CMiC Cloud Implementation Guide

Version 1.01

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Introduction

Congratulations on your decision to implement the CMiC Cloud Integrated Construction Management Software solution. CMiC Cloud provides the most comprehensive and advanced construction management system available in the market today – and all with only a browser installed!

Whether it's a fully integrated ERP, a Project Controls solution or a Project Management solution only, this guide will be your primary source of information related to what you can expect and what you should be doing each step of the way.

After outlining what is involved in the System Initialization process, this guide will present each of the steps associated with the eleven potential implementation projects that can make up a full ERP Implementation. These projects are the following:

1. Financials and Project Controls Implementation
2. Payroll Implementation
3. Billing Implementation
4. Assets Modules Implementation
5. Project Management Implementation
6. CRM Implementation
7. Subcontractor Prequalification Implementation
8. E-Time Implementation
9. Imaging and Workflow Implementation
10. Human Resources Implementation
11. Mobile Implementation

Some customers may elect to work on several of these implementation projects simultaneously, and go live with more than one at a time; however, even if this is the case, each one needs to be managed very carefully as an individual PROJECT. Although the sequence of these projects may vary, the required steps outlined within each one should generally be completed in the order presented. The responsible party has been identified for each step, and a Date Completed field has been provided for each step as well. It is recommended that you print a copy of this Guide, and fill in the date completed on each step as soon as it is completed. This way there will always be an up-to-date record of exactly where your implementation stands at any time.

An ERP implementation is not a simple process – and it can take a while – but, if each step is followed exactly as it has been laid out here, success is guaranteed! It is recommended that you become familiar with the overall implementation methodology presented in this document prior to commencing any implementation activities, and if you have any questions or concerns with the approach presented, this should be brought up during the Project Kick-Off Call.

SYSTEM INITIALIZATION

Step 1: Complete Project Kick-Off Call

The first thing we do with all new CMiC Cloud customers is schedule a kick-off call to determine the overall project scope, describe the general implementation methodology, identify the key assigned resources and estimate a project timeline.

In some situations, depending on the size of the implementation, during the Kick-Off Call we will help you complete a Business Process Template document. The Business Process Template is used internally at CMiC Cloud to help our Trainers and Experience Managers understand your company better.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 2: Send Requested Information

At the end of the kick-off call, we will be requesting that you send us some information we will need to properly set up your environments. This will include the Name and User ID for the initial administration user you would like to have set up, as well as a spreadsheet that includes your GL Chart of Accounts.

Responsibility: Client

Date Completed: _____

Step 3: Creation of TEST and PROD Environments

To get you started, we will be creating two separate environments within the CMiC Cloud system for your exclusive use. One will be referred to as your TEST environment and the other will be referred to as your PROD environment. The TEST environment is intended to be used for testing and training purposes only, while the PROD environment will be reserved for use exclusively in 'production' when you go live.

Generally, each environment will be created with a single administration user and a single company only.

Responsibility: CMiC Cloud

Date Completed: _____

Step 4: Complete Control File Review – Web Session

In this session your Implementation Consultant will review the Control Files for each of the Financial and Project Controls modules with you. This review is necessary to ensure that the data import process will utilize the correct defaults, as well as ensure that training can be conducted efficiently.

Also, during this session, your Implementation Consultant will review the Initial Data Import Templates with you for the Chart of Accounts, Cost Code, Customer and Vendor tables. Import Templates are used to import data into the CMiC Cloud system. These four tables represent all the data that will need to be imported for the first phase of training.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 5: **Populate Data Import Templates**

During the Control File Review session, we will explain exactly what data needs to be collected and how it needs to be organized in the Data Import Templates, but you will be responsible for extracting the data from your existing systems and populating it into the Data Import Template spreadsheets.

This exercise should be completed at this time. It will be repeated for your PROD environment closer to the time when you are ready to go live.

Responsibility: Client

Date Completed: _____

Step 6: **Import Initial Data**

Once all of the required data has been compiled into the appropriate import templates, it can be imported into the appropriate screens within the CMiC Cloud system using the Import utility available on each screen.

A short web session can be scheduled to review how this is done, or the training video available at CMiC Cloud University may be used at your convenience.

Responsibility: Client

Date Completed: _____

At this point, the System Initialization Phase is complete, and your system is ready to commence training.

If your implementation is a full ERP, which always includes the Financials and Project Controls modules, you should proceed directly to the next page of this guide.

If your implementation is a stand-alone implementation of any particular module, such as Project Management, you should now move directly to the page in this Guide that details the implementation steps for that particular module.

1. FINANCIALS AND PROJECT CONTROLS IMPLEMENTATION

It is recommended that the Financials and Project Controls modules get implemented at the same time. This is generally the first phase of a full ERP implementation.

(Note: If your implementation includes Project Controls, but not Financials, Step 1 and Step 2 can be skipped, and you should proceed directly to Step 3.)

The Core Financials modules include General Ledger, Accounts Payable and Accounts Receivable only. The training at this stage will focus only on the primary processing Steps associated within each of these modules.

Step 1: Complete Core Financials System Training – Web Session

The initial General Ledger, Accounts Payable and Accounts Receivable training is covered within one to three web sessions, depending upon the complexity of your corporate structure. Web training sessions are conducted using a combination of a Master Training Environment, which has already been fully set up, and your own TEST environment. Each session will conclude with a next steps discussion that references what will need to be done in your TEST environment in order for you to get started on your own.

Training sessions can be supplemented with the Training Videos available on-line at CMiC Cloud University as required.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 2: Complete Core Financials Testing Cycles in TEST

After the initial training session has been completed, it is expected that you will work on your own in your TEST environment to complete the setup of your data and practice each of the processing Steps available within each module.

Follow-up web sessions are recommended to address any challenging business processes that fall outside basic training. These sessions may be scheduled and booked as necessary to provide assistance as you work in your own TEST environment. On-site assistance is also available for those who would prefer to work with someone side-by-side. All additional consulting services requested are billed on a time and materials basis.

Responsibility: Client

Date Completed: _____

Step 3: Complete Project Controls System Training – Web Session(s)

The Job Costing, Subcontract Management and Change Order Management modules are also covered within one to three web sessions. As with the Financials modules, web training sessions will be conducted using a combination of a Master Training Environment and your TEST environment, and the session will conclude with a next steps discussion that references what will need to be done in your TEST environment in order for you to continue on your own.

Note: Basic Payroll Setup and Timesheet Entry may also need to be trained at this point. In some situations, companies will elect to start posting timesheets into the new system when they go live with Financials and Project Controls, but will leave Payroll Processing and Payroll Check Preparation in their previous system until the end of the calendar year. This eliminates the need to perform the mid-year Payroll data conversion process.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 4: Complete Project Controls Testing Cycles in TEST

As with the Core Financials modules, it is expected that you will work on your own to complete the setup of data in your TEST environment and practice each of the processing Steps available within each module.

Follow-up web sessions, or even on-site sessions, may be scheduled and booked on a billable basis as necessary to provide additional assistance with these Steps. This is often the most difficult part of the entire ERP implementation.

Responsibility: Client

Date Completed: _____

Step 5: Complete Financial Budgeting and Reporting Training – Web Session(s)

This will involve training in Basic Financial Budgeting and Reporting AND/OR Advanced Financial Budgeting and Reporting using FMW.

The CMiC Cloud system comes with basic financial budgeting and reporting facilities, but these can be replaced with a more advanced budgeting and financial reporting tool called FMW (Financial Managers Workbench), which has been made available, for an additional fee, by a business partner. It will be the client's decision which tool will ultimately be used for Financial Budgeting and Reporting.

FMW training is provided by the business partner, RAC Software Inc.

Note: Some companies may elect to defer the detailed implementation of the selected Financial Budgeting and Financial Reporting system until after go-live, but even if this is the case, we recommend that the initial training sessions are conducted at this point so the overall Financial Budgeting and Reporting strategy is well understood.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 6: Complete Setup of Financial Statements and Test Output

Once training has been completed on the Financial Budgeting and Reporting system, all of the output in the Core Financials and Project Controls Systems should be reviewed in the TEST environment.

If there are any custom reporting requirements that have to be accommodated in the new system, this is the time that these requirements should be submitted to CMiC Cloud for custom development as necessary. All custom development will be billed on a time and materials basis.

Responsibility: Client

Date Completed: _____

Step 7: Identify the Go-Live Period Start Date

All changes in accounting systems require that a specific period start date is identified as the official cutover date. All data up to the end of the period prior to the cutover date is preserved in the previous system for detailed audit trail and reporting purposes. From the cutover date forward, the CMiC Cloud system will become the official system of record for the affected modules.

This means that an accurate record of all transactions being carried forward from the previous system to CMiC Cloud must be set up or imported as of a specific date. This data will be referred to as your Opening Balances.

We recommend that this exercise is completed in the Training environment at least once in advance of the Go-Live date, so that it can be verified that the Opening Balance data will result in a properly reconciled system.

Responsibility: Client

Date Completed: _____

Target Phase 1 Go-Live Date: _____

Step 8: Order Checks

Checks produced in the CMiC Cloud system are printed on standard check forms that can be ordered at www.compuchecks.com. Detailed instructions for ordering your first set of checks can be found on the CMiC Cloud University website.

Note: If you have custom check forms that you would prefer to use, a

programming charge will apply to modify the program to print on your custom forms. Also, due to frequent differences in various printer alignments, programming charges may apply to any situation where the MICR code is not available on the pre-printed check form. Details for obtaining a quotation for programming services can be provided by your implementation consultant.

If you have multiple bank accounts, make sure you order checks for each bank account required, including your Payroll bank account if necessary.

The CMiC Cloud check stock available at Compuchecks.com can be ordered with or without a perforation half way down the check stub. The perforation allows for the printing of a double-stub AP check. Simply make a note at the time of ordering checks indicating if you will require this perforation or not. The default Payroll check does NOT require this perforation.

Responsibility: Client

Date Completed: _____

Step 9: Prepare the PROD Environment Setup Tables

All Control Files and Setup Tables populated during training in your Training Environment must now also be populated in your PROD environment. The same Data Element Import Templates may be updated, and used to import the Chart of Accounts, Cost Codes, Customers and Vendors into the PROD Environment. All other setup must be completed manually in the PROD Environment.

If you require any assistance in ensuring that the setup in your PROD environment is the same as the setup in your TEST environment, a web session can be scheduled specifically for this purpose.

Responsibility: Client

Date Completed: _____

Step 10: Opening Balance Setup Review – Web Session(s)

In this session your Implementation Consultant will review with you exactly what must be done in order to setup or migrate your Opening Balances.

Appendix 1 of this document provides the step-by-step instructions for migrating data from your previous system to CMiC Cloud. This is a fairly complicated process, so depending on the number of data elements to be migrated and the amount of detail required, additional sessions may be required, and in some

situations, on-site consulting or programming assistance may also be required. These services would all be provided on a time and materials billable basis.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 11: Populate Opening Balance Import Templates

If you will be using Import Templates for any of your Opening Balances, your Implementation Consultant will explain exactly what data needs to be collected and how it needs to be organized, but you will be responsible for extracting the data from your existing systems and preparing it for import.

Responsibility: Client

Date Completed: _____

Step 12: Test Import of Go-Live Data

As was the case with the Initial Data Elements, once all of the required data has been compiled into the appropriate import templates, it can be imported into the appropriate screens within the CMiC Cloud system using the import utilities. A web session can be scheduled to review how this is done if necessary.

Responsibility: Client

Date Completed: _____

Step 13: Test Posting of Opening Balances

For all transaction files except the Opening Trial Balance, once the data has been imported it must be posted into the system using the special 'Post No GL' utility menu options.

Once this data has been posted, the system should be thoroughly checked to ensure that everything is balanced and tied out.

Responsibility: Client

Date Completed: _____

ACCOUNTING / PROJECT CONTROLS GO LIVE

Note: Some users will elect to defer going live until the Payroll Implementation Steps, and/or the Job Billing Implementation Steps, outlined below are completed as well.

Step 14: Prepare Final Go-Live Import Templates

Once the final month end has been completed in the current system, the Go-Live Import Templates should be populated with the data to be used as Opening Balances in the CMiC Cloud system.

Responsibility: Client

Date Completed: _____

Step 15: Enter or Import Opening Balances

The appropriate import utilities should now be used in the PROD environment to populate the system with the opening balance data. Any tables that need to be populated manually to complete the opening balance entries must also now be populated.

Responsibility: Client

Date Completed: _____

Step 16: Posting Opening Balances

Post the opening Trial Balance transaction in GL, and post all of the supporting subledger transactions using the 'Post No GL' utilities as appropriate.

Responsibility: Client

Date Completed: _____

Step 17: Go Live

At this point you will begin entering all new transactions directly into CMiC Cloud.

Responsibility: Client

Date Completed: _____

Congratulations, your CMiC Cloud system is now Live!

2. PAYROLL IMPLEMENATION

Payroll training is provided by a dedicated CMiC Cloud Payroll Implementation Consulting group. The size and complexity of your Payroll system will affect the number of days necessary to setup and train the system. It is recommended that a multi-company, multi-union Payroll with more than 500 employees always gets implemented with on-site training resources. Smaller, less complex Payrolls can be implemented using a web training approach.

Note: If going live with the full Payroll AFTER going live with Accounting and Project Controls, it is necessary to receive rudimentary Payroll Setup training, so that you will be able to enter and post timesheets only. You will then also need to prepare a journal entry for import into the CMiC Cloud GL from your current Payroll system after each Pay Run. This training is handled in a single Web Session AFTER Project Controls training is complete in the Financials and Project Controls Implementation section of this Guide.

Step 1: Payroll Requirements Review – Web Session

A full Payroll system implementation includes many options and potential requirements, the combinations of which vary greatly from one company to the next. In order to ensure an efficient use of time during the initial training session, a Requirements Review session is required prior to the commencement of training.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 2: Payroll Initial Setup – Internal CMiC Cloud Activity Only

Prior to training, both the TEST and PROD environments must be configured appropriately based on the results of the Payroll Requirements Review session. This will include the basic setup of all required tax, benefit and deduction codes necessary. This is a chargeable activity that could take anywhere between one and five days, depending the complexity of your requirements. This will be determined during the Payroll Requirements Review session.

Responsibility: CMiC Cloud

Date Completed: _____

Step 3: **Payroll Setup Training – Web or On-Site Session**

This training session focuses on the follow-up setup activities that will be necessary to maintain your Payroll setup tables going forward. This can take anywhere from a half day to a week based on the complexity of your requirements. This will be determined during the Payroll Requirements Review session.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 4: **Payroll Processing Training – Web or On-Site Session**

This training session focuses on what will be required to run Payroll on a week to week basis. Again, this can take anywhere from a half day to a week based on the complexity of your requirements. This will be determined during the Payroll Requirements Review session.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 5: **Complete Payroll Testing Cycles in TEST**

After the training sessions are complete, it is expected that you will work on your own in your own TEST environment to complete the setup of your data and run a full Payroll cycle in your TEST environment.

It will be necessary to ensure that at least one complete Payroll cycle has been successfully completed in TEST, confirming that the processing results match your previous system entirely, prior to going live.

Follow-up web sessions may be scheduled and booked as necessary to provide assistance as you work in your own TEST environment. On-site assistance is also available for those who would prefer to work with someone side-by-side.

Responsibility: Client

Date Completed: _____

Step 6: Verify EFT File or Printed Checks with Bank

Prior to going live with Payroll, it will be necessary to send the EFT file created by the Payroll system, or in some cases a copy of the printed check, to your bank to verify that it will be accepted.

Responsibility: Client

Date Completed: _____

Step 7: Complete Payroll Setup in PROD

Prior to going live with Payroll, you will need to finalize the setup of the full Payroll system in your PROD environment.

Follow-up web sessions may be scheduled and booked as necessary to provide assistance as you work through this process. On-site assistance is also available for those who would prefer to work with someone side-by-side.

Responsibility: Client

Date Completed: _____

Step 8: Complete Mid-Year Data Conversion

If implementing Payroll in the middle of a year, data will need to be imported or keyed in as of the last Payroll Period posted in the current system. During testing, this will have to be repeated for each testing period to maintain consistency with the current system.

Responsibility: Client

Date Completed: _____

Step 9: Go Live with Payroll

As stated previously, it is possible to go live with Payroll at the same time as Accounting and Project Controls, or at any point AFTER going live with Accounting and Project Controls.

Responsibility: Client

Date Completed: _____

Step 10: Complete Greenshades Training – Web Session

All statutory quarterly and annual filings in the CMiC Cloud Payroll system, including the generation of W2's, is handled by the Greenshades cloud-based Payroll service. It is recommended that Greenshades training occurs after Payroll has gone live, but prior to the first filing requirement.

This training is provided by CMiC Cloud Payroll Implementation Consultants.

Responsibility: CMiC Cloud and Client

Date Completed: _____

3. JOB BILLING IMPLEMENTATION

Job Billing is not typically included in the Accounting Go-Live, because the Job Billing Module can be used on some projects but not ALL projects, as desired. This allows companies to integrate new billing procedures at a pace that suits them.

Step 1: Job Billing Process Review – Web Session

The CMiC Cloud Job Billing System accommodates many different types of billings, with a wide range of options available across several types of contracts. In order to ensure an efficient use of time during the training session, a Process Review session is required prior to the commencement of any training. Our trainers will then be able to prepare for the training session appropriately.

Note: This session can be incorporated into the Financials and Project Controls Process Review Session if the modules will be implemented in the same general timeframe.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 2: Job Billing Training – Web Session

Once the Billing Process Review process has been completed, the trainer will be able to formulate a training agenda, prepare training data and deliver training that is related specifically to your needs.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 3: Complete Test Cycles in TEST

After training is completed, it is recommended that you complete multiple test cycles for all contract types you will be using on your own in your TEST environment. Additional assistance, either remote or on-site, is available for those who would prefer to work a CMiC Cloud Implementation Consultant to complete this testing.

Responsibility: Client

Date Completed: _____

Step 4: Initialize Contracts in PROD

Once it is determined that you are ready to start using the CMiC Cloud system to generate at least some of your Job Billing Invoices, it will be necessary to initialize Job Billing Contracts for each affected job in your PROD environment.

It is recommended that existing contracts continue to be billed using existing methodologies until they are completely closed out, and only new contracts are set up to be billed in CMiC Cloud. This way, the need to modify what the owner will receive mid-way through a project is eliminated.

If you do elect to start billing existing contracts in CMiC Cloud mid-way through their life however, you will need to prepare an 'initial billing' transaction for each one, bringing the billed to date amount up to the current values. There is no import process for this, so this process will have to be performed manually for each contract. It is recommended in this situation that the number of contracts migrated to the new system is limited to only a few per month.

Responsibility: Client

Date Completed: _____

Step 5: Commence Billing in CMiC Cloud

Billings can now be prepared in the Job Billing module on all new contracts, and on existing contracts as described above.

Responsibility: Client

Date Completed: _____

4. ASSET MODULES IMPLEMENTATION

The Asset Modules in CMiC Cloud are those that involve working with materials or equipment. These include Purchase Order, Inventory, Equipment Costing and Preventative Maintenance. Because of its close association with the Preventative Maintenance system, the Work Order system is also included within the Asset group of modules.

General Contractors often leave the implementation of the Asset modules until after the Financials, Project Controls, Payroll and Billing modules have been completed. Specialty Contractors on the other hand, often include the implementation of the Asset modules within the core Financials implementation. This is something that should be determined during the Project Kick-Off Call.

In either case, the following set of steps will need to be followed when implementing the Asset modules:

Step 1: Asset Systems Control File Setup – Web Session

In this session your Implementation Consultant will review the control files for all aspects of the Asset modules you will be implementing. This review is necessary to ensure that the training can be conducted as efficiently as possible. This session also provides an opportunity to review the overall project scope.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 2: **Complete Purchase Order and Inventory Systems Training**

Session 1: Purchase Order

Session 2: Inventory

Web training sessions are generally conducted using a combination of a Master Training Environment, which has already been fully set up, and your own TEST environment. Each session will conclude with a next Steps section that references what will need to be done in your TEST environment in order for you to get started on your own.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 3: **Complete Purchase Order and Inventory Testing Cycles in TEST**

After each training session, it is expected that you will work on your own in your own TEST environment to complete the setup of your data and practice each of the processing Steps available within each module.

Follow-up web sessions may be scheduled and booked as necessary to provide assistance as you work in your own training environment. On-site assistance is also available for those who would prefer to work with someone side-by-side.

Responsibility: Client

Date Completed: _____

Step 4: **Complete Equipment and Work Order Systems Training**

Session 4: Equipment Costing

Session 5: Preventive Maintenance

Session 6: Work Order Billing*

**Work Order Billing is accomplished in the CMiC Cloud system using a combination of functionality available in the Preventive Maintenance and Job Billing modules. This functionality may be covered as part of the Preventive Maintenance session, or separated into a separate training session as determined during the Control File Review session.*

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 5: **Complete Equipment and Work Order Systems Testing Cycles**

As with the previously discussed modules, it is expected that you will work on your own to complete the setup of data in your TEST environment and practice each of the processing steps available within each module.

Follow-up web sessions, or even on-site sessions, may be scheduled and booked on a billable basis as necessary to provide additional assistance with these Steps. This is often the most difficult part of the entire ERP implementation.

Responsibility: Client

Date Completed: _____

Step 6: **Prepare Data Import Templates**

Imports in the Assets modules typically include Equipment and Inventory master lists, but not open Purchase Orders. Due to the complexities involved in matching AP invoices to partially received or partially paid Purchase Orders, it is recommended that open Purchase Orders are either entered manually, or not entered at all when going live. Once you go live with the Purchase Order system, all NEW purchase orders will be entered, posted, received and matched with new AP invoices accordingly.

As with the initial Data Elements Import Templates, your Implementation Consultant will explain exactly what data needs to be collected and how it needs to be organized, but you will be responsible for extracting the data from your existing systems and preparing it for import.

It will be necessary to prepare data imports in advance of your go-live date to test this process using your Test environment, and then replicate this process in your PROD environment when you are ready to commence running live with these modules.

Responsibility: Client

Date Completed: _____

Step 7: Import or Enter Asset Master Files in PROD

One the testing cycles in the TEST environment have been verified, the appropriate import utilities should now be used to populate the Asset master files into the PROD environment.

Any tables that need to be populated manually must also now be populated in PROD.

Responsibility: Client

Date Completed: _____

Step 8: Go Live with Assets Modules

At this point you will begin entering all new transactions directly into the CMiC Cloud system for these modules.

Responsibility: Client

Date Completed: _____

5. PROJECT MANAGEMENT

Note: The product name 'xProjects' is used when referring to a combination implementation of Project Controls, Job Billing and Project Management. For the purpose of managing the implementation however, these modules are referred to under their individual module names.

Project Management implementations are very different from Accounting implementations. There is no formal period cut-over, and no single system-of-record auditability requirement. Each implementation can be entirely customized to suit specific customer needs or schedules. This will be discussed in detail during the Kick-Off Call in the Project Initialization Phase.

Following is a guideline for implementing CMiC Cloud Project Management in the most natural way possible. It employs a crawl-walk-run methodology, which keeps users detached from fully integrated processes initially, and gradually exposes them to these processes as they become more familiar with the system.

For Project Management implementations, it is not always necessary to work in a TEST environment first, before setting up data in PROD. Because Project Management data is generally specific to a particular project, it is possible to become familiar with the functionality available in the system on a project-by-project basis directly in your PROD environment.

In a typical implementation, sessions would be scheduled in the following sequence. The pace and length of each session is generally fluid, depending on how quickly users adapt to the system.

Step 1: Project Management Process Review – Web Session

The CMiC Cloud Project Management System is a comprehensive system that can be expanded to include a wide range of functionality including project administration, field management, document management, bid management, subcontract management and forecasting. In order to ensure an efficient use of time during the training sessions, a Process Review session is required prior to the commencement of any training. Our trainers will then be able to understand the scope of the system to be implemented, and prepare for the training session appropriately.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 2: **Communication Management Training – Web Session(s)**

- Project Setup
- Project Contacts
- RFI's
- Communications
- Meeting Minutes

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 3: **Document Management Training – Web Session(s)**

- Submittals
- User Defined Documents

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 4: **Site Management Training – Web Session(s)**

- Daily Journal
- Punchlist
- Field Work Directives
- Notices
- Checklists

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 5: **System Administration and Utilities Training – Web Session(s)**

- User Setup
- Security
- Logs
- Log Filters
- User Defined Fields
- Screen Editor

- Document Merge
- Send to Spreadsheet

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 6: Bid Management Training – Web Session(s)

- Invitations to Bid
- Bid Items
- Bid Packages
- Buyouts
- Scheduling

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 7: Budget and Cost Management Training – Web Session(s)

Note: Budget and Cost Management functionality is available in the core CMiC Cloud Project Controls system, which is intended to be managed and run by users in the office. The Budget and Cost Management functionality in Project Management provides more advanced functionality, which is intended to be managed in the office, but run in the field.

- Subcontracts
- Subcontract Change Orders
- Potential Change Items
- Owner Change Orders
- Requests for Payment
- Budget and Cost Status Queries
- Contract Forecasting

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 8: Go Live with CMiC Cloud Project Management

At any point you can elect to go live with whichever components of the Project Management system you feel comfortable with.

Responsibility: Client

Date Completed: _____

9. CRM IMPLEMENTATION

The CMiC Cloud CRM System can be implemented at any time throughout the ERP implementation process. It generally involves a completely independent group of users, and can be implemented either on its own, or in conjunction with other modules.

Step 1: Complete CRM Training – Web Session

The CRM system can be fully trained in one four-hour web session; however, follow-up sessions may be necessary for advanced configuration purposes.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 2: Complete CRM Testing Cycles in TEST

As with the other modules, it is expected that you will work on your own to complete the setup of data in your TEST environment and practice each of the functions available in the CRM system.

Responsibility: Client

Date Completed: _____

Step 3: Complete Setup of CRM System in PROD

Prior to going live with CRM, you will need to finalize the setup of the full CRM system in your PROD environment.

Responsibility: Client

Date Completed: _____

Step 4: Go Live with CRM

Once training is complete and your PROD environment has been properly set up, you can choose to go live with CRM at any time.

Responsibility: Client

Date Completed: _____

7. SUBCONTRACTOR PREQUALIFICATION

The CMiC Cloud Subcontractor Prequalification system is a highly specialized module allowing for the tracking and approval of subcontractor applications, including all associated requested document submissions, as well as subcontractor ratings and renewals. It allows for a self-service interface, where subcontractors can apply and submit documents on-line as necessary.

It is recommended that Subcontractor Prequalification is implemented as a separate phase, after the implementation of Financials and Project Controls, Project Management and Workflow if those systems are being implemented.

Step 1: Complete Subcontractor Prequalification Training – Web Session

In addition to the basic Subcontractor Prequalification program, the Self-Service Vendor Questionnaire will also be covered in this web training session.

Web training sessions are generally conducted using a combination of a Master Training Environment, which has already been fully set up, and your own TEST environment. Each session will conclude with a next steps section that references what will need to be done in your TEST environment in order for you to get started on your own.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 2: Complete Subcontractor Prequalification Setup in both TEST and PROD

The Subcontractor Prequalification screen includes some user defined fields and several supporting detail tables that must be configured before it can be used. Once training is complete, it will be necessary to configure your PROD system as necessary to support your go-live needs.

Responsibility: Client

Date Completed: _____

Step 3: Go Live with Subcontractor Prequalification

Once training is complete and you are familiar with the operation of the Subcontractor Prequalification system, you can choose to go live at any time.

If you will be using the Self-Service option, you will need to prepare and issue any communications to your subcontractors as necessary.

Responsibility: Client

Date Completed: _____

8. ENTERPRISE CONTENT MANAGEMENT IMPLEMENTATION

The CMiC Cloud ECM System contains modules for Imaging & Workflow as well as an Outlook Integration plugin, which can be used to easily manage documents using the Outlook interface.

ECM training is provided by a dedicated ECM Implementation Consulting group.

Step 1: Environment initialization

The following tasks must be performed by the ECM Consulting Group as a mandatory half-day process at the commencement of any ECM System implementation project:

a. Partition storage and load default documents
b. Set the storage permissions
c. Establish and store the (storage) share password
d. Load default test documents into the 'Source' folders
e. Ensure test documents display in Imaging
f. Configure default 'AP' Series code
g. Create a record for each Document Type
h. Add default Workflow approver

Responsibility: CMiC Cloud

Date Completed: _____

Step 2: Intro to AP Imaging and Workflow – Web Session

Prior to receiving AP Imaging and Workflow training, users must understand and have completed at least a skeletal implementation of the Accounts Payable and Job Costing modules.

This session will cover these keys areas of the AP Imaging system:

- Image acquisition – registering electronic AP invoices into Imaging
- Indexing – AP invoice flysheets data entry
- Approval – submitting AP invoices to the Workflow approval process
- Batching and posting approved AP invoices
- Handing rejected invoices

Training items include:

- AP Imaging and Workflow overview

- AP document types and Flysheets
- Imaging security
- Workflow lookups
- Entering and approving invoices
- Creating and posting AP batches

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 3: PM Workflows – Web Session

This session is similar to the AP Session discussed in the previous step, but this time focusing on each of the Project Management Workflow processes.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 4: Customization discussion for AP and PM Workflow design session

This is an optional session, necessary only when the default workflow processes need to be customized for specific requested functionality not supported in the default workflows. All customization services are provided on a time and materials billable basis.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 5: Complete Imaging and Workflow Testing Cycles in TEST

As with the previously discussed modules, it is expected that you will work on your own to complete the setup of data in your TEST environment and practice each of the processing Steps available within each module.

Follow-up web sessions, or even on-site sessions, may be scheduled and booked on a billable basis as necessary to provide additional assistance with these Steps. This is often the most difficult part of the entire ERP implementation.

Responsibility: Client

Date Completed: _____

Step 6: AP and PM Workflow review along with PROD configuration review

After users have become familiar with the Imaging and Workflow processes working on their own, a follow-up session is necessary to review each of the processes with an ECM Implementation Consultant. At this point, we will also review the configuration steps necessary to prepare the PROD environment with the workflow definitions.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 7: Outlook plugin installation and training

This is an optional session, necessary only if the Outlook plugin will be used to manage documents within the CMiC Cloud ECM system.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 8: Go-live readiness review – Web Session

A CMiC Cloud ECM Implementation Consultant will perform a final review all of the workflows to be implemented and verify that everything has been set up properly, and is ready to be deployed in the PROD environment.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 9: Go-live assistance

ECM implementations require go-live assistance to ensure that workflows are being completed properly, and that users are able to keep up with the demands of their workflow processes. One day of go-live assistance is required for each of AP and PM, and will be billed in minimum 2 hour slots.

Responsibility: CMiC Cloud and Client

Date Completed: _____

9. E-TIME IMPLEMENTATION

The CMiC Cloud E-Time System is a specialized module that allows users to enter and submit their own timesheets for approval. Time can be charged to overhead accounts or jobs as necessary, and if workflow has been implemented, approvals can be handled via the workflow system.

It is recommended that E-Time is implemented as a separate phase, subsequent to the implementation of Financials and Project Controls, Payroll and Workflow if those systems are being implemented. It is possible to implement E-Time without the full Payroll being implemented, as it only affects the entry and approval of timesheets.

Step 1: Complete E-Time Training – Web Session

The E-Time System uses Access Codes to determine who can access the system and where they can charge their time. The E-Time Setup Training Session will cover how to setup and maintain access codes, how a user will enter timesheets, and how an approver will approve timesheets.

Step 2: Complete the Testing Cycles of E-Time in TEST

As with the previously discussed modules, it is expected that you will work on your own to complete the setup of data in your TEST environment and practice each of the processing steps available within each module.

Follow-up web sessions, or even on-site sessions, may be scheduled and booked on a billable basis as necessary to provide additional assistance with these Steps.

Responsibility: Client

Date Completed: _____

Step 3: Complete Internal Documentation and Training

Prior to going live with E-Time, it will be necessary to prepare any internal documentation necessary, and provide users with the training they will need to be able to quickly and easily enter timesheets.

It is recommended that companies provide their own customized documentation and training, so it can be tailored exactly to their own needs.

Responsibility: Client

Date Completed: _____

Step 4: Go Live with E-Time

Once internal training is complete, you can choose to go live at any time. Some companies elect to go live with groups of users at a time.

Responsibility: Client

Date Completed: _____

10. HUMAN RESOURCES IMPLEMENTATION

It is recommended that Human Resources be implemented as a separate phase, subsequent to the implementation of Financials and Project Controls, Payroll and Workflow if those systems are being implemented as part of a full ERP implementation; however, it is possible to implement Human Resources without any of those systems being implemented at all.

Step 1: Complete Human Resources System Training – Web Sessions

Session 1: Hiring Requisitions, Applicant Management

Session 2: Training, Performance Management, Compensation Management

Web training sessions are generally conducted using a combination of a Master Training Environment, which has already been fully set up, and your own TEST environment. Each session will conclude with a next steps section that references what will need to be done in your TEST environment in order for you to get started on your own.

Responsibility: CMiC Cloud and Client

Date Completed: _____

Step 2: Complete Human Resources Testing Cycles in TEST

As with the other modules, it is expected that you will work on your own to complete the setup of data in your TEST environment and practice each of the functions available in the Human Resources system.

Responsibility: Client

Date Completed: _____

Step 3: Complete Setup of Human Resources in PROD

Prior to going live with Human Resources, you will need to finalize the setup of the full Human Resources system in your PROD environment.

Responsibility: Client

Date Completed: _____

Step 4: Go Live with Human Resources

Once training is complete and your PROD environment has been properly set up, you can choose to go live at any time.

Responsibility: Client

Date Completed: _____

11. MOBILE IMPLEMENTATION

The initial CMiC Cloud Mobile apps will not be available until March, 2015.

For planning purposes, the anticipated mobile app delivery schedule is as follows:

March, 2015

- Mobile Web Project Management
- Mobile Field – Contacts and RFIs
- Mobile ECM

May, 2015

- Time Tracker
- Expense Tracker
- Mobile Field – Daily Journal
- Mobile Workflow Approvals

August, 2015

- Mobile PM – My Actions, Communications, Inspections, Punchlists
- Mobile Collaboration – RFI's

October, 2015

- Mobile PM – Issues, Submittals, Meeting Minutes
- Mobile Collaboration – Bid Entry

December, 2015

- Mobile PM – Bid Items, PCIs
- Mobile Collaboration – Submittals

APPENDIX 1

Data Migration Manual

This step by step guide outlines the process involved in entering/importing the necessary information into CMiC Cloud to migrate current projects/jobs.

Step 1: Manually Enter Jobs and Budgets

To create a job there are four steps as outlined in the Job Costing module in Setup>Maintain Jobs. The Maintain Jobs Train goes as follows:

1. Setup the Project. Create a job in the job costing module>Setup>Maintain Jobs. Job detail will need to be setup as well.
2. Assign Cost Codes, this creates the structure of the job and allows you to enter Cost Code level budgets,
3. Enter Budget, this sets that original budget for the job at the category level
4. Selecting the "Create Contract" button on the enter budget screen will create the job billing contract that will be used in step 4.

Step 2: Outstanding A/P Balances

Subcontracts

1. The next step after creating the jobs and budgets is to post subcontracts. Post the original value of the subcontract at this time.
2. Once the subcontracts have been posted, change orders can be posted to the subcontract. This step is only required if it is necessary for change orders to be in the system.
3. After posting change orders, ONE request for payment will be necessary to bring the subcontract to current value.
4. Once the request for payment has been posted, the related invoice will now show up in the A/P module and is available for payment. ONE posted payment will be necessary to bring the payables to its current value.

A/P Invoices

1. Any outstanding A/P Invoices that are not subcontract related are manually entered in the accounts payable module. Enter the outstanding value of the invoices at this time. Please Note: It is extremely important that you do not 'Double up' your job cost. Meaning, if

you are a posting an AP invoice to the job insure that the associated cost is not being imported as a job cost transaction in step 3.

Balance A/P

The following steps should be taken to insure your A/P balances are correct:

1. Verify that A/P balance in CMiC Cloud GL matches what you think it should be from old systems.
2. Run A/P Aged report in CMiC Cloud and your previous system and verify they match.
3. In CMiC Cloud ensure that A/P Aged report matches GL in CMiC Cloud

Step 3: Job Cost Transactions

In this step you will be importing all costs that are not associated with a commitment. Labor, Material, Equipment and other costs are usually imported in this step.

Compare the job cost detail report from your previous system to the current costs in CMiC Cloud (Subcontract and AP). Subtract costs that are currently in CMiC Cloud from the old system values. Import the remaining costs into CMiC Cloud.

Balance the journal entry by crediting a total for each cost type. Here is an example:

DR – J line Job: xx Cost code: xx Cat: L	1,000	
DR – J line Job: xx Cost code: xx Cat: M	2,000	
DR – J line Job: xx Cost code: xx Cat: M	3,000	
DR – J line Job: xx Cost code: xx Cat: M	4,000	
DR – J line Job: xx Cost code: xx Cat: O	5,000	
DR – J line Job: xx Cost code: xx Cat: E	6,000	
CR – G line Dept: 00 Account: xxxxx Labor		1,000
CR – G line Dept: 00 Account: xxxxx Material		9,000
CR – G line Dept: 00 Account: xxxxx Other		5,000
CR – G line Dept: 00 Account: xxxxx Equipment		6,000

Balance JC

The following steps should be taken to ensure your JC balances are correct:

1. Verify that the JC balance in CMiC Cloud GL matches the totals from the old systems.
2. Run the Job Cost Summary report in CMiC Cloud and ensure the total costs match the totals from the old systems.

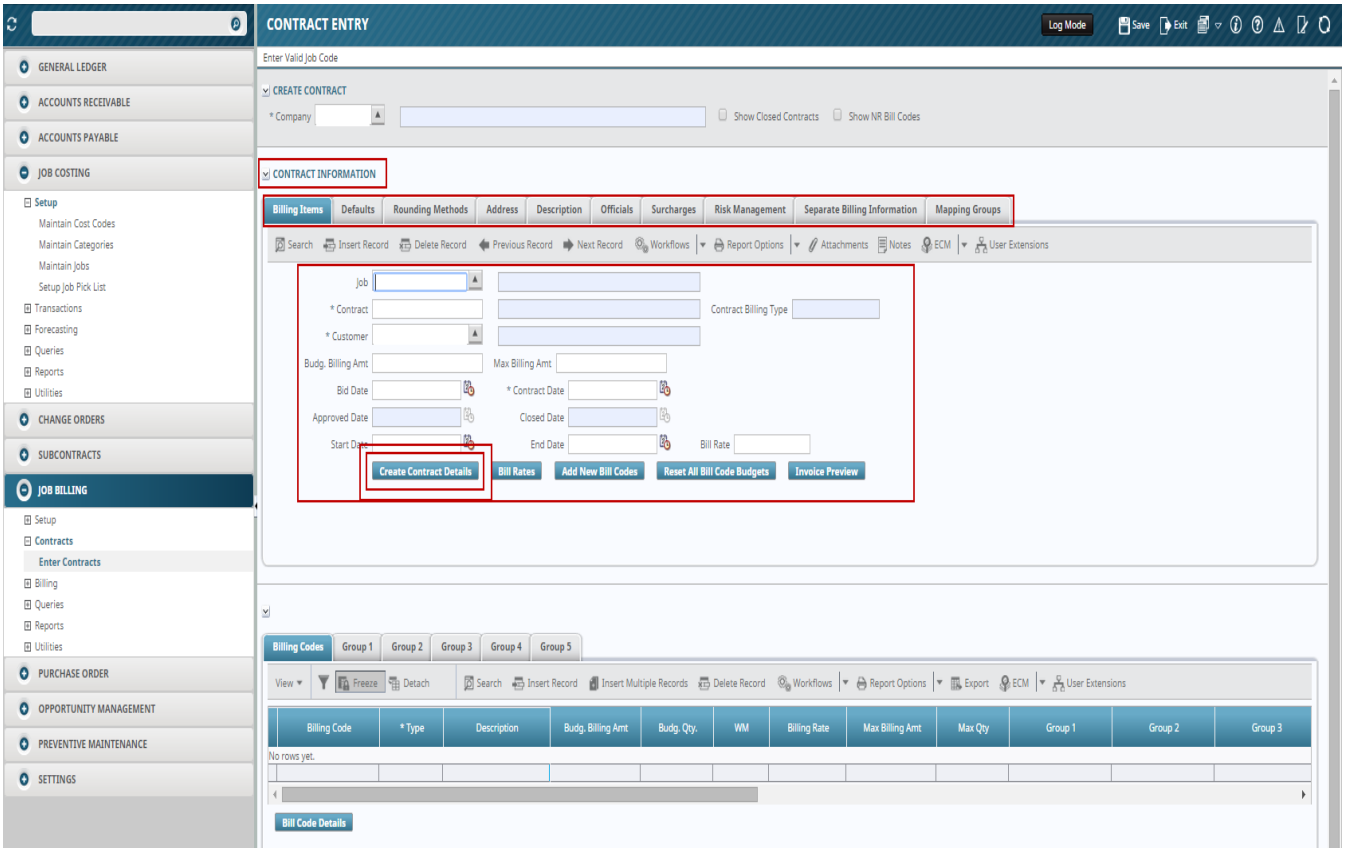
Step 4: Outstanding A/R Balances

We recommend that if you are not coming from a system that had an integrated job billing module, and you were billing in Excel, to continue to bill in excel for all converted jobs. This will save you a large amount of work converting Job Billing.

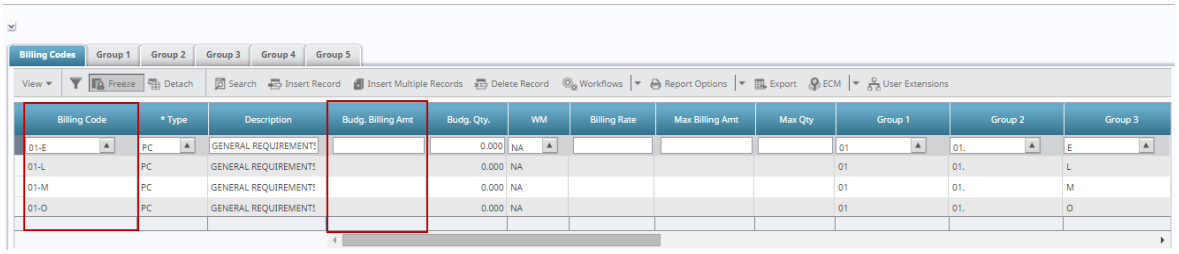
Option 1: Job Billing Through JB Module

Create the job billing contract.
This step should have been done when entering the job in step 1. If not it may be done in the job billing module.

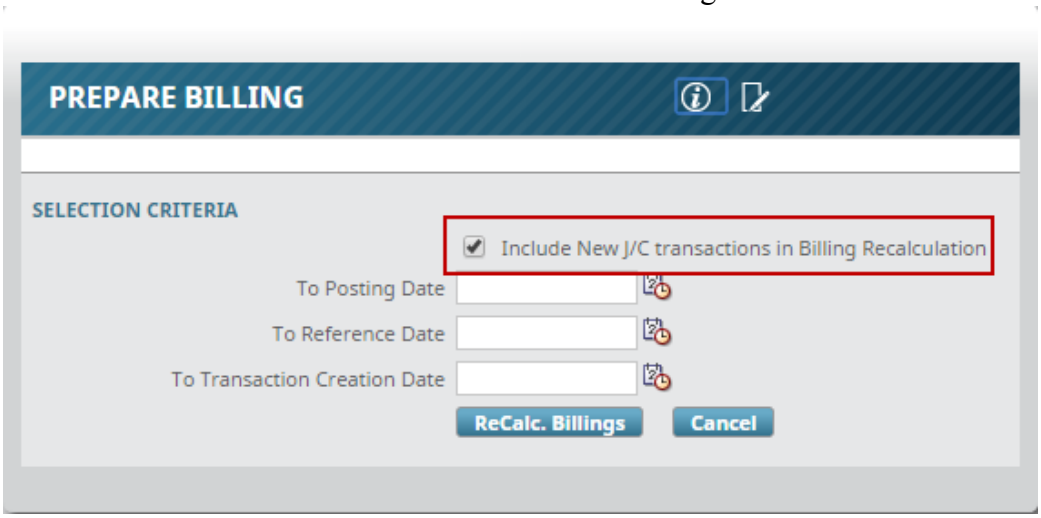
1. Navigate to Job Billing > Contract > Enter Contracts and select “Add New”.
2. Select the Job you would like to create a billing contract for and fill out the rest of the information in the “Contract Information” Section.
3. Please ensure you fill out each tab in this section. (Billing items, Defaults, Rounding Methods, Address, Etc.)
4. Once you have filled out all the required contract information, click “Create Contract Details”. Click Save.



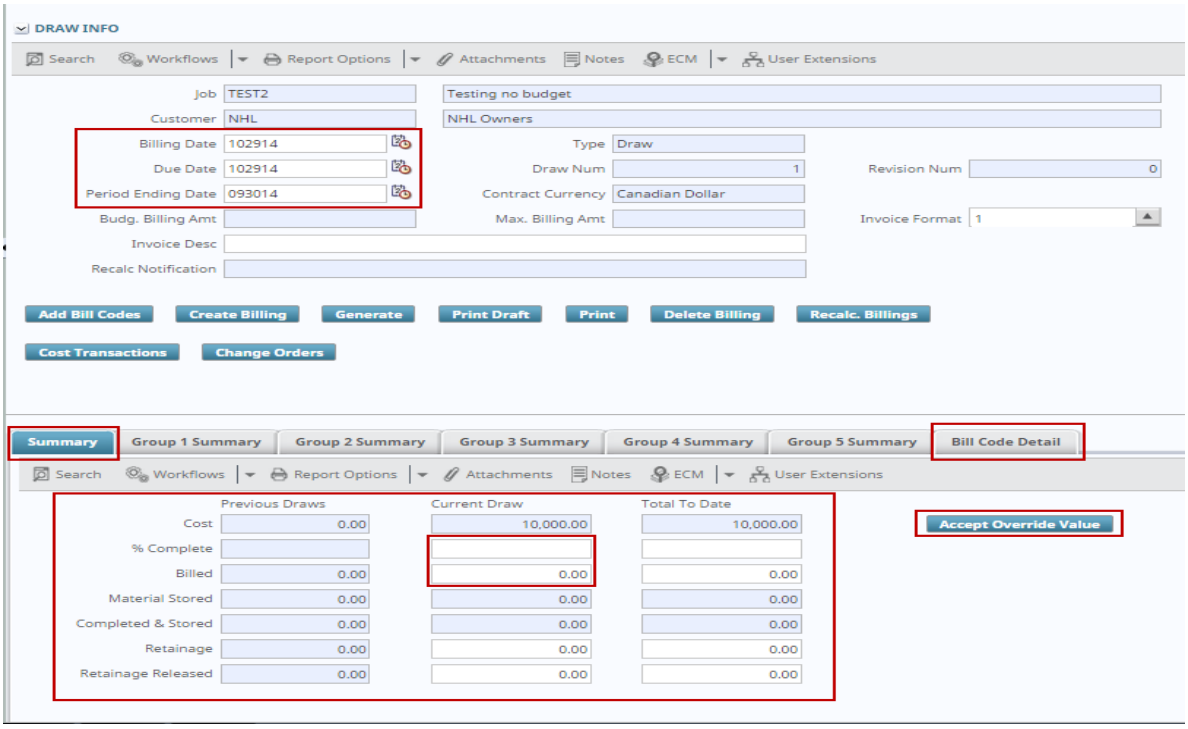
5. Once you click create contract details the bill codes will be created with the corresponding budgeted billing amounts, below the contract information section.



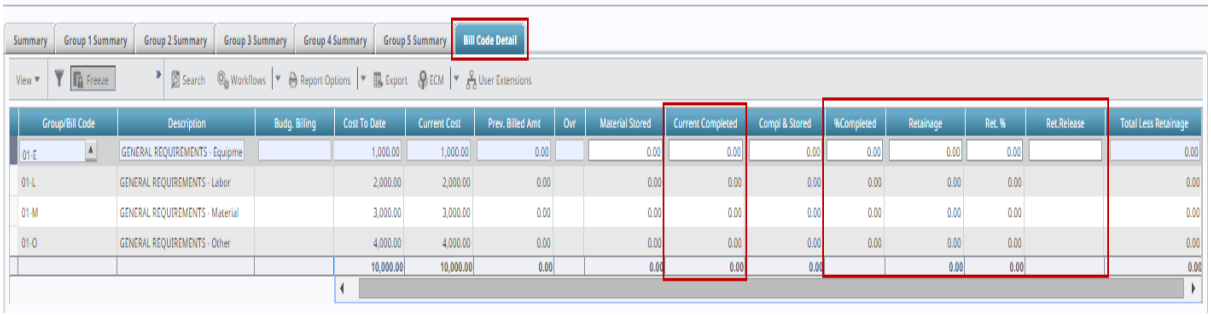
6. Once the job billing contract is created, <u>ONE</u> draw will be necessary to bring the contract to its current value. Navigate to Job Billing > Billing > Prepare Billing:
    a. Create a draw.
    b. Click the "Recalc. Billings" button. Select the flag "Include New J/C transactions in Billing Recalculation" and select the appropriate posting date, reference date and transaction creation date. Click "ReCalc. Billings". Click Save.



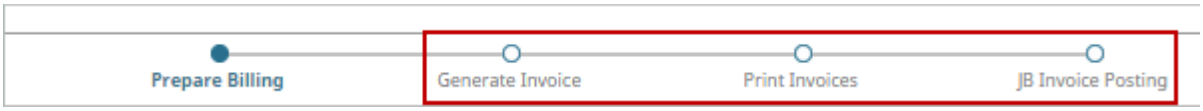
7. Ensure the Billing Date; Due Date and Period Ending Date are correct. Click Save.
8. You now have the option to prepare a billing on a summary level or on a bill code detail level. Summary level will allow you to generate the billing based on either a % complete or billed $ amount. The system will automatically pro-rate the billed amount equally to each bill code/ cost code. If you are choosing to do a summary billing then you will need to enter either a % complete or a billed amount into the current draw column and then select accept override value. Click save.



9. If preparing the billing on a bill code/cost code detailed level, click the bill code detail tab. Enter the current amount completed or the % completed for each line item. Enter the retainage amount or retainage% on each line. Enter the amount of retainage to release at this time as well.



10. Once the current draw is correct:
    a. Generate the invoice.
    b. Print the invoice
    c. Post the invoice to GL, AR and JC.

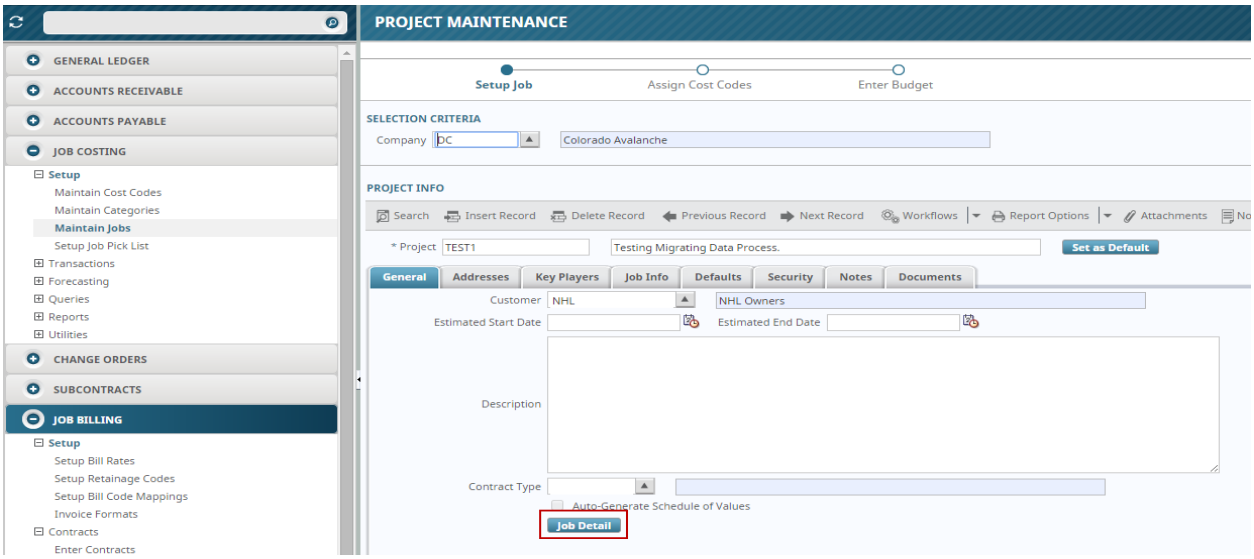


11. The invoice that was posted in the previous step will now be available in the A/R module. Apply the appropriate receipt to this invoice to bring the receivable to the correct outstanding amount.

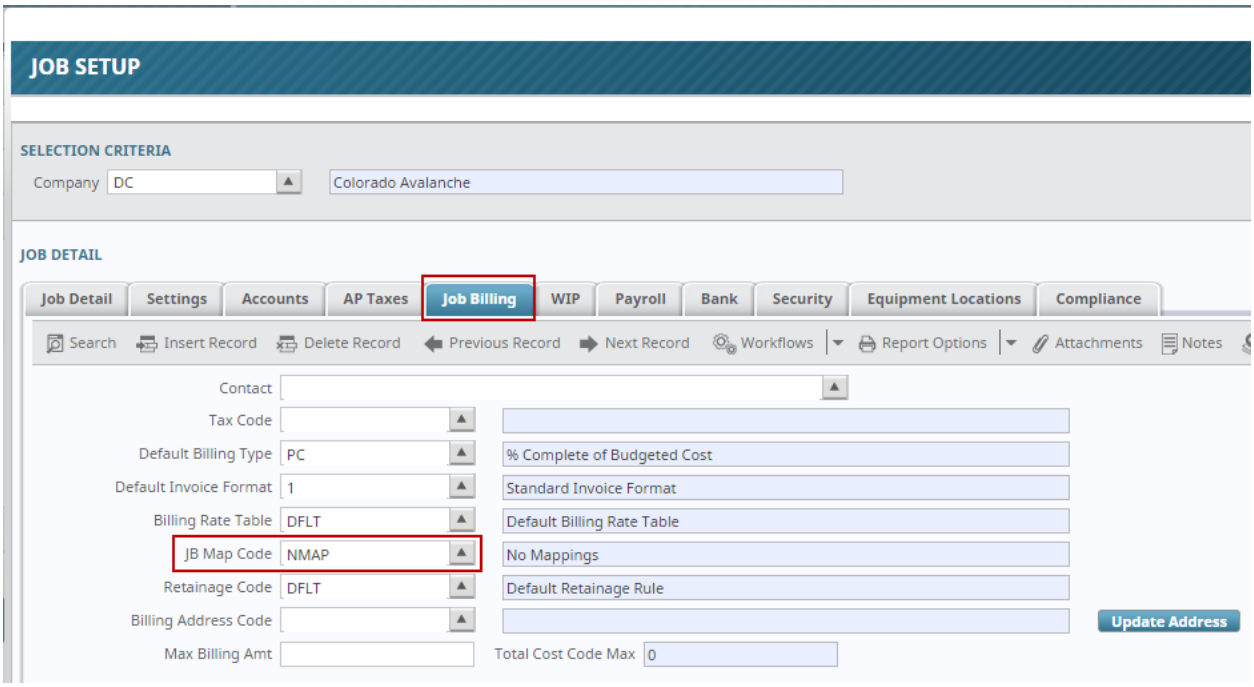
Option 2: Job Billing through A/R & Excel

This option is to be used for larger projects that are near completion or it will be too complicated to bill properly out of CMiC Cloud.

1. Navigate to Job Costing > Setup > Maintain Jobs. Select the job you would like to create a contract for and select "Job Detail".

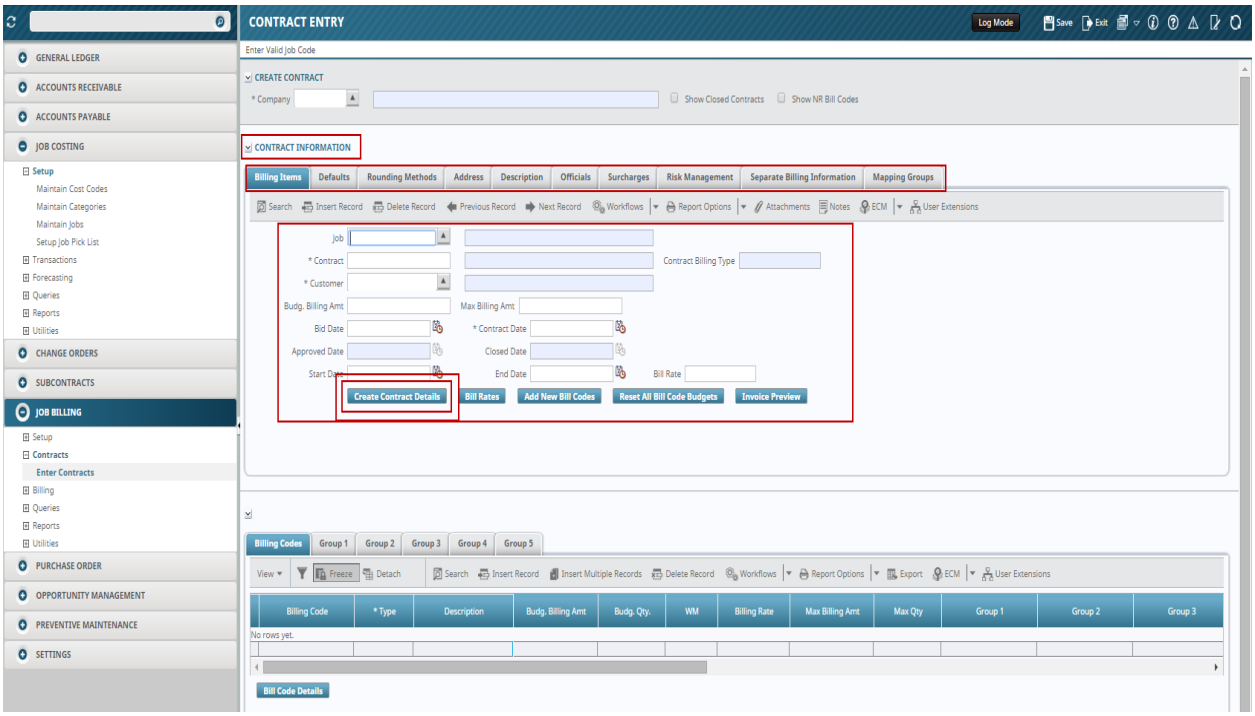


2. Select the Job Billing tab and change the JB Map Code field to NMAP. Click Save.

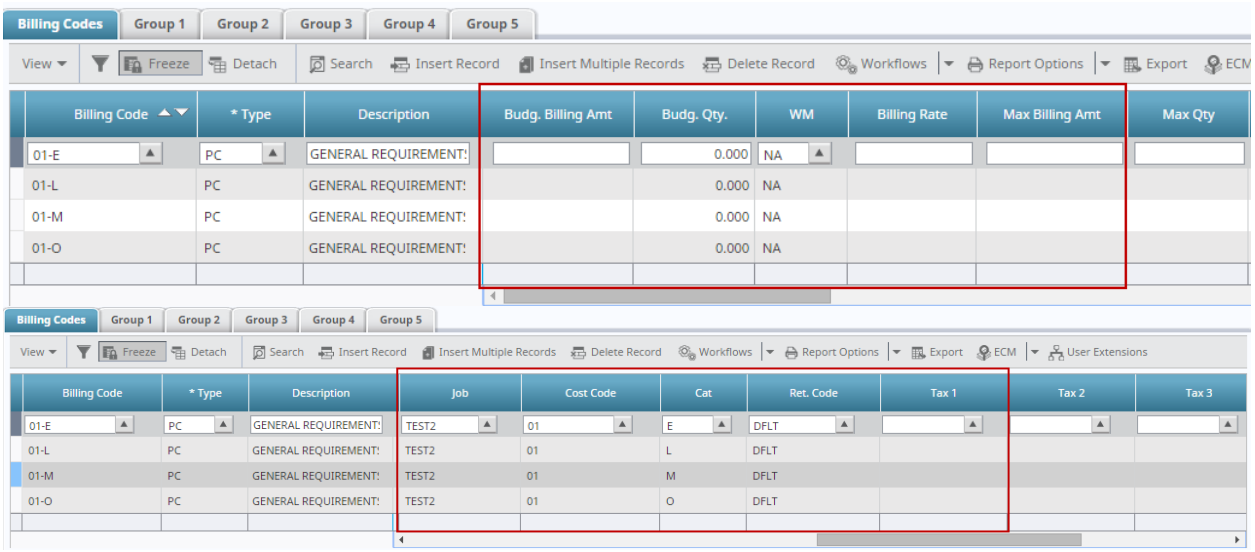


3. Navigate to Job Billing > Contract > Enter Contracts and select “Add New”.
4. Select the Job you would like to create a billing contract for and fill out the rest of the information in the “Contract Information” Section.
    a. Please ensure you fill out each tab in this section. (Billing items, Defaults, Rounding Methods, Address, Etc.) Click Save.

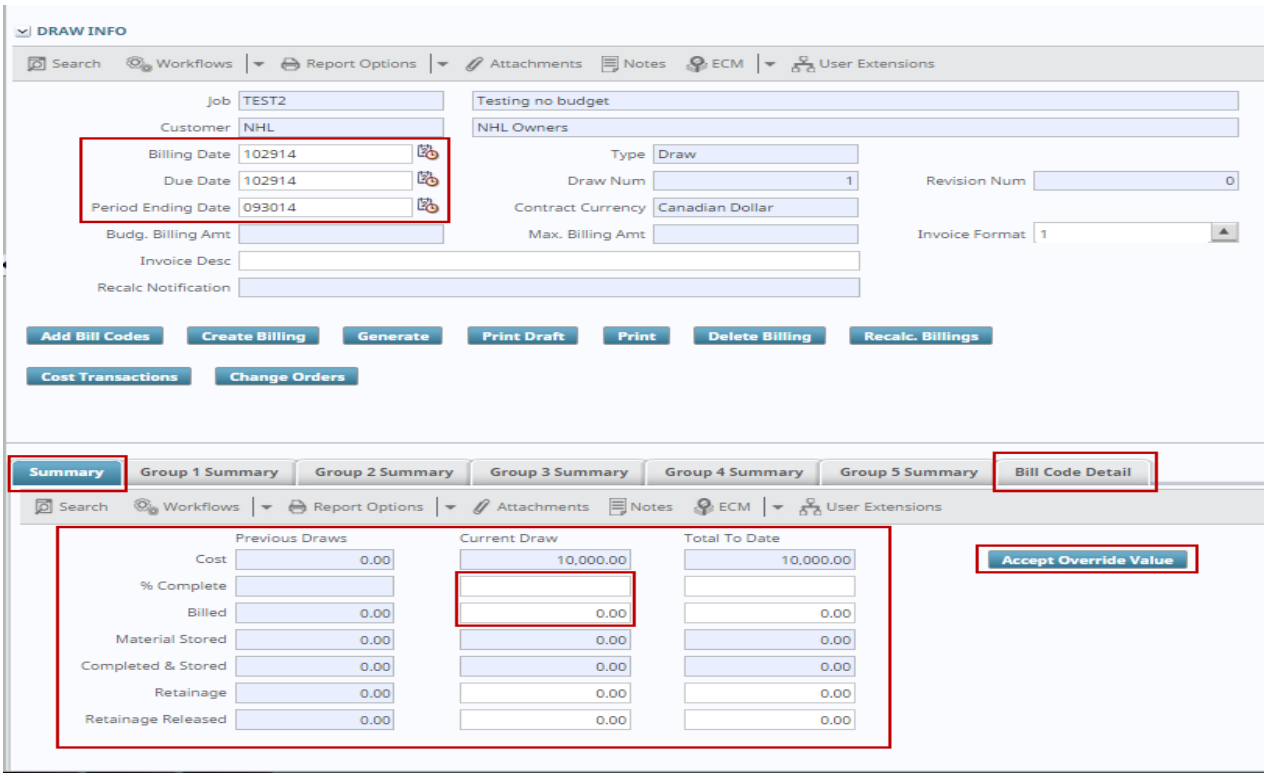
5. Once you have filled out all the required contract information, click “Create Contract Details”. Click Save.



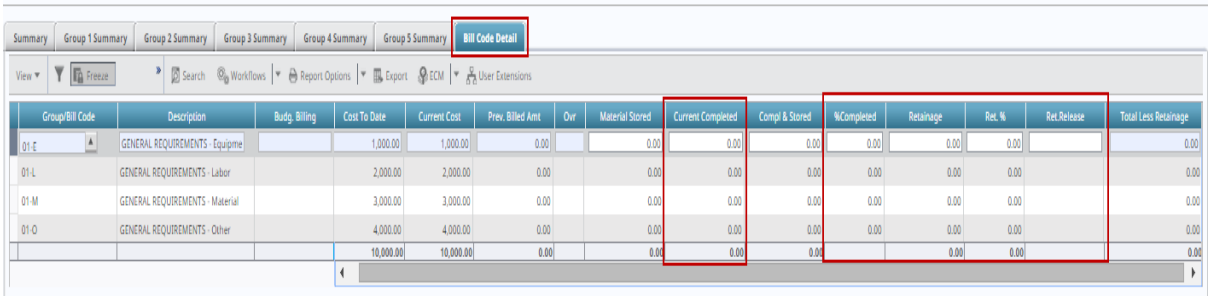
6. This method will NOT automatically create the Billing Codes. Manually create each billing code. Ensure to enter the Budg. Billing amt, Job, Cost code, Category, Retainage code and tax to be included on each line. Click Save.



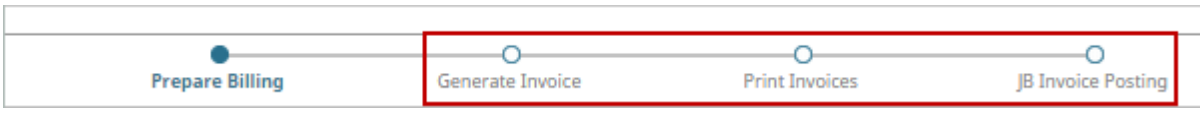
7. Once the job billing contract is created, ONE draw will be necessary to bring the contract to its current value. Navigate to Job Billing > Billing > Prepare Billing:
    b. Create a draw.
    c. Ensure the billing date, due date and period ending date are correct and click save.
    d. You now have the option to prepare a billing on a summary level or on a bill code detail level. Summary level will let you bill based on either a % complete or billed amount. The system will automatically pro-rate the billed amount equally to each bill code. If you are choosing to do a summary billing then you will need to enter either a % complete or a billed amount into the current draw column and then select accept override value.



    e. If preparing the billing on a bill code/cost code detailed level, click the bill code detail tab. Enter the current amount completed or the % completed for each line item. Enter the retainage amount or retainage% on each line. Enter the amount of retainage to release at this time as well. (Only if these amounts are not already defaulted) Click Save.



f. Once the current draw is correct:
    i. Generate the invoice.
    ii. Print the invoice
    iii. Post the invoice to GL, AR and JC.



g. The invoice that was posted in the previous step will now be available in the A/R module. Apply the appropriate receipt to this invoice to bring the receivable to the correct outstanding value.

A/R Invoices

1. Any outstanding A/R Invoices that are not job billing related are manually entered in the accounts receivable module. Enter outstanding value of these invoices at this time.

Balance A/R

The following steps should be taken to ensure your A/R balances are correct:

1. Verify that the A/R balance in CMiC Cloud GL matches what you think it should be from QuickBooks.
2. Run A/R Aged report in CMiC Cloud and QuickBooks and verify they match.
3. In CMiC Cloud ensure that A/R Aged report matches GL balance in CMiC Cloud.

Step 5: Import GL Balances

In the General Ledger Module navigate to Processing>Enter Transaction. There is an import function to import the trial balance being used as opening balances.