

Step 3- On the **Projects** tab in Query Manager select the project or projects that you wish to run the query against. Click on the **Run** button when complete.

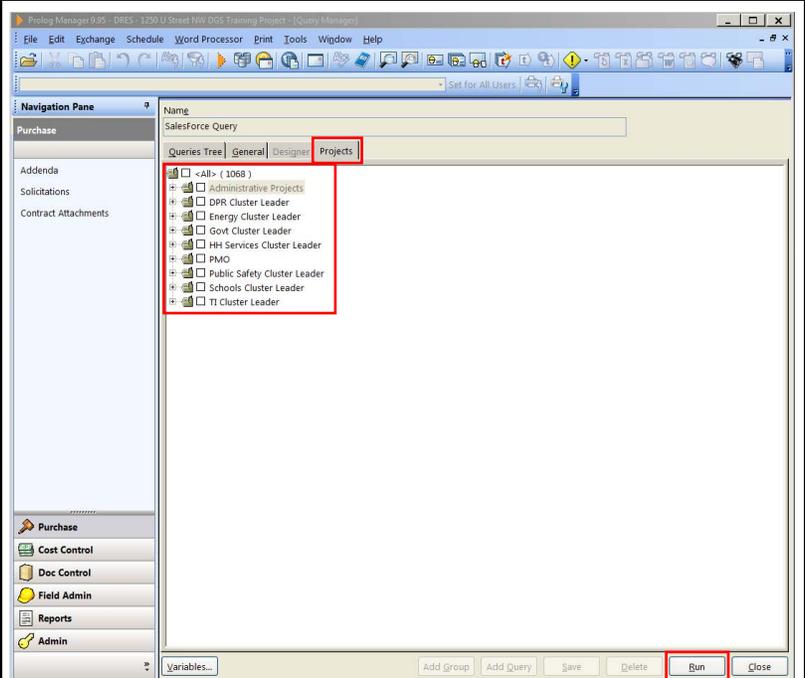


Figure 3

Step 4- The results of your query will be displayed in a new window within Prolog. To export the query from Prolog, click on the **Export** button in the bottom-right of the window and click the **Browse** button when the 'Save Query Results in' pop-up appears.

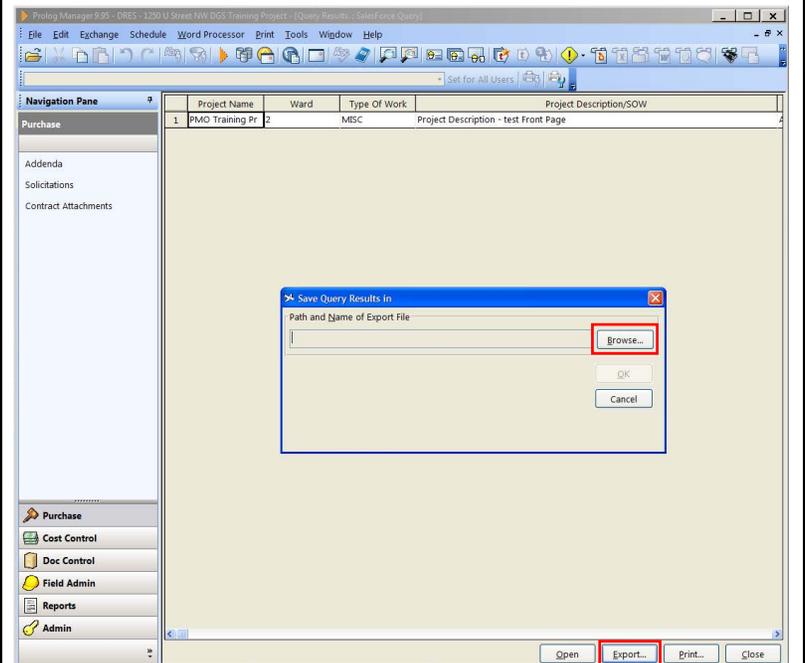


Figure 4

Step 5 - Navigate to the location that you wish to export the query results to in the left pane of the 'File to Export As' window. Name the file that you wish to export in the **File Name** field and select **Excel** from the **File Type** pick-list. Click on the **Open** button when complete.

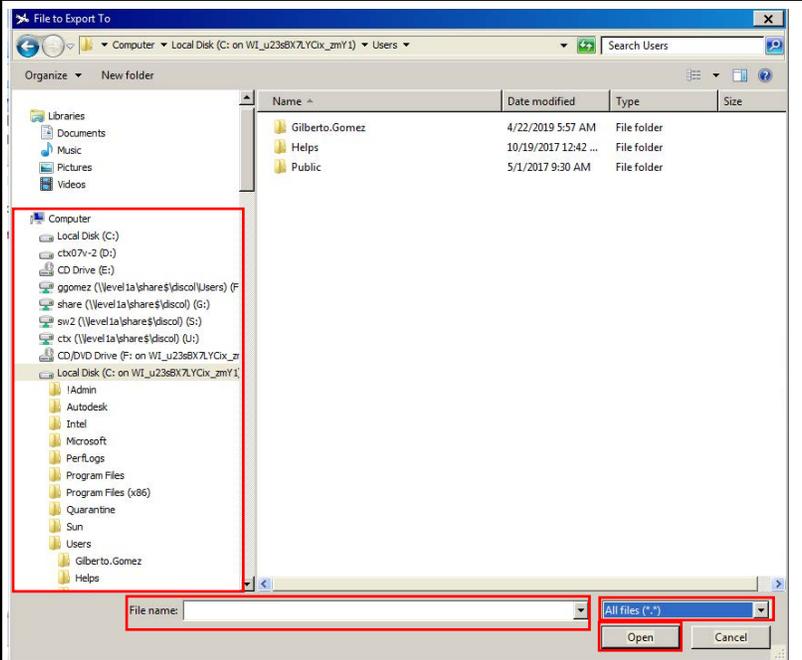


Figure 5

Step 6 - Select **MS Excel XP** from the **File Format Type** pick-list and provide a sheet name in the **Sheet Name** field (this will appear as the tab name and header in the exported Excel workbook). Click the **OK** button when complete.

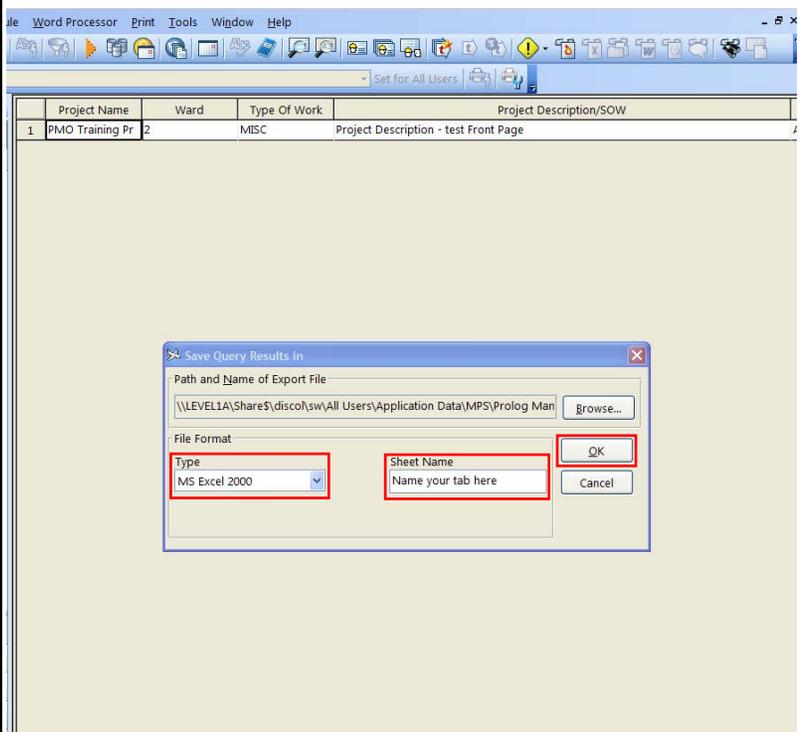


Figure 6

Step 7 - A pop-up will appear once your query has been successfully exported. Click on the **OK** button to complete the query export process.

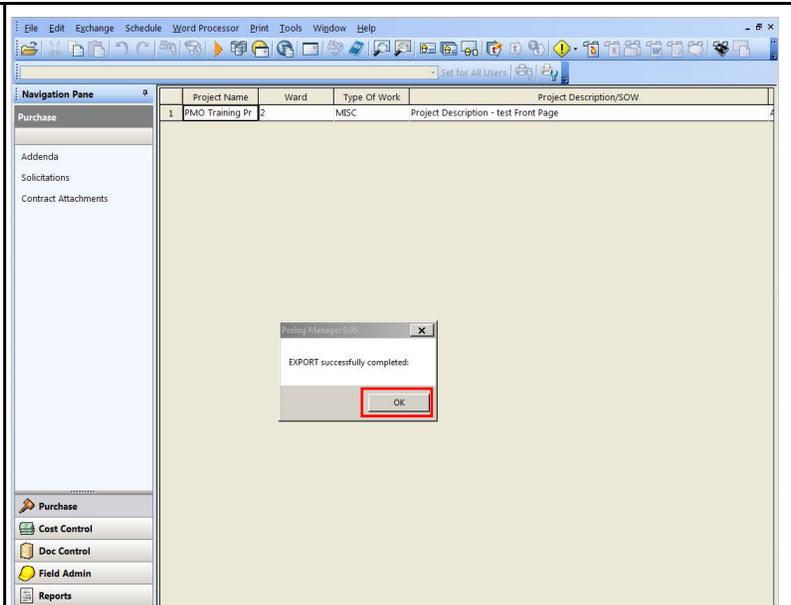


Figure 7

Step 8 - Your query is exported from Prolog as an un-formatted Excel workbook. You will need to format the worksheet for the query in Excel in order to make it presentable. Figure 8 shows the raw exported query in Excel (top) and the manually formatted version in Excel (bottom). Once you have formatted the worksheet to be presentable in Excel you can save the query as a PDF for dissemination or leave it as an Excel document for sorting or filtering.

*****NOTE***** Edits to the query results should not be made in Excel as these edits do not reflect the record data in Prolog. If the results of the query need to be edited, this should be done in Prolog and a new query should be run so that data integrity is maintained.

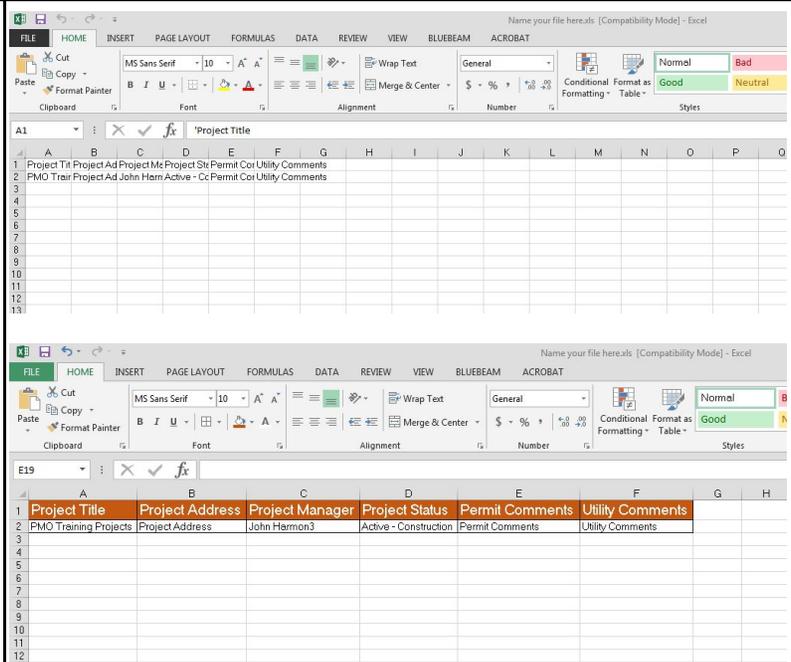


Figure 8

Step 1- In Prolog Manager, open the project that you wish to document a risk for and select **Risk Log** from the **Doc Control** module in the **Navigation Pane**.

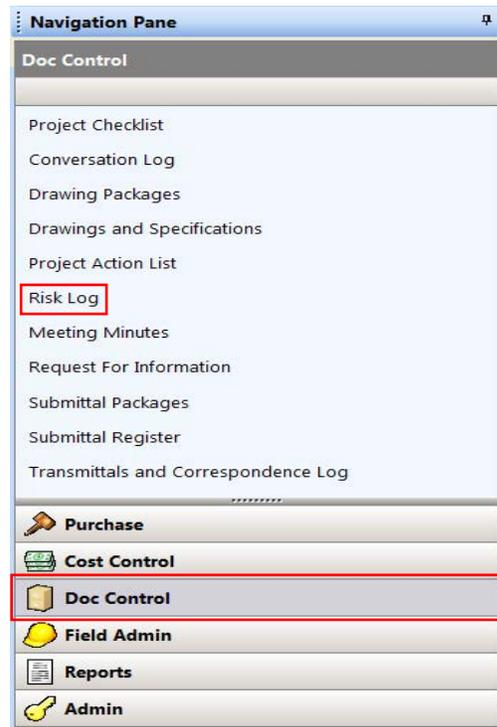


Figure 1

Step 2- Enter relevant information in all of the fields on the **General** tab. Assign a risk type in the **Type** field. If the mitigation strategy is known, select the mitigation strategy type in the **Strategy** field and describe the way that you will execute the strategy in the **Potential Mitigation Strategy** field.

*****NOTE***** The mitigation strategy can be added later if it has not been determined yet by selecting **To Be Determined** in the **Strategy** field. Do not wait until you have a mitigation strategy to document risks.

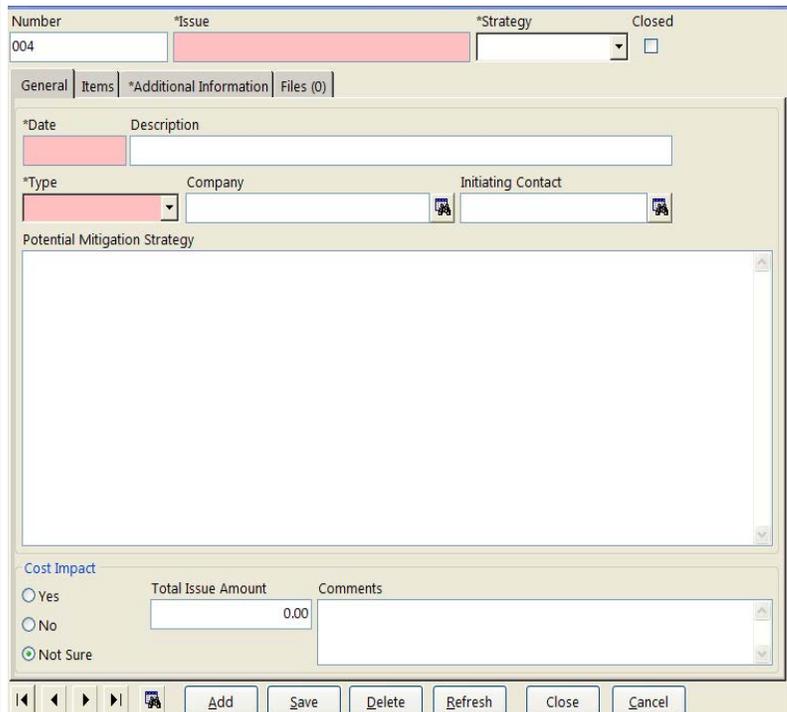
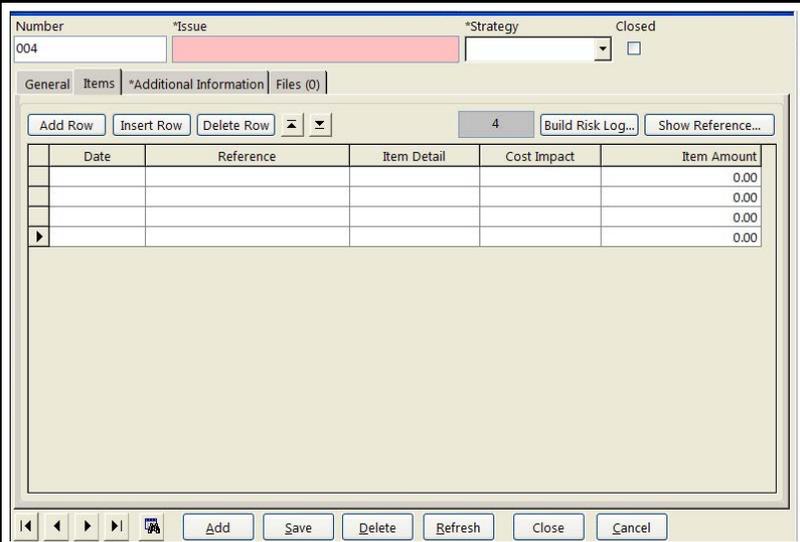


Figure 2

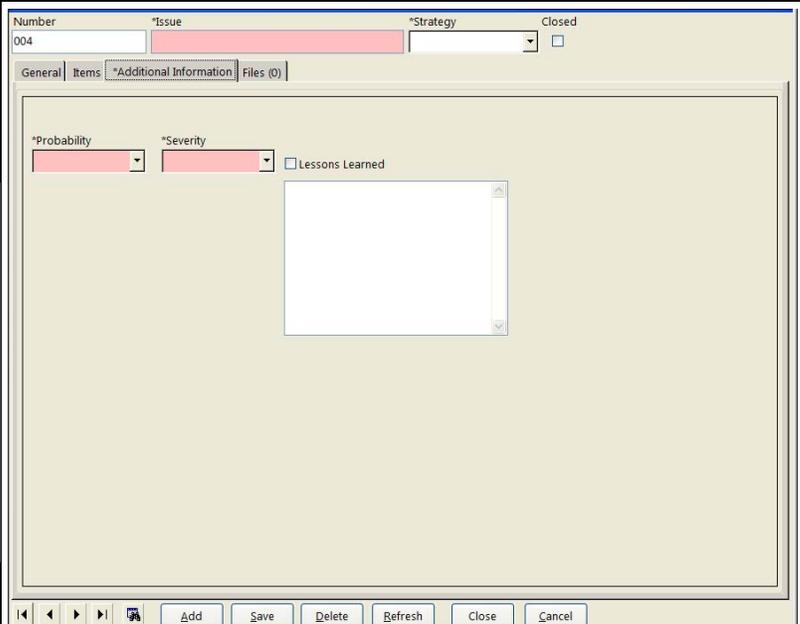
Step 3- Items should further define the risk and it's parts. There may be one or more items for each risk. On the Items tab, use the Add Row button to add items related to the risk. Enter the date that you add an item in the **Date** column. Reference documents can be listed in the **Reference** column for each item. Describe the item in the **Item Detail** column. Enter Yes, No or Not Sure in the **Cost** column and the related cost for that item in the **Item Amount** column for each item.



NOTE You can build a new risk log or append an existing risk log by using the **Build Risk Log** button and selecting the items that you wish to include in the log.

Figure 3

Step 4- On the Additional Information tab, determine and enter the **Probability** and **Severity** for the risk.



NOTE Check the **Lessons Learned** box and enter a description of the lesson learned on each risk if applicable. These can be added later if the lesson is learned after the risk has been created.

Figure 4

Step 5 - Upload and link any applicable references to the record on the **Files** tab. Click on the **Save** button when complete.

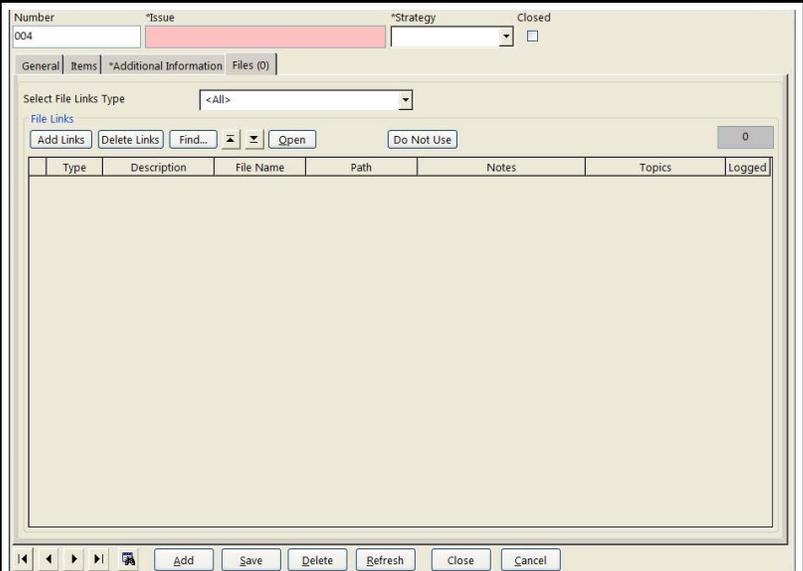


Figure 5

Step 1 - Open the Prolog project record that you wish to send in Prolog and select **Send > Current Record** from the **File** menu at the top-left of the window.

NOTE Sending a project record or Quick Report will send whichever default report is selected in the system for that record type. Some records will send a specific record document while others will send a report or log. It is recommended that you familiarize yourself with what will be sent for each record type by sending a copy of each record to yourself prior to sending anything to an outside contact. All linked files from the Files tab will also be attached to the email automatically.

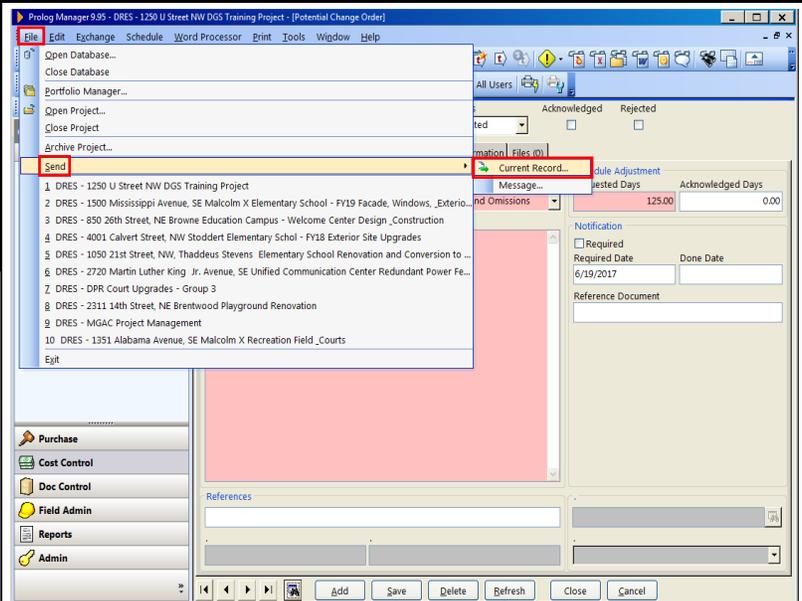


Figure 1

Step 2 - Click on the 'OK' button when the pop-up appears. You do not need to make any changes here.

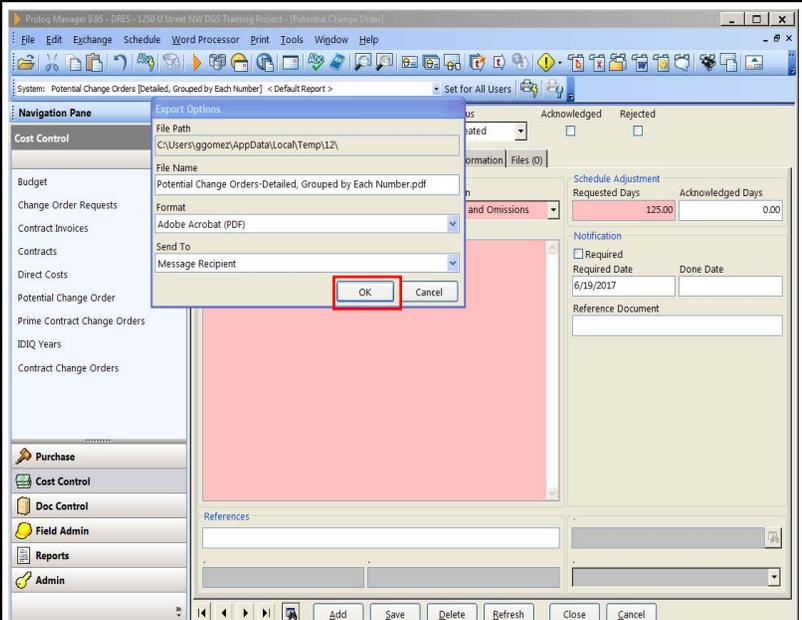


Figure 2

Step 3 - Enter the recipient(s) email address(es) in the **To** and **CC** boxes as needed when the email pop-up window appears.

*****NOTE***** It is recommended that you CC yourself on any record or Quick Report that is sent from Prolog.

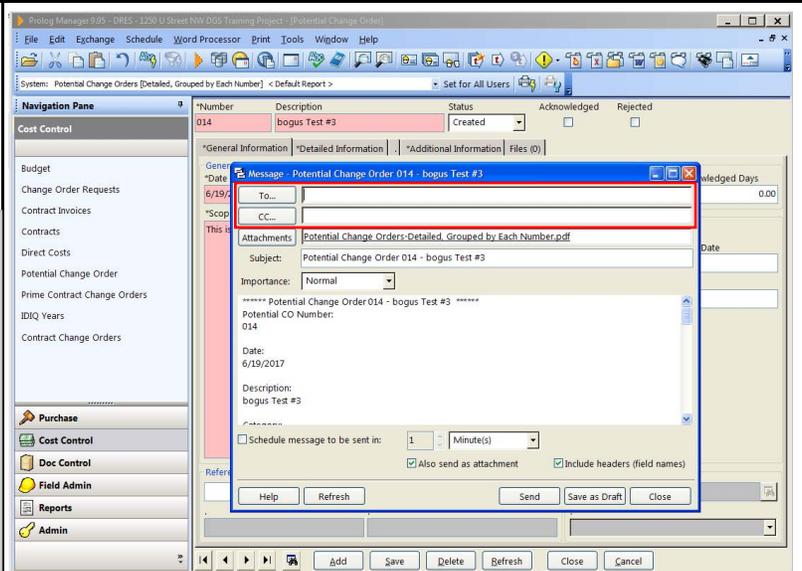


Figure 3

Step 4 - Title the email appropriately in the **Subject** field. Change the email **Importance** level if needed, add any desired text into the email body and click the '**Send**' button when complete.

*****NOTE***** All linked files from the record in Prolog are automatically added as attachments to the email.

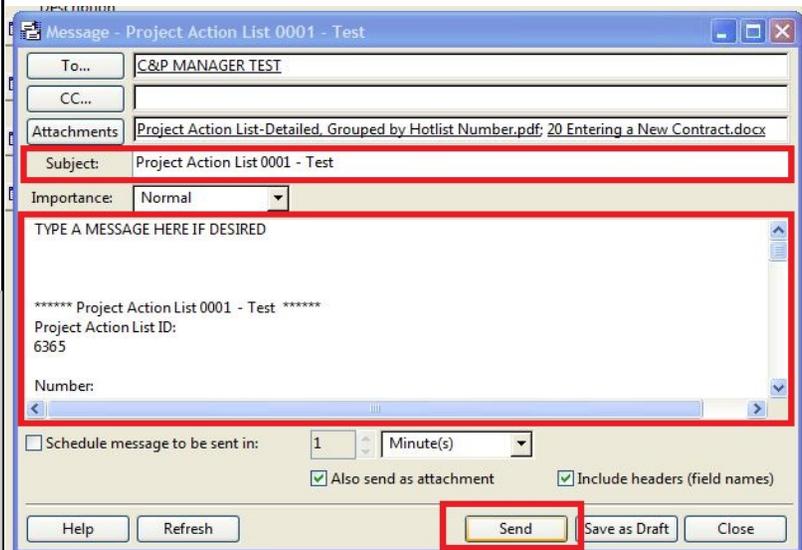


Figure 4

Step 5 - A pop-up will appear noting that the record has been sent. Click the 'OK' button to continue working in Prolog.

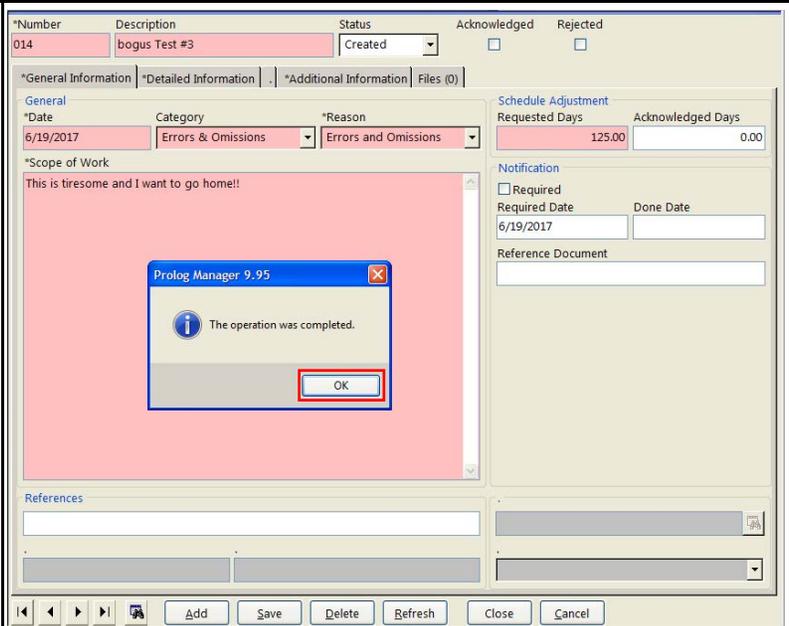
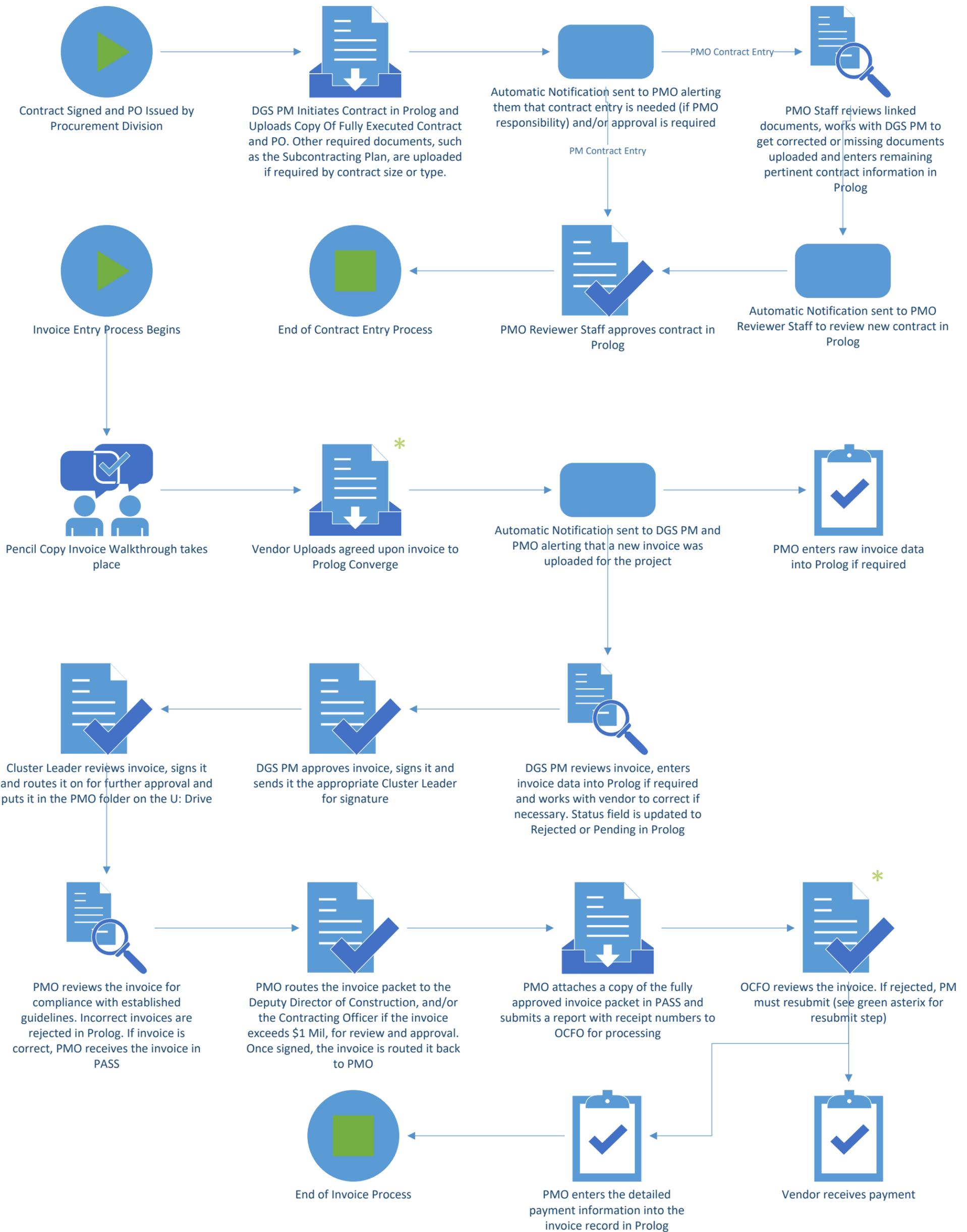


Figure 5

Prolog Project Contract and Invoice Workflow



INVOICING

DGS
Capital Project reporting summary
Data Entry Fields in Yellow

To be used for PO's with multiple funding sources or multi-invoice payments.

Owner Agency Code (AM0, GM0, GA0, HA0, etc.)			
Owner Agency Name (MPD, FEMS, DPW, etc)			
PO#:			
Vendor:			
Project #: (GM101C, SG106C, etc.)			
Project Substantial Completion DATE:			
Project Name:			
Funding Type:			
PM(Name&Signature)			
Invoice #/Pay App #			
Invoice Date			
Billing Start to Billing End Date			
Project Substantially Complete and In Use? Yes/No			
COO Provided? Yes/No/N/A			

ESTIMATED
OVERALL
Project Percent
Complete

--

Total Payment Requested and Approved			\$0.00
--------------------------------------	--	--	--------

(Amount agrees to invoice amount)

Retainage			
	Current Pay App-LTD	Previous Pay App-LTD	Current Period Retainage
Pay Application Number			
Retainage Amount			\$0.00

Capitalized Building

Location Name / Location Address	Building Type	Amount	Amount	Amount	% of Completion
	335-Recreation Centers				
Total of all buildings:		\$0.00	\$0.00	\$0.00	

Capitalized Furniture, Fixtures and Equipment

Location Name / Location Address	FF&E Type	Amount	Amount	Amount	% of Completion
Total of all furniture, fixtures and equipment:		\$0.00	\$0.00	\$0.00	

Capitalized Other

** Place a 1,2,3 or 4 in the box for each location based on the type of expenditure (see line right below)

Expenditure Classification - Athletic Fields(1), Parks(2), Playgrounds(3), Pools(4)

Location Name / Location Address	Other Type	Amount	Amount	Amount	% of Completion
Total of all other:		\$0.00	\$0.00	\$0.00	

Any amounts to be expensed

** Place an A or a B in the box for each location based on the type of expense (see line right below)

Expense Classification - (A) Hazmat Abatement or (B) FF&E with a unit cost of less than \$5000

Location Name / Location Address	Expense Type	Amount	Amount	Amount	Percentage of Completion
Total amount to be expensed:		\$0.00	\$0.00	\$0.00	

Net amount to be capitalized

Location Name / Location Address	**	Amount	Amount	Amount
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
Total net amount to be capitalized:		\$0.00	\$0.00	\$0.00

GRAND TOTAL: \$0.00

DGS
Capital Project reporting summary
Data Entry Fields in Yellow

Owner Agency Code		(AM0, GM0, GA0, HA0, etc.)
Owner Agency Name		(MPD, FEMS, DPW, etc)
PO#:		
Vendor:		
Project #:		(GM101C, SG106C, etc.)
Project Substantial Completion DATE:		
CONSTRUCTION FINANCE updated:	June 2015	
PM(Name&Signature)		
Invoice #/Pay App #		
Invoice Date		
Billing Start to Billing End Date		
Project Substantially Complete and In Use? Yes/No		
COO Provided? Yes/No/N/A		

If multiple locations, use fields below; if no Schedule of Values is available, use your best estimate

ESTIMATED OVERALL	
Project Percent Complete	

Total Payment Requested and Approved: (agrees to invoice amount)

Retainage			
Pay Application Number	Current Pay App-LTD	Previous Pay App-LTD	Current Retainage
	2	1	
Retainage Amount	\$0.00	\$0.00	\$0.00

Capitalized Building					
Location Name	Location Address	Building Type	Amount	%	of Completion
Total of all buildings:			\$	-	

Capitalized Furniture, Fixtures and Equipment (UNIT COST OF \$5K OR GREATER)					
Location Name	Location Address	FF&E Type	Amount	%	of Completion
Total of all furniture, fixtures and equipment:			\$0.00		

Capitalized Other
 ** - Place a 1,2,3 or 4 in the box for each location based on the type of expenditure (see line right below)
 Expenditure Classification - Athletic Fields(1), Parks(2), Playgrounds(3), Pools(4)

Location Name	Location Address	Other Type	Amount	%	of Completion
Total of all other:			\$0.00		

Hazmat Abatement/FFE (unit cost of less than \$5K)
 ** - Place an A or a B in the box for each location based on the type of expense (see line right below)
 Expense Classification - (A) Hazmat Abatement or (B) FF&E with a unit cost of less than \$5000

Location Name	Location Address	Expense Type	Amount	%	of Completion
Total amount to be expensed:			\$0.00		

Net amount to be capitalized

Location Name	Location Address	**	Amount	%	of Completion
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
Total net amount to be capitalized:			\$0.00		\$0.00

Reverse Paygo Capital to Operating, FFE Only

Data Entry Fields in Blue

Owner Agency Code		(AM0, GM0, GA0, HA0, etc.)
Owner Agency Name		(MPD, FEMS, DPW, etc)
PO#:		
Vendor:		
Project #:		(GM101C, SG106C, etc.)
Project Substantial Completion DATE:		
PM(Name&Signature)		
Invoice #/Pay App #		
Invoice Date		
Billing Start to Billing End Date		
Project Substantially Complete and In Use? Yes/No		ESTIMATED OVERALL Project Percent Complete
COO Provided? Yes/No/N/A		
Total Payment Requested and Approved:		(agrees to invoice amount)

Retainage			
	Current Pay App-LTD	Previous Pay App-LTD	Current Period Retainage
Pay Application Number	2	1	
Retainage Amount	\$0.00	\$0.00	\$0.00

Capitalized Furniture, Fixtures and Equipment (UNIT COST OF \$5K OR GREATER)			
Location Name	Location Address	Amount	Percentage of Completion
Total of all furniture, fixtures and equipment:		\$0.00	

FFE (unit cost of less than \$5K)			
Location Name	Location Address	Amount	Percentage of Completion
Total amount to be expensed:		\$0.00	

Other Expenditures Not FFE*** (provide description and explanation of other costs)			
Location Name	Location Address	Amount	Percentage of Completion
Total amount to be expensed:		\$0.00	

Net amount to be capitalized			
Location Name	Location Address	Amount	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
Total net amount to be capitalized:		\$0.00	VARIANCE

*****Description and Explanation of other Costs**

GOVERNMENT OF THE DISTRICT OF COLUMBIA
 DEPARTMENT OF GENERAL SERVICES
 CAPITAL CONSTRUCTION SERVICES

VENDOR



Date Submitted: _____

Contract #: _____ Purchase Order #: _____
 Project Name: _____ Contract Start Date: _____
 Contractor: _____ Contract Completion Date: _____
 Vendor Invoice #: _____ Billing Start: _____ Billing End: _____

1. Original Contract Amount	\$0.00	
2. Net Amount of Change Orders Approved	\$0.00	
3. Total Contract Amount To Date (1+2)		\$0.00
4. Total Amount Completed %	0.00%	\$0.00
5. Retainage:	0.00%	\$0.00
6. Less Previous Payments		
TOTAL AMOUNT DUE THIS PAYMENT		\$0.00

Balance to Finish 0.00% -

CONTRACTOR'S (GC) CERTIFICATE: I Certify that all items, quantities and prices of work and material shown in the application for payment are correct to the best of my knowledge and belief and have been completed in accordance with the Contract Documents. ARCHITECT'S
(A/E) / CONSTRUCTION MANAGER (CM) CERTIFICATE: In accordance with the Contract Documents, based on site observation and data comprising this application, the A/E / CM certifies to the owner to the best of the A/E / CM's knowledge, information and belief the work has progressed as indicated, the quality of the work is in accordance with Contract Documents, and the contractor is entitled to payment of the AMOUNT CERTIFIED.
CERTIFICATION OF TIMELY PAYMENTS TO SUBCONTRACTORS AND SUPPLIES: I will make timely payments from the proceeds of this payment to all subcontractors and suppliers in accordance with my contractual arrangements with them. I have made payment from proceeds of prior payments to all subcontractors and suppliers in accordance with my contractual arrangements with them.

_____ Project Manager _____ Program Manager	_____ Vendor Signature By: _____ Printed name _____ Title _____ Date
--	---

DC CERTIFICATE: I certify that o the best of my knowledge and belief, this requisition is a true and correct statement of work performed and materials supplied by the contractor and that the work and materials comply with the requirements of the contract. I also certify that all of the required certified payroll affidavits have been received.

_____ Cluster Leader	_____ Deputy Director	_____ Chief Project Delivery Officer
--------------------------------	---------------------------------	--

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES
CAPITAL CONSTRUCTION SERVICES



VENDOR

Contract #: _____
Project Name: _____
Contractor: _____

Date Submitted: _____

CO#/ Mod#	Description	Contract Amount	Previous Work Value	Work This Invoice Value	Stored Material This Invoice Value	Total Complete Value	Percent Complete	General Retainage Percentage	General Retainage Value	Previous Retainage Percentage	Previous Retainage Value	Net Current Due	Balance To Complete Value
						-			-		-		-
						-			-		-		-
						-			-		-		-
						-			-		-		-
						-			-		-		-
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(Date)

Paul Blackman, Jr.
Deputy Director of Capital Construction Services Division
Department of General Services
1250 U Street, NW – 4th Floor
Washington, DC 20009

Reference: **(Project Name)**

Subject: Retention reduction for various subcontractors.

Dear Mr. Blackman:

In a letter dated **(date)**, **(vendor name)** has requested to reduce the retainage for payment held for various subcontractors to **(numeric)** % starting with the **(month/year)** pay period. **(Vendor name)** based their request to reduce the retainage held on the monthly payment for this particular subcontractor because the work of this subcontractor is substantially completed with **(work description)** and has executed all applicable releases of claim rights to date.

This request is in accordance with Article **(numeric)**, Section **(numeric)** of the Agreement between **(Vendor name)** and the Department of General Services. We confirm that these subcontractors' work for **(work description)** is substantially complete as of **(date)**. We therefore recommend the retainage be reduced to **(numeric)** % starting with the **(month/year)** billing period.

Should you have any questions or wish to discuss this matter further, please feel free to contact me directly at **(phone number)**.

Sincerely,

(Full Name)
Program Manager

Recommendation Accepted by Paul Blackman, Jr.



RELEASE OF LIENS AND CLAIMS

Project Name: Contract No.:

Task Order No.:

Contract Date:

Contract Amount:

Date:

Final Release of Liens and Claims:

The undersigned **(Company Name)**, in consideration of payments received and upon receipt of the amount of payment of \$ _____ hereby indemnifies, waives, releases, and holds the District of Columbia harmless for the above referenced project, including all claims, right to liens, terminations, and stop notices upon said premises or the improvements thereon under the statutes of the jurisdiction in which the project is located.

The undersigned further represents and warrants, as of this date, that he/she is duly authorized to sign and execute this Release of Liens and Claims on behalf of **(Company Name)**; that **(Company Name)** has properly performed all work and furnished all materials of the specified quality in accordance with all contract documents in an acceptable workmanlike manner to the Department of General Services/Construction Division, District of Columbia and that **(Company Name)** has paid for all labor, including fringe benefits and workers compensation, all materials, equipment, services, taxes, insurance premiums, and bonds (if required) and that any materials supplied to or incorporated in this project have been paid.

(Company Name) is executing this Release of Liens and Claims for the express purpose of inducing the District to make disbursement and payment to **(Company Name)** of \$ _____.

This letter must be signed and notarized below by authorized individuals.

Insert Consultants /Contractors name: **(Company Name)**

By: _____

Print Name: _____

Title: _____

Date: _____

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

VENDOR



I, a Notary Public in and for the District of Columbia, hereby certify that, on this (Day) day of (Month), (year), (company representatives name) personally appeared before me, known to me (or satisfactorily proven) to be the person who executed the foregoing Release of Liens and Claims, as of (Company Name) who acknowledged having done so for the purposes therein contained.

IN WITNESS WHEREOF, I have set my hand and official seal.

Notary Public, D.C.

My commission expires: _____

[NOTARIAL SEAL]



Fixtures, Furniture & Equipment (FF&E) Cost Invoicing Breakdown

Project Name: _____
 PO Number: _____
 Vendor Name: _____
 Invoice Date: _____
 Invoice Number: _____

Line #	Item Description	Qty.	Cost Each (Include Freight/Delivery and Installation)	Line Total
1				\$0.00
2				\$0.00
3				\$0.00
4				\$0.00
5				\$0.00
6				\$0.00
7				\$0.00
8				\$0.00
9				\$0.00
10				\$0.00
11				\$0.00
12				\$0.00
13				\$0.00
14				\$0.00
15				\$0.00
16				\$0.00
17				\$0.00
18				\$0.00
19				\$0.00
20				\$0.00
21				\$0.00
22				\$0.00
23				\$0.00
24				\$0.00
25				\$0.00
26				\$0.00
27				\$0.00
28				\$0.00
29				\$0.00
30				\$0.00
31				\$0.00
32				\$0.00
33				\$0.00
34				\$0.00
35				\$0.00
36				\$0.00
37				\$0.00
38				\$0.00
39				\$0.00
40				\$0.00
			Total Cost	\$0.00

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



VENDOR REMINDERS FOR TIMELY PAYMENT PROCESSING

As of 11/19/2018, vendor invoice packages must be submitted to Department of General Services via the e-invoicing system/DC Vendor Portal. Please ensure that you have completed the necessary steps to register and gain access to this system.

See details below for vendor registration and other information regarding the DC Vendor Portal including FAQs and designated contact for assistance:

- For registration, go to <https://vendorportal.com>.
- For questions, call 202-741-5200 – DC’s office of the Chief Technology Officer and Office of the Chief Financial Officer who has led the implementation of the city-wide DC Vendor Portal. Please submit inquiries to <https://vendorportal.dc.gov/ContactUs>.
- PASS Help Desk can be reached at 202-727-8700.
- For training videos and other information regarding the e-invoicing process, visit <http://passhelp.dc.gov/e-invoicing>.
- Ensure that your contact information is correct in the vendor portal
- DGS construction forms can be found at <https://dgs.dc.gov/page/dgs-ccs-forms-and-instructions-for-vendors>
- Under DC Quick Payment Act, the required payment date shall be 30 days, excluding legal holidays, after receipt of a proper invoice for the amount of the payment due.
- Data entered via the vendor portal must be correct at time of submission (vendors cannot enter submission once it has been confirmed)
- Be familiar with the type of funding dedicated to your project as operating funds are exhausted at the end of the fiscal year (9/30/2019)
- Invoice billing period must comply with terms of contract
- Payment status can be viewed by visiting the DC Vendor Portal. <https://vendorportal.dc.gov>.

Thank you.

PMO | Capital Construction Services
Department of General Services
1250 U St. NW | 3rd Floor | Washington, DC 20009
prolog.support2@dc.gov
www.dgs.dc.gov

Step 1 - With the project that you wish to process an invoice for open in Prolog Manager, select **Contract Invoices** (blue box) under **Cost Control** (red box) in the **Navigation Pane**.

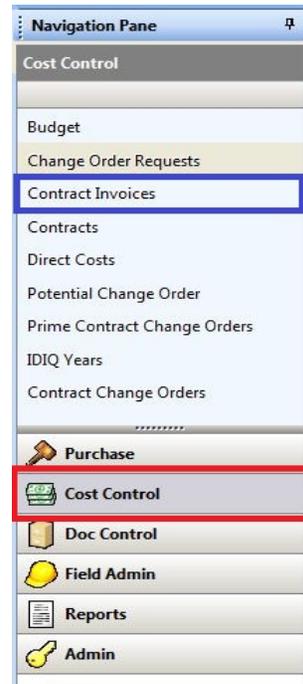


Figure 1

Step 2 - Use the **PO Number** (red box) dropdown menu to select the applicable Contract purchase order number. Number, Sequence, the contract schedule of values and any previously invoiced change orders will auto populate. Select the appropriate **Period** (blue box) from the drop-down list. Select the correct **Division** for each line and enter the **Work This Invoice Value** and **Stored Material Value** amounts in their respective fields (orange boxes).

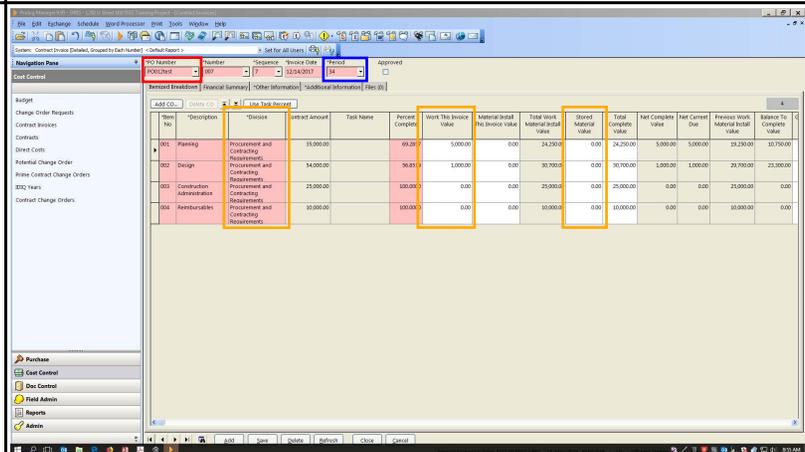


Figure 2

Step 3 - Review the **Retainage Percentage** (orange box) for each line. Make sure that it matches the current retainage percentage per contract or current stage of release of retainage.

Line	Total Work Material Initial Value	Stored Material Value	Total Complete Value	Net Complete Value	Net Current Due	Previous Work Material Initial Value	Balance To Complete Value	General Retainage Percent	General Retainage Value	CEB Work This Invoice	Capital Project Breakdown	Stored Material Retainage Percent	Stored Material Retainage Value	Total Retainage Value	CEB Firm	Budget
1	24,200.00	0.00	24,200.00	5,000.00	5,000.00	19,200.00	19,200.00	0.0000	0.00	0.00	0.00	0.0000	0.00	0.00	Primary Vendor	000000-01-00
2	10,700.00	0.00	10,700.00	1,000.00	1,000.00	9,700.00	9,700.00	0.0000	0.00	0.00	0.00	0.0000	0.00	0.00	Primary Vendor	000000-01-00
3	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	0.00	Primary Vendor	000000-01-00
4	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	0.00	Primary Vendor	000000-01-00

Figure 3

Step 4- Use the **Add CO** button (red box) to add any executed change orders that need to be included in the invoice. Select the appropriate **CO(s)** (blue box) from the pop-up window and click **OK** (orange box) when finished. Complete all of the 'orange box' items from Steps 2 and 3 for each CO line.

Line	Total Work Material Initial Value	Stored Material Value	Total Complete Value	Net Complete Value	Net Current Due	Previous Work Material Initial Value	Balance To Complete Value	General Retainage Percent	General Retainage Value	CEB Work This Invoice	Capital Project Breakdown	Stored Material Retainage Percent	Stored Material Retainage Value	Total Retainage Value	CEB Firm	Budget
1	24,200.00	0.00	24,200.00	5,000.00	5,000.00	19,200.00	19,200.00	0.0000	0.00	0.00	0.00	0.0000	0.00	0.00	Primary Vendor	000000-01-00
2	10,700.00	0.00	10,700.00	1,000.00	1,000.00	9,700.00	9,700.00	0.0000	0.00	0.00	0.00	0.0000	0.00	0.00	Primary Vendor	000000-01-00
3	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	0.00	Primary Vendor	000000-01-00
4	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	0.00	Primary Vendor	000000-01-00

Figure 4

Step 5 - Enter the **Received Date** (red box), **Vendor Invoice Number** (blue box) (must be unique to vendor company) and select the invoice **Status** (orange box) from the drop-down list. Enter any notes such as reason for a rejection in the **Remarks** field (green box). Start all notes with the date of entry. *****NOTE*** the Received Date is the date that the vendor uploaded their invoice to Prolog. ALL INVOICES MUST BE UPLOADED TO PROLOG BY THE VENDOR - NO EXCEPTIONS**

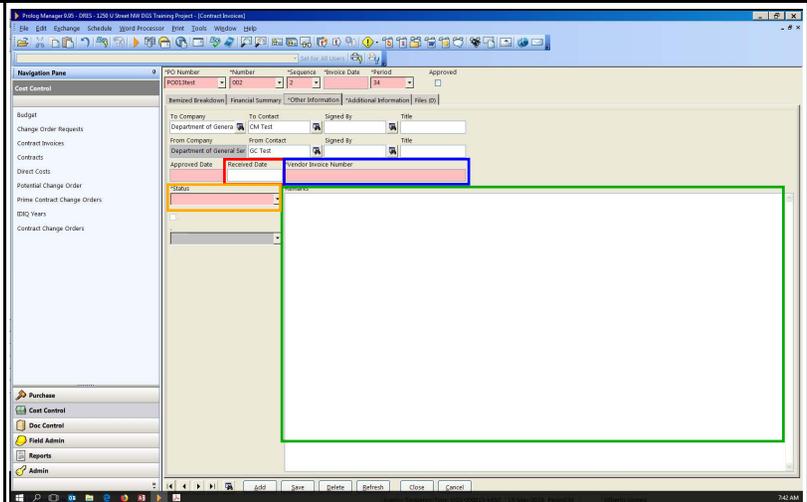


Figure 5

Step 6 - Enter the **Billing Period Start** and **Billing Period End** dates (red box) on the **Additional Information** tab. Enter all change order PO numbers associated with the invoice vertically in the **PASS PO Number (If Different From Original)** column (blue box) starting in the first white box and going downward. The top PO number field in this column (pink field) should be left blank.

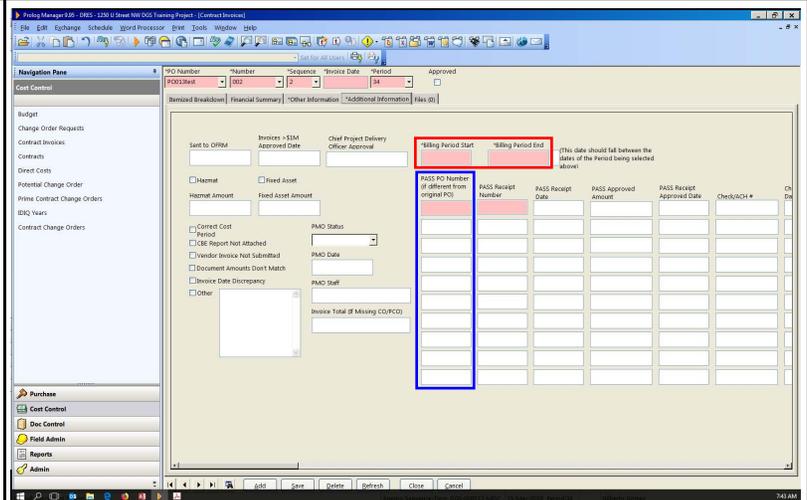


Figure 6

Step 7 - Review the information on the **Financial Summary** tab (red box) to see that is the same as what is on the invoice. Discrepancies mean something is incorrect in the invoice or the data entered into prolog for the contract, change orders or invoice record(s). Correct errors if able or see PMO for additional help if required. Click the **Save** button (blue box) when complete.

*****NOTE*** (DGS EMPLOYEE PMs ONLY)**
 The PM is responsible for approving the receipt for each of their invoices in PASS. If the receipt is not approved OCFO can NOT process the invoice for payment.

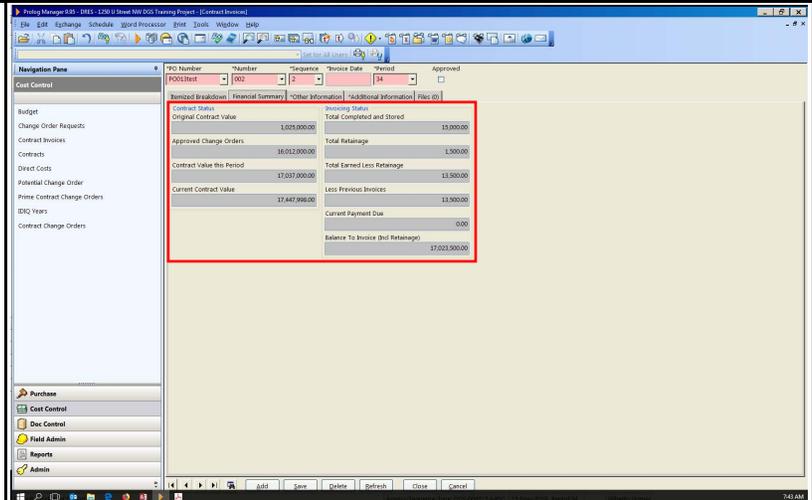
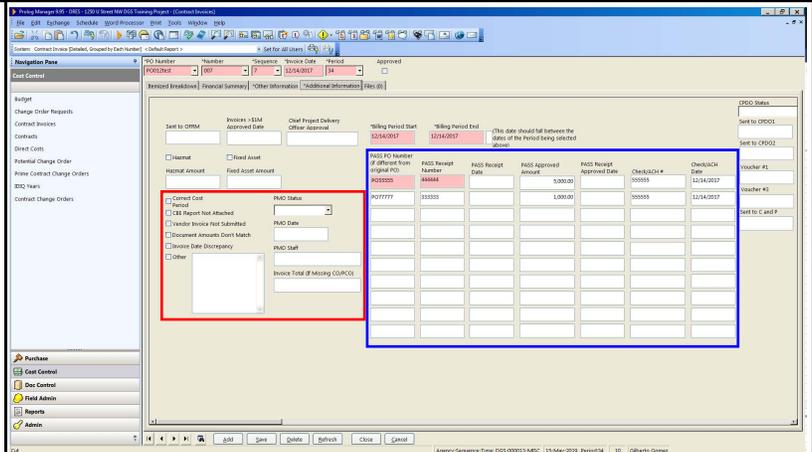


Figure 7

Review - Once the invoice has been signed by the PM and Cluster Leader, PMO will review the invoice and use the **checkboxes and fields** (red box) on the **Additional Information** tab shown at the left to track any issues with the invoice. An automatic notification will be sent from Prolog if the invoice is rejected. The notification will include the reasons for rejection and corrective work required. This information can also be reviewed at any time in Prolog by logging in and coming back to the invoice record. **PASS information** and **Check/ACH date and Payment Number** (blue box) are entered by PMO and can be used to track payment status for an invoice. Information regarding invoice processing and tracking such as **CPDO and C&P approval dates** and the date **Sent to OFRM** for payment is also available in the other fields on this tab.



Step 1 - Cost Periods are also known as invoice or billing periods and are used to assign a specific period of time to an invoice.

To establish Cost Periods within a project, select **Cost Periods** from the **Admin** module in the **Navigation Pane**.



Figure 1

Step 2 - Click the Add Row button to establish a Cost Period. A new Cost Period is established every time you click the button. You can establish as many Cost Periods as desired when you set up the project or add them as you go. If necessary, you can manually change the Cost Period dates in a row, but it is recommended that you keep the default "by month" period.

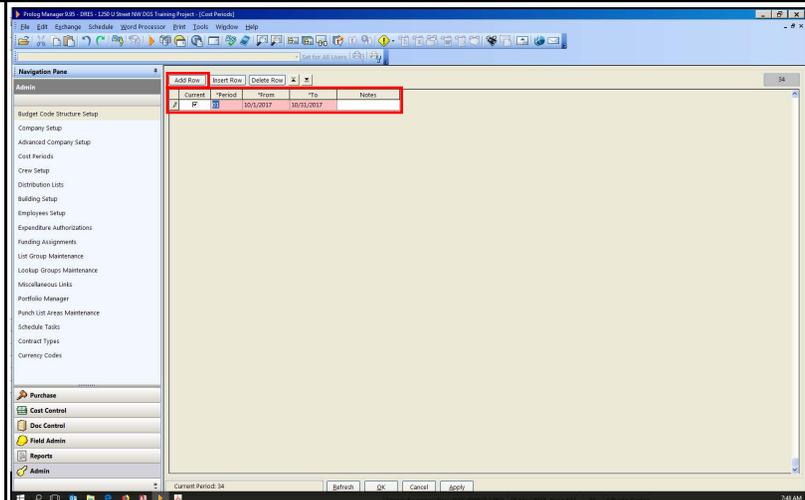


Figure 2

Step 3 - Review the **Current Period** in the bottom left corner of the window and, if incorrect, click on the checkbox in the **Current** column next to the Cost Period that corresponds with the current billing period. *****NOTE***** When selecting a new Cost Period with every invoice you will receive a pop-up notification asking if you'd like to make that the current Cost Period for the Project. You should click on the **Yes** button to make that Cost Period current.

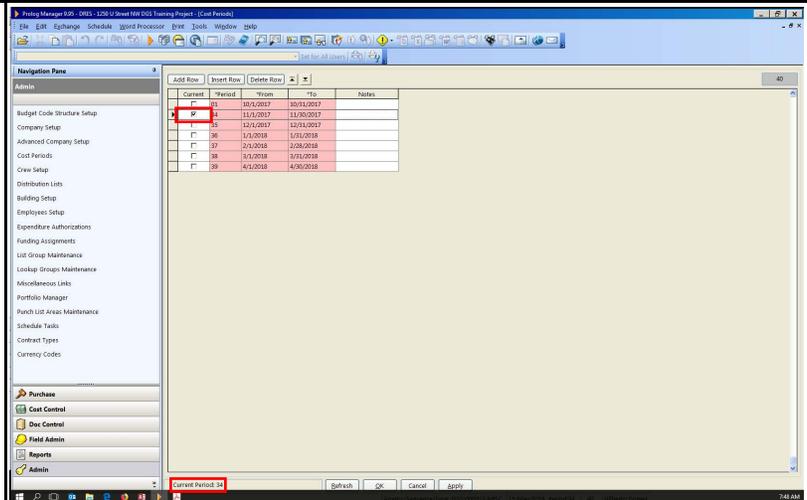


Figure 3

Step 4 - Click the **Apply** button and then the **OK** button when complete.

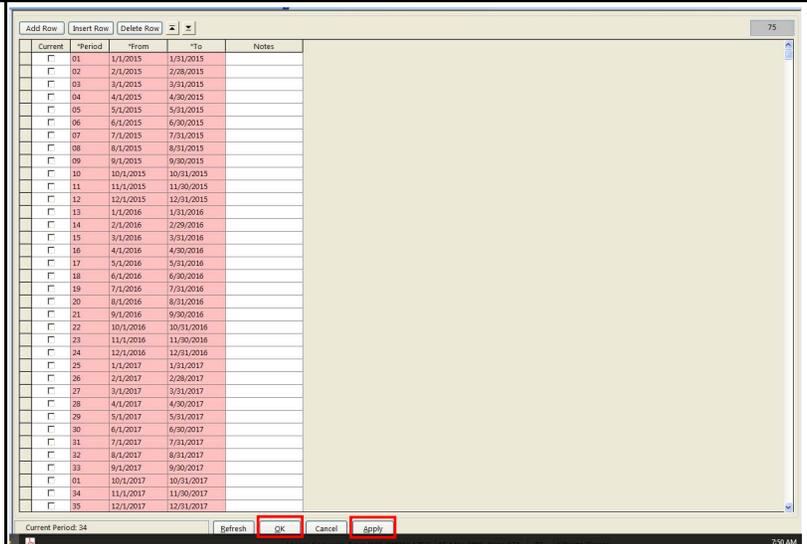


Figure 4

INVOICE PROCESSING

PROLOG

NOTIFICATIONS

From: converge@noreply.com
Sent: Thursday, December 14, 2017 2:54 PM
To: Harmon, John (DGS)
Cc: Support, Prolog (DGS); White, Cassandra (DGS)
Subject: Incorrect Invoice Cost Period

Incorrect Invoice Cost Period

Project: 1250 U Street NW DGS Training Project
PO: P0012test
Contractor: Department of General Services - Capital Construction Division

The invoice below has the wrong 'Period' selected in Prolog's 'Contract Invoices'. It must be corrected before the invoice can be processed for payment.

Invoice#:	003	
Sequence#:	3	
Invoice Date:	12/14/2017	
Invoice Amount:		\$15,000.00
Billing Start Date:	12/14/2017	
Billing End Date:	12/14/2017	
PASS Receipt#:		789456

Support, Prolog (DGS)

From: converge@noreply.com
Sent: Monday, December 11, 2017 4:35 PM
To: Haniska Prinston
Cc: Support, Prolog (DGS); Fluelling, Alphonso (DGS)
Subject: Contract Documentation Required

Contract Documentation Required

Project Name: 1400 41st Street, SE Fort Davis Park Playground
PO#: P0576154
Vendor Name: NVS Construction Company

Upload and link documentation to support the items "CHECKED" below:

- Award Document
 - Period of Performance
 - Schedule of Values
 - 12/11/17:
SC Date is 1/3/18 as specified in Letter Contract
-

Once the required documentation has been uploaded and linked please remember to check the box "Contract Ready for Review" by PMO.

From: converge@noreply.com
Sent: Friday, December 01, 2017 4:20 PM
To: Debra Rakes; Harmon, John (DGS)
Subject: Contract Invoice Rejection

Contract Invoice Rejected

Project Name: 1250 U Street NW DGS Training Project
PO#: P0012test
Invoice#: 001
Contractor: Department of General Services - Capital Construction Division

The invoice above has been rejected by the Project Manager for the reason(s) below:

This is my remarks.

Please revise your invoice to correct the issues noted above and resubmit a revised invoice in Prolog. Please contact your DGS Project Manager with any questions.

Harmon, John (DGS)

From: converge@noreply.com
Sent: Thursday, December 14, 2017 4:35 PM
To: Debra Rakes; Harmon, John (DGS)
Subject: Contract Invoice Paid

Contract Invoice Paid

The invoice listed below has been paid:

Project Name: PMO Training Projects
PO#: P0012test
Invoice Date: 12/14/2017
Invoice#: 007
Vendor Invoice #: 789123
Vendor Name: Department of General Services - Capital Construction Division
Amount: \$6,000.00
Check Number: 555555
Check Date: 12/14/2017
