

Update This Period Program (UTP) in CM13

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:

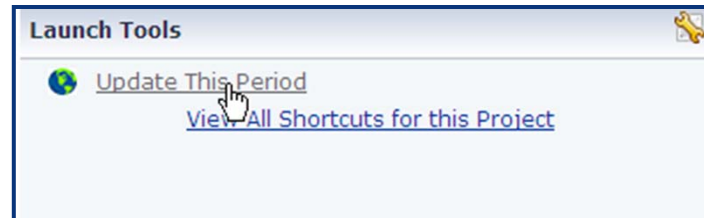
1. From the **Contract Manager Control Center** in CM13; or
2. From **Citrix**

Accessing UTP from the Contract Management Control Center in CM13

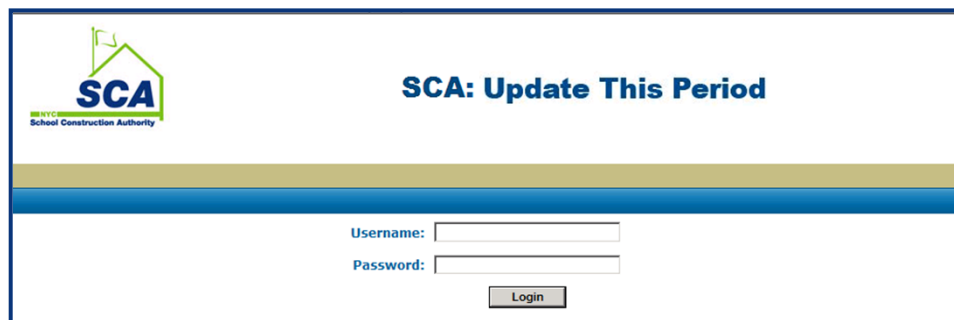
Step 1: Log on to **Primavera Contract Management CM13**

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** hyperlink



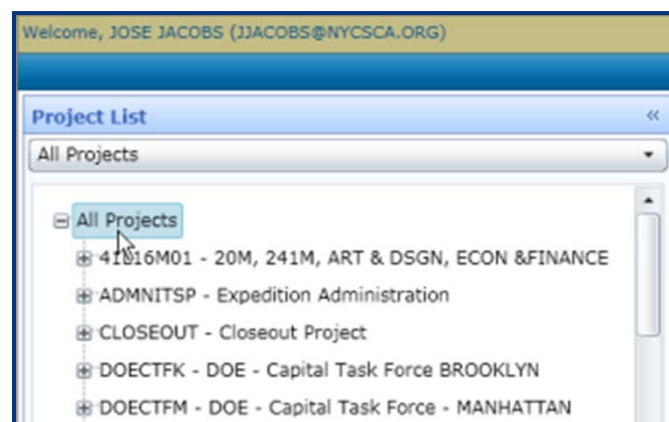
The UTP login screen appears as shown below.



Step 4: Enter your **Username** and **Password**

Step 5: Click on the **Login** button

The Project List screen appears.

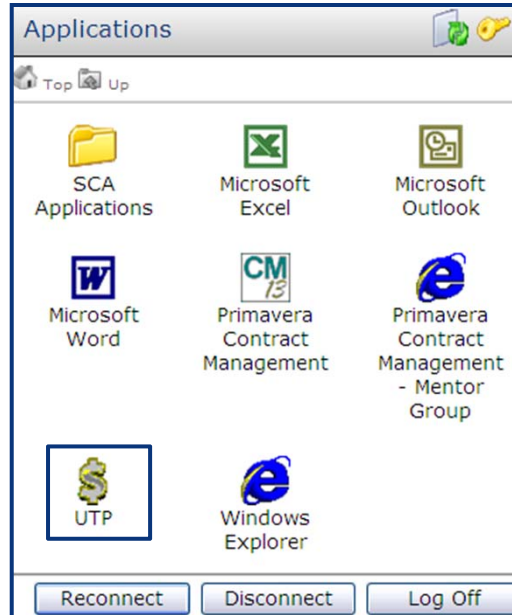


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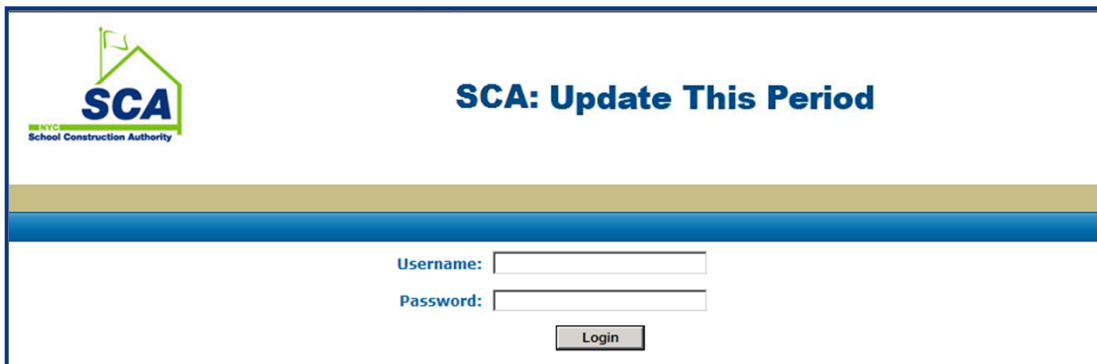
Accessing UTP from the Citrix

Step 1: Log on to **Citrix**

Step 2: In the **Applications** area, click on the **UTP** icon to launch the program



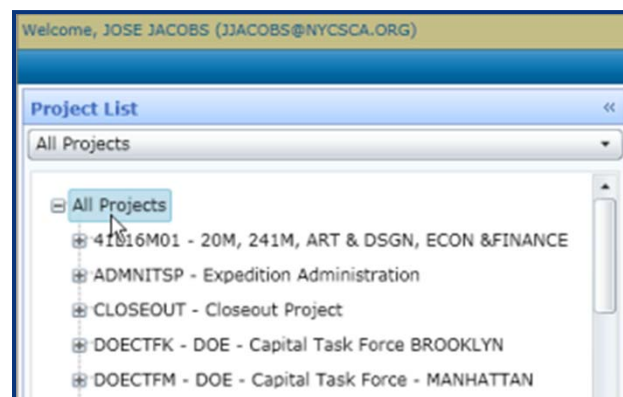
The UTP login screen appears as shown below.

A screenshot of the "SCA: Update This Period" login screen. The SCA logo is in the top left corner. The title "SCA: Update This Period" is centered. Below the title is a horizontal bar with a blue gradient. Underneath, there are two input fields: "Username:" and "Password:". A "Login" button is centered below the password field.

Step 3: Enter your **Username** and **Password**

Step 4: Click on the **Login** button

The Project List screen appears.



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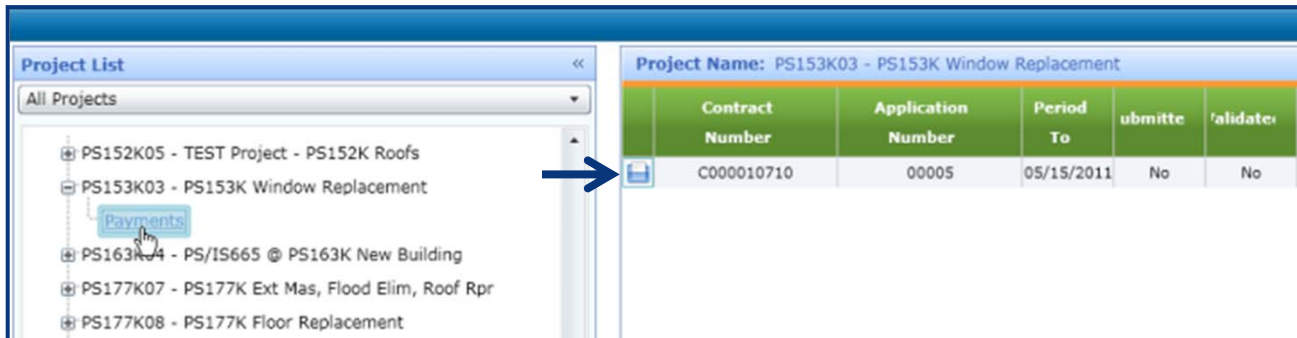
Updating the UTP

Step 1: Expand **All Projects** folder by clicking on the **(+) plus sign**

Step 2: Select the **appropriate project** by clicking on the **(+) plus** next to it
The UTP login screen appears as shown below.

Step 3: Click on the **Payments** folder

This will expand the Payment Preview pane which displays the uncertified payment for the project.



Step 4: Click on the **Payment icon**  to view the **Schedule of Values**

Note: The **Payment Summary Information** is located at the top of the window in the **blue** header.

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: \$345,100.00				
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
00150	052366	MISC. DEMOLITION & REMOVALS SUCH AS	\$5,000.00	\$4,800.00	\$200.00	100.000 %	\$5,000.00	\$0.00
00155	052366	PREPARE SUBGRADE FOR SYNTHETIC TURF	\$100,000.00	\$0.00	\$5,000.00	5.000 %	\$5,000.00	\$95,000.00
00160	052366	PREPARE SUBGRADE FOR SYNTHETIC TURF	\$50,000.00	\$0.00	\$0.00	0 %	\$0.00	\$50,000.00
00165	052366	EROSION AND SEDIMENTATION CONTROL	\$7,000.00	\$4,340.00	\$750.00	72.714 %	\$5,090.00	\$1,910.00
00170	052366	ASPHALT PAVEMENT	\$100,000.00	\$0.00	\$0.00	0 %	\$0.00	\$100,000.00
00235	052366	HDPE 1" x 12" PIPING	\$50,000.00	\$0.00	\$40,000.00	80.000 %	\$40,000.00	\$10,000.00
00240	052366	STORM TREATMENT SYSTEM	\$75,000.00	\$60,000.00	\$15,000.00	100.000 %	\$75,000.00	\$0.00
00245	052366	CHAIN LINK FENCE 4' HEIGHT	\$45,000.00	\$0.00	\$0.00	0 %	\$0.00	\$45,000.00
00250	052366	CHAIN LINK FENCE 6' HEIGHT	\$50,000.00	\$0.00	\$0.00	0 %	\$0.00	\$50,000.00
Total:			\$4,248,501.13	\$1,010,306.33	\$345,100.00	31.903 %	\$1,355,406.33	\$2,893,094.80

Edit Submit Close

On the bottom of the Payment Summary Information pane, you'll notice the    buttons.

Step 5: Click on the **Edit icon** 

Update This Period Program (UTP) in CM13

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
00015	052366	ALLOWANCE1 (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	5.000 %	\$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

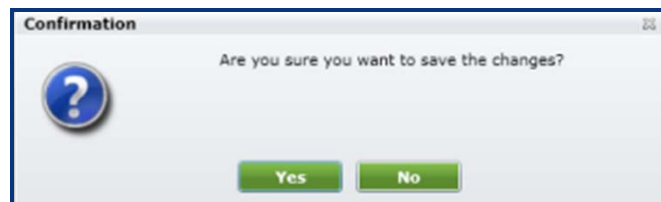
Step 6: Update the pay-amounts in either of the highlighted columns

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

1. By entering the **Value** in **Column E (This Period)**; or
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 7: Once the pay-items are updated, click on the  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 an email will be sent to the Project Officer.


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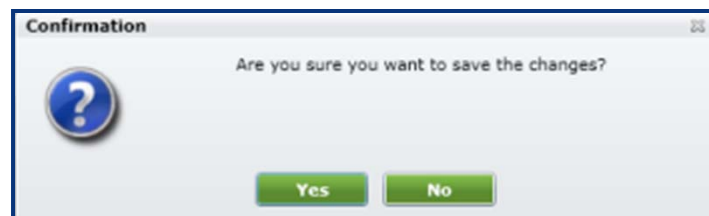
Updating the UTP (cont'd)

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
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
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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
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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  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.