Textura United States

Special Topics Modify Pay Application Appearance

Textura User Manual 2009

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Modify Pay Application Appearance

Overview

A variety of options for modifying the appearance of an invoice are available to Textura[™] participants who have access to Edit Schedule of Values. Although line items are displayed on invoices by **Phase Code**, users may create subtotals by project category or contract component to be displayed on invoice documents. Compatible document selections in Project Settings are required to take advantage of invoice code functionality.

Invoice Codes

Invoice Codes allow organizations to subtotal two or more line items in the Schedule of Values and display only the summary line or both the summary line and detail on the continuation sheet of the pay application. Invoice Codes are configurable and can be used to identify any specific order or grouping on the user's Schedule of Values. A typical application of Invoice Coding in Textura[™] is to group and subtotal line items by division or by project phase.

Breakout Codes

Assigning Breakout Codes to the Schedule of Values enables users to generate a single summary pay application for the entire budget, which is signed in Textura[™], and an unlimited number of unsigned individual pay applications summarizing the SoV items to which each Breakout Code is assigned. This type of coding is often used by clients to track pay application data for individual units of a multi-unit project and may be combined with Invoice and Handling Codes. Compatible document selections in Project Settings are required to display Breakout Codes on pay application documents.

Handling Codes

Handling Codes are assigned in Textura[™] to draw specific data or SoV lines from the application to be displayed on a custom pay application document. The specific use of Handling Codes is driven by the document selected in Project Settings. Handling Codes are often combined with Invoice Codes and may also be used with Breakout Codes, with the selection of an appropriate document.

Assign Invoice Appearance Codes

Invoice appearance codes must be assigned to line items on the Schedule of Values in order to appear on pay application documents.

Invoice Code Hierarchy

Invoice Code Hierarchy is typically used where more flexibility is desired in structuring the information displayed on a project's pay application documents.

Invoice Codes can be structured in multi-level, or hierarchical, tiers, enabling the Contracting Organization to create many-layered schemes of detailed subtotaling on invoices, where this is desired. A simple checkbox instructs the application to take advantage of the prescribed structure when populating standard invoice documents.



Invoice Codes

Line items typically appear in **Phase Code** order on invoices, as they do on the Schedule of Values. Invoice Codes can be used to identify specific groupings or alternate sequencing on the Schedule of Values and are configurable. Through the application of Invoice Codes, users can subtotal two or more line items of the Schedule of Values and display only the summary line or both the summary line and detail on the continuation sheet of the pay application.

Invoice Codes are often used to group and subtotal line items by division or by project phase.

System Settings

Project Settings

Select the appropriate invoice(s) in **Project Settings: Document Settings: General Contractor Settings** to make use of Invoice Code functionality. If the required document does not appear in the drop down menu, or to determine the correct documents for your organization, please call your Textura[™] representative or our Customer Support Team at **1-866-TEXTURA (866-839-8872)**.

The standard G702/G703 invoice document displays Invoice Code subtotals. Custom documents may be used, but are not required.



A list of standard documents that support Invoice Codes appears below.
G702/703 with owner's representative line
NIC Payment Certificate
Standard Payment Certificate
G702/703
G702/703 with Current & Total Adjustments
G702 with due date
California G702/703 with owner's representative line
G702/703 w/o AIA headers and footers or notary block
G702/703 w/ CO with Owner MASI - 3 Signatures
Public Building Commission w/Owner MASI -4 signatures
Public Building Commission w/Owner MASI -3 Signatures
G702/703 with Invoice Number
G702/703 with Tax
G702/703 with Unit Pricing, Subjob & Account Code
G702/703 with Change Orders w/ Owner MASI - 2 Signatures
G702/703 Const. Mgr. 1 Signer
Invoice w/ Use of Funds
GC Invoice with Statement
GC Invoice with Statement + 2 MASI
G702 w/ out Architect Block w/ CM



Create Invoice Subtotals Using Invoice Codes

1. Select Setup Invoice Codes from the SoV/Subcontracts dropdown menu on the Project Home Page.

Construction Payment P	Ura ™ ^{Management}	Pre	oject Hor	ne Page Retail Center		
	Draw	SoV / Subcontracts	Change Orders	Project Setup	Reports	Com
Project Actions	(10 Unrea	Create Subcontract	nary <u>d symmary</u>			
*** None ***		Edit Schedule of Valu Setup Invoice Codes	ct Change Ord	er		Subcont
Pending Draws *** None ***		Edit Code Hierarchy Assign Invoice Codes	ontract Change	Orders	2	Show Su

2. Select Invoice Codes from the dropdown menu to the right of "Reallocating for Draw #."





Reallocating for Draw # refers to the Draw Context in which the settings will take effect. More information about Draw Context is available in the Special Topic s section of our user <u>Help</u>.

Invoices display line items by **Phase Code**. From the bottom dropdown menu on the **Setup Invoice Codes** page, select **Invoice Codes with Detail** to display Invoice Code subtotals *with* line item detail, i.e., to display Invoice Codes on pay application documents; select **Invoice Codes** to display Invoice Code subtotals *without* line item detail, i.e., to display a summary line for each invoice code that reflects the total of all line items to which that code is assigned.

3. Select the appropriate setting based on your needs from the dropdown menu to the right of "Invoice Document lines use." (**Invoice Codes with Detail** is used in the example.)

Construction Payment Management	Setup Project Contract	Invoice Codes Bluff Lake Retail Center General Construction		Home Daniel Stewart Bluff Lake Builders
Save Changes Revert to Saved	Reallocating for Draw	#1 - 12-Mar-2009 Invoice Co	des 💌	
Add New Line Copy Selected	Delete Selected	Invoice Document lines use:	Invoice Codes w	rith Detail 💌
Invoice Code	Descrip	tion	Phase Codes Invoice Codes Invoice Codes w	ith Detail



4. Enter an Invoice Code and Description.

Construction Payment Management	Setup Invoice Codes Project Bluff Lake Retail Center Contract: General Construction	Home Daniel Stewart Bluff Lake Builders	Log Out Help
Save Changes Revert to Saved	Reallocating for Draw #1 - 12-Mar-2009 Invoi	ce Codes 💌	
Add New Line Copy Selected	Delete Selected Invoice Document lines	use: Invoice Codes with	n Detail 💌
A001 Gener	Description ral Conditions		

5. Click Add New Line to enter any additional Invoice Codes.

	Colum Investory Conden	Home	Log Out
Construction Payment Management	Project Bluff Lake Retail Center Contract: General Construction	Daniel Stewart Bluff Lake Builders	Help
Save Changes Revert to Saved	Reallocating for Draw #1 - 12-Mar-2009 Invoice C	odes 💌	
Add New Line Copy Selected	Delete Selected Invoice Document lines use: Inv	roice Codes with Detail	•

6. Enter Invoice Codes and Descriptions.

Construction Paym	Ktura ™ nent Management	Setup Inv Project: Bluff L Contract: Gener	Dice Codes ake Retail Center al Construction	Home Daniel Stewart Bluff Lake Builders	Log Out Help
Save Changes	Revert to Saved	Reallocating for Draw	#1 - 12-Mar-2009 Invoic	e Codes 💌	
Add New Line	Copy Selected	Delete Selected	Invoice Document lines u	Ise: Invoice Codes wit	th Detail 💌
Invoice Code		Descrip	tion		
A001	Genera	al Conditions			
A002	Sitewo	ork			
A003					
		· · · · ·			



7. Click Save Changes when all Invoice Codes and their Descriptions have been entered.



A Status page is displayed, confirming that the changes are saved.

8. Click the <u>here</u> link to navigate to the Assign SoV Codes page.

-	Chat	Home	Log Out
Construction Payment Management	Project Bluff Lake Retail Center Contract: General Construction	Daniel Stewart Bluff Lake Builders	Help
The invo To assig	ice codes for General Construction have b To edit the invoice codes again, click <u>her</u> n invoice codes to your schedule of value	been saved. s. s, click <u>here</u>	



Invoice appearance codes must be *assigned* to line items on the Schedule of Values in order to appear on pay application documents.

Go to Assign Invoice Codes.

To view document examples, continue.



Example of document using Invoice Codes

NA Doo containin n tabula Use Colu	ument GT02, APPLICATION AND CEP ng Contractor's signed certification is att dons below, amounts are stated to the n umn I on Contracts where variable retain	TIFICATION FOR PAYMENT thed, sarest dollar, age for line items may apply.				APPLICA APPLICA PERIOD ARCHITE	TION NO.: 1 TION DATE: 0 TO: 02/25/09 ICT'S PROJEC	12/23/09 IT NO:	
A	B	c	D	E	F	G		H	1
TTEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK CO	INES PERIOD	MATERIALS PRESENTLY STORED (NOT IN DORE)	TOTAL COMPLETED AND STORED TO DATE (D-E-F)	0.0	RULANCE TO FINESH (C-G)	RETAINAGE (IF VARIABLE RATE)
P1	Phase One						1		
01	earthwork	1,145,000.00	0.00	313,500.00	0.00	313,500.00	27,4%	\$31,990.00	31,350.0
82	uite plaushing	492,500.00	0.00	\$4,750.00	0.00	84,750.00	17.2%	407,750.00	8,475.0
63	feandation	3,900,000.00	0.00	987,000.00	0.00	967,000.00	25.3%	2,913,000.00	98,700.0
97	steel rebar	720,000.00	0.00	180,000.00	0.00	190,000.00	25.0%	540,000.00	18,000.0
23	SUBTOTAL Plane One	6,257,500.00	0.00	1,545,250.00	0.00	1,565,250.00	25.0%	4,692,250.00	156,525.0
22	Phase Two						J		
64	concrete	2,015,700.00	0.00	413,925.00	000	413,925.00	30.1%	1,641,775.00	41,392.5
65	MAXMMY	2,969,000.00	0.00	0.00	0.00	0.00	0.0%	2,969,000.00	0.0
66	structural steel	1,285,700.00	0.00	0.00	0.00	0.00	0.0%	1,265,700.00	0.00
P 2	SUBTOTAL Plane Two	6,310,400.00	0.00	413,925.00	0.00	413,925.00	6.0%	5,896,475.00	41,392.5



Breakout Codes

Assigning Breakout Codes to the Schedule of Values enables users to generate a single summary pay application for the entire budget, which is signed in Textura[™], and an unlimited number of unsigned individual pay applications summarizing the SoV items to which each Breakout Code is assigned. This type of coding is often used by clients to track pay application data for individual units of a multi-unit project and may be combined with Invoice and Handling Codes.

System Settings

Project Settings

Custom document selections in Project Settings are required to display Breakout Codes on pay application documents.

Select the appropriate invoice(s) in **Project Settings: Document Settings: General Contractor Settings** to make use of Breakout Code functionality. If the required document does not appear in the drop down menu, or to determine the correct documents for your organization, please call your Textura[™] representative or our Customer Support Team at **1-866-TEXTURA (866-839-8872)**.

Document Settings				
	General Contractor Settings	Notary Required?		
Invoice	G702/703 w/ Change Orders & Additional Breakout	*		View Sample

A list of documents that may be available for use with Breakout Codes appears below.
G702/703 with Current & Total Adjustments
G702 with due date
California G702/703 with owner's representative line
G702/703 w/o AIA headers and footers or notary block
California G702/703 w/ Change Orders
G702/703 with Change Orders
G702/703 with Change Orders & Additional Breakout
G702/703 w/ CO with Owner MASI - 3 Signatures
G702/703 with Tax
G702/703 with Unit Pricing, Subjob & Account Code
G702/703 with Change Orders w/ Owner MASI - 2 Signatures
G702/703 Const. Mgr. 1 Signer
State of Idaho Invoice w/ Standard AIA G703
G702/703 with owner's representative line



Create Invoice Subtotals Using Breakout Codes

1. Select Setup Invoice Codes from the SoV/Subcontracts dropdown menu on the Project Home Page.

Textura™ Construction Payment Management		Pro Pr	oject Hor	ne Page Retail Center		
Drav	w So	V / Subcontracts	Change Orders	Project Setup	Report	s Com
Project Actions (10 L	J _{nrea} Cr	reate Subcontract	nary t summary			
*** None ***	Ed	dit Schedule of Valu	ies			
		etup Invoice Codes	ct Change Ord	er		Subcont
Pending Draws	Ec	dit Code Hierarchy	ontract Change	Orders		Show Su
*** None ***	A.	ssion Invoice Codes				

2. Select Breakout Codes from the dropdown menu to the right of "Reallocating for Draw #."

		Calum Tana	in a Carlar	Home	Log Out
		Project: Bluff Lak	Retail Center	Daniel Stewart Bluff Lake Builders	
construction ruyine	int Hundychiene	Contract: General	Construction		Help
Save Changes	Revert to Saved	Reallocating for Draw	1 - 12-Mar-2009	Invoice Codes	
Add New Line	Copy Selected	Delete Selected	Invoice Document	Breakout Codes odes wi	ith Detail 💌



Reallocating for Draw # refers to the Draw Context in which the settings will take effect. More information about Draw Context is available in the Special Topic s section of our user <u>Help</u>.

Invoices display line items by **Phase Code**. From the bottom dropdown menu on the **Setup Invoice Codes** page, select **Invoice Codes with Detail** to display Invoice Code subtotals *with* line item detail, i.e., to display Invoice Codes/Breakout Codes on pay application documents; select **Invoice Codes** to display Invoice Code subtotals *without* line item detail, i.e., to display a summary line for each invoice code that reflects the total of all line items to which that code is assigned.

3. Select the appropriate setting based on your needs from the dropdown menu to the right of "Invoice Document lines use." (**Invoice Codes with Detail** is used in the example.)

Construction Payment Management	Setup Invoice Codes Project: Biulf Lake Retail Center Contract: General Construction	Home Daniel Stewart Bluff Lake Builders	Log Out Help
Save Changes Revert to Saved	Reallocating for Draw #1 - 12-Mar-2009 Break	out Codes 💌	
Add New Line Copy Selected	Delete Selected Invoice Document lines u	se: Invoice Codes wit Phase Codes	th Detail 💌
		Invoice Codes with the second seco	h Detail

Modify Pay Application Appearance Codes, Confidential © 2009 Textura Corporation. All rights reserved. Patent 7490064 and Patents Pending



4. Enter a Breakout Code and Description.

Construction Payment Management	Setup Invoice Codes Project: Bluff Lake Retail Center Contract: General Construction	Home Daniel Stewart Bluff Lake Builders	Log Out Help
Save Changes Revert to Saved	Reallocating for Draw #1 - 12-Mar-2009 Br	reakout Codes 💌	
Add New Line Copy Selected	Delete Selected Invoice Document line	es use: Invoice Codes wi	th Detail 💌
Breakout Code	Description h end of complex		

5. Click Add New Line to enter any additional Breakout Codes.

Construction Payment Management	Setup Invoice Codes Project Bluff Lake Retail Center Contract: General Construction	Home Daniel Stewart Bluff Lake Builders	Log Out Help
Save Changes Revert to Saved	Reallocating for Draw #1 - 12-Mar-2009 Break	out Codes 💌	
Add New Line Copy Selected	Delete Selected Invoice Document lines us	se: Invoice Codes wi	th Detail 💌

6. Enter Breakout Codes and Descriptions.

	Catur Invision Cadao	Home	Log Out
Textura [®]	Setup Invoice Codes	Daniel Stewart	
	Project: Bluff Lake Retail Center	Bluff Lake Builders	
Construction Payment Management	Contract: General Construction		Help
	_		
Save Changes Revert to Saved	Reallocating for Draw #1 - 12-Mar-2009 Break	out Codes 💌	
Add New Line Copy Selected	Delete Selected Invoice Document lines u	se: Invoice Codes w	rith Detail 💌
Breakout Code	Description		
N north e	and of complex		
S			

7. Click Save Changes when all Breakout Codes and their Descriptions have been entered.

	Cohum Investore Conders	Home	Log Out
Textura™ Construction Payment Management	Setup Invoice Codes Project: Bluff Lake Retail Center Context Concern Construction	Daniel Stewart Bluff Lake Builders	
	Contract: General Construction		Help
Save Changes Revert to Saved	Reallocating for Draw #1 - 12-Mar-2009 Break	out Codes 💌	
Add New Line Copy Selected	Delete Selected Invoice Document lines us	se: Invoice Codes wi	th Detail 💌



A Status page is displayed, confirming that the changes are saved.

8. Click the here link to navigate to the Assign SoV Codes page.





Invoice appearance codes must be *assigned* to line items on the Schedule of Values in order to appear on pay application documents.

Go to Assign Invoice Codes.

To view document examples, continue.



Example of custom document using Breakout Codes

Entire project invoice:



Continuation sheet:

AIA cont in ta Use	Document G702, APPLICATION AND C alking Contractor's signed certification is buildions below, amounts are stated to th Column I on Contracts where variable ret	ERTIFICATION FOR P attached. e nearest dollar. alnage for line items ma	AYMENT, IV 800'Y.				APPLI APPLI PERIC ARCH	CATION NO.: 2 CATION DATE: 01 O TO: 06/30/09 ITECT'S PROJECT	102:09 T NO:		
A	B	с	C.1	C.2	D	E	F	G		H	I
-			1000	1080	WORK CO	MPLETED	1	-		1	1
NO.	DESCRIPTION OF WORK	OBJGENAL CONTRACT	CHANGE ORDERS	REVISED CONTRACT	FROM FREVIOUS AFFLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED CNOT IN D OR ED	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	(C.)(D)	BALANCE TO FINISH (C.2 - G)	RETAINAGE (D' VARIABL RATE)
4001	General Conditions										
00.1	Mobilication	250,000.00	0.00	250,000.00	125,000.00	0.00	0.00	125,000.00	50.0%	125,000.00	0.
00.2	Zermin	750,000.00	0.00	750,000.00	562,500.00	0.00	0.00	562,500.00	75.0%	187,500.00	
00.3	General Conditions	3,500,000.00	0.00	3,500,000.00	700,000.00	150,000.00	0.00	1,050,000.00	30.0%	2,450,000.00	105,000
00.4	Sizwark	1,500,000.00	0.00	1,500,000.00	250,000.00	300,000.00	0.00	550,000.00	36.7%	950,000.00	55,000
00.5	Overhead and Profit	2,000,000.00	0.00	2,000,000 00	500,000.00	0.00	0.00	500,000 00	25.0%	1,500,000.00	50,000
A001	SUBTOTAL General Conditions	8,000,000.00	0.00	8,000,000.00	2,137,500.00	650,000.00	0.00	2,787,500.00	34.8%	5,212,500.00	230,000
1002	Cancrote										
01N	Concrete - north	4,750,000.00	0.00	4,750,000.00	0.00	950,000.00	0.00	950,000.00	29.0%	3,800,000.00	95,000
815	Concrete - Louth	4,750,000.00	6.00	4,750,000.00	0.00	950,000.00	0.00	950,000.00	20.0%	3,800,000.00	95,000
A002	SUBTOTAL Concrete	9,500,000,00	0.00	9,500,000,00	0.00	1,900,000,00	0.00	1,900,000 00	29.0%	7,600,000,000	190,000

Additional breakout sheet (custom):

	Bluff Lake I	Retail Center												Appli	cation No.	2	
*		c	D	E	r	a	н	1	2	к	L.	м	N	0		9	R
		SUBCONTRACTOR /		OMP Charge		Subcentractor Contract as		Revised Contracts to	PREVIOUS			TOTAL COMPLETED		BALANCE TO	RETAINAGE THES		NET BILLING
HID PKG	DESCRIPTION	VINDOR	GMP Contract	Order	REVISED GMP	Awarded	Charge Orders	Subcontractors	APPLICATION	THES PERIOD	Stoved Materials	TODATE	- N -	FINISH	APPLICATION	RETAINAGE	TODATE
	General Conditions																
00.1	Mobilization.		\$250,000.00	\$0.00	\$250,000.00				\$125,000.00	\$0.00	\$0.00	\$125,000.00	50.0%	\$125,000-00	\$0.00	\$0.00	\$125,000.0
00.2	Fermine .		\$750,000.00	\$0.00	\$750,000.00				\$562,500.00	\$0.00	\$0.00	\$562,500.00	75.0%	\$187,500.00	\$3.00	\$0.00	\$112,500.0
90.3	Second Conditions		\$1,500,000.00	\$0.00	\$3,500,000.00				\$200,000.00	\$350,000.00	\$0.00	\$1,050,000.00	30.0%	\$2,450,000.00	\$35,000.00	\$105,000.00	\$145,000.0
00.4	forwards	Dearthaid Earth &	\$1,500,000.00	\$0.00	\$1,500,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00	\$250,000.00	\$300,000.00	\$5.00	\$330,000.00	36.7%	\$190,000.00	\$30,000.00	\$35,000.00	\$493,000.0
00.5	Dverhead and Profit		\$1,000,000.00	\$0.00	\$2,000,000.00				\$500,000.00	\$0.00	\$0.00	\$500,000.00	25.0%	\$1,500,000-00	\$0.00	\$50,000.00	\$450,000.0
	General Conditions		53,000,001.00	58.48	53,000,000.00	\$1,000,000.00	58.48	53,000,000.00	\$2,137,586,68	5474,000.00	54.00	\$2,787,546.40	24.8%	\$5,212,506.00	545,000.00	5210,000.00	\$2,577,508.0
	Concrete																
0134	Concrete - north	ABC Coscinite	\$4,770,000.00	\$0.00	\$4,750,000.00	\$4,770,000.00	\$0.00	\$4,750,000.00	\$0.00	\$990,000.00	\$0.00	\$950,000.00	20.0%	\$3,830,000.00	\$95,000.00	\$95,000.00	\$155,000.0
015	Concrete - aneth	ABC Coscinia	\$4,750,000.00	\$0.00	\$4,750,000.00	\$4,750,000.00	\$0.00	\$4,750,000.00	\$0.00	\$951,000.00	\$0.00	\$950,000.00	20.0%	\$1,800,000.00	\$95,000.00	\$95,000.00	\$155,000-0
	NURTOFAL -		11,700,001,00	58.00	\$3,546,696,66	31,700,000.00	50.00	\$3,546,696,04	58.00	51,708,000.00	54.00	\$1,708,048.00	ales.	17,000,000,00	5154,008.04	\$179,000.00	\$1,718,008.0
-	Contribution of	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			w.	5	-		an Ur	1,000,000.00		\sim		معهما		- 1900 AV	



North end of complex breakout:

AIA [®] Do Application and Certificate for	cument G702 [™] – 19 r Payment	992	
TO OWNER: Mushy Development Corp. 100 Mushy Development Way Buf Lake, Ilmois 11111 FROM CONTRACTOR: Buf Law Suders State	PROJECT: Bull Lake Retail Center 100 Bull Lake Bird Bull Lake, Lincis 11111, Bull County VIA ARCHITECT: Ontson Architecture Associates a test test Provided Associates a	APPLICATION NO: 2 PERIOD TO: 002009 CONTRACT FOR:N - north end of complex CONTRACT DATE: 000//08 PROJECT NOS:	Distribution to OWNER ARCHITECT CONTRACTOR FIELD R

Continuation sheet:

AIA I conto in tak	Document G782, APPLICATION AN sining Contractors signed certification bulations below, amounts are stated I Column I on Contracts where variable	D CERTIFICATION FOR P Is attached. In the nearest dollar. In the nearest dollar.	AYMENT, Ny Rodiy.				APPLI APPLI PERIC ARCH	CATION NO.: 2 CATION DATE: 0 IO TO: 05/3009	102/09 T NO:		
A	B	C	C.1	C.2	D	E	F	c		H	1
					WORK CO	MPLETED		1000000		200810050	
NO.	DESCRIPTION OF WORK	ORIGINAL CONTRACT	CHANCE ORDERS	REVISED CONTRACT	FROM FREVIOUS AFFLICATION (D - E)	THIS PERIOD	PRESENTLY STORED CNOT IN D OR E)	COMPLETED AND STORED TO DATE (D-E-F)	(G'C.5)	FINISH (C.2 - G)	EFTAINAGE (IF VAEIABLI EATE)
1002	Caseron				1.1		L.				1
115	Concrete - north	4,750,000.00	6.00	4,750,000.00	0.00	950,000.00	0.00	950,000.00	20.0%	3,800,000 00	95,000.0
A902	SI BTOTAL Concrete	4,750,000.00	6.00	4,750,000.00	0.00	950,000.00	0.00	950,000.00	20.0%	3,800,000.00	95,000.0
1003	Finalis									J	
82N	Plambing - north	10,000,000.00	6.00	10,000,000.00	0.00	1,000,000.00	000	1,000,000 00	10.0%	9,000,000.00	100,000.00
	SUBTOTAL Rumbing	10.000,000.00	0.00	10,000,000,00	0.00	1,000,000.00	0.00	1,000,000.00	10.0%	9.000.000.00	100,000.00

Additional breakout sheet (custom):

	Bluff Lake l	Retail Center												Applic	cation No. 2	2	
A	8	c	D	z	2	•	н	1	1	ĸ	L	м	N	•	2	٩	R
						Subcoattactor		Retired				TOTAL			RETAINAGE		
		SUBCONTRACTOR/		GMP Change		Contract as		Contracts to	PREVSOUS			COMPLETED		BALANCE TO	THIS		NET BELLING
BED PEG	DESCRIPTION	VENDOR	GMP Contract	Order	REVISED GMP	Awarded	Change Orders	Subcoatractors	APPLICATION	THIS PERIOD	Stored Materials	TO DATE	- N	FDESH	APPLICATION	RETAINAGE	TO DATE
	Concrete																
0126	Coacrete - acrtà	ABC Concrete	\$4,750,000.00	\$0.00	\$4,750,000.00	\$4,750,000.00	\$0.00	\$4,730,000.00	\$0.00	\$910,000.00	\$0.00	\$970,000.00	20.0%	\$3,800,000.00	\$93,000.00	\$95,000.00	\$\$15,000.00
	SUBTOTAL -																
	Concrete		\$4,758,000.00	50.00	\$4,750,000.00	\$4,759,000.00	\$0.00	\$4,750,000.00	10.00	1950,000.00	50.00	1950,000.00	29.9%	\$3,500,000.00	\$95,000.00	\$95,000.00	1855,000.00
	Plumbing																
0.254	Pounbing - north	Durlington Plumbing	\$10,000,000.00	\$0.00	\$30,000,000.00	130,000,000.00	\$0.00	\$10,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$1,000,000.00	30.0%	\$9,000,000.00	\$300,000.00	\$100,000.00	1900,000.00
	SUBTOTAL -																
	Plumbing		\$10,000,000.00	50.04	\$38,800,000.00	\$10,000,000.00	\$0.00	\$10,000,000.00	50.00	\$1,000,000.00	50.00	\$1,000,000.00	28.8%	59,000,000.00	\$399,998.99	\$300,000.00	1900,000.00
	Electrical																
0.506	Electrical - antia		\$15,000,000.00	\$0.00	\$11,000,000.00				\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$15,000,000.00	\$9.00	\$0.00	\$0.00
	SUBTOTAL .																
	Electrical		\$25,000,000.00	\$0.00	\$15,000,000.00	54	54	50	50.00	50.00	50.00	58.00	0.0%	\$15,000,000.00	58.00	50.00	10.00
	Drywall														میں	L.	
	and the second s	Leles Creaty General Design	فمفخص	\sim	Son Ag	11,000 A	10.33	an cha	1		L mining	م يەسەب		10-00 V),	hanne



South end of complex breakout:

AIA [®] Docum	nent G702 [™] – 1992 ^{ent}		
TO OWNER: Murphy Development Corp. 100 Murphy Development Way Buff Lake, Binols 11111 FROM CONTRACTOR: Buff Lake Bulders 51 Develop Terrace	PROJECT: Buff Lake Retail Center 100 Buff Lake, Binds Budf Buff Lake, Binds 1111, Buff County VIA ARCHITECT: Diston Architectural Associates 1000Later view Parkey	APPLICATION NO: 2 PERIOD TO:: 06/00/09 CONTRACT FOR: 5 - south end of complex CONTRACT DATE: 06/09/08 PROJECT NO: 5.	Distribution to: OWNER ARCHITECT CONTRACTOR FIELD FIELD

Continuation sheet.

CC Alk ont Use	AIA® Document G703 TM - 1992 <u>Continuation Sheet (page 12)</u> Al Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractors signed verification is attained. In Itabulations before, amounts are stated to the newsel colosit. Use Courn I on Contracts where variable retainage for line terms may apply. ARCHITECT's PROJECT NO:												
A		в		c	C.1	C.2	D	E	F	c		н	I
TTEM NO.		DESCRIPTION OF	WORK	ORIGINAL	CHANGE ORDERS	REVISED	WORK CO FROM PREVIOUS AFFLICATION	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN	TOTAL COMPLETED AND STORED TO DATE	(ເ.ວ້.ອ)	BALANCE TO FINISH (C.2. G)	RETAINAGE (IF VARIABLE RATE)
A002	Coscie	,	-				(D+Z)		DOKE)	(0*1-1)			
015		Concrete - south		4,750,000.00	0.00	4,750,000.00	0.00	950,000.00	0.00	950,000.00	20.0%	3,800,000.00	95,000.00
A002	51 01	OTAL Concrete		4,750,000.00	0.00	4,750,000.00	0.00	950,000.00	0.00	950,000.00	20.0%	3,800,000.00	95,000.00
A003	Phanis												
025		Plumbing - south		10,000,000.00	0.00	10,000,000.00	0.00	1,000,000.00	0.00	1,000,000.00	10.0%	9,000,000.00	100,000.00
A003	51 81	OTAL Plumbing		10,000,000.00	0.00	10,000,000.00	0.00	1,000,000.00	0.00	1,000,000.00	10.0%	9,000,000.00	100,000.00
A005	Dryw di												
045		Drywall - south		2,500,000.00	0.00	2,500,000.00	0.00	0.00	0.00	0.00	0.0%	2,500,000.00	0.00
A405	str	ALL DING		- 2000-001 or	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	2,500,000,00	0.00	0.00	0.00	· ···.	0.0%	2,500,000,00	0.00

Additional breakout sheet (custom):

		Bluff Lake Retail Center Application No. 2																
ſ		в	c	D	E	P	0	н	1	1	к	L	м	N	0	P	9	R
							Subcontractor		Revised				TOTAL			RETAINAGE		
			SUBCONTRACTOR/		GMP Change		Contract as		Contracts to	PREVIOUS			COMPLETED		BALANCE TO	THES		NET BELENO
	ND PKO	DESCRIPTION	VENDOR	GMP Contract	Order	REVESED GMP	Awarded	Change Orders	Subcontraction	APPLICATION	THIS PERICIP	Stored Materials	TO DATE	- 5	FDESH	APPLICATION	RETAINAGE	TODATE
1		Coacrete																
ſ	015	Concrete - wruth	ABC Concrete	\$4,750,000.00	\$0.00	\$4,750,000.00	\$4,750,000.00	\$0.00	\$4,750,000.00	\$0.00	\$150,000.00	\$0.00	\$950,000.00	20.0%	\$1,800,000.00	\$95,000.00	\$15,000.00	\$855,000.00
t		SUBTOTAL -																
		Centrete		\$4,758,000.00	50.00	54,750,000.00	\$4,758,000.00	50.00	\$4,750,000.00	50.00	\$950,000.00	50.00	1970,000.00	20.044	\$3,390,990.90	595,000.00	197,000.00	\$\$FE,000.00
ľ		Flumbing																
ľ	028	Planking - south	Balington Planhing	\$10,000,000.00	\$0.00	\$10,000,000.00	\$10,000,000.00	\$0.00	\$20,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$1,000,000.00	30.0%	\$9,000,000.00	\$100,000.00	\$100,000.00	\$900,000.00
t		SUBTOTAL -																
		Plumbing		\$30,000,000.00	50.00	\$10,000,000.00	\$38,000,000.00	58.90	\$20,000,000.00	50.00	\$1,000,000.00	50.00	\$1,000,000.00	30.044	59,000,000.00	\$100,000.00	\$100,000.00	\$900,000.00
1		Drywall																
ſ			Lake County Omeral															
	045	Drywall - south	Contrador	\$2,500,000.00	\$0.00	\$2,500,000.00	\$2,500,000.00	\$0.00	\$2,500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$2,500,000.00	\$0.00	\$0.00	\$0.00
ſ		SUBTOTAL -																
ŀ	N I	Dependi 🔺	A	12,700,000.00	144	12,500,000.00	12,700,10,00	A 18.00	\$2,700,000.00	58.80	A 194	50.00	\$0.00	0.0%	\$2,500,000.0	\$2.00	52.00	12.00
·	100				10	\sim		1	~~~	e 120					and the second		, AAA, 31	1



Handling Codes

Handling Codes are assigned in Textura[™] to draw specific data or SoV lines from the application to be displayed on a custom pay application document. Handling Codes are often combined with Invoice Codes and may also be used with Breakout Codes, given the selection of an appropriate document.

The specific use of Handling Codes is driven by the document selected in Project Settings. All documents that support the use of Handling Codes are custom (i.e., no standard documents currently support this coding option).

System Settings

Project Settings

Select the appropriate invoice(s) in **Project Settings: Document Settings: General Contractor Settings** to make use of Handling Code functionality. If the required document does not appear in the drop down menu, or to determine the correct documents for your organization, please call your Textura[™] representative or our Customer Support Team at **1-866-TEXTURA (866-839-8872)**.



Create Invoice Subtotals Using Handling Codes

1. Select Setup Invoice Codes from the SoV/Subcontracts dropdown menu on the Project Home Page.



2. Select Handling Codes from the dropdown menu to the right of "Reallocating for Draw #."

— _	Catton Invision Cadao	Ноте	Log Out
	Project: Bluff Lake Retail Center	Daniel Stewart Bluff Lake Builders	
construction rayment management	Contract: General Construction		Help
Save Changes Revert to Saved	Reallocating for Draw #1 - 12-Mar-2009 Invoice Codes		
Add New Line Copy Selected	Delete Selected Invoice Document Handling Codes	odes with Detail	•



Reallocating for Draw # refers to the Draw Context in which the settings will take effect. More information about Draw Context is available in the Special Topic s section of our user <u>Help</u>.

Invoices display line items by **Phase Code**. From the bottom dropdown menu on the **Setup Invoice Codes** page, select **Invoice Codes with Detail** to display Invoice Code subtotals *with* line item detail, i.e., to display Invoice Codes/Handling Codes on pay application documents; select **Invoice Codes** to display Invoice Code subtotals *without* line item detail, i.e., to display a summary line for each invoice code that reflects the total of all line items to which that code is assigned.

3. Select the appropriate setting based on your needs from the dropdown menu to the right of "Invoice Document lines use." (Invoice Codes with Detail is used in the example.)

Construction Payment Management	Setup Invoice Codes Project: <u>Bluff Lake Retail Center</u> Contract: General Construction	Home Daniel Stewart Bluff Lake Builders	Log Out Help
Save Changes Revert to Saved	Reallocating for Draw #1 - 12-Mar-2009 Handlin	g Codes 💌	
Add New Line Copy Selected	Delete Selected Invoice Document lines us	e: Invoice Codes with Detail	
Handling Code	Description	Invoice Codes Invoice Codes Invoice Codes with Detail	_

Modify Pay Application Appearance Codes, ConfidentialPage 16© 2009 Textura Corporation. All rights reserved. Patent 7490064 and Patents Pending



4. Enter a Handling Code and Description.

Construction Payment Management	Setup Invoice Codes Project: <u>Bluff Lake Retail Center</u> Contract: General Construction	Home Daniel Stewart Bluff Lake Builders	Log Out Help
Save Changes Revert to Saved	Reallocating for Draw #1 - 12-Mar-2009 Handling Codes 💌		
Add New Line Copy Selected	Delete Selected Invoice Document lines use: Invoice Codes	with Detail 💌	
R sub	ect to retention		

5. Click Add New Line to enter any additional Handling Codes.

	tura ™ ent Management	Setup Projec Contrac	D Invoice Codes	Home Daniel Stewart Bluff Lake Builders	Log Out Help
Save Changes	Revert to Saved	Reallocating for Drav	w #1 - 12-Mar-2009 Handling Codes 💌		
Add New Line	Copy Selected	Delete Selected	Invoice Document lines use: Invoice Code	s with Detail 💌	

6. Enter Handling Codes and Descriptions.

Construction Payment Ma	Ira ™ magement	Setup Project Contract	Invo Bluff La Genera	vice Codes	Home Daniel Stewart Bluff Lake Builders	Log Out Help
Save Changes Rev	ert to Saved	Reallocating for Draw	#1 - 12-M	ar-2009 Handling Codes 💌		
Handling Code	y Selected	Delete Selected	Invoice D	ocument lines use: Invoice Cod	es with Detail	
R	subject	to retention				
NR			_			

7. Click Save Changes when all Handling Codes and their Descriptions have been entered.

	Catura Invision Cadao	Home	Log Out
Construction Payment Management	Project: Bluff Lake Refail Center Contract: General Construction	Daniel Stewart Bluff Lake Builders	Help
Save Changes Revert to Saved	Reallocating for Draw #1 - 12-Mar-2009 Handling Codes 💌		
Add New Line Copy Selected	Delete Selected Invoice Document lines use: Invoice Codes w	ith Detail 💌	



A Status page is displayed, confirming that the changes are saved.

8. Click the here link to navigate to the Assign SoV Codes page.





Invoice appearance codes must be *assigned* to line items on the Schedule of Values in order to appear on pay application documents.

Go to Assign Invoice Codes.

Example of custom document using Handling Codes

Name and Location of Project	and the second processing and the second sec
Bluff Lake Retail Center 100 Bluff Lake Blvd, Blu	ff Lake, IL 11111
Name and Address of Contractor	
Bluff Lake Builders 51 Sherwood Terrace, Lake Bl	uff, IL 60044
Request No. For Period	
3 07/01/2009 TO 07/31/2009	
ANALYSIS OF CONTRACT AMOUNT TO D	ATE
Original Contract Amount	\$ <u>100,000,000.00</u> .(1)
Net Amount of Change Orders through CO#	\$ <u>0.00(</u> 2)
Adjusted Contract Amount (Line 1 + Line 2)	\$100,000,000.00(3)
ANALVSIS OF WORK PERFORMED (Attac	h Pay Estimate Breakdown)
Value of Wede Performed and while to estimate	\$0.00(4)
Value of Work Performed - not subject to retainage	\$12.587.500.00(5)
Value of Work Performed - subject to retainage	<u>412,007,000,00</u> (7)
Less Amount Retained Per Contract Terms	(\$1,180,000,00)(6)
(5% of Line 5 above, snow % if all gerent) <u>9.</u>	<u>4</u> % \$11.407.500.00(7)
Net Amount Earned to Date (Line 4 plus Line 5 minus	(Line 6) \$6 650 000 00(8)
Less Previous Payments	3 <u>4,050,000</u> (0)
BALANCE DUE THIS PAYMENT (Line 6 - Lin	e 7) \$ <u>4,757,500.00(</u> 9)
CERTIFICATION OF CONTRACTOR:	and a construction and a second a second a second a second



Assign Invoice Appearance Codes to Line Items on the SoV

Invoice appearance codes must be assigned to line items on the Schedule of Values in order to appear on the pay application documents. Any line not assigned an invoice code appears on the invoice as "unassigned." Assign Invoice Codes to define categories to be subtotaled.

1. Select Assign Invoice Codes from the SoV/Subcontracts dropdown menu on the Project Home Page.

Text	UTA [™] Pro Pro Management	pject Home Page	Home Daniel Stewart Bluff Lake Builders	Log Out
Project Actions (1)	SoV / Subcontracts C Subcontract List Create Subcontract Edit Schedule of Value:	hange Orders Project Setup Summary sociect summary	Reports Compliance	
Pending Draws Draw #1 (March Draw A) Enter Invoice for Draw #1.	Setup Invoice Codes Edit Code Hierarchy Assign Invoice Codes View Schedule of Value	ontract Change Order me Contract Change Orders	Subcontract Change Orde	ers • Orders

The **Assign SoV Codes** page is displayed. The columns that appear are determined by the document selections in Project Settings. SoV Codes can be used individually or in combination. The SoV Code options are:

- Invoice Code
- Breakout Code
- Handling Code

Code must be created before it can be assigned. See previous sections to create SoV Codes.





2. Click in a cell to reveal the Find action.

Construction Payr	xtura ™ nent Managemen	t Co	roject: <u>Bluff L</u> ntract: Gener	oV Code ake Retail Cer al Construction	es nter	
Save Changes Revert to Saved Reallocating for Draw #1 - 12-Mar-2009						
Accounting	Grouping			_		
Phase Description	Adjusted Value	Invoice Code	Breakout Code	Handling Code		
00.1 Mobilization	250,000.00 A0	01 Find	Find	Find		
00.2 Permite	750,000.00 40	01				

3. Click **Find** to open a detailed list of options to select from, or type the code into the field.

			Home	Log Out
		Roject: Bluff Lake Retail Center	Daniel Stewart Bluff Lake Builders	
Construction	Phase Description	Contract: General Construction		Help
Save Change	N north end of complex S south end of complex	illocating for Draw #1 - 12-Mar-2009		
Accounting				
Phase Descrip		Breakout Handling Code Code		
00.1 Mobilizatio				
00.2 Permits				
00.3 General C				
00.4 Sitework				
00.5 Overhead				
01N Concrete -		Find Find		
Concrete				



The code column in the dialog box is always labeled "Phase Code" regardless of the type of code displayed.

4. Click to select the desired code.

Phase Code	Description
N	north end of complex
5	south end of complex



The selected code appears in the cell.

Phase Code	Description	Adjusted Value	Invoice Code	Breakout Code	Handling Code
00.1	Mobilization	250,000.00	A001		
00.2	Permits	750,000.00	A001		
00.3	General Condition	3,500,000.00	A001		
00.4	Sitework	1,500,000.00	A001		
00.5	Overhead and Pr	2,000,000.00	A001		
01N	Concrete - north	4,750,000.00	Find	N Find	Find
	Concrete - north	4,750,000.00			

1. Assign SoV Codes as appropriate.

	1	a	Assess Call	Cadaa	Home	Log Out
Cons	Tex	tura ™ nt Management	ASSIGN SOV Project: <u>Bluff Lake F</u> Contract: General Co	CODES Retail Center Instruction	Daniel Stewart Bluff Lake Builders	Help
Sav	ve Changes R	event to Saved Reallocat	n - Phase Description Code Description	×		
			A001 General Conditions			
Phas	e Description	Adjusted Invoice	🕇 A002 Concrete 🗲 🗕			
Code	e	Value Code	A003 Plumbing			
00.1	Mobilization	250,000.00 A001	A004 Electrical			
00.2	Permits	750,000.00 A001	A005 Drywall			
00.3	General Condition	3,500,000.00 A001	A006 Carpentry			
00.4	Sitework	1,500,000,00 A001	A007 HVAC			
	Sitework	1.000.000.00	A008 Roof			
00.5	Overhead and Pr	2,000,000.00 A001	A009 Masonry			
01N	Concrete - north	4,750,000.00 Find		S		
· · · /	Concrete - no %	A	man and an	many man	A manager	~~~~~

2. Click Save Changes when finished assigning SoV Codes.



A Status page is displayed, confirming that the SoV Codes are saved.





Invoice Code Hierarchy

System Settings

Project Settings

No special system or project settings are required to make use of Invoice Code Hierarchy; provided the box is checked on the Edit Code Hierarchy page, the code structure created there is displayed on the standard G702/G703 document.

Customize Invoice Subtotals Using Invoice Code Hierarchy

Invoice Code Hierarchy is typically used where more flexibility is desired in structuring the information displayed on a project's pay application documents.

Invoice Codes can be structured in multi-level, or hierarchical, tiers, enabling the Contracting Organization to create many-layered schemes of detailed subtotaling on invoices, where this is desired. A simple checkbox instructs the application to take advantage of the prescribed structure when populating standard invoice documents.

1. Select Edit Code Hierarchy from the SoV/Subcontracts dropdown menu on the Project Home Page.

			Dama	H	ome	Log Out
Construction Paymer		Project Hor Project Bluff Lak	Daniel Stewart Bluff Lake Builders		/	
		Contract: General	Construction			Help
Draw	SoV / Subcontracts	Change Orders	Project Setup	Reports	Compliance	
	Subcontract List	A Community		-		
Project Actions	Create Subcontract	act summary				
*** None ***	Edit Schedule of Val	ues	<u>ar y</u>			
-	Setup Invoice Code	Contract Cha	Contract Change Order		Subcontract Change Orders	
Pending Draws	Edit Code Hierarchy	Prime Contract C	Prime Contract Change Orders		Show Subcontract Change Order	
Draw #1(Feb Draw)	Assign Invoice Code	5				
Entry Investor for Deserve	which and the second	72 P				

The Edit Code Hierarchy page is displayed.

2. Check the Use Hierarchical Invoice Codes box to ensure that the code structure you create appears on your invoice.

	Chit Cada Lliananahu	Home	Log Out
Construction Payment Management	Project Bluff Lake Towers Contract General Construction	Daniel Stewart Bluff Lake Builders	
			Help
	_	Use Hierard	hical Invoice Codes
Save Changes Discard Changes			



Line items are ordered by Invoice Code. Only a single tier of code structure may be immediately apparent upon opening the page. If so, items having the symbol to the left of the Code may be expanded to reveal one or more additional level(s).

Throughout the application, the 🗄 symbol represents detail that may be opened for viewing.

3. Click the symbol to expand the item.

Construction Payment Management				Edit Code Hier Project Bluff Lake Tow Contract: General Const	archy rers Inuction	Home Log Ou Daniel Stewart Bluff Lake Builders		
Save Ch	anges <u>Vode</u>		Discard Changes			🔽 Use Hierarch	nical Invoice Codes	
Select	t i		Code	and Description				
	₿	Inv	Dice Codes					
	5	T E	P1	Phase One				
	П	Đ	P2	e Phase Two				
	Г	Ŧ	Move Selected Her	e Phase Three				
		-	Move Selected Her	e				
		Đ	P4	Phase Four				
			Move Selected Her	£				
		۲	P5	Phase Five				
			Move Selected Her	£				
		Ð	P6	Phase Six				
	_		Move Selected Her	<u>e</u>				
		٠	P/	Phase Seven				
		Dol	Move Selected Hel	E.				
		Dele	te Selected (Move H	ere)				



The item expands to reveal the next level of coding.

		<u>.</u>		la Lliananahur	Home	Log Out
	X	tura	Project. BI	uff Lake Towers	Daniel Stewart Bluff Lake Builders	
Construction Pa	iyillei	it Hanagement	Contract. G	eneral Construction		Help
					🗹 Use Hierard	chical Invoice Codes
Save Changes	3	Discard Change	es			
Create New Node						
Select		Cod	e and Desci	ription		
	Im	alaa Cadaa				
	Move	e Selected Here				
	•	P1	Phase One			
2007		Move Selected H	ere			
		01	earthwork			
		02	site plumbing			
	п	03	foundation			
		07	steel rebar			
	۲	P2	Phase Two			
		Move Selected H	ere			

The **Edit Code Hierarchy** page enables users to customize the structure of existing **Invoice Codes**, adding new categories as needed.

1. Click Create New Node to add a new category.

		City Code I Constant	Home	Log Out
Construction Paym	(tura [™] ent Management	Project Bluff Lake Towers Contract General Construction	Daniel Stewart Bluff Lake Builders	Help
Save Changes	Discard Changes	1	🔽 Use Hierarch	ical Invoice Codes
Create New Node	_	-		



2. Enter a Code and Description for the New Node in the fields provided.

Constructio	extura [™] n Payment Management	Edit Code Hierarchy Project Buff Lake Towers Contract: General Construction	Home Daniel Stewart Bluff Lake Builders	Log Out Help
Save Cha Create New No Select	nges Discard Changes ode Code	and Description	Use Hierarch	nical Invoice Codes
	Invoice Codes Move Selected Here Code Move Selected Here	Newly Added		

3. Click Save Changes.

	Ditte Carda I Bana adam	Home	Log Out
Textura [™]	Project Bluff Lake Towers	Daniel Stewart Bluff Lake Builders	
,	Contract Octobra Constraction		Help
Save Changes Discard Changes	-	🗹 Use Hierarch	ical Invoice Codes
Create New Node	-		

A **Status** page is displayed, confirming the addition.

4. Select the <u>Click here</u> link to view the addition and/or continue to Edit Code Hierarchy.





In the example, new nodes have been added to create four additional tiers – bringing the current total to six, including Phase Codes. More may be added as the user requires.

The user has created nodes for **Garage** and **Grounds** under **Direct Costs**, as well as an additional **Phase (8)** for the project. No invoice items currently appear within these nodes. Items may be added later via a Change Order, or existing items currently residing within another node may be relocated here. "Empty" nodes do not appear on invoice documents.

			Edit Cada Ulananaka	Home	Log Out				
Iextura [*]			Edit Code Hierarchy	Daniel Stewart	/				
Constructio	Construction Payment Management		Project Bluff take Towers	Bluff Lake Builders					
constructio	iii ru	ymen	C PIOI	lagen	Tent		Contract: General Construction		Help
								Vse Hierard	hical Invoice Codes
Save Cha	indes		Disc	ard C	hange	s			
Create New N	oce								
Salact				C	od		d Description		
Select				0	ou	e ai	iu Description		
		Inv	oice	Code	s				
		Move	Selec	ted He	re				
		8	3000	0	-	Con	struction Expense		
			Move	Selec	ted He	re			
				200	0		General Conditions	-	
			1995	Move	Seler	ted He	re	-	
					100	0	Direct Costs		
					Mars	Selec	Ind Here		
				-		looo	Building	-	
						1900	[Durining		
					-	MOVE	P1 Phase One		
					1.1	B	Maye Selected Here		
						F	P2 Phase Two		
							Move Selected Here		
						Ð	P3 Phase Three		
						100	Move Selected Here		
						Đ	P4 Phase Four		
							Move Selected Here		
						Đ	P5 Phase Five		
							Move Selected Here		
						Ð	P6 Phase Six		
							Move Selected Here		
						Ð	P7 Phase Seven		
				_			Move Selected Here		
						500	Garage		
				1		Move	Selected Here		
					Ξ	100	Grounds		
						Move	Selected Here		
							P8 Phase Eight		
							Move Selected Here		
		Del	eted						
		Dele	te Sele	cted (Move H	tere)			



Moving Invoice Items

1. Move items into **New Nodes** as appropriate.



Items appear in new locations. Items relocated in a session must be saved prior to exiting page.





2. Move items into/out of existing nodes as appropriate.



Multiple items can be moved to/from one destination at one time.

-	P5 P	hase Five
	Move Selected Here	
	10	wood staircase
	12	roofing
	13	entrances
	14	studs, drywall

3. Click Save Changes.





A **Status** page confirms the formatting changes. Select the <u>Click here</u> link to review the changes on the **Edit Code Hierarchy** page.

— — ·	Chatture	Home	Log Out
	Project: Bluff Lake Towers	Daniel Stewart Bluff Lake Builders	
construction rayment hanagement	Contract: General Construction		Help
Your Inv Click here	oice Code hierarchy changes have beer to return to editing your Invoice Code hi	erarchy.	

Editing Category Descriptions

Invoice Codes/Nodes and Descriptions are editable on this page.

1. Click the Invoice Code or Description to be edited.

	Dhit Cada Uiana tahu	Home	Log Out
Textura 📲	Project: Bluff Lake Towers	Daniel Stewart Bluff Lake Builders	
construction Payment Manageme	Contract: General Construction		Help
		🗹 Use Hierar	chical Invoice Codes
Save Changes Discard Cha	nges		
Create New Node			
Select Co	de and Description		
E trucica Octo			
Invoice Codes			
	Construction Expense		
Move Selecte	d Here		
⊡ 🗄 2000	General Conditions		

2. Edit as needed.

Select	Code and Description					
	Invoice Codes					
	3000	Construction				



3. Click Save Changes.



A **Status** page confirms the editing changes. Select the <u>Click here</u> link to review the changes on the **Edit Code Hierarchy** page.

Construction Payment Management	Status Project: <u>Bluff Lake Towers</u> Contract: General Construction	Home Daniel Stewart Bluff Lake Builders	Log Out Help
Your Invo	ice Code hierarchy changes have been	saved.	
<u>Click here</u> to	o return to editing your Invoice Code hie	erarchy.	

Deleting Invoice Items

1. Select the item(s) to be deleted. Multiple items may be selected for deletion at once.



2. Delete selected item(s).

		Move Sel	Move Selected Here			
		P9	Phase Nine			
		Move Sel	ected Here			
Deleted						
Delete Selected (M	love Here					



The selected item appears in the **Deleted** section at the bottom of the page.



3. Click Save Changes.



A **Status** page confirms the deletions. Select the <u>Click here</u> link to review the changes on the **Edit Code Hierarchy** page.





Deletion Error

Only "empty" nodes may be deleted. An error message – such as the one shown – appears when users attempt to delete of a non-empty node.



Example of standard document using Invoice Code Hierarchy

Buf Lat Toers Storn File Lat Viges, Nexula 1907, Cark Courty Vie ARICRITECT OR PAYMENT a respective with the Contract. Continuation 522_201.001.00 51502.000 51502.000.00 51502.000.00 51502.000.00 51502.000 51502.000.00 51502.000 5	PERIOD TO: 003109 CONTRACT FOR:00ment Construction CONTRACT DATE: 030509 PROJECT NOS: The undersigned Contractor contifies that to the best of the Contract and build the Work covered by this Application for Payment has he with the Contract Document, that all assounts have been paid by 0 which provises Contractors for Payment were inseed and payments or their covered research there is in some day.	OWNER L ARCHITCT (CONTRACTOR) FRED (OTHER) that knowledge, information on completed in accordance for completed in accordance for control of the contract for Weak for sectived from the Owner, and
La Vaja, Neudo 1909, Club Conty VIA ARCHITECT: OR PAYMENT a consection with the Contract. Continuation 55201,001 M 552200,001 M 552200,001 M	CONTRACT DATE: 03/05/09 PROJECT NOS: The undersigned Contractor cortifies that to the best of the Contract and balled the Work covered by this Application for Prysmat has be with the Contract Document, that all amounts have been paid by 0 which provises Cortificates for Prysmat ware inseed and payments or their covered research there have in some day.	CONTRACTOR FIELD FIELD OTHER tor's Inservings, information on completed in accordance the Contractor for Work for covined from the Owner, and
COR PAYMENT Comparison with the Contract. Continuation SSSSSSS	PROJECT NOS: The undersigned Contractor certifies that to the best of the Contract and belief the Work covered by this Application for Pryment has be with the Contract Document, that all amounts have been paid by (which provides Certificates for Pryment were insued and payments or their convent around there have in a new doc.	FELD COTHER COTH
FOR PAYMENT a connection with the Contract. Continuation 55	The undersigned Contractor certifies that to the best of the Contract and belief the Work covered by this Application for Psymmit has be with the Contract Documents, that all amounts have been paid by (which provious Certificates for Psymmit were insued and psymmits re that current arrowers thereis is name due.	tor's knowledge, information on completed in accordance the Contractor for Work for contract from the Owner, and
G on G703) 5 <u>1497,855,09</u> 5 <u>333,095,50</u> 5 <u>333,095,50</u> 5 <u>303,095,50</u> 6 <u>505,09</u> 1 of G7030 5 <u>5</u> <u>503,985,50</u> 5 <u>503,985,50</u> 5 <u>503,985,50</u> 5 <u>503,985,50</u>	CONTRACTOR: Bluff Lake Builders By Daniel Stewart Courty of State of Courty of States of Courty of Courty of States of Courty of States of Courty of States of Courty of Courty of Courty of States of Courty of Courty of States of Courty of Courty of Courty of States of Courty of Courty of Courty of States of Courty of Courty of Courty of Courty of States of Courty of Co	ugust 03, 2009
5 1481,9330	his accordance with the Contract Documents, based on no-site observat this application, the Architect cortifies to the Owner that to the best o information and belief the Work has progressed as indicated, the accordance with the Contract Documents, and the Contractor is AMOLINE CERTIFIED.	ions and the data comprising of the Architect's knowledge quality of the Work is is entitled to payment of the
	5 an G793) 5 <u>1.557.573.99</u> 5 <u>3331.95.39</u> 5 <u>3301.95.39</u> 6 <u>3301.953.99</u> 6 <u>3301.953.99</u> 5 <u>3.567.259.39</u> 5 <u>1.667.259.39</u> 5 <u>1.667.259.39</u> 5 <u>21.669.259.39</u>	D on G7930 <u>\$_1691.851.00</u> By <u>Daniel Stewart</u> Owe <u>A</u> S



The invoice structure created on the Edit Code Hierarchy page can be viewed on the G703.

IA Docu ontaining	ment G702, APPLICATION AND CERTIFICAT Contractor's signed certification is attached on below second to state to the second to the Lon Contracts where variable retainage for I		APPLICATION NO.: 3 APPLICATION DATE: 08:0509 PERIOD TO: 08:31:09 ARCHITECT'S PROJECT NO:						
A	В	с	20 C	E	F	c		н	1
			WORKCOM	MPLETED	MATERIALS	TOTAL		-	
NO.	DESCRIPTION OF WORK	SCHEDULED	COM PREVIOUS APPLICATION (D + E)	THUS PERIOD	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE (D+E+F)	(676)	TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
3000	Construction Costs			8					
2000	General Conditions	(
1000	Direct Cests								
900	Beilding			2					
Pl	Phase One								
01	earthwork	1,145,000.00	\$62,250.00	99,500.00	0.00	661,750.00	57.8%	483,250.00	66,175.0
02	tite plembing	492,500.00	28,500 00	56,750.00	0.00	185,250.00	37.6%	307,250.00	18,525.0
ŵ	foundation	3.900.000.00	1 #74,000.00	9\$7,000.00	0.00	2,961,000.00	75.9%	939,000.00	296.100.00
07	:teel rebar	720,000.00	160,000 00	0.00	0.00	360,000.00	50.0%	360,000.00	0.0
n	SUBTOTAL. Phase One	6.257,500.00	3.124.750.00	1,143,250.00	0.00	4.168.000.00	66.6%	2.089.500.00	380,800.0
P2	Phase Two								
04	concrete	2.055,700.00	127,850.00	248,355.00	0.00	1,076,205.00	52.4%	979,495.00	107,620.5
65	aniary	1,959,000.00	0.00	0.00	000	0.00	0.0%	2,969,000.00	60
	structural steel	1.285,700.00	0.00	0.00	0.00	0.00	0.0%	1,325,700.00	00
12	SUBTOTAL Plaza Two	6,330,400.00	127,850.00	248,355.00	0.00	1.076,205.00	17.1%	5.234,195.00	107,620 5
23	Place Three								
J.	mont	man war	000	0.00	000	0.00	0.0%	1,110,900.00	60
	****		0.00	0.00	0.00	0.00	0.0%	433,960.00	60
	firs water time	10.10.00	0.00	0.00	0.00	0.00	0.0%	209,330.00	00
10	NVAC	1.195,000.00	50,000.00	348,750.00	0.00	298,750.00	25.0%	896,250.00	26,371.0
28	electrical	1.234.000.00	147,900.00	0.00	5,000.00	152,900,00	12.5%	1.971.300.00	11,290.0
73	SUBTOTAL Pass Three	4,251,390.00	197,900.00	248,750.00	5,000.00	413,650.00	10.0%	3,799,540.00	45,165.0
P4	Place Four								
-	albert	1.222.040.00	0.00	000	000	0.00	0.0%	1.222.040.00	00
	grauite	51,300.00	0.00	0.06	0.00	0.00	0.0%	51,300.00	00
N	SUBTOTAL Phase Feer	1,273,340.00	0.00	0.00	0.00	0.00	00%	L273.340.00	0.0
75	Phase Title								
28	wood staircare	607,530.00	0.00	0.00	0.00	0.00	0.0%	607,530-00	00
12	reefing	1,233,520.00	0.00	0.00	0.00	0.00	0.0%	1.233.520.00	00
11	estrace.	1,457,390.00	0.00	0.00	0.00	0.00	0.0%	1,457,390.00	00
- I									
н	stell,	2,324,650.00	0.00	0.00	0.00	0.00	0.0%	1334,650.00	00