

Expense Contracts Pay Requests Training Guide (Mentor)

Date Created: 7/12/2021 Date Updated: 04/08/2021

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About

Expense Contract Pay Requests are created by the CM firm when they pay the GC , from the trust account, for their work completed.

Workflow Diagrams

Summary Workflow





Process Overview

CM Firm selects the Expense Contract and Approved Change Orders, enters the amount for SOV cost items, and submits the Pay Request. The GC (To Party on the Expense Contract), CM Firm (CM Project Manager), SPO, and CM PM DocuSign the payment. The CM Firm pays their General Contractor from the Trust Account, then enters the check number, payment date, and CM Pay Requisition Number.

Step-by-Step Instructions

Create Pay Request

Role	Preceding Steps		Outcome
CM Firm	Pay Request Information is	\longrightarrow	The nav request is created
CIVITIIII	known.		The pay request is created.

Steps

1. Go to 'Apps' > Select 'Expenses' App

	Apps		SCA DEVQA	SCA CM-Facilitator SCA Sandtos	- 8 ×
	←	Q Search	Visit the kStore to explore more than 50 project management	apps that work the way you want them to work. Visit the kStore 🗹	
ŝ	Project Finder	Recent Work Breakdown	Cost Management Budget	other 응일 Community	
	Apps Search	Portfolio Manager Project Directory Cotting Started	S Expenses	Contacts File Manager Getting Stated	
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P	Messages	Administration Dev Logs	Issues	Media Manager	
Φ	Getting Started	Installed Apps Licenses	88 Meetings	Protect Directory	
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品	Work Breakdown	C Users	CSI Codes		
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2. Select 'Pay Requests' tab > Click 'New' > Select corresponding Contract > Click 'Next'

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Enter Required Fields > Enter Additional Fields > Click 'Save / Close'
 Note: The 'Work Completed Retainage %' can be updated in the Items section for retainage release.

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Submit for Approval

Role	Preceding Steps	Outcome
CM Firm	A pay request has been created.	 Pay Request details are submitted for CM PM review. SCA CM Firm can only view or recall the Contract.

Step

Select the 'Pay Requests' tab > Select the Pay Request requiring submission > Click 'Submit for Approval' button



Certify Pay Request – GC (To Party from the Expense Contract)

Steps

1. Go to email account > Select email titled 'GC CMFirm SPO CMPM Approval Task'

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2. Click 'Review Document' button in email



- 3. Click 'Continue' button. Note: For First Time using DocuSign:
 - a. Check 'I agree to use electronic records and signatures' box
 - b. Select desired signature details
 - c. Click 'Adopt and Sign' button

Please review the documents	below.					HER ACTIONS -
FIELDS	CONTRACTOR'S APPLICATION FOR PAY	MENT				
0	Application is made for payment, as shown below, in connection with Continuation Sheet.	the attached	CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS	
Signature	1. ORIGINAL CONTRACT SUM	\$894,267.00	Total changes approved in previous months by CM Total approved this month	\$0.00 \$0.00	\$0.00 \$0.00	
1 Stamp	2. NET CHANGE BY CHANGE ORDERS	\$0.00	TOTALS NET CHANGES by Change Order	\$0.00 \$0.00	\$0.00	
Date Signed	3. Contract Sum To Date (Line 1 ± 2)	\$894,267.00	GC/CM: External REQMT-CM1			
	4. TOTAL COMPLETED & STORED TO DATE	\$94,267.00				
2 Name	5. RETAINAGE	\$0.00				
 Eirst Name Last Name 	6. TOTAL EARNED LESS RETAINAGE	\$94,267.00	SPO: SCA SPO		DATE	
Email Address	7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$0.00	SIGNATURE		DATE	
Title	8. CURRENT PAYMENT DUE	\$94,267.00			\$94,267.00	
T Text	9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$800,000.00				
Checkbox	Certificate for Payment has been completed in accordance with the Contract Documents subcontractors have been and shall be paid in full within the time specified in Article 16 of	and where applicable in compliance the General Conditions.	with Labor Law 220, and that the current payment shown her	rein is now due. The undersigned f	further certifies that all	

4. Click 'Signature' > Drag signature to signature line > Click 'Date Signed' > Drag date to signature line > Click 'Finish' button

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	FROM:	TO:		APPLICATION NO:	00001
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•	New York NY 12345	New York NY 1234		BEE CONTRACT:	C000015851
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Certify Pay Request – CM Firm

Role		Preceding Steps		Outcome
CM Firm	\rightarrow	A pay request has been created and submitted for approval.	\rightarrow	The pay request is approved.

Steps

5. Go to email account > Select email titled 'GC CMFirm SPO CMPM Approval Task'

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6. Click 'Review Document' button in email

DocuSign
Thomas Everritt sent you a document to review and sign.

- 7. Click 'Continue' button. Note: For First Time using DocuSign:
 - a. Check 'I agree to use electronic records and signatures' box
 - b. Select desired signature details
 - c. Click 'Adopt and Sign' button

Please review the documents	below.				INUE OTH	ER ACTIONS 🔻
FIELDS	CONTRACTOR'S APPLICATION FOR PAY	MENT				
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L Stamp	2. NET CHANGE BY CHANGE ORDERS	\$0.00	TOTALS NET CHANGES by Change Order	\$0.00 \$0.00	\$0.00	
Date Signed	3. Contract Sum To Date (Line 1 ± 2)	\$894,267.00	GC/CM: External REQMT-CM1			
	4. TOTAL COMPLETED & STORED TO DATE	\$94,267.00				
Ame Name	5. RETAINAGE	\$0.00	SIGNATUDE		DATE	
 First Name Last Name 	6. TOTAL EARNED LESS RETAINAGE	\$94,267.00	SPO: SCA SPO		DATE	
Email Address	7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$0.00	SIGNATURE		DATE	
Title	8. CURRENT PAYMENT DUE	\$94,267.00			\$94,267.00	
T Text	9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 - Line 6)	\$800,000.00				
Checkbox	Certificate for Payment has been completed in accordance with the Contract Documents subcontractors have been and shall be paid in full within the time specified in Article 16 of the subcontractors have been and shall be paid in full within the time specified in Article 16 of the subcontractors have been and shall be paid in full within the time specified in Article 16 of the subcontractors have been and shall be paid in full within the time specified in Article 16 of the subcontractors have been and shall be paid in full within the time specified in Article 16 of the subcontractors have been and shall be paid in full within the time specified in Article 16 of the subcontractors have been and shall be paid in full within the time specified in Article 16 of the subcontractors have been and shall be paid in full within the time specified in Article 16 of the subcontractors have been and shall be paid in full within the time specified in Article 16 of the subcontractors have been and shall be paid in full within the time specified in Article 16 of the subcontractors have been and shall be paid in full within the time specified in Article 16 of the subcontractors have been and shall be paid in full within the time specified in Article 16 of the subcontractors have been and shall be paid in full within the time specified in Article 16 of the subcontractors have been and shall be paid in full within the time specified in Article 16 of the subcontractors have been and shall be paid in full within the time specified in Article 16 of the subcontractors have been and the subcontractor	and where applicable in compliance w if the General Conditions.	with Labor Law 220, and that the current payment shown here	sin is now due. The undersigned fi	urther certifies that all	

8. Click 'Signature' > Drag signature to signature line > Click 'Date Signed' > Drag date to signature line > Click 'Finish' button

Done! Select Finish to send	the completed document.			5	FINISH	OTHER ACTIONS •
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Checkbox	6. TOTAL EARNED LESS RETAINAGE (Line 4 - Line 5)	\$94,267.00	SPO: SCA SPO			
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	8. CURRENT PAYMENT DUE	\$94,267.00	AMOUNT CERTIFIED		\$94,267.0	10

Certify Pay Request – SPO

Role		Preceding Steps		Outcome
SPO	\rightarrow	A pay request has been created and submitted for approval.	\rightarrow	The pay request is approved.

Steps

*See screenshots from "Approve Pay Request > CM PM"

- 1. Go to email account (external) > Select email titled ' GC CMFirm SPO CMPM Approval Task '
- 2. Click 'Review Document' button in email
- 3. Click 'Continue' button. Note: For First Time using DocuSign:
 - a. Check 'I agree to use electronic records and signatures' box
 - b. Select desired signature details
 - c. Click 'Adopt and Sign' button
- 4. Click 'Signature' > Drag signature to signature line > Click 'Date Signed' > Drag date to signature line > Click 'Finish' button

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DS Initial	FROM: SCA GC 1 100 New Street New York, NY, 12345	TO: SCA CM Firm 1 100 Fake Street New York, NY, 1234	i.	APPLICATION NO: PERIOD TO: GC CONTRACT: REF. CONTRACT: PROJECT:	00001 9/3/2021 MC0001 C000015851 Q262 Electrical Systems	
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S First Name	Continuation Sheet.	with the attached	CHANGE ORDER SUM	MARY ADDITIONS	DEDUCTIONS	
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			SIGNATURE		DATE	
	8. CURRENT PAYMENT DUE	\$94,267.00	AMOUNT CERTIFIED		\$94,267.00	

Certify Pay Request – CM PM

Role		Preceding Steps		Outcome
СМ РМ	\rightarrow	A pay request has been created and submitted for	\rightarrow	The pay request is approved.

Steps

9. Go to email account > Select email titled 'GC CMFirm SPO CMPM Approval Task'

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10. Click 'Review Document' button in email



- 11. Click 'Continue' button. Note: For First Time using DocuSign:
 - a. Check 'I agree to use electronic records and signatures' box

b. Select desired signature details

c. Click 'Adopt and Sign' button

Please review the documents	below.					R ACTIONS 🔻
FIELDS	CONTRACTOR'S APPLICATION FOR PAY	MENT				
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Date Signed	3. Contract Sum To Date (Line 1 ± 2)	\$894,267.00	GC/CM: External REQMT-CM1			
	4. TOTAL COMPLETED & STORED TO DATE	\$94,267.00				
L Name	5. RETAINAGE	\$0.00	SIGNATURE		DATE	
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Initial	FROM:	TO:		APPLICATION NO:	00001	
~	SCA GC 1	SCA CM Firm 1		PERIOD TO:	9/3/2021	
Stamp	100 New Street	100 Fake Street		GC CONTRACT:	MC0001	
Date Signed	New York, NY, 12345	New York, NY, 12345		REF. CONTRACT: PROJECT: 0	C000015851 2262 Electrical Systems	
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Checkbox	6. TOTAL EARNED LESS RETAINAGE	\$94,267.00	SPO: SCA SPO			
	7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$0.00				
	(Line 6 from prior Certificate)		SIGNATURE		DATE	
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	0. CONNENT PAIMENT DOE	\$54,207.00	ANOUTI CERTIFIED		254,207.00	

Enter Payment Information

Role	Preceding Steps	Outcome
CM Firm	General Contractor is paid from the Trust Account	Payment information is updated. Pay Request is locked.

Steps

1. Go to 'Tasks' > Select the Pay Request Task > Scroll down to the 'Remittance' section



2. Click 'Insert' to enter a new line > Enter payment information > Click 'Submit' button

Insert 1iter	m(s)			
CHECK NUMBER	DATE PAID	AMOUNT	CLASSIFICATION	ADI
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