



Master Contract Authorizations Training Guide

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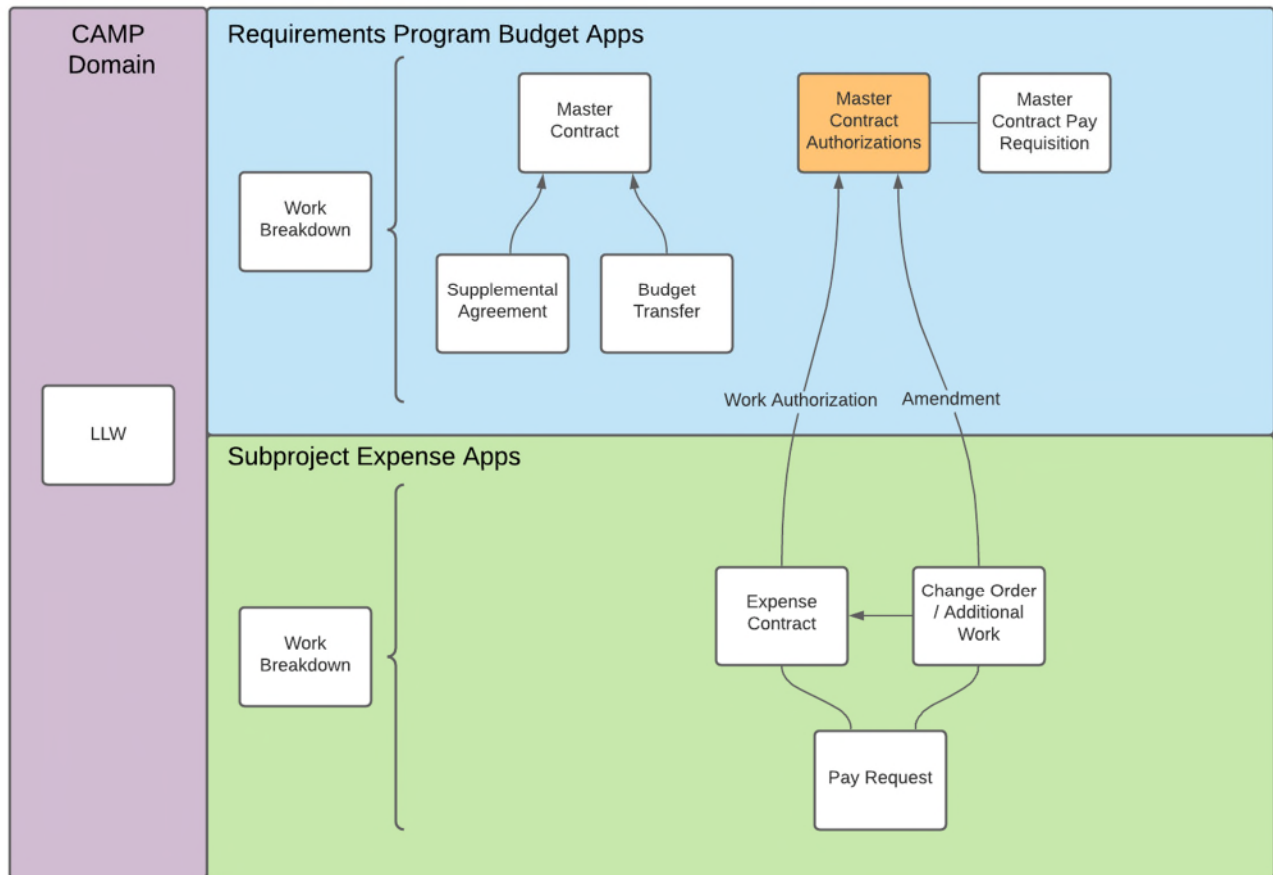
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About

Master Contract Authorizations (previously Budget Contracts in PCM) contains the cost items for SCA's authorized work.

Workflow Diagram



Process Overview

The SCA CM Facilitator creates Master Contract Authorizations using the contract summary information e.g. Contract Number, Title, To and From Parties. Initially, there are no cost items. The Work Authorization process will populate the cost items.

Notes

Related entities include:

- Work Breakdown (links encumbered Master Contract cost items to Master Contract Authorizations cost items)
- Expense Contract (Expense Contract cost items are processed into Master Contract Authorizations through a Work Authorization)
- Expense Change Order (Change Order cost items are processed into Master Contract Authorizations through an Amendment)
- Master Contract Pay Requisitions (direct relationship between cost items)

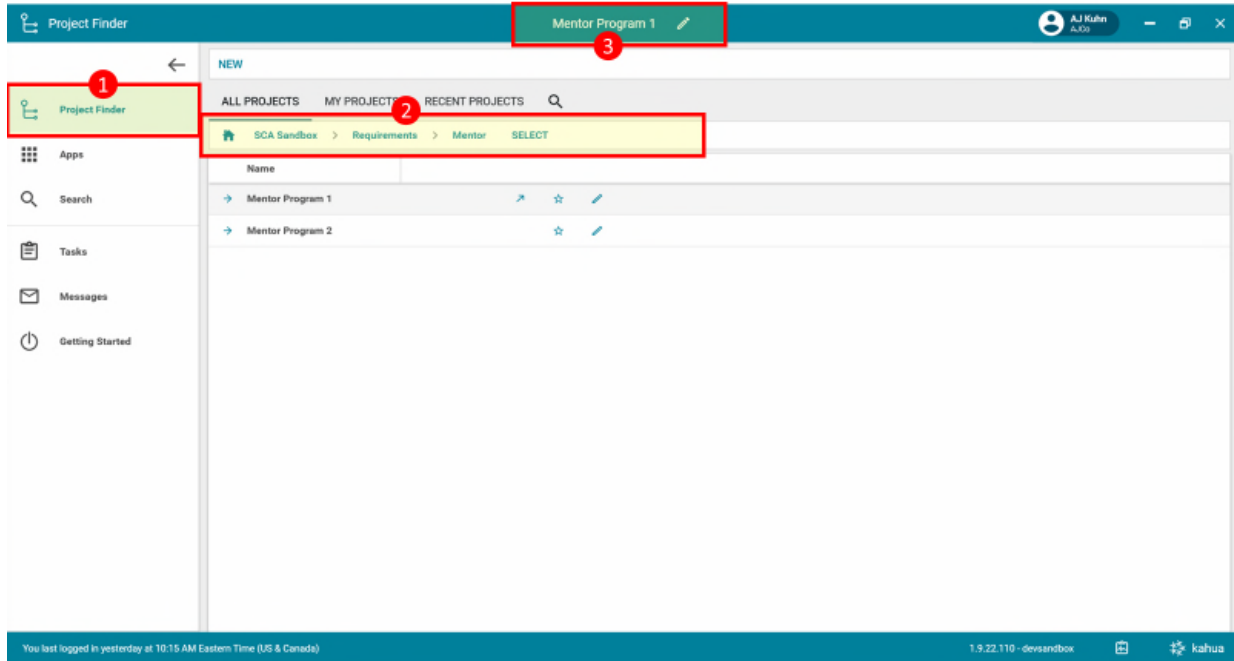
Step-by-Step Instructions

Create Master Contract Authorization

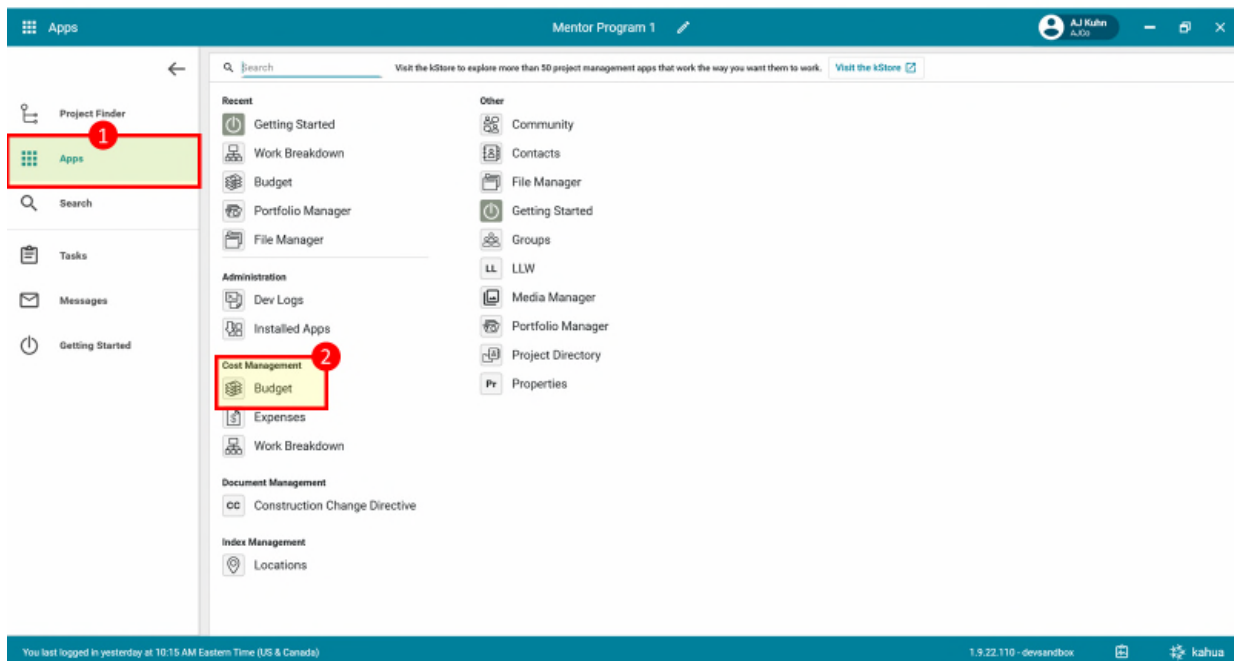
Role	Preceding Steps	Outcome
Operations Manager	Fully executed agreement. The Contract is entered in Oracle Financials.	The Master Contract Authorization is created.

Steps

1. Go to Project Finder > Navigate to Mentor Program > Confirm you are in the correct Mentor Program

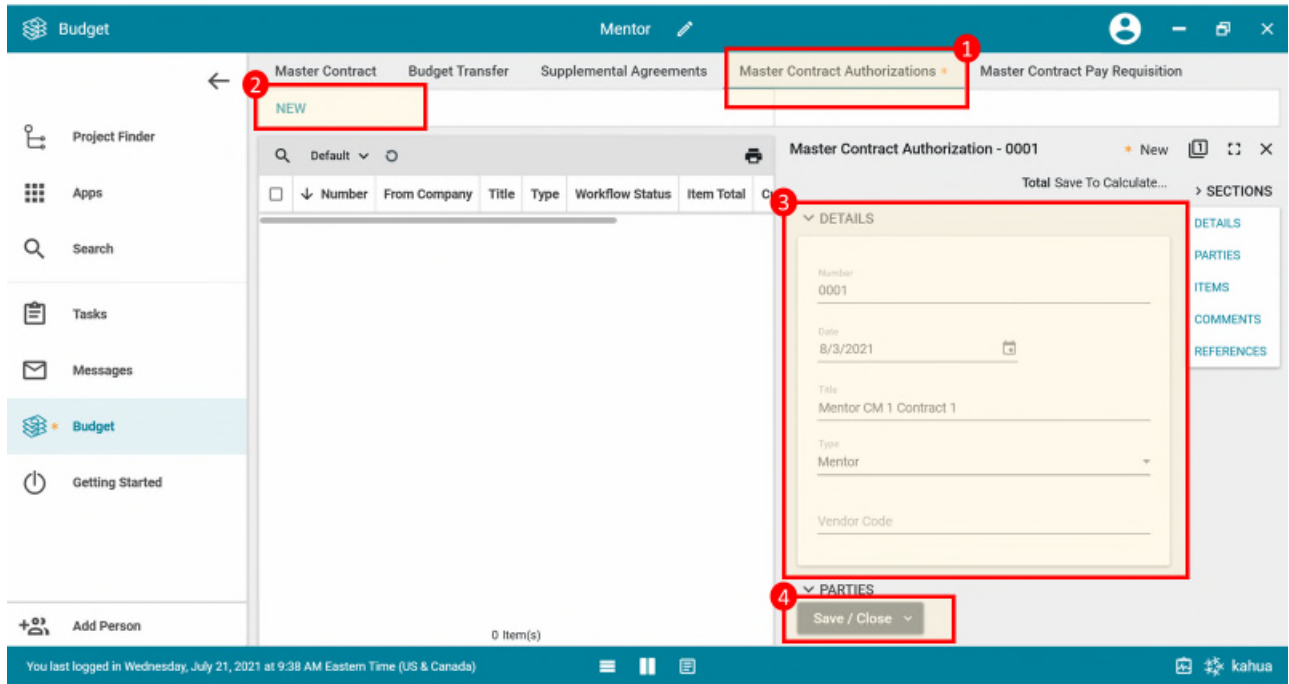


2. Go to 'Apps' > Select 'Budget' App



3. Select the 'Master Contract Authorizations' tab > Click 'New' > Enter Required Fields > Click 'Save/Close'

Note: In Required Fields, be sure to enter “SCA President” as Contact and “CM Firm” as the Company that the Work Authorization will be sent to.

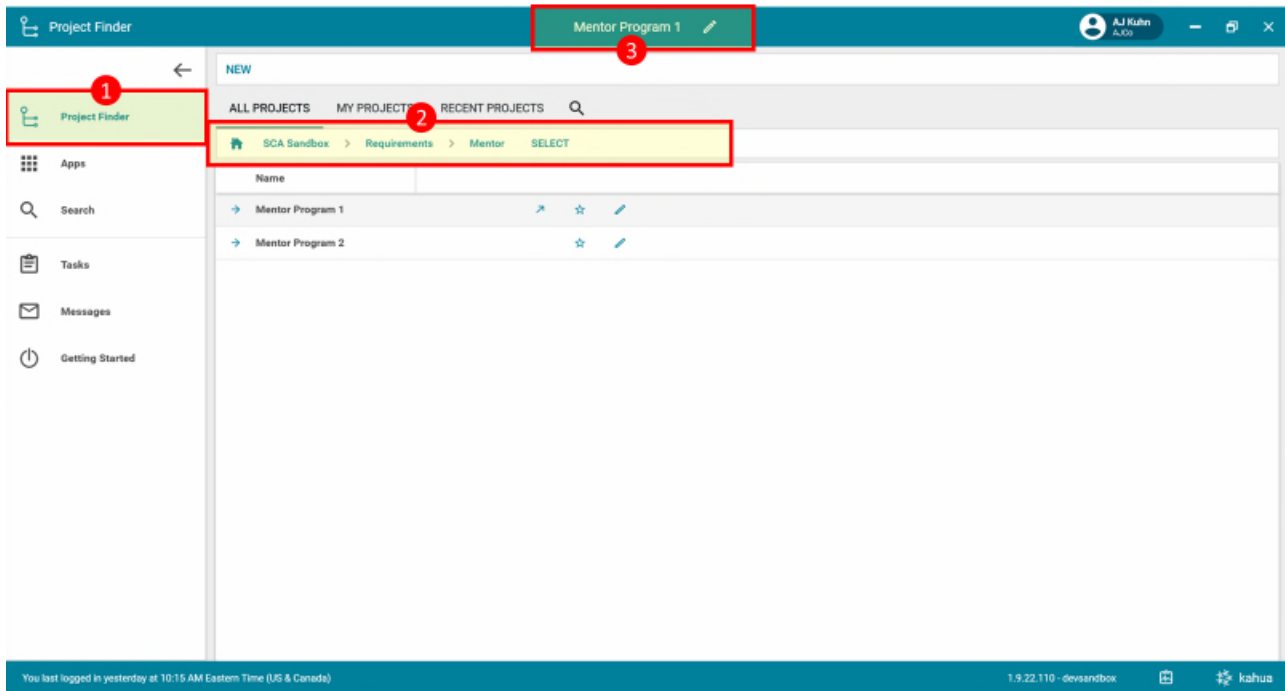


Process Work Authorization

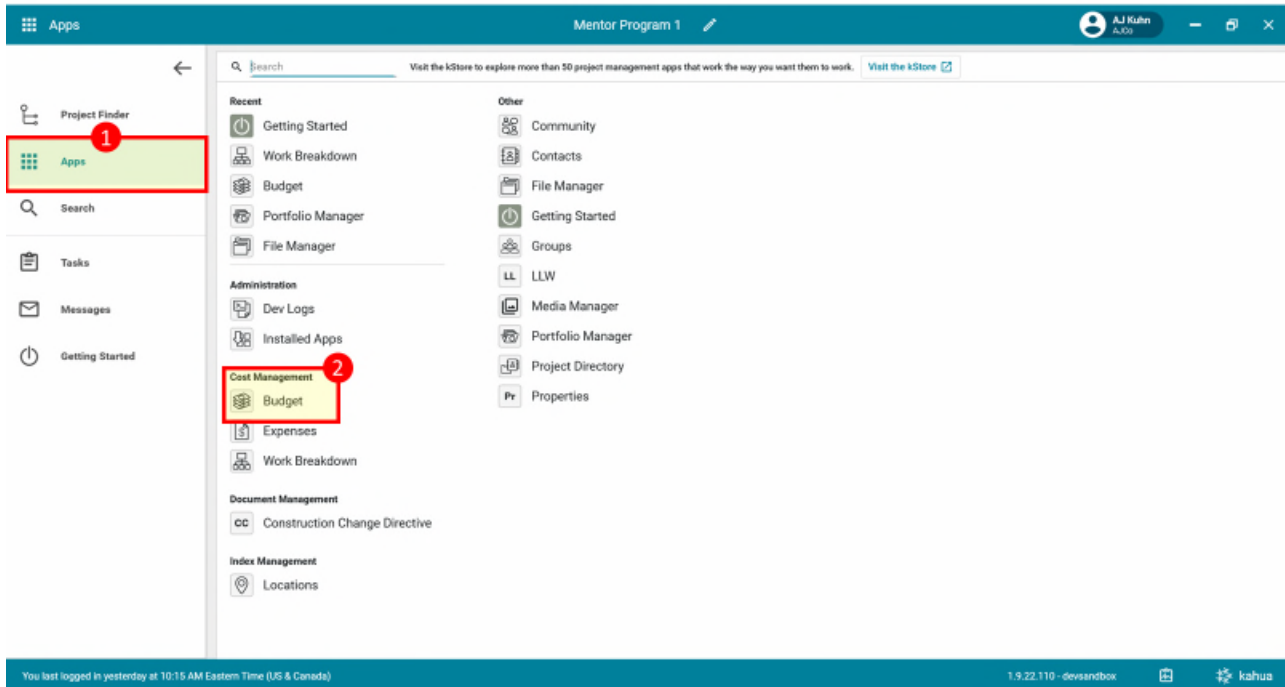
Role	Preceding Steps	Outcome
CM Firm	<p>Master Contract Authorization selected during Expense Contract Creation.</p> <p>Cost Codes are entered in Program Work Breakdown.</p> <p>Contract status = SOV Complete.</p>	<p>Work Authorizations approved in Master Contract Work Authorizations with Cost Codes, Description, WA Number, AMD Number, PO Number entered.</p>

Steps

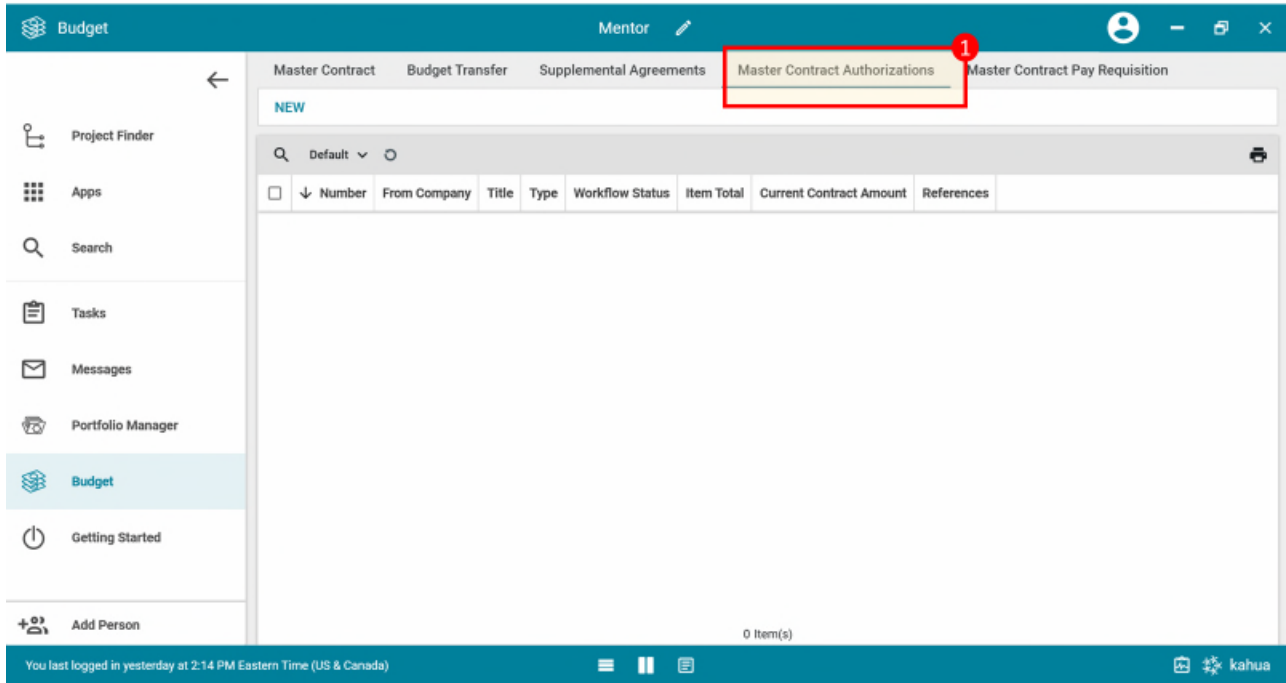
1. Go to 'Project Finder' > Select desired Program



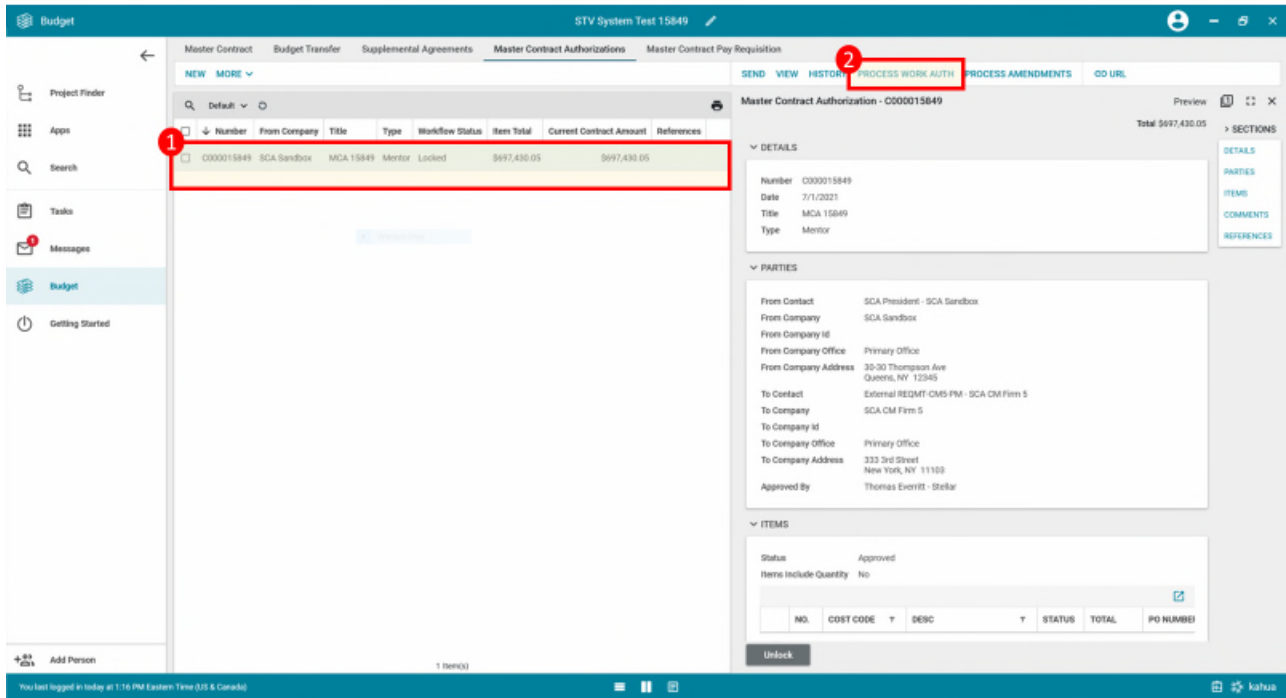
2. Go to 'Apps' > Select 'Budget'



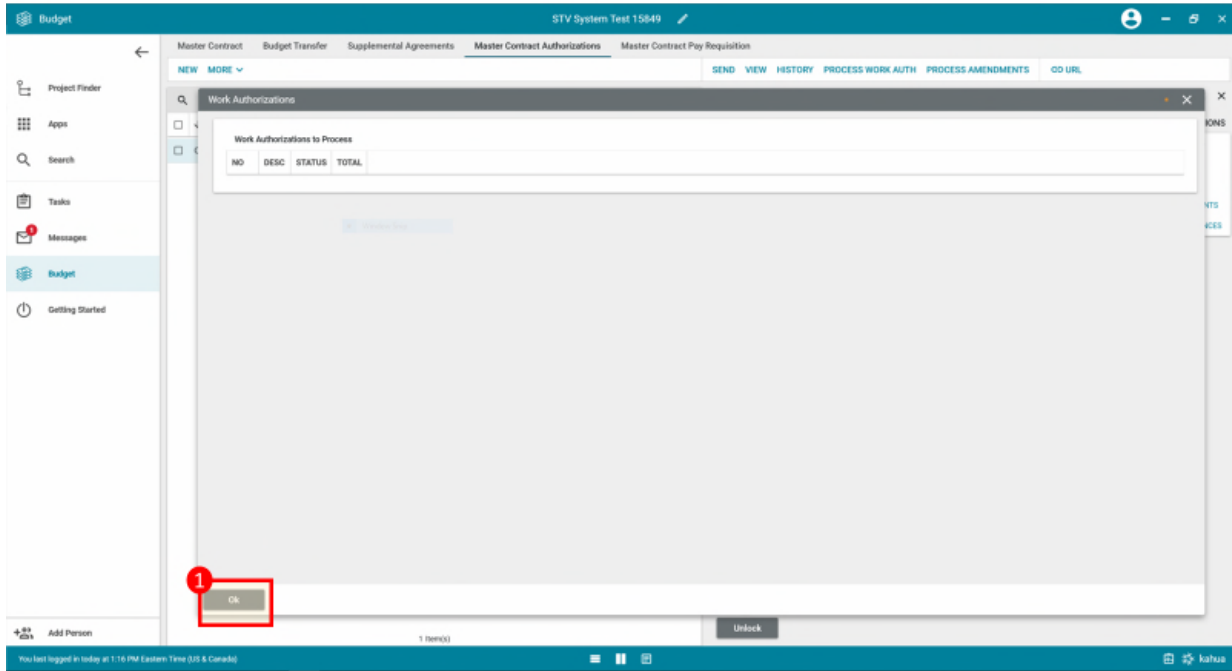
3. Select 'Master Contract Authorizations'



4. Select Master Contract Authorization Record > Select 'Process Work Auth' in Menu Command



5. Select 'OK'

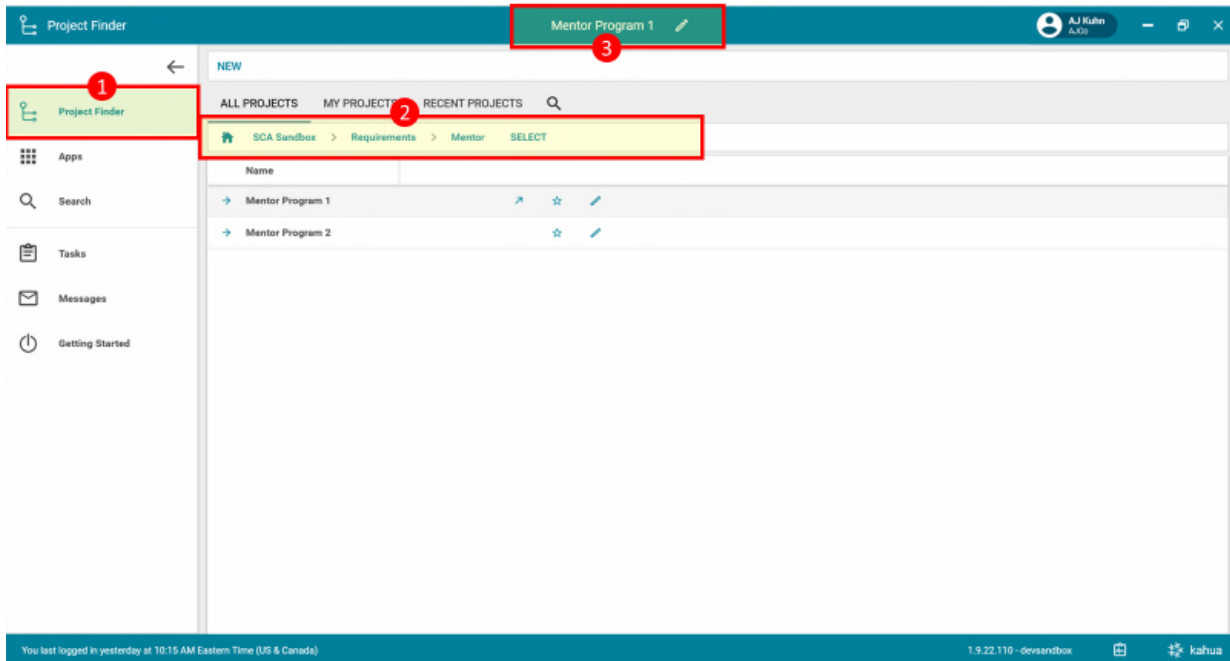


Process Amendments

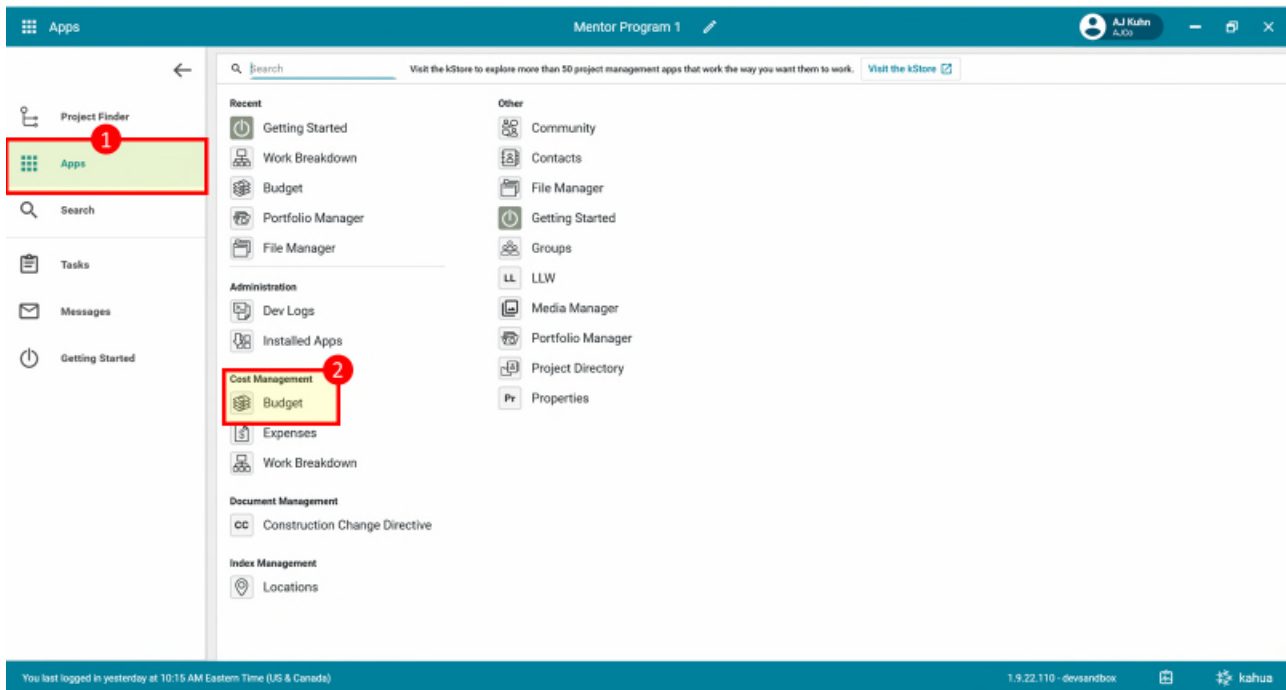
Role	Preceding Steps	Outcome
CM Firm	<p>→ Change Order status = Amendment Complete.</p>	<p>→ Amendment approved in Master Contract Work Authorizations with Cost Codes, Description, WA Number, AMD Number, PO Number entered.</p>

Steps

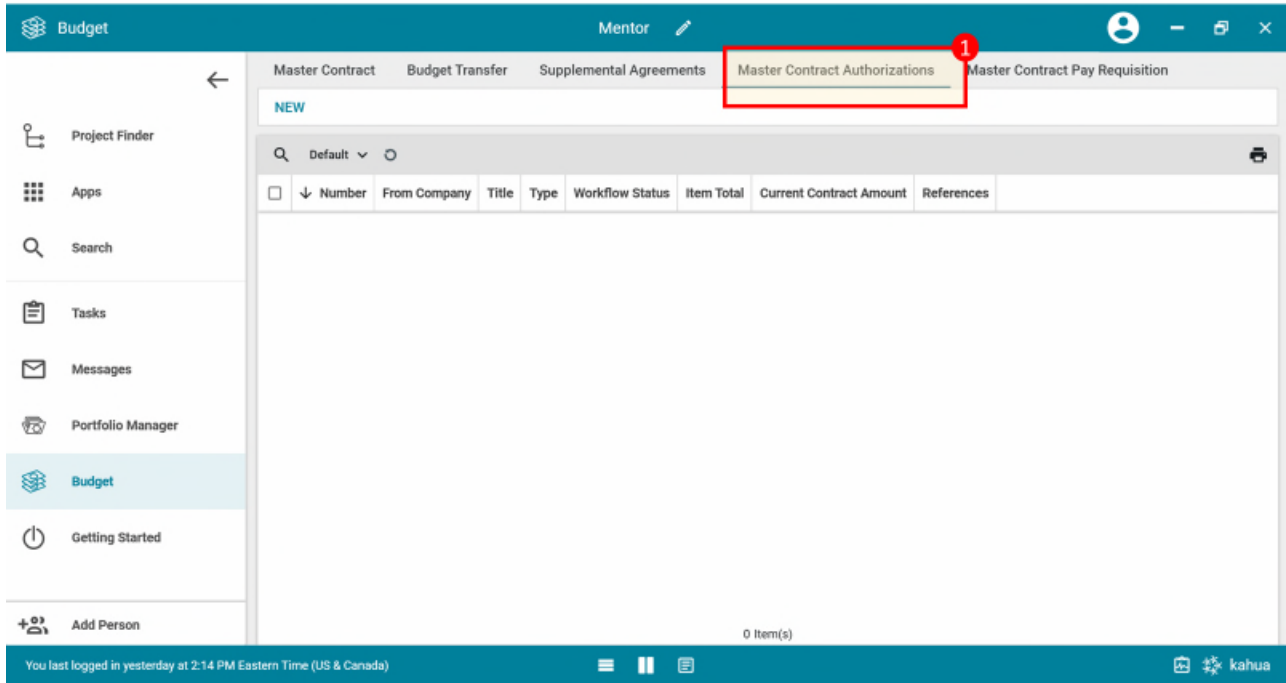
1. Go to 'Project Finder' > Select desired Program



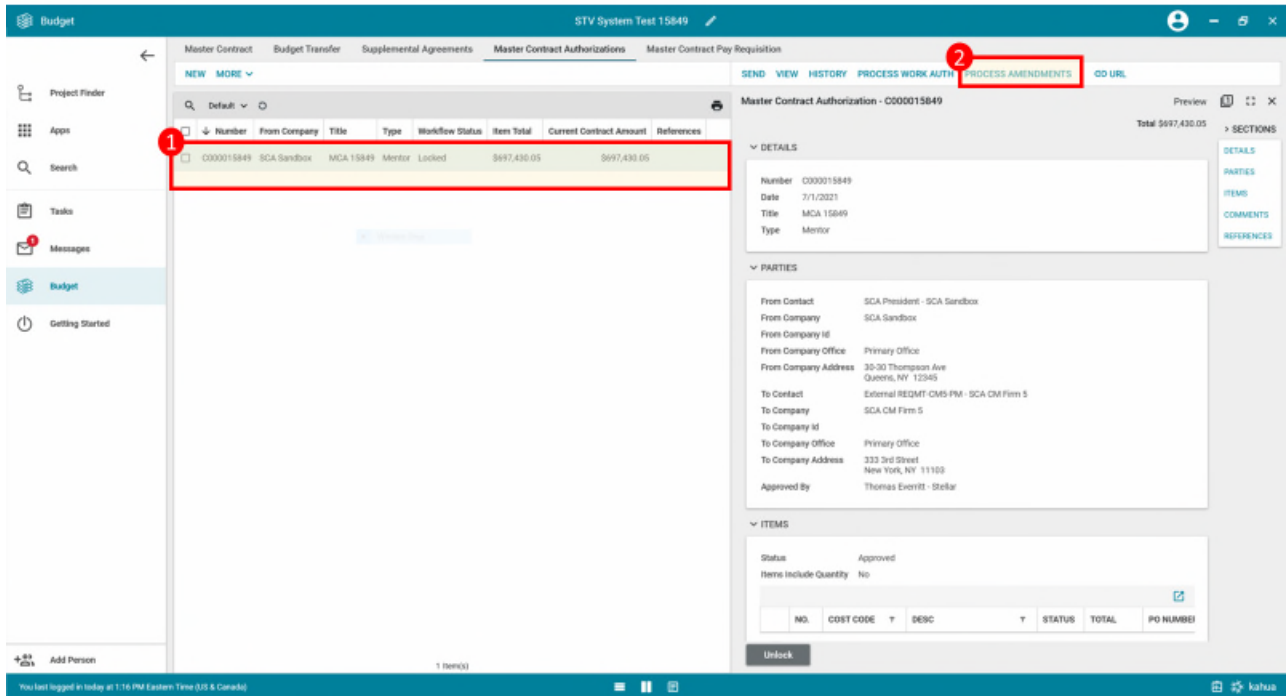
2. Go to 'Apps' > Select 'Budget'



3. Select 'Master Contract Authorizations'



4. Select Master Contract Authorization Record > Select 'Process Amendments' in Menu Command



5. Select 'OK'

