



Master Contract Pay Requisitions Training Guide

Date Created: 8/3/2021

Date Updated: 8/10/2022

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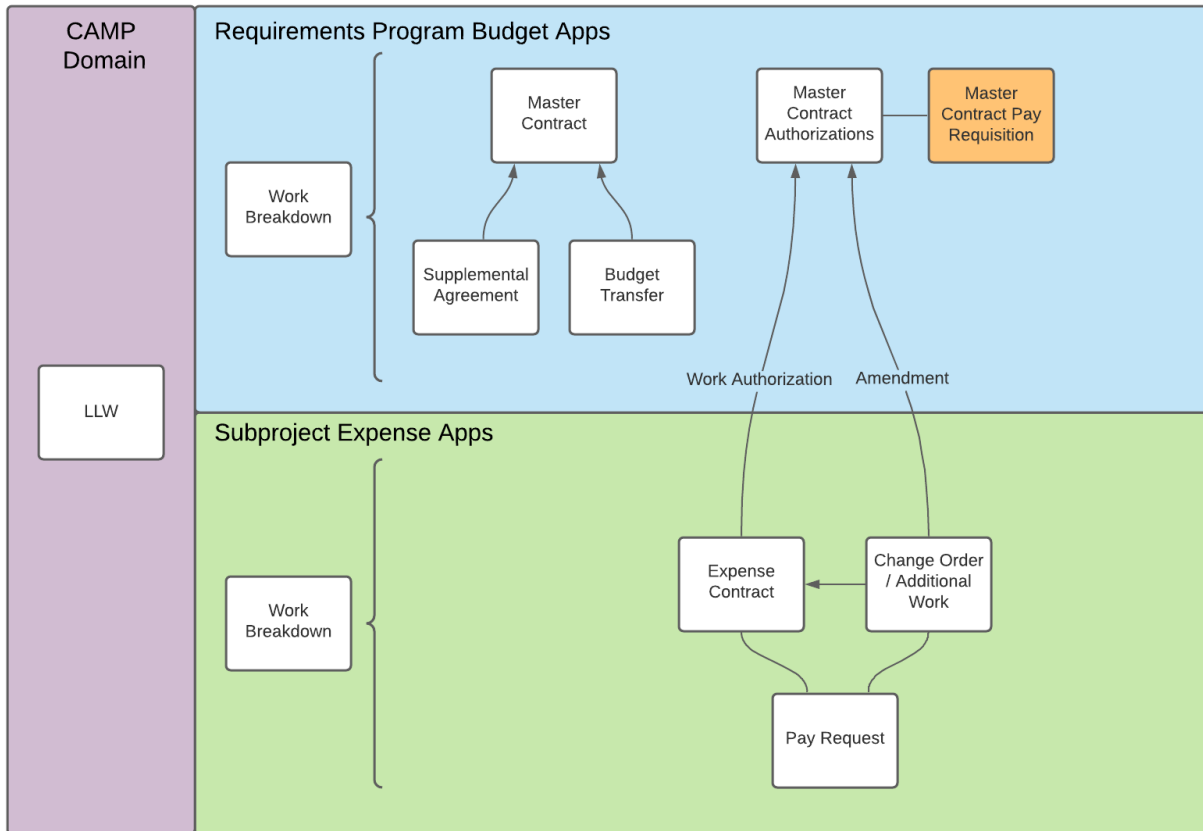
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About

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

Workflow Diagrams

Cost Management Summary Workflow



Process Overview

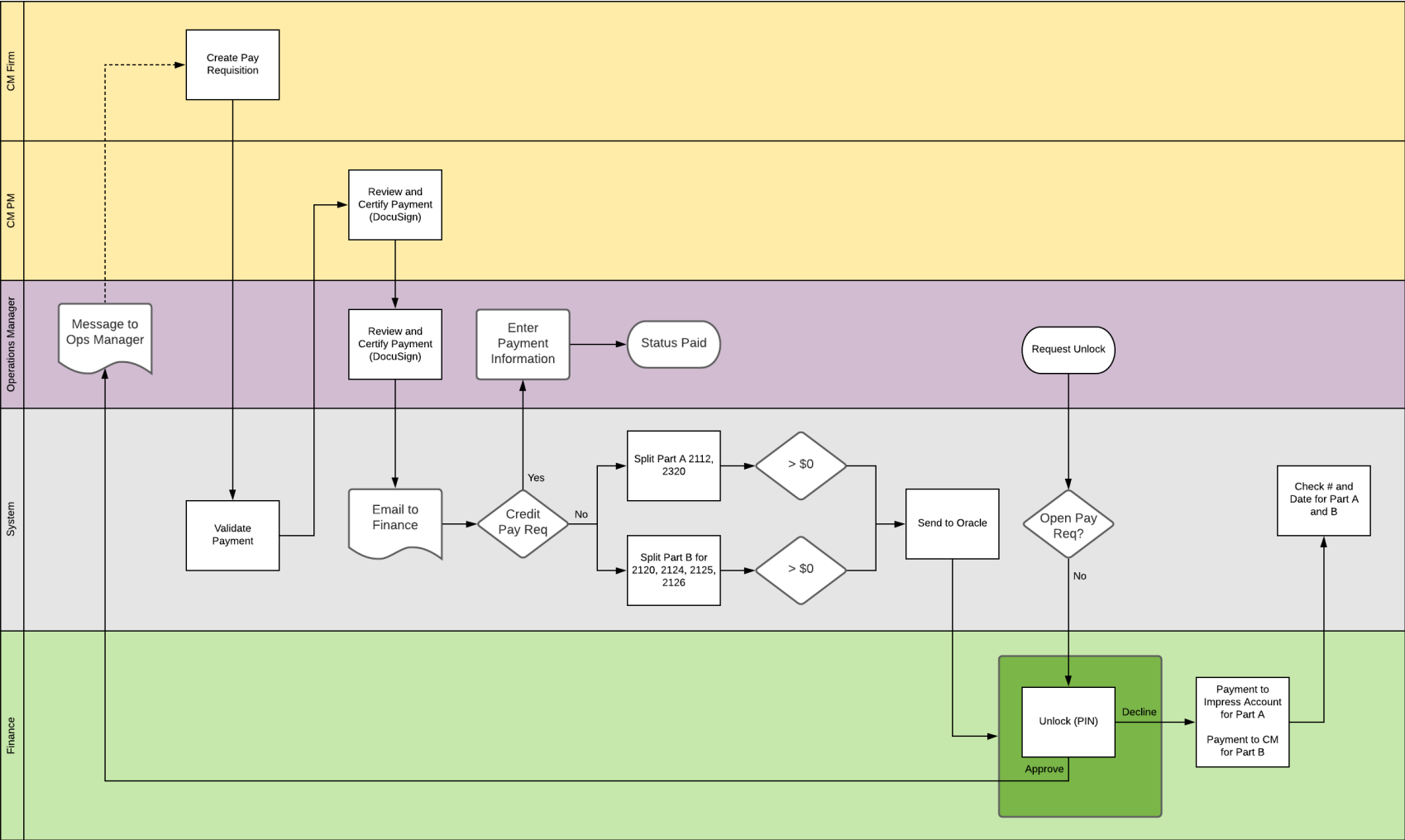
CM Firm or Contractor creates the Pay Requisition using the Master Contract Authorizations Schedule of Values (SOV) from approved Work Authorizations and Amendments. The CM/GC enters the amount this period for their payments on Expense Contracts and associated Construction Management and General Conditions 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



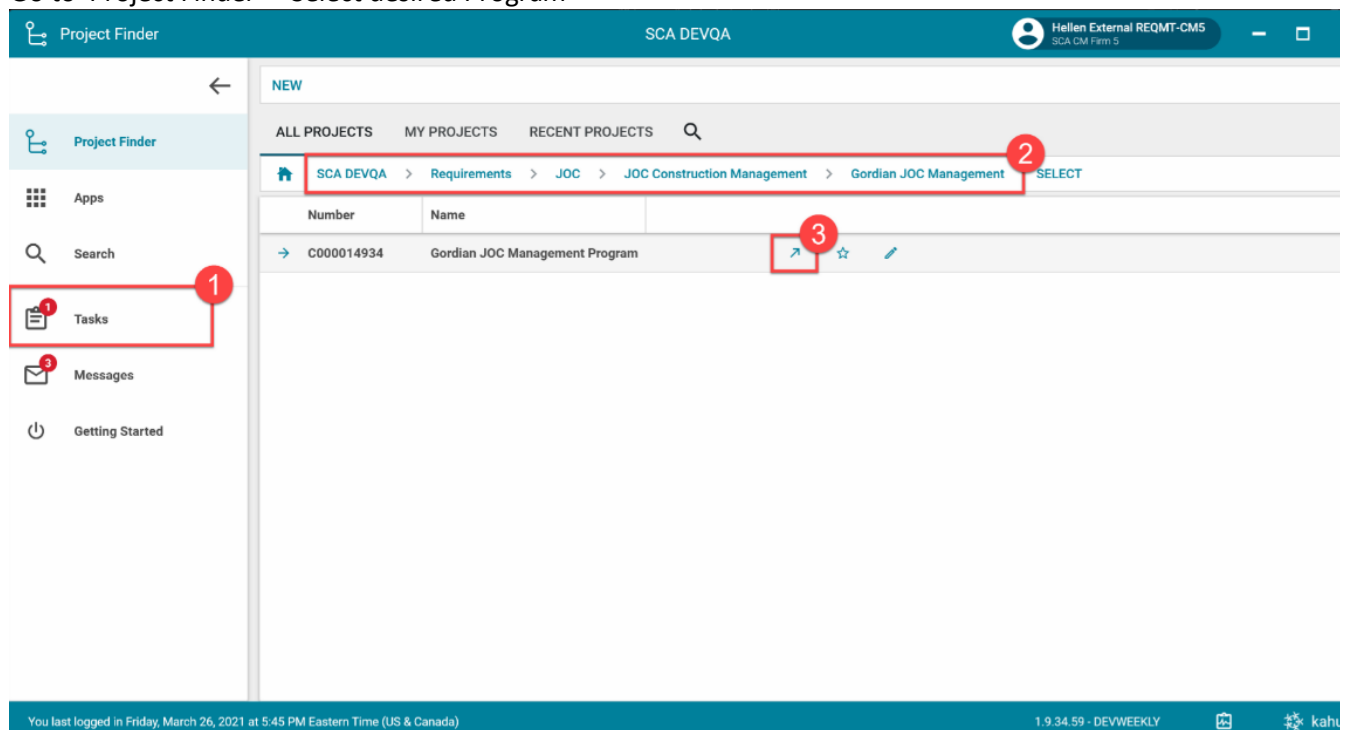
Step-by-Step Instructions

Initiate Master Contract Pay Requisition

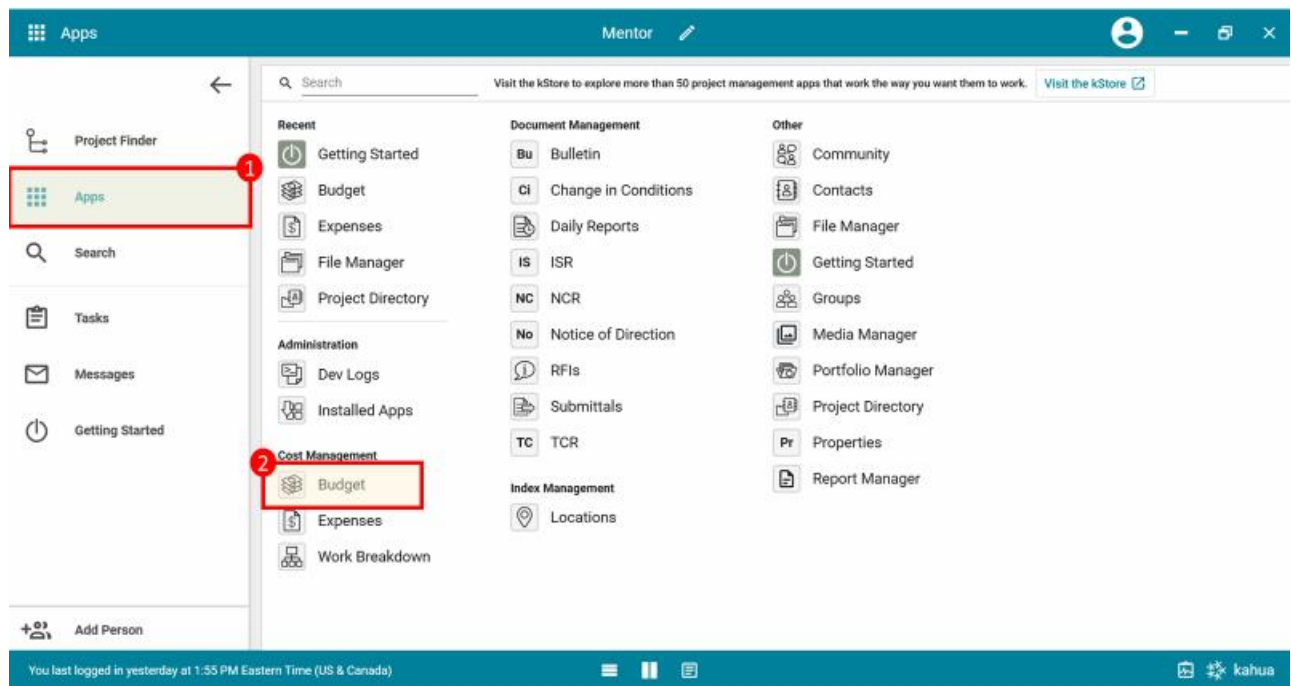
Role	Preceding Steps	Outcome
Contractor or CM Firm	Work Authorizations approved in Master Contract Work Authorizations. Expense Contract Pay Request is paid.	Master Contract Pay Requisition initiated.

Steps

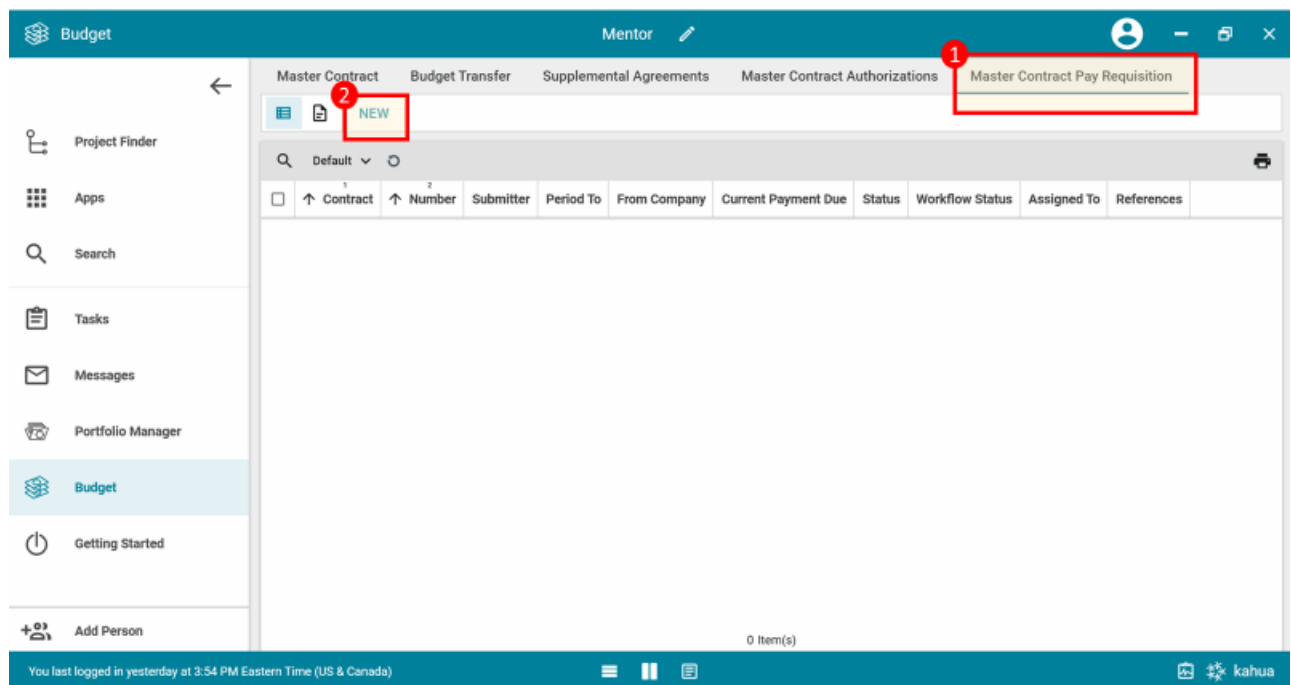
1. Go to 'Project Finder' > Select desired Program



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



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



4. Select Contract > Click 'Next'

The screenshot shows the 'New Pay Requisition' dialog box. At the top, there's a search bar and a dropdown menu. A red box labeled '1' is around the dropdown menu, which currently shows 'C000015849 SCA Sandbox MCA 15849'. Below the dropdown, there's a large empty space. At the bottom of the dialog, there's a 'Next' button, which is highlighted by a red box labeled '2'. The background shows the 'Budget' application interface with a sidebar and a top navigation bar.

5. Select Period To Date

The screenshot shows the 'Pay Requisition' form. The 'Period To' date field is highlighted with a red box labeled '1'. The form is divided into several sections: 'DETAILS', 'PARTIES', 'DATES & WORKFLOW', and 'CERTIFICATION'. The 'DETAILS' section includes fields for Contract Number, Period From, and Period To. The 'PARTIES' section includes fields for To Contact, To Company, To Office, To Address, From Contact, From Company, From Office, and From Address. The 'DATES & WORKFLOW' section includes a field for Workflow Status. The 'CERTIFICATION' section includes a field for Assigned To. The background shows the 'Budget' application interface with a sidebar and a top navigation bar.

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

Master Contract Pay Requisition

Total Save To Calculate: \$622,732.30

6 LESS Previous Certificate for Payment Save To Calculate...
 7 CURRENT PAYMENT DUE Save To Calculate...
 8 BALANCE TO FINISH Including Retainage (Line 2 less Line 5) \$622,732.30

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

SIGNATURES

Approver Approver Role Signature Approved At

Save / Close

7. Click 'Submit for Approval'

Master Contract Pay Requisition

Total \$5.00

DETAILS

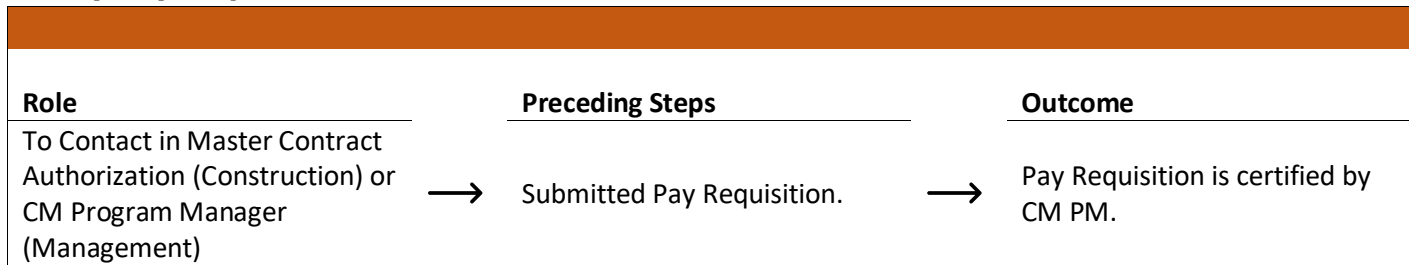
Contract C000015849 SCA Sandbox
 Number 00012
 Period From 8/17/2021
 Period To 8/19/2021
 Status Open
 Project Number C000015849
 Project Name STV System Test 15849

PARTIES

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

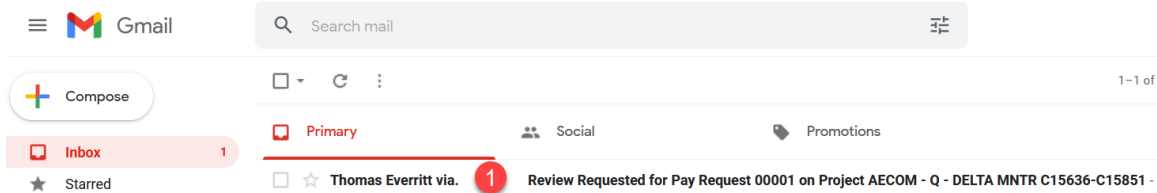
Submit for Approval

Certify Pay Requisition



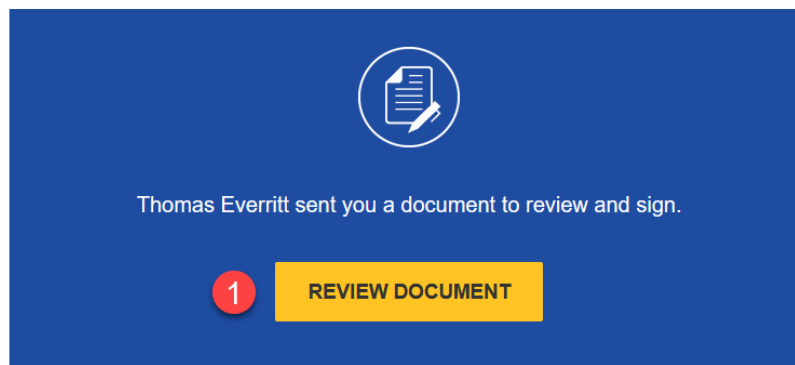
Steps

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



2. Click 'Review Document' button in email

DocuSign



3. Click 'Continue'. 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](#)

FIELDS		Invoice Number: C15851-1A		SCA Sandbox	
Signature		Contract: C000015851		30-30 Thompson Ave	
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						
115244		Q202 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:			\$20,800,800.00	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 220, and that the current payment shown herein is now due. The undersigned further certifies that all subcontractors have been paid 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 _____

4. Click 'Signature' > Drag signature to signature line > Click 'Date Signed' > Drag date to signature line
5. Scroll down to second page > Repeat 'Signature' and 'Date Signed' steps > Click 'Finish' button

Don't 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

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 POS	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 220, 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 18 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

DocuSign

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Don't Select Finish to send the completed document.

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

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 POS	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 220, 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 18 of the General Conditions.

CM: External REQMT-CM1-PM

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

SIGNATURE DATE

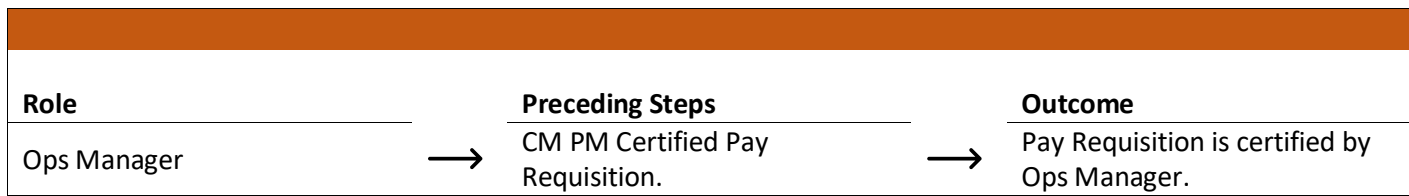
Operation Manager: Operations Manager

SIGNATURE DATE

DocuSign

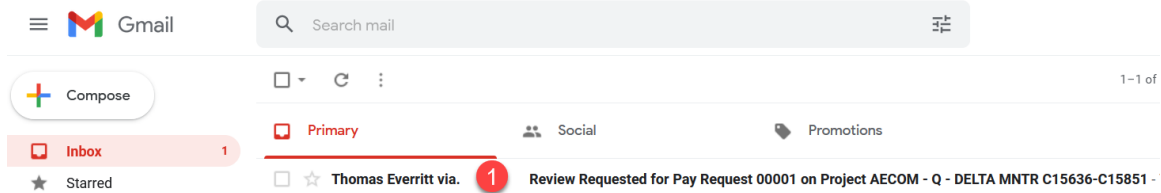
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Certify Pay Requisition – Ops Manager

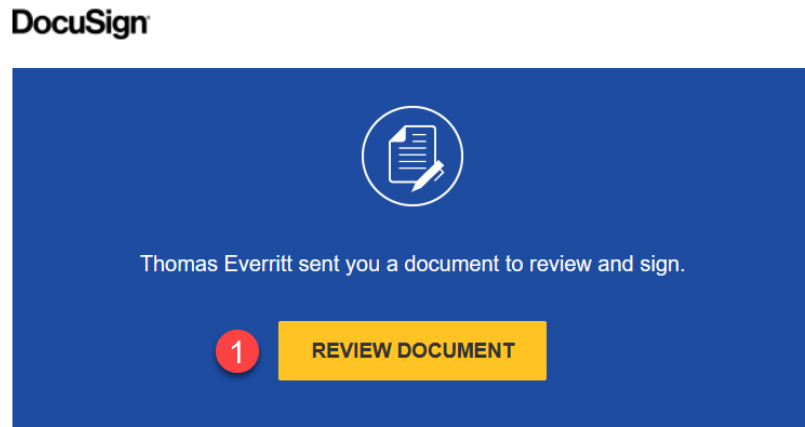


Steps

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



2. Click 'Review Document' button in email



3. Click 'Continue'. 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	
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						
116244		Q262 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			\$94,267.00
TOTAL FOR CONTRACT TO DATE:			\$20,800,000.00	0.52 %	\$103,957.00	\$0.00		

CM: External REQMT-CM1-PM

SIGNATURE _____ DATE _____

Operation Manager: Operations Manager

SIGNATURE _____ DATE _____

4. Click 'Signature' > Drag signature to signature line > Click 'Date Signed' > Drag date to signature line
5. Scroll down to second page > Repeat 'Signature' and 'Date Signed' steps > Click 'Finish' button

Done! Select Finish to send the completed document.

FINISHOTHER ACTIONS

Signature1

Initial

Stamp

Date Signed3

Name

First Name

Last Name

Email Address

Company

Title

Text

Checkbox

NYC

Department of Education

SCA

School Construction Authority

30-30 Thomson Avenue

Long Island City, NY 11101-3045

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
2112		CONSTRUCTION				
115244		Q262 ELECTRICAL SYSTEMS	\$894,267.00	10.54 %	\$94,267.00	\$0.00
Work Type Total:			\$894,267.00	10.54 %	\$94,267.00	\$0.00
Total for Pay Req 00001:			\$894,267.00	10.54 %	\$94,267.00	\$0.00
			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 235, 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

9/26/2021

SIGNATUREDATE

Operation Manager: Operations Manager

DocuSigned by:

Operations Manager

9/26/2021

SIGNATUREDATE

DocuSign

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Done! Select Finish to send the completed document.

10FINISHOTHER ACTIONS

Signature6

Initial

Stamp

Date Signed8

Name

First Name

Last Name

Email Address

Company

Title

Text

Checkbox

NYC

Department of Education

SCA

School Construction Authority

30-30 Thomson Avenue

Long Island City, NY 11101-3045

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
2125		GENERAL CONDITIONS				
115244		Q262 ELECTRICAL SYSTEMS	\$1,788.53	10.62 %	\$190.00	\$0.00
Work Type Total:			\$1,788.53	10.62 %	\$190.00	\$0.00
2129		CONSTRUCTION MANAGEMENT				
115244		Q262 ELECTRICAL SYSTEMS	\$94,792.30	10.02 %	\$9,500.00	\$0.00
Work Type Total:			\$94,792.30	10.02 %	\$9,500.00	\$0.00
Total for Pay Req 00001:			\$96,580.84	10.03 %	\$9,690.00	\$0.00
			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 235, 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

9/26/2021

SIGNATUREDATE

Operation Manager: Operations Manager

DocuSigned by:

Operations Manager

9/26/2021

SIGNATUREDATE

DocuSign

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Enter Credit Pay Request Payment Information

Role	Preceding Steps	Outcome
Operations Manager	Certified Credit Pay Request. Payment Information.	Payment Check No and Date is populated.

Steps

1. Select 'Budget' app > Select 'Master Contract Pay Requisition' > Select payment record > Click 'Update Payment'

Note: If there is no option to 'Update Payment', simply select 'Submit to Finance'

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.**

The screenshot displays the Oracle Primavera P6 Budget interface. The top navigation bar shows the user is logged in as 'Operations Manager' with the role 'SCA Sandbox'. The main content area is titled 'Master Contract Pay Requisition' and includes a table of payment items. The table has columns for Contract, Number, Submitter, Period To, From Company, and Current Payment Due. Two items are listed: one for contract C000015851 SCA Sandbox 00001 with a payment due of \$115,180.00, and another for the same contract and sandbox with number 00002 and a payment due of \$(10,000.00).

The right-hand panel contains the 'Pay Requisition' form. It includes a 'REFERENCES' section with a table for supporting documents and a 'INTEGRATION' section. The 'INTEGRATION' section contains fields for 'Payment Check No' (4739), 'Payment Date' (9/29/2021), 'Advance Payment Check No' (NA), and 'Advance Payment Date' (9/29/2021). A red box highlights the 'Payment Check No' field, and a red circle with the number '1' is next to the 'Payment Date' field. Below these fields are 'Integration Date Time' and 'Integration Messages' fields. At the bottom of the form are 'Save' and 'Submit Payment' buttons. A red circle with the number '2' is next to the 'Submit Payment' button.

The bottom status bar shows the login time: 'You last logged in Sunday, August 1, 2021 at 6:25 AM Eastern Time (US & Canada)'. The version number is '1.9.27.112 - DEVSANDBOX' and the user is 'kahua'.

Request Unlock

Role	Preceding Steps	Outcome
Operations Manager	<p>The last Certified Payment is sent to Finance for Payment.</p> <p>→ If there is an Open Pay Request, it must be deleted before a Request Unlock is allowed</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 'Budget' application interface. The top navigation bar shows the title 'C000015851 - AECOM - Q - DELTA MNTR C15636-C15851' and the user 'Operations Manager SCA Sandbox'. The left sidebar contains navigation options: Project Finder, Apps, Search, Tasks, Messages, Budget (highlighted with a red circle 1), and Getting Started. The main content area is titled 'Master Contract Pay Requisition' (highlighted with a red circle 2). It features a table with columns: Contract, Number, Submitter, Period To, and From Company. A record is selected, highlighted with a red circle 3. The right panel shows details for the selected requisition, including Contract, Number, Period From, Period To, Status, Project Number, and Project Name. Below the details, there are sections for PARTIES (To Contact, To Company, To Office, To Address, From Contact, From Company, From Office, From Address) and a 'Request Unlock' button highlighted with a red circle 4. The bottom status bar indicates the user's login time and the application version '1.9.27.112 - DEVSANDBOX'.

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 links: Project Finder, Apps, Search, Tasks (highlighted with a red circle '1'), Messages, and Getting Started. The main content area shows a list of tasks under the 'Tasks' tab. A task titled 'Unlock Requested for Pay Request 00001 by Operations Manager on Pr' is selected, indicated by a red circle '2'. At the bottom of the task list, there are 'Approve' and 'Decline' buttons, with the 'Approve' button highlighted by a red circle '3'. An 'Add Signature' dialog box is open, prompting the user to 'Enter PIN' (highlighted with a red circle '4') and providing 'Continue' (highlighted with a red circle '5') and 'Cancel' buttons. The background of the dialog box shows a preview of an 'APPROVAL DOCUMENT' with SCA logo and project details.