

## CONSTRUCTION CONTRACT BILLING: FULLY INTEGRATED SOLUTION FOR ENGINEERING AND CONSTRUCTION FIRMS

### KEY BENEFITS

- Reduce contract billing labor by 80%
- Improve cash flow via faster payments
- Improve accuracy via integration with Oracle E-Business Suite Applications
- Virtually eliminate training time and costs
- Easy to audit system-driven contract billing process reduces validation requirements from auditors
- Scalable process allows existing staff to handle growth without increasing costs
- Free up Project Managers to focus on project performance
- Free up Project Accountants to focus on variance analysis

### FEATURES

- Seamless Integration with Oracle Project Billing and Oracle Receivables, including Retentions
- Defined flow across entire AIA Billing process from Contract Billing Entry through Invoice Delivery
- Creates and prints G702 and G703 formatted invoices
- Intuitive interface to capture all necessary information for AIA Billing invoices
- Billing and contract amounts entered into one easy-to-use worksheet
- Automatically processes Oracle revenue financial plan updates
- Tracks and manages change order amounts by line item.
- Ability to enter percent complete or direct entry of amounts for each line item
- Complete access to your AIA historical invoicing within your workbench
- Optionally supports tracking of Construction Specifications Institute (CSI) codes by contract line item

*Project Partners Construction Contract Billing™ augments Oracle Project Billing to deliver an automated progress billing solution for the Engineering & Construction Industry.*

### Overview

Project Partners Construction Contract Billing™ provides the project manager with a role-based Microsoft Excel® workbench, which leverages Oracle Projects and Oracle Receivables to:

- Easily and rapidly create new projects, enter change orders, collect progress, and bill clients
- Provide data relevant only to the progress billing function
- Perform multiple tasks in one Excel worksheet
- Minimize training time and costs
- Produce invoices in formats compliant with American Institute of Architects® (AIA) G702 and G703 standards

Project Partners Construction Contract Billing functionality includes:

- Contract billing setups including retention rules
- Revenue budget and agreement creation and updates
- Change order creation and processing
- Entry of monthly billing amounts
- Automated invoice generation
- Standard AIA G702 and 703 formatted invoices

### Work with Oracle Data in Disconnected Mode

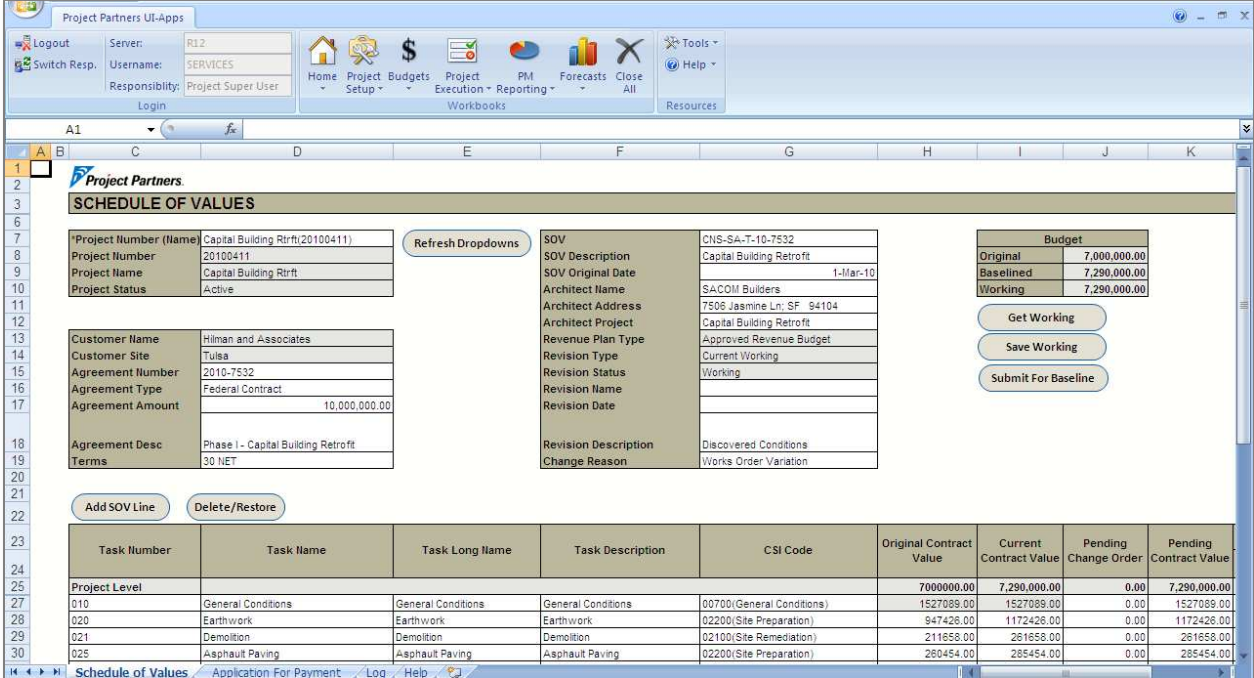
Connect to Oracle using Microsoft® Excel; download data, including lookups and lists of values, and work offline in your worksheets, completely independent of Oracle. Later, reconnect to Oracle and synchronize the updates made in Excel with the Oracle database.

### Progress Billing Processing

Meeting AIA billing standards depends upon having the correct contract amounts available to produce timely and accurate invoices. Project Partners Construction Contract Billing provides a complete set of tools to track your contract billing requirements while automatically synchronizing with Oracle Applications.

Project Partners Construction Contract Billing delivers this capability via two integrated Microsoft Excel worksheets:

- Billing Schedule of Values worksheet
- Application for Payment worksheet



The screenshot shows the 'Billing Schedule of Values Worksheet' in Microsoft Excel. The interface includes a navigation bar with options like 'Logout', 'Switch Resp.', 'Server: R12', 'Username: SERVICES', and 'Responsibility: Project Super User'. The main area is divided into several sections:

- Project Information:** Fields for Project Number (Name), Project Number, Project Name, and Project Status.
- Customer Information:** Fields for Customer Name, Customer Site, Agreement Number, Agreement Type, Agreement Amount, Agreement Desc, and Terms.
- SOV Description:** Fields for SOV Description, SOV Original Date, Architect Name, Architect Address, Architect Project, Revenue Plan Type, Revision Type, Revision Status, Revision Name, Revision Date, Revision Description, and Change Reason.
- Budget Summary:** A small table showing Original, Baseline, and Working budget values.
- Task List Table:** A table with columns for Task Number, Task Name, Task Long Name, Task Description, CSI Code, Original Contract Value, Current Contract Value, Pending Change Order, and Pending Contract Value.

**Billing Schedule of Values Worksheet**

### Billing SOV (Schedule of Values)

The Billing SOV worksheet provides project managers the tools necessary to enter and synchronize contract billing data into Oracle Projects.

#### Contract and Agreement data

Enter the contract header information used for billings and synchronize this data within Oracle Projects. Additionally, the billing agreement header and revenue budget versions can be seamlessly created and maintained from this spreadsheet directly into Oracle Projects.

#### Automatically Create Budgeting and Financial Billing Tasks

Contract line items are created directly in the worksheet. These SOV line items are linked directly into Oracle Projects - automatically creating financial tasks for budgeting and invoicing.

#### Quick and Easy Entry of SOV Contract Amounts

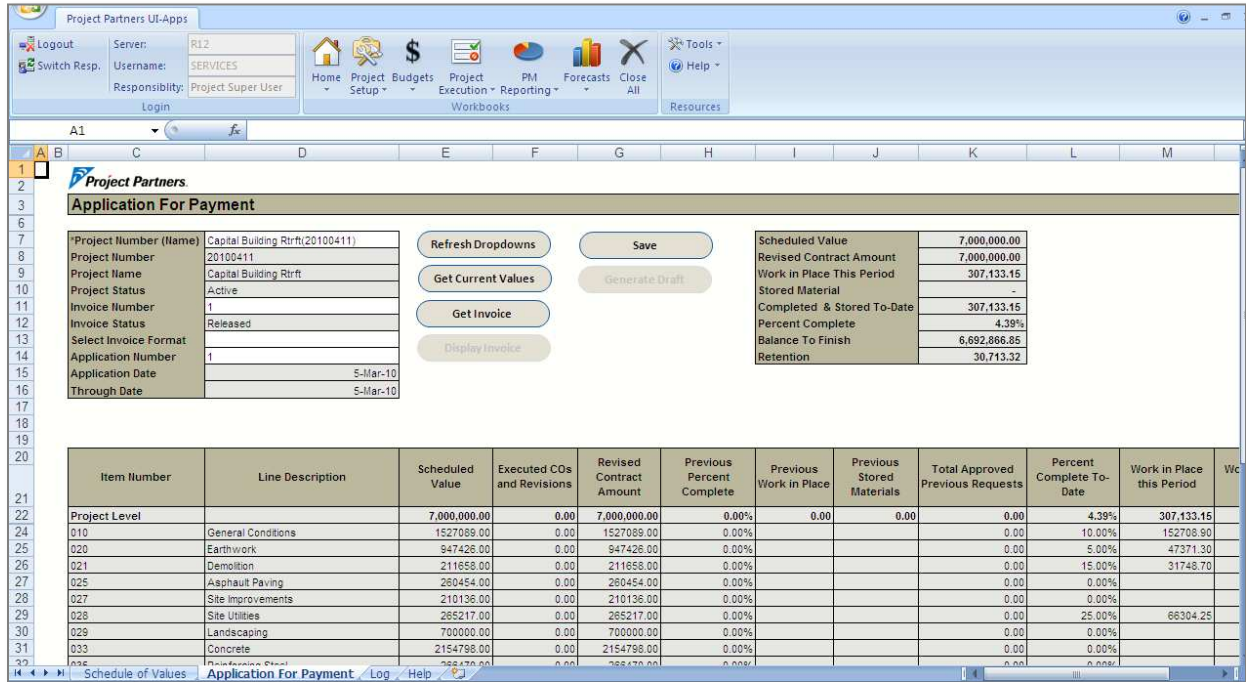
Line Item contract amounts can be quickly and easily entered using this spreadsheet functionality. When ready, these amounts can be automatically synchronized with the revenue budget and agreement funding lines for easy baselining within Oracle.

### Fully Integrated with Oracle Projects Retention

Billing retention rules can be maintained and synchronized with Oracle Project Billing directly from the Billing SOV worksheet. Both percentage of billed amount and fixed amount retention rules are supported and maintained from the worksheet including date effectivity.

### Full Audit Trail of Your Contract Modifications

Contract modifications are entered and synchronized using the Approved Revenue Budget financial plan versions. Historical tracking of all contract modifications is maintained within Oracle and is used for invoice generation and historical review.



Item Number	Line Description	Scheduled Value	Executed COs and Revisions	Revised Contract Amount	Previous Percent Complete	Previous Work in Place	Previous Stored Materials	Total Approved Previous Requests	Percent Complete To-Date	Work in Place this Period	Wc
Project Level		7,000,000.00	0.00	7,000,000.00	0.00%	0.00	0.00	0.00	4.39%	307,133.15	
010	General Conditions	1527089.00	0.00	1527089.00	0.00%			0.00	10.00%	152708.90	
020	Earthwork	947426.00	0.00	947426.00	0.00%			0.00	5.00%	47371.30	
021	Demolition	211658.00	0.00	211658.00	0.00%			0.00	15.00%	31748.70	
025	Asphalt Paving	260454.00	0.00	260454.00	0.00%			0.00	0.00%		
027	Site Improvements	210136.00	0.00	210136.00	0.00%			0.00	0.00%		
028	Site Utilities	265217.00	0.00	265217.00	0.00%			0.00	25.00%	66304.25	
029	Landscaping	700000.00	0.00	700000.00	0.00%			0.00	0.00%		
033	Concrete	2154798.00	0.00	2154798.00	0.00%			0.00	0.00%		

### Application for Payment Worksheet

#### Application for Payment

Construction Contract Billing generates invoices using the Application for Payment (AFP) worksheet. This worksheet integrates the latest baselined contract amounts, current billing data and generates an invoice in Oracle Projects.

#### Instant Access to Contract and Historical Data

Download the latest contract and historical invoice data into the spreadsheet for use in creating a current invoice.

#### Flexible Billing Data Entry and Automatic Value Calculations

Enter current billing data for the completed work in place amounts either by entering a completion percentage or dollar amount. Additionally, amounts for the billing value of stored materials can be entered and tracked separately by line item. These amounts are automatically calculated and summarized by the spreadsheet to give immediate feedback on the total billed amounts.

#### Oracle Draft Invoice Generation from within the AIA Workbench

Integrate the new billing amounts directly into Oracle Projects and generate a draft invoice in Oracle without the need to directly login to Oracle applications.

### Complete the Full Approval and Release Invoices from within the AIA Workbench

Immediately approve and release a draft invoice from the worksheet. No need to login to Oracle applications to fully process an invoice.

### Fully Formatted Standard AIA Invoices

View the actual G702 and G703 pro-forma invoice directly from the worksheet without need to print the invoice or login to Oracle applications. With a click of a button the invoice is displayed and is ready for review.

### Convenient Access to Historical Applications for Payment

Review previous applications for payment within the AFP worksheet. The budget and billing values used to create the invoice will be displayed as originally generated and approved. Using filed, printed copies of the invoice are now obsolete with this online solution.

### Standardized AIA G702 / 703 Formatted Invoice

Leveraging the proven technology of Project Partners Invoicing, Construction Contract Billing users can review and print the standard G702 and G703 invoice from with the Construction Contract Billing Application for Payment worksheet.

APPLICATION AND CERTIFICATE FOR PAYMENT		AIA DOCUMENT G702		PAGE 1 OF 1										
<b>TO (OWNER)</b> Hilman and Associates 1200 West 120th Street TULSA OK 74146		<b>PROJECT:</b> KB-AIA-Map-25011 0-1	<b>APPLICATION NO.:</b>	<b>PERIOD TO:</b> 10-NOV-09 <b>Distribution to:</b> <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR										
<b>FROM:</b> 19 Market Street Philadelphia PA 19103-4211 United States		<b>VIA (ARCHITECT):</b> Mr. Abdul	<b>ARCHITECT'S PROJECT NO.:</b> Test Project	<b>CONTRACT FOR:</b> KB-Map-280 110-1										
<b>CONTRACT DATE:</b> 01-Nov-2009														
<b>CONTRACTOR'S APPLICATION FOR PAYMENT</b>														
Application is made for Payment, as shown below, in connection with the following:														
<b>CHANGE ORDER SUMMARY</b> <table border="1"> <thead> <tr> <th>Change Orders approved in Previous periods by Owner</th> <th>ADDITIONS</th> <th>DEDUCTIONS</th> </tr> </thead> <tbody> <tr> <td></td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td></td> </tr> </tbody> </table>			Change Orders approved in Previous periods by Owner	ADDITIONS	DEDUCTIONS		0.00	0.00	<b>TOTAL</b>			<b>1. ORIGINAL CONTRACT SUM</b> ..... \$100,000.00 <b>2. Net change by Change Orders</b> ..... \$0.00 <b>3. CONTRACT SUM TO DATE (Line 1 + 2)</b> ..... \$100,000.00 <b>4. TOTAL COMPLETED &amp; STORED TO DATE</b> ..... \$23,000.00 (Column G on G703)		
Change Orders approved in Previous periods by Owner	ADDITIONS	DEDUCTIONS												
	0.00	0.00												
<b>TOTAL</b>														
<b>Approved this Period</b> <table border="1"> <thead> <tr> <th>Number</th> <th>Date Approved</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td><b>TOTALS</b></td> <td></td> </tr> </tbody> </table>			Number	Date Approved			<b>TOTALS</b>		<b>5. RETAINAGE:</b> a. 0 % of Amt Billed by Subcontr. .... (Column D + E on G703) b. 0 % of Stored Material .... (Column F on G703) <b>Total Retainage ( Line 5a + 5b or Total in Column I of G703)</b> ..... \$1,327.60					
Number	Date Approved													
<b>TOTALS</b>														
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and the current payments shown herein is now due.			<b>6. TOTAL EARNED LESS RETAINAGE</b> ..... \$21,672.40 (Line 4 less Line 5 Total) <b>7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ( Line 6 from prior Certificate)</b> ..... \$0.00 <b>8. CURRENT PAYMENT DUE</b> ..... \$21,672.40 <b>9. BALANCE TO FINISH, PLUS RETAINAGE</b> ..... \$78,327.60 (Line 3 less Line 6)											
<b>CONTRACTOR:</b> By: _____ Date: _____			State of: _____ County of: _____ Subscribed and sworn to before me this ___ day of ____ Notary Public: My Commission expires: _____											
<b>ARCHITECT'S CERTIFICATE FOR PAYMENT</b> In accordance with the Contract Documents, based on on-site observations and the data comprising the above Application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents and the Contractor is entitled to payment of the AMOUNT CERTIFIED.			<b>AMOUNT CERTIFIED</b> \$ _____ (Attach explanation if amount certified differs from the amount applied for.) <b>ARCHITECT:</b> Fulks Barringer Architects By: _____ Date: _____ This Certificate is not negotiable. The AMOUNTS CERTIFIED is payable only the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.											

### G702 Application for Payment

The G702 Application and Certification for Payment is a standardized form with which the contractor can apply for payment and the architect can certify payment is due.

The Project Partners G702 format complies with standards and shows the status of the contract sum to date, including the total dollar amount of the work completed and stored to date, the amount of retainage (if any), the total of previous payments, a summary of change orders and the amount of current payment requested. It serves as both the contractor's application and the architect's certification, and its use can expedite payment and reduce errors.



# Project Partners<sup>SM</sup>

## INVOICING APPLICATIONS

CONTINUATION SHEET		AIA DOCUMENT G703				PAGE 1 OF 1			
AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulation below, amounts are stated to the nearest dollar. Use column I on contracts where variable retainage for the line items may apply.					APPLICATION NUMBER: 10-NOV-09 APPLICATION DATE: 10-NOV-09 PERIOD TO: Test Project ARCHITECTS PROJECT NO:				
A ITEM No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % (G ÷ C)	I BALANCE TO FINISH (C - G)	J RETAINAGE
			K FROM PREVIOUS APPLICATION (D - E)	L THIS PERIOD					
1	1	\$10,000.00	\$0.00	(\$1,000.00)	\$3,000.00	\$1,000.00	10.00%	\$9,000.00	\$25.20
2	2	\$20,000.00	\$0.00	(\$4,000.00)	\$3,000.00	(\$1,000.00)	-5.00%	\$21,000.00	\$575.80
3	3	\$30,000.00	\$0.00	(\$9,000.00)	\$4,000.00	(\$5,000.00)	-16.67%	\$35,000.00	\$736.80
4	4	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$40,000.00	\$0.00
Total		\$100,000.00	\$0.00	(\$14,000.00)	\$9,000.00	(\$5,000.00)	-5.00%	\$105,000.00	\$1,327.80

### G703 Continuation Sheet

The G703 Continuation sheet is a standardized form used to list the contract line item detailed amounts supporting the G702 application for payment form.

As with the G702 form, it contains all necessary information for completing a compliant application for payment enhancing the smooth processing and approval of your invoice payment by the customer.

### Hardware and Software Requirements

**Supported Platforms:** Unix, Linux and Windows 2000 servers and above

**Supported Databases:** Oracle 9i and above

### Pre-requisite Products

- Oracle E-Business Suite Project Costing and Project Billing, Oracle E-Business Suite Receivables, Releases R11.5.10 FPM, RUP3+ and above
- Microsoft Excel 2003 Professional Edition or 2007 Professional Edition

## Learn How Project Partners Construction Contract Billing Can Benefit *Your Firm*

Visit our website to learn more and see a demonstration of Construction Contract Billing: [www.projectp.com/products.html](http://www.projectp.com/products.html)

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