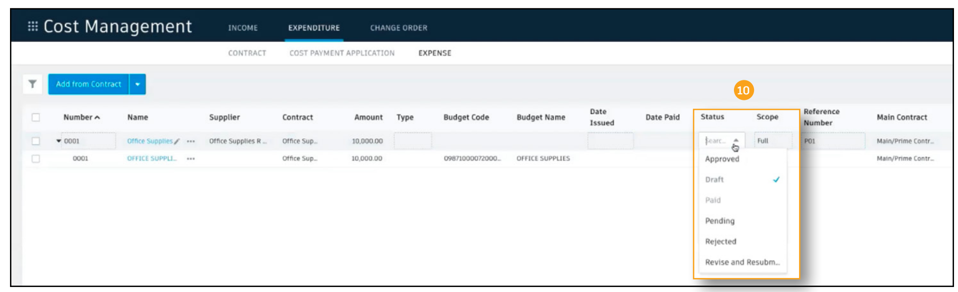
Adding from an Existing Contract (continued)

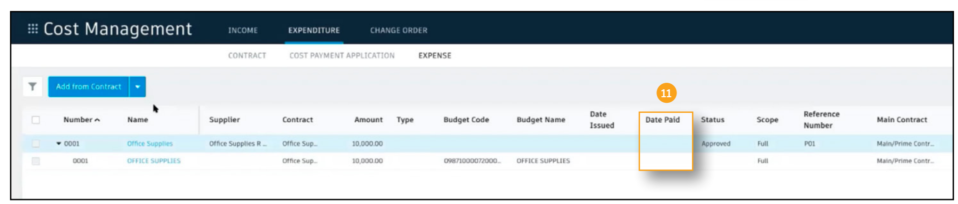
4. Details are automatically brought in. For example, Name, Supplier, Contract, and Amount. The item is also automatically connected to the correct budget code to show liability.
5. **Amount:** By default, the amount is set to full. To change the amount to something less than full, click in the Amount field and update the number.
6. **Scope:** In the Scope column, use the drop-down menu to categorize the payment type, Full or Partial.
7. **Type:** In the Type column, use the drop-down to select the appropriate expense type (e.g., Internal, Invoice, Overhead Cost). Project Admins are the individuals with permission to create the list of expense types in the settings. Refer to the Settings and Permissions chapter to learn how this is done.
8. **Date Issued:** In the Date Issued column, use the calendar to select the appropriate date. For example, the date the invoice was issued.
9. **Reference Number:** To include a reference number, click into the Reference Number field.
10. **Status:** In the Status column, use the drop-down menu to set the appropriate status.
11. **Date Paid:** When the items status is set to paid, the date will automatically populate in the Date Paid field.









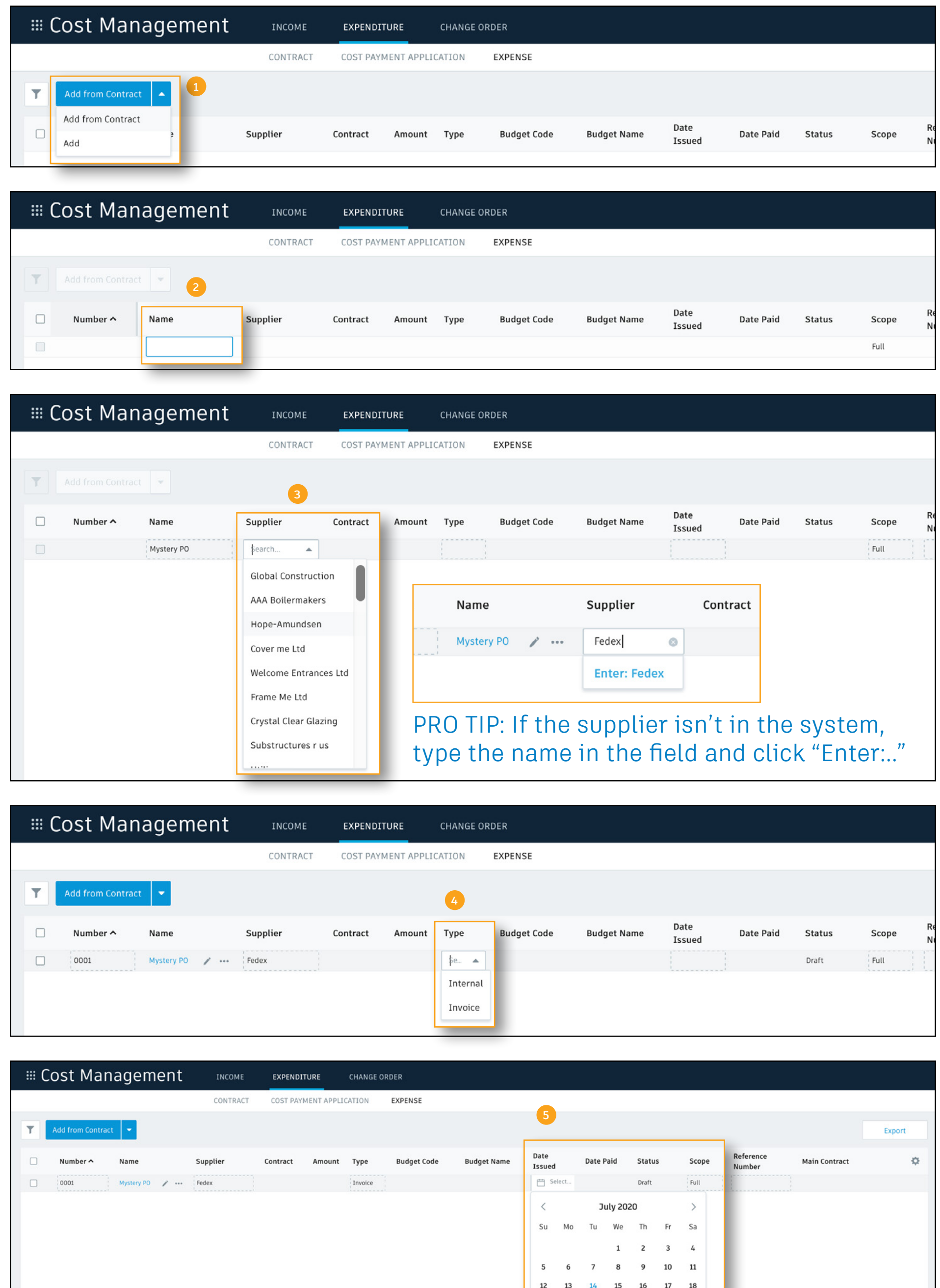


PRO TIP: To delete a subitem or expense, select the three dots in the appropriate row. You can delete an expense or subitem if the expense status is Draft, Pending, Revise and Resubmit, or Rejected.

If connected Cost Management to your Accounting/ERP system as changes are made the information will automatically update in both systems.

Expenses

Adding an Expense Manually



3 Adding an Expense Manually

If there is no purchase order, you can manually add an expense to be able to track it and show liability against the budget.

1. Select the arrow next to the "Add from Contract" button, then select "Add."
2. **Name:** In the Name column, type in the name for the expense.
3. **Supplier:** In the Supplier column, use the drop-down menu to choose the appropriate supplier. If it's not listed you can manually enter it.
4. **Type:** In the Type column, use the drop-down to select the appropriate expense type (e.g., Internal, Invoice, Overhead Cost). Project Admins are the individuals with permission to create the list of expense types in the settings. Refer to the Settings and Permissions chapter to learn how this is done.
5. **Date Issued:** In the Date Issues column, use the calendar to select the appropriate date. For example, the date the invoice was issued.

Continued on the following page...

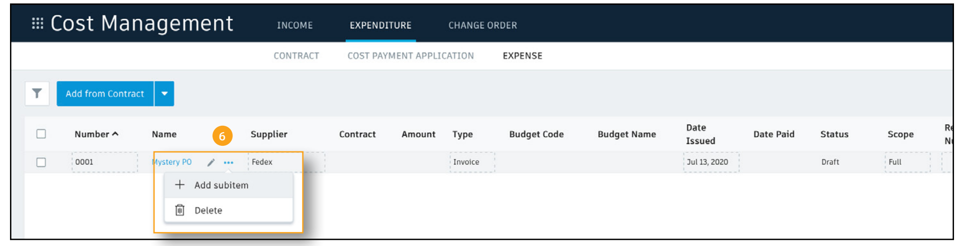
Expenses

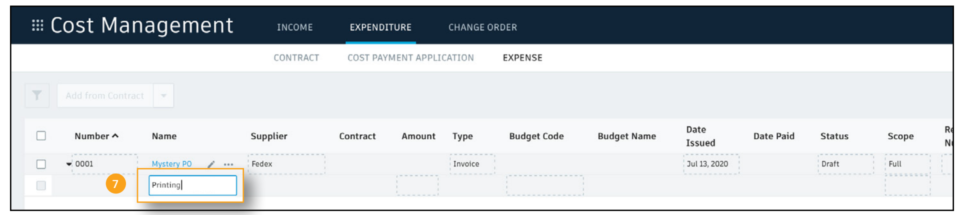
Adding an Expense Manually (continued)

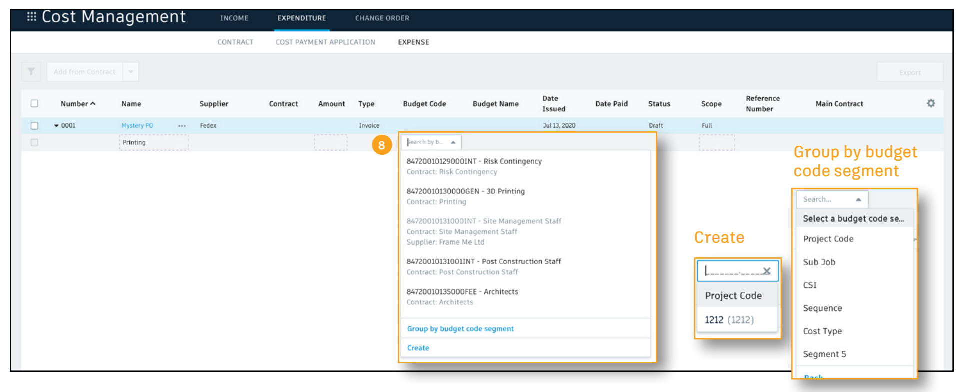
6. **Add Subitem:** To add cost details, select the three dots to the right of the Expense name. You can add an unlimited number of subitems to a contract as long as the status is Draft.
7. **Name:** In the Name column, click to manually add the name of the item. Then push enter.
8. **Budget Code:** In the Budget Code column, use the drop-down menu to select a budget item. You can type to filter the list and use the group by segment to organize the list as preferred. If the budget code isn't listed, you can choose "Create" it.
    - Note: If creating the code manually, click the field to save it.
9. **Amount:** In the Amount column, click to manually add the amount.
10. **Scope:** In the Scope column, use the drop-down menu to categorize the payment type, Full or Partial. This will automatically update the contracts scope.
11. **Status:** In the Status column, use the drop-down menu to set the appropriate status.
12. **Date Paid:** When the items status is set to paid, the date will automatically populate into the Date Paid field.

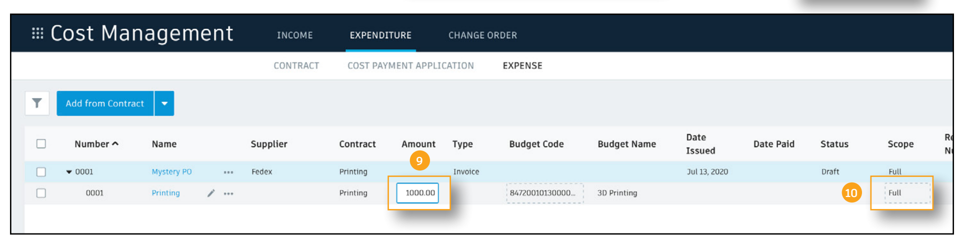
PRO TIP: To delete a subitem or expense, select the three dots in the appropriate row. You can delete an expense or subitem if the expense status is Draft, Pending, Revise and Resubmit, or Rejected.

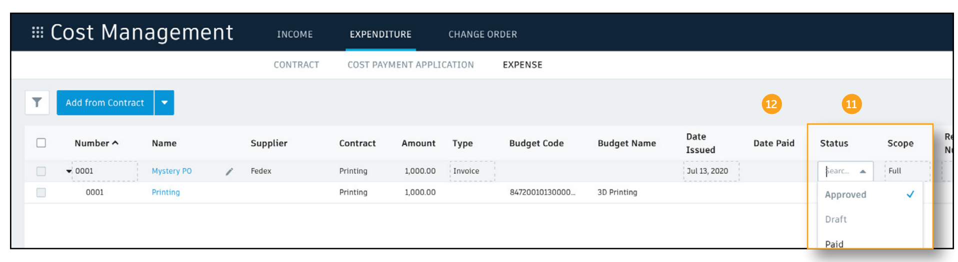
If connected Cost Management to your Accounting/ERP system as changes are made the information will automatically update in both systems.











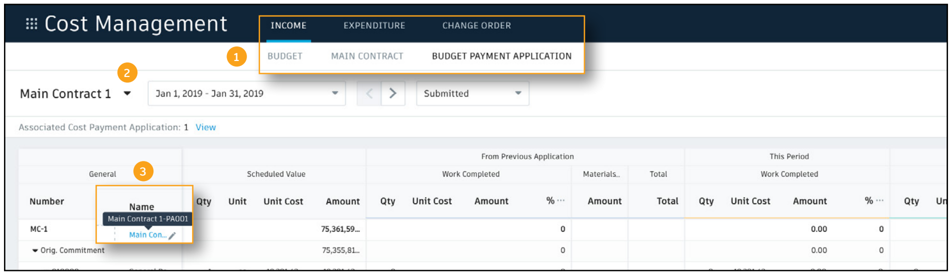
Expenses

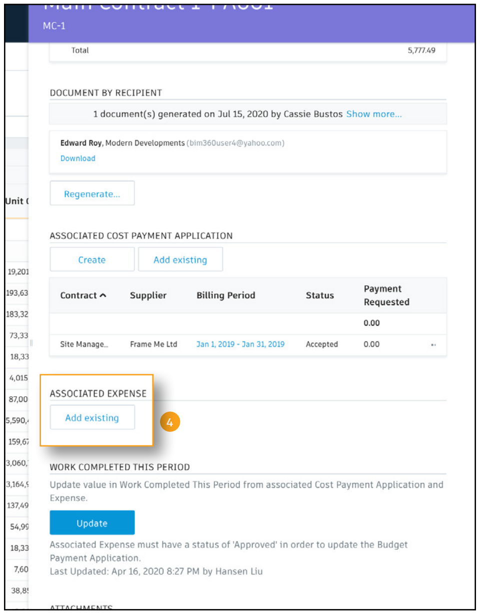
4 Adding Expenses to Budget Payment Applications

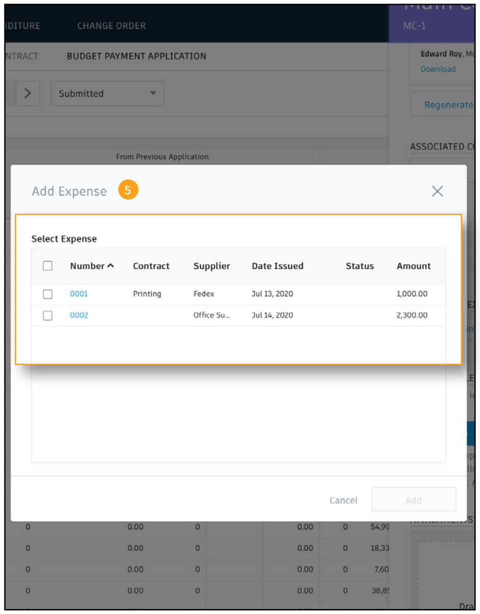
Associating expenses to a budget payment application is a similar process to associating cost payment applications to the budget payment application.

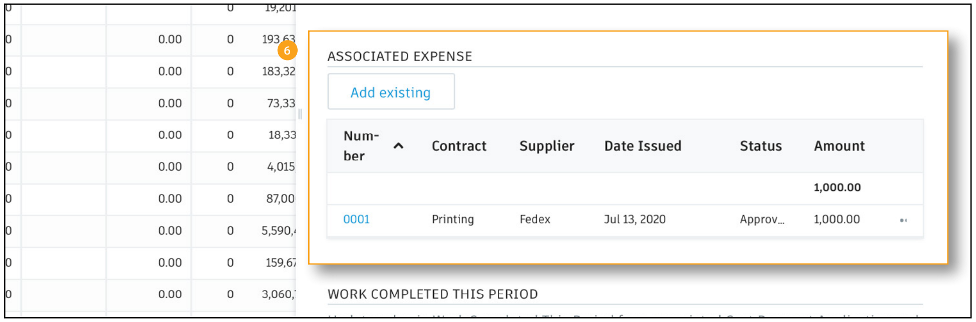
1. In the Income menu navigate to the Budget Payment Application tab.
2. Use the drop-down menu to navigate to the correct contract.
3. Select the contract main to open the details flyout panel.
4. Scroll to the “Associate Expense” section and select “Add existing.”
5. A list of approved expenses will populate, select the one(s) you wish to associate.
6. The associated expense will appear in the details flyout panel.

PRO TIP: When generating the budget payment application document, you can choose to collate associated expenses, attachments, and Supplier pay applications together for submission to the Owner.





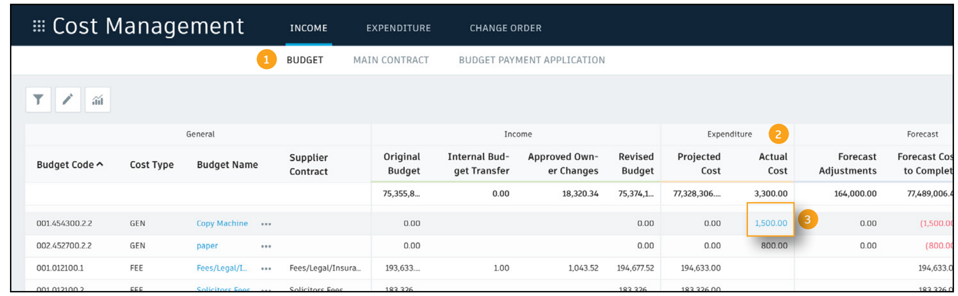


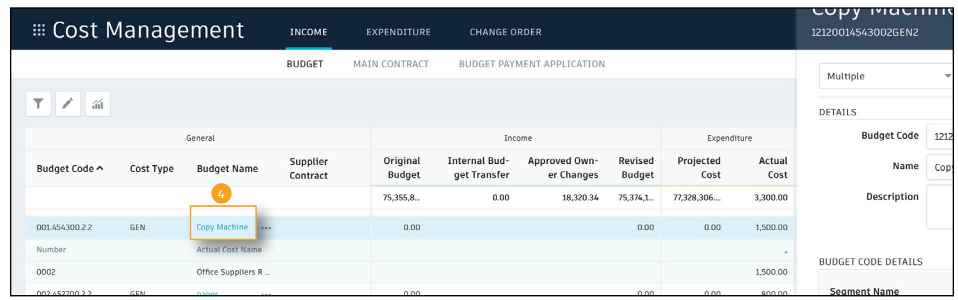


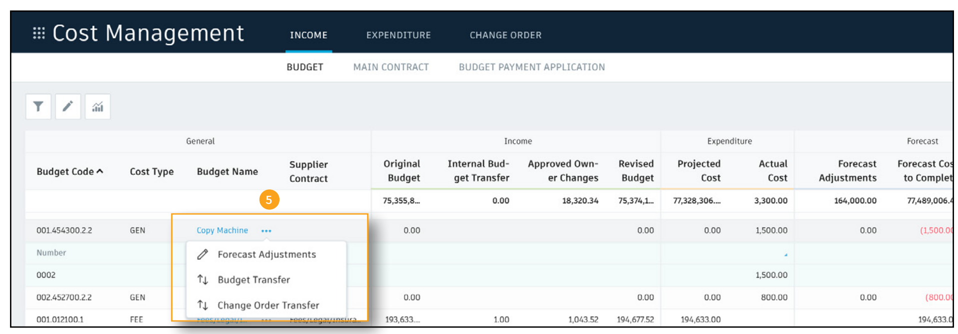
5 Viewing Expense Details in the Budget Summary

Similar to approved cost payment application details pulling into the budget summary, approved/paid expenses automatically pull into the budget summary view. This gives you the ability to view actual cost breakdowns and make accurate forecast adjustments.

1. In the Income menu navigate to the Budget tab.
2. Scroll to the right to the Actual Cost column. Expenses with an approved or paid status will display in the list.
3. Select the total in the Actual Cost column to view the cost breakdown.
4. Select the Budget Name to open the details flyout panel for more detailed information.
5. For any budget item, if a forecast adjustment, budget transfer, or change order transfer needs to be made, select the three-dot menu next to the budget item name.







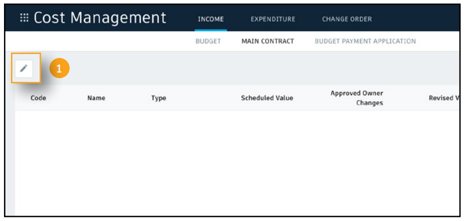
Payment Applications

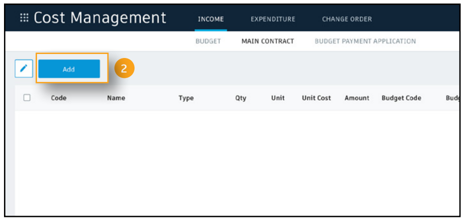
Avoid risk and errors resulting from the use of disconnected cost management tools, and benefit from real-time visibility into how payments are affecting the project budget to maintain a real-time view of the financial health of the project.

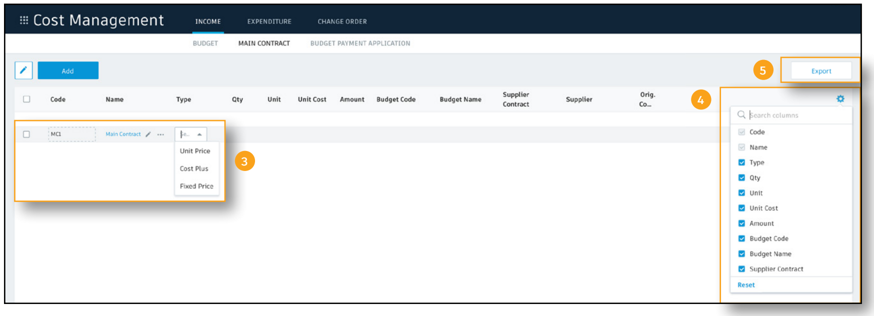
1 Creating main/prime contract(s)

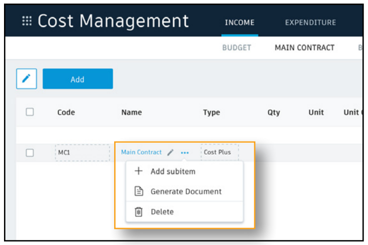
Open the Cost Management module, select the Income menu, then Main Contract. To create a contract you must have full control permission for this tab. Project Admins control the permission levels within the project admin module.

1. Select the edit icon.
2. In edit mode, an "Add" button will appear; select it to create a new main contract(s).
3. Type the contract code, name, and select the type drop-down.
4. Column settings allow you to select the columns you wish to include in your view.
5. The export button allows you to export the information in the Main Contract tab to Excel.









PRO TIP: After a contract is created if you wish to edit you need to be in edit mode. If you choose to add a sub-item, generate a document, or delete a contract select the three-dots after the contract name.

Pay Applications

2 Creating the main/prime contract schedule of values (SOV)

You can either manually create the SOV or automatically create it from selected items within the Budget tab.

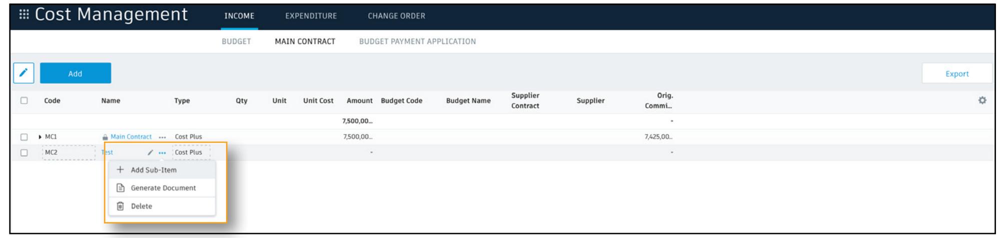
Manually Creating the SOV:

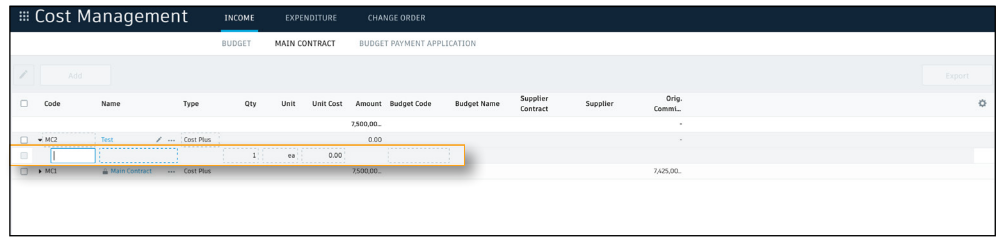
- In the correct main contract row, select the three-dots then "Add Sub-Item."
- A new line will appear under the main contract, fill in the necessary information. You can type in a value or associate it to a budget code by selecting within the budget code column; the value will auto-populate.

Automatically Creating the SOV:

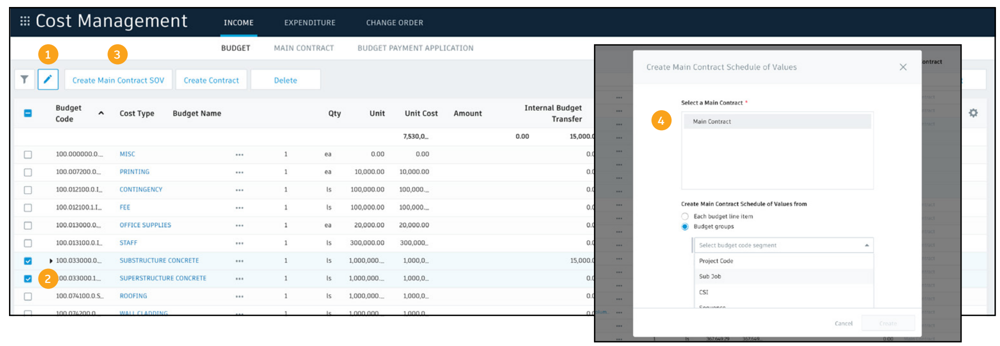
1. Within the Budget tab, select the edit icon.
2. Select the budget items you would like to associate with the main contract.
3. A "Create Main Contract SOV" button will appear, select it.
4. Within the Create Main Contract SOV dialog box, select the main contract from the list. Then choose what you want to create the SOV from; when done, click "Create."
5. The main contract SOV will now be created automatically with links to the budget using the selected settings. This connection allows you to see what you will be paid and what you need to pay your Suppliers.

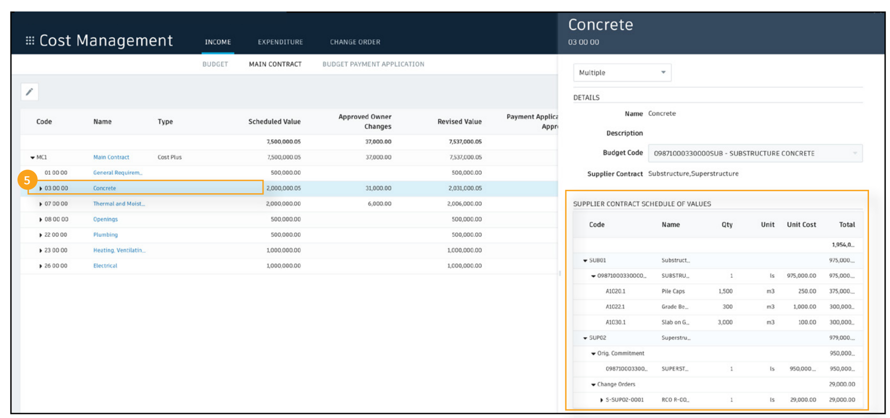
Manually Creating the SOV:





Automatically Adding the SOV:





3 Creating billing periods/master schedule

You can either setup your billing periods from the main contracts details flyout panel or within the Budget Payment Application tab.

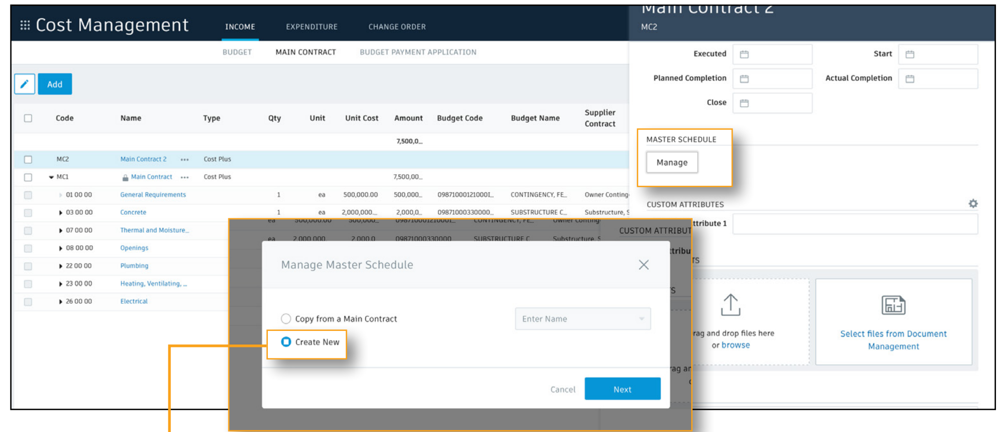
From Main Contract Details Flyout Panel:

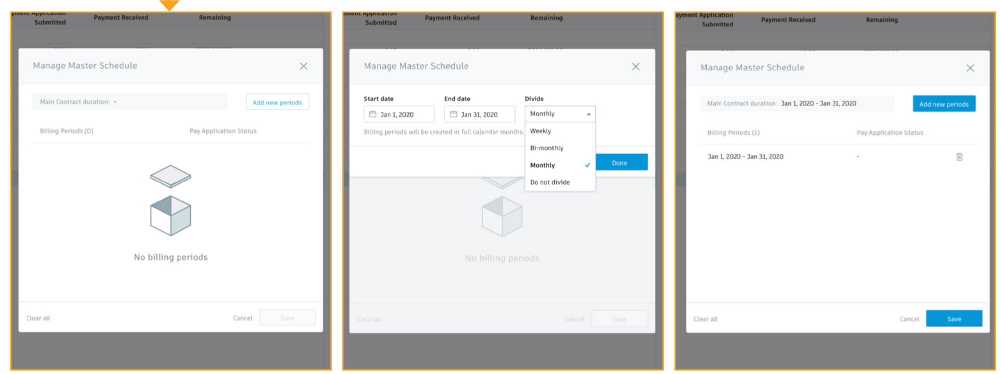
- Select the main contract to open the details flyout panel. Within the panel, scroll to the Master Schedule section and select the “Manage” button.
- In the Manage Master Schedule dialog box, you can either copy billing periods from another main contract using the drop-down menu or manually create new periods.
- Once your billing periods are created, you can manage them within the details flyout panel under the Master Schedule section. In this view, you can also see payment application statuses and amounts for each period.

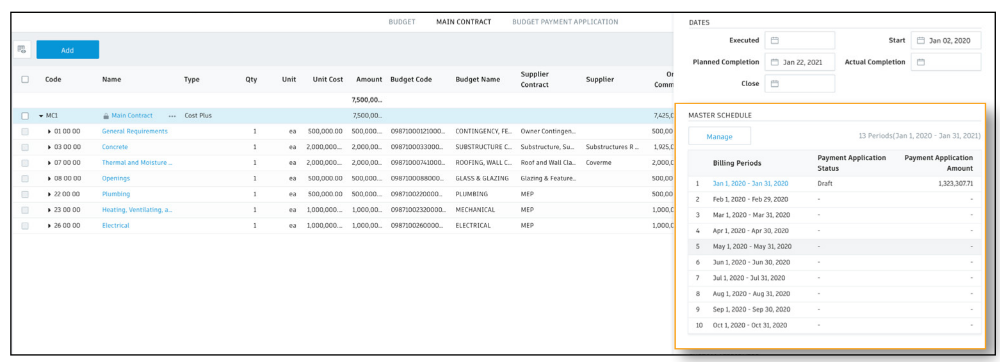
From Budget Payment Application Tab:

- Select the “Set up master schedule” button. Within the Manage Master Schedule dialog box, follow the same step as above.

From Main Contract Details Flyout Panel:







Pay Applications

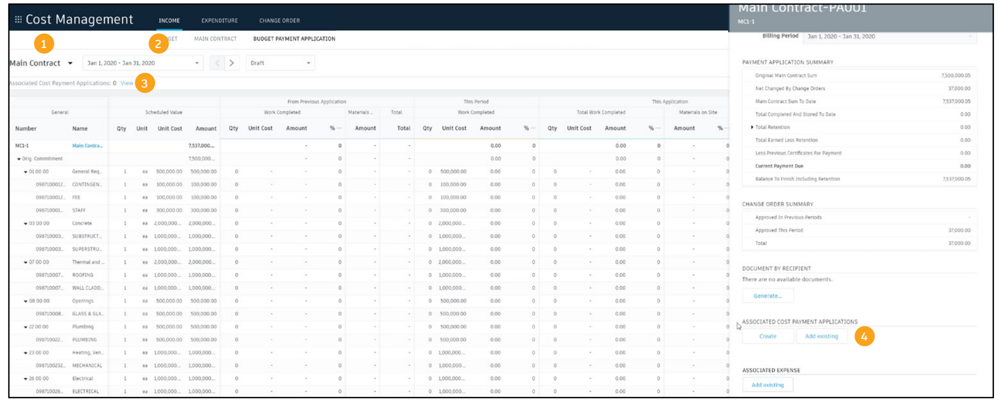
4 Managing Cost Payment Applications

Supplier payment applications can be managed from the Budget Payment Application tab within the Income menu. They can also be managed in the Cost Payment Application tab within the Expenditure menu.

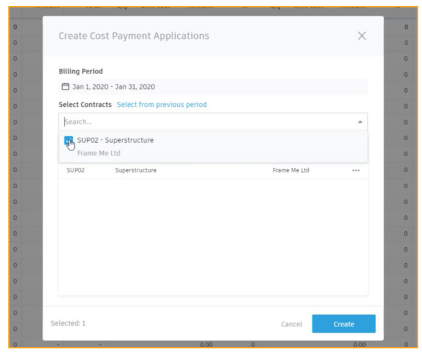
From Budget Payment Application Tab:

1. Use the drop-down menu to select the main contract.
2. Use the drop-down menu to choose the correct billing period or use the arrows to navigate between periods.
3. Select “View” next to Associated Cost Payment Applications. This will open the main contract details flyout panel.
4. In the Associated Cost Payment Application section, select “Create” to create a brand new cost payment application or select “Add existing” to connect an existing application to the contract.
5. Once created, the number of cost payments associated to the main contract will auto populate next to Associated Cost Payment Applications.
6. The cost payment application(s) will appear within the Associated Cost Payment Application section of the details flyout panel.
7. To update the cost payment application information, select the cost payment application billing period. This will take you directly to the cost payment application.

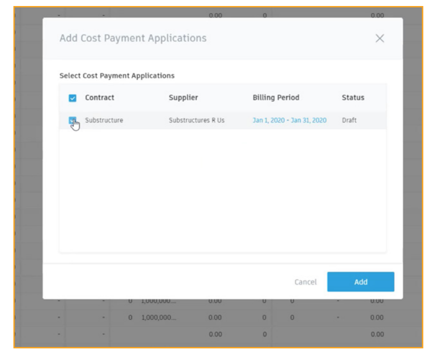
From Budget Payment Application Tab:

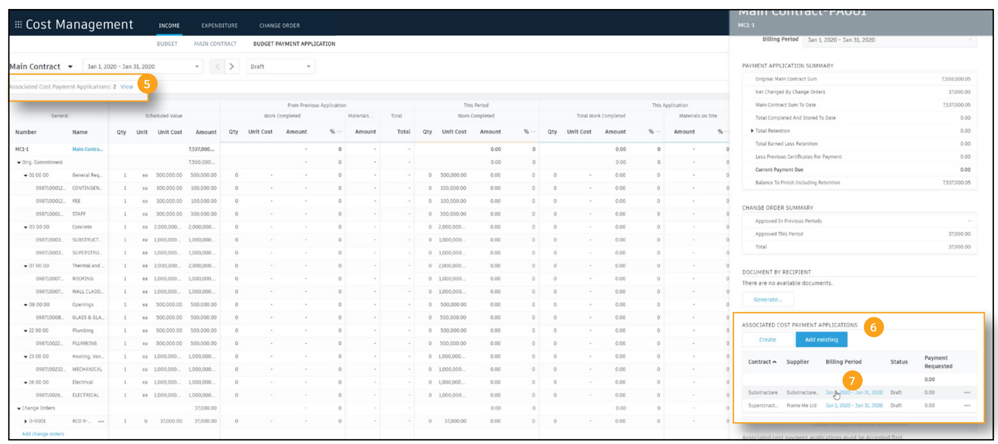


Create New: use the drop-down menu to select the suppler.



Add Existing: select the cost pay application from the provided list.





Managing Cost Payment Applications (continued)

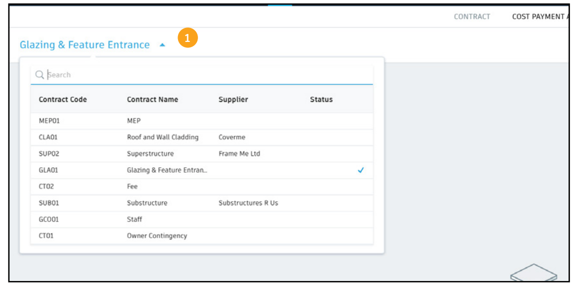
From Cost Payment Application Tab:

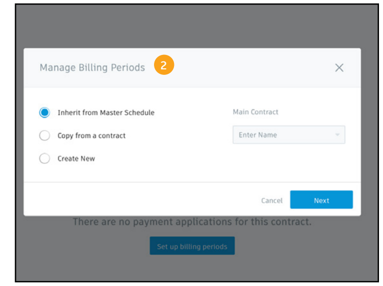
1. In the Expenditure menu select the Cost Payment Application tab, use the drop-down menu to select the appropriate supplier.
2. Select “set up billing periods” and choose the appropriate option. If you decide to create from new, follow the same steps covered in section 3, “Creating billing periods/master schedule.”
3. Choose the correct billing period or use the arrows to navigate between periods.

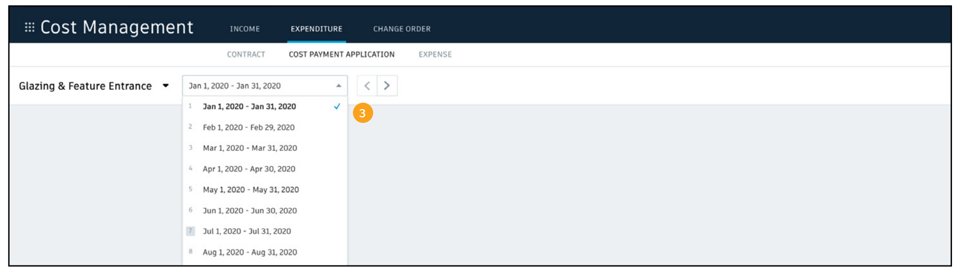
Updating Cost Payment Application Information:

1. Click within the table to make necessary updates. The system will automatically update to reflect the changes.
2. Use the status drop-down to update the status of the pay application.
3. To export to Excel, select the Export button. This is useful if someone does not have access to the system. They can populate data into the yellow highlighted area; then, you can import the information back into the system.
4. To import data select the Import button.
5. To delete the pay application or allow overbilling, click the three-dot menu to access the options.
6. Approved Supplier Change Orders (SCO) will automatically be added based on the approved date. If you don’t see one, select “Add change orders” to manually insert it.

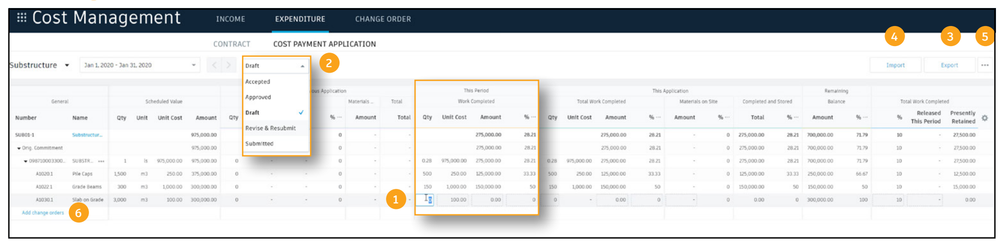
From Cost Payment Application Tab:







Updating Cost Payment Application Information:



PAYMENT APPLICATION SUMMARY		
Original Contract Sum		975,000.00
Net Changed By Change Orders		0.00
Contract Sum To Date		975,000.00
Total Completed And Stored To Date		425,000.00
Total Retention		42,500.00
10.00%	of Completed Work	42,500.00
0.00%	of Stored Material	0.00
Total Earned Less Retention		382,500.00
Less Previous Certificates For Payment		0.00
Current Payment Due		382,500.00
Balance To Finish Including Retention		592,500.00

CHANGE ORDER SUMMARY	
Approved In Previous Periods	0.00
Approved This Period	0.00
Total	0.00

PAYMENT APPLICATION DETAILS

Number	Name	Scheduled Value	Work Completed: From Previous Application	Work Completed: This Period	Materials on Site	Completed and Stored	Percentage of Completed and Stored	Balance	Retention
09871000330000SUB	SUBSTRUCTURE CONCR	975,000.00	0.00	425,000.00	0.00	425,000.00	43.59%	550,000.00	42,500.
A1020.1	Pile Caps	375,000.00		125,000.00		125,000.00	33.33%	250,000.00	12,500.
A1022.1	Grade Beams	300,000.00		150,000.00		150,000.00	50.00%	150,000.00	15,000.
A1030.1	Slab on Grade	300,000.00		150,000.00		150,000.00	50.00%	150,000.00	15,000.
	GRAND TOTAL	975,000.00	0.00	425,000.00	0.00	425,000.00	43.59%	550,000.00	42,500.

Notice: Please only edit the value of the yellow background cells.

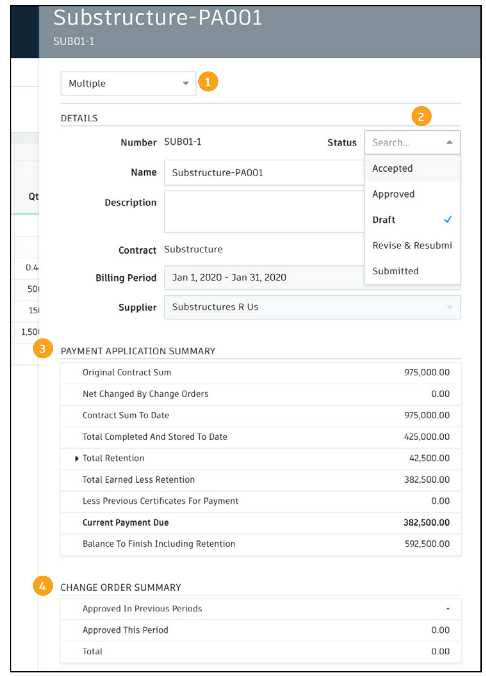
Managing Cost Payment Applications (continued)

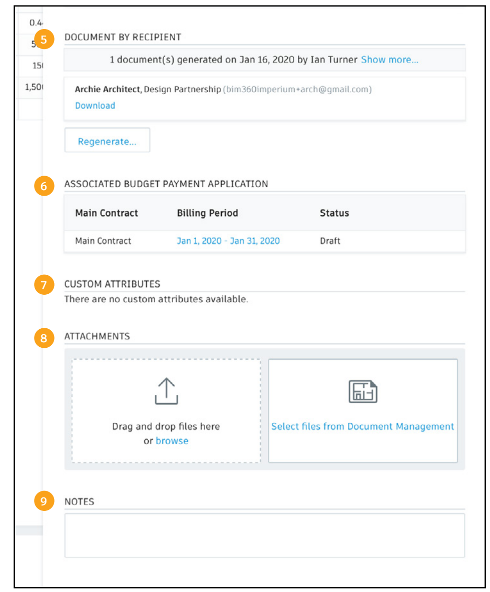
Cost Payment Details Flyout Panel:

Select the payment application name to open the detail flyout panel.

1. Use the drop-down to select the sections you wish to view within the flyout panel.
2. Use the drop-down to update the status.
3. View a concise payment application summary table.
4. View a change order summary.
5. Quickly generate or access generated documents. This feature uses Cost Management document templates capabilities. For more information about this capability refer to the Document Templates chapter.
6. If the cost payment application is associated with a budget payment application you can quickly view the details here. Select the billing period to open the budget payment application.
7. Available custom attributes display within this section. For more information about custom attributes refer to the Custom Attributes chapter.
8. Use these fields to attach relevant information. You can upload information from your computer or select files from BIM 360 Document Management.
9. Use this field to include any important notes.

Cost Payment Details Flyout Panel:





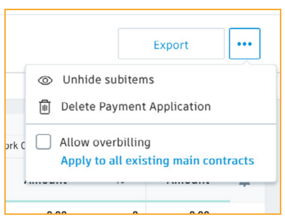
Pay Applications

5 Managing Budget Payment Applications

Owner pay applications can be managed from the Budget Payment Application tab within the Income menu.

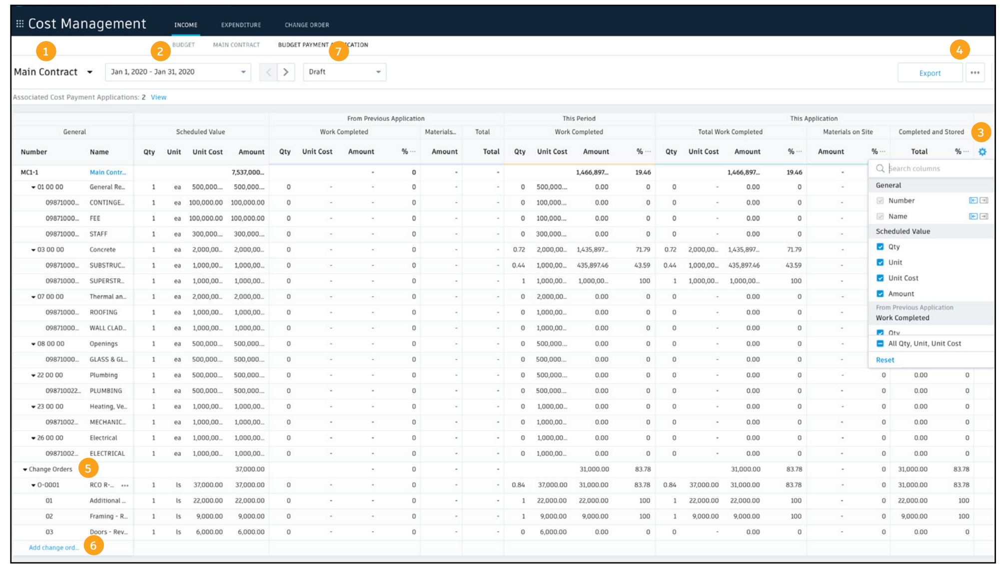
Budget Payment Application Tab:

1. Use the drop-down menu to select the appropriate main contract.
2. Use the drop-down menu to choose the correct billing period or use the arrows to navigate between periods.
3. Column settings allow you to select the columns you wish to include in your view.
4. To unhide sub-items, delete payment application, or allow overbilling, click the three-dot menu to access the options. To export to Excel, select the Export button.



5. Approved owner change orders automatically pull in.
6. To manually insert a change order select “Add change orders”and use the drop-down to select the change order.
7. Use the status drop-down to update the status of the pay application (Draft, Submitted, Approved, Paid, Revise and Resubmit).

Budget Payment Application Tab:



Pay Applications

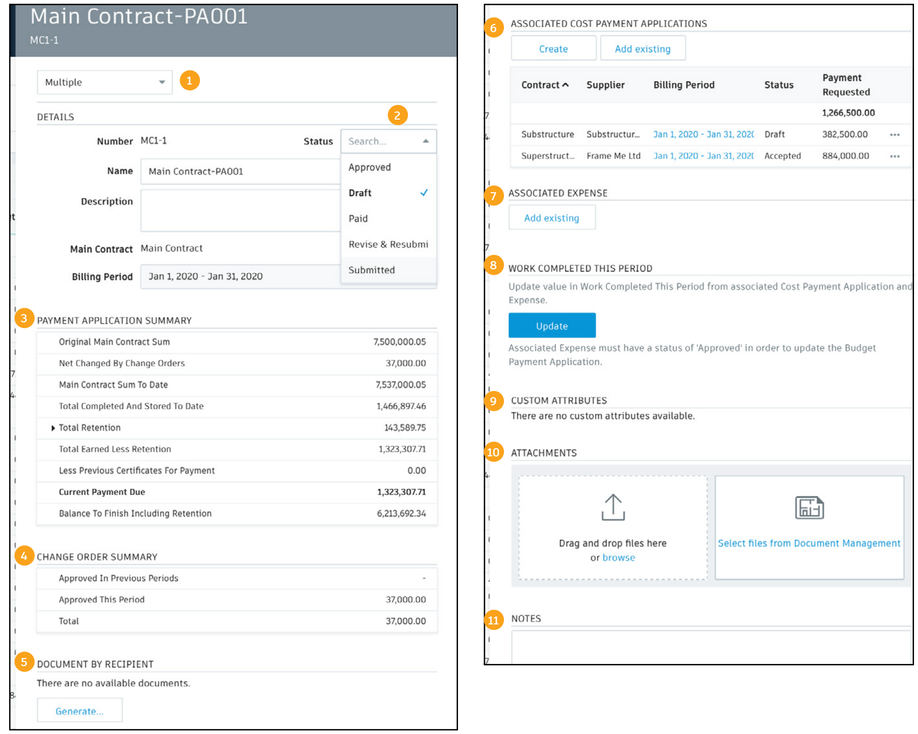
Managing Budget Payment Applications (continued)

Main Contract Details Flyout Panel:

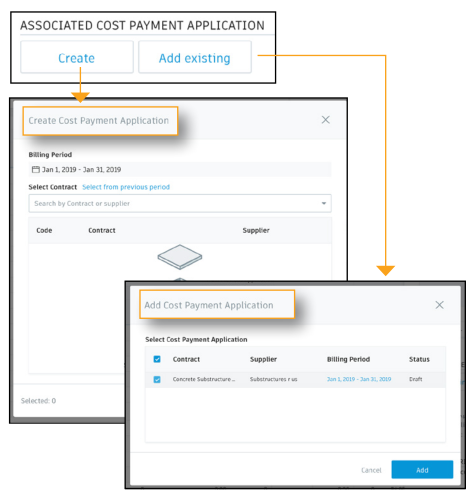
Select the main contract to open the detail flyout panel.

1. Use the drop-down to select the sections you wish to view within the flyout panel.
2. Use the drop-down to update the status.
3. View a concise payment application summary table.
4. View a summary of the change orders.
5. Quickly generate or access generated documents. This feature uses Cost Management document templates capabilities. For more information about this capability refer to the Document Templates chapter.
6. Create or add existing cost payment applications. To quickly access the cost payment application details, select the billing period. The cost payment application will open.
7. Select the “Add existing” button to associate expenses.
8. Select the update button to update values in work completed this period from associated cost payment applications and expenses. Note, Associated Expense must have a status of ‘Approved’ in order to update.
9. Available custom attributes display within this section. For more information about custom attributes refer to the Custom Attributes chapter.
10. Use these fields to attach relevant information. You can upload information from your computer or select files from BIM 360 Document Management.
11. Use this field to include important notes.

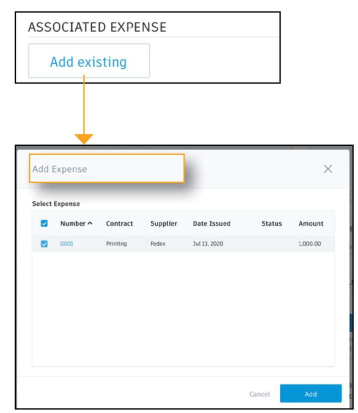
Main Contract Details Flyout Panel:



Associating Cost Payment Applications



Associating Expenses



PRO TIP: Only approved expenses will display in the list.

Pay Applications

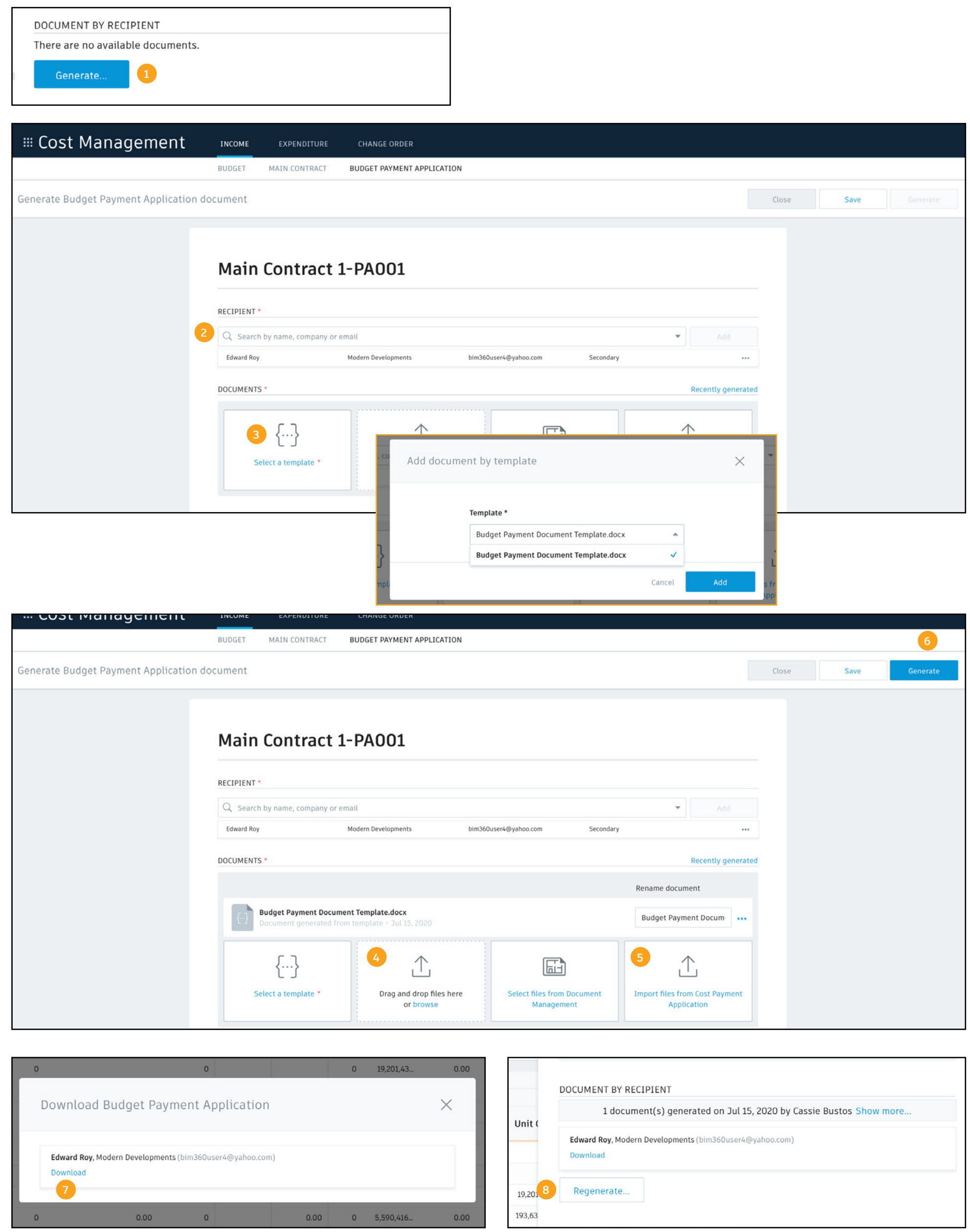
6 Document Generation

- Cost Management allows you to create standard documentation formats that automatically populate directly from the system. See the Document Templates chapter of this guide for details on how to access the document templates and create your own.
- For example, you can automatically generate a payment document which provides the information required to populate documents such as the AIA G702-1992 and AIA G703-1992 forms.

Generating Documents:

1. Within the Main Contract, Cost or Budget Payment Application details flyout panel, scroll to the “Document by Recipient” section and select the “Generate” button.
2. In the Document Generation window, use the search field or drop-down list to select the recipient. Click add and the recipient’s information will appear.
3. You must select a template. The document templates are controlled by the Project Admin, refer to the Document Templates chapter for more information.
4. To attach additional information, either upload files from your computer or select files from BIM 360 Document Management.
5. Choosing Import files from Cost Payment Applications to collate associated expenses, attachments, and Supplier pay applications together for submission to the Owner.
6. When done, select “Generate.”
7. The system automatically generates a Word document for download.
8. Within the details flyout panel you can view the generation date, access the download, or regenerate the document.

Generating a Budget Payment Document



Additional Capabilities

Account Admin

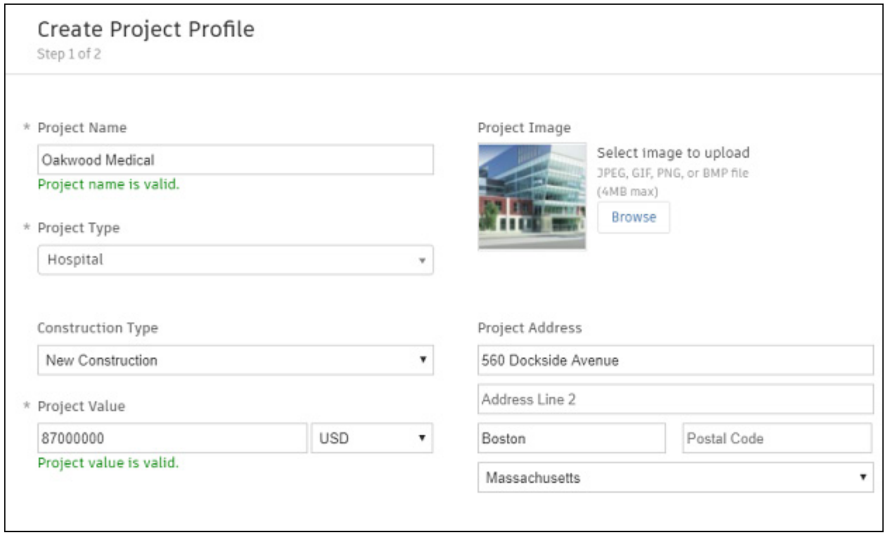
With the project administration tools in BIM 360, you can rest assured that your project information is in the right hands. Project admins can easily invite team members to the project and define their access levels on a project-by-project basis with a simple click. BIM 360 has two levels of administration to ensure security and control across your projects: Account admins and project admins. Only account admins can create new projects and assign additional account admins and project admins. Project admins can add and remove members, set permissions, and adjust project details.

1 Create a project

- In the Account Admin module, select the Projects tab and click "Add."
- Enter project information and click "Save & Continue."

Getting Started Guide

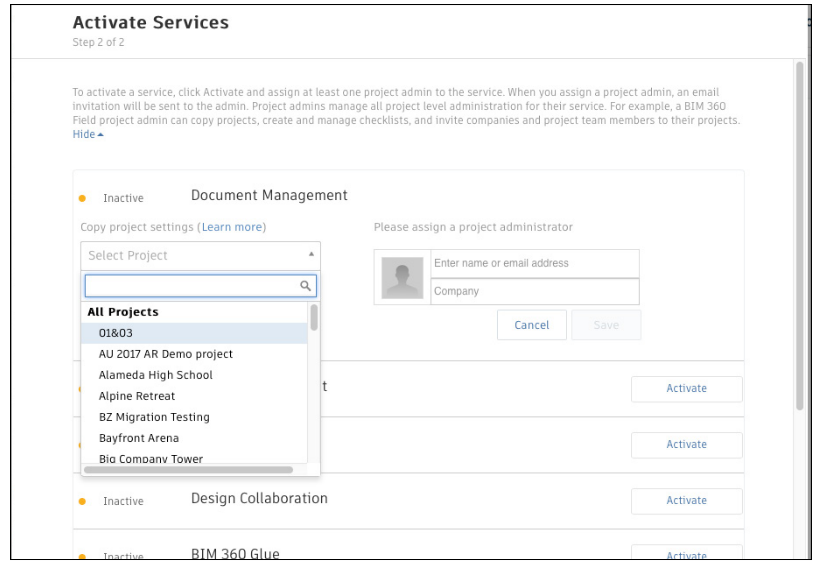
Create a Project



Account Admin

2 Activating modules

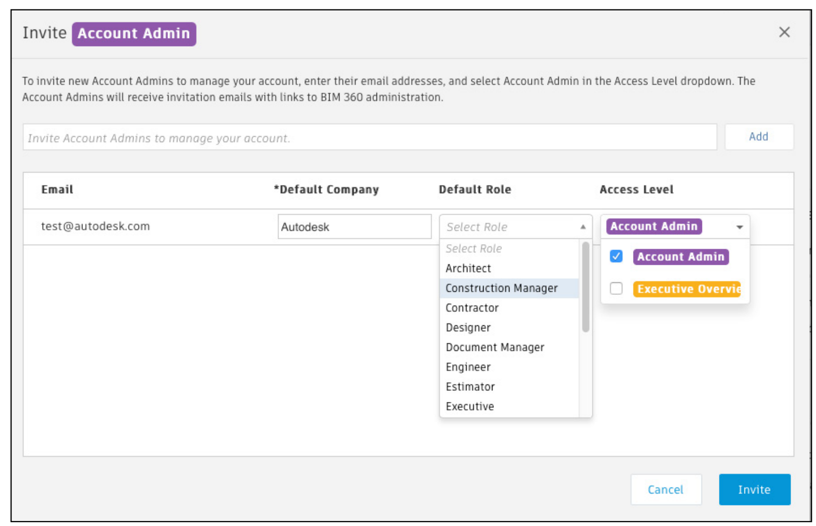
- Click “Activate” for the desired BIM 360 service.
- Assign a project admin for each service. You can add multiple admins.
- (Optional) For Document Management and Field you can copy existing project settings.
- An email invitation will be sent to the assigned project admin(s). They will need to click the link to join the project.
- Click “Finish.”



PRO TIP: You have to activate Document Management first, before you can activate other next-gen services.

3 Add members to directory

- In the Account Admin module select the Members tab and click “Add.”
- To add an individual member, select “Add People to the Member Directory.”
- To add an account admin, select “Invite Account Admins.”
- To import members from a list, select “Import Members by Spreadsheet.” For a first-time import, download and complete the member list template.

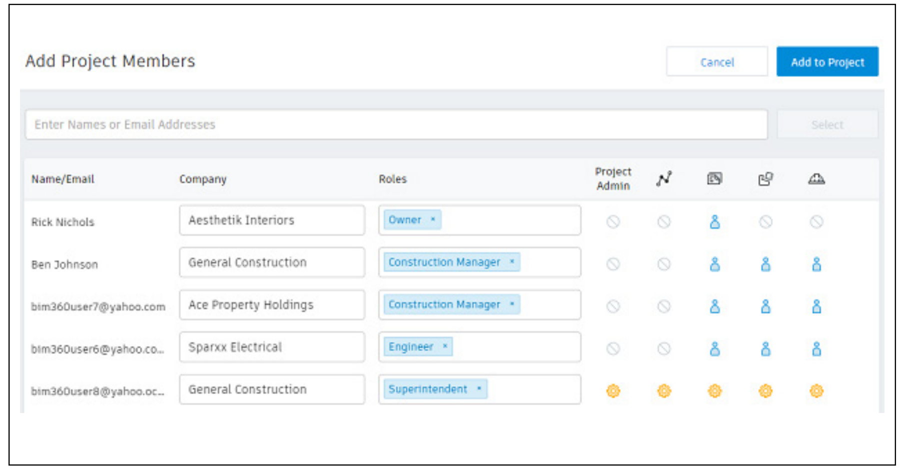


PRO TIP: You can change the default company and role later if necessary.

Account Admin

4 Adding members to a project & assigning access levels

- In the "Project Admin" module, select the "Members" tab.
- Click "Add" and use the search bar to search the member directory.
- When you find the member, select them and click "Select."
- Add their company and role. Note: Role determines their access level to all BIM 360 services.
- Click the icon(s) to overwrite the access level granted by their project role.
- Click "Add to Project."
- Update existing access levels by clicking the grayed out icon(s).



Members & Access Levels

Setup Roles

PRO TIP: You can choose from a list of preset roles or create your own custom roles as well as configure the permission and access levels by each role.

Integration Partners

Get the most out of construction technology by integrating the software you already use with BIM 360. Built on an open and secure API platform, BIM 360 enables users to easily integrate with various other construction softwares, including drone technology, estimating and bid management, as well as safety management tools.

- Reality Capture
- Cost Management
- Estimating
- Construction Management
- Takeoff
- Design Checking
- Field Management
- Layout
- Bid Management
- Scheduling
- Accounting
- Data Transfer

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