*Automatic/*Project Manager© (*APM)*
The only Manual Input Required for Projects up to 12-Months long

A. Initial Setup "Budget" sheet (Budget View mode)
Step 1 – Enter **Project Name**, Number & Address, Owner Name & address, Contractor Name & address, Architect's Name & address, Eng Plans Date, Retainage %, OP&I & Change Order Markup %, Project Scope
Step 2 – Input **Schedule of Values** (SOV) from Contract, matched to CSI Codes & enter Subcontractor's Name
Step 3 – Input your Expected **Start Date** & **# Days Req'd** for each work Item
Step 4 - Enter **Subcontractor's negotiated,** Work Item **Price** if it is different from the Owner's Sched of Values
Optional - *APM,* provides a **Subcontractor's list** from Step 2 - add Subs Address, Contact Name, Tel# & Email
Optional - *APM,* provides a **Subcontractor Bid list** by Trade, for the Project Manager if also acting as **Estimator**
Optional - *APM,* provides a **General Conditions** sheet if Project Manager is assigned to track & control its Cost

B. Change Orders (Owner/Contractor)
When Owner and Contractor agree a Change Order is required, enter on the "Owner Change Orders" sheet:
B1. Change Orders (Contractor/Subcontractor)
When Contractor & Subcontractor agree a Change Order is required, between just the two of them and **does not involve the Owner/Contractor Agreemen**t, **enter on the "Subcontractor Chg Ords" sheet:**

C. Monthly Payment Application – (On the 1st workday each Month)
Step 1 – Enter percent (%) completed the prior month, for each Work Item (SOV)
Step 2 - Email the **Payment Application** forms (J302 & J303), auto-generated, to the Owner for payment

D. Monthly Subcontractor Payouts – (On the 25th of each Month)
Step 1 -Pay the Subcontractors for their percentage (%) of work completed the previous Mo., less Retainage
Step 2 - Work Items 100% Completed, send 100% Due (including Retainage) to the Sub for that CSI work Item

E. "Substantial Completion" Payment Application
Note: When the Project Manager deems the Project to be Substantially Completed
Step 1 – Go to the top of the current Month's Billing Cycle and check (√) the "Substantially Completed" box
    A "Subcontractor Punch List" form, with all CSI work Items listed, will be generated
Step 2 – Take the Punch List form and meet with the Owner or designate at the Project location
    Walk the Project & jointly log any problems requiring correction & approx. cost to remedy each one
Step 3 - Mail the Cert. of Substan'l Comp (J304), Punch List (J305) & Payment App (J302 & J303), to the Owner

F. Final Subcontractor Payouts *(Budget sheet only)*
Step 1 - Verify the "**Substantial Completion" payment** was received & enter Date at top of the Subcontractor Payout Cycle, in the space provided (normally Owner has 25 days, after request, to send the payment)
Step 2 - Except for those with uncompleted Punch List Items, when Waiver and Release forms are received, pay 100% still due, including Retainage, to all Subcontractors

G. Final Completion - Payment Application
Step 1 – When the **Last "Punch List"** item is complete, send Final Comp J306 to Owner for remaining retainage
Step 2 – After receipt of Waiver and Releases, pay the "Punch List" Subs, 100% of what is still owed them