



Master Contract Pay Requisitions Training Guide

Date Created: 8/3/2021

Date Updated: 9/29/2021

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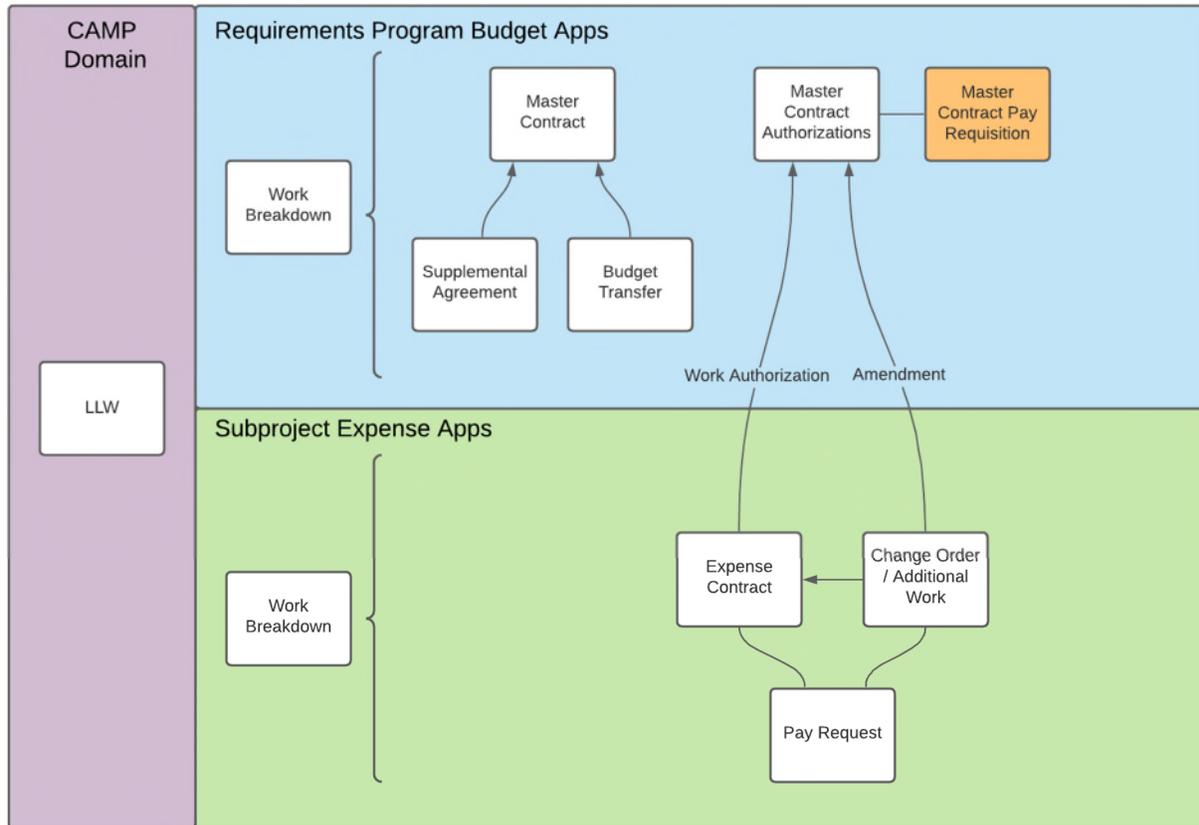
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About

Master Contracts Pay Requisitions are pay requisitions from the CM Firm to SCA.

Workflow Diagrams

Cost Management Summary Workflow



Process Overview

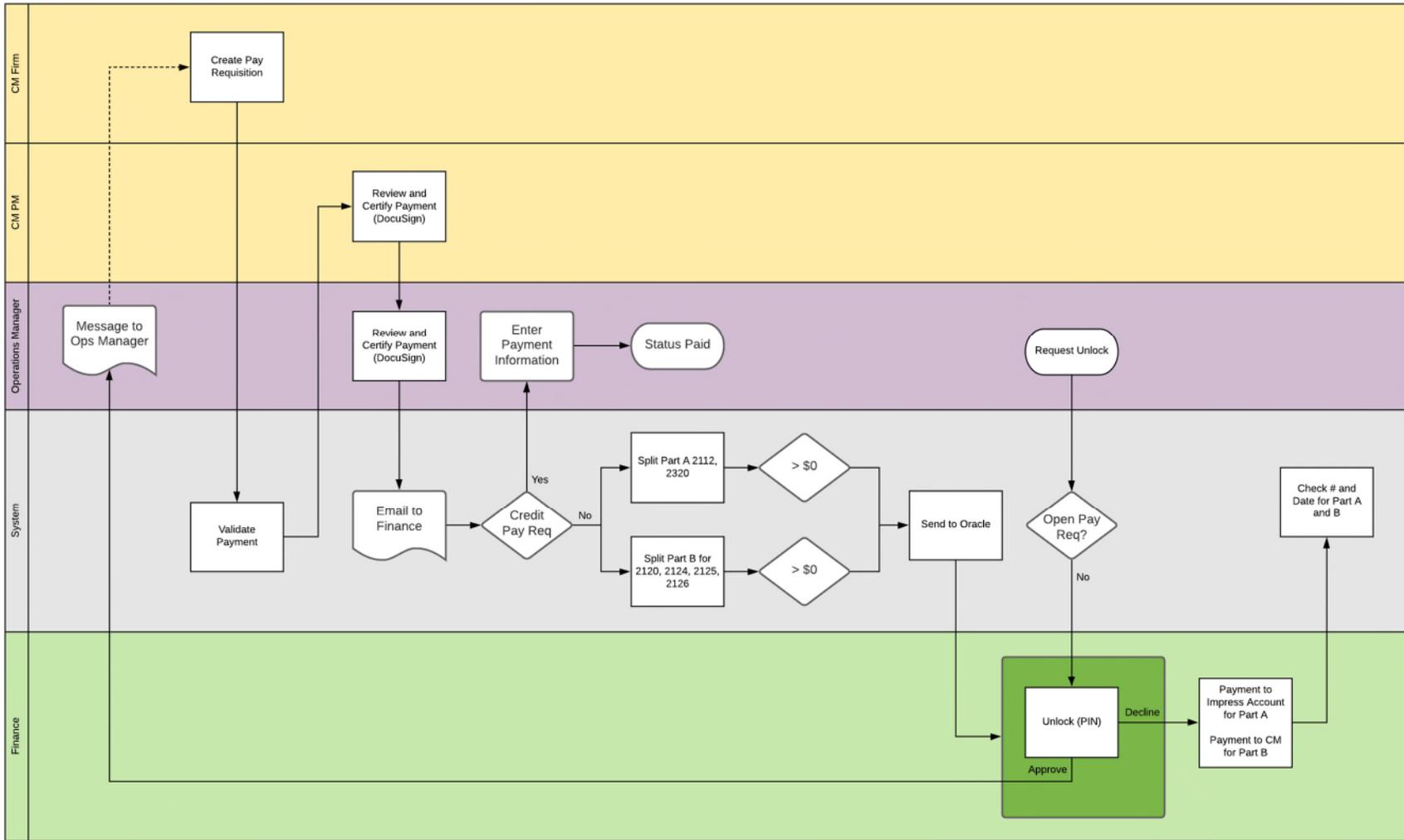
CM firm creates the Pay Requisition using the Master Contract Authorizations Schedule of Values (SOV) from approved Work Authorizations and Amendments. The CM enters the amount this period for their payments on Expense Contracts and associated Construction Management and General Conditions fees. For Mentor Contracts, the CM executes validation and corrects errors.

Validations:

- Period to Date is not in the future
- Per cost line, pay request cannot exceed the amount approved and encumbered through the Work Authorization and Amendment approval processes
- For 2112 and 2320 lines, By LLW Total Completed & Stored To Date is not greater than Sum of Expense Contracts Approved Total Completed & Stored To Date

The Operations Manager certifies the payment, which is sent to Oracle Financials. For Mentor Contracts, the integration executes the Validation and payment is split into two parts: Part A (2112 and 2320) and Part B (2120, 2124, 2125, 2126). Part A replenishes the trust account and payment to the CM for Part B. The integration returns the check number and date for Part A and B with Oracle Financials.

Master Contract Pay Requisition Workflow



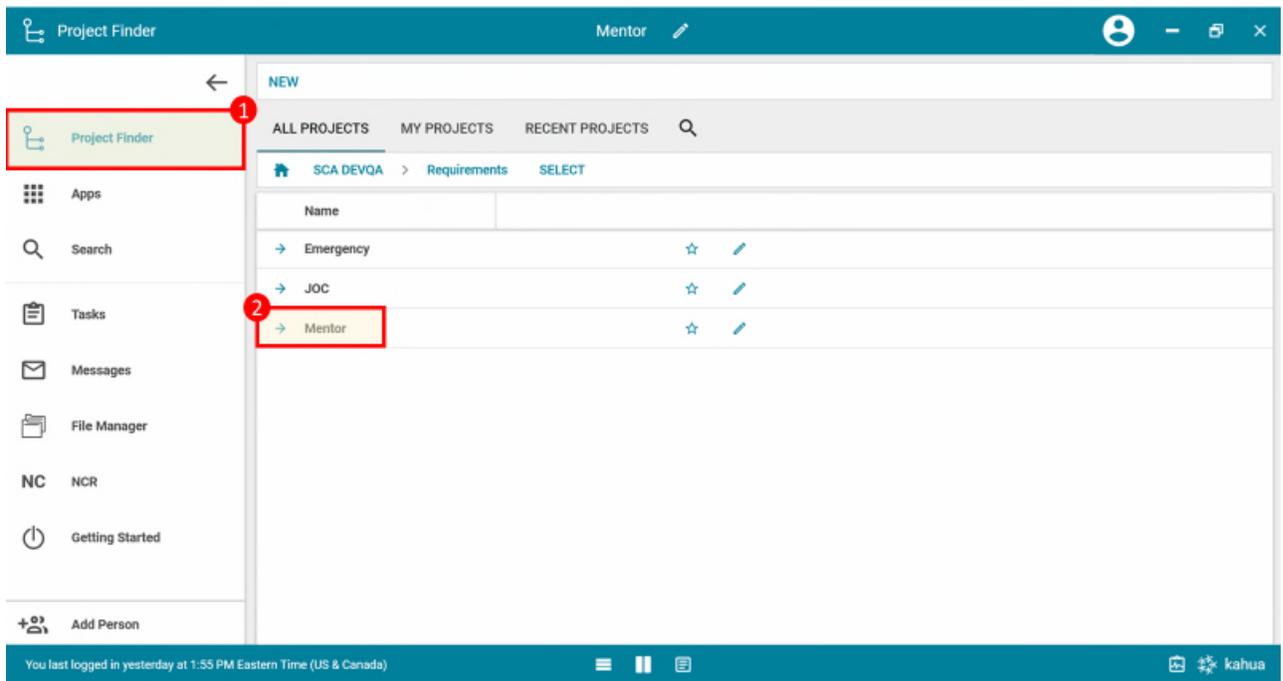
Step-by-Step Instructions

Initiate Master Contract Pay Requisition

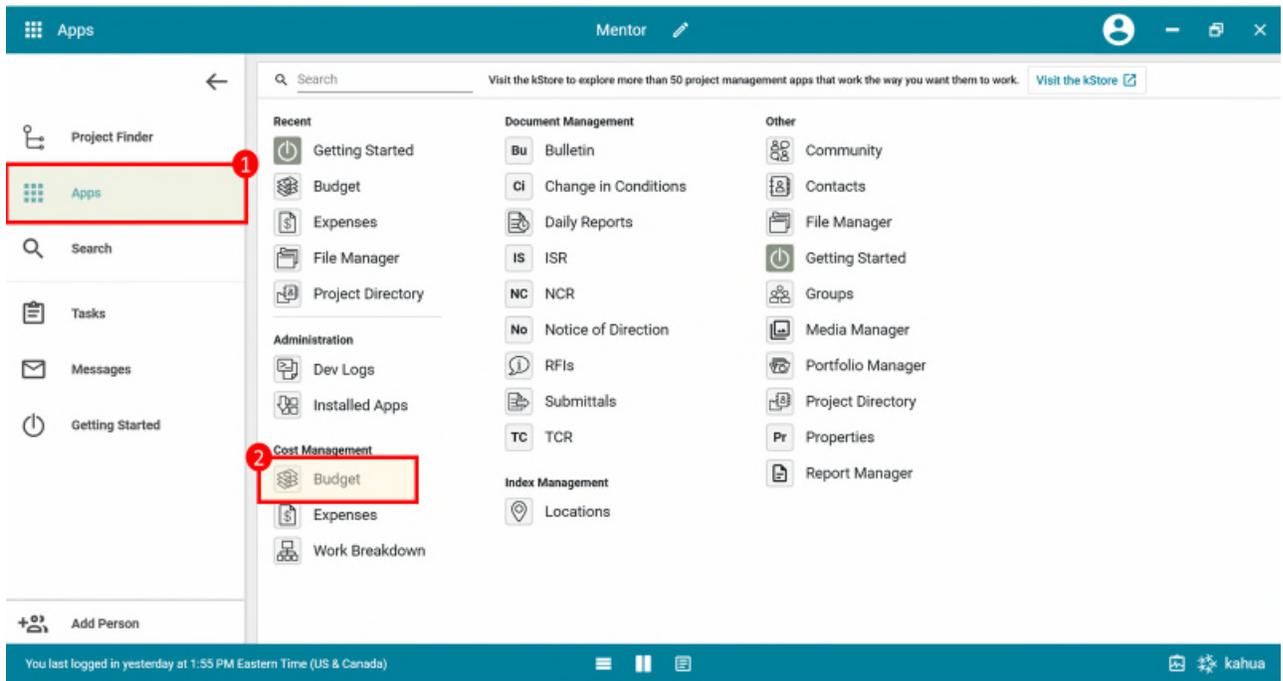
Role	Preceding Steps	Outcome
CM Firm	→ Work Authorizations approved in Master Contract Work Authorizations. Expense Contract Pay Request is paid.	→ Master Contract Pay Requisition initiated.

Steps

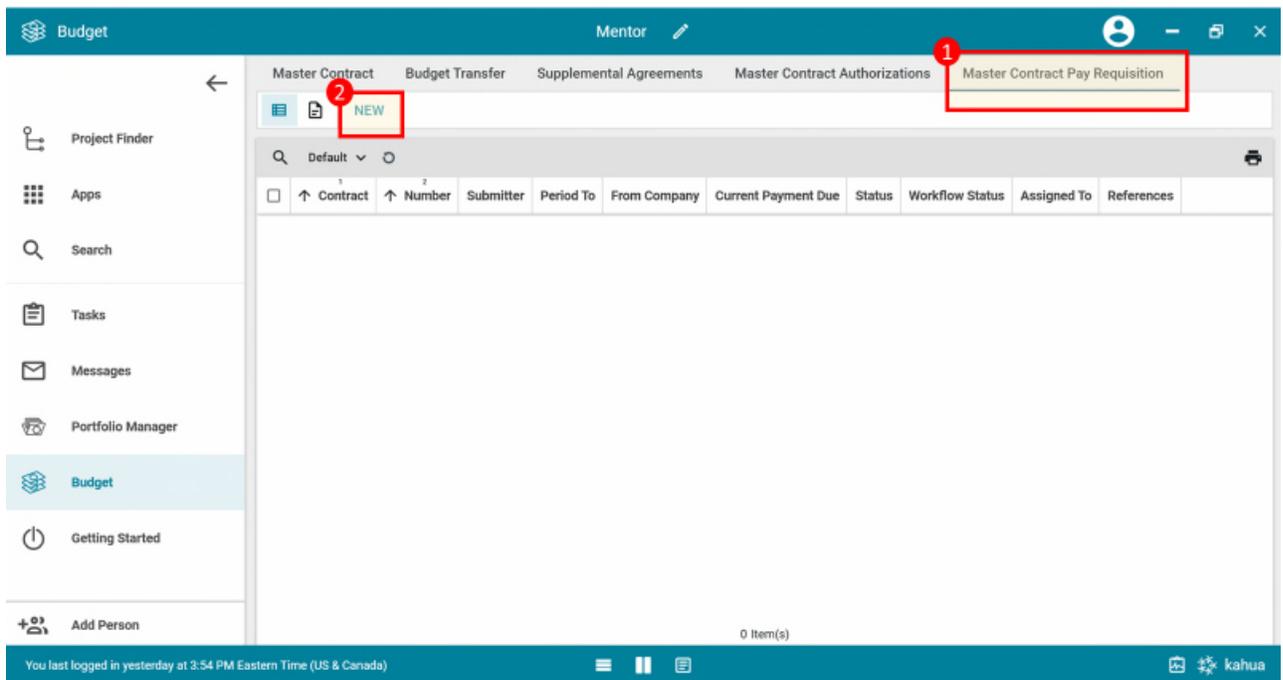
1. Go to 'Project Finder' > Select desired Program



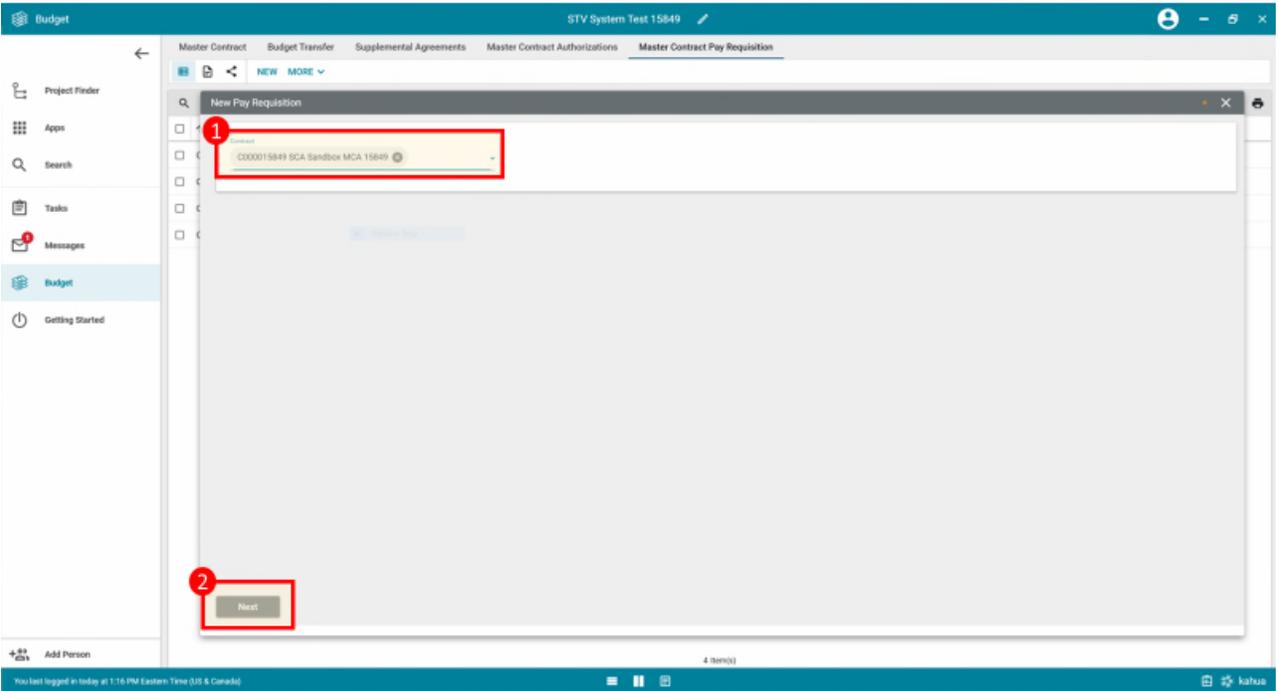
2. Go to 'Apps' > Select 'Budget'



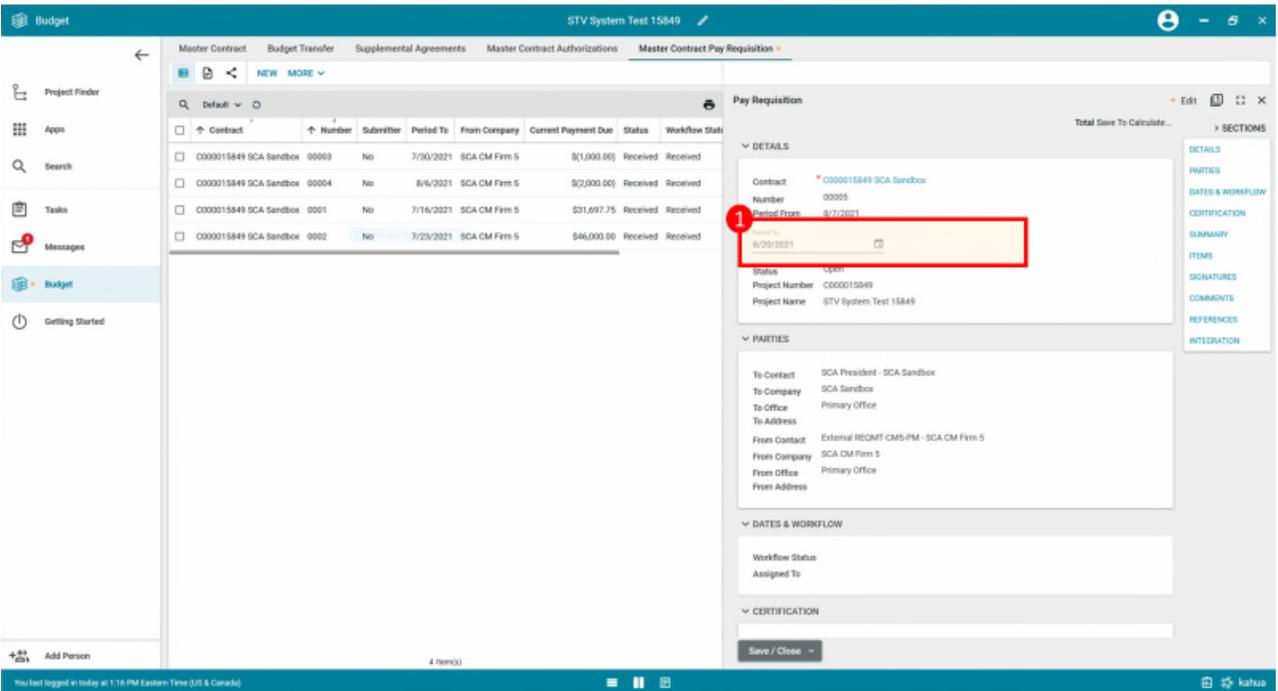
3. Select 'Master Contract Pay Requisitions' > Select 'New'



4. Select Contract > Click 'Next'



5. Select Period To Date



6. Enter Work Completed this Period > Click 'Save/Close'

The screenshot shows the 'Master Contract Pay Requisition' form. The 'ITEMS' table is as follows:

DESCRIPTION	SCHEDULED VALUE	PREVIOUS WORK COMPLETED	WORK
X097 CTF ROOM CONVERSION	\$250,000.00	\$0.00	\$
X097 TOU REMOVAL	\$150,000.00	\$0.00	\$
K155 CRACKED MASONRY	\$229,550.00	\$69,550.00	\$
X097 CTF ROOM CONVERSION	\$26,500.00	\$0.00	\$
X097 TOU REMOVAL	\$15,900.00	\$0.00	\$
K155 CRACKED MASONRY	\$24,332.30	\$5,000.00	\$
K155 CRACKED MASONRY	\$1,147.75	\$147.75	\$

The 'Save / Close' button is located at the bottom of the form.

7. Click 'Submit for Approval'

The screenshot shows the 'Master Contract Pay Requisition' form with the 'Submit for Approval' button highlighted. The 'PARTIES' section is visible:

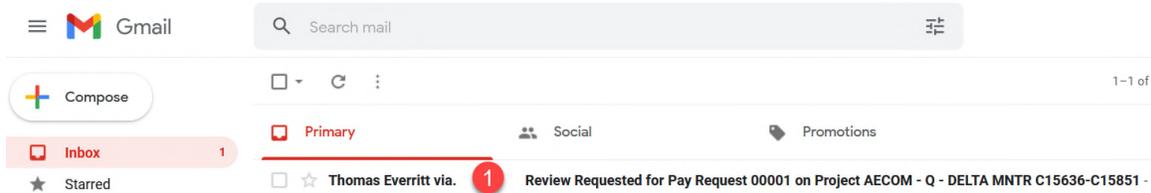
TO CONTACT: SCA President - SCA Sandbox
TO COMPANY: SCA Sandbox
TO OFFICE: Primary Office
TO ADDRESS: 30-30 Thompson Ave, Queens, NY 12345
FROM CONTACT: External REQMT-CM5-PM - SCA CM Firm 5
FROM COMPANY: SCA CM Firm 5
FROM OFFICE: Primary Office
FROM ADDRESS: 333 3rd Street, New York, NY 11103

Certify Pay Requisition – CM PM

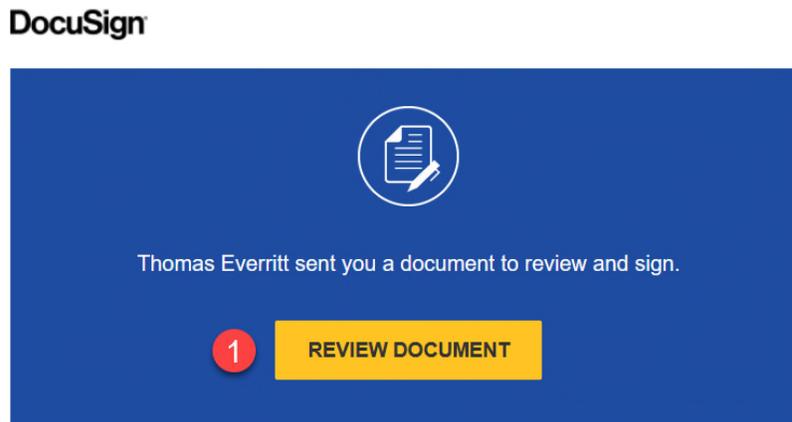


Steps

1. Go to email account > Select email titled 'Review Requested for Pay Request...'



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

The screenshot shows the DocuSign document review interface. At the top, there is a blue bar with a red '1' notification icon, a yellow 'CONTINUE' button, and a dropdown menu for 'OTHER ACTIONS'. Below this, the text says 'Please review the documents below.' The main content area is divided into two columns. The left column is labeled 'FIELDS' and contains a list of fields: Signature, Initial, Stamp, Date Signed, Name, First Name, Last Name, Email Address, Company, Title, Text, and Checkbox. The right column contains the document details and a table. The document details include: Invoice Number: C15851-1A, SCA Sandbox, Contract: C000015851, 30-30 Thompson Ave, Queens, NY, 12345, and Pay Req Approved Date: 9/17/2021. The table has columns: WORK TYPE/LLW, FINANCE PO#, DESCRIPTION, AUTHORIZED AMOUNT, % COMPLETED, TOTAL VALUE OF APPROVED CHECKS, and VALUE OF APPROVED CHECKS (PRIOR PAY REQ, THIS REQUEST). The table contains data for 'CONSTRUCTION' work type, with a total authorized amount of \$894,267.00 and a total value of approved checks of \$94,267.00. Below the table, there is a summary section for 'Total for Pay Req 00001' and a 'TOTAL FOR CONTRACT TO DATE' section. At the bottom, there are two signature lines with 'SIGNATURE' and 'DATE' labels, and the text 'Operation Manager: Operations Manager'.

- Click 'Signature' > Drag signature to signature line > Click 'Date Signed' > Drag date to signature line > Scroll down to second page > 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.

FINISH OTHER ACTIONS ▾

FIELDS

- Signature **1**
- Initial
- Stamp
- Date Signed **3**
- Name
- First Name
- Last Name
- Email Address
- Company
- Title
- Text
- Checkbox



Mentor Advance/Replenishment Pay Requisition
SCA NO. 00001A

Current Contract Amount: \$20,000,000.00 Period From: 9/1/2021 To: 9/26/2021

Project Title: AECOM - Q - DELTA MNTR C15636-C15851		CM/CONTRACTOR/CONSULTANT:	
Invoice Number: C15851-1A		SCA Sandbox	
Contract: C000015851		30-30 Thompson Ave	
Pay Req Approved Date: 9/17/2021		Queens, NY, 12345	

WORK TYPE/LLW	FINANCE PO#	DESCRIPTION	AUTHORIZED AMOUNT	% COMPLETED	TOTAL VALUE OF APPROVED CHECKS	VALUE OF APPROVED CHECKS	
						PRIOR PAY REQS	THIS REQUEST
2112 CONSTRUCTION							
115244	Q262	ELECTRICAL SYSTEMS	\$894,267.00	10.54 %	\$94,267.00	\$0.00	\$94,267.00
Work Type Total:			\$894,267.00	10.54 %	\$94,267.00	\$0.00	\$94,267.00
Total for Pay Req 00001:			\$894,267.00	10.54 %	\$94,267.00	\$0.00	\$94,267.00
Pay Requisition TOTAL Amount to be Paid:						\$94,267.00	
TOTAL FOR CONTRACT TO DATE:			\$20,000,000.00	0.52 %	\$103,957.00	\$0.00	

Certificate for Payment has been completed in accordance with the Contract Documents and where applicable in compliance with Labor Law 225, and that the current payment shown herein is now due. The undersigned further certifies that all subcontractors have been and shall be paid in full within the time specified in Article 16 of the General Conditions.

CM: External REQMT-CM1-PM

DocuSigned by:
External REQMT-CM1-PM **2** 9/26/2021 **4**

SIGNATURE _____ DATE _____
Operation Manager: Operations Manager

SIGNATURE _____ DATE _____

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Done! Select Finish to send the completed document.

9 **FINISH** OTHER ACTIONS ▾

FIELDS

- Signature **5**
- Initial
- Stamp
- Date Signed **7**
- Name
- First Name
- Last Name
- Email Address
- Company
- Title
- Text
- Checkbox



Pay Requisition
SCA NO. 00001

Current Contract Amount: \$20,000,000.00 Period From: 9/1/2021 To: 9/26/2021

Project Title: AECOM - Q - DELTA MNTR C15636-C15851		CM/CONTRACTOR/CONSULTANT:	
Invoice Number: C15851-1		SCA Sandbox	
Contract: C000015851		30-30 Thompson Ave	
Pay Req Approved Date: 9/17/2021		Queens, NY, 12345	

WORK TYPE/LLW	FINANCE PO#	DESCRIPTION	SCHEDULED VALUE	% COMPLETED	TOTAL VALUE OF COMPLETED WORK	VALUE OF WORK COMPLETED	
						PRIOR PAY REQS	THIS REQUEST
2125 GENERAL CONDITIONS							
115244	Q262	ELECTRICAL SYSTEMS	\$1,788.53	10.62 %	\$190.00	\$0.00	\$190.00
Work Type Total:			\$1,788.53	10.62 %	\$190.00	\$0.00	\$190.00
2120 CONSTRUCTION MANAGEMENT							
115244	Q262	ELECTRICAL SYSTEMS	\$94,792.30	10.02 %	\$9,500.00	\$0.00	\$9,500.00
Work Type Total:			\$94,792.30	10.02 %	\$9,500.00	\$0.00	\$9,500.00
Total for Pay Req 00001:			\$96,580.84	10.03 %	\$9,690.00	\$0.00	\$9,690.00
Pay Requisition TOTAL Amount to be Paid:						\$9,690.00	
TOTAL FOR CONTRACT TO DATE:			\$20,000,000.00	0.52 %	\$103,957.00	\$0.00	

Certificate for Payment has been completed in accordance with the Contract Documents and where applicable in compliance with Labor Law 225, and that the current payment shown herein is now due. The undersigned further certifies that all subcontractors have been and shall be paid in full within the time specified in Article 16 of the General Conditions.

CM: External REQMT-CM1-PM

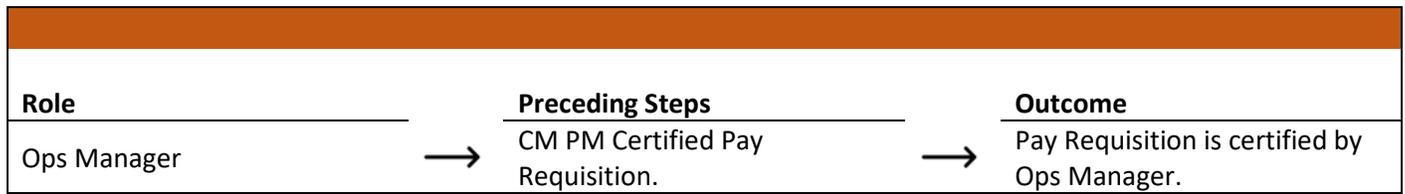
DocuSigned by:
External REQMT-CM1-PM **6** 9/26/2021 **8**

SIGNATURE _____ DATE _____
Operation Manager: Operations Manager

SIGNATURE _____ DATE _____

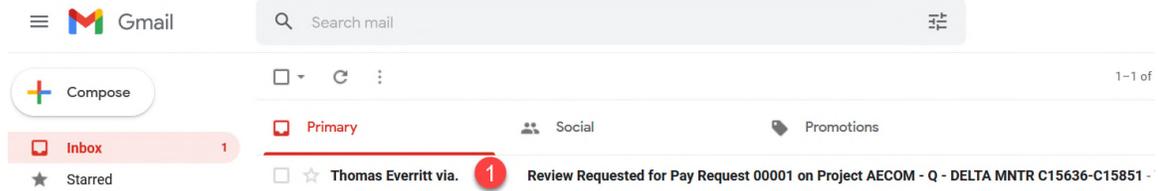
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Certify Pay Requisition – Ops Manager

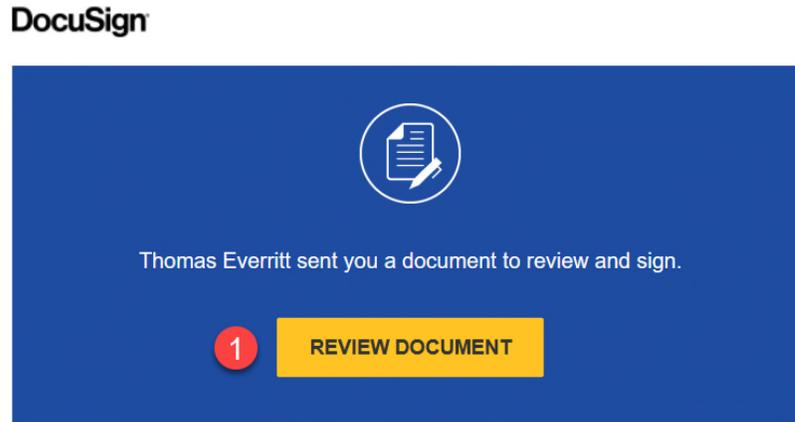


Steps

1. Go to email account > Select email titled 'Review Requested for Pay Request...'



2. Click 'Review Document' button in email



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

Please review the documents below.

1 CONTINUE OTHER ACTIONS ▾

FIELDS		Invoice Number: C15851-1A		SCA Sandbox	
Signature		Contract: C000015851		30-30 Thompson Ave	
DS Initial		Pay Req Approved Date: 9/17/2021		Queens, NY, 12345	
Stamp					
Date Signed					
Name					
First Name					
Last Name					
Email Address					
Company					
Title					
Text					
Checkbox					

WORK TYPE/LLW	FINANCE PO#	DESCRIPTION	AUTHORIZED AMOUNT	% COMPLETED	TOTAL VALUE OF APPROVED CHECKS	VALUE OF APPROVED CHECKS	PRIOR PAY REQ	THIS REQUEST
2112		CONSTRUCTION						
119244		Q202 ELECTRICAL SYSTEMS	\$894,267.00	10.54 %	\$94,267.00	\$0.00	\$0.00	\$94,267.00
Work Type Total:			\$894,267.00	10.54 %	\$94,267.00	\$0.00	\$0.00	\$94,267.00
Total for Pay Req 00001:			\$894,267.00	10.54 %	\$94,267.00	\$0.00	\$0.00	\$94,267.00
					Pay Requisition TOTAL Amount to be Paid:		\$94,267.00	
TOTAL FOR CONTRACT TO DATE:			\$20,000,000.00	0.52 %	\$103,957.00	\$0.00		

Certificate for Payment has been completed in accordance with the Contract Documents and where applicable in compliance with Labor Law 225, and that the current payment shown herein is now due. The undersigned further certifies that all subcontractors have been and shall be paid in full within the time specified in Article 16 of the General Conditions.

CM: External REQMT-CM1-PM

SIGNATURE _____ DATE _____

Operation Manager: Operations Manager

SIGNATURE _____ DATE _____

- Click 'Signature' > Drag signature to signature line > Click 'Date Signed' > Drag date to signature line > Scroll down to second page > 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.

FINISH OTHER ACTIONS ▾

Mentor Advance/Replenishment Pay Requisition
SCA NO. 00001A


 30-30 Thomson Avenue
 Long Island City, NY 11101-3045

Current Contract Amount: \$20,000,000.00 Period From: 9/1/2021 To: 9/26/2021

Project Title: AECOM - Q - DELTA MNTR C15636-C15851				CM/CONTRACTOR/CONSULTANT:			
Invoice Number: C15851-1A				SCA Sandbox			
Contract: C000015851				30-30 Thompson Ave			
Pay Req Approved Date: 9/17/2021				Queens, NY, 12345			

WORK TYPE/LLW	FINANCE PO#	DESCRIPTION	AUTHORIZED AMOUNT	% COMPLETED	TOTAL VALUE OF APPROVED CHECKS	VALUE OF APPROVED CHECKS	
						PRIOR PAY REQS	THIS REQUEST
2112 CONSTRUCTION							
115244		Q262 ELECTRICAL SYSTEMS	\$894,267.00	10.54 %	\$94,267.00	\$0.00	\$94,267.00
Work Type Total:			\$894,267.00	10.54 %	\$94,267.00	\$0.00	\$94,267.00
Total for Pay Req 00001:			\$894,267.00	10.54 %	\$94,267.00	\$0.00	\$94,267.00
Pay Requisition TOTAL Amount to be Paid:						\$94,267.00	
TOTAL FOR CONTRACT TO DATE:			\$20,000,000.00	0.52 %	\$103,957.00	\$0.00	

Certificate for Payment has been completed in accordance with the Contract Documents and where applicable in compliance with Labor Law 225, and that the current payment shown herein is now due. The undersigned further certifies that all subcontractors have been and shall be paid in full within the time specified in Article 16 of the General Conditions.

CM: External REQMT-CM1-PM

DocuSigned by:
 9/26/2021
 SIGNATURE DATE

Operation Manager: Operations Manager

DocuSigned by:
 9/26/2021
 SIGNATURE DATE

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Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS ▾

Pay Requisition
SCA NO. 00001


 30-30 Thomson Avenue
 Long Island City, NY 11101-3045

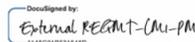
Current Contract Amount: \$20,000,000.00 Period From: 9/1/2021 To: 9/26/2021

Project Title: AECOM - Q - DELTA MNTR C15636-C15851				CM/CONTRACTOR/CONSULTANT:			
Invoice Number: C15851-1				SCA Sandbox			
Contract: C000015851				30-30 Thompson Ave			
Pay Req Approved Date: 9/17/2021				Queens, NY, 12345			

WORK TYPE/LLW	FINANCE PO#	DESCRIPTION	SCHEDULED VALUE	% COMPLETED	TOTAL VALUE OF COMPLETED WORK	VALUE OF WORK COMPLETED	
						PRIOR PAY REQS	THIS REQUEST
2125 GENERAL CONDITIONS							
115244		Q262 ELECTRICAL SYSTEMS	\$1,788.53	10.62 %	\$190.00	\$0.00	\$190.00
Work Type Total:			\$1,788.53	10.62 %	\$190.00	\$0.00	\$190.00
2120 CONSTRUCTION MANAGEMENT							
115244		Q262 ELECTRICAL SYSTEMS	\$94,792.30	10.02 %	\$9,500.00	\$0.00	\$9,500.00
Work Type Total:			\$94,792.30	10.02 %	\$9,500.00	\$0.00	\$9,500.00
Total for Pay Req 00001:			\$96,580.84	10.03 %	\$9,690.00	\$0.00	\$9,690.00
Pay Requisition TOTAL Amount to be Paid:						\$9,690.00	
TOTAL FOR CONTRACT TO DATE:			\$20,000,000.00	0.52 %	\$103,957.00	\$0.00	

Certificate for Payment has been completed in accordance with the Contract Documents and where applicable in compliance with Labor Law 225, and that the current payment shown herein is now due. The undersigned further certifies that all subcontractors have been and shall be paid in full within the time specified in Article 16 of the General Conditions.

CM: External REQMT-CM1-PM

DocuSigned by:
 9/26/2021
 SIGNATURE DATE

Operation Manager: Operations Manager

DocuSigned by:
 9/26/2021
 SIGNATURE DATE

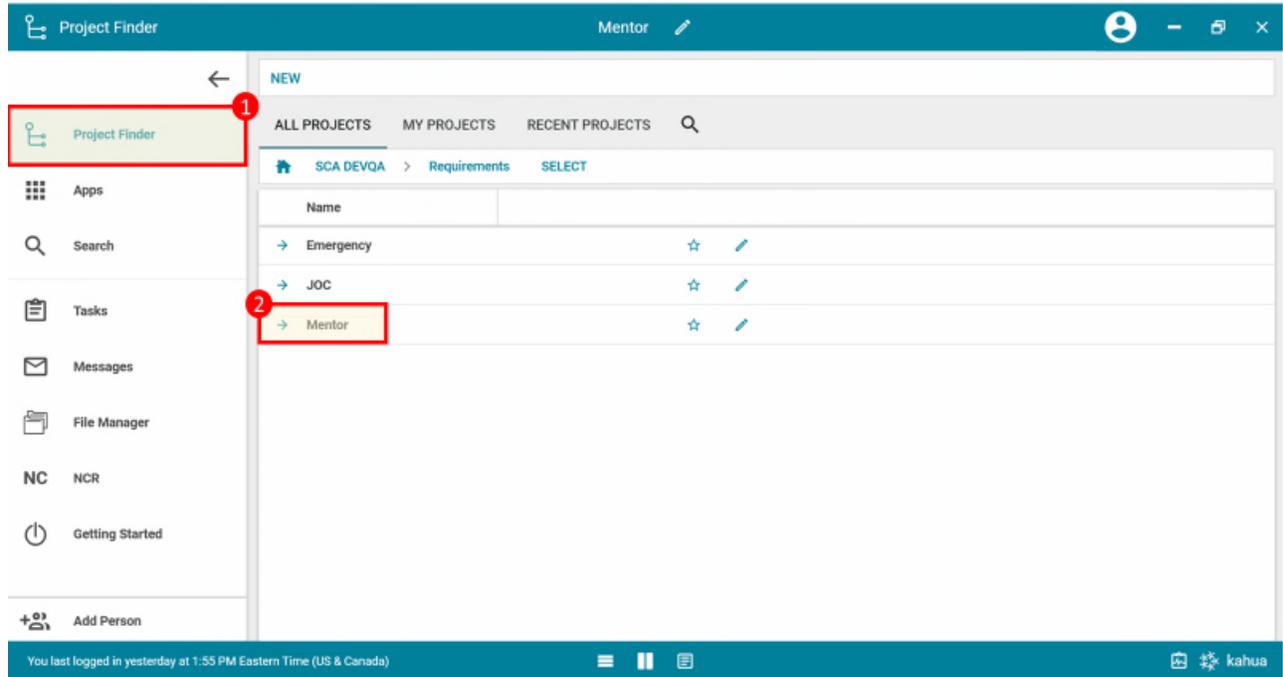
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View Payment Information

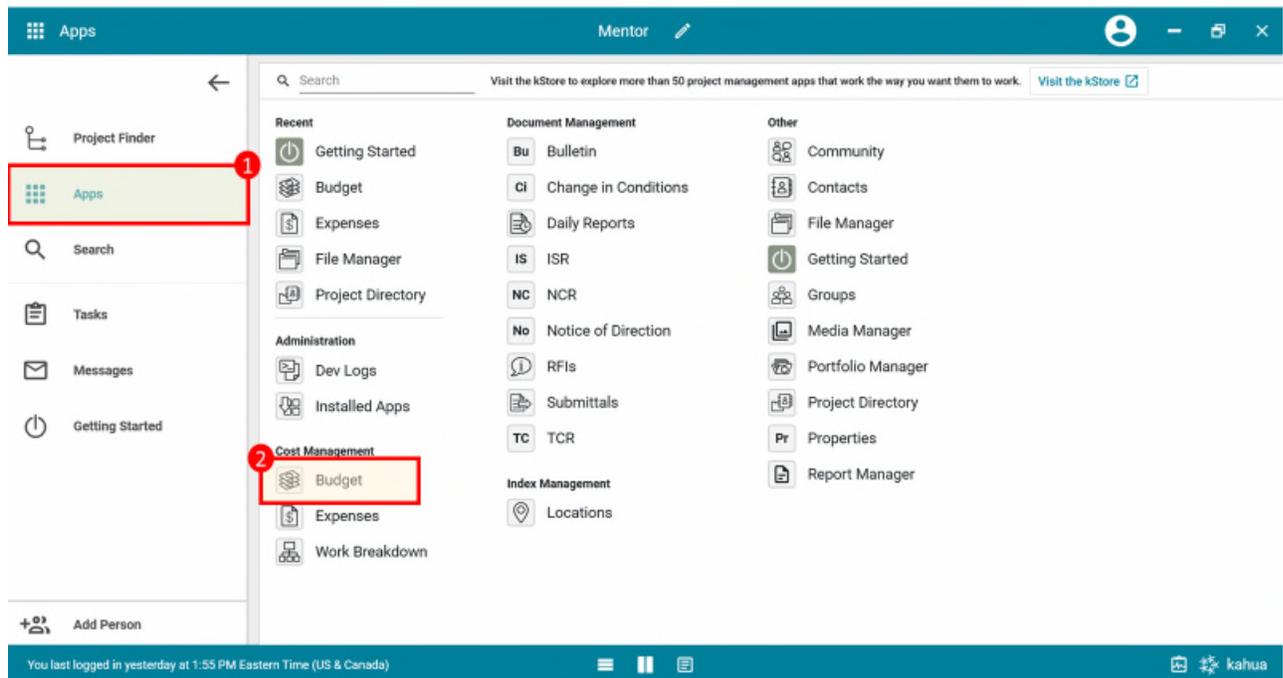
Role	Preceding Steps	Outcome
CM Firm	→ Payment processed in Oracle Financials.	→ Payment Check No and Date is populated.

Steps

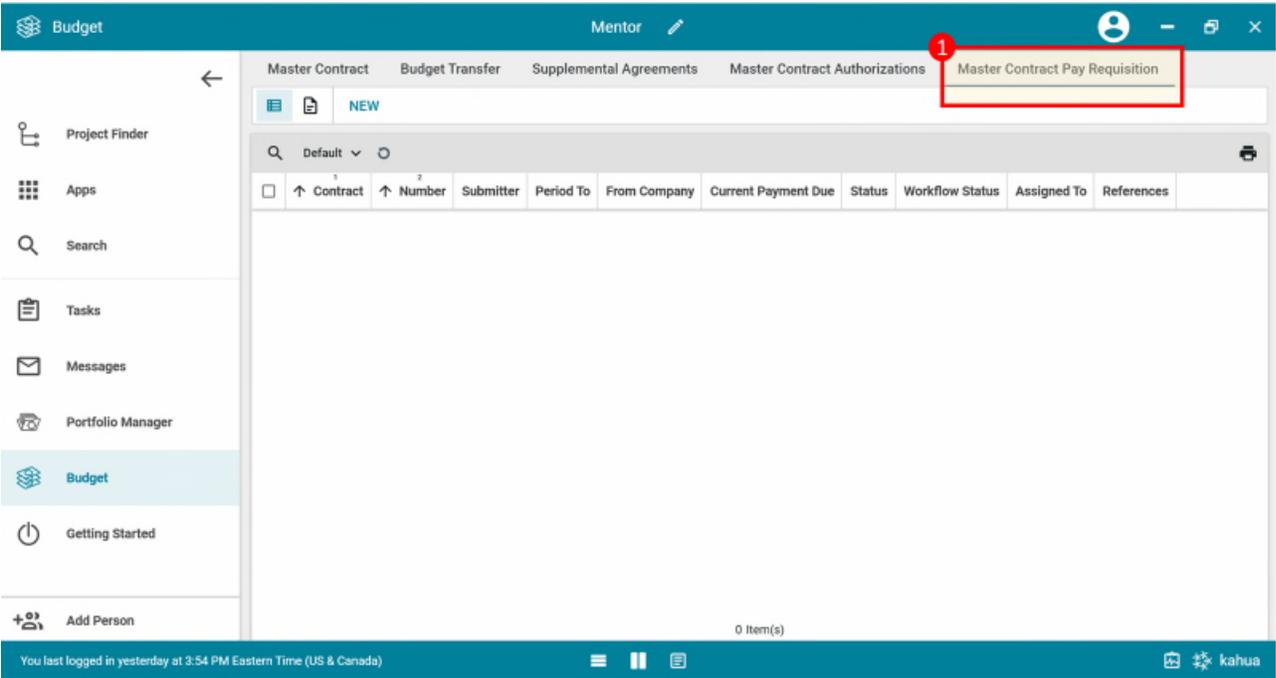
1. Go to 'Project Finder' > Select desired Program



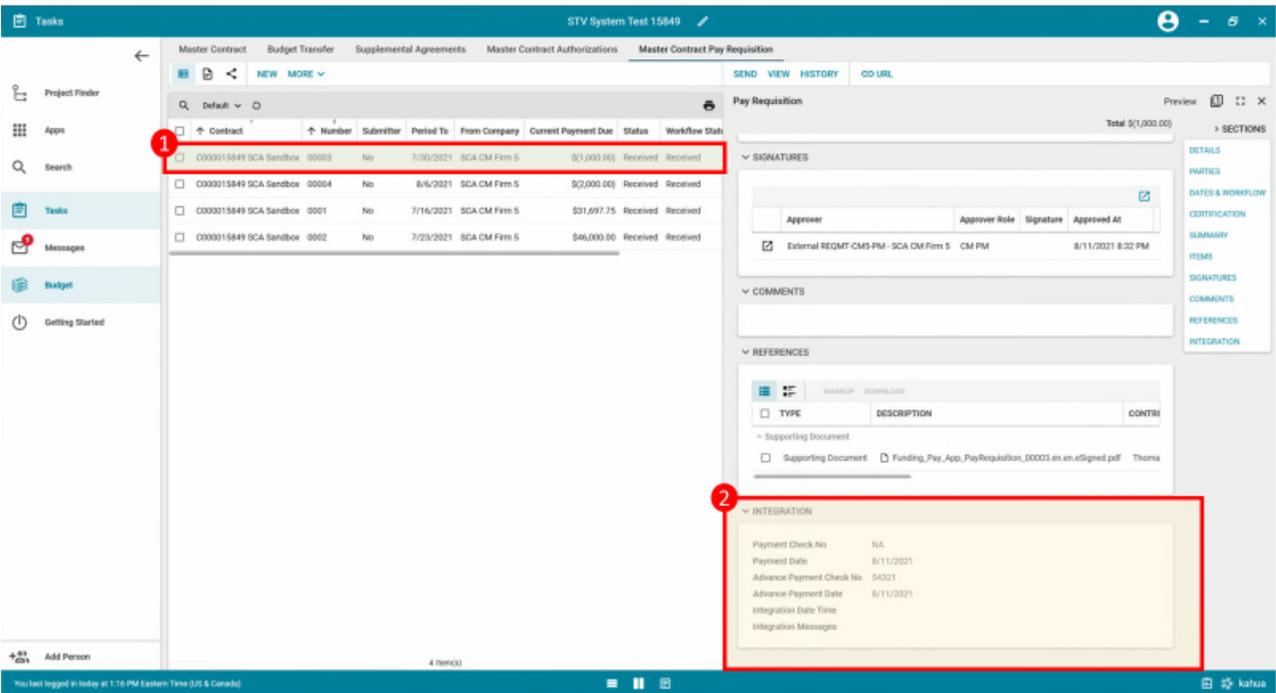
2. Go to 'Apps' > Select 'Budget'



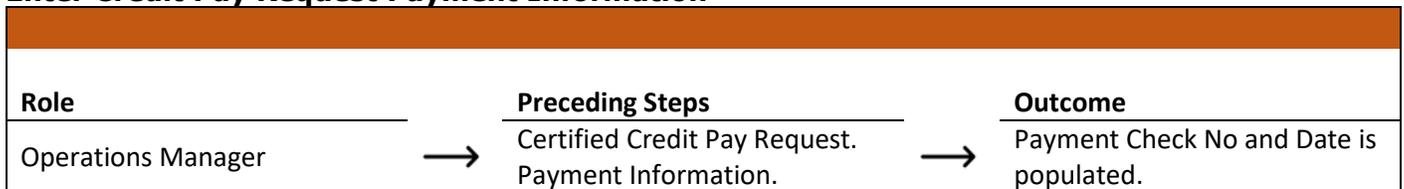
3. Select 'Master Contract Pay Requisitions'



4. Select Pay Requisition Record > View Integrations Section for Payment Information



Enter Credit Pay Request Payment Information



Steps

1. Operations Manager receives email to enter Credit Payment Information > Select 'Budget' app > Select 'Master Contract Pay Requisition' > Select payment record > Click 'Update Payment'

The screenshot shows the 'Budget' application interface. The top navigation bar includes 'Master Contract', 'Budget Transfer', 'Supplemental Agreements', 'Master Contract Authorizations', and 'Master Contract Pay Requisition'. The sidebar on the left contains navigation options: Project Finder, Apps, Search, Tasks, Messages, Budget (highlighted with a red circle '1'), and Getting Started. The main content area displays a table of payment records with columns: Contract, Number, Submitter, Period To, From Company, and Current Payment Due. Two records are listed, with the second record highlighted (red circle '3'). The right-hand side shows detailed information for the selected record, including Contract details, Parties, and Dates & Workflow. A red circle '2' highlights the 'Master Contract Pay Requisition' tab, and a red circle '4' highlights the 'Update Payment' button.

2. Click 'Edit'

The screenshot shows the 'Budget' application interface. The top navigation bar includes 'Master Contract', 'Budget Transfer', 'Supplemental Agreements', 'Master Contract Authorizations', and 'Master Contract Pay Requisition'. The sidebar on the left contains navigation options: Project Finder, Apps, Search, Tasks, Messages, Budget, and Getting Started. The main content area displays a table of payment records with columns: Contract, Number, Submitter, Period To, From Company, and Current Payment Due. Two records are listed, with the second record highlighted. The right-hand side shows detailed information for the selected record, including Contract details, Parties, and Dates & Workflow. A red circle '1' highlights the 'Edit' button in the top navigation bar.

3. Enter Credit Payment information in Integration section > Click 'Submit Payment' **Note: It is very likely there is only one check for the Credit Payment, enter NA for the check number and select the date.**

The screenshot displays the 'Master Contract Pay Requisition' form in the Budget application. The interface includes a sidebar with navigation options like 'Project Finder', 'Apps', 'Search', 'Tasks', 'Messages', 'Budget', and 'Getting Started'. The main content area shows a table of requisitions with columns for Contract, Number, Submitter, Period To, From Company, and Current Payment Due. Two requisitions are listed, both for 'SCA Sandbox' with contract numbers 00001 and 00002, submitted by 'SCA CM Firm 1' on 9/3/2021 and 9/10/2021 respectively, with a current payment due of \$115,180.00 and \$(10,000.00).

The 'Pay Requisition' form is open, showing the 'INTEGRATION' section. The fields are as follows:

Payment Check No	4739
Payment Date	9/29/2021
Advance Payment Check No	NA
Advance Payment Date	9/29/2021
Integration Date Time	
Integration Messages	

At the bottom of the form, there are 'Save' and 'Submit Payment' buttons. A red circle with the number 1 is next to the 'Payment Date' field, and a red circle with the number 2 is next to the 'Submit Payment' button.

Request Unlock

Role	Preceding Steps	Outcome
Operations Manager	<p>→</p> <p>The last Certified Payment is sent to Finance for Payment. If there is an Open Pay Request, it must be deleted before a Request Unlock is allowed</p> <p>→</p>	<p>Unlock request sent to Finance.</p>

Steps

1. Select 'Budget' app > Select 'Master Contract Pay Requisition' > Select payment record > Click 'Request Unlock'

The screenshot displays the Oracle Budget application interface. The top navigation bar shows the current context: 'Budget' app, 'Master Contract Pay Requisition' (highlighted with a red circle '2'). The left sidebar contains navigation options, with 'Budget' highlighted (red circle '1'). The main content area shows a table of requisitions with columns: Contract, Number, Submitter, Period To, From Company, and Amount. A requisition with Contract 'C000015851 SCA Sandbox' and Number '00001' is selected (red circle '3'). The details panel on the right shows the requisition information, including Contract Number, Period From, Period To, Status, Project Number, and Project Name. The 'Request Unlock' button is visible at the bottom right of the details panel (red circle '4').

Approve or Decline Unlock Request

Role	Preceding Steps	Outcome
Finance	→ Unlock Request.	→ Unlock request approved or declined.

Steps

1. Select 'Tasks' > Select Task record > Click 'Approve' > Enter PIN > Click 'Continue'
Alternatively, Decline by clicking 'Decline' and entering Reason

The screenshot displays the SCA DEVQA application interface. On the left, a sidebar contains navigation options: Project Finder, Apps, Search, Tasks (1), Messages (5), and Getting Started. The main workspace shows a task list with one entry: 'Operations Manager Unlock Requested for Pay Request 00001 by Operations Manager on Pr'. A red circle '2' highlights this task. An 'Add Signature' dialog box is overlaid, prompting the user to 'Enter PIN:' (4) and providing 'Continue' and 'Cancel' buttons (5). At the bottom of the task view, 'Approve' and 'Decline' buttons are visible (3). The background shows an 'APPROVAL DOCUMENT' for 'SCA' with various contract details.