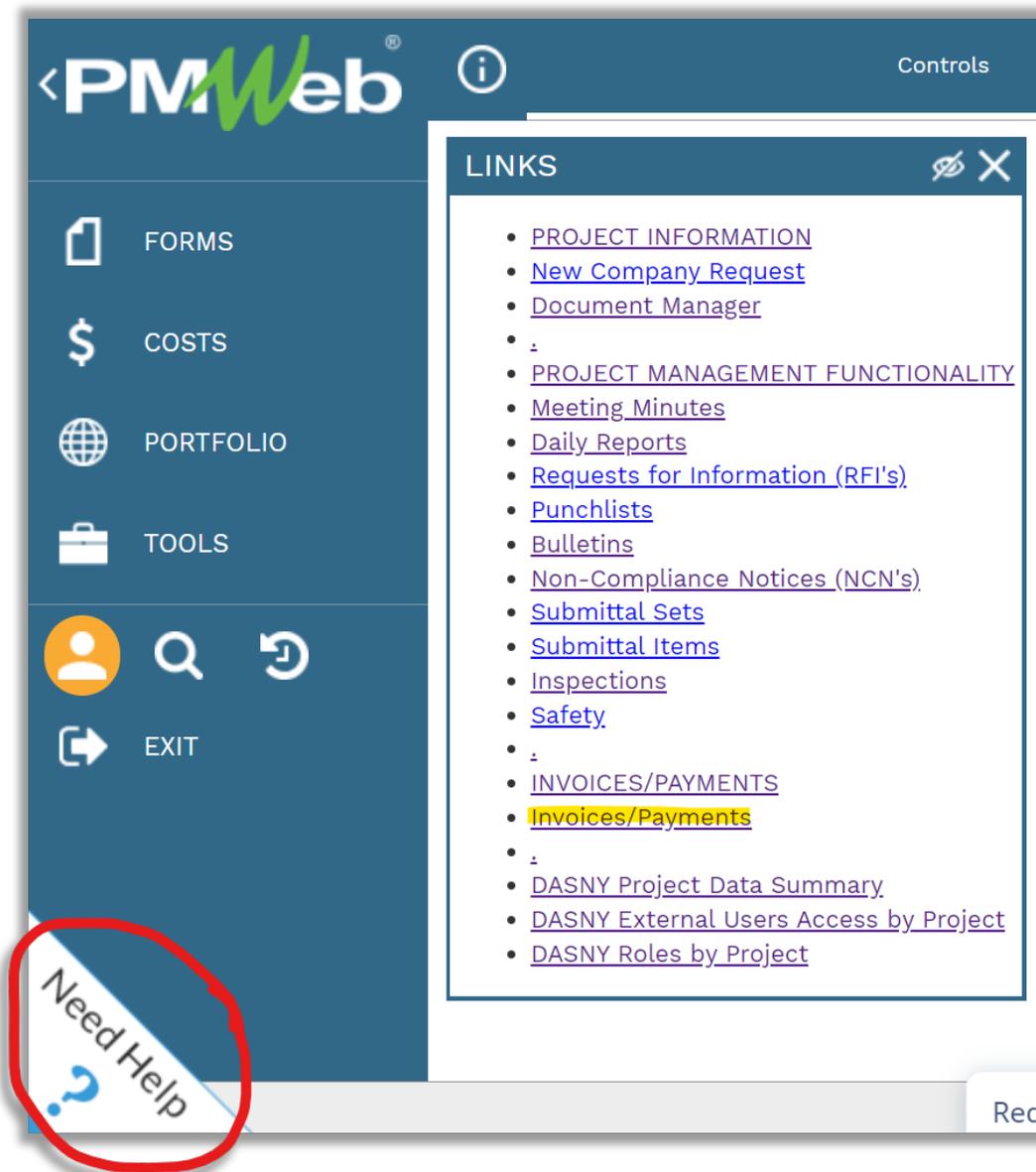


DASNY PAYMENT PROCEDURE OUTLINE for PROJECTS MANAGED IN PMWEB

10/31/2022 (Version 1.0)

1. Upon execution of your contract, confirm that you have been given access to the project in PMWeb. This generally consists of the DASNY PM sending you a Non-Disclosure Agreement (NDA) for execution, DASNY's Information Services (IS) group issuing you an account in LoadSpring (DASNY's remote server provider) and a PMWeb user license. Sharing of accounts is not permitted: each user must have their own account with multi-factor authentication protocols. Upon issuance, DASNY's Training Coordinator will reach out to you to schedule training. If this has not been completed prior to contract execution, contact the DASNY PM assigned to the project.
2. Login to PMWeb using Google Chrome.
3. Consultant/Contractor/Company/Vendor: Select the WalkMe and follow the steps.



PMWeb Controls

LINKS

- PROJECT INFORMATION
 - New Company Request
 - Document Manager
- PROJECT MANAGEMENT FUNCTIONALITY
 - Meeting Minutes
 - Daily Reports
 - Requests for Information (RFI's)
 - Punchlists
 - Bulletins
 - Non-Compliance Notices (CN's)
 - Submittal Sets
 - Submittal Items
 - Inspections
 - Safety
- INVOICES/PAYMENTS
 - Invoices/Payments
- DASNY Project Data Summary
- DASNY External Users Access by Project
- DASNY Roles by Project

WORKFLOW INBOX

How can we help you?

Begin typing here

- Project Information
- Project Management Functionality
- Invoices/Payments
 - Invoices/Payments** (Payment requisitions)
- PMWeb Settings
- Resources

powered by walk me

(Portfolio) > Costs > Invoices > PROGRESS INVOICES

Project Name

Programs: *All* Projects: *All*

Walk Me Through

COMPANY	COMMITMENT	INVOICE DATE	INVOICE #	WORKFLOW STATUS	RECORD #
Project Name: 367700 - ALBSU-Colonial Ceiling & Floor					
	OCM01 - 193094-163 OT Design Phase Services	07-12-2022	2	Approved	003
	OCM01 - 193094-163 OT Design Phase Services	05-31-2022	2	Withdrawn	002
	OCM01 - 193094-163 OT Design Phase Services	01-26-2022	1	Approved	001
	OCM15 - 197832-046 OT Project Monitoring	08-19-2022	1	Withdrawn	005
	OCM15 - 197832-046 OT Project Monitoring	09-14-2022	1	Approved	0010
Project Name: 368810 - SLAWPC-PLC Study Bldg 35					
	OCM01 - 193094-180 OT Troubleshoot main switchgear P	08-25-2022	1	Draft	001
Project Name: 368890 - USAGWP-HM Study Bldg 616					
	OCM01 - 193094-178 OT Condition Assessment/Hazmat Su	08-09-2022	1	Approved	001
Project Name: 370660 - ALBSU-2023 Dorm Ceiling					
	OCM01 - 197832-055 OT SUNY Albany State-Ducth Quad D	09-29-2022	1	Approved	001
Project Name: TEST PROJECT					
	OCM02 - 193094-163 OT Design Phase Services	05-03-2022	1	Withdrawn	001
	OCM05 - test	05-26-2022	1	Draft	003
	OCM08 - test	06-17-2022	1	Withdrawn	005
	OCM09 - test test test test	08-01-2022	1	Submitted (Step 5 of 14)	007

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PROFESSIONAL SERVICES:

4. For Lump Sum (LS) line items, the DASNY Representative and consultant reach an agreement on the value of satisfactorily completed work for each line item affected by the new payment. The amount of each line item may be determined by verbal discussion, e-mail, or other correspondence. Partial payments are at the discretion of the DASNY Project Manager.
5. For Actual Expense (AE) line items, the consultant prepares their standard invoice with appropriate back-up, and browses a PDF file(s) into the Payment Record in PMWeb under the Attachments Tab. Appropriate back-up consists of the following:
 - a. Consultant invoice.
 - b. Summary sheet noting the individuals, hours and rates being billed.
Note: Hourly rates must be billed in accordance with the actual direct salary rate paid by the consultant to the employee and not to exceed the maximum rates approved in the contract or subsequent amendments. Similarly, unit costs (e.g. testing services) must be billed in accordance with the rates approved in the contract or subsequent amendments. In addition, the correct multiplier must be applied for the consultant and all subconsultants. If not, the payment must be adjusted accordingly, or the consultant shall submit a request for rate adjustment to the PM and Procurement – Professional Services Contracts for approval.
 - c. Timesheets or payroll report supporting the hours being billed.
 - d. Subconsultant or subcontractor invoices (not P.O.s’).
 - e. Certifications (Labor/OSHA/DEC) Form and Certified Payroll (only required if prevailing wage trade work is performed under the professional services contract, i.e., destructive investigation, surveying, etc.).
 - f. Travel summary itemizing expenses and including receipts.
 - g. Receipts for any additional items reimbursable under the contract.
6. Costs must be billed to the appropriate line items.
7. The amounts requested must be proportional to the progress of the work.
8. Overall invoice amounts must equal the total of individual line items.
9. The entire payment processed is managed through PMWeb’s Workflow.
10. The Payment is e-certified through the PMWeb application by a representative of the company so authorized to attest to the certifications required.
11. If the consultant desires a copy of the Application for Payment, it can be generated through PMWeb’s BI Reporting function: Click on the drop-down next to the Printer icon and select BI Reporting. Select the Default DASNY Application for Payment Report Form. Click on the Adobe PDF icon to generate and download a PDF copy of the Application for Payment Report Form. Follow the WalkMe for step-by-step instructions.
12. Use the Create Next Button to create your next invoice.

CONSTRUCTION CONTRACTS:

- 13.** Follow the WalkMe instructions to input the requested amount against each Schedule of Value line item.
- 14.** Attach back-up documentation in PDF file format as required via the Attachments Tab of the Payment Record. Required documentation is generally noted in the Checklist Tab (Certified Payroll Reports, DASNY Labor/OSHA/DEC Certification, etc.).
- 15.** The entire payment processed is managed through PMWeb's Workflow.
- 16.** The Payment is e-certified through the PMWeb application by a representative of the company so authorized to attest to the certifications required.
- 17.** If the contractor desires a copy of the Application for Payment, it can be generated through PMWeb's BI Reporting function: Click on the drop-down next to the Printer icon and select BI Reporting. Select the Default DASNY Application for Payment Report Form. Click on the Adobe PDF icon to generate and download a PDF copy of the Application for Payment Report Form. Follow the WalkMe for step-by-step instructions.
- 18.** Use the Create Next Button to create your next invoice.