

Master Contract Pay Requisitions Training Guide

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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.





Step-by-Step Instructions

Initiate Master Contract Pay Requisition

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

Steps

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

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

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

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4. Select Contract > Click 'Next'

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



7. Click 'Submit for Approval'

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Certify Pay Requisition – CM PM

Role	_	Preceding Steps		Outcome
СМРМ	\rightarrow	Submitted Pay Requisition.	\rightarrow	Pay Requisition is certified by CM PM.

Steps

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

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2. Click 'Review Document' button in email

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

- 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.							1	CONTINUE	OTHER ACTIONS •
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DS Initial	LLW PO#	DESCRIPTION	AMOUNT	COMPLETED	OF APPROVED CHECKS	PRIOR PAY REQS	THIS REQUEST		
L Stamp	2112	CONSTRUCTION							
Date Signed	115244	Q262 ELECTRICAL SYSTEMS	\$894,267.00	10.54 %	\$94,267.0	\$0.00	\$94,267.00		
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4. 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

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Operation Manager: Operations Manager

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Role	Preceding Steps	Outcome
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Ops Manager	Requisition.	Ops Manager.

Steps

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2. Click 'Review Document' button in email

Thomas Everritt sent you a document to review and sign.

3. Click 'Continue' button. Note. For First Time using DocuSign:

DocuSign

- d. Check 'I agree to use electronic records and signatures' box
- e. Select desired signature details
- f. Click 'Adopt and Sign' button

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	Operation Manag	er: Operations Manager							
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View Payment Information

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

Steps

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

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

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3. Select 'Master Contract Pay Requisitions'

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

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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'

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2. Click 'Edit'



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.



Request Unlock

Role	Preceding Steps		Outcome
Operations Manager	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	\rightarrow	Unlock request sent to Finance.

Steps

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

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Approve or Decline Unlock Request Role Preceding Steps Outcome Finance → Unlock Request. →

Steps

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

