UNIVERSITY OF ILLINOIS SYSTEM

Construction Pay Request

Training Document

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Overview

The Expense Pay Request application allows you (or a third party you are 'sharing' the application with) to create a Pay Request for a specific Expense Contract.

Pay Requests Cost amounts are tracked in Work Breakdown according to status.
The Pay request app allows users to:

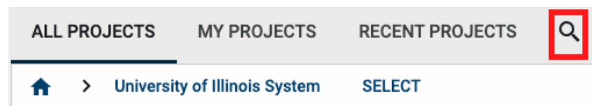
1. Enter specific values against the schedule of values in the original contract.
2. Include approved change orders.
3. Keep track of additional details, such as total invoiced to date for each line item, retainage, and materials stored.

To access the Expense Pay Request application, open the Apps repository. Under the Cost Management suite of applications click on Expenses.
This will launch the Expenses Applications which will include:

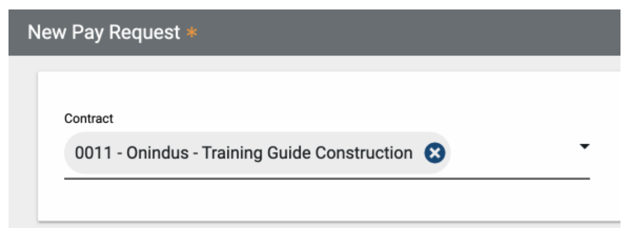
- Contracts
- Change Orders
- SOV Breakdown
- **Pay Requests**
- Purchase Orders
- Purchase Order Change Orders
- Invoices
- Compliance Tracking

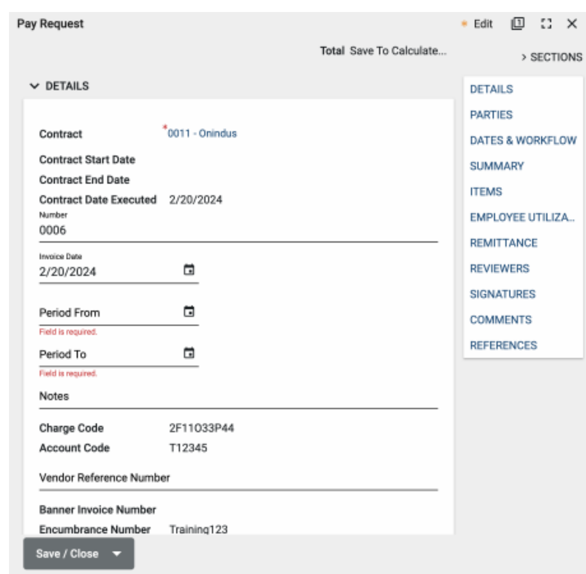
Create a Construction Pay Request

1. To create a new Construction Pay Request, navigate to the appropriate project and go to the Expense Application.
2. To do this, navigate using the Project Finder by:
    a. Clicking on Project Finder in the left side Navigation
    b. Clicking the appropriate university partition
    c. Selecting the Project where the Contract was created
3. You can also use the Search functionality in Project Finder to locate you project by:
    a. Clicking on Project Finder in the left side Navigation
    b. Clicking on the Magnifying Glass icon next to Recent Projects, as shown in the image
    c. Type out the Project Name or Project Number and click on the Project



4. Once in the project, go to the Expense Application by clicking on Apps, then All Apps, and then searching for Expenses using the Search Bar.
5. Select **Expenses**, then the **Pay Requests** tab.
6. Click the **New** button to open a new Pay Request.
7. After the pop-up window opens, select the Contract associated with the new Pay Request.
8. After selecting the appropriate Construction Contract from the drop down, click **Next**.
9. A new form will open on the right side of the screen.
10. Populate the Details such as Period From, Period To, Notes etc.

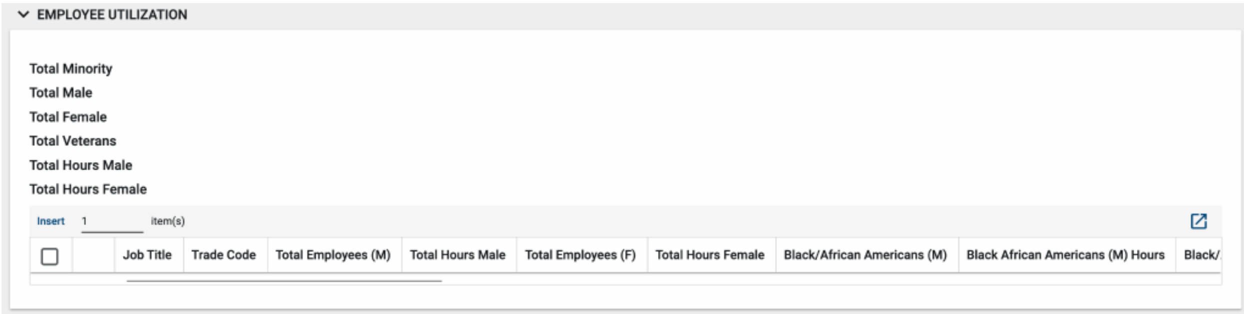




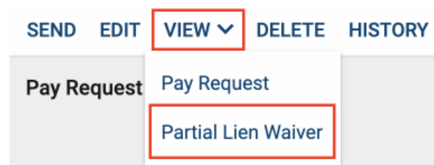
   a. For the first payment request, the Period From date should not be before the Contract Execution Date.

11. If it is the Final Pay App, select “Yes” from the drop down next to the question ‘Is this your Final Pay App?’.
12. Most of the other information will be pulled from the Contract.
13. The From Office field in the Parties section is automatically populated from the Contract and should not be edited by anyone other than the Financial Manager as it is used to facilitate the automatic transfer of payment information to the University financial system.
14. To add amounts against the Contract Lines, navigate to the grid in the Items section.
15. To view the Pay Request Items in further detail, click the more details icon on the top right of the Items grid; this will provide a bigger view for the line items.
16. The Pay Request line items are from the SOV Breakdown Application.
17. If you enter values in the % To Date column it will automatically calculate the Work Completed this Period. Alternatively, you may enter the Work Completed dollar amount, which will automatically calculate the % To Date.
18. You can also enter the value for the Materials Presently Stored.
    a. If the materials are stored off-site, attach an appropriate insurance certificate to the Pay Request. The contractor cannot be paid for materials that are stored in a location in which the owner is not protected against loss of the materials.
19. Click **Done** once details have been added to the Items grid.
20. You can now fill in the Employee Utilization Grid. Add the number of lines needed, then click **Insert**. Choose a Job Title from the dropdown, then insert the number of employees and hours in the appropriate columns.
    a. The summary above the Insert Button will be calculated automatically.
    b. Currently, some columns are missing from the Employee Utilization Grid. Enter the information you are able, but then attach a document with a

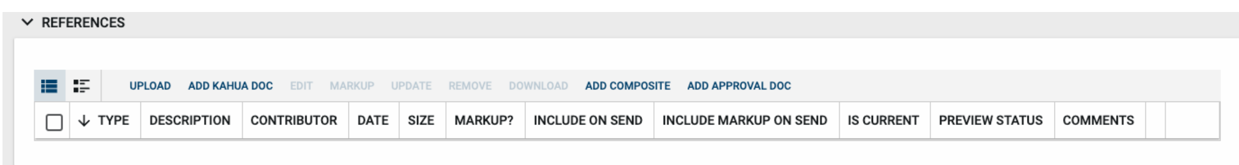
complete employee utilization as an interim solution until the updated grid is released.



21. Once done, click the **Save/Close** button so that the system can generate the Partial Lien Waiver.
22. To open the newly generated Partial Lien Waiver, click **View** at the top of the record, then on Partial Lien Waiver.



23. Click the ↗ icon at the top of the document to generate the PDF which can then be printed and signed.
24. When you have the Signed Partial Lien Waiver, click the **Edit** Button on the Pay Request to upload the document to the record.
25. Documents can be attached to the record under the References section. The user can either:



   a. **Upload** a document saved on their computer.
   b. **Add Kahua Doc** to reference a document that is stored within Kahua's File Manager application.
   c. **Add Approval Doc** which is used anytime a record is being routed for Review or Signature.
26. Once all details have been filled out, click **Save/Close,** then click **Submit for Review**. This will send the record to the Project Manager for Review.

Pay Request Action Buttons

Once the fields within the record have been completed and saved, the users can select from several actions:

- **Send** – Use messaging to send record details to others (NOT to be confused with a workflow)
- **Edit** – Update and maintain the record
- **View** – This action button displays the Portable View (document view)
- **Delete** – Select this action button to delete a record (typically permission based, so all may not see this)
- **History** – All updates/changes are tracked

Send

- Do not confuse **Send** with using the workflow buttons in any application
- Documents can be sent via a message within Kahua to either existing Kahua users or users outside of Kahua by entering their email address and clicking **Enter**
- The documents are treated as attachments, and the message can be copied to the **Communications** application by checking the box

Edit

- The record can be updated as needed during the process
- If the document is out for Review or Signature, **Edit** will not be available

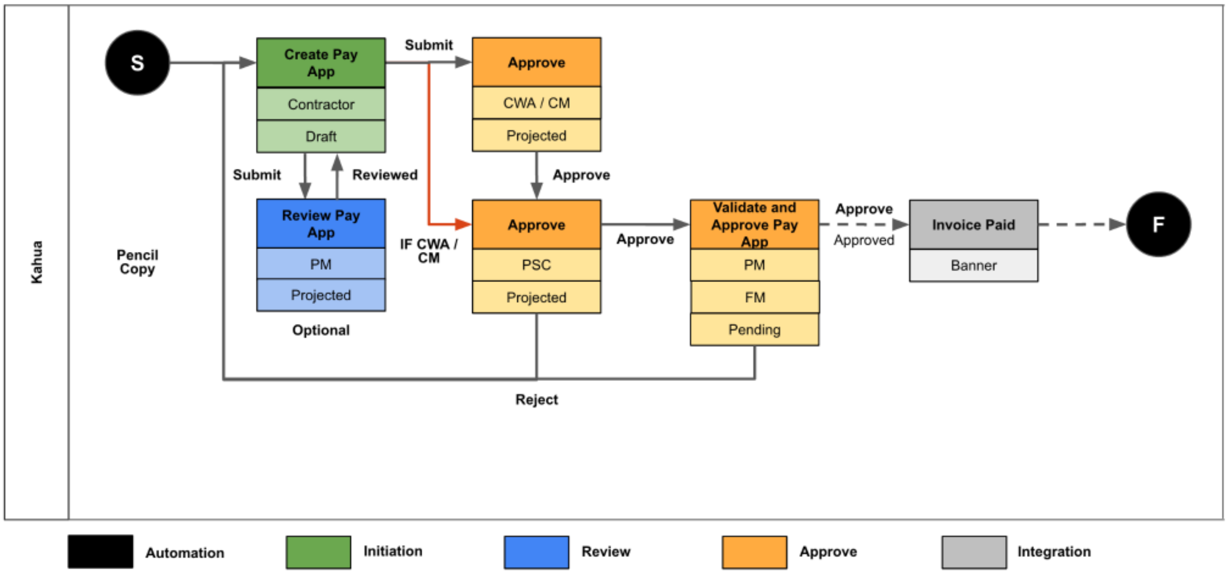
View

- Records can be viewed as a Portable View in which a PDF version of the data is generated and can be printed out. Select the **PDF Icon** to generate a printable PDF version of the document

History

- The **History** action button provides details regarding all activity (Creation, Updates, Saves, etc.) performed on the record
- To see specific details related to the updates made, click the View Edit button

Workflow



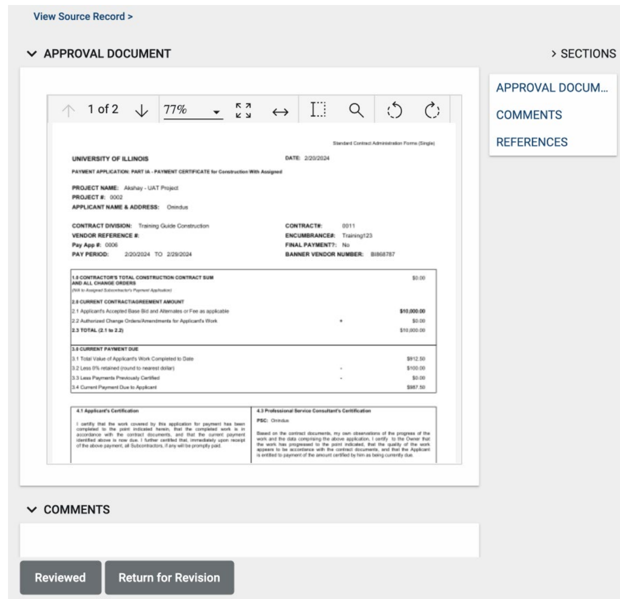
Review Workflow			
Order	**Role Type (Name or Actor)**	**Approval Threshold**	**Approval Limit**
1	Project Manager	N/A	N/A

Approval Workflow	If Contract Type = Construction Assigned		
Order	**Role Type (Name or Actor)**	**Approval Threshold**	**Approval Limit**
1	CWA/CM	N/A	N/A
2	PSC	N/A	N/A
3	Project Manager	N/A	N/A
4	Financial Manager	N/A	N/A

Approval Workflow	If Contract Type = Construction With Assigned		
Order	**Role Type (Name or Actor)**	**Approval Threshold**	**Approval Limit**
1	PSC	N/A	N/A
2	Project Manager	N/A	N/A
3	Financial Manager	N/A	N/A

Review of Pay Request

1. If a “pencil copy” review is desired, use the following steps. Otherwise, use the Approval Process.
2. The Review process begins when the **Submit for Review** Button has been clicked.

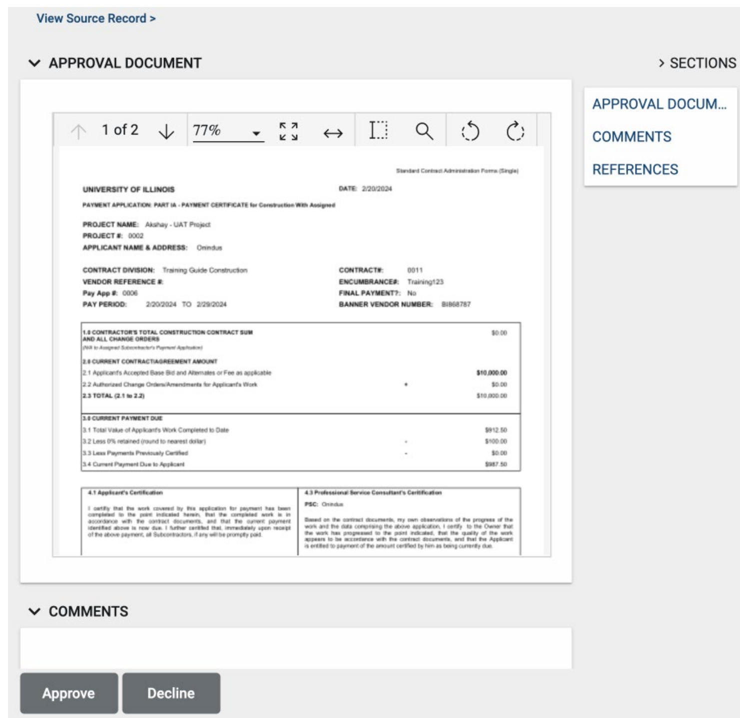


3. The Pay Request will be sent to the Project Manager for Review.
4. The Project Manager will receive an email in their inbox as well as a task and notification in Kahua.
    a. The task can be accessed by clicking on the Task Icon located at the top right corner of Kahua.
5. Once the task is opened the Project Manager will see a screen like the image on the right.
6. The Project Manager can review the Pencil Copy Approval Document and may also view the original record by clicking **View Source Record** at the top of the approval screen. This will take them to the Pay Request record in the Pay Request App. After the Project Manager reviews the source record in the app, they will need to navigate back to the task where they can enter comments, if any, and click **Review Complete**.
7. When the Project Manager clicks on the **Review Complete** button, the status will change to Reviewed and the Author/Creator will receive an email letting them know that the Pay Request has been reviewed.
8. The Author/Creator of the Pay Request can now send it for Approval by clicking on the **Submit for Signature** button.
9. In case the values in the SOV Application have been changed, click **Refresh from SOV** to update the values and then **Resubmit for Review** to the Project Manager. This will restart the Pencil Copy review.

10. The Construction Pay Request Approval Process will depend on the type of the Construction Contract.
    a. The different workflows for Construction Contracts have been outlined on Page-8.

Approval of Pay Request

1. The Approval process begins when the **Submit for Signature** Button has been clicked.
2. Depending on the type of Construction Contract, the Pay Request will either be sent to the Contractor with Assigned or Construction Manager (CWA/CM) or to the PSC for the initial approval.



3. They will receive an email in their inbox as well as a task and notification in Kahua.
    a. The Task can be accessed by clicking on the Task Icon located at the top right corner of Kahua.
4. Once the Task is opened, they will see a screen like the image on the right.
5. After their review, they may click **Approve** or **Decline** at the bottom of the Approval Document screen. When they click on the **Approve** button it will be sent to the next Approver on the list. See the workflow for the complete list of approvers.
6. When the task is in the Project Manager's court, the Project Manager can review the Approval Document and may also view the original record by clicking **View Source Record** at the top of the approval screen. This will take them to the Pay Request

record in the Pay Request App. After the Project Manager views the source record in the app, they will need to navigate back to the task when they are ready to Approve or Decline.When the Project Manager clicks the **Approve** button, the pay request will be sent to the Financial Manager for final approval.

7. When the Pay Request has been sent to the Financial Manager for review and approval, the Financial Manager will click on the task to access the Approval Document. Once in the Approval Document, the Financial Manager can see more details by clicking **View Source Record** at the top.
8. In addition to what the Financial Manager reviews from a business standpoint concerning budget/funding/expenses, the Financial Manager should also review the fields noted below before the Pay Request is approved and sent to Banner.
    a. In the Details section check the fields Charge Code, Account Code, and Encumbrance Number. These all come from the Contract so if any corrections are needed, they should be made at the Contract level and the Pay Request level. The CFOAPAL validation is a good indicator of if there is a problem or not. If the Status is 'Valid' that means at the time the Pay Request was created everything lined up with Banner.
    b. Check the Parties section: The From Company ID should have a Banner ID (starts with @). The From Office field must have an entry that starts with 'Banner' and that code. The Financial Manager should verify that the From Office field is set appropriately as it can be changed by the vendor during the creation of the Pay Request. This entry should always start with 'Banner' so that the Pay Request integration with Banner functions properly.
    c. Banner only allows one Pay Request to be in process at any given time. If a Financial Manager approves a pay request before the status of the previous pay request gets to 'Paid' the integration will reject it because of the one pay request limit.
9. When complete, the Financial Manager will return to the Approval Document in the Task List and click **Approve** or **Decline**.
10. If approved, the Author/Creator will receive an email that the Pay Request has been completely Approved.

Reducing Retainage

1. When the construction team is ready to request a reduction in retainage, the contractor should submit a request in writing using the Discussion feature in the Pay Request App.
2. When in the Pay Request App, click the Discussion feature icon.
3. Send a message to the University Project Manager (PM) requesting the reduction in retainage.
4. If approved by the PM in the Discussion thread, the contractor may reduce the retainage in the next pay request.
5. To reduce retainage:
    a. Start a new pay request using the instructions *Create a Construction Pay Request*.
    b. When completing the pay request record, update the fields "Work Completed Retainage %" and "Stored Material Retainage %" in the Items section to the new agreed upon retainage.