



Payment Requisition User Manual

SOV Examples:

General Contractor

▲	Item Number (A)	Description of Work (B)	Scheduled Value (C)
	0000010	All-Bry Mobilization	\$10,000.00
	0000020	Site Demolition	\$50,000.00
	0000030	Excavation /BF for Playgrounds Areas	\$50,000.00
	0000040	Excavation /BF for Sidewalk/Playground Areas	\$50,000.00
	0000050	Excavation for Artificial Turf Area	\$50,000.00
	0000060	Backfill for Artificial Turf Areas	\$50,000.00
	0000070	Storm Sewer Street Connection	\$50,000.00
	0000080	Storm Sewer On Site	\$15,000.00
	0000090	Playground Equipment Supply	\$86,609.00
	0000100	Install Playground Equipment	\$26,310.00
	0000110	Playground Surface	\$40,238.00
	0000120	Concrete Ramp	\$14,000.00
	0000130	Concrete Flatwork	\$50,000.00



Architect of Record

▲	Item Number (A)	Description of Work (B)	Scheduled Value (C)
	0000010	60% Design Review (20% of Project)	\$50,000.00
	0000011	100% Design Review (40% of Project)	\$100,000.00
	0000012	Bidding (10% of Project)	\$25,000.00
	0000013	Construction Administration (25% of Project)	\$62,500.00
	0000014	Close-Out (5% of Project)	\$12,500.00
	0000020	Reimbursable expenses	\$7,500.00
	0000030	Reimbursable consultants \$37,500	\$0.00

NEW for AORs: There will be change orders generated to bring into your Schedule of Values instead of producing new pay reqs from Additional Service POs. The “Addt’l Service” \$ value will be determined in accordance with the current AOR Contract along with the Design teams directive. You’ll receive the additional PO upon review and approval of the Change Order and you’ll bill them separately from the base contract. Please see detailed instructions on page 18 of this user manual.

Before you start your first payment requisition you should make sure of the Ethnic Codes of your subcontractors and provide an accurate contractual breakdown.

GCs and AORs need to breakdown their Schedule of Values to reflect their minority vendors/subcontractors per CPS and the Office of Business Diversity.

Retention Reduction:

The GC can apply for Retention Reduction when reaching 50% completion of construction. The GC will apply the Retention Reduction to the Line Items they are seeking reduction on and will attach the Request for Retention Reduction and Narrative (**signed off by the PM**) as an attachment to the Pay Requisition being submitted. This will then be reviewed by the CM Financial Coordinator, the Project Manager on site, and Venny Dye (CPS) for approval during the review cycle.



HIGHLY RECOMMENDED – ALL VENDORS should establish an ISupplier account

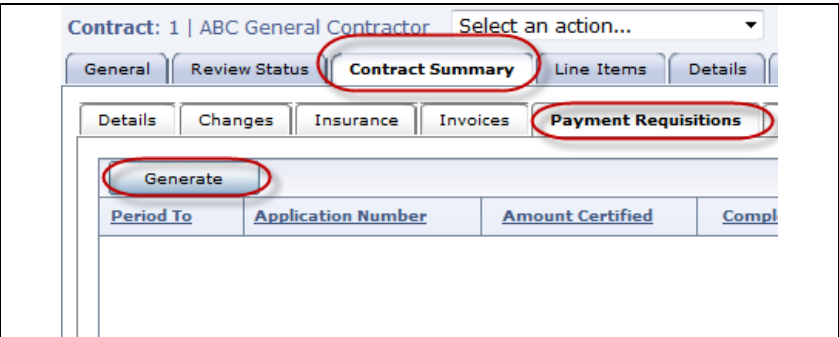
Each Pay Requisition must be specific to a single open Purchase Order. Before a Pay Requisition is created, vendors should check the CPS iSupplier portal (<https://supplier.cps.edu>) to ensure that the pay requisition does not exceed the open amount of the PO.

GC/AOR: Generate Pay Requisition from Contracts – Committed

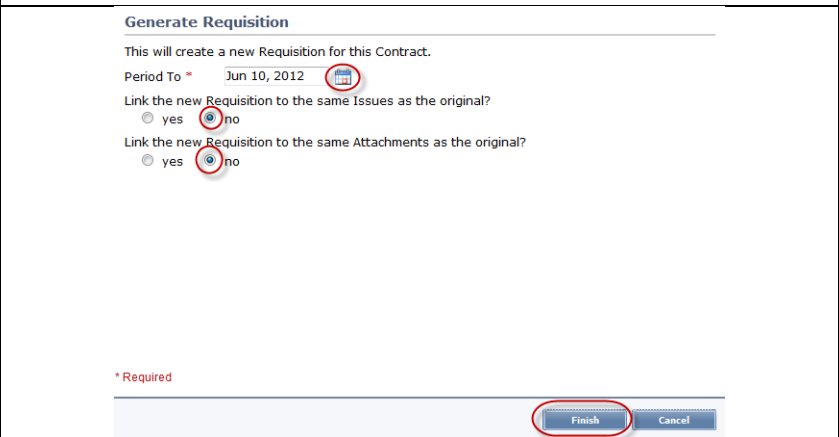
<p>1) After logging into CM expand the project you are creating your first Pay Requisition for. Expand “Contract Information” and select “Contracts – Committed”.</p>																
<p>2) You will be brought to the Contracts – Committed log. You will select your contract that you would like to create the requisition for.</p>	<table border="1"> <thead> <tr> <th>Document For</th> <th>Number</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>General Contracting Services</td> <td>1</td> <td>ABC General Contractor</td> </tr> <tr> <td>Training Contract</td> <td>00004</td> <td>ABC General Contractor</td> </tr> <tr> <td>Roadway Improvements</td> <td>00005</td> <td>ABC General Contractor</td> </tr> <tr> <td>Design Services</td> <td>00003</td> <td>XYZ Architecture</td> </tr> </tbody> </table>	Document For	Number	To	General Contracting Services	1	ABC General Contractor	Training Contract	00004	ABC General Contractor	Roadway Improvements	00005	ABC General Contractor	Design Services	00003	XYZ Architecture
Document For	Number	To														
General Contracting Services	1	ABC General Contractor														
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Roadway Improvements	00005	ABC General Contractor														
Design Services	00003	XYZ Architecture														



- 3) After you open the Contract browse to the “Contract Summary” tab.
 a) Click on “Payment Requisitions” tab.
 b) Click on “Generate”.



- 4) The Generate Requisition window will pop up.
 a) Select the “Period To” that this requisition is for.
 b) Make sure “no” is selected for both questions.
 c) Click “Finish” to generate your first Pay Requisition.



- 5) You have created Requisition One.



- 6) Click on the “Edit” button.



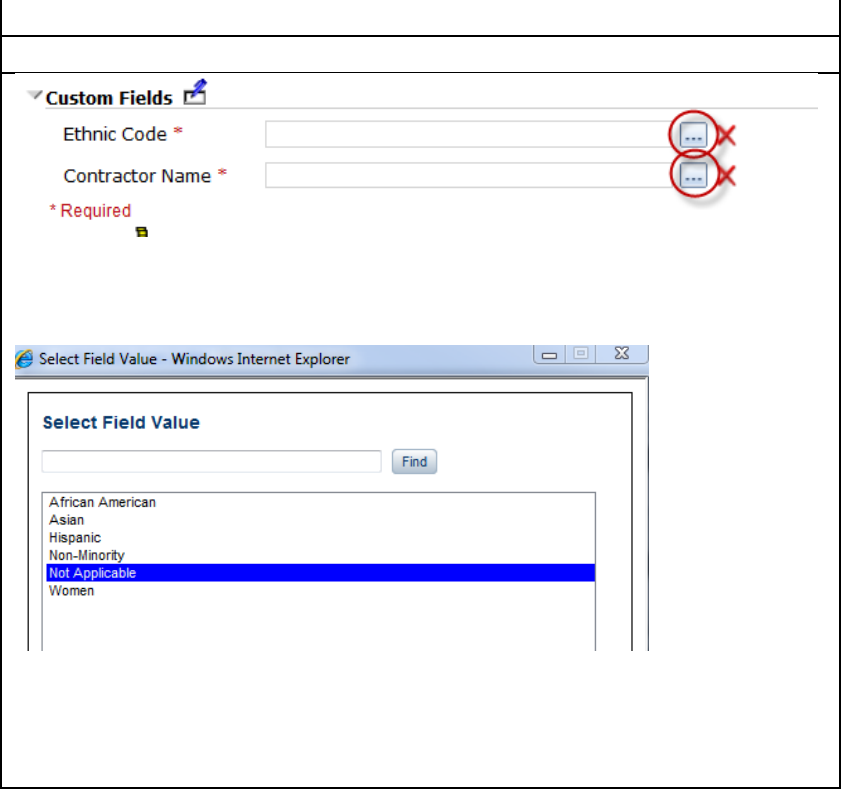
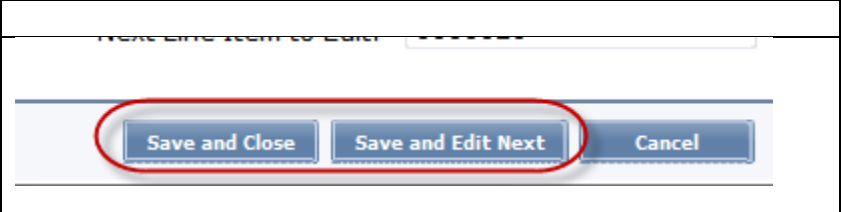


- 7) Browse to the “Review Status” tab.
- a) Document Owner: You must contact a Primavera Admin in order to become the Document Owner. Please contact Cynthia King at 773-553-1239 (ckking@cps.edu)

- 8) Browse to the “Schedule of Value” tab.
- a) To begin creating your Schedule of Value (SOV) click on the “Edit” icon next to the first Line Item in the SOV.

Item Number (A)	Description of Work (B)	Scheduled Value (C)	Previous Applications (D)	This Period (E)	Materials Stored, (F)
0000010	Mobilization	\$25,000.00	\$0.00	\$0.00	
0000020	Demolition	\$150,000.00	\$0.00	\$0.00	

- 9) Enter the “Item Number”. Modify the “Description” and the “Scheduled Value” to reflect your first line item in the SOV that you have submitted and had approved.
- a) This Period: Enter in the amount you are billing for this pay period.
- b) % complete: You can use this rather than entering in amount in “This Period”. These fields will update automatically based on which one you choose to use.
- c) Retain %: Enter in the percent that is being retained. This field defaults to 10% so adjust according

<p>to your contract. AORs do not have any retainage so ZERO out the percentage.</p> <p>d) Activity ID: Select your Activity ID if applicable</p>										
<p>10) For AORs, you'll click in the first line item and if applicable, edit the Description to break down the fee into the design phases (shown on pg. 2) Enter Scheduled Value and remove the 10% retainage. Enter the Ethnic Code and Contractor as shown in the #11 and SAVE</p>	<table border="1"> <tr> <td>AOR base fee</td> <td></td> <td>\$1,727,500.00</td> </tr> <tr> <td>Reimbursable expenses</td> <td></td> <td>\$51,825.00</td> </tr> <tr> <td>Reimbursable consultants - \$201,719.00</td> <td></td> <td>\$0.00</td> </tr> </table>	AOR base fee		\$1,727,500.00	Reimbursable expenses		\$51,825.00	Reimbursable consultants - \$201,719.00		\$0.00
AOR base fee		\$1,727,500.00								
Reimbursable expenses		\$51,825.00								
Reimbursable consultants - \$201,719.00		\$0.00								
<p>11) Scroll down until you come to "Custom Fields".</p> <p>a) Ethnic Code*: Select Ethnic Code that pertains to this line item. If your line item is a Header, Subtotal, or Blank Line, select Not Applicable.</p> <p>b) Contractor Name*: Select the name of the Contractor you are linking with the Ethnic Code.</p> <p>c) These fields must be filled for every line item in your SOV.</p> <p>d) If the company isn't listed, please contact Cynthia King at 773-553-1239 (ckking@cps.edu) to request the addition.</p>										
<p>12) Scroll to the bottom of the window and click "Save and Close" or "Save and Edit Next" (if there are multiple line items pre-populated from the</p>										



Contracts Committed).	
13) Continue adding your Line Items by selecting “Add Lump Sum” and following steps 9-11. Do this until you have entered your full SOV.	
14) Your Log Total at the bottom of the SOV should equal your Contract Amount in the Contract Summary tab.	
15) After completing your SOV browse to the “Requisition Summary” tab and click the “Edit” icon.	
16) Enter the amount that is shown for “Current Payment Due” in the “Amount Certified (\$)” and click “Save”. This must be done in order for the Waiver of Lien to populate your correct information.	
17) Browse to the Custom Field tab and input the PO# issued to you and your invoice # (this MUST be a unique invoice # and NEVER duplicated). You may type in any specific notes within the Current Status Narrative (contents of the attachment, etc.) If it’s a Final Requisition, please click the box. This will populate onto your lien waiver and sworn statement as Final documents, not Partial	



documents.
****If you have SAVED the pay req and realize you haven't changed it to a FINAL, it can take up to 10-15 minutes to sync and reflect it's a final on the waiver/sworn statement.**

General | Review Status | Contract Summary | Requisition Summary

PO for this Payment Requisition: 2321625
 Vendor Invoice Number: M120305-2-3
 Current Status Narrative: [Empty Box]
 Final Requisition:

18) Browse to the "Print Preview" icon to check and make sure all required items have been addressed

Note: The G702 Form is the default report when you "Print Preview", PLEASE print to include in your attachment package.

If there are any "FAIL" items as seen in this screen shot the Pay Requisition will be rejected (except for attachments - we realize if you don't have an attachment it'll state FAIL – please proceed with printing). **PRINT THIS TO INCLUDE IN YOUR ATTACHMENT.**

Workcenter: E 60154 PERIOD TO: 01/15/13
 703-650-1155 APPLICATION NO: 2481154-01

VENDOR #: No Vendor Number Defined

		SUMMARY OF CHANGES		
			ADDS	DEDUCTS
ORIGINAL CONTRACT AMOUNT:	\$12,694.35	Previous Totals	\$0.00	\$0.00
CHANGE ORDERS:	\$0.00	This Month	\$0.00	\$0.00
REVISED CONTRACT AMOUNT:	\$12,694.35	Totals	\$0.00	\$0.00
TOTAL WORK COMPLETED AND STORED MATERIAL TO DATE:	\$12,694.35			
RETAINAGE TOTAL:	\$0.00	DUE CERT - NO MATCH:	PASS	
PREVIOUS CERTIFICATES FOR PAYMENT:	\$0.00	VENDOR NUMBER:	FAIL	
TOTAL AMOUNT DUE ACROSS ALL POS:	\$12,694.35	ATTACHMENTS:	FAIL	
REMAINING CONTRACT BALANCE (RETAINAGE INCLUDED):	\$0.00	PO NUMBER:	PASS	
CERTIFICATION:	\$12,694.35	SCHED VALUE EQUALS CONTRACT VALUE:	PASS	

Approval Cycle Detail
 Cycle Number: 1

19) Browse to "Select an action..." and select "Advanced Print".

Requisition: 00003 | Chicago Public Schools

General | Review Status | Contract Summary | Requisition Summary

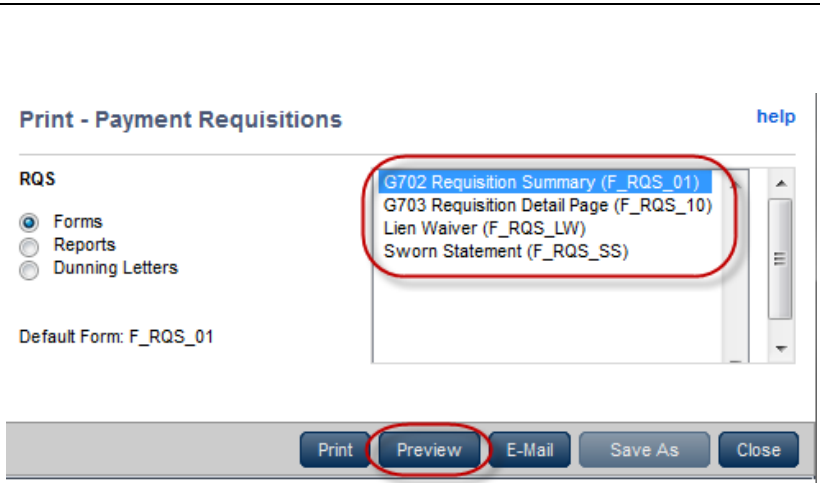
Add Lump Sum | Add Unit

Item Number (A)	Description of Work (B)		
0000010	Mobilization		
0000020	Demolition		
0000030	Concrete		
0000040	Iron Work	\$150,000.00	\$0.00

Select an action... (dropdown menu):
 Select an action...
 Edit Document
 Print Form
 Print Preview
Advanced Print (circled in red)
 Send to Corr Sent
 Send to Corr Rcvd
 Send to Inbox
 E-Mail Form
 Record Payment
 Add Document
 Generate Requisition
 Generate Transmittal
 Recalculate
 Delete Document
 Version Document



20) The Print window will pop up. Select "Sworn Statement" and click "Preview" to generate your Sworn Statement. After this has been generated, print, sign, and notarize the document. Then, select "Lien Waiver" and click "Preview" to generate form, print, sign, and notarize the document. You will also need to print out the G703 form (your pencil draw - schedule of values) **this needs to be signed off by the PM – for the GCs.**

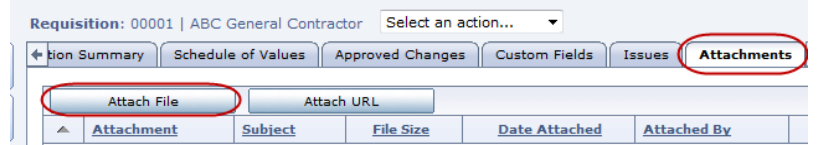


21) ***Please make sure to write in the "Amounts Due This Period" and the Total at the bottom before you scan and attach the **Sworn Statement.**

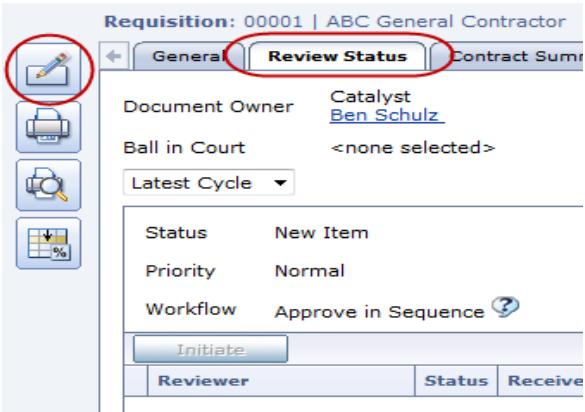
***** Please scan ALL documents (see all required documents below in #23) together with your invoice on TOP.**

	2	3	4	5
	ADJUSTED TOTAL CONTRACT	WORK COMPLETED & MATERIALS STORED	PREVIOUS APPLICATIONS PAID	AMOUNT DUE THIS PERIOD
ADJUSTED FOR	Including changes	DOLLAR VALUE		
REVISIONS	\$39,260.80	\$33,922.80		
	\$14,120.00	\$14,120.00		
	\$0.00	\$0.00		
Totals:	\$53,380.80	\$48,042.80		

22) Browse to the "Attachments" tab. Click on "Attach File" and attach all required documents to submit Pay Requisition. [Vendor Invoice that contains **UNIQUE invoice# - EXAMPLE: 2386002-01 (this is the CPS issued PO# which IS UNIQUE & NEVER DUPLICATED), a billing description, invoice amount, CPS PO#, Vendor #, and Project # that matches all information within PCM., Sworn Statement, Waivers, G702(Print Preview), Expense**

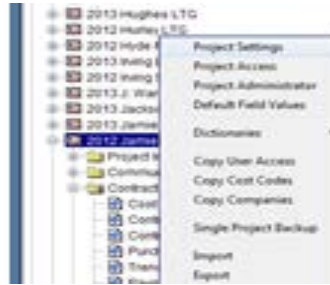


6. All Vendor Invoices MUST contain the following or they'll be rejected:
- UNIQUE Invoice # (NEVER Duplicated or Single Digit – great example of a UNIQUE # is your PO# with a -01 which can never be duplicated)
 - Vendor Number
 - Company Name, Payment Address, and Contact (Craig Ederley, Cynthia King)
 - CPS Purchase Order #
 - Invoice Amount
 - Project #
 - Invoice Date
 - Billing Description
 - IF FINAL INVOICE – MARK THE INVOICE AS FINAL

<p>Reports, and Pencil Draws]</p>				
<p>23) When ready to submit your Pay Requisition browse to the "Review Status" tab and click "Edit".</p>	 <p>Requisition: 00001 ABC General Contractor</p> <p>General Review Status Contract Sumr</p> <p>Document Owner Catalyst Ben Schulz</p> <p>Ball in Court <none selected></p> <p>Latest Cycle ▾</p> <p>Status New Item</p> <p>Priority Normal</p> <p>Workflow Approve in Sequence ?</p> <p>Initiate</p> <table border="1"> <thead> <tr> <th>Reviewer</th> <th>Status</th> <th>Receive</th> </tr> </thead> </table>	Reviewer	Status	Receive
Reviewer	Status	Receive		

24) Add Reviewers to the Pay Requisition.

TIP – To find the appropriate reviewers per project, please click on the project, then right click to Project Settings. Click on the Key Parties to find your reviewers, as shown.



- a) AORs will add in this order
 - i) Cynthia King - Jacobs
 - ii) Design Manager(ALL Pay ReqS BUT THE FINAL)
 - iii) Project Manager (if in Construction Admin &/or Close Out phase)
 - iv) Lynne Sorkin, Jacobs **(for final Invoice only or Addl Serv Invoice)**
 - v) Cynthia King - Jacobs

In order to add Cynthia King at the bottom, you must save, then Add Reviewers again and select her.

- b) GCs will add in this order
 - i) Raquel Guariola - Jacobs
 - ii) Project Manager
 - iii) Venny Dye (CPS-for retainage reduction only)
 - iv) Cynthia King - Jacobs
 - v) Raquel Guardiola - Jacobs

In order to add Raquel at the bottom, you must save, then Add Reviewer again and select her.

Project Settings

	General	Details	Companies	Key Parties	Default Owners	Comr
Your Company *	Chicago Public Schools		...			
Company Role	Owner		▼			
Owner	Chicago Public Schools		...	✗		
General Contractor	Tyler Lane Construction, Inc.		...	✗		
Engineer of Record *	Bauer Latoza Studio Ltd.		...			
Project Manager	Lend Lease John P O'Connell		...	✗		
Submittal Coordinator *	Tyler Lane Construction, Inc. James H Tazelaar		...			
PD	Jacobs Engineering Sara B Lee		...	✗		
Design Manager	URS Michael L Zanco		...	✗		

* Required

- c) MECs will add in this order
 - i) Raquel Guardiola
 - ii) Katherine Challberg(Jacobs)
 - iii) Project Manager
 - iv) Rob Christlieb (CPS)
 - v) Raquel Guardiola

In order to add Raquel at the bottom, you must save, then Add Reviewers again and select her.

25) Select Save in bottom Right Corner, then click **Initiate**

Approval

Select approval Latest Cycle ▾

Status New Item C

Priority Normal R

Workflow Approve in Sequence ? R

[Initiate](#)

Reviewer	Status
Cynthia K King	
John P O'Connell	
Dave C Grouzard	
Cynthia K King	



To Generate sequential Pay Requisitions follow these steps below.

<p>1) Expand the project you are generating another Pay Requisition for and select the "Payment Requisitions" module under "Contract Information".</p>	<p>The screenshot shows a tree view of project modules. The 'Payment Requisitions' module is highlighted in yellow and circled in red. Other modules include PMO Committee, PMO Test, Project Information, Communication, Contract Information, Cost Worksheet, Contracts - Budgeted, Contracts - Committed, Purchase Orders, Trends, Change Management, Proposals, Change Orders, and Procurement.</p>																																																												
<p>2) In the Payment Requisitions log select your previous Pay Requisition.</p>	<p>The screenshot shows the Payment Requisitions log. The table below is a representation of the data shown in the screenshot.</p> <table border="1"> <thead> <tr> <th colspan="4">Payment Requisitions</th> </tr> <tr> <th colspan="4">Select an action... Find</th> </tr> </thead> <tbody> <tr> <td colspan="4">ABC General Contractor (Requisition From)</td> </tr> <tr> <th>Period To</th> <th>Application Number</th> <th colspan="2">Contractor Pay Request</th> </tr> <tr> <td>Apr 30, 2012</td> <td>00002</td> <td colspan="2"></td> </tr> <tr> <td>Jun 10, 2012</td> <td>00001</td> <td colspan="2"></td> </tr> <tr> <td>Mar 31, 2012</td> <td>00001</td> <td colspan="2"></td> </tr> <tr> <td>Feb 9, 2012</td> <td>00001</td> <td colspan="2">5794-xt12</td> </tr> <tr> <td colspan="4">Chicago Public Schools (Requisition From)</td> </tr> <tr> <th>Period To</th> <th>Application Number</th> <th colspan="2">Contractor Pay Request</th> </tr> <tr> <td>Jun 10, 2012</td> <td>00001</td> <td colspan="2"></td> </tr> <tr> <td colspan="4">XYZ Architecture (Requisition From)</td> </tr> <tr> <th>Period To</th> <th>Application Number</th> <th colspan="2">Contractor Pay Request</th> </tr> <tr> <td>Jul 31, 2012</td> <td>00002</td> <td colspan="2"></td> </tr> <tr> <td>Jun 30, 2012</td> <td>00001</td> <td colspan="2"></td> </tr> </tbody> </table>	Payment Requisitions				Select an action... Find				ABC General Contractor (Requisition From)				Period To	Application Number	Contractor Pay Request		Apr 30, 2012	00002			Jun 10, 2012	00001			Mar 31, 2012	00001			Feb 9, 2012	00001	5794-xt12		Chicago Public Schools (Requisition From)				Period To	Application Number	Contractor Pay Request		Jun 10, 2012	00001			XYZ Architecture (Requisition From)				Period To	Application Number	Contractor Pay Request		Jul 31, 2012	00002			Jun 30, 2012	00001		
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3) Browse to “Select an action...” and select “Generate Requisition”.

Requisition: 00001 | ABC General Contractor

General | Review Status | Contract Summary

Contract/PO: General Contracting

To: ABC General Contractor, Joe Smith

From: Chicago Public Schools, Procurement Department

Period To: Jun 10, 2012

Application Number: 00001

Select an action...
 Select an action...
 Edit Document
 Print Form
 Print Preview
 Advanced Print
 Send to Corr Sent
 Send to Corr Rcvd
 Send to Inbox
 E-Mail Form
 Record Payment
 Add Document
Generate Requisition
 Generate Transmittal
 Recalculate
 Delete Document
 Version Document

4) Generate Requisition window will pop up. Select the “Period To*” that this requisition is for (this defaults to 30 days past the previous pay req but you can change it) **Once saved the date cannot be edited.**

5) Click **NO** to “Link the new Requisition to the same Attachments as the original?” **Leave the other 2 as YES**

6) Click “Finish”

Generate Requisition - Windows Internet Explorer

Generate Requisition

This will create the next Application for Payment for the same Contract as the original.

Period To * Feb 28, 2012

Change Orders - There are no approved objects to get

Materials - There are no objects to get.

Get Schedule Percent Complete

Link the new Requisition to the same Issues as the original?

yes no

Link the new Requisition to the same Attachments as the original?

yes no

Copy Custom Fields from the original?

yes no

* Required

Next **Finish** Cancel

7) You are brought to your second requisition.

a) Click on the “Update this Period” icon.

Requisition: 00002 | Chicago Public Schools

General | Review Status | Contract Summary | Requisition Summary

Contract/PO: General Contracting Services (1)

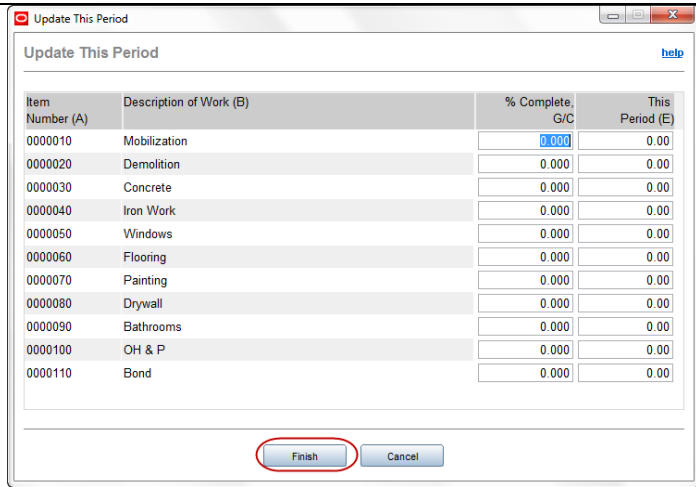
To: Chicago Public Schools, Procurement Department

From: ABC General Contractor, Joe Smith

Period To: Jul 10, 2012


Application Number: 00002

8) This brings up a pop up window that allows you to update this pay period SOV by using the % Complete or This Period (Enter \$ value) to update the your Pay Requisition for this pay period. Click “Finish” when you are done updating for this period. **If you receive an “access error”, please X out and your work will be saved.**




Item Number (A)	Description of Work (B)	% Complete, G/C	This Period (E)
0000010	Mobilization	0.000	0.00
0000020	Demolition	0.000	0.00
0000030	Concrete	0.000	0.00
0000040	Iron Work	0.000	0.00
0000050	Windows	0.000	0.00
0000060	Flooring	0.000	0.00
0000070	Painting	0.000	0.00
0000080	Drywall	0.000	0.00
0000090	Bathrooms	0.000	0.00
0000100	OH & P	0.000	0.00
0000110	Bond	0.000	0.00

9) Browse to the Requisition Summary Tab. Enter the amount that is shown for “Current Payment Due” in the “Amount Certified (\$)” and click “Save”.



Previous Amount Certified (\$) 0.00
Current Payment Due \$197,500.00
 Balance to Finish + Retainage \$1,420,500.00
 Tax to Date (\$) 0.00
 Percent Complete 12.206%
Amount Certified (\$) 197,500.00

10) Browse to the Custom Field tab and input the PO# issued to you and **your** invoice # (**this MUST be a unique invoice # and NEVER duplicated**). You may type in any specific notes within the Current Status Narrative (contents of the attachment, etc.) If it’s a Final Requisition, please click the box. This will populate onto your lien waiver and sworn statement as Final documents, not Partial documents. ****If you have SAVED the pay req and realize you haven’t changed it to a FINAL, it can take up to 10-15 minutes to sync and reflect it’s a final on the waiver/sworn statement.**




Divided Changes Custom Fields Issues Attachments

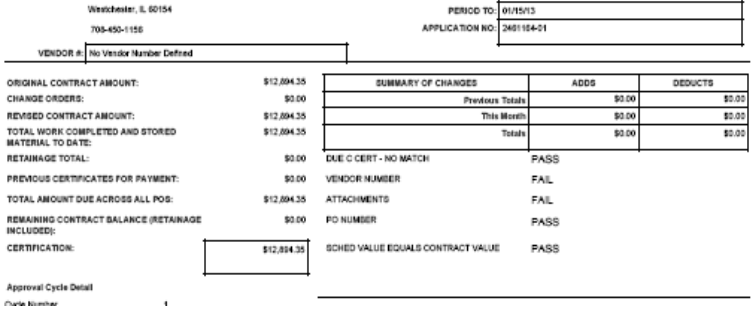
General Review Status Contract Summary Requisition Summary

PO for this Payment Requisition 2321625
 Vendor Invoice Number M120305-2-3
 Current Status Narrative [Text Area]
 Final Requisition

11) Browse to the "Print Preview" icon to check and make sure all required items have been addressed.



12) If there are any "FAIL" items as seen in this screen shot the Pay Requisition will be rejected (except for attachments - we realize if you don't have an attachment it'll state FAIL – please proceed with printing). PRINT THIS TO INCLUDE IN YOUR ATTACHMENT.



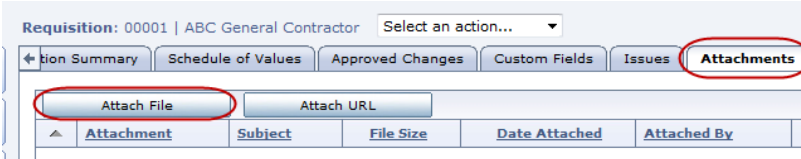
SUMMARY OF CHANGES		ADDS	DEDUCTS
Previous Totals		\$0.00	\$0.00
This Month		\$0.00	\$0.00
Totals		\$0.00	\$0.00

13) REPEAT STEPS 19 through 22 from above, make sure to change your invoice # in the Custom Field tab.

***Please make sure to write in the Previous Applications Paid and Amounts Due This Period along with the Totals at the bottom before you scan and attach the Sworn Statement.

	2	3	4	5
ADJUSTED TOTAL CONTRACT		WORK COMPLETED & MATERIALS STORED	PREVIOUS APPLICATIONS PAID	AMOUNT DUE THIS PERIOD
ADJUSTED FOR	Including changes	DOLLAR VALUE		
APPLICATIONS	\$39,260.80	\$33,922.80		
	\$14,120.00	\$14,120.00		
	\$0.00	\$0.00		
Totals:	\$53,380.80	\$48,042.80		

14) Please scan ALL the following required documents TOGETHER: Browse to the "Attachments" tab. Click on "Attach File" – [Vendor Invoice that contains





UNIQUE invoice# - EXAMPLE: 2386002-01 (this is the CPS issued PO# which IS UNIQUE & NEVER DUPLICATED), a billing description, invoice amount, Vendor #, CPS PO#, and Project # that matches all information within PCM, Sworn Statement, Waivers, Expense Reports, and Pencil Draws. If final, mark the invoice as FINAL]

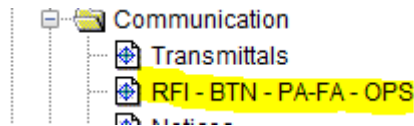
For FINAL billing, you must attach the approved Final Acceptance certificate, along with the fully executed FA - if it's in the new format, it should be printed off and included in all the back-up docs. This is found within the Communication Folder as shown.

All trailing waivers should be attached.

Consent of Surety (if applicable) should also be attached.

Vendor invoice must have:

1. Vendor Number
2. Company Name, Payment Address, and Contact (Keisha Lee, Rita Baloma, Raquel Guardiola, Craig Edgesley)
3. UNIQUE Invoice # (NEVER duplicated)
4. CPS Purchase Order #
5. Invoice Amount
6. Project #
7. Invoice Date
8. Billing Description (EX: GCs: Construction Billing – see attached itemization)
(EX: AORs: Provide Design Phase detail)
(EX: Surveyors, Roof Vendor, Gatech; provide description)
(EX: MECs: Environmental Billing – see attached itemization)



Capital Improvement Program

Final Acceptance

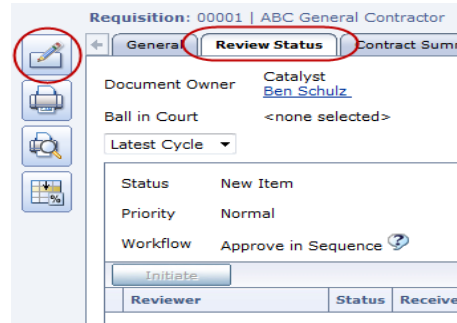
Final Acceptance		Required: 5/6/14	
Attn: John Oehler	Date: 4/29/14	FA No.: 00001	Project Name: 2013 Hughes LTG
Broadway Electric	831 Oakton Street	Project No.: 2013-23901-LTG	AOR: Melvin Cohen & Associates, Inc

Approval Cycle Detail

Reviewer	Status	Comments	Actual Start	Actual Finished
Ronald W Henry	Approved		4/29/14	4/30/14
Dave C Grouzard	Approved		4/30/14	4/30/14
Philip J Smith	Approved		4/30/14	4/30/14

Status: APP

- 15) When ready to submit your Pay Requisition browse to the “Review Status” tab and click “Edit”.
- 16) ALWAYS check your Key Parties to see if there’s been a change of contact information.



- 17) Add Reviewers to the Pay Requisition.
- a) AORs will add in this order
- i) Cynthia King – Jacobs
 - ii) Design Manager(ALL Pay Reqs BUT THE FINAL)
 - iii) Project Manager (if in Construction Admin &/or Close Out phase)
 - iv) Lynne Sorkin, Jacobs **(for final Invoice only or Addl Serv Invoice)**
 - v) Cynthia King - Jacobs
- b) GCs will add in this order
- i) Raquel Guardiola
 - ii) Project Manager
 - iii) Jamal Quinn (**Finals-** Jacobs)
 - iv) Windy Andrillon (**Finals-** Jacobs)
 - v) Venny Dye (CPS for **retainage reduction only**)
 - vi) Cynthia King
 - vii) Raquel Guardiola
- c) MECs will add in this order
- i) Raquel Guardiola
 - ii) Katherine Challberg
 - iii) Project Manager

Approval Status

Priority

Workflow ?

[Add Reviewers](#) [Initiate](#)

Reviewer
Cynthia K King
Mehernosh P Mistry
Jeff R Havel
Cynthia K King

Approval Status

Priority

Workflow ?

[Add Reviewers](#) [Initiate](#)

Reviewer	Status
Cynthia K King	
John P O'Connell	
Dave C Grouzard	
Cynthia K King	



iv) Rob Christlieb (CPS)
 v) Raquel Guardiola
 18) Select Save in bottom Right Corner, then **Initiate**

If the Pay Req is REJECTED, the Document Owner receives an email notification. Within the Comments will be the reason and action(s) needed to resolve.
 The Document Owner needs to start a **New Cycle** within the Review Status in order to get the pay req back in edit mode. Address the item(s) then click **Initiate** again to send it through the approval process.

General	Review Status	Contract Summary	Requisition Summary	Schedule of Values
Document Owner		ABC General Contractor Joe Smith		
Ball in Court		ABC General Contractor Joe Smith		
Approval				
Select approval		Latest Cycle ▾		
Status		Rejected		
Priority		Normal		
Workflow		Approve in Sequence ?		
New Cycle				
		Reviewer	Status	
		Cynthia K King		



CHANGE ORDER PROCESS:

Change Order Process in pay reqs:
When generating the requisition,
Click on “Get Approved Changes”,
then Next.

Select the Change Order (s) you
want to bill for and click Finish.

Select	Title	Number	Date	Total Cost	Approved Date 1	Approved Date 2	Approved Date 3
<input checked="" type="checkbox"/>	Discovered Waterline	00001	Sep 18, 2012	\$1,500.00			

The Change Order populates within
the Schedule of Values and the Line
Item always starts with a “C”. You
then need to assign the ethnic code
and Contractor name within the
Requisition Detail.

***ALL Change Orders** should have
10% retainage unless you’re an
AOR (which is 0%) or requesting a
reduction on current payment
requisition.

Item Number (A)	Description of Work (B)	Scheduled Value (C)	Previous Applications (D)
0000010	30%	\$250,000.00	\$175,000.00
0000020	Concrete	\$1,250,000.00	\$1,062,500.00
0000030	Construction Admin	\$144,000.00	\$36,000.00
C000010	Discovered Waterline	\$1,500.00	\$0.00

*If the Change Orders have exceeded the Contingency and you have a Funding Request Purchase Order, you'll need to assign those CO dollars to the new PO# within the Custom Fields tab.

This will need to be a separate invoice. NO Splitting or combinations of invoicing –

*If the Change Order needs to be broken out, click the edit document and change the amount and enter the ethnic code and Contractor. Please **LEAVE THE ITEM NUMBER AS IS.**

***Click "Add Lump Sum" and make the Item Number C000011 and repeat the Change Order description, enter \$ value, ethnic code, and Contractor name.**



The screenshot shows a software interface with a navigation bar at the top containing tabs for "Approved Changes", "Custom Fields", "Issues", and "Attachments". Below the navigation bar is a table with two columns. The first column contains the item number "C000010" and the second column contains the description "Roof Drain Piping Repairs". A yellow 'X' is drawn over the edit icon in the first column of the table.

Item Number	Description
C000010	Roof Drain Piping Repairs

Updated 7-11-19