



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

Section 19

Payment Requisitions

ORACLE Primavera

Table of Contents

Section Title	Page Number
I. Payment Requisitions	3
II. Generate an Initial Payment Requisition from a Contract	5
III. Generate from a Previous Payment Requisition	16
IV. Entering the Completed and Stored this Period Information	22
V. Retainage	24
VI. Version Document	26
VI. Approvals	27
VII. Appendices	30
A. Formatting the Schedule of Values	30
Add a Header	31
Add a Subtotal	32
Add a Blank Line	33
B. Customizing the Payment Requisition Log View	34

I. PAYMENT REQUISITIONS

Payment Requisitions are created to calculate payments at regular intervals based on a schedule of values.

The Payment Requisitions module contains all the information required to process SDA forms 803, 804 and 810. The module displays a detailed schedule of values by line item. It performs these calculations automatically and presents this information in a format parallel to an AIA Certification.

Certified Payment Requisitions are distributed to the *Actuals* section of the project cost worksheet which is used by SDA Executives and other SDA departments.

1. Important points to remember when working with requisitions:

- a. Requisitions are generated the *first time only* from the contract, which copies over the contract value line items and their cost distributions to the new requisition.
- b. Subsequent requisitions are generated from the latest requisition forward, with all line items included.
- c. Requisitions **must be entered and certified in numerical order** according to the “Application” number in Contract Management. For example, requisition #3 cannot be processed before requisition #2.
- d. If requisitions entered into Contract Management are to be grouped into one invoice in SIMS (multiple projects with the same contract), the requisitions must be the same number on each project. For example, if they all appear on invoice #16 on contract WT-0011-C01 in SIMS, they should be entered in each project as #16 on contract WT-0011-C01.
- e. There is a new field in the **Review Status** section labeled **Document Owner**. We are not currently using this functionality.

2. Before entry can begin, verify the following information:

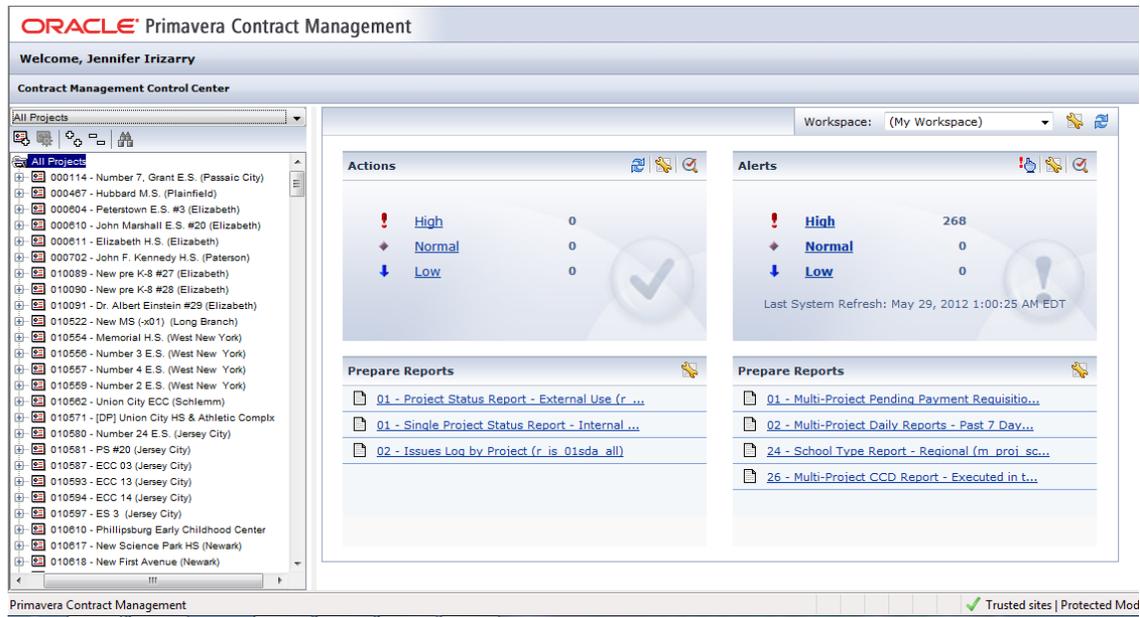
- a. If billing against a change order, confirm that all change orders have been executed. There are two (2) ways to do this:
 - Open the SDA external website, select **Doing Business with the SDA** from the list on the left side of the screen, click on **Forms and Resources**, then click on **Invoice/Change Order Reports**.
 - In Contract Management, open the final change order log and locate the desired change order. If the title of the document contains an “EX-“ prefix, the change order has been executed. If the document does not have an “EX-“ prefix, the change order has not been executed and should not be included in a payment requisition.
- b. Validate that the “Total Due this Period” on the SDA form 810 is the same dollar value as the “Total Completed and Stored this Period” on the SDA form 803.
- c. Validate that the “Total Completed and Stored To Date” value is correct by adding the “Total Completed and Stored to Date” value from the previous requisition in Contract Management to the “Total Completed and Stored this Period” value on the current requisition being processed.
- d. Validate that the “Previous Billed to Date Less Retainage” value is correct. This value should correspond to the “Previous Amount Certified” value listed in Contract Management on the last certified requisition.
- e. Ensure that the last requisition has been certified in Contract Management.

If all information has been reviewed and validated, proceed with the entry of the requisition.

II. Generate an Initial Payment Requisition from a Contract

The initial Payment Requisition is generated from the Contract. **IMPORTANT: A requisition must be generated from a contract only once.**

1. Once logged into Primavera, the Contract Management Control Screen displays (as shown).



2. Select your desired project.

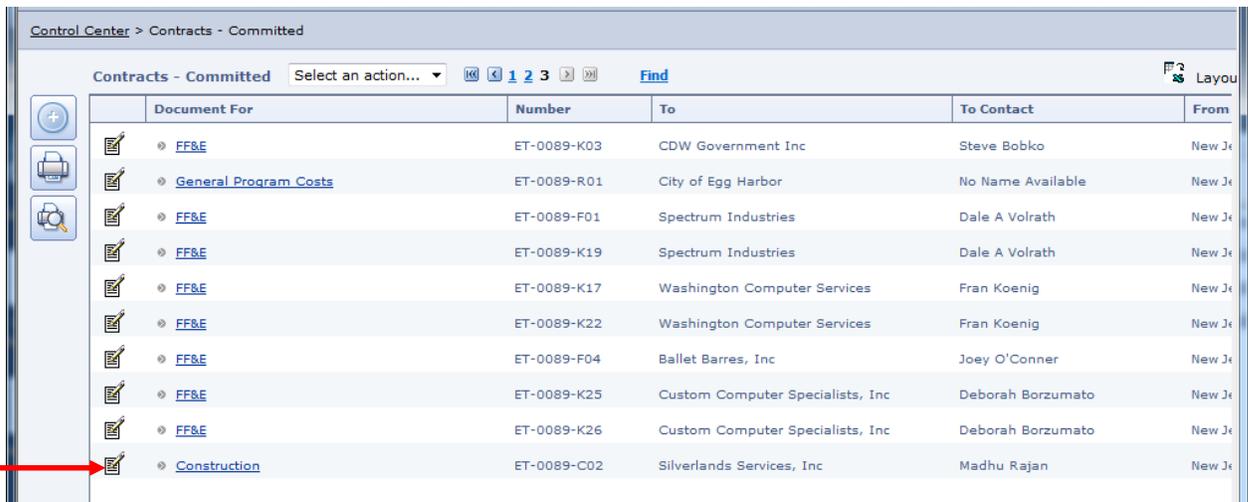


3. Open the **Contract Information** folder (a list of subfolders will appear) and select the **Contracts Committed** module.



4. Locate the name and contract number of the contract that you wish to create a requisition for, and then click the blue (underlined) link to open it.

Important: Do not edit this document by choosing the icon to the left of the file name. Editing will uncertify the document.

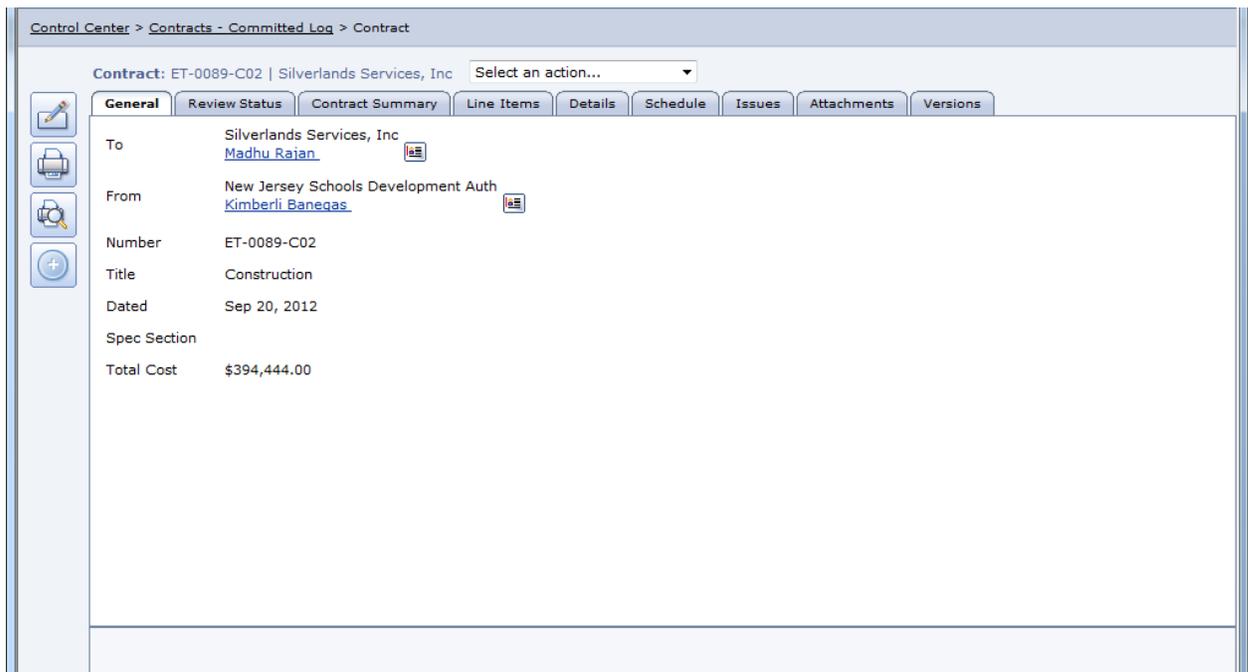


Control Center > Contracts - Committed

Contracts - Committed Select an action... Find

Document For	Number	To	To Contact	From
FF&E	ET-0089-K03	CDW Government Inc	Steve Bobko	New Jt
<u>General Program Costs</u>	ET-0089-R01	City of Egg Harbor	No Name Available	New Jt
FF&E	ET-0089-F01	Spectrum Industries	Dale A Volrath	New Jt
FF&E	ET-0089-K19	Spectrum Industries	Dale A Volrath	New Jt
FF&E	ET-0089-K17	Washington Computer Services	Fran Koenig	New Jt
FF&E	ET-0089-K22	Washington Computer Services	Fran Koenig	New Jt
FF&E	ET-0089-F04	Ballet Barres, Inc	Joey O'Conner	New Jt
FF&E	ET-0089-K25	Custom Computer Specialists, Inc	Deborah Borzumato	New Jt
FF&E	ET-0089-K26	Custom Computer Specialists, Inc	Deborah Borzumato	New Jt
<u>Construction</u>	ET-0089-C02	Silverlands Services, Inc	Madhu Rajan	New Jt

5. The contract document displays.



Control Center > Contracts - Committed Log > Contract

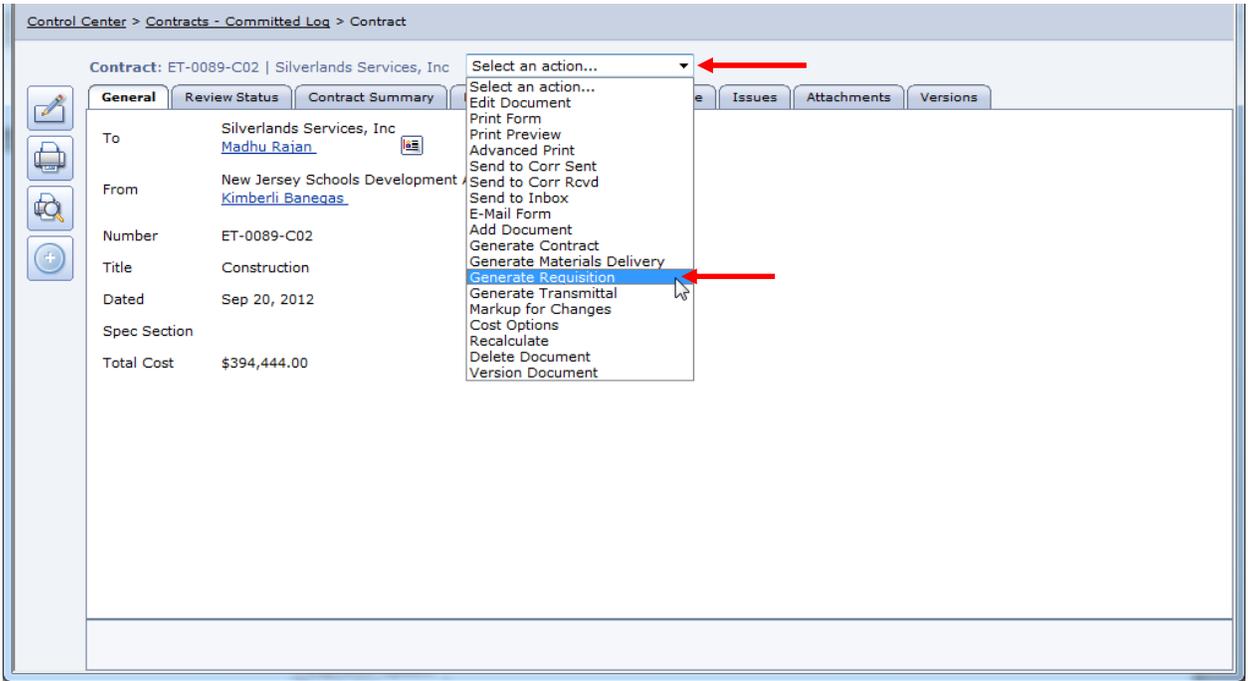
Contract: ET-0089-C02 | Silverlands Services, Inc Select an action...

General Review Status Contract Summary Line Items Details Schedule Issues Attachments Versions

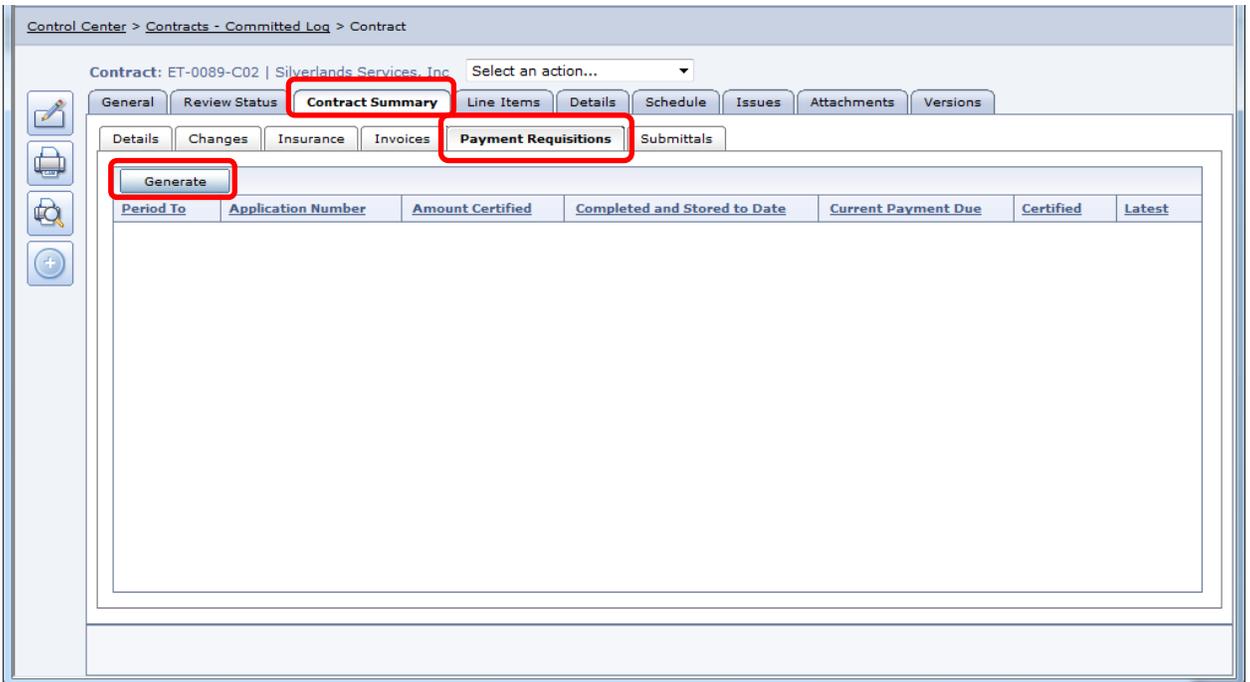
To	Silverlands Services, Inc <u>Madhu Rajan</u>
From	New Jersey Schools Development Auth <u>Kimberli Baneagas</u>
Number	ET-0089-C02
Title	Construction
Dated	Sep 20, 2012
Spec Section	
Total Cost	\$394,444.00

6. The next step will be to generate the requisition. There are two methods in which to generate a requisition document. The method you use will depend upon your level of access in the system. Either method will yield the same outcome.

Method 1: Choose **Generate Requisition** from the **Select an action** drop down menu on the top of the screen.



Method 2: Click the **Contract Summary** tab, click the **Payment Requisitions** sub-tab and click the **Generate** button.



7. The Generate Requisition window displays. Change the Period Ending date (**Period To** field) to match the period ending date on the SDA form 803 in the package.

IMPORTANT: You will not be able to edit this field after the document is created.

8. The remainder of the options listed in the window should be changed to **No**. Click the Finish button to complete the generation process.

Generate Requisition

This will create a new Requisition for this Contract.

Period To * Nov 20, 2012

Link the new Requisition to the same Issues as the original?
 yes no

Link the new Requisition to the same Attachments as the original?
 yes no

* Required

Finish Cancel

Ensure this date is correct as it cannot be changed once the Requisition is generated

9. The new requisition displays. Click the **Edit Document** button to begin entry.

Control Center > Payment Requisitions Log > Requisition

Requisition: 00001 | New Jersey Schools Development Auth Select an action...

General Review Status Contract Summary Requisition Summary Schedule of Values Approved Changes SDA Data Issues Attachments

Contract/PO Construction (ET-0089-C02)

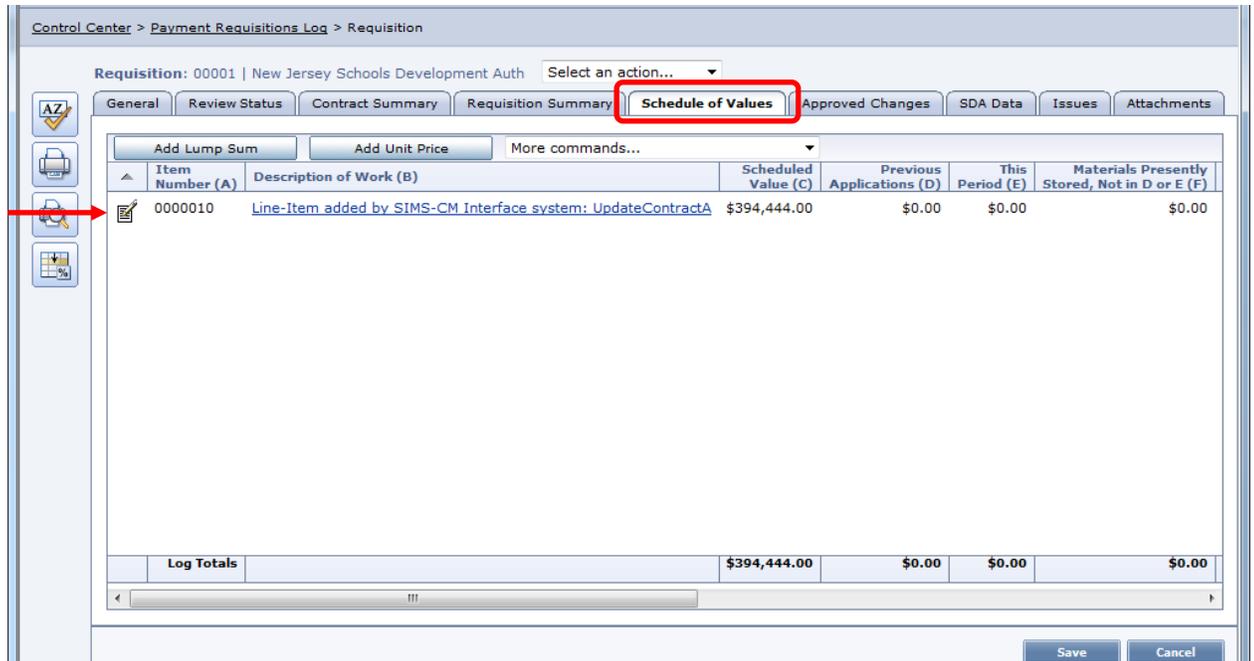
To New Jersey Schools Development Auth
Kimberli Baneqas

From Silverlands Services, Inc
Madhu Rajan

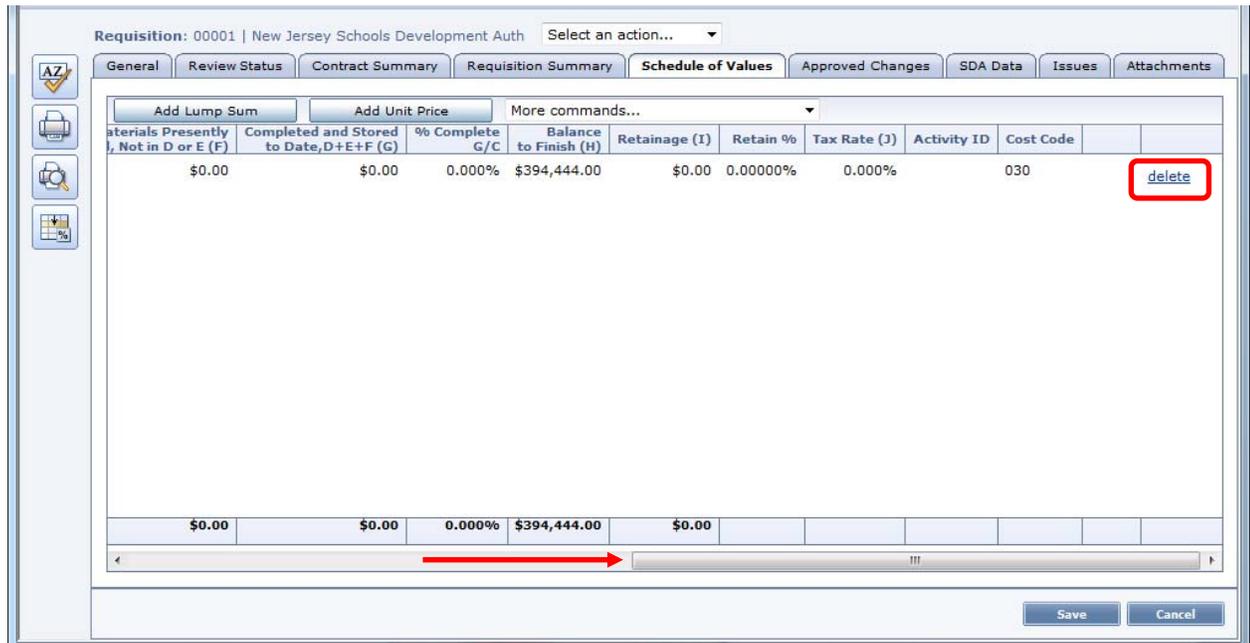
Period To Nov 20, 2012

Application Number 00001

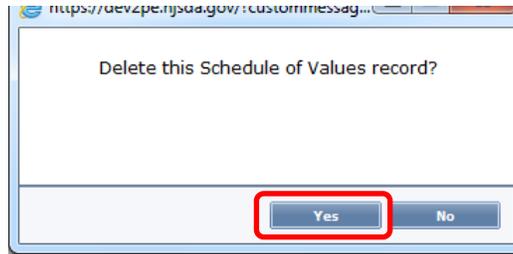
- Click the **Schedule of Values** tab. The Schedule of Values **must** be broken down to reflect the items as listed on SDA Form 810. Before adding new lines to the Schedule of Values, you will need to **delete the single contract line item** that contains the full value of the contract. The value of all the line items you enter should total up to the value of the contract.



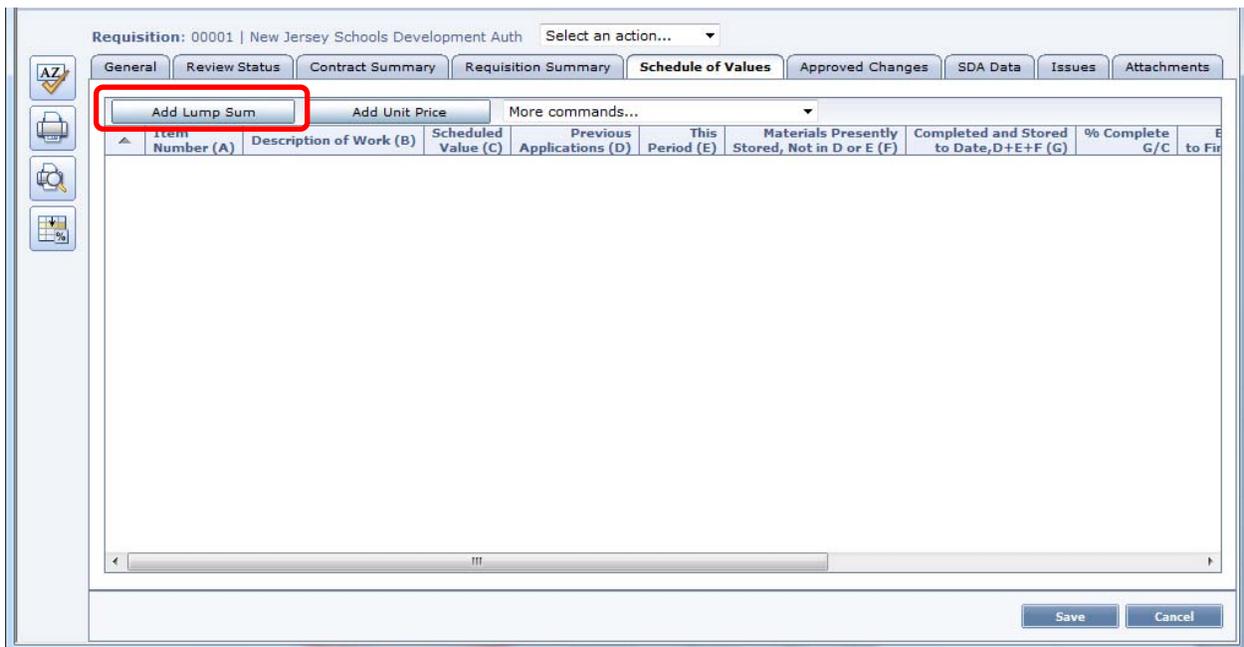
- To delete the contract row line item, scroll to the right hand side of the screen in the Schedule of Values section and click the **delete** option.



12. Answer **Yes** to the prompt to confirm the deletion of the contract row line item.



13. The Schedule of Values will be blank. To begin adding standard line items to the Schedule of Values, click the **Add Lump Sum** button.



14. The Requisition Detail box displays. The **Item Number** field will be automatically populated with a line item number. Edit this number as desired. Enter a Description of the work that this line item represents in the **Description of Work** field. Enter the Scheduled Value for the work in the **Scheduled Value** field (no formatting).

The screenshot shows the 'Requisition Detail' window. At the top left is a 'Spelling' button. Below it is the 'Requisition Detail' section with a 'Type' dropdown set to 'Lump Sum'. Three red arrows point to the 'Item Number (A) *' field containing '0000010', the 'Description of Work (B)' field containing 'Mobilization', and the 'Scheduled Value (C) (\$)' field containing '16,194.00'. Below these are several other fields with values: 'Previous Applications (D)' (\$0.00), 'This Period (E) (\$)' (0.00), 'Materials Presently Stored, Not in D or E (F) (\$)' (0.00), 'Completed and Stored to Date, D+E+F (G)' (\$0.00), '% Complete, G/C' (0.000), 'Balance to Finish (H)' (\$16,194.00), 'Retainage (I)' (0.00), 'Retain %' (0.00000), 'Tax Rate (J)' (0.000), and 'Activity ID' (empty).

Note: When adding new line items, it is important to number the items so that they are organized correctly. Items will always display in the Schedule of Values window sorted by number, with lowest numbers first and highest numbers last.

15. As this is the first requisition, you can enter the amount to be billed this period. Enter either the dollar value in the **This Period (E) \$** field or the percentage completed in the **% Complete G/C** field.

The screenshot shows the 'Requisition Detail' window. The 'Type' is set to 'Lump Sum' and the 'Item Number (A) *' is '0000010'. The 'Description of Work (B)' is 'Mobilization'. The 'Scheduled Value (C) (\$)' is 16,194.00. The 'Previous Applications (D)' is \$0.00. The 'This Period (E) (\$)' is 9,716.40, which is highlighted with a red arrow. The 'Materials Presently Stored, Not in D or E (F) (\$)' is 0.00. The 'Completed and Stored to Date, D+E+F (G)' is \$9,716.40. The '% Complete, G/C' is 60.000, also highlighted with a red arrow. Other fields include 'Balance to Finish (H)' at \$6,477.60, 'Retainage (I)' at 0.00, 'Retain %' at 0.00000, 'Tax Rate (J)' at 0.000, and 'Activity ID'.

16. Scroll to the **Costing** section of the window, click the **Add** button to choose the cost code that the Lump Sum should be distributed to.

The screenshot shows the 'Costing' section of the window. The 'Add' button is highlighted with a red box. Below the buttons is a table with columns for 'Cost Code', 'Title', and 'Distributed'.

Cost Code	Title	Distributed
NOT COSTED	NOT COSTED	9,716.40

17. Select the **cost code** that the Lump Sum should be distributed to (search by either Cost Code or Title). Use the **Search** window at the top of the screen to search for cost codes rather than paging through the entire list. Type in the desired cost code and click the **Search** button.

Important: Be sure that the selected cost code is in the same group as the contract level cost code. For example, if 030 is selected on the contract, you must select an 030 group cost code for the requisition (030.10, 030.20, etc.).

Your requisition will not be processed if this step is forgotten.

Select Cost Code

[Show All](#)

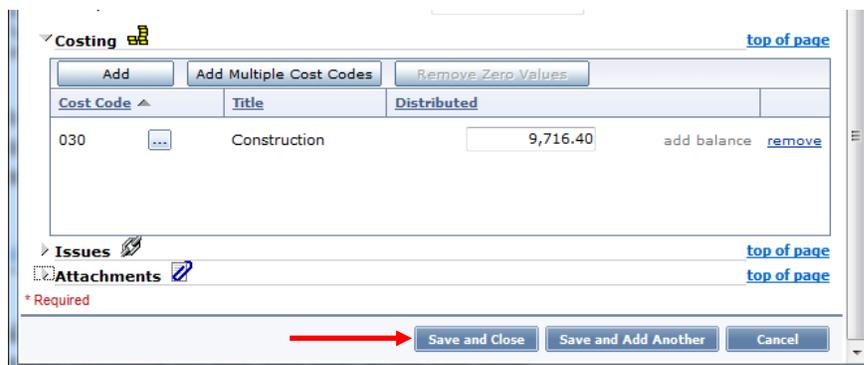
010=Real Estate Services
 020=Design Fees
 030=Construction
 040=FF&E
 050=Technology
 060=Project Contingency
 070=Other Costs, Direct
 080=Temporary Space
 090=Rebates and Refunds
 100=Local Share Funds
 110=PMF/CM Fees
 120=OCIP
 130=Other Costs, Indirect

Cost Codes

All 0 1 2 3 4 5 6 7 8 9 Other

[select](#) 030 (Construction)
[select](#) 030.01 (General Conditions)
[select](#) 030.02 (Existing Conditions)
[select](#) 030.02.41.00B (Selective Site Demolition (BTL))
[select](#) 030.02.41.16B (Building Demolition (BTL))
[select](#) 030.02.41.19B (Selective Structure Demolition (BT))
[select](#) 030.02.50.00B (Selective Site Remediation (BTL))
[select](#) 030.02.60 (Plastic Fabrications)
[select](#) 030.02.62.00B (Underground Tank Removal (BTL))

18. When all entries are completed, scroll to the bottom of the Requisition Detail screen and choose **Save and Add Another** to add additional Requisition Details or choose **Save and Close** to finish. You will return to the Requisition screen.



19. The Schedule of Values shows all entered line items. Review the items and make any necessary corrections by choosing the edit icon next to the line item.

Requisition: 00001 | New Jersey Schools Development Auth Select an action...

General Review Status Contract Summary Requisition Summary **Schedule of Values** Approved Changes SDA Data Issues Attachments

Item Number (A)	Description of Work (B)	Scheduled Value (C)	Previous Applications (D)	This Period (E)	Materials Presently Stored, Not in D or E (F)	Completed and Stored to Date, D+E+F (G)	% Cor
0000010	Mobilization	\$16,194.00	\$0.00	\$9,716.40	\$0.00	\$9,716.40	60
0000020	Insurance and Bonding	\$22,000.00	\$0.00	\$22,000.00	\$0.00	\$22,000.00	100
0000030	Soil Erosion and Sediment Control	\$12,500.00	\$0.00	\$6,250.00	\$0.00	\$6,250.00	50
0000040	Bulk Excavation of Existing Soil	\$40,000.00	\$0.00	\$34,000.00	\$0.00	\$34,000.00	85
0000050	Disposal of silt from basin bottom	\$303,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0
Log Totals		\$394,444.00	\$0.00	\$71,966.40	\$0.00	\$71,966.40	18

Save Cancel

20. Click the **SDA Data** tab and complete the following fields.

Requisition: 00001 | New Jersey Schools Development Auth Select an action...

General Review Status Contract Summary Requisition Summary Schedule of Values **SDA Data** Issues Attachments

AE/GC/CM Approval Date (required)* *

AE/GC/CM Approver Name (required)* *

CPU USE ONLY

PMF/CM/CPU Recv Date (required)* *

(***As of 11/28/2011 - CPU***)

CPU Reviewer

(Construction Contractor Inv)

803 Construction Cont Inv

803a Constuction Cont Inv-Proj BkOut

810 Schedule of Values

Allowance Authorization

a) Authorized Amount (\$)

b) Previous Billed to Date (\$)

c) Current Billing (\$)

803B/804B SubCont/Consult Verf Form

Save Cancel

- **AE/GC/CM Approval Date (required)** – Enter the date the Architect, General Contractor or Construction Manager approves the requisition.
- **AE/GC/CM Approver Name (required)** – Enter the name of the Architect, General Contractor or Construction Manager approving the requisition.

-
- **PMF/CM/CPU Received Date (required)** – Enter the date the PMF/CM or CPU receives the requisition.
 - **CPU Reviewer (required)** – Enter the name of the CPU reviewer of the requisition.

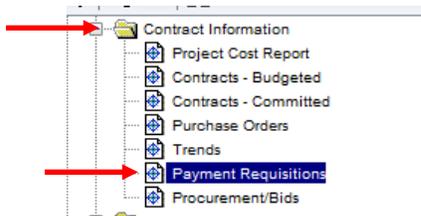
The remainder of the fields in this section will either be entered by a member of the CPU staff or will be automatically populated by SIMS (labeled with the suffix of **(S)**).

21. To continue and enter the **Retainage** information, skip to section V of this manual (page 24).

III. Generate from a Previous Payment Requisition

This process is used after the initial Requisition has been created and certified from the contract.

1. Open the **Contract Information** folder (a list of subfolders will appear) and select the **Payment Requisitions** Module. The Payment Requisition Log will open.



2. Per the applicable contract, open the previously created requisition by choosing the file name with the applicable **Period To** date.

Important: Do not edit this document by choosing the icon to the left of the file name. Editing will uncertify the document.

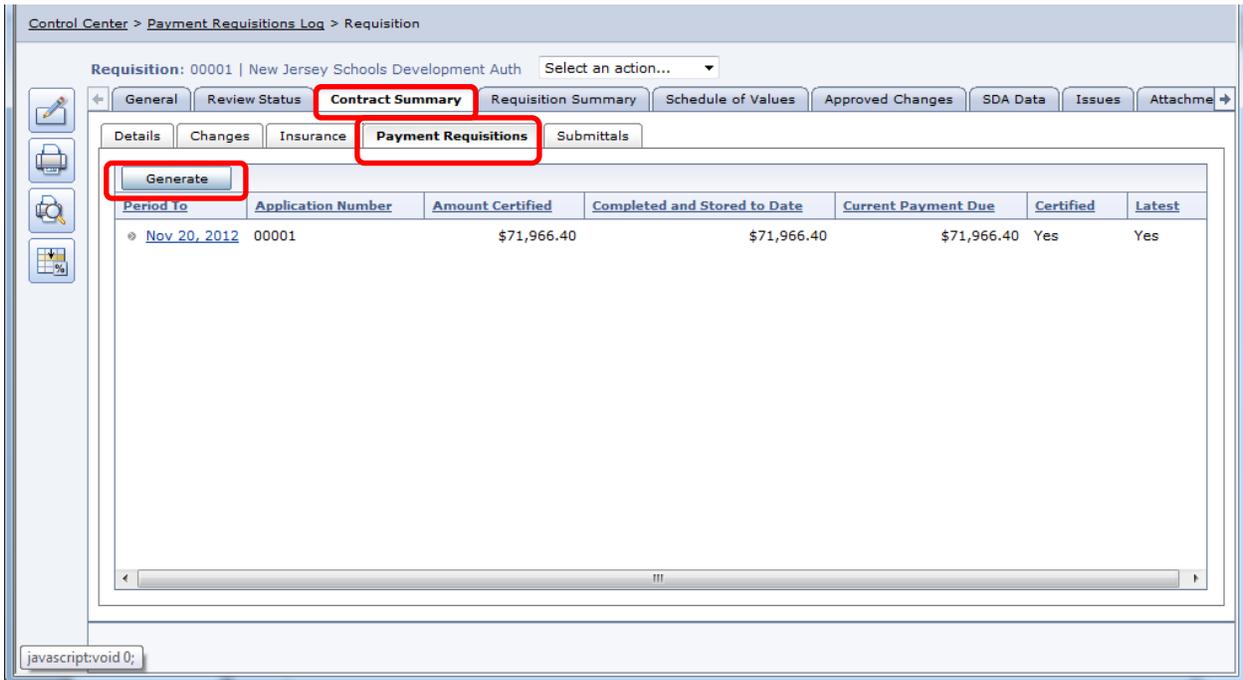
Contract	Period To	Application Number	Requisition From	From Contact	Amount Certified
Construction (ET-0089-C01) (Contract)	Sep 30, 2010	00026	Terminal Construction Corporation	Donald N. Dinallo	\$113,357.74
	Oct 31, 2010	00027	Terminal Construction Corporation	Donald N. Dinallo	\$315,296.16
	Nov 30, 2010	00028	Terminal Construction Corporation	Donald N. Dinallo	\$59,828.15
	Dec 31, 2010	00029	Terminal Construction Corporation	Donald N. Dinallo	\$163,128.18
	Feb 28, 2011	00030	Terminal Construction Corporation	Donald N. Dinallo	\$99,452.10
	Apr 30, 2011	00031	Terminal Construction Corporation	Donald N. Dinallo	\$43,494.67
	May 31, 2011	00032	Terminal Construction Corporation	Donald N. Dinallo	\$122,262.39
	Jun 30, 2011	00033	Terminal Construction Corporation	Donald N. Dinallo	\$14,339.47
	Jul 31, 2011	00034	Terminal Construction Corporation	Donald N. Dinallo	\$147,894.92
Aug 31, 2011	00035	Terminal Construction Corporation	Donald N. Dinallo	\$33,433.51	
Construction (ET-0089-C02) (Contract)	Nov 20, 2012	00001	Silverlands Services, Inc	Madhu Rajan	\$0.00

3. The next step will be to generate the requisition. There are two methods in which to generate a requisition document. The method you use will depend upon your level of access in the system. Either method will yield the same outcome.

Method 1: Choose **Generate Requisition** from the **Select an action** drop down menu on the top of the screen.



Method 2: Click the **Contract Summary** tab, then click the **Payment Requisitions** subtab. Click the **Generate** button.



- The Generate Requisition window displays. Verify the **Period Ending** date (Period To field) matches the period ending date on the SDA form 803 in the package.

IMPORTANT: You will not be able to edit this field after the document is created.

Generate Requisition

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

Period To * Sep 30, 2011

There are no approved Final Change Documents to get

There are no Materials to get

There is no schedule information to get

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

yes no

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

yes no

Copy Custom Fields from the original?

yes no

* Required

Next Finish Cancel

Ensure this date is correct as it cannot be changed once the Requisition is generated

- If the first check box option states **There are no approved Final Change Documents to get**, there are no approved Final Change Documents to include on this requisition. Continue to the next step.
- Important:** The remaining options **must** be set to **no**. Choose the **Finish** button to complete the generation process.

Generate Requisition

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

Period To * Sep 30, 2011

There are no approved Final Change Documents to get

There are no Materials to get

There is no schedule information to get

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

yes no

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

yes no

Copy Custom Fields from the original?

yes no

* Required

Next Finish Cancel

7. If there are executed (approved) change orders available, the **Get Executed (EX-) Change Orders Only!** check box will display, however, it will be unchecked.

*** Important:** *You must select this check box in order to retrieve any executed change orders.*

If the **There is no schedule information to get** box is checked, be sure to uncheck that option box. **Important:** the remaining options **must** be set to **no**. Choose the **Next** button to proceed.

Generate Requisition

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

Period To * Dec 20, 2012

Get Executed (EX-) Change Orders Only

There are no Materials to get

There is no schedule information to get

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

yes no

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

yes no

Copy Custom Fields from the original?

yes no

* Required

Next Finish Cancel

8. The **Get (Get Executed (EX-) Change Orders Only!)** dialogue window displays, listing all approved changes that have not been previously collected into a requisition. In order to easily identify those change orders that have been executed (approved), Contract Management will identify those change orders with an **EX** prefix before the Change Order title. **The only change orders that should be selected are the ones listed on SDA Form 810 and have a prefix of “EX” before the document title.** Click the checkbox next to those change orders and select **Finish** to create the requisition.

Get Executed (EX-) Change Orders Only

Contract Construction (ET-0089-C02)

To Silverlands Services, Inc

From New Jersey Schools Development Auth

Create line items for

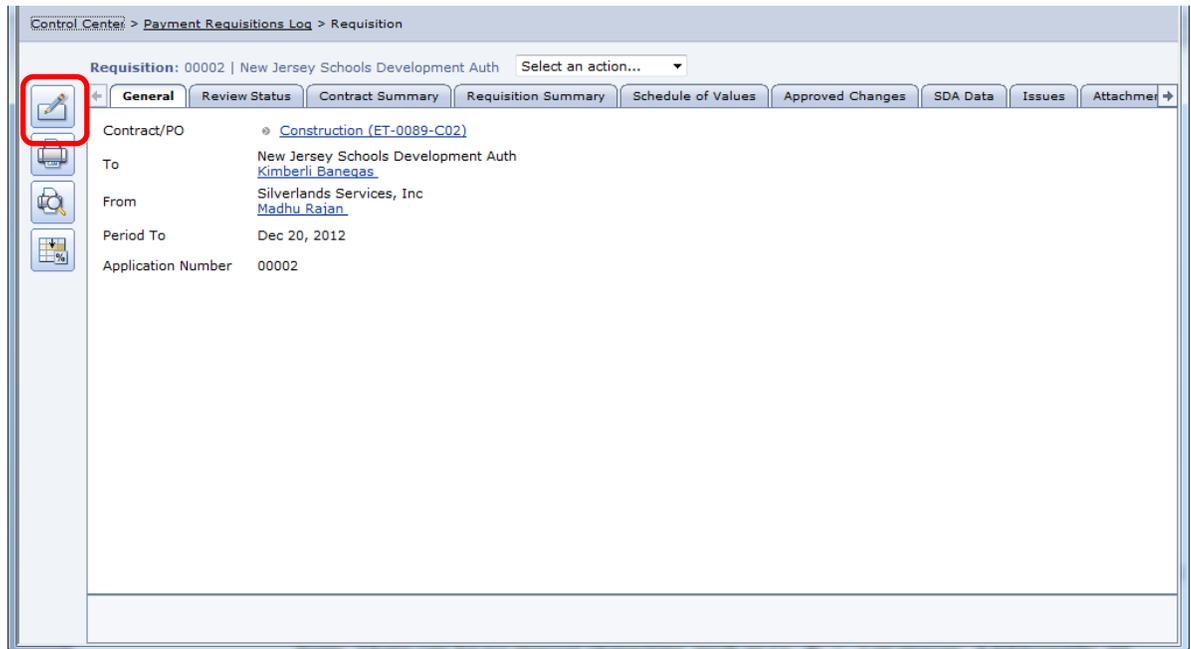
Total Change amount Each line item

Select All Unselect All

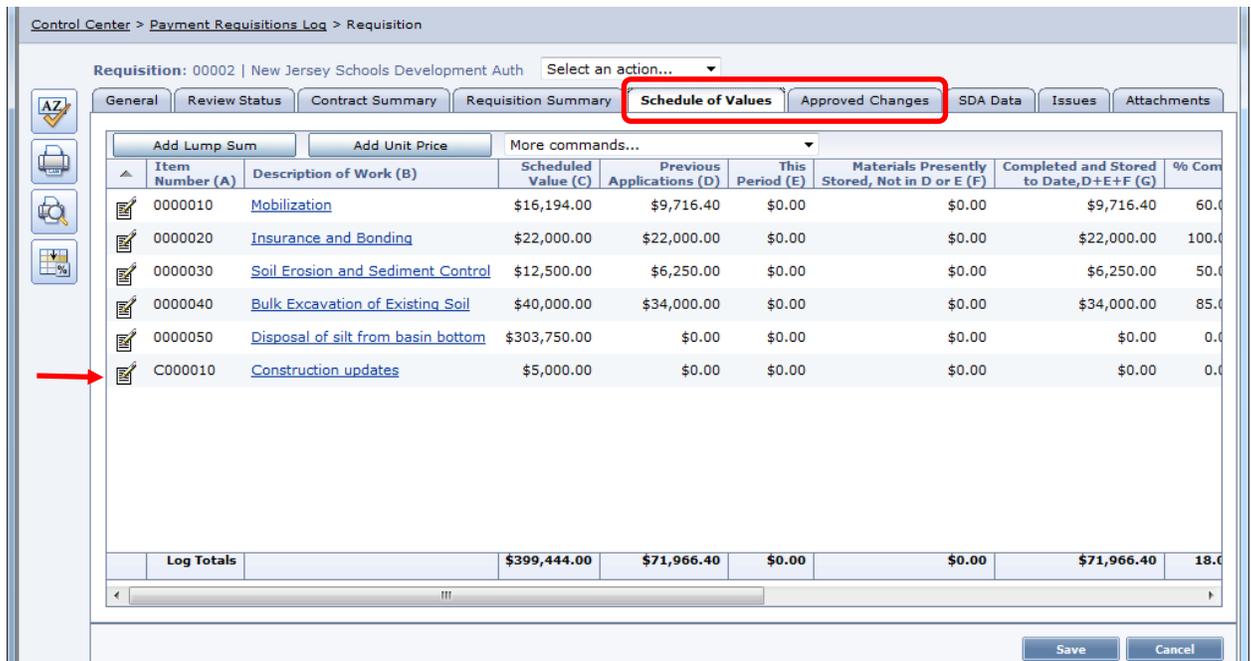
Select	Title	Number	Date	Total Cost	Approved Date 1	Approved Date 2
<input checked="" type="checkbox"/>	EX-Construction updates	1001	Nov 27, 2012	\$5,000.00	Nov 27, 2012	Nov 27, 2012

Previous Finish Cancel

- The new requisition displays. Click the **Edit Document** button on the left side of the screen to begin entering information.



- Click the **Schedule of Values** tab. Change Orders that were collected as part of the creation process are listed at the bottom of the Schedule of Values by default and are designated by a “C” in the Item Number field. You can also click the Approved Changes tab to view the Change orders.



11. Click the **SDA Data** tab and complete the required fields.

Requisition: 00002 | New Jersey Schools Development Auth | Select an action...

General | Review Status | Contract Summary | Requisition Summary | Schedule of Values | Approved Changes | **SDA Data** | Issues | Attachments

AE/GC/CM Approval Date (required)* *

AE/GC/CM Approver Name (required)* *

CPU USE ONLY

PMF/CM/CPU Recv Date (required)* *

(***As of 11/28/2011 - CPU***)

CPU Reviewer ... X

(Construction Contractor Inv)

803 Construction Cont Inv ... X

803a Constuction Cont Inv-Proj BkOut ... X

810 Schedule of Values ... X

Allowance Authorization

a) Authorized Amount (\$)

b) Previous Billed to Date (\$)

c) Current Billing (\$)

803B/804B SubCont/Consult Verf Form ... X

Save Cancel

12. The next step will be to enter the **Complete and Stored This Period** information.

IV. Entering the Completed and Stored this Period Information

It will be necessary to modify the schedule of values to reflect how the Contractor is to be paid. **The schedule of values should reflect the approved contractor payment breakdown submitted by the Contractor as found on Form 810.**

1. With the Requisition open, click the **Update This Period** button on the left side of the Payment Application window to display the detailed line items.



Requisition: 00002 | New Jersey Schools Development Auth | Select an action...

General | Review Status | Contract Summary | Requisition Summary | Schedule of Values | Approved Changes | SDA Data | Issues | Attachments

Contract/PO * Construction (ET-0089-C02)

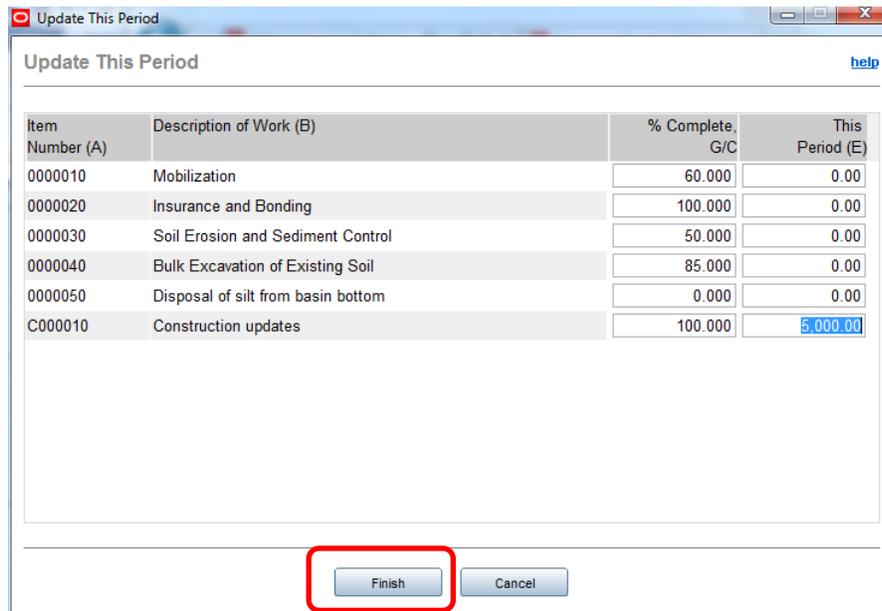
To * New Jersey Schools Development Auth
Kimberli Banegas

From * Silverlands Services, Inc
Madhu Rajan

Period To * Dec 20, 2012

Application Number 00002

2. Enter **Total Due this Period** from SDA Form 810 in the **This Period** field(s) for each applicable line item and click **Finish** when completed. It is recommended to enter the dollar values and allow the system to calculate the percentages.



Update This Period

Item Number (A)	Description of Work (B)	% Complete, G/C	This Period (E)
0000010	Mobilization	60.000	0.00
0000020	Insurance and Bonding	100.000	0.00
0000030	Soil Erosion and Sediment Control	50.000	0.00
0000040	Bulk Excavation of Existing Soil	85.000	0.00
0000050	Disposal of silt from basin bottom	0.000	0.00
C000010	Construction updates	100.000	5,000.00

Finish Cancel

- Once the requisition has been updated to reflect the total value of each line item for the payment period, Contract Management calculates the “**This Period**” amount listed in the Schedule of Values (Column E). This should match the values on the SDA 803 form.
- Confirm the “**Completed and Stored to Date**” values in Column G match the values on the SDA 803 form.

Requisition: 00002 | New Jersey Schools Development Auth | Select an action...

General | Review Status | Contract Summary | Requisition Summary | **Schedule of Values** | Approved Changes | SDA Data | Issues | Attachments

Item Number (A)	Description of Work (B)	Scheduled Value (C)	Previous Applications (D)	This Period (E)	Materials Presently Stored, Not in D or E (F)	Completed and Stored to Date, D+E+F (G)	% Com
0000010	Mobilization	\$16,194.00	\$9,716.40	\$0.00	\$0.00	\$9,716.40	60.0
0000020	Insurance and Bonding	\$22,000.00	\$22,000.00	\$0.00	\$0.00	\$22,000.00	100.0
0000030	Soil Erosion and Sediment Control	\$12,500.00	\$6,250.00	\$0.00	\$0.00	\$6,250.00	50.0
0000040	Bulk Excavation of Existing Soil	\$40,000.00	\$34,000.00	\$0.00	\$0.00	\$34,000.00	85.0
0000050	Disposal of silt from basin bottom	\$303,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
C000010	Construction updates	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.0
Log Totals		\$399,444.00	\$71,966.40	\$5,000.00	\$0.00	\$76,966.40	19.2

Save Cancel

- The next step will be to enter the retainage amount for this period.

V. Retainage

Generally, retention is tracked based on the percent of completion.

1. Scroll to the **Requisition Summary** section and enter the total retainage amount in the **Total Retainage** field. This is the amount listed in the **Total Retainage** field on the SDA 803 form.

Requisition: 00002 | New Jersey Schools Development Auth | Select an action...

General | Review Status | Contract Summary | **Requisition Summary** | Schedule of Values | Approved Changes | SDA Data | Issues | Attachments

Original Contract Sum		\$394,444.00
Net Change		\$5,000.00
Contract Sum to Date		\$399,444.00
Completed and Stored to Date		\$76,966.40
Percent	Retainage	Amount
\$0.00	Completed Work	\$0.00
\$0.00	Stored Material	\$0.00
Total Retainage (\$)		2,500.00

2. Once the retainage has been entered and validated, the **Current Payment Due** will automatically calculate. This is the amount that will be entered in the **Amount Certified** field.

IMPORTANT: You must ensure that the amount listed in the **Current Payment Due** field and the amount listed in the **Amount Certified** field are the same. *Your requisition will not be processed if these dollar values are different.*

Requisition: 00002 | New Jersey Schools Development Auth | Select an action...

General | Review Status | Contract Summary | **Requisition Summary** | Schedule of Values | Approved Changes | SDA Data | Issues | Attachments

Contract Sum to Date		\$399,444.00
Completed and Stored to Date		\$76,966.40
Percent	Retainage	Amount
\$0.00	Completed Work	\$0.00
\$0.00	Stored Material	\$0.00
Total Retainage (\$)		2,500.00
Total Earned - Retainage		\$74,466.40
Previous Amount Certified (\$)		71966.40
Current Payment Due		\$2,500.00
Balance to Finish + Retainage		\$322,477.60
Tax to Date (\$)		0.00
Percent Complete		19.268%
Amount Certified (\$)		2,500.00

3. The **Previous Amount Certified** should match the **Previous Billed to Date Less Retainage** on the SDA 803 form. The **Current Payment Due** and the **Amount Certified** should be the same as the **Current Payment Due** on the SDA 803 form.

4. When all fields are completed, click the **Save** button at the bottom of the screen.

The screenshot shows a web-based requisition form. At the top, it displays "Requisition: 00001 | New Jersey Schools Development Auth" and a dropdown menu labeled "Select an action...". Below this is a horizontal tab bar with the following tabs: "General", "Review Status", "Contract Summary", "Requisition Summary", "Schedule of Values", "Approved Changes", "SDA Data", "Issues", and "Attachments". The "General" tab is currently selected. On the left side of the form, there is a vertical toolbar with four icons: a checkmark with "AZ", a printer, a magnifying glass, and a grid. The main form area contains the following fields:

- Contract/PO * Construction (ET-0089-C02)
- To * New Jersey Schools Development Auth
Kimberli Banegas
- From * Silverlands Services, Inc
Madhu Rajan
- Period To * Nov 20, 2012
- Application Number 00001

A red asterisk and the text "* Required" are located at the bottom left of the form. At the bottom right, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular box.

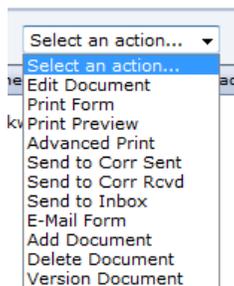
VI. Version Document

Contract Management 13.0 provides a Version Document feature to help you maintain multiple versions of your documents and provide a snapshot of the change history of the documents. Versioning a document means it will maintain versions of both the document and any attachments. The document version will be stored as an html file. The attachment version will show information on the location, path and the file size of an attachment, as well as the user who attached the file to the document and the date of attachment.

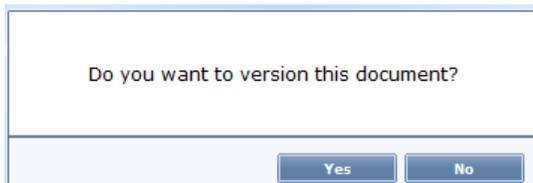
The Versions Tab will be used to track document versions. This tab only displays when you open the document in View mode, not in Edit mode. On the Versions tab, you can view and access previous versions of the selected document, identify who created the versions and when the versions were created.

A. Create a Document Version

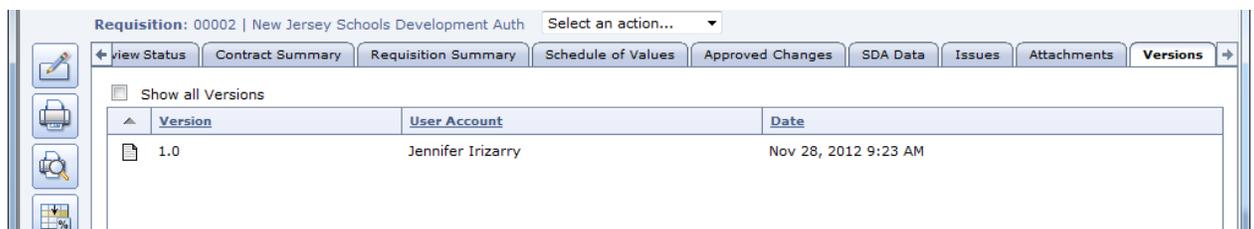
1. To create a version of the current document, click the Select an Action menu from the top of the screen and choose Version Document from the drop-down list.



2. Contract Management will prompt you to confirm the Version Document function. Click the Yes button to continue or No to cancel.



3. The Versions tab displays the document version you just created. As new document versions are created, they will be listed on this tab in reverse chronological order. Click the icon to open each version. When the version displays, it will show information available in the document when the version was created.



VII. Approvals

1. Two approvals (captured in the **Review Status** tab) are required for each Payment Requisition. The approvers required are based on the SDA Operating Authority. As a general rule, the applicable SDA Program Officer/Senior Program Officer/Program Deputy Director/ Program Director should be listed in the first approval box, while the SDA Program Director/Vice President should be listed in the second approval box. Approvals will change based on the dollar value to be certified.

The screenshot displays the 'Review Status' tab for a requisition. The 'Review Status' tab is highlighted with a red box. The form includes the following fields and sections:

- General Information:**
 - Ball in Court: <none selected>
 - Priority: Normal
 - Certified?: no
 - Buttons: Certify and Save
- Approval Section 1: Program Officer, Sr. Program Officer, Deputy Program Director, Program Director**
 - Company: New Jersey Schools Development Auth
 - Contact: Aaron Goss
 - Approved Date: Nov 28, 2012
- Approval Section 2: SDA Regional Director/Vice President**
 - Company: New Jersey Schools Development Auth
 - Contact: James Adams
 - Approved Date: Nov 28, 2012
- Buttons:** Save, Cancel

NOTE: There is a new field in the **Review Status** section labeled **Document Owner**. We are not currently using this functionality.

NOTE: If more than two approvers are required put the other approvers' name and date signed in the notes sections.

2. When all approval information is entered, the requisition is ready to be certified. Only users with approval rights for requisitions will be able to **Certify and Save** requisitions.

3. With the document open, the user certifying the requisition will confirm the approval information that has been entered, change the Ball in Court to **Sent to CPU** and click **Certify and Save**.

Requisition: 00002 | New Jersey Schools Development Auth | Select an action...

General **Review Status** Contract Summary Requisition Summary Schedule of Values Approved Changes SDA Data Issues Attachments

Document Owner: <none selected>

Ball in Court: New Jersey Schools Development Auth Sent to CPU

Priority: Normal

Certified?: no **Certify and Save**

Program Officer, Sr. Program Officer, Deputy Program Director, Program Director

Company: New Jersey Schools Development Auth

Contact: Aaron Goss

Approved Date: Nov 28, 2012

SDA Regional Director/Vice President

Company: New Jersey Schools Development Auth

Save Cancel

4. Verify the amount against the current payment and the SDA 803 form. If it is the same amount, click **Yes**.

OK to certify \$2,500.00?

Yes No

- Accounts Payable will process the requisition through the SIMS system. Once payment is complete, the **Payment Date** and **Check Number** information will be imported from SIMS back into the Contract Management requisition. This information is listed in the **Review Status** tab under the approval names.

Requisition: 00002 | New Jersey Schools Development Auth | Select an action...

General | **Review Status** | Contract Summary | Requisition Summary | Schedule of Values | Approved Changes | SDA Data | Issues | Attachme

Priority: Normal
Certified?: yes

Program Officer, Sr. Program Officer, Deputy Program Director, Program Director

Company: New Jersey Schools Development Auth
Contact: [Aaron Goss](#)
Application Date: Nov 28, 2012

SDA Regional Director/Vice President

Company: New Jersey Schools Development Auth
Contact: [James Adams](#)
Certification Date: Nov 28, 2012

Payment Date: Dec 5, 2012 | Check Number: 2477125

NOTE: If the Check Number displays the word “Wire” or “ACH”, this indicates that payment was electronically sent to the appropriate parties.

Requisition: 00002 | New Jersey Schools Development Auth | Select an action...

General | **Review Status** | Contract Summary | Requisition Summary | Schedule of Values | Approved Changes | SDA Data | Issues | Attachme

Priority: Normal
Certified?: yes

Program Officer, Sr. Program Officer, Deputy Program Director, Program Director

Company: New Jersey Schools Development Auth
Contact: [Aaron Goss](#)
Application Date: Nov 28, 2012

SDA Regional Director/Vice President

Company: New Jersey Schools Development Auth
Contact: [James Adams](#)
Certification Date: Nov 28, 2012

Payment Date: Dec 5, 2012 | Check Number: Wire

VIII. Appendices

Appendix A: Formatting the Schedule of Values

When adding new line items, it is important to number the items so that they are organized the same as the approved SDA 810 form. Items will always display in the Schedule of Values window sorted by number, with lowest numbers first and highest numbers last.

In addition to adding lump sum values, there are other options that can be added through the **More commands** drop-down list.

Requisition: 00002 | New Jersey Schools Development Auth | Select an action...

General | Review Status | Contract Summary | Requisition Summary | **Schedule of Values** | Approved Changes | SDA Data | Issues | Attachments

Add Lump Sum | Add Unit Price | More commands...

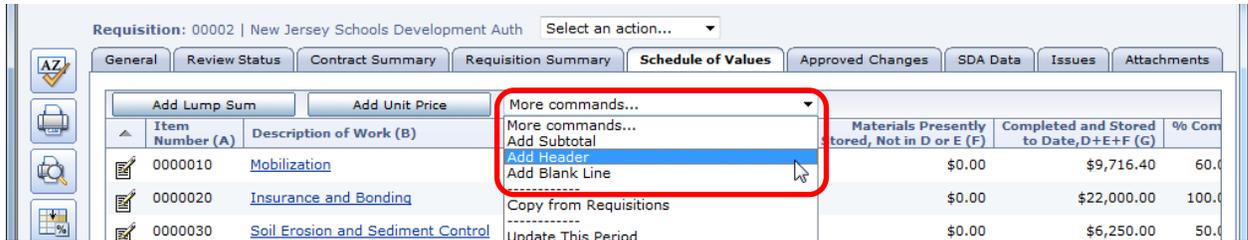
Item Number (A)	Description of Work (B)	Materials Presently Stored, Not in D or E (F)	Completed and Stored to Date, D+E+F (G)	% Complete			
0000010	Mobilization	\$0.00	\$9,716.40	60.0			
0000020	Insurance and Bonding	\$0.00	\$22,000.00	100.0			
0000030	Soil Erosion and Sediment Control	\$0.00	\$6,250.00	50.0			
0000040	Bulk Excavation of Existing Soil	\$0.00	\$34,000.00	85.0			
0000050	Disposal of silt from basin bottom	\$0.00	\$0.00	0.0			
C000010	Construction updates	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.0
Log Totals		\$399,444.00	\$71,966.40	\$5,000.00	\$0.00	\$76,966.40	19.2

Save | Cancel

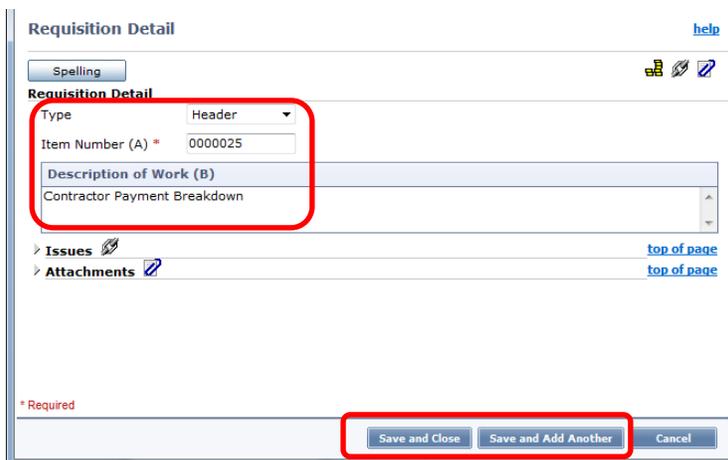
Add a Header

A header creates a detail item which has a label but no value associated. Headers are useful when formatting the schedule of values so that it becomes easier to read.

1. To create a header, choose the **More commands** drop down list and choose **Add Header**. The Requisition Detail screen displays.



2. Ensure that the Header option has been chosen from the **Type** drop down list. Complete the **Item Number** and the **Description of Work**. To insert a line item between existing line items, enter a number in the item number field which falls between the numbers of the existing line items. Leave all other fields blank. Click **Save and Add Another** to add additional items, or **Save and Close** to finish and return to the Requisition screen.



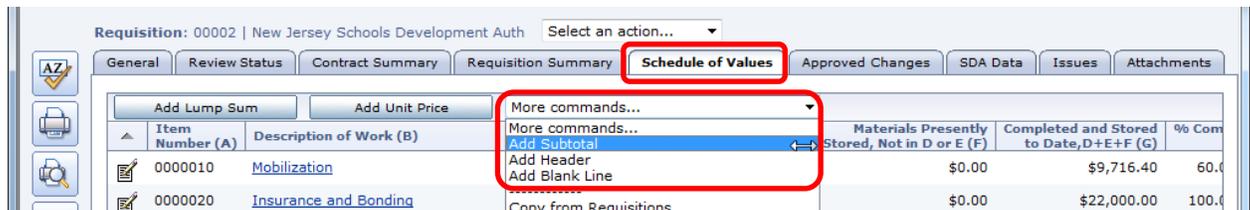
3. The header has now been added to your schedule of values.

Item Number (A)	Description of Work (B)	Scheduled Value (C)	Previous Applications (D)	This Period (E)	Materials Presently Stored, Not in D or E (F)	Completed and Stored to Date, D+E+F (G)	% Com
0000010	Mobilization	\$16,194.00	\$9,716.40	\$0.00	\$0.00	\$9,716.40	60.0
0000020	Insurance and Bonding	\$22,000.00	\$22,000.00	\$0.00	\$0.00	\$22,000.00	100.0
0000025	Contractor Payment Breakdown						
0000030	Soil Erosion and Sediment Control	\$12,500.00	\$6,250.00	\$0.00	\$0.00	\$6,250.00	50.0
0000040	Bulk Excavation of Existing Soil	\$40,000.00	\$34,000.00	\$0.00	\$0.00	\$34,000.00	85.0
0000050	Disposal of silt from basin bottom	\$303,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
C000010	Construction updates	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.0

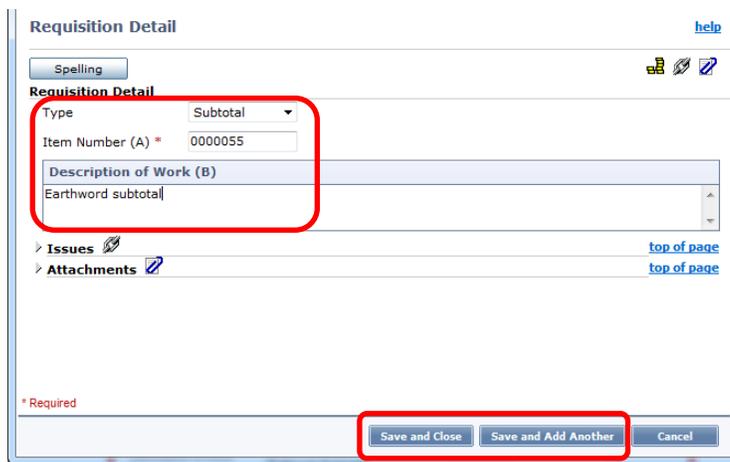
Add a Subtotal

This line item subtotals the value of all line items above the subtotal line and beneath any previous subtotal lines:

1. To create a subtotal, choose the **More commands** drop down list and choose **Add Subtotal**. The Requisition Detail screen displays.



2. Ensure that the Subtotal option has been chosen from the Type drop down list. Complete the **Item Number** and the **Description of Work**. To insert a line item between existing line items, enter a number in the item number field which falls between the numbers of the existing line items. Leave all other fields blank. Click **Save and Add Another** to add additional items, or **Save and Close** to finish and return to the Requisition screen.



3. The subtotal has now been added to your schedule of values.

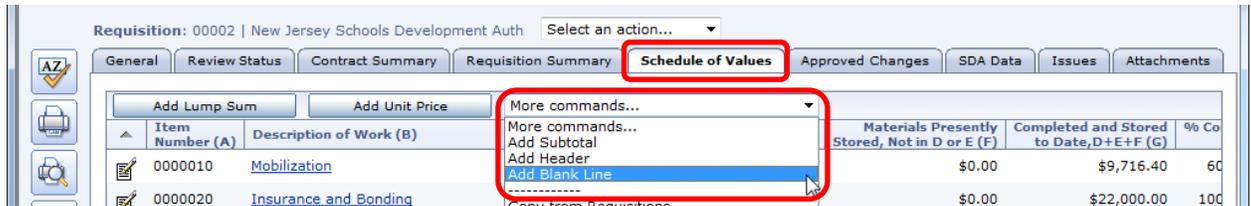
The screenshot shows the 'Schedule of Values' tab. A table lists line items with columns for Item Number, Description of Work, Scheduled Value, Previous Applications, This Period, Materials Presently Stored, Completed and Stored to Date, and % Complete. A red arrow points to the newly added subtotal line item.

Item Number (A)	Description of Work (B)	Scheduled Value (C)	Previous Applications (D)	This Period (E)	Materials Presently Stored, Not in D or E (F)	Completed and Stored to Date, D+E+F (G)	% Complete (H)
0000010	Mobilization	\$16,194.00	\$9,716.40	\$0.00	\$0.00	\$9,716.40	60.00
0000020	Insurance and Bonding	\$22,000.00	\$22,000.00	\$0.00	\$0.00	\$22,000.00	100.00
0000025	Contractor Payment Breakdown						
0000030	Soil Erosion and Sediment Control	\$12,500.00	\$6,250.00	\$0.00	\$0.00	\$6,250.00	50.00
0000040	Bulk Excavation of Existing Soil	\$40,000.00	\$34,000.00	\$0.00	\$0.00	\$34,000.00	85.00
0000050	Disposal of silt from basin bottom	\$303,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
0000055	Earthword subtotal	\$356,250.00	\$40,250.00	\$0.00	\$0.00	\$40,250.00	11.25
C000010	Construction updates	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00

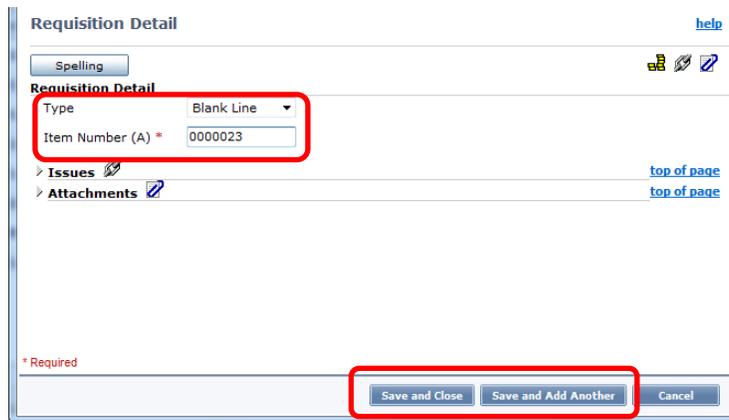
Add a Blank Line

This option inserts a blank detail record. Adding a blank line may be useful in creating a schedule of values that is easier to read.

1. To create a blank line, choose the **More commands** drop down list and choose **Add Blank Line**. The Requisition Detail screen displays.



2. Ensure that the Blank Line option has been chosen from the Type drop down list. Enter the **Item Number**. To insert a line item between existing line items, enter a number in the item number field which falls between the numbers of the existing line items. Leave all other fields blank. Click **Save and Add Another** to add additional items, or **Save and Close** to finish and return to the Requisition screen.



3. A blank line has now been added to your schedule of values.

Item Number (A)	Description of Work (B)	Scheduled Value (C)	Previous Applications (D)	This Period (E)	Materials Presently Stored, Not in D or E (F)	Completed and Stored to Date, D+E+F (G)	% Co
0000010	Mobilization	\$16,194.00	\$9,716.40	\$0.00	\$0.00	\$9,716.40	60
0000020	Insurance and Bonding	\$22,000.00	\$22,000.00	\$0.00	\$0.00	\$22,000.00	100
0000023							
0000025	Contractor Payment Breakdown						
0000030	Soil Erosion and Sediment Control	\$12,500.00	\$6,250.00	\$0.00	\$0.00	\$6,250.00	50
0000040	Bulk Excavation of Existing Soil	\$40,000.00	\$34,000.00	\$0.00	\$0.00	\$34,000.00	85
0000050	Disposal of silt from basin bottom	\$303,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0
0000055	Earthwork subtotal	\$356,250.00	\$40,250.00	\$0.00	\$0.00	\$40,250.00	11
C000010	Construction updates	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100

Appendix B: Customizing the Payment Requisition Log View

A custom log view called **Pay Reqs by Contract** has been created to sort the Payment Requisitions for a project by their applicable contract number. Applying this custom view will ensure that the proper Payment Requisition is being accessed for payment.

1. With the Payment Requisition log view open, click the **Layout** pull down menu located in the upper right hand corner of the screen and choose the **Pay Reqs by Contract** option.



2. The Payment Requisitions will now be sorted by Contract number.

