

Update This Period Program (UTP) within the GC Utility

The Update This Period UTP program was developed to allow General Contractors to update pay amounts in the current-period payment and then submit these pay amounts electronically to Project Officer in CM13.

UTP can be accessed by the GC in one of two ways:

1. From the **Contract Manager Control Center** in CM13; or
2. From the **Citrix Portal**

Accessing UTP from the Contract Management Control Center in CM13

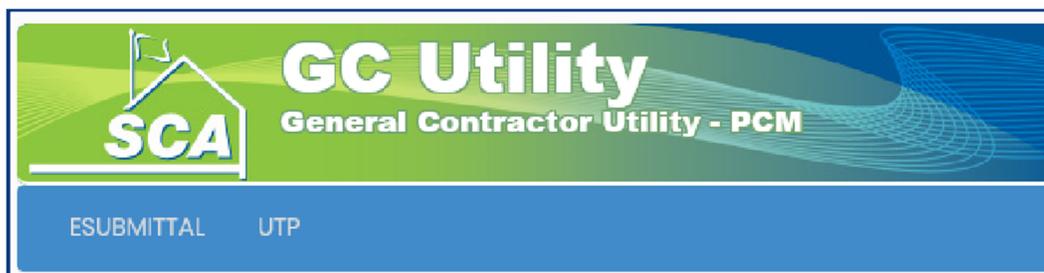
Step 1: Log on to **Primavera Contract Management CM13**

Step 2: Go to the **Launch Tools** area (located on the right-side of the Control Center)

Step 3: In the **Launch Tools** area, click on the **Update This Period (UTP)** hyperlink



The GC Utility Application screen appears as shown below.

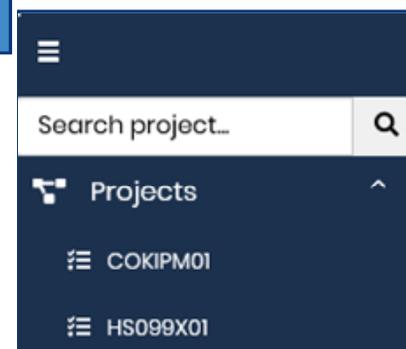


Click on the UTP Tab



Note: User credentials are carried over from Citrix; No login required.

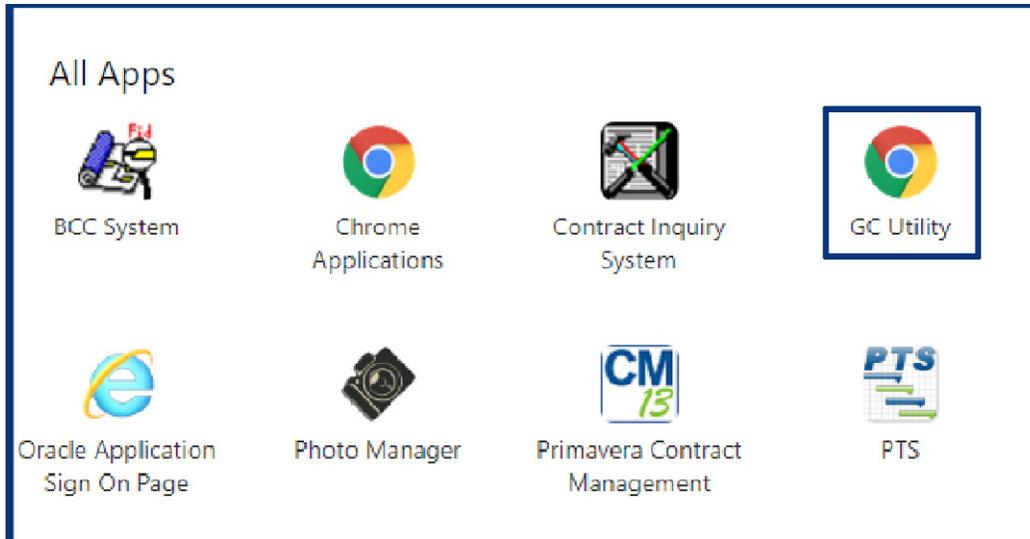
Step 4: The Project List screen appears.



Accessing UTP from the Citrix Portal

Step 1: Log on to **Citrix**

Step 2: In the **APPS** area, click on the **GC Utility** icon to launch the program



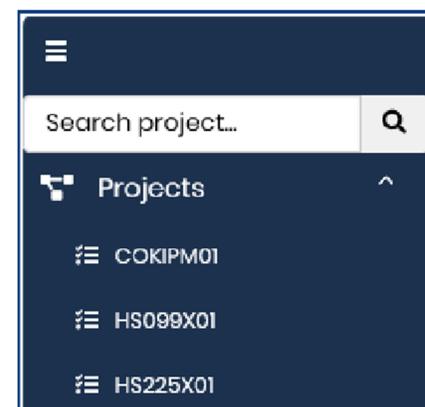
The GC Utility Application screen appears as shown below.



Click on the UTP Tab



Step 3: *The Project List screen appears.*



Updating the UTP (cont'd)

Updating the UTP

Step 1: The **Projects** folder will contain all the CM13 projects that you have access to and those projects that have at least one uncertified payment available for update. If no payment is available, the Project will not be listed.

Step 2: Click on the **Project**
This will displays the uncertified payment for the project for updating.

ESUBMITTAL UTP

Requisition Details

Project Name: HSBOWQ05 - J.Bowne(Q) FAA Noise Abate-Wndw,AC
Contract Number: C000010046
Contractor: WDF, Inc.

Item Number A	Cost Code	Description of Work B	Scheduled of V... C	Previous Applic... D
00020	029794	Project Management	\$275,000.00	\$275,000.00
00025	029794	Superintendent	\$250,000.00	\$250,000.00
00030	029794	Mobilization & Inspection of premises	\$253,000.00	\$253,000.00

Step 3: Click on the **Edit** icon

With the Edit button is selected, Columns E and G/C are highlighted. The GC can now update the pay-item amounts.

Project Name: HSERAK04 - Erasmus Hall (K) Athletic Fields
Contract Number: C000011616
Contractor: Perkan Concrete Corp

Application Number: 00009
Period To: Oct 04, 2010
Total This Period: \$348,403.77

Item Number A	Cost Code	Description of Work B	Schedule of Values C	Previous Applications D	This Period E	% Complete G/C	Total Completed G	Balance to Finish H
00005		LLW# 052366						
00010	052366	PROGRESS PHOTOGRAPHS	\$10,000.00	\$6,000.00	\$1,000.00	70.000 %	\$7,000.00	\$3,000.00
00015	052366	ALLOWANCE 1 (EXISTING UTILITY PIPE REMOVAL)	\$100,000.00	\$30,000.00	\$0.00	30.000 %	\$30,000.00	\$70,000.00
00020	052366	ALLOWANCE 2 (UNDERCUT/CONTROL FILL)	\$15,000.00	\$0.00	\$750.00	5.000 %	\$750.00	\$14,250.00
00025	052366	ALLOWANCE 3 (FENCE REHABILITATION/REPAIR)	\$15,000.00	\$0.00	\$750.00	5.000 %	\$750.00	\$14,250.00
00030	052366	ALLOWANCE 4 (ASBESTOS ABATEMENT)	\$36,075.40	\$0.00	\$1,803.77		\$1,803.77	\$34,271.63
00035	052366	ALLOWANCE 5 (ADDITIONAL ELECTRICAL WORK)	\$10,000.00	\$0.00	\$0.00	0 %	\$0.00	\$10,000.00
00060	052366	MONTHLY UPDATE	\$7,500.00	\$4,500.00	\$1,000.00	73.333 %	\$5,500.00	\$2,000.00
00065	052366	SUPERVISION	\$120,000.00	\$72,000.00	\$12,000.00	70.000 %	\$84,000.00	\$36,000.00
00070	052366	SITE SECURITY	\$55,000.00	\$35,750.00	\$5,000.00	74.091 %	\$40,750.00	\$14,250.00
00075	052366	PROVIDE AUTHORITY FIELD OFFICE	\$20,000.00	\$17,000.00	\$0.00	85.000 %	\$17,000.00	\$3,000.00
Total:			\$4,248,501.13	\$1,010,306.33	\$348,403.77	31.981 %	\$1,358,710.10	\$2,889,791.03

Save Cancel

Step 4: Update the pay-amounts in either of the highlighted columns

The GC can update the Pay-item amounts in one of two ways:

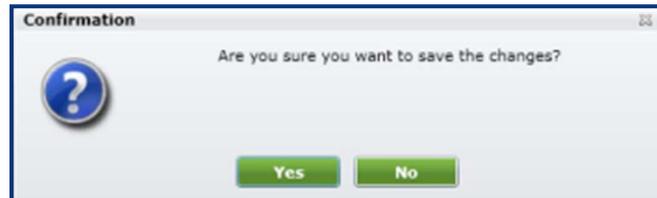
1. By entering the **Value** in **Column E (This Period)**; or

Updating the UTP (cont'd)

2. By entering the **amount of percentage complete (% Complete G/C)**

Please note: If the dollar amount in **This Period** is entered; then the amount in the **% Complete** is automatically updated and vice versa.

Step 5: Once the pay-items are updated, click on the **Save** button located on the top of the screen
A dialog box will appear asking you to confirm changes



Step 6: Click on the **Yes** to save the changes

Note: Clicking on **Save** allows for various changes to the Schedule of Values amounts without submitting it until a final version is in place

Step 7: Click **Submit**

Once the Schedule of Values is submitted, the action of updating the UTP is complete and an email will be sent to the Project Officer.

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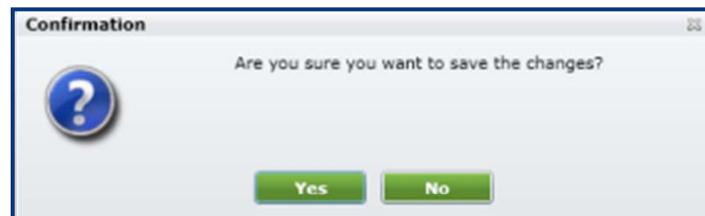
Updating the UTP (cont'd)

With the Edit button is selected, Columns E and G/C are highlighted. The GC can now update the pay-item amounts.

Project Name: HSERAK04 - Erasmus Hall (K) Athletic Fields		Application Number: 00009						
Contract Number: C000011616		Period To: Oct 04, 2010						
Contractor: Perkan Concrete Corp		Total This Period: \$348,403.77						
Item Number A	Cost Code	Description of Work B	Schedule of Values C	Previous Applications D	This Period E	% Complete G/C	Total Completed G	Balance to Finish H
00005		LLW# 052366						
00010	052366	PROGRESS PHOTOGRAPHS	\$10,000.00	\$6,000.00	\$1,000.00	70.000 %	\$7,000.00	\$3,000.00
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00075	052366	PROVIDE AUTHORITY FIELD OFFICE	\$20,000.00	\$17,000.00	\$0.00	85.000 %	\$17,000.00	\$3,000.00
Total:			\$4,248,501.13	\$1,010,306.33	\$348,403.77	31.981 %	\$1,358,710.10	\$2,889,791.03

Step 6: Enter This Period amount or % Complete in the designated column
Note: If the dollar amount in **This Period** is entered; then the amount in the **% Complete** is automatically updated and vice versa.

Step 7: Once the pay-items are updated, click on the **Save** button located on the bottom right-hand side of the screen
A dialog box will appear asking you to confirm changes



Step 8: Click on the **Yes** to save the changes
Note: Clicking on **Save** allows for various changes to the Schedule of Values amounts without submitting it until a final version is in place

Step 7: Click **Submit**

Once the Schedule of Values is submitted, the action of updating the UTP is complete and can no longer be edited.