

# PRIMAVERA CONTRACT MANAGER PART 2 - FINANCIALS

April, 2010

### DASNY CONTRACT MANAGER USERS' GUIDE PART 2 - FINANCIALS

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## **GETTING HELP:**

The following resources are available to all Contract Manager users:

- This reference manual, and the companion Non-Financial manual.
- The Construction Technology Group (CTG) Help Desk:

via phone: **518-257-3700** via email: **CTGmailbox@DASNY.org** 

#### Additional resources available to DASNY employees on the intranet:

The CTG Message Board and Contract Manager FAQs:

Departments -> Construction

- Scroll down to "CTG Supported Applications".
- Refer to DASNY **Policies and Procedures** for additional requirements for processing each type of transaction after data is entered in Contract Manager.

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# SECTION H NEW CONTRACT INITIATION

#### H.01

### **RFP for a Professional Services Contract**

First open the Companies Directory to determine which **placeholder** to use for the contract. This information is required to enter the Future Commitment.

- 1. Open the Companies log.
- 2. Change to the "By Role" view, click "Go".
- Professional Services companies are usually <u>Design</u> <u>Professionals</u> or <u>Construction Managers</u>. Scroll through the log to see if there is already a placeholder listed for your consultant. If one exists, make a note of the Placeholder.
- 4. If there is no company for your consultant, note which placeholders are already in use. Choose a unique placeholder for your consultant and make a note of it; you will need this information when you enter the Future Commitment. Refer to APPENDIX VI on page 291 for a list of naming conventions for the placeholders.

In this example, we are starting the RFP process for a new Architectural services contract. Placeholders A/E-0 through A/E-4 are in use so we will use A/E-5 for this contract.

5. Click the oreturn to control center link.

New Professional Services contracts are initiated ( in the **Future Commitments module**.

- 6. Open the Future Commitments log.
- 7. Click the "Add Document" button.



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8.	Click "collapse all".	Future Commitmen					Ecustom fields Øissues attachments
9.	Enter a description of the contract in the <b>Title</b> field.	Spelling ABC Print Form AB Print Preview	Title	e Commitment	Phase 3 A/E Design Services		
10.	In the <b>"Cost Category</b> " field, select <b>"Commitment</b> " from the <b>General Properties</b> drop-down list.	Select an action  Go e return to log e return to control center	Cos	re t Category* t Type * <b>s - &lt;</b> no BIC selected> ◆	\$0.00 Commitment Estimated	¥ ¥	
11.	In the " <b>Cost Type</b> " field, select " <b>Estimated</b> " from the drop- down list.		<ul> <li>Remains</li> <li>Detains</li> <li>Line International Construction</li> <li>Custor</li> </ul>	ls			top of page
12.	Expand the <b>Remarks</b> section.		▶ Issue				top of page top of page
13.	Enter a brief <b>description</b> of the work.				Save	Cancel	
14.	Expand the <b>Custom Fields</b> section.	<ul> <li>return to log</li> <li>return to control center</li> </ul>	Statu:	t Type * <b>s - &lt;</b> no BIC selected> ◆	Estimated	<b>*</b>	
15.	Next to " <b>Procurement Method</b> " click the " <b>select</b> " link.		Perma This Detail	RFP is for Phase 3 design services	for the new Student Services complex.		×
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Th	e <u>Select Field Value window</u> opens.			https://ew01.myloadspring	j2.com - Select Field Value - Microsoft Int	ternet	
16.	Click " <b>PRFP – Professional Services Contract</b> " • to highlight it.			ARFP - Multi-Project P/S BBID - Construction Cont CBID - Multi-Project Cons CEMR - Multi-Project Cons	Find Contract ract st. Contract CO Work		
17.	Click the "Select" button.			PPO - Purchase Order (F PRFP - Professional Ser TTER - Term Contract W WTER - JOC Work Orde	vices Contract /ork.Authorization		
	e <u>Select Field Value</u> window will close and the contract type will pear in the Procurement Method field.						
				Sele	ect Cancel	met	

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- 18. Next to "To Vendor" click the "select..." link.
- The Select Field Value window opens.
- **19.** Select the company placeholder noted in steps 3 and 4 above to highlight it.
- 20. Click the "Select" button.

The <u>Select Field Value</u> window will close and the placeholder will appear in the **To Vendor** field.

- 21. Next to "Pollution Remediation Work (GASB 49)" click the "select..." link.
- The Select Field Value window opens.
- 22. Select the appropriate value: Yes or No
- 23. Expand the Line Items section.

If this window appears, click "Yes".

24. Click the "Add Lump Sum" button.

The Future Commitment Item window opens.

- 25. Enter a **Description** for the document.
- 26. Enter the total amount of the contract in the Line Item Total field. DO NOT use the "\$" symbol.
- 27. Click the "Add" button in the Costing section.

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Future Commitment

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Multi-Project Term Contract #

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Spelling PBC Future Commitment Item

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Add Lump Sum

This RFP is for Phase 3 Design Services for the new Student Services co

Add Unit Price

Lump Sum 💌

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Add Multiple Cost Codes Remove Zero Values

NOT COSTED

Title

**Brief Description** 

A Line Item No. Quantity Units of Measure Description Unit Price Line Item Total Activity ID Cost Code

A/E-5 Design Professional/Subconsultant

122

log out

The Select Cost Code window opens.

28. Select the appropriate cost code, usually:

- cost code 03 (Design Consultants),
- cost code 04 (Construction Consultants) or
- cost code 06 (Other Project Costs).

The <u>Select Cost Code</u> window will close and the selected cost code will appear in the **Costing** section.

- **29.** Click the "**add balance**" link. The NOT COSTED message will disappear.
- 30. Scroll down to the bottom of the window. Click the "Save & Close" button.
- You are returned to the Future Commitment Document.
- 31. Scroll down to the bottom of the window and click the "Save" button to save your work.

After the next integration cycle is complete, the CR number will appear in the **Custom Fields** section.

- **32.** Before submitting the required paperwork, confirm that funding is available in the appropriate Cost Code to cover the amount of the new contract.
- 33. Submit the required paperwork per DASNY Policies and Procedures.

Select "**Advanced Print**" from the drop-down list then click "**Go**" to print the appropriate form.

return to table of contents

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#### **Initiate a Term Work Authorization**

Before beginning, obtain the following information:

- The current Term Contract number for the desired consultant. This information is available on the intranet.
- The company placeholder to be used for the consultant. This information is obtained in the Companies module as follows:
- 1. Open the **Companies** log.
- 2. Change to the "By Role" view, click "Go".
- Term contractors are usually <u>Design Professionals</u> or <u>Construction Managers</u>. Scroll through the log to see if there is already a placeholder listed for your consultant. If one exists, make a note of the Placeholder.
- 4. If there is no company for your consultant, note which placeholders are already in use. Choose a unique placeholder for your consultant and make a note of it; you will need this information when you enter the Future Commitment. Refer to APPENDIX VI on page 291 for a list of naming conventions for the placeholders.

In this example, we will enter a Work Authorization for A/E-4, Enviro-Control Technologies.



<sup>5.</sup> Click the oreturn to control center link.

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13.	Enter a brief <b>description</b> of the work.	<ul> <li>return to control center</li> </ul>	Status - <no bic="" selected="">     Remarks     Wat. Authorization for Enviro-Control Technologies for environmental testing during demolition.</no>	
14.	Expand the <b>Custom Fields</b> section by clicking the triangle.			
15.	Type in the <b>Term Contract Number</b> (number only, eliminate "OT") in the " <b>Multi Project Term Contract #</b> " field		Cutomic Line Items Custom Fields ₫ Procurement Method *	top of page select × cleor
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20. Select the company placeholder noted above.	in steps 4 and 5				A/E-5 Design Fredessional/Subconsultant A/E-15 Design Fredessional/Subconsultant A/E-10 Design Fredessional/Subconsultant A/E-40 Design Predessional/Subconsultant A/E-40 Design Predessional/Subconsultant A/E-40 Design Predessional/Subconsultant A/E-40 Design Predessional/Subconsultant A/E-40 Design Predessional/Subconsultant C-101 Phase 1 General Contractor C-102 Phase 1 Electrical Contractor
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23. Select the appropriate value: Yes or No	)	Select an action 💌 🗤	→ Details		T
24. Expand the Line Items section.		<ul> <li>eturn to log</li> <li>return to control center</li> </ul>	Line Items     Add Lump Sum     Line Item No. Quantity	Add Unit Price Units of Measure	Description Unit Price Line Item Total Activity ID Cost Code
25. Click the "Add Lump Sum" button.	https://ew01.myloadspring2.com - Primavera				
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<b>26.</b> If this window appears, click "Yes".			,		

The Future Commitment Item window opens.	Thtps://ew01.myloodspring2.com - Future Commitment. Item - Microsoft Internet Explorer provided
27. Enter a <b>Description</b> for the document.	Future Commitment Item help -
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The Select Cost Code window opens.	INIps/cew01.myloadgoing2.com - Select Cost Code - Microsoft Internet Explorer provided by MIS Domit
<ul> <li>30. Select the appropriate cost code; usually</li> <li>cost code 03 (Design Consultants) or</li> <li>cost code 04 (construction consultants).</li> </ul>	Cost Codes         Sorted by cost code (Sortby title           All 0 12 3 45 5 7 8 9 Other         Initial Control (Sortby title)           velet 0 2 (Land Acquisition)         Initial Control (Sortby title)           velet 0 3 (DossTruction Consultants)         Initial Construction           velet 0 5 (Other Project Costs)         Initial Control (Sortby Top)           velet 7 (Furn & Equip (Excl Art))         Initial Control (Sortby Top)
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32. Scroll down and click the "Save & Close" button.	> Issues Ø top of page
PAGE 160 Rev 04/2010	Attachments     Attachments     Save & Close     Save & Add Another     Cancel      Frinsvera

of the State of New York of Primavera content You are returned to the Future Commitment Document.

**33.** Scroll down to the bottom and click the "**Save**" button to save your work.

After the next integration cycle is complete, the CR number will appear in the **Custom Fields** section.

- **34.** Before submitting the required paperwork, confirm that funding is available to cover the amount of the new contract.
- **35.** Submit the required paperwork per **DASNY Policies and Procedures**.

The form is available in Contract Manager. Select "Advanced **Print**" from the drop-down list then click "Go" while in the Future Commitment. Select the "Request for P/S Contract or Term Work Auth" form and preview it.

> PRIMAVERA 📑 Transmittal Queue શ 🕄 Print 🔍 Search 😨 log out trol Center > Future Commitments Log : 🖻 custom fields 🖉 issues 🖉 attachmen Future Commitment e expand all e collapse Future Commitment Spelling <sup>ABC</sup> 00017 Print Form Number\* 8 Print Preview Title Enviro-Control Technologies ienerate Future Commitrie Jul 24, 2007 122 Date Value \$6,500.00 Select an action... 🔻 😡 Cost Category\* Commitment Cost Type \* Estimated return to log return to control center Status - <no BIC selected> \* New Item ✓ Remarks Work Authorization for Enviro-Control Technologies for environmental testing during demoliti Details ✓ Line Items Add Unit Price Add Lump Sum A Line Item No. Quantity Units of Measure Description Unit Price Line Item Total Activity ID Cost Code **100001** \$6,500.00 04 Grid Totals: \$6.500.00 4 Spelling <sup>a</sup>Bc Multi-Project Term Contract# 453780 Print Form 8 \*\* APPROVALS \*\* Print Preview Dir/Chief Preapproves **1**‡2 rate Future Commitre 122 Director of PM Preanproves Advanced Print 💌 145 DASNY Ben Prenares Bequest Spelling Print Form 172 Dir/Chief Approves rint Preview Advanced Print \*\* JOC WORK ORDER INFO \*\* Send to Corr Sent Send to Corr Bovo Hazardous/Asbestos Materials end to Inbox E-Mail Form select × clear Generate Future C Generate Transmit Design Status select... x clear Initiate CM Passed 07/24/07 at 10:17 an Integration Messages JDE Change Request# 0016 🕨 Issues 💋 top of pag Attachments top of page Save Cancel

return to table of contents

H.03

### Initiate a JOCs Work Order

First confirm if there is a company set up for the contractor in the **Companies** module.

- 1. Open the **Companies** log.
- 2. Change to the "By Role" view, click "Go".
- 3. Scroll down to the section of "Contractor" companies.
- If the contractor is listed, note their placeholder. You will 
  need this information later.
- 5. If there is no company for your contractor, note which placeholders are already in use. Choose a unique placeholder for your contractor and make a note of it; you will need this information when you enter the Future Commitment. Refer to APPENDIX VI on page 291 for a list of naming conventions for the placeholders.

In this example, we are issuing a second Work Order to C-201, PTR Construction.

6. Click the orter link.

New JOCs Work Orders are initiated in the **Future Commitments module**.

- 7. Open the Future Commitments log.
- 8. Click the "Add Document" button.





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		¥	•	Roof Moisture Inspection	A/E-1 Design Professional/Subconsultant		\$1,250.00	Declined 12/02/0
		ď	0	Project Air Monitoring for ACM	A/E-4 Design Professional/Subconsultant		\$87,237.00	Passed 06/17/05
		¥	•	WA for lightning protection	A/E-0 Project Architect of Record		\$1,474.00	Passed 12/20/05
		Z	0	Gordian Fee/2 Porches Over Exis	GORDIAN		\$237.79	Passed 02/22/05
		Ø	0	fire alarm study design services	A/E-0 Project Architect of Record		\$34,149.00	Passed 09/07/04
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1								

#### SECTION H.03 - INITIATE AJOCS WORK ORDER

#### DASNY CONTRACT MANAGER USERS' GUIDE - FINANCIALS

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9. Click "collapse all".	Control Center > Future Commitme	ints Log >	darev, zvor nedcustom fields Ørissues Ørattachments ■ expand all ■ ecollapse all
10. Enter the name of the company in the <b>Title</b> field.	Spelling Asc Print Form S Print Preview 2	Future Commitment Number* Title	00018 PTR construction fencing, site prep
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<ol> <li>In the "Cost Type" field, select "Estimated" from the drop- down list.</li> </ol>		<ul> <li>Remarks</li> <li>Work Order to install construction fencing, ler performing Phase 1 work.</li> </ul>	rel the site and provide gravel for parking and trailers. Request PTR Construction who is already mobilized on site
13. Expand the <b>Remarks</b> section. ●		> Details > Line Items	, v
14. Enter a brief <b>description</b> of the work.		Custom Fields  Frocurement Method * To Vendor*	top of β ge selectxclepr selectxclepr
15. Expand the Custom Fields section.		Multi-Project Term Contract#	
16. Next to "Procurement Method" click the "select" link.			_
<ul> <li>The <u>Select Field Value window</u> opens.</li> <li>17. Click "WTER – JOC Work Order" to highlight it.</li> <li>18. Click the "Select" button.</li> <li>The <u>Select Field Value</u> window will close.</li> </ul>	https://ew01my0adspring2.com - Select     Select Field Value     ARFP - Multi-Project P/S Contract     BBIO - Construction Contract     CBID - Multi-Project Const Contract     CENR - Multi-Project Const Contract     CENR - Multi-Project Const Contract     CENR - Multi-Project Const Contract     TER - Term Contract Work Authorize     WTER- JOC Work Order	help	3 https://ew01.myloadspring2.com - Select Field Value - Microsoft Internet    ∑ X
19. Next to "To Vendor" click the "select" link.	Select	Cancel	https://wwb1.myloadspring2.com - Select Field Value - Microsoft Internet X Select Field Value help [
The Select Field Value window opens.			C-113 Phase 1 Prime Contractor (undefined) C-114 Phase 1 Prime Contractor (undefined) C-115 Phase 1 Prime Contractor (undefined)
<ul> <li>20. Select the company placeholder noted in steps 4 and 5 above.</li> <li>21. Click the "Select" button.</li> <li>The <u>Select Field Value</u> window will close.</li> </ul>	•		C201 Fhase 2 General Contractor         C202 Phase 2 Electrical Contractor         C203 Phase 2 Functional Contractor         C204 Phase 2 Punne Contractor (undefined)         C205 Phase 2 Pinne Contractor (undefined)         C205 Phase 2 Pinne Contractor (undefined)         C207 Phase 2 Pinne Contractor (undefined)         C208 Phase 2 Pinne Contractor (undefined)         C209 Phase 2 Pinne Contractor (undefined)         C210 Phase 2 Pinne Contractor (undefined)         C211 Phase 2 Pinne Contractor (undefined)         C212 Phase 2 Pinne Contractor (undefined)         C213 Phase 2 Pinne Contractor (undefined)         C214 Phase 2 Pinne Contractor (undefined)         C213 Phase 2 Pinne Contractor (undefined)         C215 Phase 2 Pinne Contractor (undefined)         C315 Phase 2 Pinne Contractor (undefined)         C316 Phase 2 Pinne Contractor (undefined)         C317 Phase 2 Pinne Contractor (undefined)
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31. If this window appears, click "Yes".	Opening this item will save the changes you have made to the document.		
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in the Line Item Total field.		Cost Code A Title NOT COSTED NOT COSTED	Distributed 7,400.00
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<b>35.</b> Select <b>cost code 05</b> (Construction).	end (Chara Daviest and th)		
The Select Cost Code window will close.	select 79 (Fine Art)		
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an Olick the "add belower" link. The NOT COSTED		Activity ID	
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**PAGE 166** *Rev 04/*2010 © 2007 Dormitory Authority of the State of New York Copyright claimed exclusive of Primavera content You are returned to the Future Commitment Document.

- **38.** Scroll down to the bottom of the window and click the "**Save**" button to save your work.
- **39.** After the next integration cycle is complete, the CR number will appear in the **Custom Fields** section.
- **40.** Before submitting the required paperwork, confirm that funding is available in Cost Code 05 to cover the amount of the new contract.
- **41.** Confirm that an additional 0.1% (0.001) of the contract amount is available in Cost Code 06 (other project costs) to cover DOL fees.
- **42.** Confirm that an additional 1.15% (0.0115) of the contract amount is available in Cost Code 04 (construction consultants) to cover Gordion Group fees.
- **43.** To print the form, select "**Advanced Print**" from the drop-down list then click "**Go**". Select the "Request for JOCs Services" form and preview it.
- 44. Submit the required paperwork per **DASNY Policies and Procedures**.

return to table of contents

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	> Issues Ø > Attachments Ø		top of page

#### H.04

### Initiate a New Bid Construction Contract

Before beginning, determine which **placeholder** to use for the new construction contract.

- 1. Open the **Companies** log.
- 2. Change to the "By Role" view, click "Go".
- 3. Scroll down to the section of "Contractor" companies.
- 4. Note which placeholders are already in use. Choose a unique placeholder that is not being used on your project for the new construction contract. Refer to **APPENDIX VI on page 291** for a list of naming conventions for the placeholders.

In this example, we will use C-304 for the Phase 3 Plumbing Contractor, which is not in use for any other company.

New Construction Contracts are initiated in the **Future Commitments module**.

- 5. Open the Future Commitments log.
- 6. Click the "Add Document" button.

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	_ (		Placeholder	Company Name	Key Contact	Abbreviation	Tax ID Number	Logo
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		1	<ul> <li>C-201</li> </ul>	PTR Construction	Steve Jordan	123362	160871037	
		e i	<ul> <li>C-205</li> </ul>	C-205 Phase Fire Alarm Contract	To Be Determined	C-205		
		ď	<ul> <li>C-301</li> </ul>	Midstate Construction, Inc.	Gregory Christian	876231	634234509	
	I	ď	<ul> <li>C-302</li> </ul>	Phase 3 Electrical Contractor	To Be Determined	C-302		
		ľ	<ul> <li>C-303</li> </ul>	Phase 3 HVAC Contractor	To Be Determined	C-303		
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		ď		Delta Engineers, P.C.	Anthony Paniccia	122669	161294009	delta2.br
		ď		Woolley Morris Architects, PC	Rick Morton	132701	161407894	WMA.brr
		2		Klepper, Hahn, and Hyatt	James D'Aloisio	A/E-2		
		e i		Keplar Engineers	Roy Green	A/E-3		
		ď		Enviro-Control Technologies	Robert Fisher	113313	161351417	
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		e i	<ul> <li>Roof Moisture Inspection</li> </ul>	A/E-1 Design Professional/Subconsultant	\$1,250.00	Declined 12/0
	1	s i	Project Air Monitoring for ACM	A/E-4 Design Professional/Subconsultant	\$87,237.00	) Passed 06/17,
	1	e i	WA for lightning protection	A/E-0 Project Architect of Record	\$1,474.00	) Passed 12/20,
		RÍ -	Gordian Fee/2 Porches Over Exis	GORDIAN	\$237.79	Passed 02/22
		¥	fire alarm study design services	A/E-0 Project Architect of Record	\$34,149.00	) Passed 09/07,
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#### DASNY CONTRACT MANAGER USERS' GUIDE - FINANCIALS

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7. Click " <b>collapse all</b> ".	Print Form         Dimber*         Doll 9           Print Preview         Trife         Construction Contract           Generate Future Finding         Date         Jul 13.2006         US           Cost         \$26.497.15         Cost         \$26.497.15
8. Enter a brief description of the bid package in the <b>Title</b> field.	Select en ection Cost Celegory * Commitment Cost Celegory * Commitment Cost Type * Estimated
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15. Next to "Procurement Method" click the "select" link.	Billo - Construction Contract CBID - Multi-Project Const. Contract CEMR - Multi-Project Const. Contract PPO - Purchase Order (Placeholder) PRPP - Professional Services Contract TTER-T- Term Contract Work Authorization
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17. Click the "Select" button.	Select Cancel
The Select Field Value window will close.	
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19. Select the placeholder for the bid package from step 4. Make sure you select a placeholder that is not already in use for another company on your project.	C-212 Phase 2 Prime Contractor (undefined) C-213 Phase 2 Prime Contractor (undefined) C-214 Phase 2 Prime Contractor (undefined) C-214 Phase 2 Prime Contractor (undefined) C-310 Phase 3 Electrical Contractor C-310 Phase 3 Phine Contractor (undefined) C-310 Phase 3 Phine Contractor (undefined)
20. Click the "Select" button.	Select Cancel
PAGE 170 Rev 04/2010	© 2 Presson Copyright claimed exclusive of Primavera content



You are returned to the Future Commitment Document.

**32.** Scroll down to the bottom of the window and click the "**Save**" button to save your work.

After the next integration cycle is complete, the CR number will appear in the **Custom Fields** section.

Submit the required paperwork per **DASNY Policies and Procedures**.

Before recommending awarding a contract to the low bidder, confirm that funding is available in <u>Cost Code 05</u> (construction) to cover the amount of the new contract.

In addition, confirm that an additional 0.1% of the contract amount is available in <u>Cost Code 06</u> (other project costs) to cover DOL fees.

<u>The required forms are not available in Contract Manager</u>, they must be obtained from the DASNY intranet and you must type all pertinent information on the intranet form.

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		Declined		
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#### H.05

### Update Bid Info on a Future Commitment

Future Commitments for Bid Construction, Professional Services and JOCs contracts are entered based on estimated costs. Before submitting a recommendation to award, the company information and contract cost must be updated in Contract Manager.

- 1. Open the Future Commitments module.
- Locate the Future Commitment document to be updated.
   Open it by clicking the Edit symbol.

The Future Commitment will open

- 3. Click "collapse all".
- 4. Edit the **Title** to include the **name of the company**.
- 5. Expand the Line Items section.
- 6. Click the edit icon to open the line item.
- 7. If this window appears, click "Yes".

The Future Commitment Item window opens.

- Edit the line item total to match the actual contract amount. The Costing section will update automatically.
- 9. Scroll down to the bottom of the window and click the **Save & Close** button.





Opening this item will save the changes you

the future, continue without asking

Yes No

have made to the document

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Do you want to continue?





- 10. Expand the Custom Fields section. Note the To Vendor placeholder used.
- 11. Click the return to control center link.

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- 12. Open the Companies log.
- 13. Choose the By Role view, click "Go".
- 14. Scroll down to the group of Contractor companies. Locate the placeholder used for your bid package noted above. Open it by clicking the Edit icon. S.

The Company will open.

#### 15. Click "collapse all".

16. Update the **Company Name** to the actual name of the low bidder's company.

Do you want to continue?

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Yes

No

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17. Expand the **Contacts** section. Click the "Add" button.

18. If this window appears, click "Yes".

**PAGE 174** Rev 04/2010

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The Contact window opens.

- **19.** Enter the initials, name, address, email address and other information for the main contact person.
- 20. Click the Key Contact for this Company checkbox.
- 21. Scroll down and enter the contact's address, telephone number and the email address.
- 22. Scroll down and click the Save and Close button.

The Contact window closes and the new contact information appears in the Company.

- 23. <u>Confirm that "To Be Determined" is NOT the key contact for</u> <u>this contractor</u>. The approved Contract will be blocked if "To Be Determined" is the Key Contract.
- 24. Click the oreturn to control center link.
- **25.** Confirm that funding is available in the appropriate Cost Code to cover the amount of the new contract.
- If this is a construction contract, confirm that an additional 0.1% (0.001) of the contract amount is available in Cost Code 06 to cover DOL fees.
- 27. Submit the required paperwork per **DASNY Policies and Procedures** to complete the process.

return to table of contents



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H.06

### **Decline a Future Commitment**

If you entered a Future Commitment and will not be submitting the paperwork to Contracts as originally intended, you must <u>decline</u> <u>the CR#</u> to remove it from anticipated commitments against the project Funding.

- 1. Open the Future Commitments module.
- Locate the Future Commitment to be declined. Open it by clicking the Edit icon.
- 3. Click "collapse all"
- 4. Add "DECLINED" to the **Title**.
- 5. Expand the "Custom Fields" section.
- 6. Check the **Decline Request** checkbox.
- 7. Delete the Integration Message.
- 8. Click the "Save" button.

When the integration runs, the status will change to "REJ – Rejected", a Declined message will appear in the Integration Message field and the commitment will no longer appear on the cost worksheet.

return to table of contents

Once integrated, Declines cannot be undone.

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## SECTION J MANAGE FUNDING
J.01

## **Check Available Funding**

Funding information is located in the **Cost Worksheet**.

Select the "Short" layout from the drop-down menu. Click "Go".

The **Revised Funding** column shows the current funding in each cost code.

The **Revised Commitment** column shows the total of all approved contracts and purchase orders for each cost code.

The amount of funding currently available = [Revised Funding] minus [Revised Commitment]. But this calculation will not include Pending items in JDE.

The **Projected Commitment** column shows the total of all approved and pending contracts and purchase orders for each cost code.

The **Actuals Received** column shows the total of all payments made and purchase orders issued for each cost code.

Click the "Print Preview" button to view the JSI report.

A shortcut to the JSI report is also available on the Control Center.

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Print Preview	1	o 03	Design Consultants	\$11,461,601.00	\$11,461,601.00	\$11,417,989.68	\$11,482,378.68
		o 04	Construction Consultants	\$5,755,172.00	\$5,755,172.00	\$3,722,638.00	\$3,722,638.00
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J.02

### **Funding Increase or Decrease**

Funding increases and decreases are entered in **Change Management**.

- 1. Open the Change Management module.
- 2. Switch to the "All" layout, click "Go".
- 3. Scroll down to the "Funding Changes" section.
- If a Change Management document exists for Funding Increases and Decreases open it by clicking the edit icon and <u>skip to step 10</u>.
- If there is no Change Management document for Funding Increases and Decreases, create one by clicking the "Add Document" button.

A new Change Management document will open.

- 6. Click "collapse all".
- In the "Title" field, enter "All Funding Increases and •
   Decreases".
- Expand the Remarks section. Enter "Funding \_ Increase/Decrease".
- 9. Scroll down to the bottom of the window and click the **Save** button to save your work.
- 10. Expand the **Commitments** section.
- 11. Click the "**Add**" button.

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	💕 🔹 C3189	air monitoring delete	Jul 6, 2005	Out of Scope	\$0
	💕 o C3193	Sampling/Analysis (Design Phase)	Nov 8, 2005	Out of Scope	\$0
	💕 🛛 C3195	Amendment to Woolley Morris	May 15, 2006	Out of Scope	\$0
	💕 o C3199	Roof cuts/repair amendment	Aug 28, 2006	Out of Scope	\$0
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The Add Commitment Row window opens.				lspring2.com - Add Commitment Ro.	🗆 🗙
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16. Click the " <b>select</b> " link next to <b>Contract</b> . ●		return to Change Management or roturn to log return to control center	Trite Trite Status - (no BIC selected> > Status - (no BIC selected> > Summary > Line Items > Details > Schedule ■	Funding Increase \$0.00	Dete Jul 26, 2007 E
The Select Contract window opens.	The second secon		> Schedule =		top of page
17. Select "Funding".	Select Contract Search Contracts All AB CD EFG HIJKLM N OPQR STUVWXYZ os Contracts Actual Cost W/O Commitments (ACTUAL_COST) sete: Actual Cost W/O Commitments (ACTUAL_COST) sete: Building Shell inprovements (126386) sete: DOL Fee Holding Contract (120297) sete: Funding (FUNDING) sete: Funding (FUNDING) sete: Funding (FUNDING) sete: Penthouse Expansion Construction (876291) sete: Penthouse Expansion Construction (876291) sete: Sete: Penthouse Expansion Construction (876291) Sete: Se				
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A https://ewill.myloadspring2.com - Lump Sum - Microsoft Internet Explorer r

The **Select Contract** window closes and you are returned to the Change Order document.

- 18. Expand the Line Items section.
- 19. Click the "Add Lump Sum" button.
- 20. If this window appears, click "Yes".

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The Lump Sum window opens. Enter a Description.

- Enter the total amount of the funding increase or decrease in the "Lump Amount" field. Enter a decrease as a negative number. Do NOT use "\$" or commas.
- 22. In the Costing section click "Add".

The "Select Cost Code" window opens.

23. Select the appropriate cost code.

The "Select Cost Code" window closes and you are returned to the Lump Sum window.

24. Click "add balance".

**NOTE:** You may add funding to more than one cost code by adding additional lines in the Costing section. The total of all lines must equal the amount entered in Line Items above.

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### SECTION J.02 - FUNDING INCREASE / DECREASE

- **25.** Click the "**Save and Close**" button. You are returned to the Change Order document.
- 26. Expand the Details section.
- 27. In the Reason for Change Order field, select \*FUNDING\* "Increase/Decrease" from the drop-down list.
- 28. Click the Save button.
- 29. Click "return to change management".

The Change Document you just created is in the Commitments section. If there is more than one it is the last one on the list.

30. Wait for an integration cycle to occur to obtain a JDE CR#.

Follow **DASNY's Policies and Procedures** and submit the required paperwork to complete the process.

return to table of contents

### DASNY CONTRACT MANAGER USERS' GUIDE - FINANCIALS

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## Locate the JDE CR# and Approvals

A JDE CR# is required to complete the funding increase and decrease procedures.

- 1. Open the Change Management module.
- Open the Change Management document that contains your funding change by clicking the edit icon.

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	■ C4949	A/CUngrade & Penthouse Expansion	May 2, 2005	Out of Scone	\$43.50
		[First] [<< Previous] 1 2 3 [Next >>] [Last]	Find		<u> </u>

The Change Management document opens.

- 3. Click "collapse all".
- 4. Expand the **Documents by Phase** section by clicking the triangle. Locate your Change Document. The newest documents are on the top of the list.
- 5. Click the title of the document to open it.

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### DASNY CONTRACT MANAGER USERS' GUIDE - FINANCIALS

The Change Order opens in View Mode.

- 6. Click "collapse all".
- 7. Expand the Custom Fields section.

If the funding change requires pre-approvals, they are located here.

- 8. Expand the Custom fields section. Scroll down and note the Integration Message and JDE Change Request #.
- If the document has a Failed Integration message, click "Edit Document" and correct the information indicated in the failed message.

Follow **DASNY's Policies and Procedures** and submit any required paperwork to complete the process.

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J.04

## **Funding Reallocation**

Funding Reallocations are entered in Change Management.

- 1. Switch to the "All" layout, click "Go".
- Scroll down to the "Funding Changes" section. 2.
- 3. If there exists is a Change Management document for **Funding Reallocations** open it by clicking the edit icon and skip to step 9.
- 4. If there is no Change Management documen Reallocations click the "Add Document" butt
- A new Change Management document opens.
- Click "collapse all". 5.
- In the "Title" field, enter "Funding Reallocati 6.
- Expand the Remarks section. Enter "Fundir 7.
- Click the Save button to save your work. 8.
- Expand the Commitments section by clicking 9.
- 10. Click the "Add" button.

The Add Commitment Row window opens.

- 11. Select "4. Final Change Order". •
- 12. Click the "OK" button.

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### SECTION J.04 - FUNDING REALLOCATION

### DASNY CONTRACT MANAGER USERS' GUIDE - FINANCIALS



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Lump Sum

The Lump Sum window opens.

- 20. Enter a **Description** for the document.
- 21. The "Lump Amount" always remains \$0 on a reallocation.
- 22. In the Costing section click "Add Multiple Cost Codes".

The "Add Multiple Cost Codes" window opens.

- 23. Select all the cost codes you will be using.
- 24. Click the "Save" button.

The "Add Multiple Cost Codes" window closes and you are returned to the Lump Sum window.

- **25.** Enter the amount you are adding to or removing from each cost code. Do not use "\$" or commas.
- 26. When you are finished **the total of all lines must equal 0**. If the "NOT COSTED" line is visible the total does not equal 0.
- 27. Click the "Save and Close" button.

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Codes". 🔍	Line Item No. * 00001
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You are returned to the <u>Change Order</u> document.

- 28. Expand the **Details** section.
- **29.** In the **Reason for Change Order** field, within \*FUNDING CHANGES\* select "**Reallocation**" from the drop-down list.
- **30.** Scroll down to the bottom of the window and click the "**Save**" button to save your work.

- 31. Expand the **Custom Fields** section. When the document integrates, a JDE CR# will appear **and the reallocation will be completed**. No further action is required.
- 32. If you receive a FAILED integration message, make the corrections indicated in the message. Exact funding must be available in the cost code being reduced in order for the document to pass integration.

Note: If you are reallocating funding into or out of the Labor Line (category 09), please send a notification to the CTGmailbox@dasny.org including the project and change request number.

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# SECTION K AMENDMENTS TO CONTRACTS

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### DASNY CONTRACT MANAGER USERS' GUIDE - FINANCIALS

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15. Select the appropriate <b>From</b> * contact.			Status - Rick Morris * New Item		(adys)
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16. Expand the <b>Details</b> section.			▶ Line Items		
			<ul> <li>Details</li> <li>Description</li> </ul>		
17. Enter a detailed <b>Description</b> of the additional se	ervices; this		Client requested security upgrades to be	added to design to comply with new state wide regulations.	*
description will print on the Notice to Proceed for					
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18. Within the Spec Section, select 000049 Pollution		$\rightarrow$	Spec Section	20mmitment	Cost Type Pending
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20. Print the Notice to Proceed form. It is required	d when submitting		Issues 🖉		top of page
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Note: Make sure the information entered in the N	lotice-to-Proceed is				

correct. You cannot edit the Notice-to-Proceed once the final amendment has been created.

21. Click the Return to Change Management link.

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DASNY CONTRACT MANAGER USERS'	GUIDE – FINANCIALS		SECTION K.01 – AMENDMENT TO A P/S CONTRACT
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The Change Order window will open.

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The Change Unit window closes and you are returned to the Change Order document.

#### Not Applicable select. Number\* 00005 Title Wooley Morris addit'l design servcs Jul 15, 2008 Date return to Change Management Time Change 0 (days) \$21,000.00 Total Cost Status - Rick Morris \* New Item 🕨 Summary 🗎 top of pag ✓ Line Items Add Lump Sum Add Unit Price Copy from Contract Net Amount Tax Rate Sales Tax Line Item No. Quantity Units of Measure Description Unit Price \$21,000.00 200001 0.00000 \$0.00 Grid Totals: 0.00 \$21,000.00 \$0.00 4 Details Schedule top of pag 35. Expand the Custom Fields section. 🛚 Custom Fields 🛃 top of pag Drawing Reference Location OSHA Reference 36. Enter the required approval dates. Spec Reference Labor Component (\$) 0.00 37. Click the Save button to save your work. Director/Chief Preapprove Director of PM Preapo 172 172 Manag. Director Preapprov 172 38. Wait for an integration cycle to run. DASNY Rep Prepares RFA 1 2 Dir/Chief Approves The integration message and JDE CR number will appear here. 112 Jul 15, 2008 172 PM Receives Proposa Jul 15, 2008 PM Reviews Proposal Jul 15, 2008 12 PM Receives CO Before submitting the required paperwork, confirm that funding is Hazardous/Asbestos Materials П Permits select... x clea available to cover the amount of the Amendment. Design Status select... × clear Follow DASNY's Policies and Procedures and submit the Integration Messages Passed 00045 required paperwork to complete the process. JDE Change Request# Declined 🕨 Issues 💋 top of pa return to Change Management return to log 39. Click the "return to Change Management" link. > Attachments 📝 top of pag Cancel Save

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DASNY CONTRACT MANAGER USERS' GUIDE – FINANCIALS

SUC OSWEGO BLDG. IMPROVEMENTS (108707)

Change Order

Rick Morris

Woolley Morris Architects, PC

Dormitory Authority - State of NY

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from the onalige management window.		Total Included: \$0.00 \$0.00
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### K.02

## **Cutback / Extension to Term Work Authorization**

## The following instructions are to add or cut back work on existing line items in a Term Contract payment requisition.

If you are adding work that is not described on the existing lines of the requisition, then you are adding scope. When adding scope you must initiate a new Work Authorization as shown in Section H.

### Before beginning, have the following information at hand:

- The contract and work authorization number you are amending; and
- The number(s) of the payment line(s) you are amending.

### Cutbacks and Extensions are entered in Change Management.

- 1. Open the Change Management log.
- 2. Switch to the "All" layout, click "Go".
- 3. Click the "Add Document" button.
- A new Change Management document will open.
- 4. Click "collapse all".
- In the "Title" field, enter a brief title for the Amendment (it is helpful to include the consultant's name in the title).
- 6. Expand the Commitments section.
- 7. Click the "Add" button.

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15. Click the "Add Lump Sum" button.			•		,
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### SECTION K.02 - CUTBACK / EXTENSION TO A TERM WORK AUTHORIZATION

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16. Enter a brief description within the <b>Description</b> field.		Change Proposal Unit Type Lump Sum	<b>T</b>
		Line Item No. * 00001	
17. In the Lump Amount field, enter the total dollar amount of the		Description	
Amendment. DO NOT use a "\$" or commas.		Brief Description	
to In the Coeffing eastion eligit the "Add" button		Lump Amount (\$) 21000	
18. In the <b>Costing</b> section click the "Add" button.		Tax Rate 0.00000 Sales Tax (\$) 0.00	
		Line Item Total (\$) 21,000.00	
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"03 Design Consultants";	Select Cost Code	Search	•••
<ul> <li>"04 Construction Consultants" or</li> </ul>	Cost Codes All 0123456789 Other	Sorted by cost code   Sort by	tie
"06 Other Project Costs".	elect 02 (Land Acquisition) elect 03 (Design Consultants) elect 04 (Construction Construction electronic 05 (Construction Construc- electronic 05 (Contingency) electronic 03 (Contingency) electronic 03 (Contingency) electronic 03 (Contingency) electronic 03 (Contingency) electronic 03 (Contingency)	15)	
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<b>20.</b> Next to the cost code, click the " <b>add balance</b> " link.	Primavera	Activity ID	
The "NOT COSTED" line disappears.		▶ Custom Fields 🖻	top of page
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Aug 6, 2007 🛛 🔛

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- 22. Expand the **Details** section.
- 23. Enter the **Description** that will print on the Amendment form. DO NOT use any symbols i.e.@#\$%^&\*()";:' in the text other than typical punctuation.
- 24. Within the Spec Section, select 000049 Pollution Remediation Work (GASB 49) if the change involves Pollution Remediation Work.

Otherwise, select the 000000 (Procurement).

25. In the Reason for Change Order field, select "Amendment (Any Type)" from the drop-down list.

Wait for an integration cycle to run and obtain a JDE CR# before printing the Amendment form.

**Before** submitting the required paperwork, confirm that funding is available cover the amount of the Amendment.

Follow **DASNY's Policies and Procedures** and submit the required paperwork to complete the process.

### K.03

## **Cutback / Extension to a JOCs Work Order**

## The following instructions are to add or cut back work on existing line items in a JOCs payment requisition.

If you are adding work that is not described on the existing lines of the requisition, then you are adding scope. When adding scope you must initiate a new Work Order as shown in Section H.

Before beginning, have the following information at hand:

- The Contract and Work Order number you are amending; and
- The number(s) of the payment line(s) you are amending.

Cutbacks and Extensions are entered in Change Management.

- 1. Open the Change Management log.
- 2. Switch to the "All" layout, click "Go".
- 3. Click the "Add Document" button.
- A new Change Management document is created.
- 4. Click "collapse all".
- 5. In the "**Title**" field, enter a brief description of the Amendment (include the contract # or the contractor's name).
- 6. Expand the **Commitments** section.
- 7. Click the "Add" button.

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### SECTION K.03 - CUTBACK / EXTENSION to a JOCs WORK ORDER

DASNY CONTRACT MANAGER USERS' GUIDE - FINANCIALS

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9. Select "Final Change Order".	Primavera		C Negotiated (Not	quest for Proposal) ice to Proceed) ange Order)		
10. Click the "OK" button.						
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to the Change Order document.		Control Center > Change Orders I Change Order		x.	🖹 summary 📕 sched	lule 🖆 custom fields 🖉 issue: 🖉 attachment:
11. Click the " <b>collapse all</b> " link.		Spelling <sup>A</sup> B				e expand all e collapse a
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The <b>Select Contract</b> window opens.	elect Contract New 2	<ul> <li>return to Change Management</li> <li>return to log</li> </ul>	Number** Title	PTR cutback to close contract	Date	Jul 30, 2007 🗱
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123	Larces		To *	PTR Construction Steve Jordan		select
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correspond with each line of the payment re extended or cut back.	equisition being		Add Lump Sum	Add Unit Price Copy from Contrac Units of Measure Description Un	nit Price Net Amount	Tax Rate Sales Tax I
15. Click the "Add Lump Sum" button.						,
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### SECTION K.03 – CUTBACK / EXTENSION to a JOCs WORK ORDER

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<ul> <li>16. In the Description field, enter "extension [or cupayment line [enter the line number and destination of the description will be the text on the new payment it must be brief.</li> <li>17. In the Lump Amount field, enter the total dollar the extension (or cutback). DO NOT use a "\$" of this is a cutback, enter a negative number.</li> </ul>	ment line		Line Item No.* 0000 Cutback all remaining lines Lump Amount (\$) -2,43 Tax Rate 0.000 Sales Tax (\$) 0.00 Line Item Total (\$) -2,43	38.88	
<ul><li>18. In the Costing section click the "Add" button.</li></ul>	Dryak/carganyarya states (etc.)	Ibrend for y Anny and X	Material Name Material Title Activity ID Custom Fields		select × clear
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The <u>Select Cost Code</u> window closes.	Cavel	Diremet -	Primavera		A District
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21. Scroll to the bottom of the window and click the "Save and Close" button.		Print From A	Contract* • To* P From* D	a JOCS/2 Porches Existing Doorwa (S PTR Construction Steve Jordan Dormitory Authority - State of NY Not Applicable	19769-007)
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24. Within the Spec Section, select 000049 Pollution Remediation Work (GASB 49) if the change involves Pollution Remediation Work.	Spelling     Put     > Line Items       Print Form     >     > Details       Print Form     >     Description       Cutback all remaining lines to     Select on action	close contract. Contract is currently paid 50% and all work is complete
Otherwise, select the 000000 (Procurement)	return to log     return to control center     Spec Section     Cust Category     Required Date	Contributionent Cost Type Pending Aug 6, 2007
<ul><li>25. In the Reason for Change Order field, select "Amendment (Any Type)" from the drop-down list.</li></ul>	Previous Change Management Phase Change Management Number Fleason for Change Orco meteor Cange Orco	PTR cutback to close contract (C4964) Collected Into Change Number
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	> Issues Ø	top of page top of page
<b>Before</b> submitting the required paperwork confirm that funding is		Save Cancel

**Before** submitting the required paperwork, confirm that funding is available to cover the amount of the Change Order.

Wait for an integration cycle to run and obtain a JDE CR# before printing the form.

Follow **DASNY's Policies and Procedures** and submit the required paperwork to complete the process.

### K.04

## Locate the CR# and Approvals, Print forms

A **JDE CR#** is **required** before requesting pre-approvals and printing the Amendment forms.

- 1. Open the Change Management log.
- 2. Change the log Layout to "All", click "Go".

Amendments that <u>have not integrated</u> appear in the first grouping of documents at the beginning of the log.

Amendments that <u>have integrated</u> appear in one of the following groups:

- "JOC Work Order Extensions";
- "P/S Consultant Amendments"; or
- "Term Work Auth Extensions"

Open the Change Management document that contains your Amendment.

- 3. Click "collapse all".
- Expand the Documents by Phase section by clicking the 
   triangle.
- 5. Click on the Amendment title to open it.



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						_	Total Included:
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The Change Document opens in view mode.

- 6. Click "collapse all".
- 7. Click "custom fields".
- Scroll down to the bottom of the window and note the Integration Message and JDE Change Request #.

If the document has a **Failed** Integration message, click "**Edit Document**" and correct the information indicated in the failed message.

Refer to **Appendix V on page 281** for additional information on the integration messages.

9. <u>To print the Amendment</u> form, select "Advanced Print" from the drop down menu and click "Go".

### The Print Window opens.

- 10. Select the appropriate form and click the **Preview** button.
- 11. From here you can **Print** or **Email** the selected form.
- **12.** When finished printing, click the "**Close**" button to return to the Change Document.

You must be in the *Change Document* to print forms. You cannot access the forms from the Change Management document.

Follow **DASNY's Policies and Procedures** and submit the required paperwork to complete the process.



K.05

### **Decline an Amendment**

If you entered an Amendment and will not be submitting the paperwork to Contracts as originally intended, you must <u>decline</u> <u>the CR#</u> to remove it from anticipated commitments against the project Funding.

You can only decline Amendments that have integrated.

Amendments are located in Change Management.

- 1. Open the Change Management log.
- 2. Open the Change Management document that contains the Amendment to be declined.

Amendments that have integrated appear in one of the following groups:

- "JOC Work Order Extensions";
- "P/S Consultant Amendments"; or
- "Term Work Auth Extensions"
- 3. Expand the **Documents by Phase** section.
- 4. Open the Amendment by clicking its' title.

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		💕 o C3199	Roof cuts/repair amendment		Aug 28, 2006	Out of Scope	s
	-/	🗹 🛛 C4949	A/C Upgrade & Penthouse Expansion		May 2, 2005	Out of Scope	\$43,50
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The Change Order opens in view mode.	PRIMAVERA     log out     OSW	GC-Building Improvements (9) (252010)	🖹 Transmittal Queue	📲 Print 🔍 Search 🛛 🕑 Jul 31, 2007
5. Click "collapse all".	Control Center > Change Orders Log Change Order		🖹 summary 🗮 schedue 🖻 custom field	ds issues attachments expand all • collapse all
6. Click the "Edit Document" button.	Edit Document	Change Order Type * Contract*	Change Order • SUC OSWEGO BLDG, IMPROVEMENTS (108707) Woolley Morris Architects, PC	
You are now in edit mode.	Advanced Print 🔽 🖙	To* From*	Rick Morris Dormitory Authority - State of NY Not Applicable	
7. Click the "custom fields" link. ●	<ul> <li>return to log</li> <li>return to control center</li> </ul>	Number* Title Total Cost	00005 Wooley Morris additt design servcs Date \$21.000.00 Time Change (days)	Jul 30, 2007 0
		Status - Rick Morris      New Item     Summary     Line Items		top of page
8. Scroll down to the bottom of the window.				expand all e collapse all
9. Check the Decline Request checkbox.	Spelling ABC Print Form ABC Print Preview &	Dir/Chief Approves PM Request Proposal	Jul 30, 2007	<u> </u>
10. Click the "Save" button.	Select an action 💌 💿	PM Receives Proposal PM Reviews Proposal PM Receives CO		
	<ul> <li>return to log</li> <li>return to control center</li> </ul>	∞ JOC WORK ORDER INFO ∞ Hazardous/Asbestos Materials		
Once integrated, the status will change to "REJ – Rejected", a Declined message will appear in the Integration Message field and the commitment will no longer appear on the cost worksheet.		Permits Design Status ** TRANSACTION INFO ** Integration Messages JDE Change Request#	Passed 7/30/07 at1:19 pm	select × clear
Declines cannot be undone.		JDE Change Order# Declined > Issues Ø		top of page
		> Attachments 📝		top of page
			Save Cancel	

# SECTION L CONSTRUCTION CHANGE ORDERS

This page intentionally left blank.
## Initiate a Change Order (EST, RFP or NTP)

Construction Change Orders are entered in the **Change Management** module.

Before beginning, obtain the following information:

- The contract number;
- The estimated cost of the change;
- The spec section most affected by the work;
- The reason for the change order (change reason code);
- The Justification and Scope of Work.
- 1. Open the Change Management module.
- 2. Click the "Add Document" button.

A new Change Management document opens.

- 3. Click "collapse all".
- 4. Enter a **Title** for the Change Order. It is useful to include the name of the contractor in the title.
- Expand the Remarks section. Enter the Justification for the change order. This is an explanation of the situation and issues that created the change. The Justification text prints on the Change Request Summary Form, but not on the Change Order forms seen by the contractor.
- 6. Expand the Commitments section. Click the "Add" button.

# The **Change Management document** is a **container** for the stages of a Change Order:

Estimate (EST),

Request for Proposal (RFP),

Notice To Proceed (NTP)

The final negotiated Change Order (CO).

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Fillin Fleview	L9(	ď	<ul> <li>C3196</li> </ul>	Roofing issues for Seneca Hall		Nov 18, 2005	Out of Scope		4
		ď	o C3197	Cracks in Aggregate Panels		Jun 28, 2005	Out of Scope		4
Select an action	Go	¥	<ul> <li>C3198</li> </ul>	Concrete Repairs		Jul 22, 2005	Out of Scope		:
		ď	<ul> <li>C3200</li> </ul>	Penthouse Expansion & A/C Upgrade		Jun 7, 2005	Out of Scope		
		ď	<ul> <li>C4951</li> </ul>	Addtional Parking lot		Jul 27, 2007	Out of Scope		1
return to control c	enter	V Co	nstruction Ch	ange Orders (Change Group)					
			Number	Title		Dated	Scope	Estima	ted Commitm
		ď	<ul><li>00001</li></ul>	Roofing System Change		Jun 10, 2005	Out of Scope		1
		ď	♦ 00002	additional chipping.pound rebar		Jun 13, 2005	Out of Scope		\$4,0
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https://ew01.myloadspring2.com - Primavera -\_ 🗆 🗙 7. If this window appears, click "Yes". Opening this item will save the changes you have made to the document. Do you want to continue? 🚰 https://ew01.myloadspring2.com - Add Commitment Ro... 💶 🗙 In the future, continue without asking Add Commitment Row. The Add Commitment Row window opens. Add a Commitment row starting with the following Yes No phase: 8. Select "Estimated", "Request for Proposal" or "Notice to 🖹 Primavera 🛛 🔒 🎱 Internet Estimated (Estimate) Proceed" C Quoted (Request for Proposal) (Notice to Proceed) Negotiated In this example we are creating a Notice to Proceed. O Final (Change Order) Click "OK". 9. пк Cancel 🔒 🥝 Internet 🙆 Primavera 🖹 Transmittal Queue 🔃 Print 🔍 Search 😨 🕭 PRIMAVERA A new change document opens corresponding to the type 💠 log out ontrol Center > Proposals Log : · Return to Change Manageme selected (in this example, Notice to Proceed). The Title was ≡ schedule 🖻 custom fields 🖉 issues 🖉 attachment: Notice to Proceed e expand all e collapse a copied from the Change Management document. Notice to Proceed Spelling <sup>A</sup>BC Type\* Notice to Proceed Print Form 8 Contract\* select.. Print Preview ß 10. Click "collapse all". 5 Select an action... 💌 😡 From \* <none selected> select. 11. Next to **Contract**, click the "**select...**" link. 00001 Number\* return to Change Management
 return to log
 return to control Title Castle Const. additl ACM abatement Jul 31, 2007 🔛 Date Time Change 0 (days) Total Cost \$0.00 Status - <no BIC selected> \* New Iter Line Items Details 🕨 Schedule 🧮 top of page Custom Fields d top of page 🕨 Issues 💋 top of pag elect Contract Search The Select Contract window opens. All ABCDEFGHIJKLMNOPQRSTUVWXYZ onle Contract Actual Cost W/D Commitments (ACTUAL\_COST) Additional WA to Woolley Morri (116504-003) **12.** Select the appropriate construction contract. select select Additional WA to Woolkey Morri (116504003) Building Shell Improvements (126386) DOL Fee Holding Contract (120297) fire alarm study design servic (84403-050) Funding (FUNDING) Gordian Fee/2 Potches Over Eie (102399-318) JOCS2 Portches Existing Doorae (98769-007) Penthouse Expansion Construction (876231) The Select Contract window will close and the selected contract will appear in the change document. c Previous]123[Next >>] Cancel

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You must change the <b>From</b> company to either "DASNY Project	Iog out OSV	VGC-Building Improvements (9) (252010)			Aug 2, 2007
Management" or the project's Construction Manager.	Control Center > Proposals Log > Notice to Proceed			Bsummary Eschedule d	custom fields 💋 issues Cattachments expand all 😑 collapse all
<ol> <li>Click the "select" link next to the "From" company.</li> </ol>	Spelling     ABC       Print Form     #       Print Preview     @	Notice to Proceed Type * Contract *	Notice to Proceed Building Shell Improvements (126 Castle Construction Co., Inc.	936)	
	Select an action 💌 😡	To*	Paul Castle DASNY - Project Management	<b></b>	select
The Select Contact window opens.	<ul> <li>return to Change</li> <li>Management</li> <li>return to log</li> <li>return to control center</li> </ul>	From * Number * Title	Michael Cacchio  00001  Castle - PH Expansion, A/C Upgrade	Date Ju	select
<ol> <li>You will need to browse through the list or use the Search function to locate the appropriate contact.</li> </ol>		Total Cost ▶ <b>Status -</b> Paul Castle ◆ New Item	\$0.00	Time Change 0 (days)	131,2007
You can browse or search by Company or by Contact.		<ul> <li>Summary </li> <li>Line Items</li> <li>Details</li> </ul>			top of page
		<ul> <li>Schedule</li> <li>Custom Fields</li> </ul>			top of page
When a contact is selected the Select Contact window closes.	Select Contact	Issues     Internet Explorer provided by	/ NrS Gornalter		top of page top of page
15. Expand the <b>Details</b> section, scroll down to see all the fields.	Contact dia Contacts All A B C D E F G H I J	Company Search SpwAl Sorted by first nam	Add Contact Save Cano	el 🛛	
16. The Description was copied from the Justification in Change Management. Edit the text to include the Scope of Work as it will print on the RFP or NTP form. DO NOT use symbols in the text other than typical punctuation.	veix Alexandros Lad veix Alvaro Diaz (DA veix Diana Castro (D	Bas (DASIKY - Project Management) SKY - Proget Management) ASIV - Project Management) (DASIKY - Accounts Pipplate) (DASIKY - Accounts Pipplate) (DASIKY - Intg Facilities Migrant TS)			
<ul> <li>RFP: "Please submit a proposal to provide all labor and material required to complete the following work"</li> </ul>	(e) frizovera	Cancel	Li Charret		
<ul> <li>NTP: "You are directed to perform the following additional work"</li> </ul>	Spelling 460 Print form S Print Preview &	Status - <no bic="" selected="">      Ner     Line Items     Description     You are directed to remove additional A</no>	NCM material detected on the pice fittings and insulation	n in the basement demolition area. Castle C	ionstruction will be
<ol> <li>Select the appropriate Spec Section from the drop-down list.</li> </ol>	Select an action  Go end or return to change	compensated for this additional work ba	sed on unit pitcing on ACM removal in thier current cor	tract.	
<b>***</b> If the Change to the Contract involves <u>Pollution Remediation</u> <u>Work</u> , select 000049 Pollution Remediation Work (GASB 49). If it does not, select the appropriate Spec Section.	Management • return to log • return to control center	Cost Category Required Date A Previous Change Management Phase Change Management Number	28000 (FACILITY REMEDIATION)	Cost Type Acknowledged Date C4965) Callected Into Change Number	Pending
		≻ Custom Fields 🖻 ≻ Issues Й			top of page
		> Attachments 🗭			top of page
			Save Cano	el	

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Jul 31, 2<u>00</u>

- Select the appropriate Change Reason Code from the dropdown list. The titles are as follows depending on the stage of Change Management you are entering:
  - EST = Reason for Estimate,
  - RFP = Reason for Request for Proposal,
  - NTP = Reason for Notice to Proceed, or
  - Final CO = Reason for Change.

	Notice to Proceed	• Hour to charge management		🗮 schedule 🛛 🛃 custom fi	elds 🖉 issues 🛛 attachmer	nts
19. Expand the Custom Fields section.					e expand all e collapse	all
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an lifthis is an NTD, salest the Nation to Pressed Type by	Print Form	Schedule			top of page	
20. If this is an NTP, select the Notice to Proceed Type by		🕆 Custom Fields 🖻			top of page	
clicking the "select" link and select one of the types from the		Notice To Proceed Type	Submit Proposal		select ×clear	
window that opens.	Select an action 💌 😡	** APPROVALS **				
window that opens.		Director/Chief Preapproves				
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21. Enter the appropriate PM notification dates.	<ul> <li>return to log</li> <li>return to control center</li> </ul>	Manag. Director Preapproves		https://ew01.myloadspring2.com - Si		
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22. Scroll down to the bottom of the window and click the	,	Dir/Chief Approves	12		Find	
		PM Request Proposal	Jul 31, 2007	Actual Cost T&M		_
"Save" button to save your work.		PM Receives Proposal		Disputed Work Proposal in Review		_
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• · · · · · · · · · · · · · · · · · · ·	return to control center	Title	Castle Const. additl ACM ab	Date Date	Jul 31, 2007 🔛	
<ol> <li>Scroll up to the Line Items section and expand it.</li> </ol>		Total Cost	\$0.00	Time Char (days)	<sup>ige</sup> 0	
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24. Click the "Add Lump Sum" button.		✓ Line Items				
		Add Lump Sum		rom Contract		
		<ul> <li>Line Item No. Quantity</li> </ul>	Units of Measure Descri	ption Unit Price Net Amount	TaxRate SalesTax I	
		Details			<u>)</u>	1

DRIMAVERA

Iog out OSWGC-I

# SECTION L.01 – INITIATE A CO (EST, RFP or NTP)

		Lump Sum	help
The Lump Sum window opens.		Spelling Pec Change Proposal Unit Type Lump Sum	📽 costing 🖉 issues 🖉 attachments
25. In the Description field, enter the description of payment line as it will appear in the payment r This description must be brief.		Line Item No * 00001 Description sddford ACM abatement in barement Lump Amount (f) 5,00000 Tex Role 0,00000	
26. In the Lump Amount field, enter the <u>estimated</u> <u>change order</u> . DO NOT include "\$" or commas		Seles Tex (\$)         0.00           Line Item Total (\$)         5.000.00           Material Name	select × clear
27. Scroll down to the <b>Costing</b> section and click th	e " <b>Add</b> " button.	Activity D Costing ell Add CostCode ~ CostCode ~ Title NOT COSTED NOT COSTED	top of page rro Valuez Distributed 5,000.00
The <b>Select Cost Code</b> window opens.  28. Select "05 Construction".	EUDVideopent/January & Schott Kont Colls (% Schows & Informer ( College Array constrainty ) with Constrainty ) with Constrainty )     See the Search      Cost Code by      Search      Cost Code Code Code (Soft (% Schows & Informer ( (Soft (Soft (Soft (Soft (% Schows & Informer ( (Soft	Thiswera  Inter://ew0Lengloadspring2.com = Long Sum _ Micro Line Item No. *	oroft Internet Explorer provided by MY5 Dominia(D) Xi
The Select Cost Code window will close.	E Rome	Tax Rate         0.00000           Sales Tax (\$)         0.00           Line Item Total (\$)         5,000.00           Material Name	select × cleer
29. Click "add balance".		Meterial Title	]
The "NOT COSTED" line will disappear.		Costing verile Add Add Multiple Cost Codes Cost Code ~ Time 05 select. Construction	Remove Zero Values
30. Click "Save and Close".		NOT COSTED NOT COSTED > Issues Ø > Attachments Ø	
		Save & Close Save & A	dd Another Cancel

The Lump Sum window will close and you are returned to the Change Document. The cost information you entered appears in the Line Items section.

31. Click the "return to change management" link.

Follow **DASNY's Policies and Procedures** and submit the required paperwork to complete the process.

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		To*	Castle Construction Co., Inc. Paul Castle				
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Management entering		Title	Castle Const. additl ACM abatement		Date	Jul 31, 2007	112
<ul> <li>return to control c</li> </ul>		Total Cost	\$5,000.00		Time Change (days)	0	
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			Add Unit Price Copy from Contract	1			
	1	<ul> <li>Line Item No. Quantity</li> </ul>	Units of Measure Description		Unit Pric	e NetAmou	nt T

# Initiate a Change Order from an RFI or Bulletin

Most change orders originate with a question from a contractor or from changes to the contract documents submitted by the design professional. These issues are recorded in Contract Manager as RFIs and Bulletins, and should be used to initiate the Change Management process to maintain a complete project record.

1. Open the RFI or Bulletin that will be used to create the Change Order.

In this example, we are initiating the Change Order from a Bulletin. Bulletins are located in the **Notices** module.

- 2. From the drop-down menu on the left side of the screen, choose "Initiate CM". It is at the bottom of the list, scroll down to see it.
- 3. Click "GO".

A new Change Management document will open.

The **Title** was copied from the title of the original RFI or bulletin and the **Remarks** were copied from the description.

- 4. If you need to edit the **Title** or **Remarks**, click the "**Edit Document**" button and proceed.
- 5. Continue with **step 3** of the instructions on initiating a Change Order in section **L.01** on **page 217**.



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Print Form Print Preview	6	Dated	Jul 31 2	107				
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		Remarks						
	l	Description : Per drawi upgrade air conditionin	ngs A:306, A:307, S:321, S:322, H g equipment.	-306, and P-306 (all dated	I 6/4/05, attached), pe	form expansi	on of existing penthous	e structure and
								Ψ
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		, Bocuments by Th	136					
		Details						
			196					top of page
		Details						top of page

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# Edit the "From" on a Notice-To-Proceed



Total Included:

4

\$0.00



### Initiate the next step of a Change Order

You have already entered an Estimate or an RFP and are ready to take the change document to the next step.

#### First you must locate the change document:

- 1. Open the Change Management log. Switch to the "All" view.
- 2. The change document will be in the first group of documents if it has not integrated. If it has integrated, it will be in the group titled "Construction Change Orders".

It is useful to use the **Find** function to locate Change Management Documents:

- Click the "Find" link on the log;
- Type a portion of the title or the Change Management number in the Find window;
- Click the "Find" button;
- The log will show only documents that contain the specified title or number;
- To return to the full log, click "Show All".
- Open the Change Management document by clicking the edit symbol

The Change Management document will open.

- 4. Click "collapse all".
- 5. Expand the Commitments section by clicking the triangle.
- 6. Click the **Document Symbol**

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DASNY CONTRACT MANAGER USERS' GUIDE - FINANCIALS

The Commitment Window will open.

- The current stage will be highlighted in grey.
   Scroll down and locate the stage you wish to enter.
- 8. Click the button in the phase you want to enter.

In this example, we are entering an RFP.

The Change Document will open.

9. Click "collapse all"

On **RFP**s and **NTP**s you must change the **From** company to either "*DASNY Project Management*" or the project's *Construction Manager*.

10. Click the "select..." link next to the "From" company.

The Select Contact window opens.

**11.** You will need to browse through the list or use the **Search** function to locate the appropriate contact.

You can browse or search by Company or by Contact.

When a contact is selected the Select Contact window closes.

 Continue editing information as shown in the following section, "Editing a Change Order", beginning with step number 5 on page 232.

return to table of contents



PRIMAVERA	x	📑 Transmittal Queue   🐔 📜 Print   🔍 Search
🕈 log out	OSWGC-Building Improvements (9) (252010)	Aug 2
Control Center > Proposals Log Notice to Proce		⊜summary ≡schedule d⊂custom fields Øri Ø attachr
Spelling	Notice to Proceed	≎ expand all     • collap
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Select an action 💌 🤇	From *	DASNY - Project Management Michael Cacchio select
<ul> <li>return to Change Management</li> </ul>	Number*	00001
<ul> <li>return to log</li> <li>return to control center</li> </ul>	# Title	Castle - PH Expansion, A/C Upgrade Date Jul 31, 2007 🔯
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	> Schedule 🧮	Select Contact beb
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# Edit a Change Order

This section provides instruction on how to edit the dollar amount, description, enter the PM dates on a Change Document, and make corrections to a Change Document that received a failed integration message.

First you must locate the change document you are editing:

- 1. Open the Change Management log. Switch to the "All" view.
- 2. The change document will be in the first group of documents if it has not integrated. If it has integrated, it will be in the group titled "Construction Change Orders".

The **Find** function is useful in locating Change Management Documents:

- Click the "Find" link on the log;
- Type a portion of the title or the Change Management number in the Find window;
- Click the "Find" button;
- The log will show only documents that contain the specified title or number;
- To return to the full log, click "Show All".
- Open the Change Management document by clicking the edit symbol.



The Change Management document will open.

- 4. Click "collapse all".
- 5. Expand the **Documents by Phase** section by clicking the triangle.
- 6. Open the last document on the bottom of the list by clicking on its' title.

You can only make changes to the latest document in Change Management; the previous documents have been closed. So for example, you cannot go back and edit the Notice-to-Proceed if the final Change Order has been entered.

The Change Document will open in view mode.

7. Click the "Edit Document" button to switch to Edit Mode.

Edit Document 🛛 📓

#### To edit the scope of work that prints on the forms:

- 8. Expand the Details section.
- Edit the text in the Description field. DO NOT use symbols in the text other than typical punctuation.
  - RFP: "Please submit a proposal to provide all labor and material required to complete the following additional work..."
  - NTP: "You are directed to perform the following additional work..."
  - Final CO: "this change order is to provide all labor and material required to complete the following additional work..."

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		Title	Castle - PH	Expansion, A/C Upgrade			
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				e expand all	
Spelling <sup>ABC</sup>	Request for Proposal				
Print Form 🏼 🖨	Туре *	Request for Proposal			
Print Preview	Contract*	Building Shell Improvements (1269	36)		
	To*	Dormitory Authority - State of NY Not Applicable		select	
Select an action 💌 Go	From*	Castle Construction Co., Inc. Paul Castle		select	
<ul> <li>return to Change</li> <li>Management</li> <li>return to log</li> </ul>	Number*	00001			
return to control center	Title	Castle - PH Expansion, A/C Upgrade	Date	Aug 1, 2007	112
	Total Cost	\$24,500.00	Time Change (days)	0	
	Status - Not Applicable * New York N	w Item			
	Summary			t	op of page
	▶ Line Items				
	🗸 Details				
	Description				
	Description : Per drawings A-306, A-	307, S-321, S-322, H-306, and P-306 (all dated 6/4/05, atta	ched), perform expansion of existing	penthouse structure -	and 🔄
	upgrade air conditioning equipment.				

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PAGE 230 Rev. 04/2010

Costing Missues Retechment

select x dea

26,250.00 add balance remove

Distributed

#### 📑 Transmittal Queue 1 Print 🔍 Search 😰 log out To edit the dollar amount of the Change document: ntrol Center > Proposals Log > Return to Change Manag Summary schedule dustom fields Bie **Request for Proposal** 2 attachmen expand all collapse Request for Proposal 10. Expand the Line Items section by clicking the triangle. Spelling Type \* Request for Proposal Print Form Contract\* Building Shell Improvements (126936) Print Preview Dormitory Authority - State of NY To\* 11. Open the line item by clicking the edit icon. Not Applicable select. 5 Select an action... 💌 🗔 Castle Construction Co., Inc From \* Paul Castle 12. If this window appears, click "Yes". select return to Change Management return to log 00001 Number\* Aug 1, 2007 🗱 Title Castle - PH Expansion, A/C Upgrade Date https://ew01.myloads Time Change 0 \$24,500.00 Total Cost (days) Opening this item will save the changes you Status - Not Applicable \* New Item ave made to the document. Summary 🗎 top of page ✓ Line Items Dovou want to continue? Add Lump Sum Add Unit Price Copy from Contract Line Item No. Quantity Units of Measure Description Unit Price Net Amount Tax Rat □ In the future, continue without asking ø 10001 Penthouse Expansion, A/C Upgrade \$24,500.00 0.0 Yes No Grid Totals: 0.00 \$24,500.00 4 • 🔒 🎯 Internet 🕘 Primavera 🛛 Details The Lump Sum window opens Lump Sum

Spelling Age

Type

Line Item No.

Sales Tax (\$)

Material Title

05 select...

Activity ID
Costing

Line Item Total (\$) Material Name

Cost Code A Title

Construction

Change Proposal Unit

Penthouse Expansion, A/C Upgrade

Lump Sum

26,250.00

0.0000

26,250.00

Add Multiple Cost Codes

0.00

- 13. Edit the amount in the Lump Amount field. The Costing will update automatically.
- 14. Scroll down and click "Save and Close".

The Lump Sum window closes and the new amount will show in the Line Items section of the change document.

15. Click the Save button to save your work.

Whenever you edit a change management document:

- 16. Expand the Custom Fields section and delete the Integration Message. This will insure your changes will integrate into JDE.
- 17. Click the "Save" button to save your work.

This page intentionally left blank.

## **Final Negotiated Change Order**

Before entering the final negotiated Change Order, make sure you have already entered the NTP and printed the NTP form. You cannot edit the NTP after you create the final Change Order.

1. Open the **Change Management** log and locate the Change Management document you are working on.

For information on locating a specific Change Management document, refer to **section L.05**, "Edit a Change Order" on **page 231.** 

 Open the Change Management document you are working on by clicking the edit symbol.

The Change Management document opens.

- 3. Click "collapse all".
- 4. Expand the "Remarks" section. This is the Justification text that prints on the Change request Summary form. This can be edited if needed.

🎒 https://ew01.myloadspring2.com - Pri

have made to the document.

Yes

Do you want to continue?

Opening this item will save the changes you

In the future, continue without asking

No

🔒 🎯 Internet

- 5. Expand the **Commitments** section.
- 6. Click the **Document Symbol**.
- 7. If this window appears, click "Yes".

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Control Center > Change Mar	nagem	ent		F	Layout All	▼ Go
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Print Preview	~ Q	💕 🛛 C3191	void	Sep 24, 2004	Out of Scope	
		💕 🔹 C3196	Roofing issues for Seneca Hall	Nov 18, 2005	Out of Scope	
		📓 🛛 C3197	Cracks in Aggregate Panels	Jun 28, 2005	Out of Scope	
Select an action	▼ Go	🗹 🛛 C3198	Concrete Repairs	Jul 22, 2005	Out of Scope	
		💕 🔹 C3200	Penthouse Expansion & A/C Upgrade	Jun 7, 2005	Out of Scope	
		💕 🛛 C4951	Addtional Parking lot	Jul 27, 2007	Out of Scope	
· return to control	center	Construction Char	ige Orders (Change Group)			
		Number	Title	Dated	Scope	Estimated Commi
		🛒 🛛 00001	Roofing System Change	Jun 10, 2005	Out of Scope	
		📓 ⊗ 00002	additional chipping pound rebar	Jun 13, 2005	Out of Scope	\$4,
		🗹 🔹 00003	Add Cove bead Sealant at Columns	Jun 24, 2005	Out of Scope	\$15,
		🛯 ⊘ 00004	Sealant at Rustification strips	Jun 24, 2005	Out of Scope	
		4				1

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	Title	Castle - F	H Expansion, A/C Upgr	ade			
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·	Budgeted	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
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		Multiple Estimates		ed Commitments	\$26,250.00	Copy Commitme	nts to Budget
	nclude Contri	act/PO	Estimated		Date	Quoted (RFP) Amount	Time Date
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		Tota	l Included: \$24,5	500.00		\$26,250.00	
X		pment. This change in prop	, and P-306 (all dated 6/4/05, request of the clie mobilized on the site so the w	int. Several quotes	were received for	the air conditioning e	quipment by other

The Commitment Window will open.

8. Scroll down to the Final Change Order section and click the "Start Final Phase" button.

The Change Order document will open.

- 9. Click "collapse all"
- **10.** In the final Change Order, <u>DO NOT</u> change the "**From**" company.
- 11. Expand the **Details** section. This text is the Scope of Work that prints on the final change order document. Edit the description to include detail and quantities.

DO NOT include any special characters in this field including:

\$, #, &, /, ( ), "," – Spell out the words: and, feet, inches, number etc...

**NOTE:** If copying the information from another document, be sure to remove the tabs or bullets from the original document before/after pasting it into the field.

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	[<< Previous] [Next>>]	
Spelling Auc	Se issue	attachments
Commitments		
Contract/PO *	Building Shell Improvements(126936)	
Spec Section	×	
Projected Cost	\$26,250.00	
Include	V	
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Collected into Change Number		
Estimated (EST)		
Amount	24500.00	
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Duoted (RFP)	)	
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e Castle - PH	Expansion, A/C Upgrade (00001, 8/1/07, Castle Construction Co., Inc.)	
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Print Form 🗃	Type *	Change Order				
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	To*	Castle Construction Co., Inc. Paul Castle			select	
Select an action 💌 🗔	From*	Dormitory Authority - State of NY Not Applicable			select	
<ul> <li>return to Change Aanagement</li> <li>return to log</li> </ul>	Number*	00001				
return to control center	Title	Castle - PH Expansion, A/C Upgrade		Date	Aug 1, 2007	112
	Total Cost	\$26,250.00		Time Change (days)	0	
	Status - Paul Castle * New Item					
	Summary <a>Summary</a>				t	op of pag
	▶ Line Items					
-	✓ Details					
	This change order is to provide all labor Bulletin #1 and drawings A-306, A-307,	and materials needed to expand the existing penthouse s \$-321, \$-322, H-306, and P-306 (all dated 6/4/05, attach	ructure and upgr ed).	ade air conditioning	) equipment as detail	ed in

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PAGE 234 Rev 03/2010 To edit the dollar amount of the final Change Order, expand the Line Items section. 

- 12. Open the line item by clicking the edit icon.
- 13. If this window appears, click "Yes".

nge Order, expand the	A PRIMAVERA		🖹 Transmittal Queue  🕄 Print 🔍 Search 🛛 😮			
-	log out OSWG0	C-Building Improvements (9) (252010)			А	iug 1, 2007
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	Print Form 🗃	Type*	Change Order			
	Print Preview	Contract*	Building Shell Improvements (1269	36)		
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$\mathbf{h}$	Select an action 💌 💿	From *	Dormitory Authority - State of NY Not Applicable		select	**
	n return to Change Maragement ⊛ roturn to log	Number*	00001			
🖥 https://ew01.myloadspring2.com - Primavera 💶 🗙	<ul> <li>return to control center</li> </ul>	Title	Castle - PH Expansion, A/C Upgrade	Date		*
Changing this item will eque the changes you		Total Cost	\$26,250.00	Time Change (days)	0	
Opening this item will save the changes you have made to the document.		Status - Paul Castle 🔶 New Item				
		Summary 🗎			top o	of page
Do you want to continue?	~	Line Items	1	-1		
			dd Unit Price Copy from Contract			
In the future, continue without asking		0001 Quantity	Units of Measure Description Penthouse Expansion	Unit Price on, A/C Upgrade	Net Amount T \$26,250.00	"ax Rat 0.0
Yes No						
		Grid Totals: 0.00			\$26,250.00	
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The Lump Sum window opens.

- 14. Edit the Lump Amount. The Costing will update automatically.
- 15. Scroll down to the bottom of the window and click the "Save and Close" button.

The Lump Sum window closes.



- 16. Scroll down and expand the **Custom Fields** section.
- 17. Enter the Labor Component of the total amount of the change order.
- **18.** Fill in any remaining **PM approval dates**.
- **19.** Scroll down to the bottom of the window and click the **Save** button to save your work.

Before submitting the required paperwork, confirm that funding is available in Cost Code 05 to cover the amount of the new work.

Confirm that an additional 0.1% (0.001) of the contract amount is available in Cost Code 06 to cover DOL fees.

Submit the required forms per **DASNY Policies and Procedures** to complete the process.

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Select an action	• Go	Proceed						
		Spec Reference						
<ul> <li>return to Chang Management</li> <li>return to log</li> </ul>	e	Labor Component (\$)	12,450.00					
<ul> <li>return to log</li> <li>return to contro</li> </ul>	l center	** APPROVALS **						
		Director/Chief Preapproves	Aug 6, 2007	112				
		Director of PM Preapproves	Aug 9, 2007	112				
		Manag. Director Preapproves		122				
		DASNY Rep Prepares RFA	Aug 1, 2007	123				
		Dir/Chief Approves	Aug 6, 2007	123				
		PM Request Proposal	Aug 1, 2007	12				
		PM Receives Proposal	Aug 10, 2007	12				
		PM Reviews Proposal	Aug 10, 2007	12				
		PM Receives CO		12				
		** JOC WORK ORDER INFO **						

# Print the RFP, NTP or Final CO Forms

A JDE CR# is required before requesting pre-approvals and printing the Change Order forms.

Please allow additional time before printing NTP forms because they require an additional integration cycle.

1. Open the **Change Management** log and locate the Change Management document you are working on.

For information on locating a specific Change Management document, refer to **section L.05**, "Edit a Change Order" on **page 231**.

 Open the Change Management document you are working on by clicking the edit symbol.

The Change Management document opens.

- 3. Click "collapse all".
- 4. Expand the **Documents by Phase** section by clicking the triangle.
- 5. Open the document you are printing by clicking on its' title.

**Note**: You can print any document in Change Management, but you cannot make changes to the closed documents.

The Change Document opens in View Mode.

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🕈 log out	OSV	/GC-Building Improven	nents (9) (252010)			Jul	1 30, 2
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Print Preview		🛒 💩 C3191	void	Sep 24, 2004	Out of Scope		
		💕 🔹 C3196	Roofing issues for Seneca Hall	Nov 18, 2005	Out of Scope		
		💕 💩 C3197	Cracks in Aggregate Panels	Jun 28, 2005	Out of Scope		
Select an action	▼ Go	📓 🔹 C3198	Concrete Repairs	Jul 22, 2005	Out of Scope		
		💕 🔹 C3200	Penthouse Expansion & A/C Upgrade	Jun 7, 2005	Out of Scope		
		💕 🔹 C4951	Addtional Parking lot	Jul 27, 2007	Out of Scope		
return to control	center	Construction Ch	ange Orders (Change Group)				
		Number	Title	Dated	Scope	Estimated Co	ommi
		💕 o 00001	Roofing System Change	Jun 10, 2005	Out of Scope		
		📓 ⊘ 00002	additional chipping.pound rebar	Jun 13, 2005	Out of Scope		\$4
		≤ ∞ 00003	Add Cove bead Sealant at Columns	Jun 24, 2005	Out of Scope		\$15,

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6. To print the Change Document form, select "Advanced Print" from the drop down menu and click "Go".

#### The Print Window opens.

- 7. Select the appropriate form and click the **Preview** button.
- 8. Print the selected document by clicking the **Print** button.
- Any document can be emailed by selecting it and clicking the E-mail button.
- **10.** When finished, click the "**Close**" button to return to the Change Document.

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## **Decline a Construction Change Order**

If you entered a Construction Change Order and will not be submitting the paperwork to finalize the Change Order as originally intended, you must <u>decline the CR#</u> to remove it from anticipated commitments against the project Funding.

1. Open the **Change Management** log and locate the Change Management document you are working on.

For information on locating a specific Change Management document, refer to **section L.05**, "Edit a Change Order" on **page 231**.

 Open the Change Management document you are working on by clicking the edit symbol.

The Change Management document opens.

- 3. Click "collapse all".
- 4. Expand the **Documents by Phase** section by clicking the triangle.
- 5. Open the last document on the bottom of the list by clicking on its' title.

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Add Docum	ent 🗅	✓ (Change Group)						
Print Repo	ort 🚔	Number	Title		Dated	Scope	Estime	ted Commitn
Print Previ	ew Q	💕 🛛 C3191	void		Sep 24, 2004	Out of Scope		1
		💕 🔹 C3196	Roofing issues for Seneca Hall		Nov 18, 2005	Out of Scope		
		💕 o C3197	Cracks in Aggregate Panels		Jun 28, 2005	Out of Scope		
Select an action.	<b>•</b> Go	🛃 ⊗ C3198	Concrete Repairs		Jul 22, 2005	Out of Scope		:
		🛒 🔹 C3200	Penthouse Expansion & A/C Upgrade		Jun 7, 2005	Out of Scope		
		💕 🔹 C4951	Additional Parking lot		Jul 27, 2007	Out of Scope		
return to control	ol center	Construction Char	nge Orders (Change Group)					
		Number	Title		Dated	Scope	Estima	ted Commitn
		🛒 o 00001	Roofing System Change		Jun 10, 2005	Out of Scope		
		₫ ⊗ 00002	additional chipping.pound rebar		Jun 13, 2005	Out of Scope		\$4.0
		🗹 ⊙ 00003	Add Cove bead Sealant at Columns		Jun 24, 2005	Out of Scope		\$15,0



**Note**: The document must still have a status of "NEW" in order to e decline it. Approved and closed documents cannot be declined. Check the status of the document here:

The Change Document opens in View Mode.

- 6. Click the "Edit Document" button. You are now in edit mode.
- 7. Click "collapse all".
- 8. Click "custom fields" link.

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	To *	Castle Construction Co., Inc. Paul Castaldo		
Select an action 💌	Go From *	DASNY - Project Management John Bodnar		
return to log	Number*	00015		
<ul> <li>return to control cen</li> </ul>	nter Title	Change coating at grade level	Date	Jun 30, 2005
	Total Cost	\$18,000.00	Time Change (days)	0
	🕨 Status - Paul Castle 🔶 Ne	w Item		
	Summary <a></a>			top of pag
	b Line Items			

- 9. Scroll down to the bottom of the window.
- 10. Check the Decline Request checkbox.
- **11.** Delete the Integration message.
- 12. Click the "Save" button.

When the integration runs, the status will change to "REJ – Rejected", a Declined message will appear in the Integration Message field and the commitment will no longer appear on the cost worksheet.

Once integrated, declines cannot be undone.

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## **Change Order Checklist**

#### Change Management:

Remarks section:

**1.** Justification Text (prints on CR Summary form)

#### Change Order:

- **2**. Contract
- ☑ 3. Title
- Line Items section:
  - **4.** Brief Description (will print on payment application)
  - **5.** Lump Sum amount (distributed to Cost Code 5)

#### **Details** section:

- 6. Scope-of-Work (include quantities, prints on CO)
- 7. Spec Section
- **8**. Change Reason Code

#### Schedule section:

**9.** Time Change (if applicable)

#### Custom Fields section:

- 10. Labor (only in a final CO) OR –
   Notice to Proceed Type (only in a NTP)
- **11.** PM notification dates
- **12.** JDE CR Number

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#### SECTION L.09 - CHANGE ORDER CHECKLIST

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# SECTION M PROGRESS PAYMENTS

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M.01

# The Pencil Copy

Pencil copies are run from the previous payment requisition. You do not need to create a new requisition to print the pencil copy.

- 1. Pencil copies are located in the **Payment Requisitions** module.
- 2. Choose the "Latest By Vendor" layout, click "Go".

The pencil copy will not contain any approved changes that may have been processed since the last requisition was paid.

In order for approved changes to appear on a pencil copy, the next requisition will have to be created and a pencil copy will have to be run from that requisition.

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• return to control center	<ul> <li>✓ PTR Construction (Contractor)</li> <li>Application Number</li> <li>Contract</li> <li>✓          <ul> <li>✓ O0002</li> <li>✓ JOCS/2 Porches Exist</li> </ul> </li> </ul>		mount Certified Percent Comp \$2,438.88 1	olete v 00%	Certified? Integrat Yes Passed	ion Message JDE 3111/03/05 at 08:38 1535	5462 183375	Edit Document Print Form	<b>-</b> <u>-</u>
	<ul> <li>✓ The Gordian Group. Inc. (Contractor)</li> <li>Application Number Contract</li> <li>☑ ● 00001 ● Gordian Fee/2 Porche</li> </ul>		mount Certified Percent Comp \$237.79 1	olete i 00%	Certified? Integrat Yes Passed	5	E Batch # JDE Voucher; 8075 169932	Print Preview Advanced Print Send to Corr Sent Send to Corr Rovd	G
	Woolley Morris Architects, PC (Contractor)     Application Number Contract     Contract	Period To A	mount Certified Percent Comp \$12,286.52	olete i 93%	Certified? Integrat Yes Passed	ion Message JDE 1/04/06/07 at 09:10 1834	Batch # JDE Voucheri 4113 219159	Send to Inbox E-Mail Form Update This Period Generate Requisition	
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- 3. Locate the contract you are working on.
- 4. Scroll to the far right. Choose "Advanced Print" from the drop-down list.
- 5. Click "Go".

https://ew01.myloadspring2.com - Primavera - Microsoft Internet Explorer provided by NYS Dormitory Authority \_ 🗆 🗡 The print window opens. Print — Payment Requisitions help Select the "Contractor's Pencil Copy Form". 1. Contractor's Pencil Copy Form (run from previous application) (f\_rq\_02a) EXPWIN Requisition Summary (11/24/04 Jaw) (Lrq\_01\_ex Labor/Material Subtotals (this period & to date) (f\_rq\_09) Click "Preview". 2. Req Summary For TESTING (110306) (f\_xxx\_01) Requisition Detail (10/26/05 sej) (f\_rq\_02) C Reports Requisition Summary (110306) (f\_rq\_01) C Dunning Letters Review the form in the preview window. 3. Print 🚑 Preview E-Mail 🔤 Save As 🖨 Close Default Form: f\_rq\_01 To print the form, click the "Print" button. PAGE 1 OF 1 PAGES 4. CONTRACTOR'S PENCIL COPY Detach this form and save for use in preparing billing No.000014 PROJECT: OSWGC-Building Improvements (9) Use this form to submit your To email the form, click the "Email" button. estimated billing request for review CONTRACT NO.: 108707 FOR APPLICATION NO.: 000014 5. by the Dormitory Authority Project CONTRACTOR: Woolley Morris Architects, PC PERIOD TO: Manager. PROJECT NO.: 2520109999 Click "Close" when finished. 6. ROM PREVIOUS APPLICATION BILLING REQUEST ITEM SCHEDLILED. NO. 00013 DESCRIPTION OF WORK UM LM VALUE А or В NO BALANCE NORK COMPLETED AND BILLED то AMOUNT % 000010 Design Development \$113.411.00 100% \$113,411.00 LS \$0.00 PAID IN FULL 100% 000020 Design Development-Quality Contr \$8,814.00 LS \$8,814.00 100% \$0.00 PAID IN FULL 100% 100% Construction Documents LS \$152,982.00 100% 100% \$152,982.00 \$0.00 PAID IN FULL \$8,814.00 100% 000040 100% Construction Documents Q PAID IN FULL 100% \$8,814.00 LS \$0.00 000050 Bid Phase Services \$14,831.00 LS \$14,831.00 100% \$0.00 PAID IN FULL 100% 000060 Shop Drawings/Submittals \$24,910.00 100% LS \$0.00 PAID IN FULL 100% \$24,910.00 Construction Support Services \$85,036.00 AE \$70,763.68 83% \$14,272.32 000080 Construction Inspection Services \$27,612.00 LS \$27,612.00 100% \$0.00 PAID IN FULL 100% 000090 Project Close-out/Post Con Deliver \$4,277.00 LS \$0.00 0% \$4,277.00 \$10,000.00 100% 000100 Miscellaneous Reimbursables \$10,000.00 AE \$0.00 PAID IN FULL 100% \$8,050.38 58% \$5,772.62 000110 Sampling/Analysis \$13,823.00 AE C00001 Window Lintel/Parapet Investigation \$2,600.00 Is \$2,600.00 100% \$0.00 PAID IN FULL 100% C00001 Construction Inspection Services (\$27,612.00) 100% (\$27.612.00) \$0.00 PAIN IN FILL 100%

🞒 Primavera

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🔒 🥑 Internet

M.02

### **Create a New Progress Payment**

- 1. Open the **Payment Requisitions** log.
- 2. Choose the "Latest By Vendor" layout, click "Go".

You create a new requisition by **copying** the previous one.

The requisition you copy <u>must be the latest</u> one for the contract, and it <u>must be certified</u>.

Requisitions are certified by Accounts Payable when they have been received and processed in the Financial Management System.

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log out OS	WGC-Buildir	ng Improvements (9) (252	010)									Jul 17, 2008
Control Center > Payment Requisit	ions									Layout L	atest By Contractor	Go
		Find				F	ind				expand all	collapse all
Add Document		Application Number		Period To	Amount Certified	Percent Complete	Certified?	Integration Message	.IDE Batch #	JDE Voucher#		
Print Report A	ľ		<ul> <li>fire alarm study design servic (84403-050)</li> </ul>	Aug 4, 2005	\$7,843.11	97%	Yes	Passed 11/29/05 at 17:15	1573489	187651	Select an action	▼ Go
Find Fleview Q	ľ	00000	<ul> <li>WA for lightning protection (84403-089)</li> </ul>	Dec 21, 2005	\$0.00	0%	Yes				Select an action	Go
	🗵 Envi	ro-Control Technologies (	Contractor)									
Select an action 💌 😡		Application Number	Contract	Period To	Amount Certified	Percent Complete	Certified?	Integration Message	JDE Batch #	JDE Voucher#		
	ď		<ul> <li>Project Air Monitoring for ACM (89179-036)</li> </ul>	May 9, 2007	\$0.00	91%	No	Passed 05/14/07 at 14:04	1853676	221707	Select an action	Go
	🔻 Mids	tate Construction, Inc. (C	ontractor)									
return to control center		Application Number	Contract	Period To	Amount Certified	Percent Complete	Certified?	Integration Message	JDE Batch #	JDE Voucher#		
	M	⊗ 00000	<ul> <li>Penthouse Expansion Construction (876231)</li> </ul>	Jul 5, 2005	\$0.00	0%	Yes					Go
	V PTR	Construction (Contractor)									Edit Document Print Form	
		Application Number	Contract	Period To	Amount Certified	Percent Complete	Certified?	Integration Message	JDE Batch #	JDE Voucher#	Print Preview	
	M		<ul> <li>JOCS/2 Porches Existing Doorwa (99769-007)</li> </ul>	Jul 8, 2005	\$2,438.88	100%	Yes	Passed 11/03/05 at 08:38	1535462	183375	Advanced Print Send to Corr Sent	Go
	✓ <mark>₩oo</mark>	lley Morris Architects, PC	(Contractor)								Send to Corr Rcvd Send to Inbox	
		Application Number	Contract	Period To	Amount Certified	Percent Complete	Certified?	Integration Message	JDE Batch #	JDE Voucher#	E-Mail Form	
	ď	00013	SUC OSWEGO BLDG. IMPROVEMENTS (1087)	Apr 28, 2006	\$12,286.52	93%	Yes	Passed 04/06/07 at 09:10	1834113	219159	Update This Period Generate Requisition	Go
	M		<ul> <li>Additional WA to Woolley Morri (116504-003)</li> </ul>	Jun 14, 2006	\$654.16	62%	Yes	Passed 08/08/06 at 15:30	1703701	203189	Generate Transmittal	
		Log Totals:	1		\$23,460.46		1					
	4					1						•

- 3. Locate the contract you are working on.
- 4. Check the Certified column to confirm that the latest requisition is Certified.

*Note: If the latest requisition is NOT certified, you CANNOT create a new requisition at this time. If the latest requisition is not certified, confirm that it has been sent to Accounts Payable. If the latest requisition has not been sent to Accounts Payable, open it and use it for your current payment.* 

5. Scroll to the far right. Select "generate requisition" from the drop-down menu (scroll down to the bottom of the list). Click "Go".

The "Generate a Requisition" window opens.

Edit the "Period To" date. The default "Period To" date is one month after the previous requisition.

You <u>will NOT</u> be able to change this date after the requisition is created.

- 7. If there are checks in any of these boxes, remove them.
- 8. Leave the "yes" selected on the remaining items.
- 9. Click "Finish".

The Generate a Requisition window will close and new requisition will open.

10. Click the "Edit Document" button.

Edit Document 🛛 📓

- 11. Click "collapse all".
- 12. Expand the Custom Fields section.

If there is an <u>Integration Message</u>, <u>JDE Batch #</u> and <u>JDE</u> <u>Voucher #</u>, **delete them**. They were copied from the previous requisition and are not valid for the one you just created.

- 13. Scroll down and click "Save".
- 14. Click "return to log".

\*\*\*You must now wait for one integration cycle to occur before continuing. This is to allow any change orders or amendments to the contract that have been approved to integrate into the requisition.

return to table of contents

Fhis will crea priginal.	ate the next Application for Payment for the same Contract as the
Period To *	Jul 14, 2006
🔲 There a	e no approved Change Orders to get
🔲 Trere a	e no Materials to get
🔳 There is	no schedule information to get
Link the nev	/ Requisition to the same Issues as the original?
⊙ yes	Cino
Link the nev	Prequisition to the same Attachments as the original?
⊙ yes	Oino
Copy Custo	m Fields from the original?
⊙ yes	Cino

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Control Center > Payment Requisit Requisition	ions Log >	🖻 contract summary 📑	schedule of values	d custom fields	💋 issues	<b>2</b> attachr
Requisition					e expand all	• collar
Spelling <sup>ABC</sup>	Requisition					
Print Form 🗃	Contract/PO *	Additional WA to Woolley Mo	orri (116504-003)			
Print Preview 🔒 Update This Period	To*	Dormitory Authority - State o Not Applicable	of NY		sele	ct
Select an action 💌 💿	From*	Woolley Morris Architects, PO Rick Morris	C		sele	ct
	Period To*	Jul 14, 2006				
<ul> <li>return to log</li> <li>return to control center</li> </ul>	Application Number	00003				
	Status - <no bic="" selected=""> * No</no>	t Certified				
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	Requisition Summary					
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	Payment Type				sele	ct × cle
	Integration Message					
	JDE Batch #					
	JDE Voucher #					
	JDE GL Date	1				

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# **Enter Payment Lines**

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				GAR-Academic Building 1 (119560)		Jul 17, 20
1.	Open the Payment Requisition in Edit	Mode.	Control Center > Payment Requisitio	ns Log >	Contract summary schedule of ve	alues 🖆 custom fields 🖉 issues 🖉 attachmen
			Spelling ABC	Requisition		😆 expand all 🛛 🗢 collapse a
2.	Click "Update This Period".		Print Form	Contract/PO *	Design Services Academic Bldg. (73072	)
			Print Preview A	To*	Dormitory Authority - State of NY	
			Update This Period	J	Not Applicable Polshek Partnership, LLP	select
			Select an action 💌 😡	From *	Joanne Sliker	select
ТЬ	e <u>Update This Period window</u> opens.	Update This Period		Period To*	Jun 16, 2008	
	le <u>Opuale This Period window</u> opens.	Update This Period	help	Application Number	00113	
~	Enter the ourrest powerent	Item Description of Work (B)	% Complete, This	✓ Status - <no bic="" selected=""> ◆ No Ball in Court</no>	<pre>certified     </pre>	select
3.	Enter the current payment	Number (A) C00004 A#4 Loose Lab Equipment	G/C Period (E)	Priority	Normal	Select
	value <u>in either column</u> .	C00005 Redesign facae backup syst C00005 Project Sign	100.000 0.00	Certified?		✓ certify and save
	The first column is for the total	C00005 Prepare loose F&E Budget	100.000 0.00	Contractor: Application		
	percentage complete, the	C00005 Program Changes C00005 Landscape chgs/loading dock	57.437 10,000.00 79.990 400.00			A
	second is for dollar amounts.	C00005 Radar Survey at Sani Garage C00006 Amendment to ABI - Polshek	100.000 219125 100.000 0.00		<u> </u>	×
		C00007 Division 17 - Integrated Bldg. Sys.	100.000 0.00	Company Contact	Polshek Partnership, LLP Joanne Sliker	select
	When you are finished entering	C00008-001 Bidding Phase	53.000 7,005.00			Select
4.	,	C00008-002 Construction Phase (Office & Field)	8.000	Approved Date	Jun 9, 2008	
	payment lines, click " <b>Finish</b> ".	Finish Cancel		Certification		
<b>T</b> 1.	a Unida (a. (bia Davia davia dava a)), dava					<u>~</u>
Ir	e Update this Period window will close.			Company	DASNY - CUNY Program 1	
_				Contact	Robert Thelian	select
5.	Expand the <b>Status</b> section.			Approved Date	Jun 9, 2008 🔛	
_				Payment Date	Chec	sk Number (Not Used)
6.	Select the "Authorized Signer" within	the Contact field		Contract Summary		top of page
	of the Certification date section 🔶			Requisition Summary		
				Schedule of Values		top of page
7.		day's date		<ul> <li>Approved Changes</li> <li>Custom Fields definition</li> </ul>		top of page
	in both "Approved Date" fields.			Issues Ø		top of page
				Attachments 2		top of page
8.	Scroll to the bottom and click "Save".					
					Save Cancel	
9.	Wait for the requisition to integrate be	fore printing or				
	emailing the form for signature.					

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#### M.04

### **Process a Credit Change Order / Cutback**

A cutback to a contract is processed by entering payments on the lines to be cut back, balanced against a credit change order so the total amount of the payment is \$0.

- 1. Follow the instructions for Creating a New Progress Payment.
- 2. Wait for an integration cycle to bring the change order into the new requisition.
- 3. Open the Payment Requisition.
- 4. Click "collapse all".
- 5. Click "Update This Period"

#### The Update This Period window opens.

 Scroll down to the bottom of the list. Change orders appear at the end, credit change orders will show paid 100% in the current requisition.

You now need to balance the credit by making payments on the lines being cut back.

- Locate all the payment line(s) being cut back and enter the amount of the cut back (s) as positive values. The amount entered must exactly offset the amount of the credit(s).
- 8. When you are finished entering the payment lines, click "Finish".

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Control Center > Payment Requis	itions Log >	Contract summary schedule of values	🖆 custom fields 🖉 issues 🖉 attachments
Spelling <sup>A</sup> B(	Requisition		e expand all 🛛 🗢 collapse a
Print Form 🗃		Safety Improvements (113457)	
Brint Drawing C	To*	Dormitory Authority - State of NY Not Applicable	select
Select an action 💌 🙃	From *	Castle Construction Co., Inc. Paul Castle	select
	Period To *	Jul 10, 2007	
<ul> <li>return to log</li> <li>return to control center</li> </ul>	Application Number	00021	
	Status - <no bic="" selected=""> * Not</no>	Certified	
	Contract Summary		top of page
	Requisition Summary		
	🕨 Schedule of Values 📑		top of page
	Approved Changes		
	🕨 Custom Fields 🖻		top of page
	🕨 Issues 💋		top of page
	> Attachments 🜌		top of page
		Save	

📕 Update This Pe	riod					
Update This	Period			help		
ltem Number (A)	Description of Work (B)		% Complete, G/C	This Period (E)		
C00023-001	Reset heating unit covers and replace dryv	vall underneath.	100.000	0.00		
C00024-001	Out of sequence cleaning.		100.000	0.00		
C00025-001	Replace door pulls to match		100.000	0.00		
C00026-001	Install blocking for cable boxes and wirem	old at 666 windows	100.000	0.00		
C00027-001	Abatement of Onondaga Penthouses		100.000	0.00		
C00028-001	Remove existing retro-drains		100.000	0.00		
C00029-001	Additional Concrete Patching Summer 200	16	100.000	0.00		
C00030-001	Seneca Ceiling Damages Backcharge		100.000	0.00		
C00031-001	Replace Drain Bowl at Seneca		100.000	0.00		
C00032-001	Caulking at Window Head		100.000	0.00		
000000-001	Rooling System Change		0.000	0.00		
C00034-001	Close Out Contract		100.000	-14,394.11		
	Finish	Cancel				help
	Numbe		r or work (b)		% Complete, G/C	This Period (E)
	000000				100.000	11,465.55
	00000	0020 Dumpsters	/ Disposal		100.000	0.00
	000000	0030 Bonds			100.000	0.00
	00000	0040 Supervision	n		100.000	1,920.00
	00000	0050 Insurance			100.000	0.00
	00000	0060 Final Clear	nup		100.000	158.56
	00000	COTO Temporary	Facilities		100.000	0.00
	000000	0080 Closeout			100.000	200.00
	000000	0090 As-Builts			100.000	200.00
	000000	0100 Warranties			100.000	400.00
	000000	0110 Moveable F	ence		100.000	0.00
	000000	0120 Moveable F	ence		100.000	0.00
			Fi	nish Cancel		

- **9.** The Update This Period Window closes and you are returned to the requisition.
- 10. Expand the **Schedule of Values** section.
- Confirm that the total payment in the This Period column equals \$0. The negative amount of the credit change order must equal the positive payment total of the line(s) being cut back. If it does not equal \$0, click "Update This Period" again and make corrections.
- 12. Locate the first line in the **Schedule of Values** section that has a payment in "This Period". Open it by clicking the edit icon.

The Requisition Detail window opens.

- Scroll down to the Custom Fields section.
   Enter a capital N in the No Retainage Flag field.
- 14. Click "Save and Close".

The Requisition Detail window will close.

15. Scroll down to the next line in the Schedule of Values section that has a payment in "This Period". Open it by clicking the edit icon. Repeat steps 13 and 14 for every line that has a payment that is being used to offset the credit.

DASNY CONTRACT MANAGER U	SERS' GUIDE – FINANCIALS
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ig Improvements (9) (252010)	Aug 1, 2007

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Select an action 💌 😡	Add Lump Sum Add Unit Price More commands	▼ Go	top of page
<ul> <li>return to log</li> <li>return to control center</li> </ul>	Item         Description of Work (B)           wmber (A)         Description of Work (B)           gr 00000010         Profit           gr 00000020         Dumpsters / Disposel           gr 0000000030         Bonds	\$10,000.00 \$10,000.0 \$37,702.00 \$37,702.0	)) Period (E) \$ 5 \$11,465.55 0 \$0.00 0 \$0.00
	O000000040 Supervision     Supervision     O000000050 Insurance	\$96,000.00 \$94,080.0 \$16.527.00 \$16.527.0	
		\$7,928.00 \$7,769.4 \$4,500.00 \$4,500.0	4 \$158.56
	2000000000 Closeout	\$1,000.00 \$800.0	0 \$200.00
	2 000000090 As-Builts	\$1,000.00 \$800.0	0 \$200.00
	g 0000000100 Warranties	\$2,000.00 \$1,600.0	0 \$400.00
	f 0000000110 Moveable Fence	\$11,110.00 \$11,110.0	
	0000000120 Moveable Fence	\$9,347,00 \$9,347.0	
	Grid Totals:	\$3,544,331.25 \$3,544,331	\$0.00
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Туре	Lump Sum					
Item Number (A) *	000000010					
Description of Work (B)	Profit					
Scheduled Value (C) (\$)	240,791.00					
Previous Applications (D)	\$229,325.45					
Custom Fields 🖻			top o	f page	-	
Integration Message	Passed 12/27/06 at 09:04					
Dir. Funding Source						
JDE Actual Funding Source	05660					
Quantity	1					
Units	LS		select ×	clear		
Labor or Material	М					
No Retainage Flag	N					
CSI Spec Section	00700					
PS Comments						
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			000000020			

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- **16.** When finished entering the "No Retainage Flags", expand the **Status** section.
- 18. Scroll to the bottom of the window and click "Save".

<u>Wait for the requisition to integrate</u> before printing or emailing the form for signature.

Submit the required forms per **DASNY Policies and Procedures** to complete the process.

**NOTE:** The **N** will need to be removed from the **No Retainage Flag** field within the schedule of values on the next payment requisition.

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Select an action	Go Contractor: Application				
					-
<ul> <li>return to ten</li> <li>return to convol o</li> </ul>	center Company	Castle Construction Co., Inc.			
	Contact	Paul Castle		select	
	Approved Date	Aug 1, 2007			
	Cartification				
	Certification				
	Company	Dormitory Authority - State of NY			
	Contact	Not Applicable		select	
	Approved Date	Aug 1, 2007			
	Payment Date	12	Check Nur	hber	
	Contract Summary				top of pag

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#### M.05

Reduction in Retainage Payment	
<ol> <li>Follow the instructions for <u>Creating a New Progress Payment</u>.</li> <li>Click "collapse all".</li> <li>Click "Custom Fields"</li> <li>Next to the Payment Type field, click "select"</li> </ol>	Spelling       Period To *       Apr 30, 2007         Print Form       Application Number       00011         Print Preview       >       Status - <no bic="" selected="">          Update This Period       &gt;       Contract Summary         Select on action       ©        &gt;         Requisition Summary       &gt;       Schedule of Values         * return to log       &gt;       Approved Changes         * return to log       &gt;       Custom Fields         Payment Type       PL Reduction of Retainson       select</no>
<ul> <li>The <u>Select Field Value</u> window opens.</li> <li>5. Select "R – Reduction of Retainage".</li> </ul>	Integration Message       JDE Batch #       JDE Coucher #       JDE GL Date       Find       > Issues Ø       Xttachments ፼
<ul><li>6. Click "Select".</li><li>The Select Field Value window closes.</li></ul>	Save Cancel
<ul> <li>7. Expand the Status section.</li> <li>8. Type a detail of the amount of retainage to be released in the "Certification" field.</li> </ul>	Cancel     Image: Contract summary     Image: Cont
<ol> <li><u>Approve the requisition</u> by entering today's date in both "Approved Date" fields.</li> <li>Scroll down and click "Save".</li> <li>After printing the requisition, the amount that is to be released to the contractor should be written into the current</li> </ol>	Spelling       * Status - <no bic="" selected=""> * Not Certified       *         Print Form       Ball in Court       <none selected="">       select.         Print Preview       Print Preview       Certified?       no         Update This Period       Certified?       no         Select an action       Certified?       no         • return to log       Contractor: Application       *         • return to control center       Company       King &amp; King Architects         Contract       David A Johnson       select         Approved Date       Example       Example</none></no>
payment due field on the Requisition Summary form. Reduction in retainage requisitions <u>do not integrate</u> so you can process it immediately.	Certification Release 50% of retainage on this contract Company Contract Not Applicable Payment Date Payment Date Check Number (Not Used) Check Number

Reduction in retainage requisitions <u>are not certified</u> so you can create the next requisition immediately if necessary.

Submit the required forms per **DASNY Policies and Procedures** to complete the process.

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expand all

🖻 contract summary 📑 schedule of values 🖆 custom fields 🖉 issues 🖉 attachment

Jul 17, 200

collapse a

#### M.06

## **Final Payment on a Construction Contract**

- 1. Follow the instructions for Creating a New Progress Payment.
- Contract/PO\* JOCS/2 Porches Existing Doorwa (99769-007) Open the Payment Requisition in edit mode. Print Form æ 2. Dormitory Authority - State of NY select. Update This Period PTR Construction Erom\* Click "collapse all". 3. Steve Jordan select. action... 💌 🕞 Select a Jul 8, 2005 Period To\* Application Number 00002 4. Click "Update this Period". Status - <no BIC selected> \* Not Certified Ball in Court <none selected> select. . IIX Priority Normal 💌 Update This Period held The Update This Period window will open. no Certified? certify and save ltern Number (A) Description of Work (B) % Comple Contractor: Application 459.14 00010 General Re-00020 Final payment per A/P 5. Update the "% Complete" column for 839.48 Metals 100.000 00040 Wood and Plasti 100.000 992.85 any line that is not 100%. PTR Construction 100.000 Company 00050 Finisher Contact Steve Jordan select. A final payment must be paid 100% in Approved Date Sep 13, 2005 12 each payment line. Certification Amy: Per our c pay the contract 100% of the Schedule of Values and 100% of the Retainage 6. Click "Finish". Finish Cancel Dormitory Authority - State of NY select. Sep 13, 2005 112 Approved Date The Update this Period window will close and you are returned to Pavment Date 12 Check Numbe the payment requisition. Contract Summary 🖷 top of page Requisition Summary 7. Expand the Status section Schedule of Values 3 top of page Approved Change Custom Fields 🛃 top of page Approve the requisition by entering today's date in both 8. Payment Type select... × clear "Approved Date" fields. Integration Message JDE Batch # 9. Expand the "Custom Fields" section. JDE GL Date 10. Next to the Payment Type field, click the "select.." link. 🕨 Issues 💋 top of page Attachments 2 top of page Save Cancel

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#### SECTION M.06 - FINAL PAYMENT

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select.

select.

🗟 schedule of values 🖆 custom fields 🖉 issues 🖉 attachme

11. Select "F – Final Payment".

12. Click "Select".

Select Field V	aiue			help
			ind	
F - Final Payment				
S - Standard Payme	teinage ent			
	Select	Car	cel	

return to table of contents

PRIMAVERA

Spelling

Print Form

Print Preview

**Update This Period** 

Select an action... 💌 💿

Requisition

ntrol Center > Payment Requisitions Log

OSWGC-

ABC .

8

Q

Requisition

From \*

Period To\*

Contract/PO\*

The Select Field Value window closes.

13. Scroll down and click "Save".

If the total payment under this period = \$0 this requisition will not integrate and will not obtain JDE Batch and Voucher numbers, so it can be printed and processed immediately.\*\*

\*\*Open the requisition summary section and adjust the Total Retainage value to \$0.00. The current payment due will be updated with the appropriate amount for the Final Payment.

If there is a payment amount shown under this period (as shown in this example), wait for the requisition to integrate.

When the requisition has integrated an integration message will appear along with the JDE Batch and Voucher numbers.

Submit the requi	ired forms per	DASNY	Policies	and Pr	ocedures
to complete the	process.				

<ul> <li>return to control center</li> </ul>		lected>      Not Certified					
	Contract Summar						top of page
	Requisition Summ	nary					
	Schedule of Valu					1	top of page
	Add Lump Su	m Add Unit Pr		ore commands.			
	ltem Number (A)	Description of Work (B)	Scheduled Value (C) A	Previou pplications (D	This Period (E)	Materials Presently Stored, Not in D or E (F)	Completed and Stor to Date,D+E+F
	💅 00010	General Requirements	\$4,591.42	\$4,132.2	\$459.14	\$0.00	\$4,591
	<b>⊠</b> 00020	Concrete	\$824.38	\$741.9	\$82.44	\$0.00	\$824
	B 00030	Metals	\$8,394.79	\$7,555.3	\$839.48	\$0.00	\$8,394
	00040	Wood and Plastic	\$9,928.49	\$8,935.6	\$992.85	\$0.00	\$9,928
	<b>6</b> 00050	Finishes	0649.75	\$584.7	\$64.97	\$0.00	\$649
	Grid Totals	:	\$24,388.83	\$21,94	\$2,438.88	\$0.00	\$24,388.
	Approved Change	20					<u>)</u>
							top of page
	Payment Type		l Payment				select × clear
	Integration Messa	ge Passed	d 11/03/05 at 08	:38			
	JDE Batch #	153546	2				
	JDE Voucher#	183375		J			
	JDE GL Date		122				
	🕨 Issues 🖉						top of page
	🕨 Attachments 🜌						top of page

Contract summary

Dormitory Authority - State of NY

PTR Construction

Steve Jordan

Jul 8, 2005

JOCS/2 Porches Existing Doorwa (99769-007)

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M.07

## Print a Requisition (the "AIA" form)

Payment requisitions must integrate and obtain Batch and Voucher numbers before printing or emailing the form for signature and processing. The exception is Retainage Reduction requisitions, which do not integrate.

- 1. Open Payment Requisitions log.
- 2. Select the "Latest by Vendor" layout, click "Go".

				📑 Transmittal Ou	eue 된 Print 🔍 S	earch 👩	۱ <u> </u>		Queue શ Print 🔍 Search 🥝
			WGC-Building Improvements (9) (252010)			Aug 2, 2007	s (9) (252010)		Aug 2, 2007
		Control Center > Payment Reguisit	lions	Layout La	atest By Contractor	• •		Layout	Latest By Contractor
		Add Document	Eind vooroo voor voor ingining protection (onnoo ooo)	Dec 21, 2000	expand all e	collapse all	Find		expand all collapse all
		Print Report 🗃	Enviro-Control Technologies (Contractor)     Application Number Contract		ount Certified Percent Ci		Certified? Integration Message	JDE Batch # JDE Voucher	
			Section 2000 Section 2007	May 9, 2007	\$0.00	91%	No Passed 05/14/07 at 14:04	1853676 221707	Select an action 💽 🗔
		Select an action 💌 😡	Application Number Contract           Application Number         Contract <ul></ul>	Period To Am Jul 5, 2005	ount Certified Percent Co \$0.00	omplete 0%	Certified? Integration Message Yes	JDE Batch # JDE Voucher	# Select an action 💌 💿
		return to control center	<ul> <li>✓ PTR Construction (Contractor) Application Number Contract</li> <li>☑ ● 00002 ● JOCS/2 Porches Existing Doorwa (99769-007)</li> </ul>	Period To Am Jul 8, 2005	ount Certified Percent Co \$2,438.88	omplete 100%	Certified? Integration Message Yes Passed 11/03/05 at 08:38	JDE Batch # JDE Voucher 1535462 183375	Edit Document Go
			The Gordan Group. Inc. (Contractor)     Application Number Contract     @      o 00001		ount Certified Percent Co \$237.79	omplete 100%	Certified? Integration Message Yes Passed 03/03/05 at 11:09	JDE Batch # JDE Voucher 1418075 169932	Print Preview Advenced Print Send to Corr Sent Send to Corr Rcvd Send to Inbox
			Woolley Morris Architects, PC (Contractor) Application Number Contract		ount Certified Percent Co \$12,286.52	omplete 1 93%	Certified? Integration Message Yes	JDE Batch # JDE Voucher 1834113 219159	E-Mail Form Update This Period Generate Requisition Generate Transmittal
			☑ ● 00003 ● Additional WA to Woolley Morri (116504-003)           Log Totals:	Jul 14, 2006	\$0.00 <b>\$22,806.30</b>	62%	No Passed 07/14/07 at 12:14	1143987 264353	Advanced Print
			······································				-		
3.	Locate the requisition you a	are working	on. 🧉						
4.	Scroll to the right, you can s	see the <b>int</b> e	egration message in the log.						
5.	Scroll to the far right column	n. Select "A	Advanced Print" from the drop	o-down l	list. 🗲				

6. Click "**Go**".

The Print window opens.

- 7. Select the "Requisition Summary" form
- 8. Click "Preview".
- 9. Review the Application for Payment in the preview window.
- **10.** To print the form, click the "**Print**" button.
- 11. To email the form, click the "Email" button.

If the payment is correct and there are no error messages, process the requisition per **DASNY Policies & Procedures**.

If you need to edit the requisition, allow an integration to run again before printing or emailing the form.

12. Click "Close" when finished.

🗿 http://daexpweb.dasny.org - Primavera - Microsoft Internet Explorer provided by NYS D	ormitory Authority
Print - Payment Requisitions	help
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Default Form: f_rq_01 Print G	E-Mail HS Save As 😭 Close
VENDOR ID NO: 133152224 / 104138 Rafael Vinoly Architects Pc CONTRACT NO: 68664 O1 CITY COLLEDE-SCHOOL OF ARCH. PROJECT NO: 145280 CCNV-School of Architecture	APPLICATION NO: ( APPLICATION DATE: 46 PERIOD TO: 3/30
APPLICATION FOR PAYMENT 1. ORIGINAL CONTRACT SUM	authorized changes thereto) between the undersigned and DORMITORY AUTHORITY OF N
2. Net change by Change Orders	relating to the above referenced project. I also certify that payments, less applicable retertion, have been made through the period c by the previous payments received from the Dormitory Authority, to (1) all my subcontractc. consultants and (2) for all materials and labor used in or in connection with the performanc
(Column J on detail sheet) 5. RETAINAGE: \$0.00 6. TOTAL EARNED LESS RETAINAGE \$2.016.949.80	this Contract. I further certify I have complied with Federal, State and Local tax laws, inclu Social Security laws and Unemployment Congremation Laws and Workment's Compensativ insofar as aboutable to the performance of this Contract. CONTRACTOR / CONSULTANT: Rafeel Vinoly Architects Pc
(Line 4 lars Line 5 Tota) 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	By: Dute: Trile: (trajente life)
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Frimavera	Liternet

M.08

## **Progress Payment Cheat Sheet**

## **Steps to Processing a Progress Payment:**

- 1. **Print the Pencil Copy** from the previous requisition, send it to the contractor to fill out.
- 2. After you receive the contractor's Pencil Copy and are ready to enter the payment, **create a new Payment Requisition.** 
  - The latest requisition for the contract <u>must be certified</u> before you create a new one. The certification indicates that the requisition has been received, reviewed and processed by Accounts Payable.
  - To create a new requisition, locate the latest requisition for the contract and use the "Generate Requisition" command.
  - On the requisition wizard, edit the <u>period to date</u> and make sure the <u>3 boxes are not checked</u>.
- 3. If there is an Integration Message and Batch & Voucher Number in the Custom Fields, delete them. They were copied over from the previous requisition.
- 4. **Wait one Integration Cycle** for approved Change Orders or Amendments to appear. If there are no approved changes then proceed to the next step.

- 5. Enter the Payment Lines using "Update This Period".
- 6. Enter the Approval Dates in the Status section.
- 7. Save and Close the Requisition.
- 8. Wait one Integration Cycle.
- 9. When the requisition passes integration and has a new Batch and Voucher number, send it to the contractor.
- 10. When you receive the signed and notarized requisition from the contractor and their back up documents, the DASNY PM should sign it and send the package to Accounts Payable
- 11. The requisition will appear as "Certified" when AP receives the package and reviews the supporting documents.

**Reduction of Retainage** and **Final Payments** are slightly different; remember to refer to the User's Guide when you are ready to process these.

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# SECTION N MANAGE PROJECT BUDGET

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N.01

## **Budget Availability**

The Project **Budget** is the total authorized project cost. It is not the amount of **Funding** available for processing Commitments. Budgets are only modified when the client authorizes a change in the project scope, thus prompting a **Budget Change**.

**The Original Budget** is populated in Contract Manager (CM) through the Automated Project Setup (APS) process. Any changes to the original budget must be processed in CM.

Budget information is located in the Cost Worksheet.

Select the "Budget" layout from the drop-down menu. Click "Go".

The **Revised Budget** column shows the current budget in each cost code.

The **Original Budget** column shows the total original approved budget for each cost code when the project was set up in CM.

The **Approved Budget Revisions** column shows the total of all approved budget changes for each cost code.

The **Pending Budget Revisions** column shows the total of all pending budget changes for each cost code.

Cost Code	Title	Original Budget	Approved Budget Revisions	Revised Budget	Pending Budget Revisions
🗹 o <u>02</u>	Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.0
🗹 o <u>03</u>	Design Consultants	\$5,000.00	\$0.00	\$5,000.00	\$0.0
🗹 o <u>04</u>	Construction Consultants	\$0.00	\$0.00	\$0.00	\$0.0
🗹 o <u>05</u>	Construction	\$0.00	\$58,900.00	\$58,900.00	\$0.0
🗹 o <u>06</u>	Other Project Costs	\$0.00	\$0.00	\$0.00	\$0.0
🗹 o <u>08</u>	Contingency	\$0.00	\$0.00	\$0.00	\$0.0
🗹 o <u>09</u>	DASNY Labor	\$0.00	\$0.00	\$0.00	\$0.0
🗹 o <u>71</u>	Furn & Equip (Excl Art)	\$0.00	\$0.00	\$0.00	\$0.0
🗹 o <u>79</u>	Fine Art	\$0.00	\$0.00	\$0.00	\$0.0
🗹 🔹 <u>NOT COST</u>	ED NOT COSTED	\$0.00	\$0.00	\$0.00	\$0.0

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N.02



#### SECTION N.03 - BUDGET REALLOCATION

#### DASNY CONTRACT MANAGER USERS' GUIDE - FINANCIALS

A new Change document will open	А	new	Change	document	will	open
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The Select Contact window will open.

approving the budget change.

- 7. Click "collapse all".
- 8. If the budget change requires internal DASNY review and approval, expand the "Status" section.

10. Select the DASNY contact responsible for reviewing and

The Select Contact window will close after you select the contact.

9. Click the "select..." link next to the Ball in Court.

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			Cancel				Y
	-						



The Lump Sum window will open.

- 13. Enter a brief **Description** for the document.
- 14. In the "Lump Amount" field, enter the amount of the budget increase. For a budget decrease, enter a negative number (example "-500000.00"). Do not use any symbols or punctuation other than the minus sign or decimal point.

15. In the "Costing" section, click Add Multiple Cost Codes

The Add Multiple Cost Codes window will open.

16. Select all the cost codes you will be using.



The <u>Select Cost Code window</u> will close and the cost codes will be added to the list.

18. Enter the amount of the budget change for each cost code.

The total amount entered in all the cost codes must equal the amount entered in the "Lump Amount" field before proceeding.

If the NOT COSTED line is visible then the total of the cost codes do not equal the Lump Sum amount.

19. Scroll to the bottom of the Lump Sum window and click Save & Close

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Change Unit		-	
Type Line Item No.*	Lump Sum 00001	<b>•</b>	
	100001		
Description			
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### The Lump Sum window will close.

- 20. Expand the "Details" section.
- 21. Enter a justification in the "Description" field.
- 22. In the "Reason for Change Order" field, choose the appropriate Budget Change type from the drop-down menu.
- 23. Expand the "Attachments" section. Attach the client request for the increase and any other supporting documents.

For additional information on file attachments, refer to **Section C.04** of the Non-Financial User's Guide.

24. Scroll down to the bottom of the page and click

\_\_\_\_ to save your work.

Obtain required approvals per **DASNY Policies and Procedures** to complete the process.

Once approvals have been received, refer to **Section J.03** for instructions to obtain the JDE CR#.



N.03



A new Change document will open.

- 7. Click "collapse all".
- 8. Expand the "Status" section.
- 9. Click the "select..." link next to the Ball in Court.

The <u>Select Contact window</u> will open.

- **10.** Select the DASNY contact responsible for reviewing and approving the budget reallocation.
- The <u>Select Contact window</u> will close and the **Ball in Court** will be changed.

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The Lump Sum window will close. 📑 Transmittal Queue <table-cell> Print 🔍 Search 🛛 🕑 🖈 PRIMAVERA 🔶 log out SICRFC-New Staten Island Courthouse (14910 Control Center > Change Orders Log > Ecustom fields Sissues attachments Contract summary Change Document • expand all • collapse all Change Document ABC Spelling Type \* Change Document Print Form 8 Contract\* Budget (BUDGET) Print Preview à Dormitory Authority - State of NY Not Applicable select... Select an action... 💌 💿 Dormitory Authority - State of NY From \* Not Applicable select... Number\* 00002 return to log return to control center Budget Reallocation May 13, 2009 Title Date Time Change 0 Total Cost \$5,000,000.00 (davs) Status - Not Applicable \* New Item 🕨 Summary 🗎 ✓ Line Items Add Unit Price Copy from Contract 19. Expand the "Details" section. Add Lump Sum Line Item No. Quantity Units of Measure Description Amount (\$) Net Amount Tax Rate Sales Tax **2** 00001 \$5.000.000.00 0.00000 20. Enter a justification in the "Description" field. Grid Totals: 21. In the "Reason for Change Order" field, choose 0.00 \$5 000 000 00 "Budget Reallocation" from the drop-down menu. Details escription Enter a justification for the budget change here. \*\*FUNDING CHANGES\*\* unding Increase/Decr Funding Reallocation \*BUDGET CHANGES\* 22. Scroll down to the bottom of the page and click Spec Section idget Real Cost Category Pending esian De Save Administrative to save your work. Required Date "Change Orders" Previous Change llowance - Allocation Management Phase Allowance - Closeout Add/Deduct Alternates nto Change Numbe • eason for Change Docu Budget Reallocation 🕨 Schedule 🧮 🕨 Custom Fields 🛃

🕨 Issues 🖉

Attachments 2

Obtain required approvals per DASNY Policies and Procedures to complete the process.

Once approvals have been received, refer to Section J.03 for instructions to obtain the JDE CR#.

return to table of contents

Save Cancel

# APPENDIX

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#### APPENDIX IV

## Integration with J. D. Edwards

All financial documents entered in Contract Manager integrate with DASNY's J. D. Edwards financial system. When an integration cycle occurs, data entered in Contract Manager is imported into J. D. Edwards, a record is created (or edited) in JDE and a JDE CR# is generated, then the CR# and an integration message is imported back into Contract Manager.

When a financial document is created or edited in Contract Manager an integration cycle must occur before printing the associated form(s).

Please note that it can take up to 45 minutes to see the CR# if there are a lot of documents integrating in a cycle.

Expedition	Minute After the Hour	JDE
The following integrations run hourly between	een 4:00am and 8:00pm,	7 days a week, in the listed sequence
	:03	Unapproved JOC/Term Contracts Approved JOC/Term Contracts Unapproved Contracts Approved Contracts Chg. Ord/Amendment Approval Budget/Funding Approval
Request for Future Commitments Construction Change (Quoted/Negotiated) R Construction Change (Final) Requests Budget/Funding Change Requests Amendment Change Requests Payment Requisitions Change Request Log Dates	:07	
•	:14	Payment Requistion Certification
Add CO to Payment Requisition Add Amendment to Payment Requisition	}	
End o	f hourly integrations	
4	8:35 pm	Purchase Orders
◀	{ 8:40 pm 8:45 pm	Actual Cost (with Commitments) Actual Cost (w/o Commitments)
	∫ 9:00 pm 9:01 pm	Project Initiation Cost Codes

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#### APPENDIX V

## Integration Error Messages

Error Message	Detailed Error Description	Corrective Action to be Taken by Project Staff
Failed 1-Invalid Project No.	Project Number received from Primavera does not exist in JDE	Call CTG Help Desk (518-257-3700)
Failed 2-Invalid Project Type	Business Unit "Type" is not "PJ" in JDE	Call CTG Help Desk (518-257-3700)
Failed 3-Invalid Post Edit Cde	The transaction cannot integrate to JD Edwards because the Posting Edit Code of the project/job (controls the ability to enter financial transactions in JDE) is set to "N".	Call CTG Help Desk (518-257-3700)
Failed 4-Descp Cannot be Blank	The document title/description field in Primavera cannot be blank.	Add a description/title to the Primavera document.
Failed 5-Contract is Closed	Within JDE, this contract record is closed ("Y" Indicator filled in closed field on Contract Entry screen). Financial transactions cannot be processed against closed contracts.	Call CTG Help Desk (518-257-3700)
Failed 6-Contract Not Approved	The error message indicates that the Contract record in Contract Manager has not been approved. Payment Requisitions cannot integrate to JDE until the contract record in Contract Manager is marked as Approved, which occurs by an integration after the JDE contract record has been passed through budget edit II.	Verify that the contract has been processed/approved by the Contracts Unit. The Contract record in Contract Manager has a Status of Approved and also will indicate a Contract Type. Contracts must have a type of OS, O1, OT, or OJ (contract type cannot begin with a "Z"). Contracts are often not approved immediately after the Schedule of Values has been approved by the Claims Analyst due to various issues, including insurance related delays and funding problems.
Failed 7-Chg Amt Cannot be < 0	A Future Commitment cannot have a value entered that is less than zero dollars.	If the intent of the transaction is to cutback a contract, a change order (for construction contracts) or an amendment (for all other contract types, including JOCS contracts) must be entered in the Change Management module. The document should be declined.
Failed 8-Invalid Account No.	The budget category referenced in the costing section of the Primavera document does not have a matching value in JD Edwards.	Call CTG Help Desk (518-257-3700)

APPENDIX V

Error Message	Detailed Error Description	Corrective Action to be Taken by Project Staff
Failed 9-CR not found in JDE	The integration is attempting to update a change request from an Pimavera document but is unable to locate the change request in JDE.	Call CTG Help Desk (518-257-3700)
Failed 10-CR Stat not A P or 1	The error message indicates that an attempt has been made to update/change a change request in JDE that is already in a Committed or Declined status. Changes can only be made to change requests that have a status of Anticipated (A), Pending (P), or for funding transactions, 1 (anticipated funding change).	Change requests in a committed or declined status cannot be changed. If changes are needed a new Primavera transaction would need to be created, resulting in a new change request being created in JDE.
Failed 11-Grp/Type/CCd Invalid	The message indicates that an incorrect combination of a Change Reason Code (i.e. Design Omissions, Field Conditions, or Amendment (Any Type)), Contract Type (OS for Construction Contract, O1 for Professional Services Contract, OT for Term Consultant Contract, or OJ for JOCS Contract), and/or Budget Category has been entered on the Change Management record.	Verify that a valid combination of the required information are being referenced on the change document. For a Construction Contract the budget category has to be 05 (Construction) and one of the available change reasons must be selected from the Reason for Change dropdown found on the Details section of the change document. A change document for a Professional Service Contract, Term Consultant Contract, or JOCS Work Order must reference the Change Reason of Amendment (Any Type). The budget category referenced on change documents for Professional Service and Term Contracts will depend on how the contract was distributed in JDE. Valid budget categories for these contract types are typically 03 (Design Consultants), 04 (Construction Consultants), or 06 (Other Project Cost). Amendments to JOC Work Orders should always be costed to budget category 05 (Construction). This error message will also occur if the contract you are attempting to write the change document to has not been approved in the Contract Manager system.
Failed 12-Not an Int. Proj	The message indicates that the project is not currently classified as an integrated project. There is a field in the JDE Job Master record that needs to be populated with a "Y" in order for integration between JDE and Primavera to occur.	Call CTG Help Desk (518-257-3700)
Failed 13-Invalid Chg to a CR	Invalid change to the Group/Type combination-Amt cannot be less than or equal to zero	Call CTG Help Desk (518-257-3700)
Failed 14-Invalid Vendor PAGE 280	Vendor/Contract Number Combination invalid in JDE Contract Header	Call CTG Help Desk (518-257-3700) © 2007 Dormitory Authority of the State of New York Copyright claimed exclusive of Primavera content

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Error Message	Detailed Error Description	Corrective Action to be Taken by Project Staff
Failed 15-Invalid Decline Flag	If a decline flag is set on a Future Commitment that has not yet gone through integration - or - the decline flag has been filled with something other than "Y"	If the Future Commitment has not yet gone through integration, it can be deleted altogether in Primavera - If there was no intent to decline, then clear the decline field - else, call CTG Help Desk.
Failed 16-A/P Batch Not Found	The batch and voucher that is associated to the payment requisition cannot be located in JDE.	Call CTG Help Desk (518-257-3700)
Failed 17-A/P Batch not Pending	This message is displayed when a Payment Requisition attempts to integrate to JDE after the Payment Requisition Batch has been approved by Accounts Payable. Once a batch has been approved in JDE no further changes can be integrated from Primavera to JDE. The requisition should be updated as Certified, thus restricting further integration attempts, during a subsequent round of integrations.	Call CTG Help Desk (518-257-3700)
Failed 18-Error in Group-Line:	This error can occur in Change Management, most likely on a Funding Reallocation or Funding Decrease, or in Payment Requisitions. If the error occurs in Change Management the message indicates that you may be attempting to reallocate more money from a Budget Category than is actually available. If the error message is displayed on a Payment Requisition line the message indicates that while the particular line has no problems, another line in the same group is failing - so the requisition is failing as a whole.	Need to verify that the amount of funding that is being decreased or reallocated is available on the specific budget categories involved. 1) The most common reason for this error message is that the JSI screen is being used to determine how much funding is available on a budget category but the JSI screen does not display the exact value of funding remaining because the screen does not display pennies. The value displayed on the JSI screen in the BREM column is rounded up or down based on the exact value of the funding from a budget category. When the integration attempts to remove funding from a budget category the system is comparing actual funding available, down to the cent, with the value entered on the Line Item in the Contract Manager Change Document. If the Contract Manager transaction is attempting to remove more funding (even \$0.01 more) than what is available the transaction fails integration. 2) The amount of funding currently available equals the Revised Funding minus the Revised Commitment from the Cost Worksheet.
Failed 19-Btch/Vcher Mismatch	This error message indicates that the batch and voucher referenced on the payment requisition do not correspond to a valid batch/voucher combination in JDE. This should not happen due to a Parent key safe guard built into the integration.	Call CTG Help Desk (518-257-3700)
Failed 20-Invalid Job Type	This error message would occur in the Payment Requisitions module when a payment line is being Direct Funded to a specific funding source in JD Edwards and that funding source does not have the proper settings established (i.e funding source must have be a business unit of "JB" and posting edit code equal to "K").	Call CTG Help Desk (518-257-3700)

Error Message	Detailed Error Description	Corrective Action to be Taken by Project Staff
Failed 21-Invalid Fund Source	This error message would occur in the Payment Requisitions module when a payment line references an invalid funding source (a funding source that is not associated to the project) in the JDE_Funding_Source field, found in the custom field section of each payment line.	Call CTG Help Desk (518-257-3700)
Failed 22-Insuff Amt to Re-all	This error message indicates that a funding reallocation is attempting to reallocate more funds than are currently available from a budget category.	Need to verify that the amount of funding that is being decreased or reallocated is available on the specific budget categories involved. The most common reason for this error message is that the JSI screen is being used to determine how much funding is available on a budget category but the JSI screen does not display the exact value of funding remaining because the screen does not display pennies. The value displayed on the JSI screen in the BREM column is rounded up or down based on the exact value of the funding from a budget category. When the integration attempts to remove funding from a budget category the system is comparing actual funding available, down to the cent, with the value entered on the Line Item in the Primavera Change Document. If the Primavera transaction is attempting to remove more funding (even \$0.01 more) than what is available the transaction fails integration.
Failed 23-Cred Pmt on Orig SOV	The error message indicates that a negative value has been entered in the "This Period" field for a line item that has a positive Schedule of Value.	The "This Period" value needs to be changed to either a positive value or \$0 since a negative "This Period" value will not successfully integrate. If the intent of the negative "This Period" value is to issue a credit against the line item a credit change order needs to be created and processed to handle the credit. This scenario can also occur when a lower "% Complete" value is entered for a line item than was previously reported. The "% Complete" should be adjusted back to the previous value or increased. This percentage should never be less than reported on previous requisitions.
Failed 24-Credit must be Paid	The error message indicates that a credit(s) change order/amendment is on the payment requisition but is not being fully paid at this time.	The "This Period" amount for new credits are billed automatically by Contract Manager at the time the credit change document is placed on the payment requisition by the integration - do not attempt to clear the credit amount(s) being billed. Refer to Section M.05 on page 255 for the steps required to process a credit.

Error Message	Detailed Error Description	Corrective Action to be Taken by Project Staff
Failed 25-Total Pay Req < 0	The error message indicates that the total value of all the lines being billed this period is less than \$0. The net total of any Payment Requisition cannot be a negative amount (unless the credit is to be taken against retainage, which requires prior approval).	Adjust/correct "This Period" billed amounts accordingly so the net of the amounts being billed on the requisition are greater than or equal to \$0. If there is a credit on the requisition the credit value needs to be exactly offset by positive "This Period" amounts on the line items the credit should be applied to. The lines that are to be used as offsetting lines ( <i>the "This Period" amount of these offsetting lines must exactly offset the credit value</i> ) need to have the "No Retainage Flag" field set value set to "N" for each line. This field is found within Custom Fields for each Payment Line. Payment line detail can be accessed by clicking the edit icon to the left of the Payment Line number (i.e. 00010, 00020, etc). Scrolling down to the Custom Fields section of the Payment Line detail you will find the "No Retainage Flag" field.
Failed 26-Added via Manual Get	A change order or amendment was added to the payment requisition incorrectly. Change orders/amendments must be allowed to integrate onto payment requisitions. When a payment requisition is created and Contract Manager identifies approved change documents for the contract there is a checkbox labeled "Uncheck this Option!!!". This checkbox should always be unchecked by the user creating the requisition. If left checked change documents will be placed on the requisition in an incorrect manner and payments will not be allowed against these payment lines.	Need to identify which pay lines were brought onto the requisition incorrectly. Payment lines associated to change orders have line numbers that begin with the letter "C" (original contract lines are purely numeric, for example 00010 or 00020). If you print or preview the Payment Requisition detail page you will see a field labeled JDE CO #. All payment lines that represent change orders (or amendments) should have the corresponding JD Edwards change order number populated in the JDE CO# field. Change Order payment lines (those lines with line numbers beginning with "C") that do not have a JDE CO # value are associated to change orders that have been brought onto the requisition incorrectly. These lines can be deleted from the payment requisitions. The change order/amendments also need to be deleted from the Approved Changes section of the Payment Requisition. Please call CTG Help Desk (518-257-3700) for assistance.
Failed 27-No-Retainage <> 0	The amounts being billed "This Period" for all lines that have a "N" populated in the "No Retainage Flag" field do not net to \$0. This most likely indicates that a credit change order needs to be offset with positive payment lines or that a credit was handled on a previous requisition and the "No Retainage Flag" field needs to cleared.	Check to see if any credit change orders have integrated onto the requisition this period. If there are credits on the requisition the credit amount must be <b>exactly</b> offset by billing positive "This Period" amounts on other payment lines. The lines that are being billed to offset the credit must be opened in the detail mode (click on the edit icon to the left of the line number to open a payment line in detail mode) and have a "N" populated in the "No Retainage Flag" field. The total amount being billed for all lines that have a "N" in the "No Retainage Flag" field must net to \$0. If the total of these lines do not net to \$0 the requisition will fail integration.

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Error Message	Detailed Error Description	Corrective Action to be Taken by Project Staff
Failed 27-No-Retainage <> 0	CONTINUED	The other scenario that can produce the Failed 27-No-Retainage <>0 error message is when a credit was processed on a previous requisition. The "N" that is populated in the "No Retainage Flag" field on the lines that were used to offset the credit are not automatically removed. Be sure to clear any "N" codes that may have been on a previous pay requisition. One way to easily identify pay lines that have a "N" in the "No Retainage Flag" field is to go to the Schedule of Values section of the payment requisition and scroll to the right so that you can see the column heading for the "No Retainage Flag" column. Scroll down to find the lines that have a "N" in them and then remove any unnecessary "N" values.
Failed 28-Invalid No-Retainage	A value other than "N" or "X" (for processing a credit against retainage, which requires pre-approval) has been entered in the "No Retainage Flag" field of a payment line.	Review the "No Retainage Flag" field within the Schedule of Values and correct/remove incorrect values.
Failed 29-Exp SOV <> JDE TPB	The total value of the Schedule of Value lines, within the Contract Manager Payment Requisition, does not equal the total contract value in JDE. Most common cause is that the payment requisition integration took place before approved change orders/amendments were brought on to the newly- generated payment requisition in Contract Manager (Approved Dates entered in the Status section before the change order integration took place).	Review the Approved Changes within the Contract Summary and the Net Change within the Requisition Summary section of the payment. If these amounts are different the most likely cause is that an approved change order/amendment needs to integrate onto the requsition. To allow this to occur remove the Approved Dates from the Payment Requisition's Status section in Contract Manager and wait for the next hourly integration cycle to complete. Once the new change orders/amendments have been brought on to the payment requisition, then replace the certification dates to trigger a new integration. There are also more detailed instructions available in the Frequently Asked Questions (FAQ) section of the Construction Home Page on DASNY's intranet. Another reason for this error message would be if a change order/amendment has been brought onto the integration more than once. Please contact the CTG Help Desk at (518) 257-3700 for assistance.
Failed 30-Re-al does not net 0	Funding reallocation should always net to \$0. This error message indicates that the funding reallocation does not net to \$0 and needs to be adjusted.	Open the change document and go to the Line Items section. Open the line items and make sure the Lump Amount field is \$0. Then scroll down to the Costing section of the Line Item and make sure that the transaction is fully costed (a NOT COSTED line should not be displayed).

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Error Message	Detailed Error Description	Corrective Action to be Taken by Project Staff
Failed 32-Inv CM Type for Cont	JDE Change Types are tied to JDE Contract Types - Change Type "A", can only be used in conjunction with Contract Type O1 (or C1); Change Type "W" can only be used in conjunction with Contract Type "OJ"; Change Type "T" can only be used in conjunction with Contract Type "OT"; and Change Type "C" can only be used in conjunction with Contract Type OS (or CS).	Make the needed adjustments to the Change Management Type. If the contract number is incorrect, the entry will need to be declined and re-entered (the contract number field cannot be changed).
Failed 33-CSI Spec# Required	A CSI Specification section is required when entering a change order to a construction contract. This message indicates that a CSI Spec section was not selected when the integration occurred and attempted to update JD Edwards.	Open the change document and select a CSI Spec No. from the "Spec Section" drop-down box located in the Details section of the change document. After the Spec Section has been selected, clear the Failed integration message and save the document.
Failed 35-Invalid Cost Distrib	The incorrect combination of Cost Type and Cost Category were selected when the Future Commitment was created. Future Commitments must always be entered with a Cost Category of "Commitment" and Cost Type of "Estimated".	The values for these fields cannot be changed. The Future Commitment should be declined by checking the "Declined" checkbox at the bottom of the Custom Fields section of the Future Commitment. A new Future Commitment will need to be entered reflecting the proper values for the Cost Category and Cost Type fields.
Failed 36-Amount Less Than 0	Future Commitments cannot be entered for an amount less than zero.	Make sure that the Line Item value was entered correctly. If a negative amount was entered inadvertently, change the value to a positive value and allow the Future Commitment to integrate again. If the intent of the transaction is to cut back a Term Contract Work Authorization or JOC's Work Order, an amendment must be created in the Change Management module.
Failed 37-To-Vendor Convention	Within the Custom Fields tab, the value entered in the "To Vendor" field must begin with either "C-" or "A/", in accordance with DASNY's naming convention.	Correct "To Vendor" entry utilizing valid naming convention guidelines. If "To Vendor" begins with a "C-", then the corresponding JDE Change Group/Type must equal "BBID" or "WTER"; if "To Vendor" begins with "A/", then the Change Group/Type must equal "TTER", "PRFP", or "ARFP".
Failed 38-Invalid Contract No.	The contract number entered in the "Multi-Project Term Contract #" field in Custom Fields for the Future Commitment is not correct or has not been entered.	When a Future Commitment is being entered to establish a new Term Contract Work Authorization or for the purpose of creating a change order/amendment to a Construction or Professional Service contract that exists on a different project (requires exemptions), the Term Contract Number must be entered in the "Multi-Project Term Contract #" field in Custom Fields. Term Contract Numbers can be found on the Term Consultant list posting on DASNY's intranet under the Construction Department page.

Error Message	Detailed Error Description	Corrective Action to be Taken by Project Staff
Failed 39-Cannot Chg Cost Code	Attempting to change the cost code on a change order to be different from the original contract.	Insure cost code matches the budget category on the original contract. The transaction may have to be declined if it has been entered against the wrong cost code. A new transaction should be entered (resulting in a new change request number) referencing the correct cost code (budget category).
Failed 40-Invalid Payment Type	The Payment Type (S-Standard, R-Reduction of Retainage, or F-Final Payment) selected in Custom Fields is incorrect.	The most common type of requisition is a Standard (or blank payment type) requisition. Standard requisitions must integrate in order to be printed/e- mailed successfully. Reduction of Retainage payments do not integrate and CANNOT have any payment lines being billed this period. If any lines have a "This Period" amount being billed, a Reduction of Retainage Payment requisition will fail integration. Reduction of Retainage and Final Payment type requisitions are intended primarily for Construction or JOCS contracts not Professional Service or Term Consultant contracts. There is a space on the Payment Requisition summary page where Consultants can sign to designate the payment as being a Final Payment.
Failed 41-Bud Cat <> Contract	The Budget Category selected for an Amendment or Change Order does not match the original Contract.	Correct the Budget Category within the Cost Distribution Screen. The transaction may have to be declined if it has been entered against the wrong cost code. A new transaction should be entered (resulting in a new change request number) referencing the correct cost code (budget category).
Failed 42-Contract Not Approvd	The contract selected in Change Management has not yet been fully approved (has not yet passed Budget Edit 2 in JDE) - Change Orders/Amendments cannot be processed until this contract is fully approved.	Once the Contract is fully approved the change document will need to be edited in some way in order for the integration to recognize the transaction and attempt to integrate it again. The suggested method for triggering the integration is to open the change document in edit mode and delete the existing Integration Message found in Custom Fields and then save the document. The document should integrate during the next round of hourly integrations.
Failed 44-A/RFP not Valid	The Contract for which this Future Commitment has been entered, already exists on this project. Contract Group/Type "A/RFP" can only be used when the contract doesn't already exist on a given project.	The entry can be declined and then go to the Change Management module and enter an "Amendment" to the existing contract per DASNY Procedures

Error Message	Detailed Error Description	Corrective Action to be Taken by Project Staff
Failed 45-Neg Pmt on Pos Line	A negative value has been entered in the This Period column on the payment requisition for a line that has a positive (>=0 line) schedule of values.	Remove the negative value from the This Period field for the payment line in question. If using Percentage Complete to bill a line increase the Percentage Complete to equal or be greater than the Percentage Complete on the previous requisition. If the intent of the negative value was to issue a credit against the contract then a change management record should be created to process the credit.
Failed 46-Inv ChgGrp for Contr	The Change Group/Change Type is not valid for the type of contract (O1=Professional Services, OS=Construction, OJ=JOCS, OT=Term) being referenced in the transaction.	Change the Change Group/Type referenced on the transaction. For a list and definitions of valid Change Groups/Type please refer to the FAQ page under the Construction section of the Intranet or contact the CTG Help Desk (518-257-3700).
Failed 47-To Ven. already used.	The Future Commitment references a To Vendor on the Custom Fields tab that has already been assigned to a different contract number not associated to the company in JDE.	The To Vendor on the Custom Fields tab must be changed to another valid (existing in the Companies Directory) value.
Failed 49-Key Contact is TBD	This error message indicates that you need to add a key contact to the company record in Contract Manager. Before a contract can be created in Contract Manager a contact person must be referenced in the company file associated to the contract.	Add the key contact to the X-XXX company identified in the error message so the unapproved contract can be brought onto the project. The unapproved contract cannot be brought onto the project until the key contact has been added to the company. Do not update the information on the TBD contact in the company. A new contact must be added to the company and the key contact field should be selected on the new contact.
		To do so you need to go to the Company directory (open Project Information then Companies). Open the company record and click on the Add button under the Contacts sections. You should add as much contact information as you know (name, address, phone numbers, e-mail address, etc) but some information is required. (Please note that if the contact you are adding has or will have access to Primavera it is extremely important to validate the initials you are entering into Primavera. Please contact the CTG Help Desk to find out the proper initials to use.)
Failed 50-Invalid Period-to	This message will appear during the Payment Requisition Integration if the Period-To date is greater than 32 days from the integration date.	The requisition may be have to be deleted by CTG staff or, if the Period To date will soon be within the 32-day window, the requisition can remain in the system so the requisition can attempt to integrate again. If the decision is made that the requisition must be deleted call CTG Help Desk (518-257-3700).

Error Message	Detailed Error Description	Corrective Action to be Taken by Project Staff
Failed 51-Reason Code is Blank	This message will appear if the change reason code has not been populated on a change management document	The change reason code will have to be updated within the individual change management document. The integration message should be cleared as well.
Failed 52-Waiting Client Apprv	This message indicates that the appropriate approval has not been received to process the Change Management request - Specific to the HHC program	Request/ await approval from the appropriate parties
Failed 53-Needs Approval	This message indicates that the appropriate approval has not been received to process the budget request	Request/ await approval from the appropriate parties
Failed 54-Multi Uncertified Recs Exist	There is more than one requisition which has not be certified	Call CTG Help Desk (518-257-3700)
Failed 55-Insurance has Expired	The insurance for the contractor/consulant has expired or is due to expire	Contact appropriate party within Risk Management & Safety regarding the expired insurance
Failed 56- Line Item Description cannot be Blank	This message indicates that the description of the line items has not been populated	Open the change document and go to the Line Items section. Open the Line Items and update the description
Failed 57-Bid Date is Required	The Bid Date has not been populated within the Custom Fields section of the Future Commitment	Edit the Future Commitment and select a date for the Bid Date field within the Custom Fields section of the document
Failed - No To Vendor in Project	The To Vendor referenced in the document may have been awarded to another firm already.	Need to reference a different To Vendor on the Future Commitment. Check the Company directory on the project to see which Company records are being used (look at the Placeholder field, ie C-101 or A/E-1) or to identify the correct Company record to enter on the Future Commitment. Update the Future Commitment to reference the proper company abbreviation. Call CTG Help Desk (518-257-3700) with questions.

APPENDIX VI

## Placeholder Naming Conventions

Following is a list of Placeholder abbreviations and their corresponding roles:

Value:	Used For:	
Consultants:		
A/E-0	Project Architect of Record	
C-107, C-207, C-307, etc.	Construction Manager Consultants	
A/E-1, A/E-2, A/E-3, etc.	Other Consultants	
A/E-1 <b>a</b> , A/E-2 <b>a</b> , A/E-3 <b>a</b> , etc.	Sub-consultants	
Contractors:		
C-101, C-201, C-301, etc.	General Contractors	
C-102, C-202, C-302, etc.	Electrical Contractors	
C-103, C-203, C-303, etc.	HVAC Contractors	
C-104, C-204, C-304, etc.	Plumbing Contractors	
C-105, C-106, C-108, etc.	Other Prime Contractors	
C-205, C-206, C-208, etc.	Other Prime Contractors	
C-109, C-110, C-111, etc	Other Prime Contractors	
C-209, C-210, C-211, etc.	Other Prime Contractors	
Subcontractors:		
C-101A, C-101B, etc.	Subcontractors to C-101	
C-10 <b>2A</b> , C-10 <b>2B</b> , etc.	Subcontractors to C-102	

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**APPENDIX VII** 

## **Report Prompt Criteria**

Many reports in Contract Manager contain filters that allow you to customize the data shown in the report. Common filters ask for status, companies or dates. An RFI report that filters for contractor, for example, will produce a report that only includes RFIs from the contractor or contractors typed into the filter.

If a "Report Criteria" window appears when printing or previewing a report, that report contains such a filter.

Leaving a prompt field blank is like entering a wildcard. The report will run the report and include all data. If a value is entered in the prompt field, the report will only include data associated with the value entered.

## **Date Prompts**

## 1. Single Date Prompt:

When a report prompts for a single date, this window will appear:

Click the calendar icon to pick a date from a calendar. The calendar picker will open. Use the arrows to scroll through the months and years and click on a date to select it.

You can also type in a date but it must be typed in the following format: mm/dd/yyyy (such as 12/03/2007). It will then convert to the format shown.

Click "**OK**" to run the report.

<b>**</b> **			ugust 2006			>>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		- 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	<u>25</u>	26
27	28	29	30	31		
= toda	1V	×	clear		ca	nce



	riteria - Microsoft Internet Ex	plorer provided b 💶 🗙
	t Criteria	
Column:	Start Date	
Criteria:	May 3, 2006 🛛 🔛	
Or:	112	
	112	
	12	
	112	
	122	
	112	
	112	
	12	
	12	
	OK	Cancel

## 2. Date Range Prompt:

Some reports filter for a date range. These reports will only include documents that were created within the range of dates specified in the report criteria. Reports with this type of filter look like this:

Date range prompts work differently than single date prompts.

In the start date field type in ">=" (omit quotes). Then click the calendar icon and pick the start date from the picker (or type in the date in mm/dd/yyy format).

In the end date field type in "<=" (omit quotes). Then click the calendar icon and pick the start date from the picker (or type in the date in mm/dd/yyy format).

The Report Criteria for date range should look like this:

Start Date		End Date	
>=Jun 5, 2006	12	<=Jul 14, 2006	2

Click "OK" to run the report.

A series of criteria may also be entered using the "Or" fields.

Column:	Start Date		End Date	
Criteria:		12		12
Or:		112		112
		112		172
		112		172
		112		172
		112		112
		112		112
		112		112
		172		122
		112		112

## **Data Prompts**

Following are lists of report criteria types and the data that can be used for each type. The data must be entered in its entirety as displayed in the following tables.

## 1. Contract Type

Enter	To Retrieve
ARFP	ARFP - Multi-Project P/S Contract
BBID	BBID - Construction Contract
CBID	CBID - Multi-Project Const. Contract
PPO	PPO - Purchase Order (Placeholder)
PRFP	PRFP - Professional Services Contract
TTER	TTER - Term Contract Work Authorization
WTER	WTER - JOC Work Order

## 2. Inspection Type

Enter the entire text shown:
Architect Quality Issue Report
Architect Site Visit Report
CM Site Inspection Report
CM Safety Inspection Report
DASNY PM Site Inspection Report
DASNY PM Safety Inspection Report
Punchlist
QA Unit Field Trip Report
Safety Consultant Inspection

## 3. Reason Code (Change Management)

Enter	To Retrieve	
**Procure	ment**	
AMD	AMD - Amendment (Any Type)	

### \*\*Budget/Funding\*\*

BUD	BUD - Project Funding Increase/Decrease
REA	REA - Reallocation

#### \*\*Change Orders\*\*

ALTALT - Add/Deduct AlternatesBACBAC - Back ChargeBNDBND - Bond/Insurance CostCLACLA - Claim SettlementsCLOCLO - Close Out ContractsCOMCOM - Completion ContractCORCOR - CoordinationDEDE - Design ErrorsDODO - Design OmissionEMREMR - Emergency Work OrderFLDFLD - Field ConditionINFINF - Information ChangeINSINS - Insurance Settlement FundedMATMAT - Material SubstitutionOFSOFS - Offsite StoragePRGPRG - Program Change	Onange	010013
BNDBND - Bond/Insurance CostCLACLA - Claim SettlementsCLOCLO - Close Out ContractsCOMCOM - Completion ContractCORCOR - CoordinationDEDE - Design ErrorsDODO - Design OmissionEMREMR - Emergency Work OrderFLDFLD - Field ConditionINFINF - Information ChangeINSINS - Insurance Settlement FundedMATMAT - Material SubstitutionOFSOFS - Offsite Storage	ALT	ALT - Add/Deduct Alternates
CLACLA - Claim SettlementsCLOCLO - Close Out ContractsCOMCOM - Completion ContractCORCOR - CoordinationDEDE - Design ErrorsDODO - Design OmissionEMREMR - Emergency Work OrderFLDFLD - Field ConditionINFINF - Information ChangeINSINS - Insurance Settlement FundedMATMAT - Material SubstitutionOFSOFS - Offsite Storage	BAC	BAC - Back Charge
CLOCLO - Close Out ContractsCOMCOM - Completion ContractCORCOR - CoordinationDEDE - Design ErrorsDODO - Design OmissionEMREMR - Emergency Work OrderFLDFLD - Field ConditionINFINF - Information ChangeINSINS - Insurance Settlement FundedMATMAT - Material SubstitutionOFSOFS - Offsite Storage	BND	BND - Bond/Insurance Cost
COMCOM - Completion ContractCORCOR - CoordinationDEDE - Design ErrorsDODO - Design OmissionEMREMR - Emergency Work OrderFLDFLD - Field ConditionINFINF - Information ChangeINSINS - Insurance Settlement FundedMATMAT - Material SubstitutionOFSOFS - Offsite Storage	CLA	CLA - Claim Settlements
CORCOR - CoordinationDEDE - Design ErrorsDODO - Design OmissionEMREMR - Emergency Work OrderFLDFLD - Field ConditionINFINF - Information ChangeINSINS - Insurance Settlement FundedMATMAT - Material SubstitutionOFSOFS - Offsite Storage	CLO	CLO - Close Out Contracts
DEDE - Design ErrorsDODO - Design OmissionEMREMR - Emergency Work OrderFLDFLD - Field ConditionINFINF - Information ChangeINSINS - Insurance Settlement FundedMATMAT - Material SubstitutionOFSOFS - Offsite Storage	COM	COM - Completion Contract
DODO - Design OmissionEMREMR - Emergency Work OrderFLDFLD - Field ConditionINFINF - Information ChangeINSINS - Insurance Settlement FundedMATMAT - Material SubstitutionOFSOFS - Offsite Storage	COR	COR - Coordination
EMREMR - Emergency Work OrderFLDFLD - Field ConditionINFINF - Information ChangeINSINS - Insurance Settlement FundedMATMAT - Material SubstitutionOFSOFS - Offsite Storage	DE	DE - Design Errors
FLDFLD - Field ConditionINFINF - Information ChangeINSINS - Insurance Settlement FundedMATMAT - Material SubstitutionOFSOFS - Offsite Storage	DO	DO - Design Omission
INFINF - Information ChangeINSINS - Insurance Settlement FundedMATMAT - Material SubstitutionOFSOFS - Offsite Storage	EMR	EMR - Emergency Work Order
INS       INS - Insurance Settlement Funded         MAT       MAT - Material Substitution         OFS       OFS - Offsite Storage	FLD	FLD - Field Condition
MATMAT - Material SubstitutionOFSOFS - Offsite Storage	INF	INF - Information Change
OFS OFS - Offsite Storage	INS	INS - Insurance Settlement Funded
	MAT	MAT - Material Substitution
PRG PRG - Program Change	OFS	OFS - Offsite Storage
	PRG	PRG - Program Change

## 4. Status

Enter:	To Retrieve:
AAN	AAN - Approved as Noted
ANR	ANR - Approved Noted Resubmit
AOK	AOK - All Correct
APP	AAP - Approved
CLO	CLO - Closed
DIS	DIS - Disapproved
FAC	FAC - Furnish As Corrected
INFO	INFO - For Information Only
NA	NA - Not Applicable
NEW	NEW - New Item
NM	NM - Not Made
OLD	OLD - Old Business
OPN	OPN - Open
OUT	OUT - Outstanding Item
PEND	PEND - Approval Pending
PREL	PREL - Preliminary Approval
PRO	PRO - Proceed
RAR	RAR - Revise and Resubmit
REV	REV - Reviewed
REJ	REJ - Rejected
UNS	UNS - UnSubmitted
VOID	VOID

## 5. Place Holder

The **placeholder values** can be found in your project's Company Directory.

Open the Company log and switch to the "By Role" view. The placeholder value of each company is indicated in the left column.

## 6. Contractor, Ball-in-Court

When a report filters for "**Contractor**" or "**Ball-in-Court**" the value is either the "**placeholder**" or the "**JDE Vendor ID**", both of which can be found in your project's Company Directory.

Open the Company log and switch to the "By Role" view. Both the placeholder and the JDE Vendor ID can be seen in this view.