



## Master Contract Authorizations Training Guide

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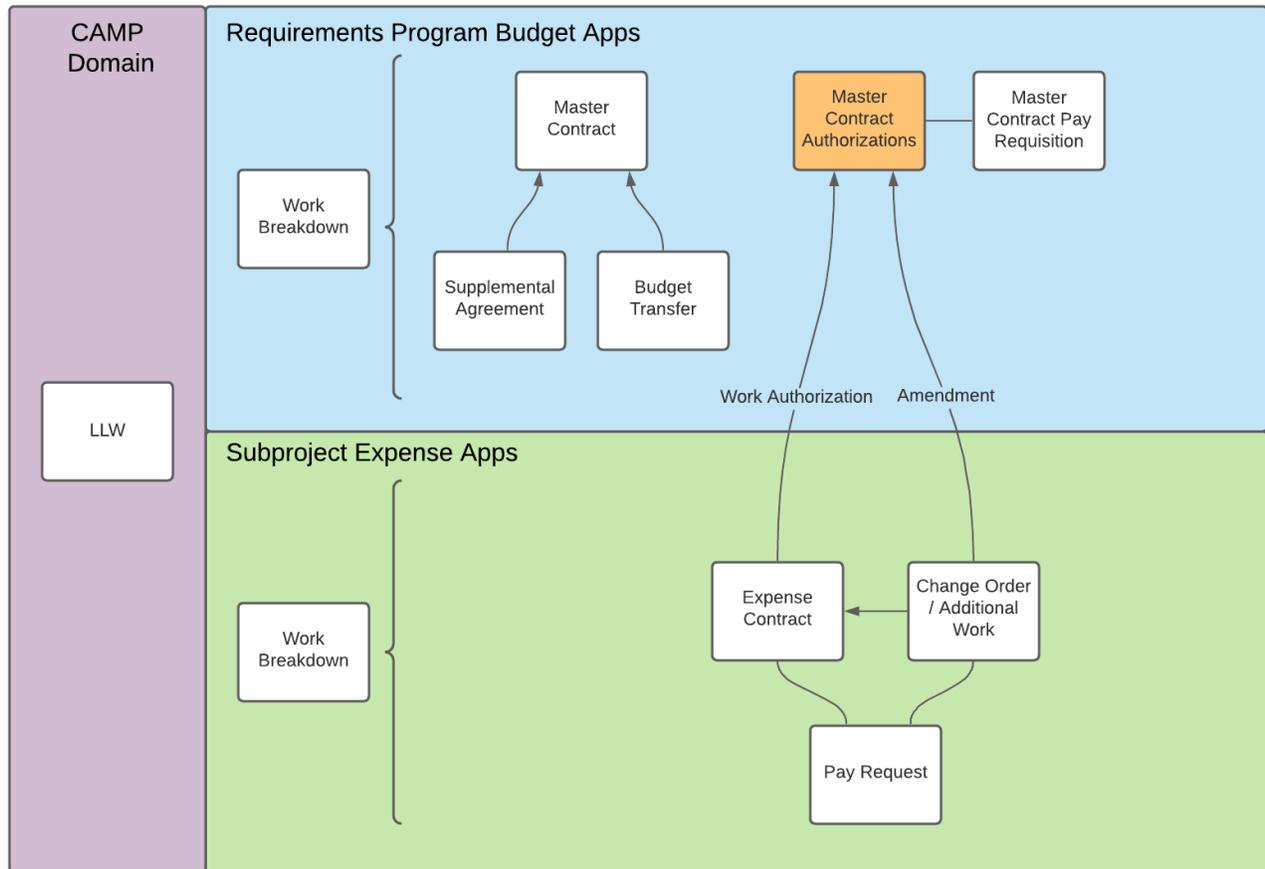
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## About

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)
- Additional Work (Additional Work cost items are processed into Master Contract Authorizations through an Amendment)
- Master Contract Pay Requisitions (direct relationship between cost items)

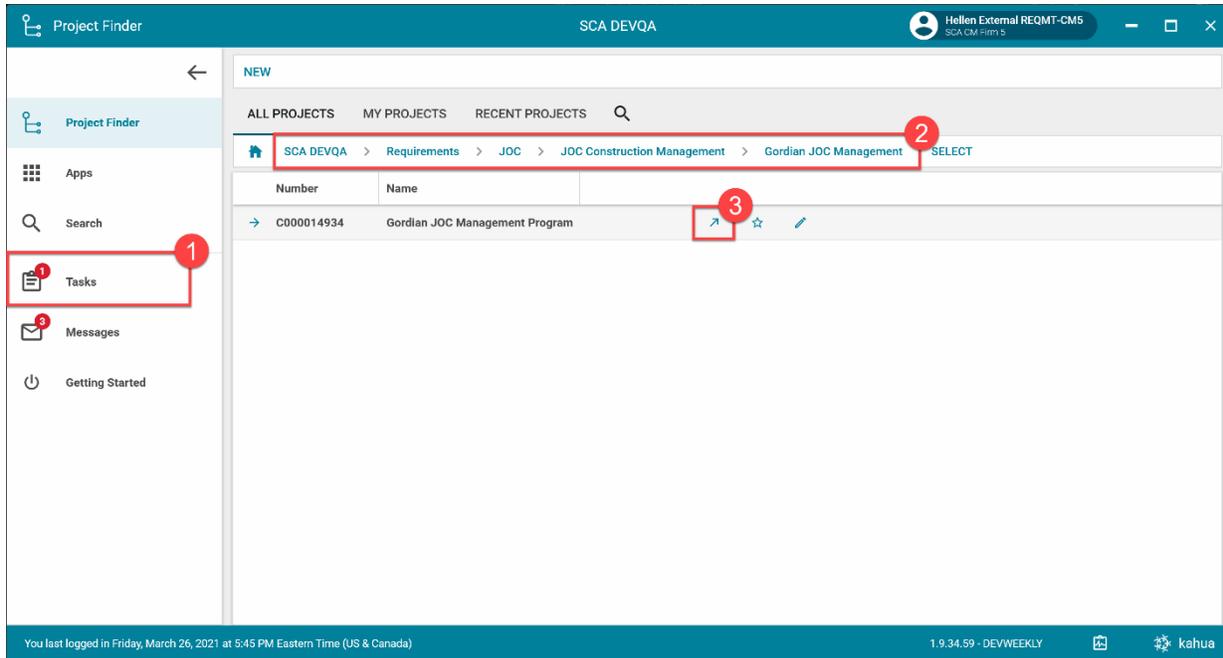
# Step-by-Step Instructions

## Create Master Contract Authorization

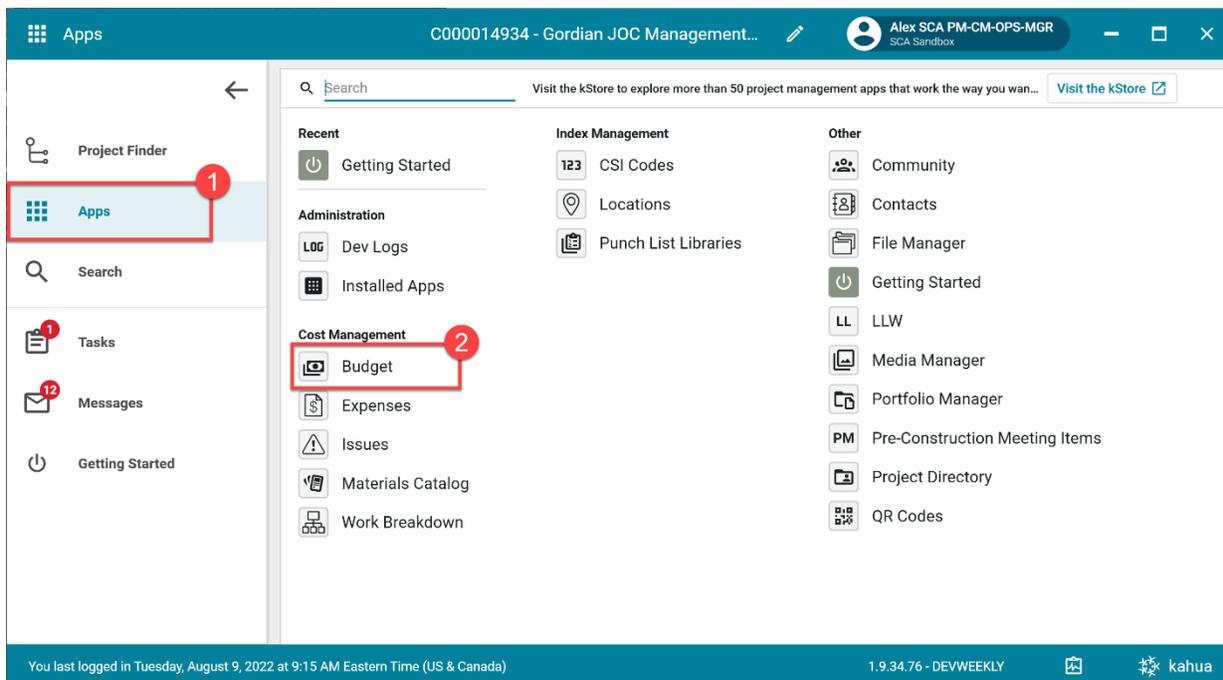
Role	Preceding Steps	Outcome
Operations Manager	Fully executed agreement. The Contract is entered in Oracle Financials.	The Master Contract Authorization is created.

### Steps

1. Go to Project Finder > Navigate to Construction or Management program > Enter the program.

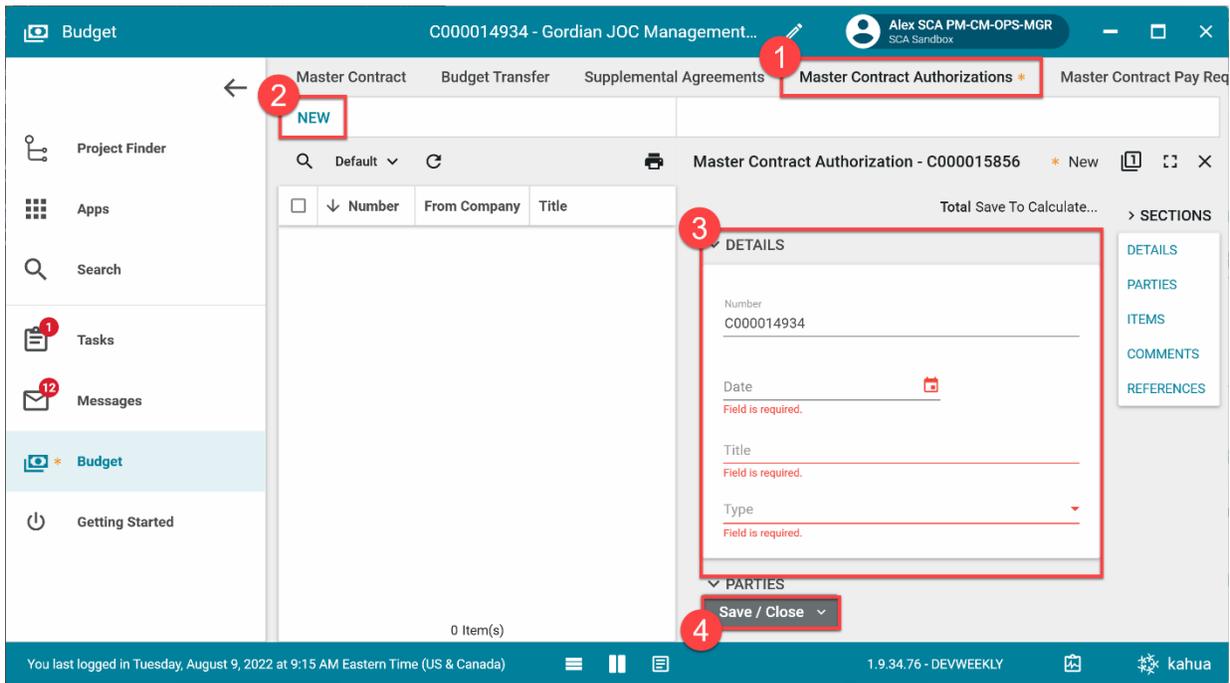


2. Go to 'Apps' > Select 'Budget' App

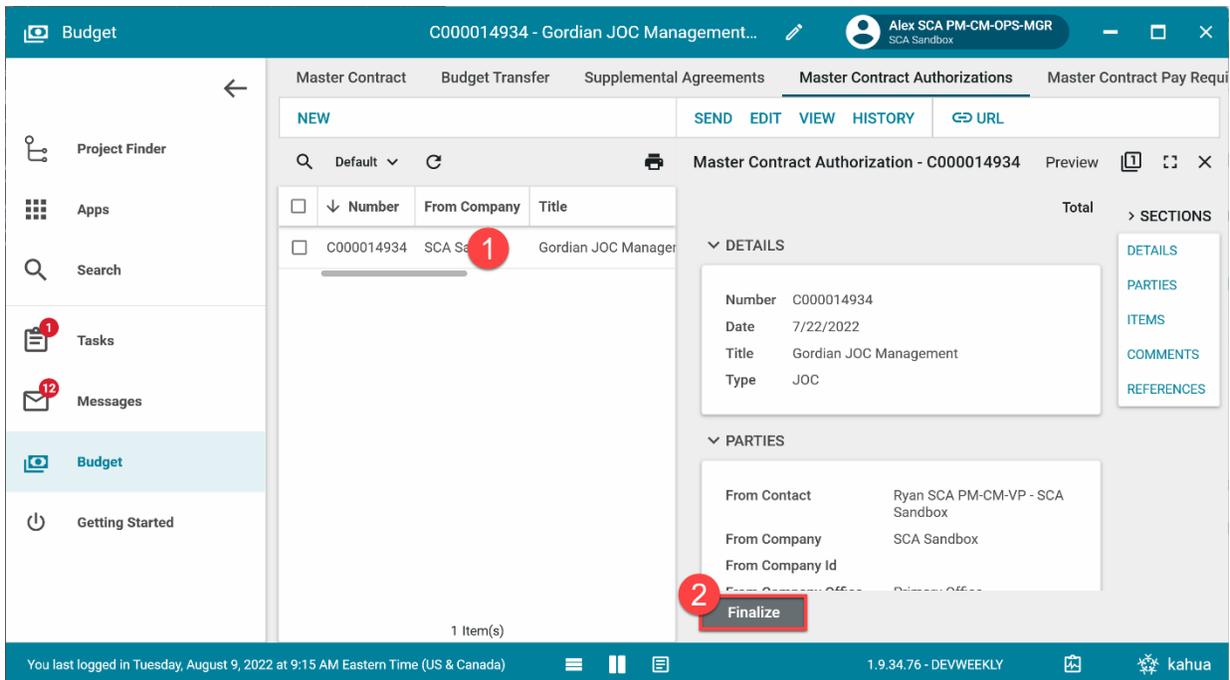


3. Select the 'Master Contract Authorizations' tab > Click 'New' > Enter required fields in Details and Parties section > Click 'Save/Close'

**Note:** In the 'Type' field, select JOC or Emergency depending on the program type.



4. Select the Master Contract Authorization > Select 'Finalize'

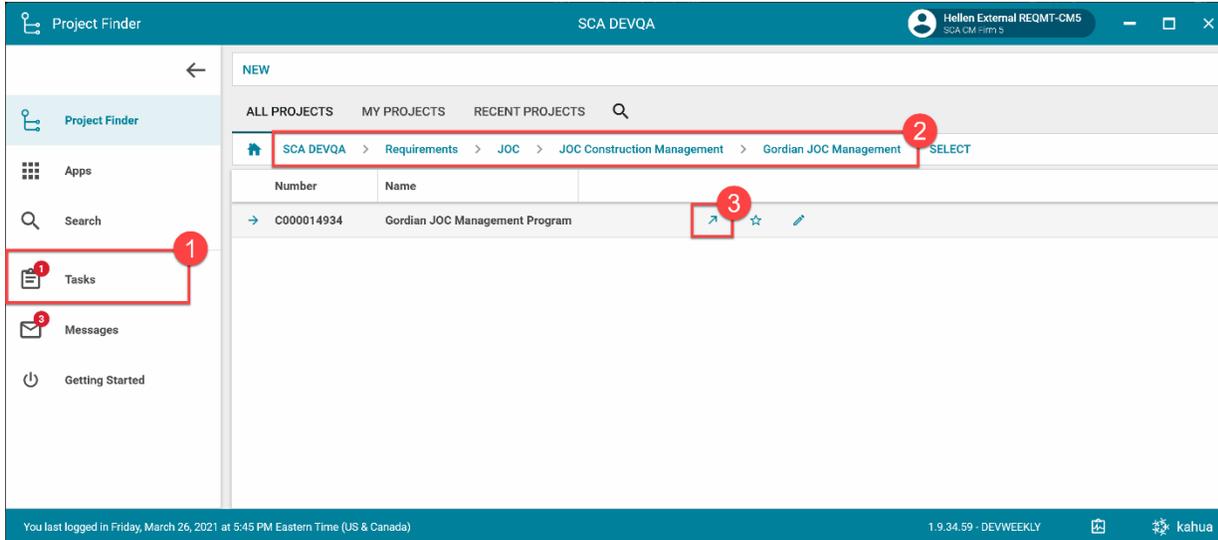


## Process Work Authorization

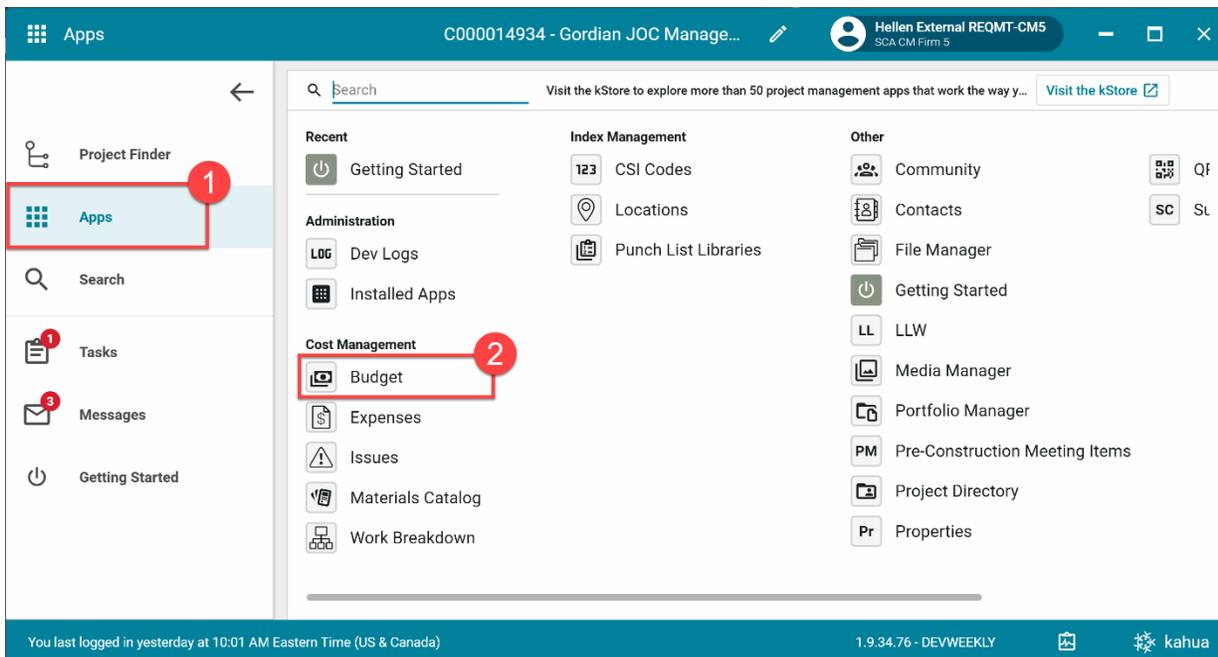
Role	Preceding Steps	Outcome
Contractor (Construction) or CM Project Manager (Management)	Master Contract Authorization selected in Expense Contract. Cost Codes are entered in Program Work Breakdown. Contract status = WA Complete or SOV Complete.	Work Authorizations approved in Master Contract Work Authorizations with Cost Codes, Description, WA Number, AMD Number, PO Number entered.

### Steps

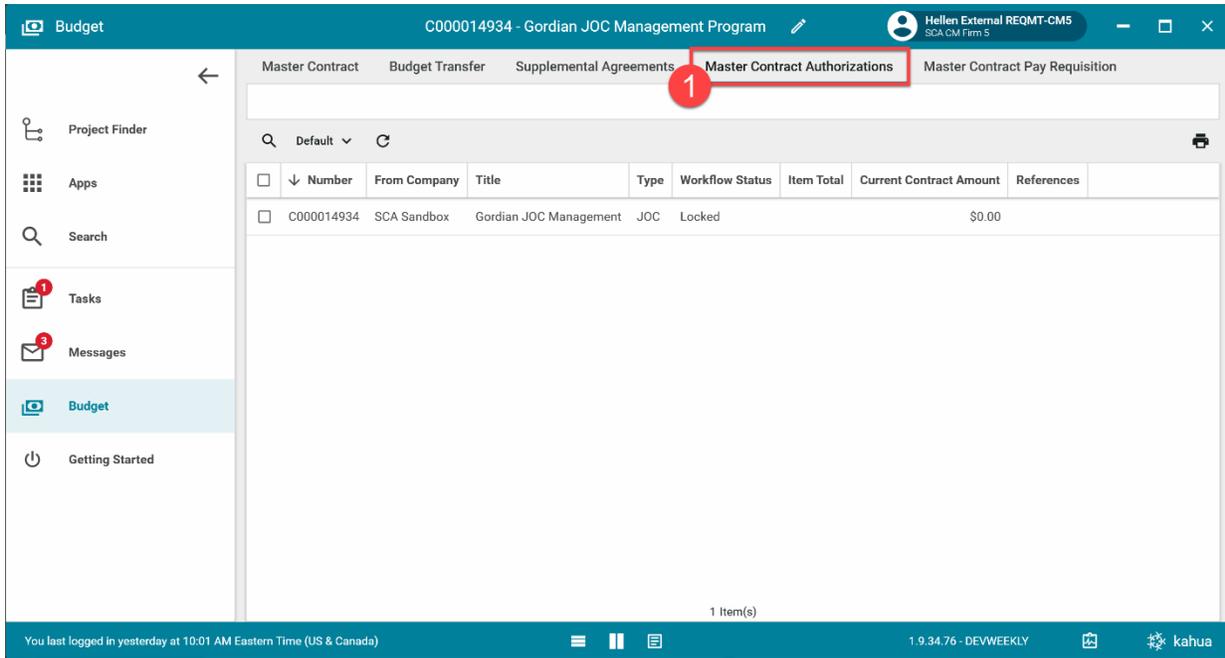
1. Go to 'Project Finder' > Select desired Program



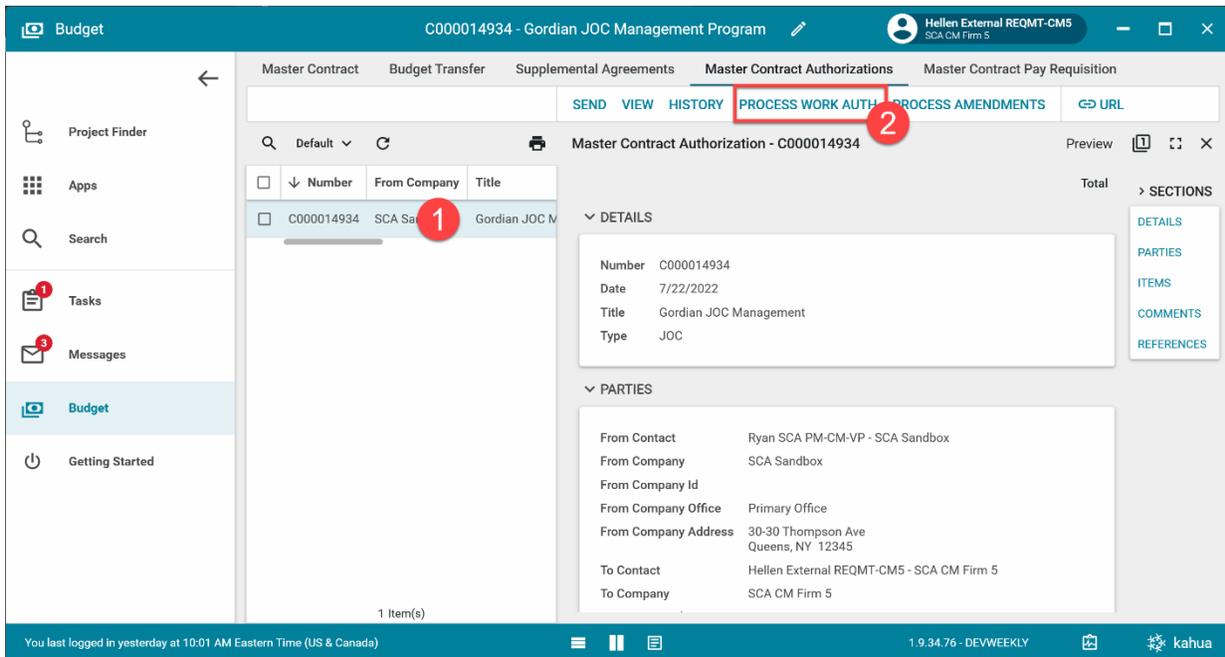
2. Go to 'Apps' > Select 'Budget'



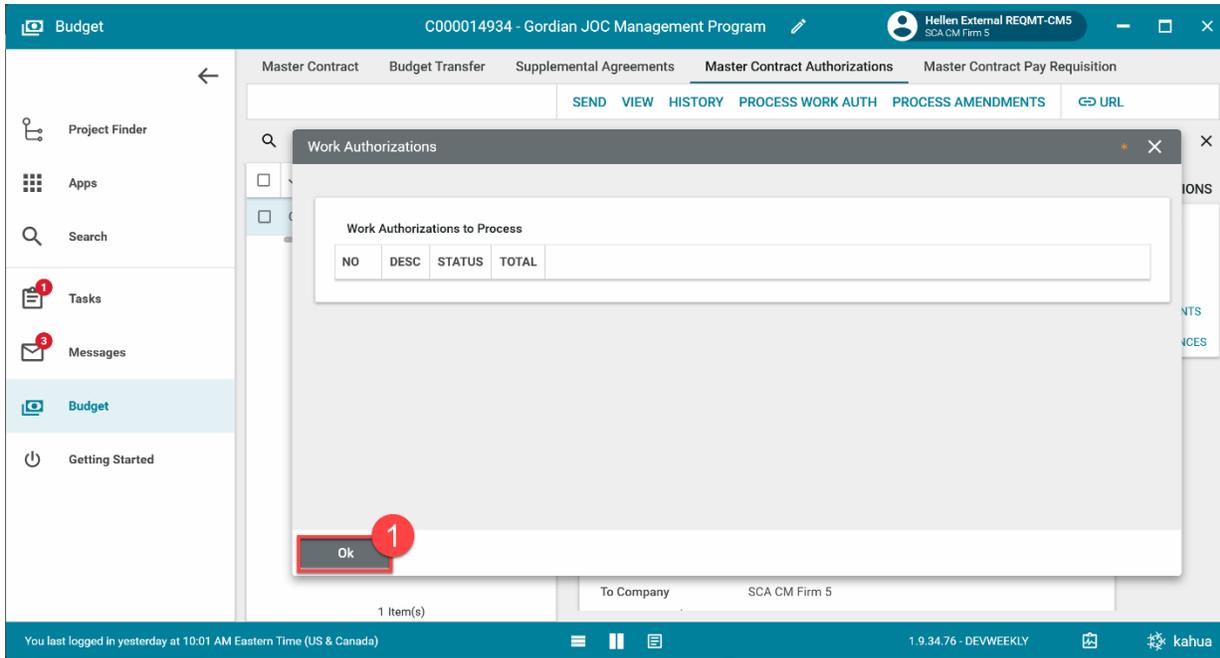
3. Select 'Master Contract Authorizations'



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



- Select 'OK' to process all items in the pop-up list into the Master Contract Authorizations Items section.

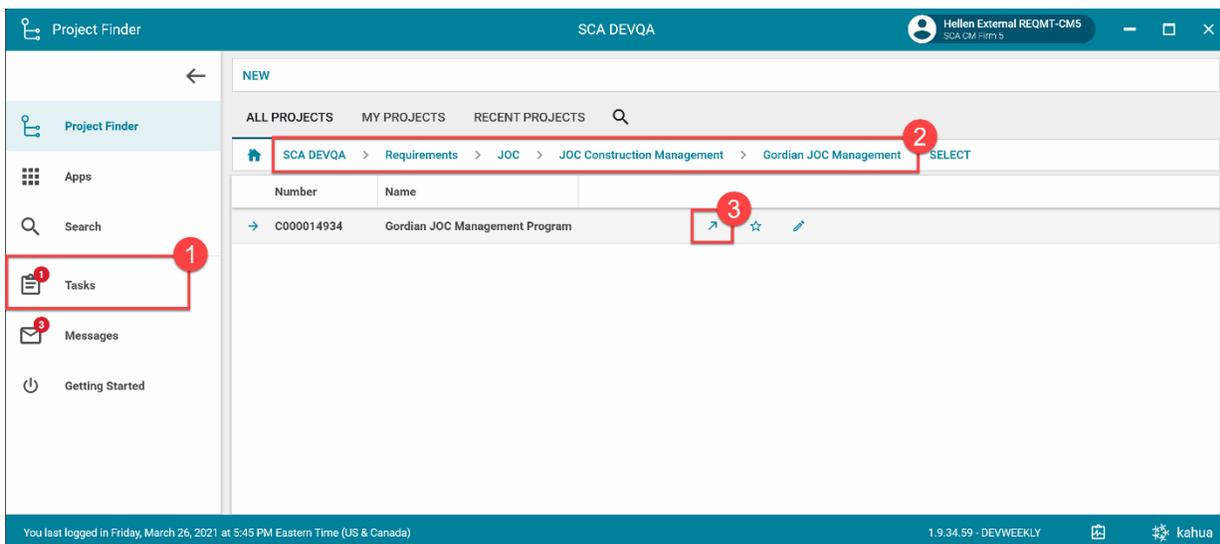


## Process Amendments

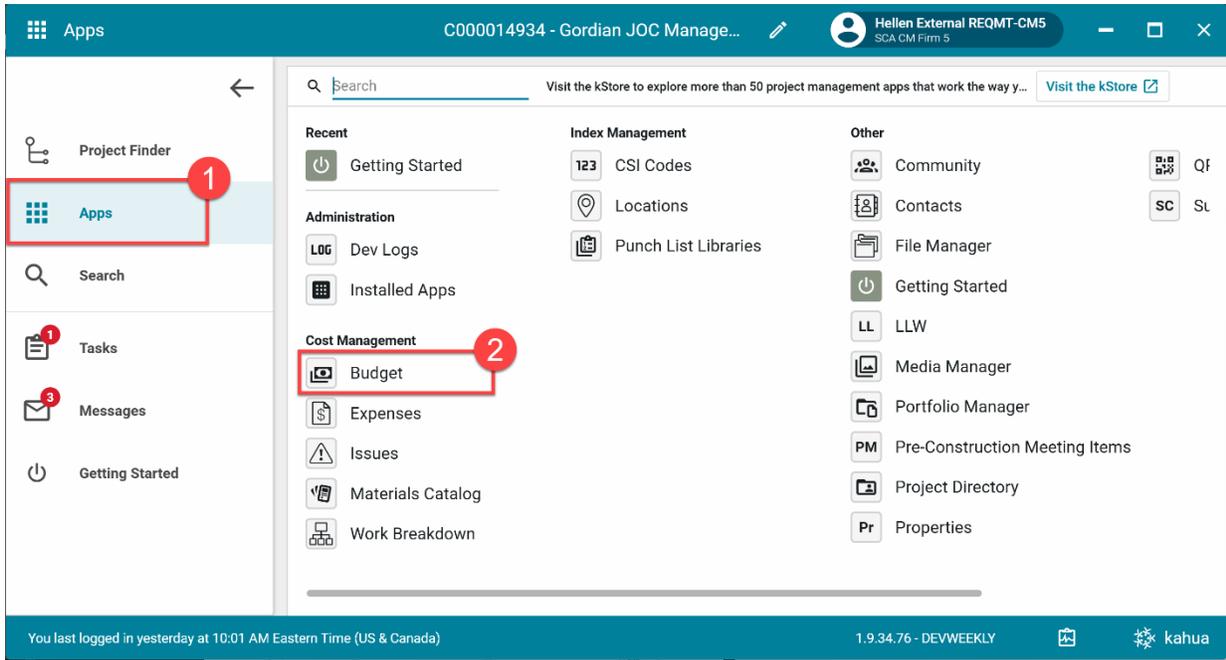
Role	Preceding Steps	Outcome
CM PM	→ Change Order status = Amendment Complete.	→ Amendment approved in Master Contract Authorization with Cost Codes, Description, WA Number, AMD Number, PO Number entered.

### Steps

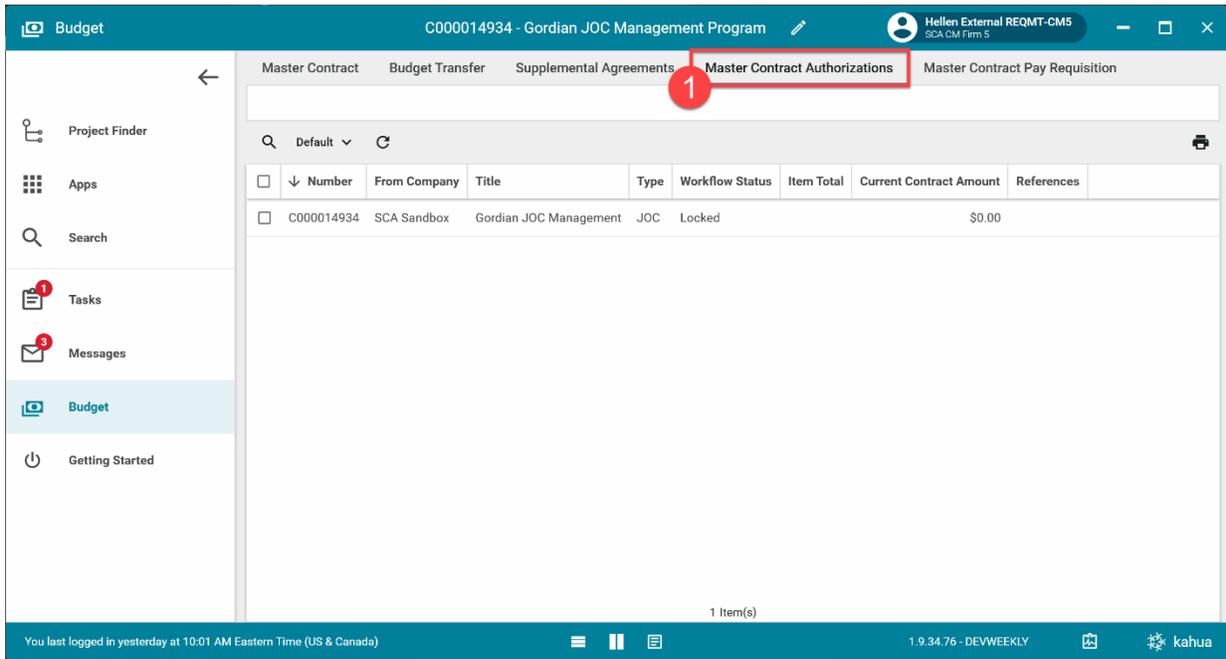
- Go to 'Project Finder' > Select desired Program



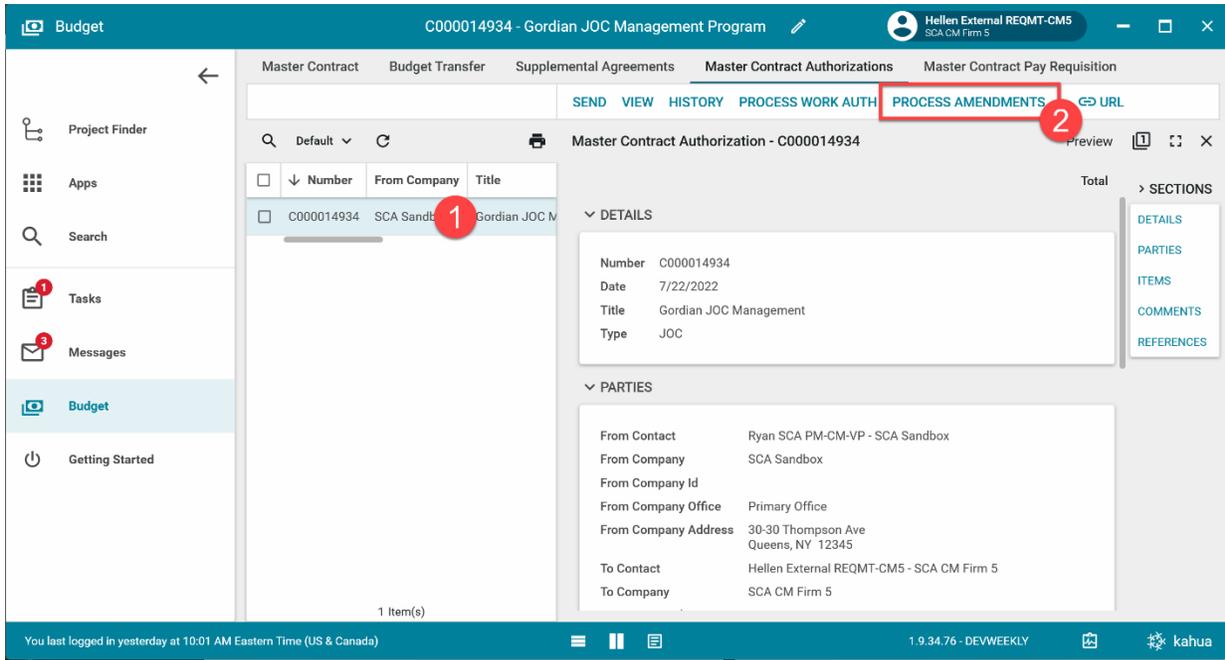
2. Go to 'Apps' > Select 'Budget'



3. Select 'Master Contract Authorizations'



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



5. Select 'OK' to process all items in the pop-up list into the Master Contract Authorizations Items section.

