STATE OF NEW JERSEY
SCHOOLS DEVELOPMENT AUTHORITY

Section 19

Payment Requisitions

ORACLE Primavera

Table of Contents

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 <u>**must be entered and certified in numerical order**</u> 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.

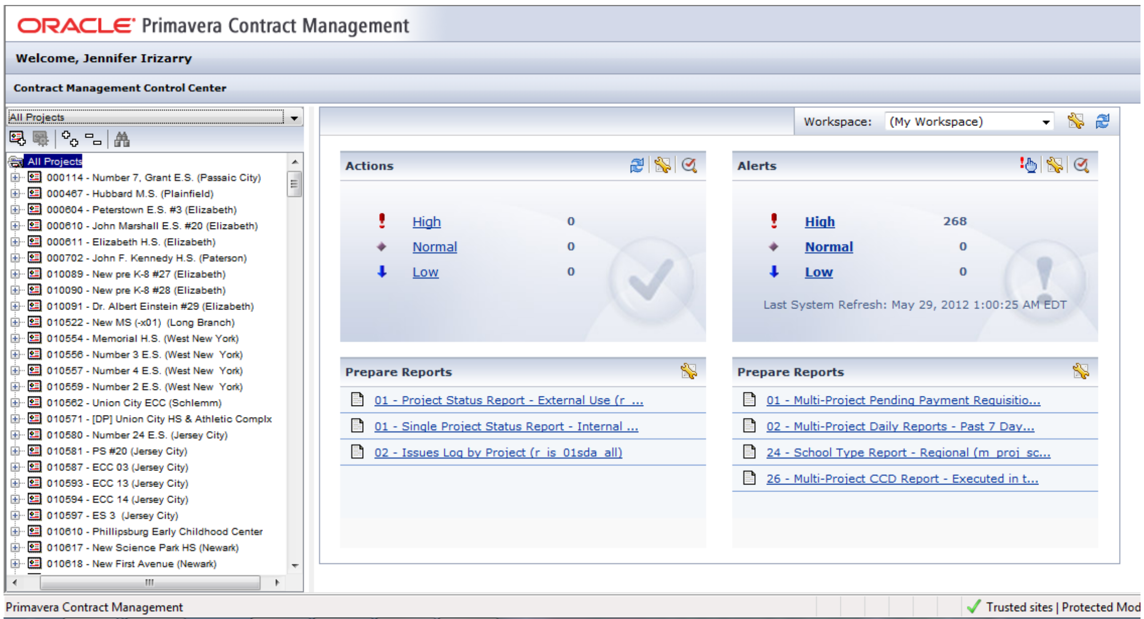
   e. Ensure that the last requisition has been certified in Contract Management.

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

II. Generate an Initial Payment Requisition from a Contract

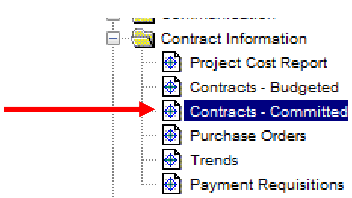
The initial Payment Requisition is generated from the Contract. ***IMPORTANT: A requisition must be generated from a contract only once.***

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



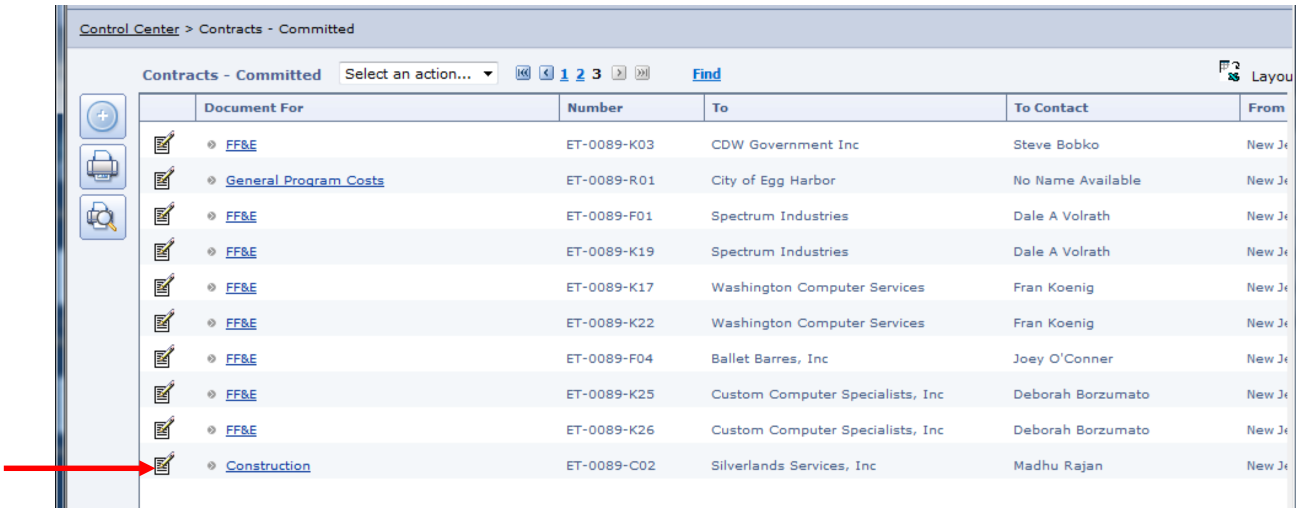
2. Select your desired project.

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

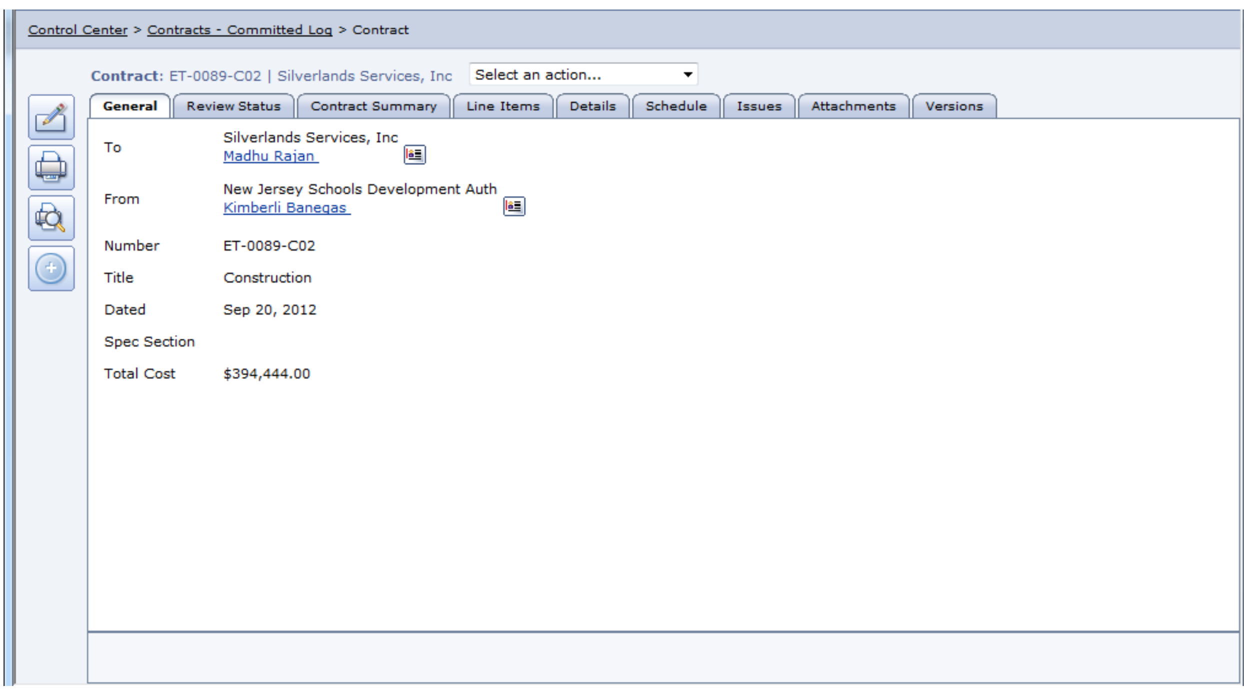


4. Locate the name and contract number of the contract that you wish to create a requisition for, and then click the blue (underlined) link to open it.

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

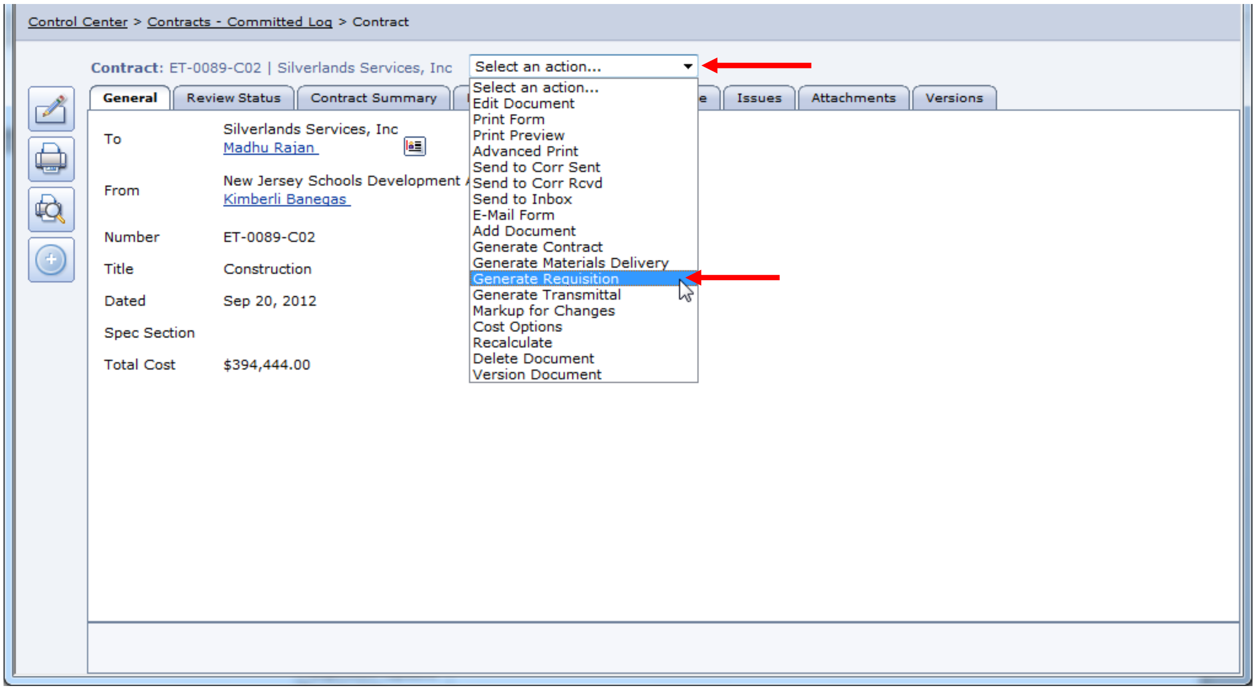


5. The contract document displays.

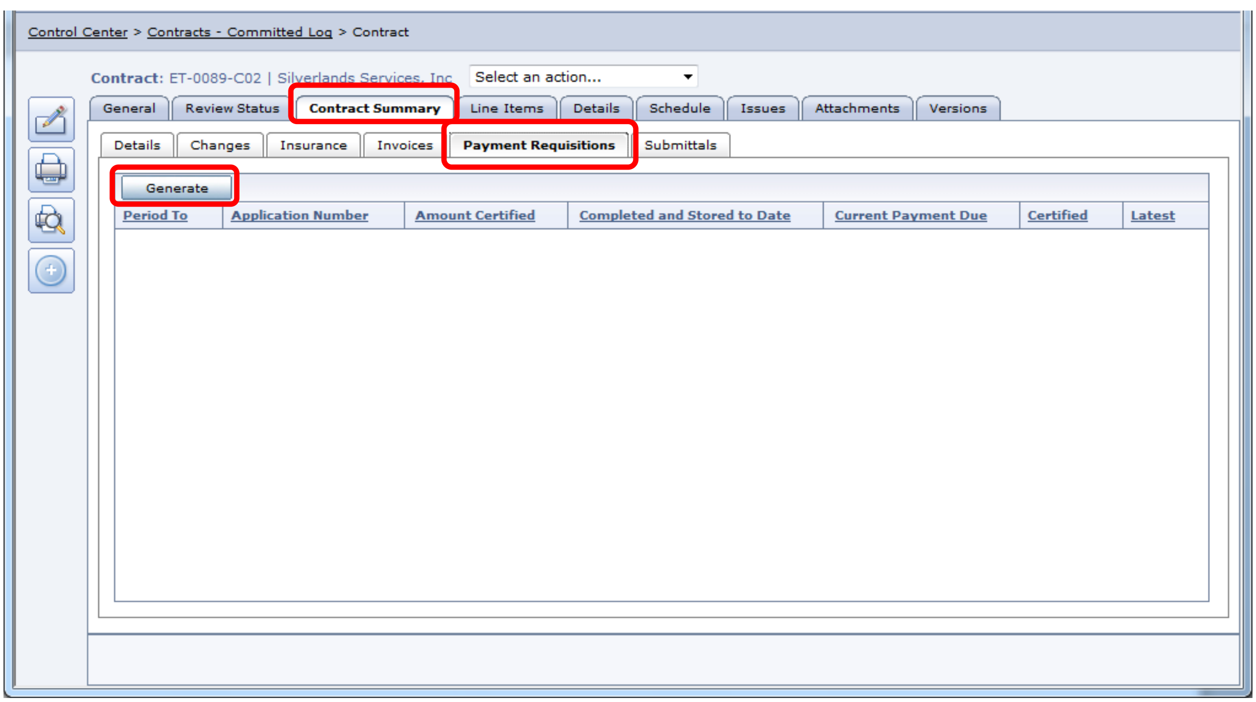


6. The next step will be to generate the requisition. There are two methods in which to generate a requisition document. The method you use will depend upon your level of access in the system. Either method will yield the same outcome.

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



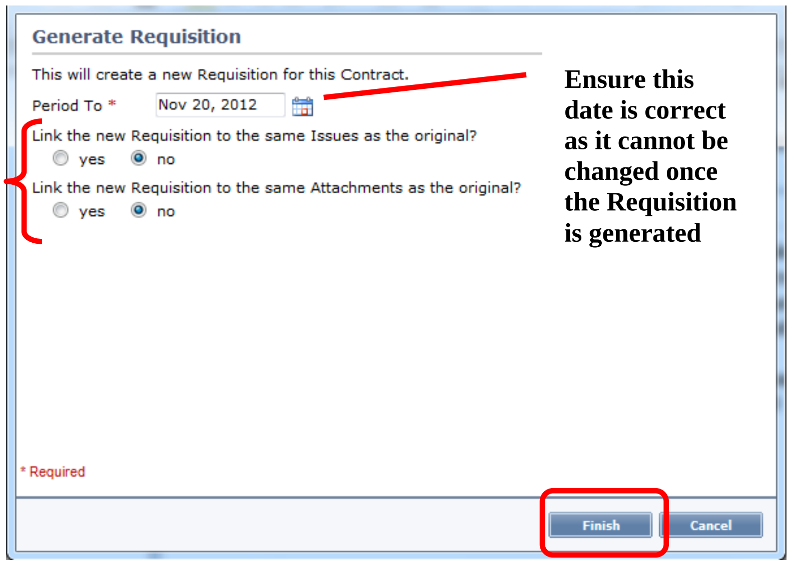
Method 2: Click the **Contract Summary** tab, click the **Payment Requisitions** sub-tab and click the **Generate** button.



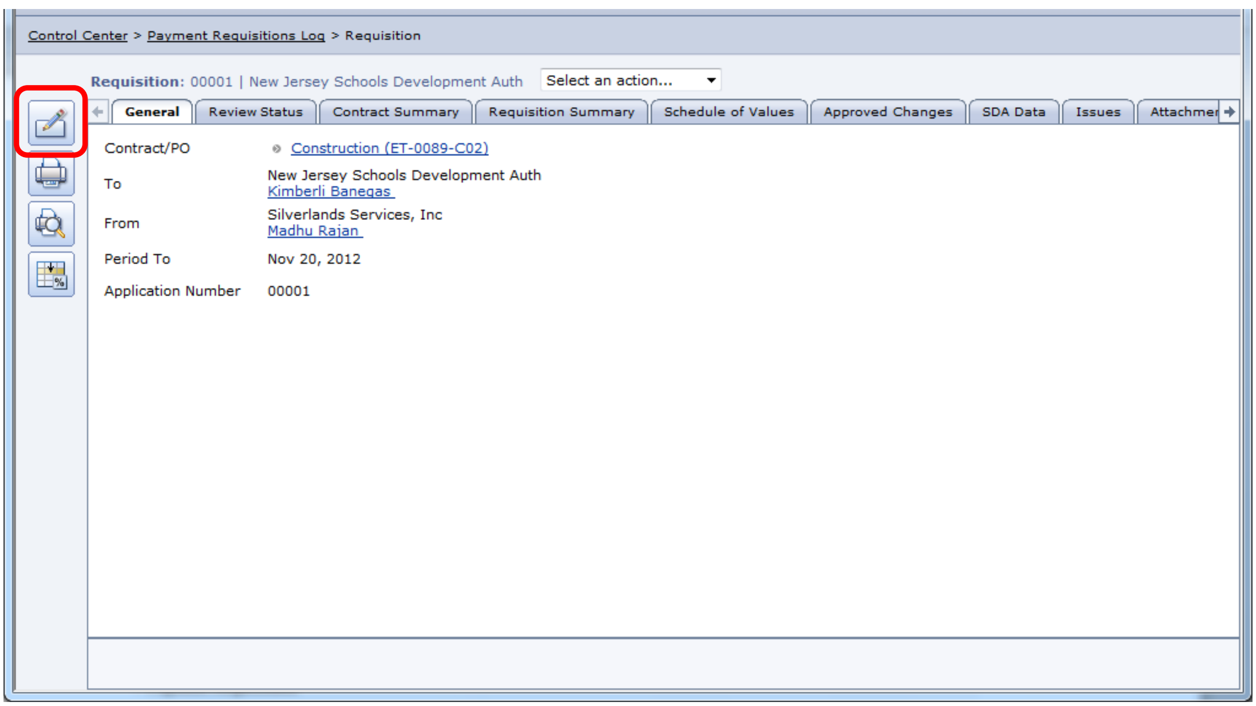
7. The Generate Requisition window displays. Change the Period Ending date (**Period To** field) to match the period ending date on the SDA form 803 in the package.

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

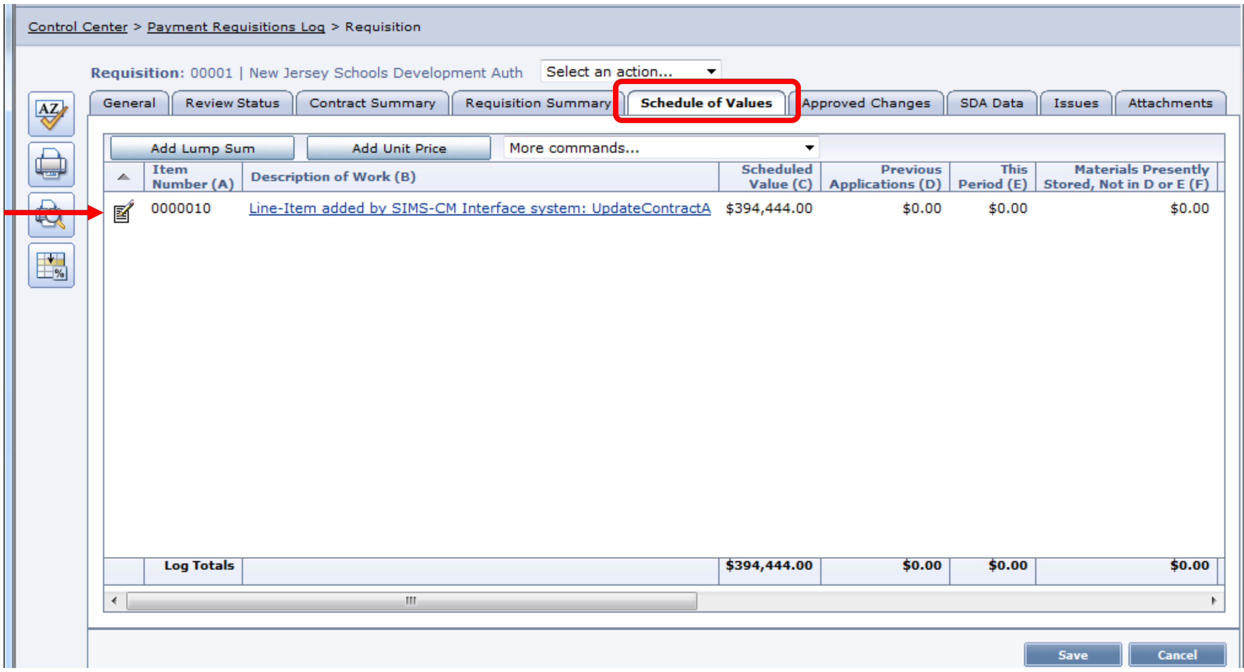
8. The remainder of the options listed in the window should be changed to **No**. Click the Finish button to complete the generation process.



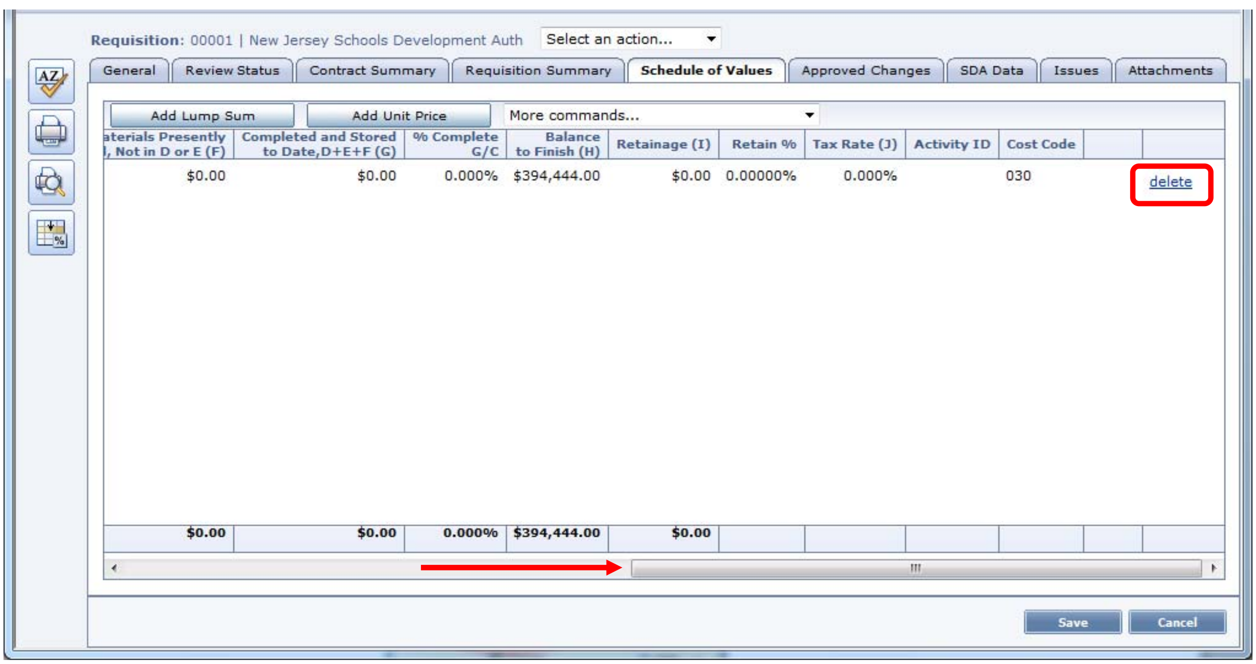
9. The new requisition displays. Click the **Edit Document** button to begin entry.



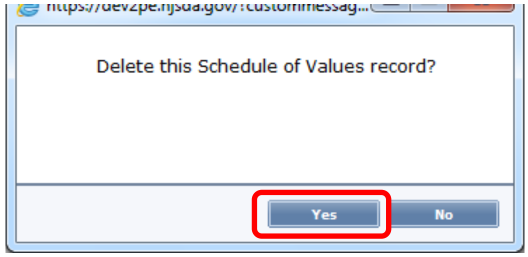
10. Click the **Schedule of Values** tab. The Schedule of Values **must** be broken down to reflect the items as listed on SDA Form 810. Before adding new lines to the Schedule of Values, you will need to **delete the single contract line item** that contains the full value of the contract. The value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



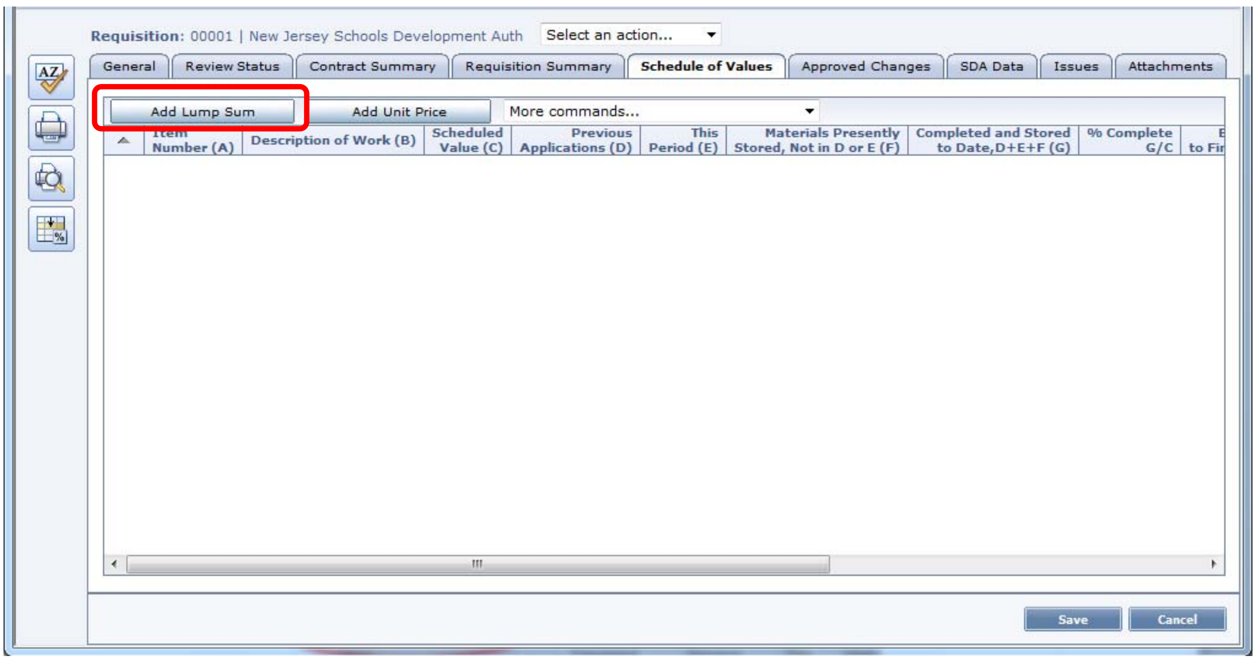
11. To delete the contract row line item, scroll to the right hand side of the screen in the Schedule of Values section and click the **delete** option.



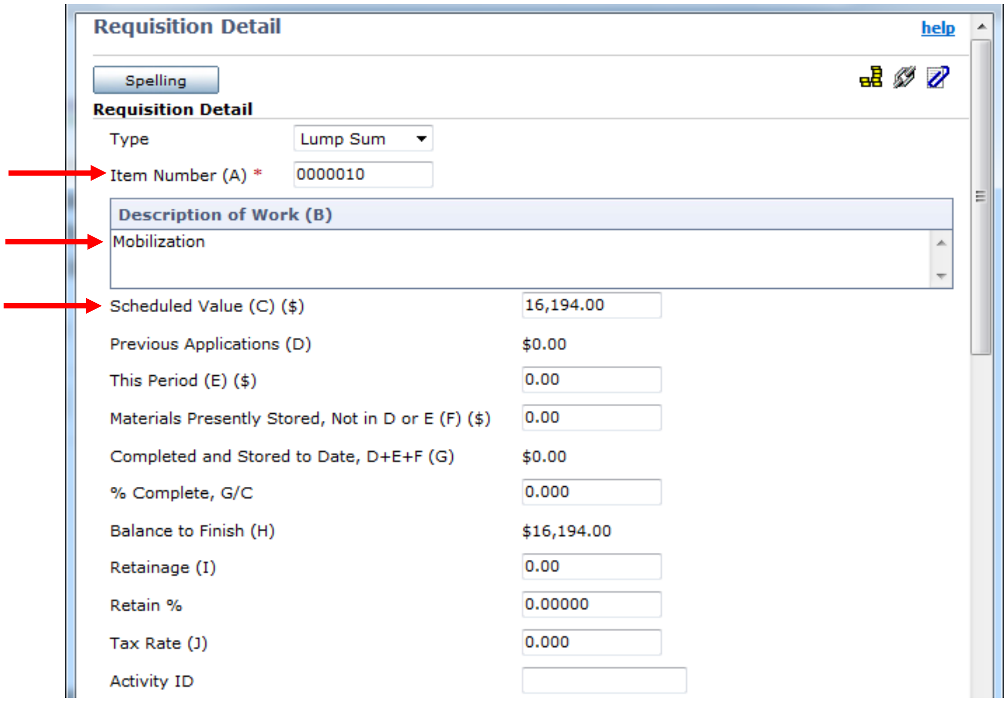
12. Answer **Yes** to the prompt to confirm the deletion of the contract row line item.



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.

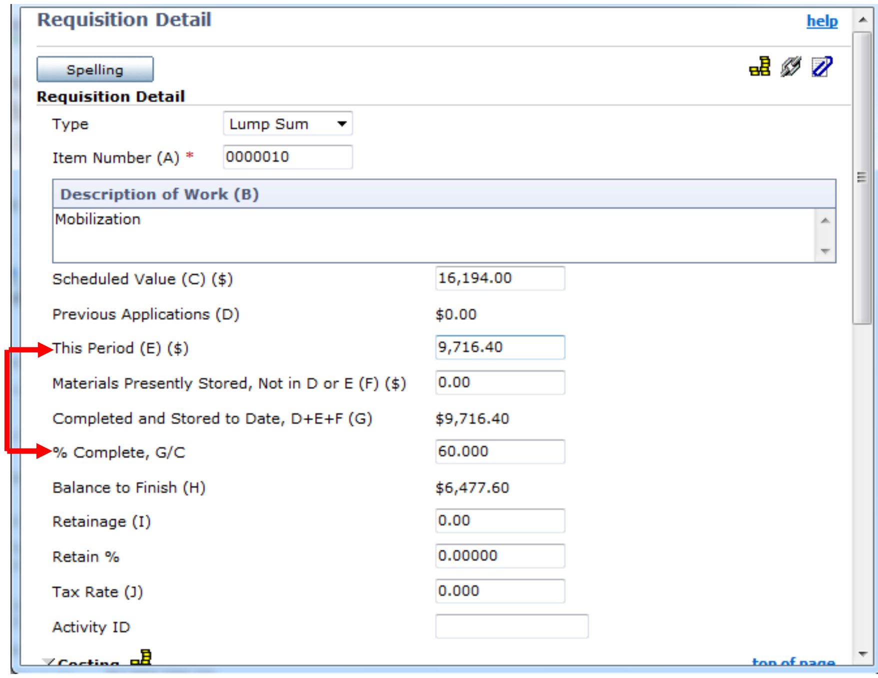


14. The Requisition Detail box displays. The **Item Number** field will be automatically populated with a line item number. Edit this number as desired. Enter a Description of the work that this line item represents in the **Description of Work** field. Enter the Scheduled Value for the work in the **Scheduled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

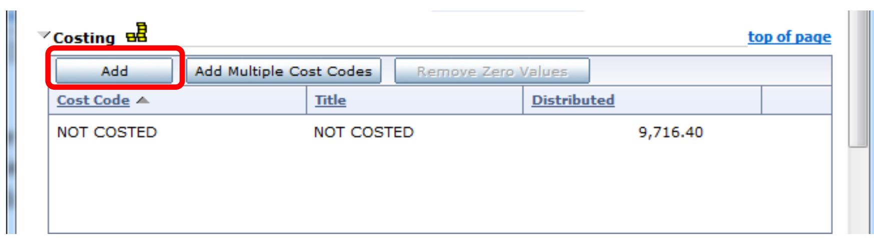


Note: *When adding new line items, it is important to number the items so that they are organized correctly.   Items will always display in the Schedule of Values window sorted by number, with lowest numbers first and highest numbers last.*

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.



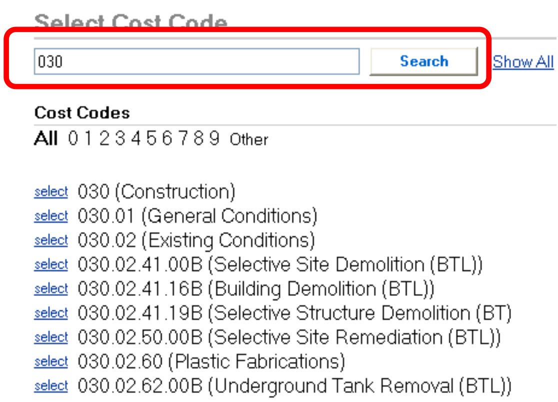
16. Scroll to the **Costing** section of the window, click the **Add** button to choose the cost code that the Lump Sum should be distributed to.



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.

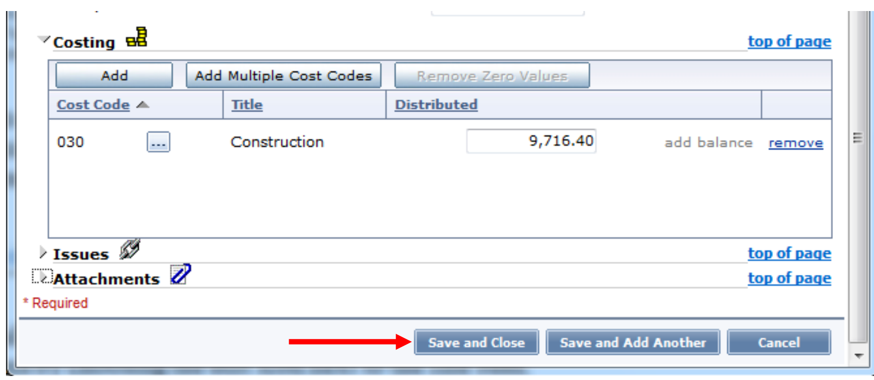
Important: Be sure that the selected cost code is in the same group as the contract level cost code. For example, if 030 is selected on the contract, you must select an 030 group cost code for the requisition (030.10, 030.20, etc.).

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



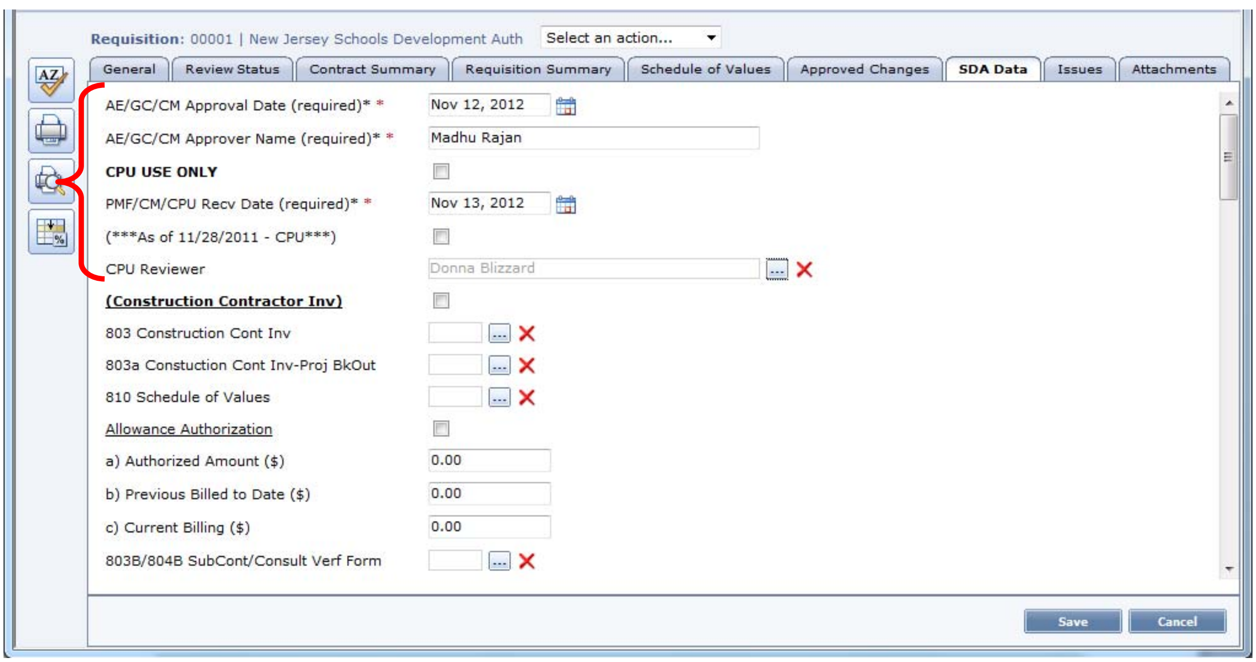
010=Real Estate Services
020=Design Fees
030=Construction
040=FF&E
050=Technology
060=Project Contingency
070=Other Costs, Direct
080=Temporary Space
090=Rebates and Refunds
100=Local Share Funds
110=PMF/CM Fees
120=OCIP
130=Other Costs, Indirect

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.

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



- **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.

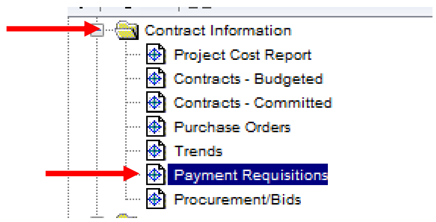
The remainder of the fields in this section will either be entered by a member of the CPU staff or will be automatically populated by SIMS (labeled with the suffix of **(S)**).

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

III. Generate from a Previous Payment Requisition

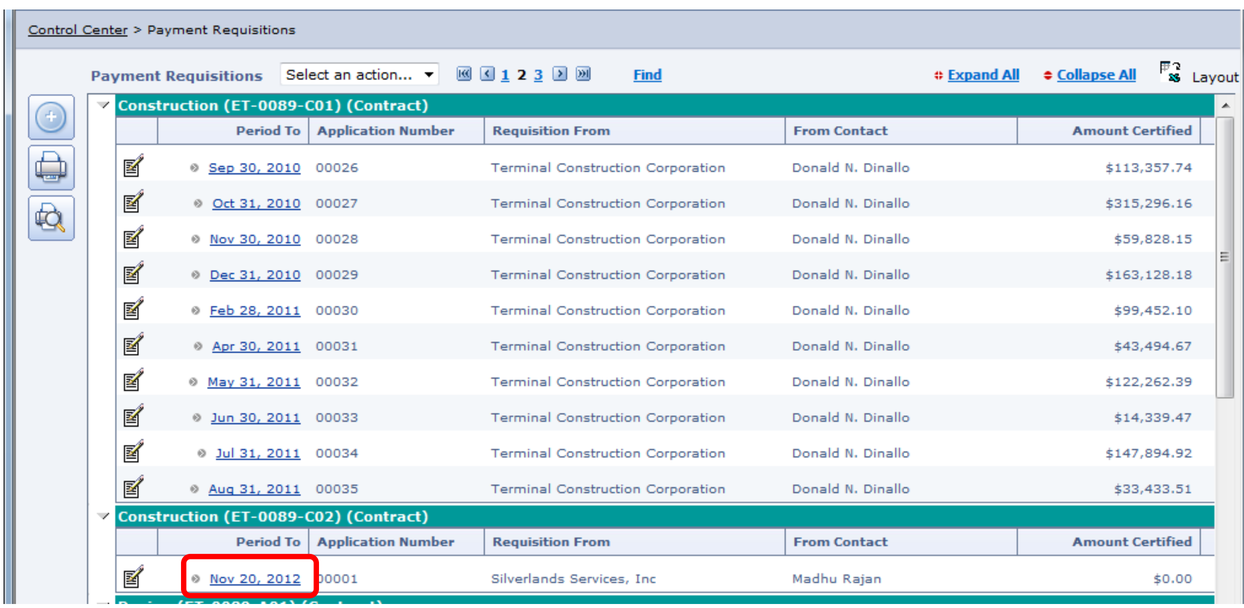
This process is used after the initial Requisition has been created and certified from the contract.

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



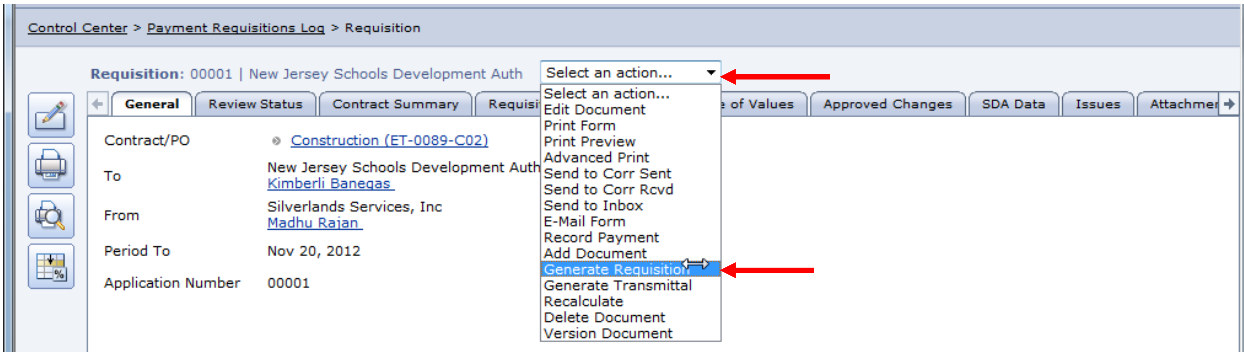
2. Per the applicable contract, open the previously created requisition by choosing the file name with the applicable **Period To** date.

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

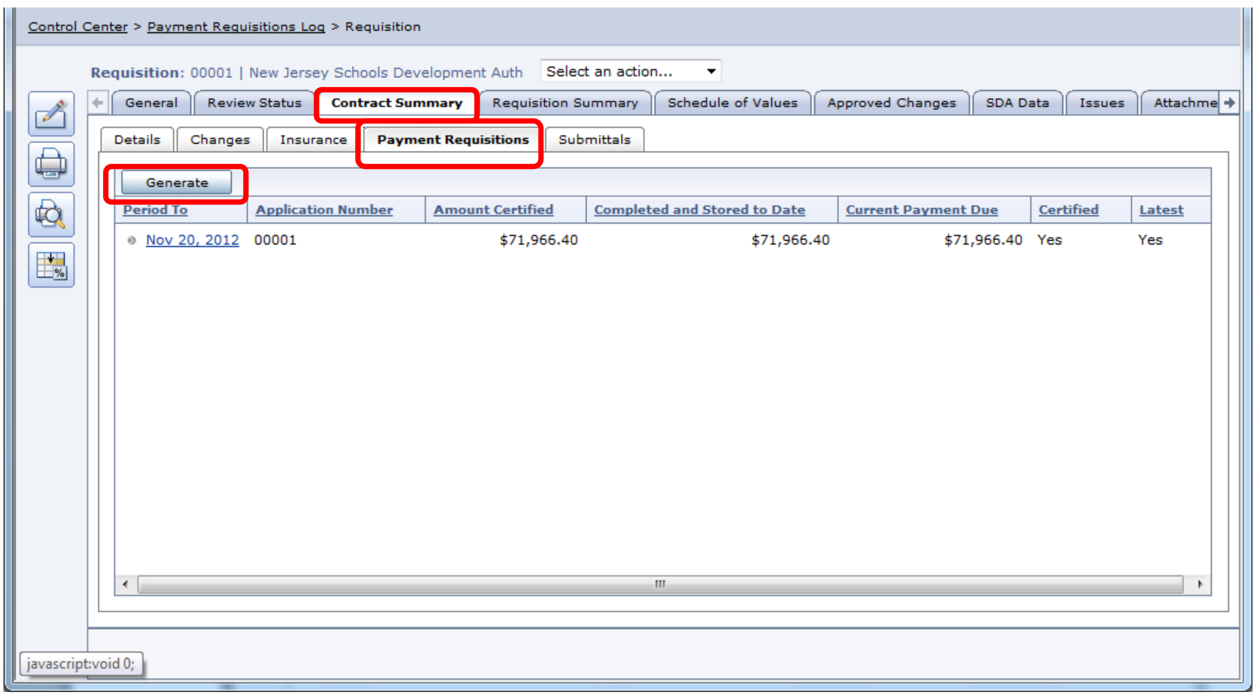


3. The next step will be to generate the requisition. There are two methods in which to generate a requisition document. The method you use will depend upon your level of access in the system. Either method will yield the same outcome.

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

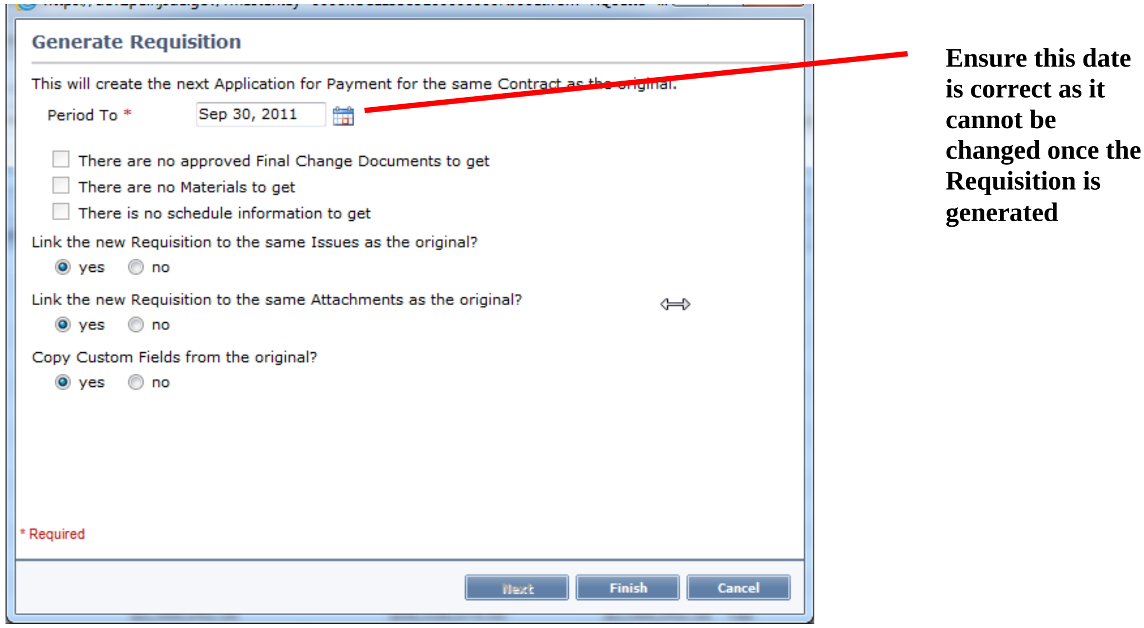


Method 2: Click the **Contract Summary** tab, then click the **Payment Requisitions** subtab. Click the **Generate** button.

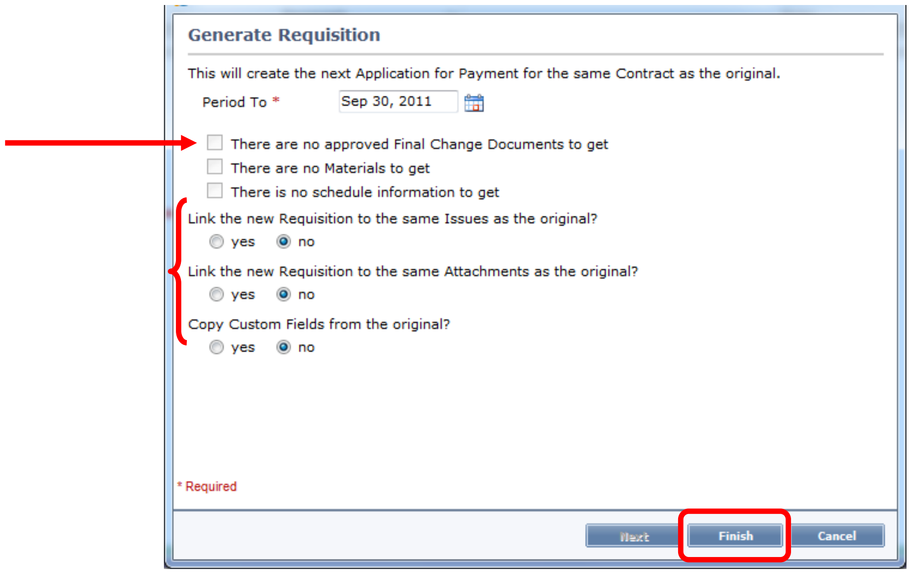


4. The Generate Requisition window displays. Verify the **Period Ending** date (Period To field) matches the period ending date on the SDA form 803 in the package.

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



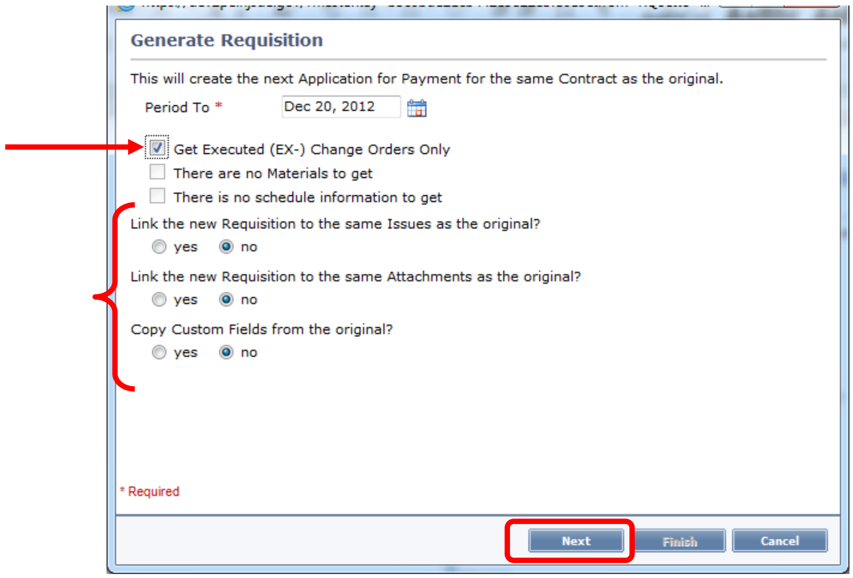
5. If the first check box option states **There are no approved Final Change Documents to get**, there are no approved Final Change Documents to include on this requisition. Continue to the next step.
6. **Important:** The remaining options **<u>must</u>** be set to **no**. Choose the **Finish** button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



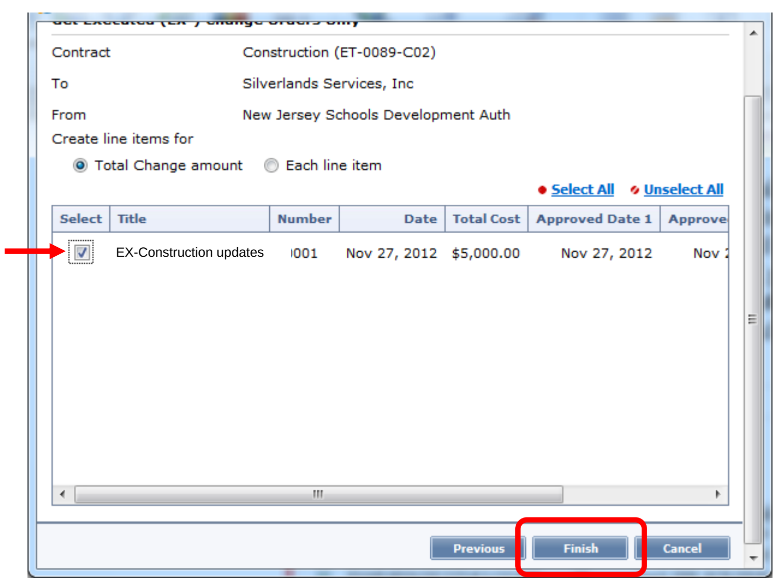
7. If there are executed (approved) change orders available, the **Get Executed (EX-) Change Orders Only!** check box will display, however, it will be unchecked.

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

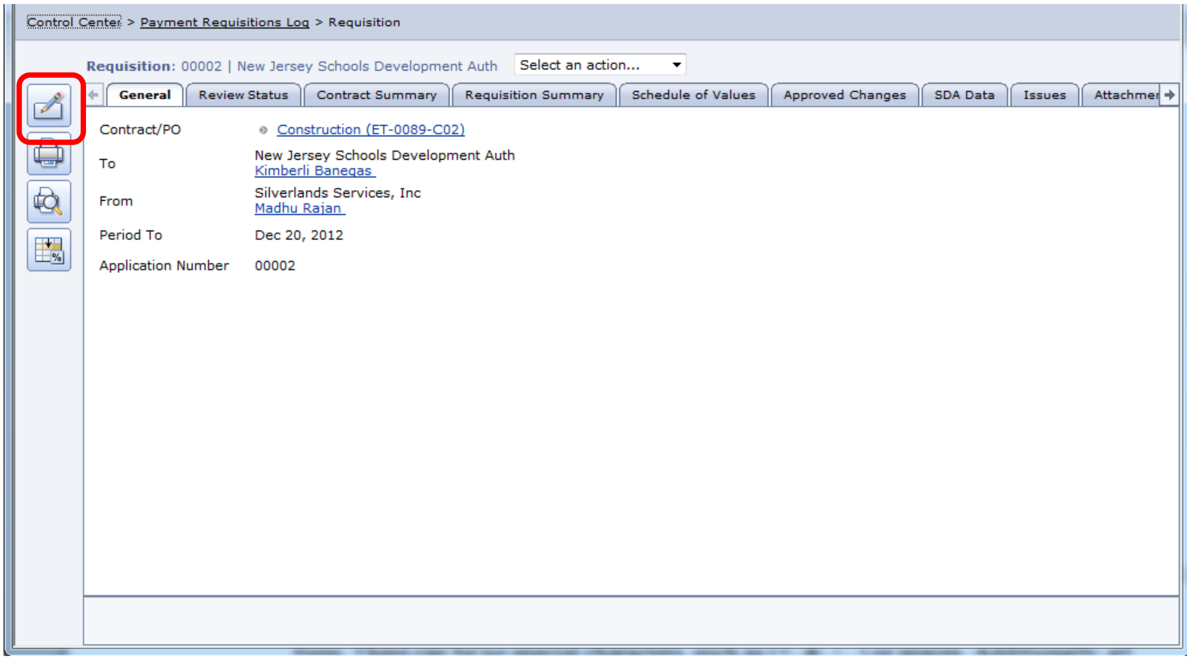
   If the **There is no schedule information to get** box is checked, be sure to uncheck that option box. **Important:** the remaining options **<u>must</u>** be set to **no.** Choose the **Next** button to proceed.



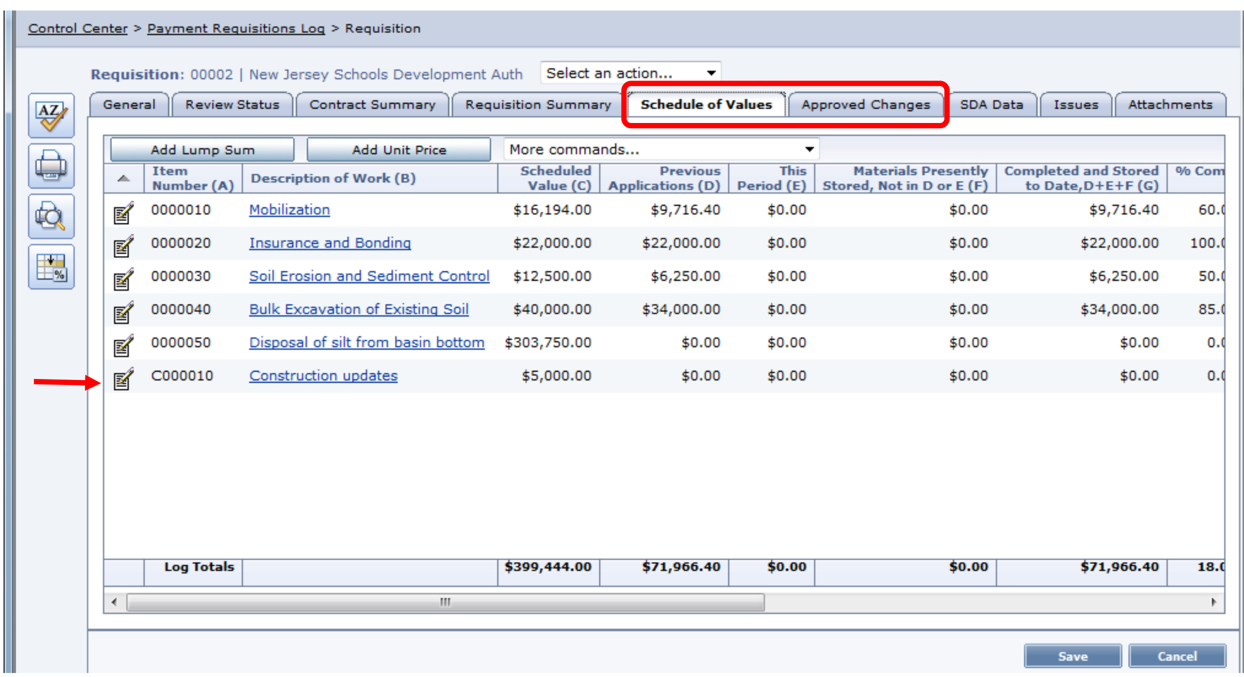
8. The **Get (Get Executed (EX-) Change Orders Only!)** dialogue window displays, listing all approved changes that have not been previously collected into a requisition. In order to easily identify those change orders that have been executed (approved), Contract Management will identify those change orders with an **EX** prefix before the Change Order title. ***The <u>only</u> 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.



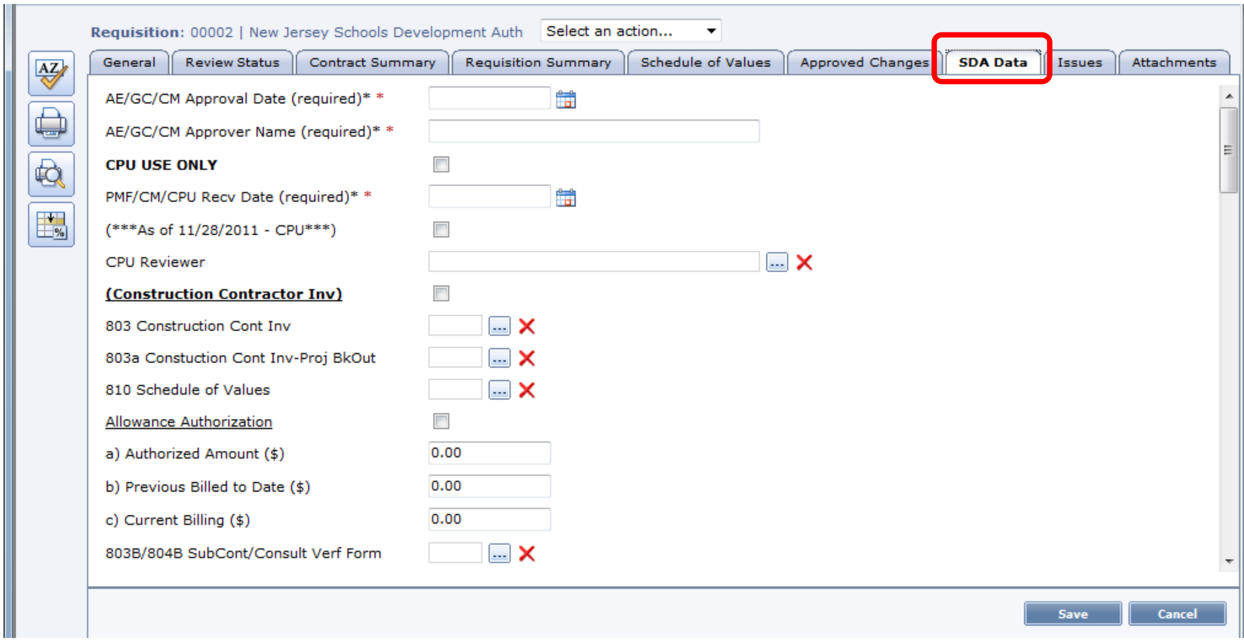
9. The new requisition displays. Click the **Edit Document** button on the left side of the screen to begin entering information.



10. 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.

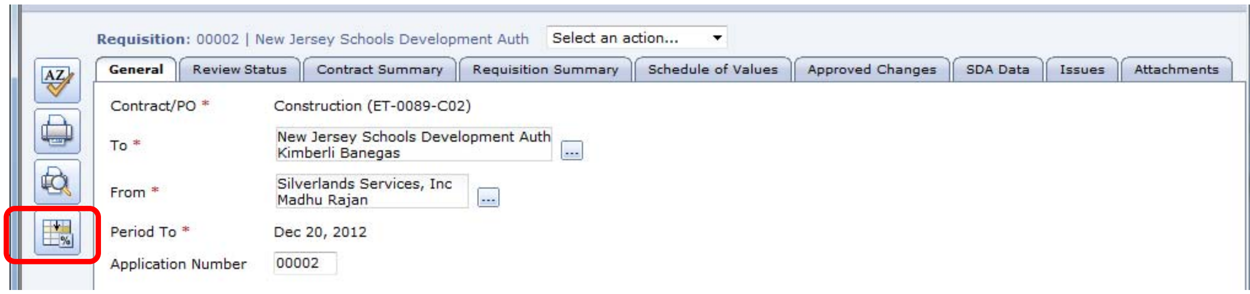


12. The next step will be to enter the **Complete and Stored This Period** information.

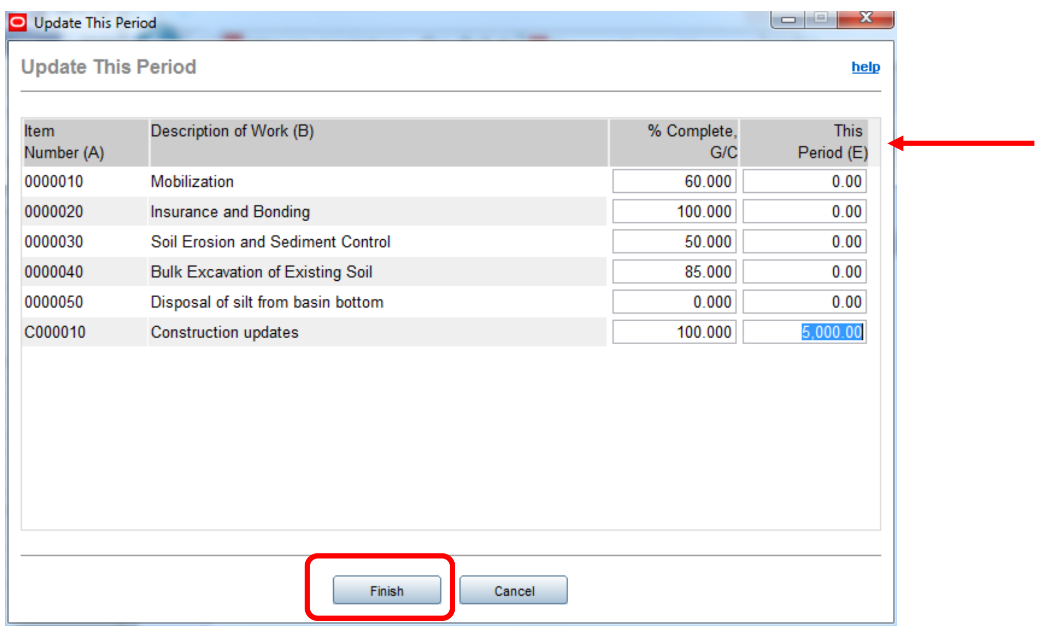
IV. Entering the Completed and Stored this Period Information

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.

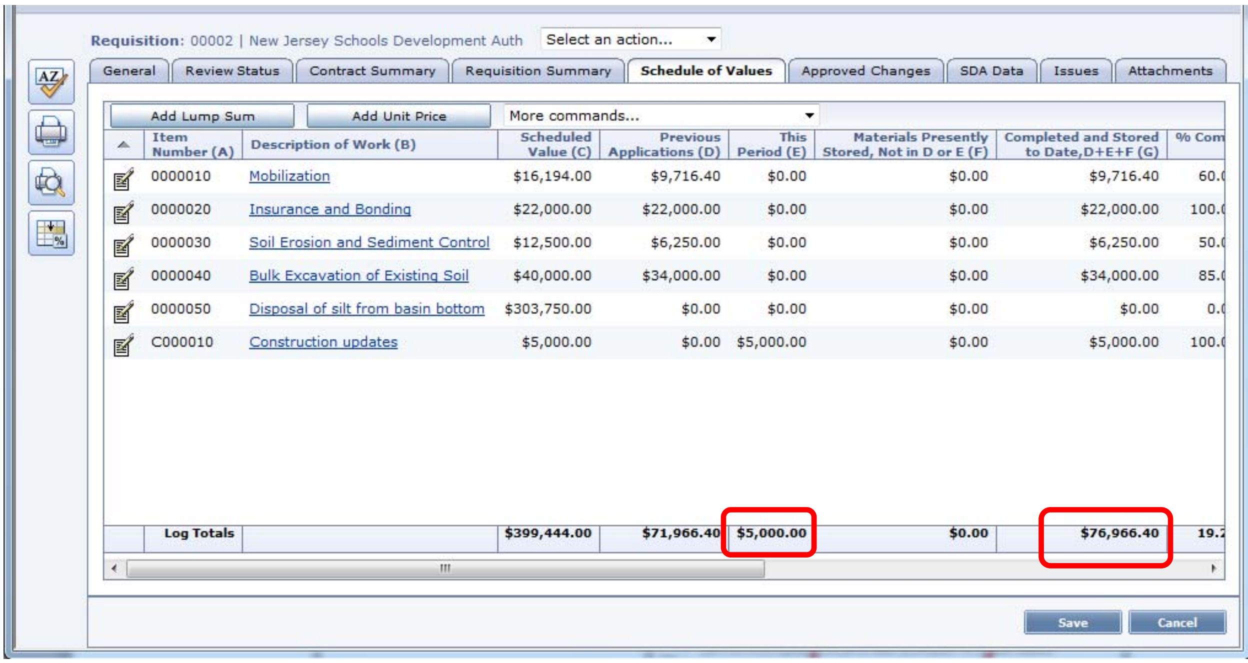


2. Enter **Total Due this Period** from SDA Form 810 in the **This Period** field(s) for each applicable line item and click **Finish** when completed. It is recommended to enter the dollar values and allow the system to calculate the percentages.



3. 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.

4. Confirm the **"Completed and Stored to Date"** values in Column G match the values on the SDA 803 form.



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

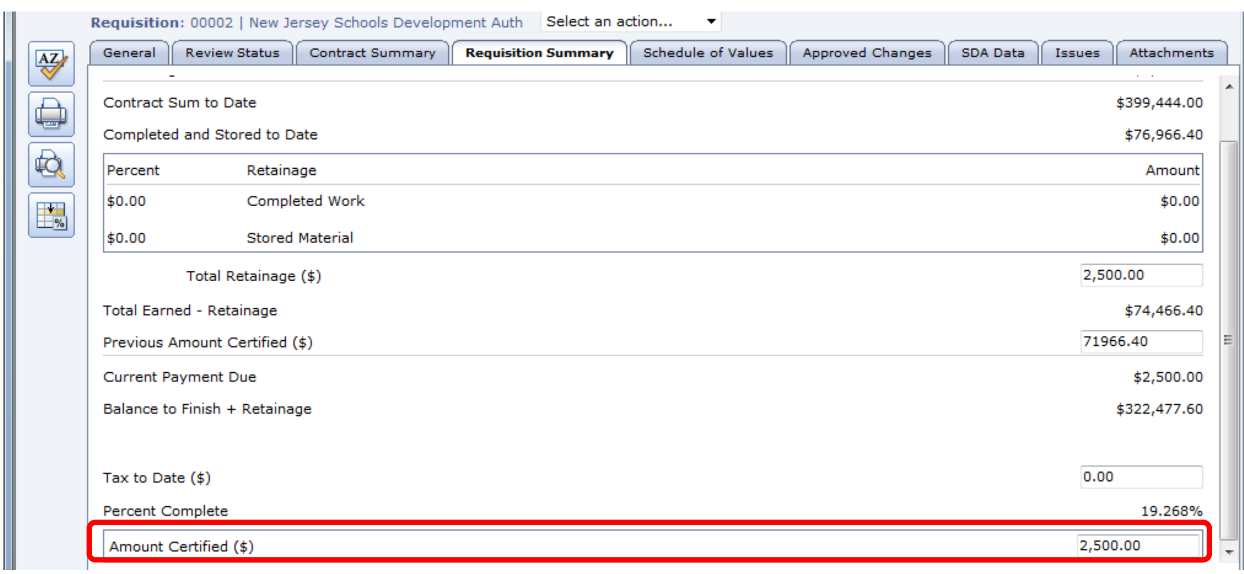
V. Retainage

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.

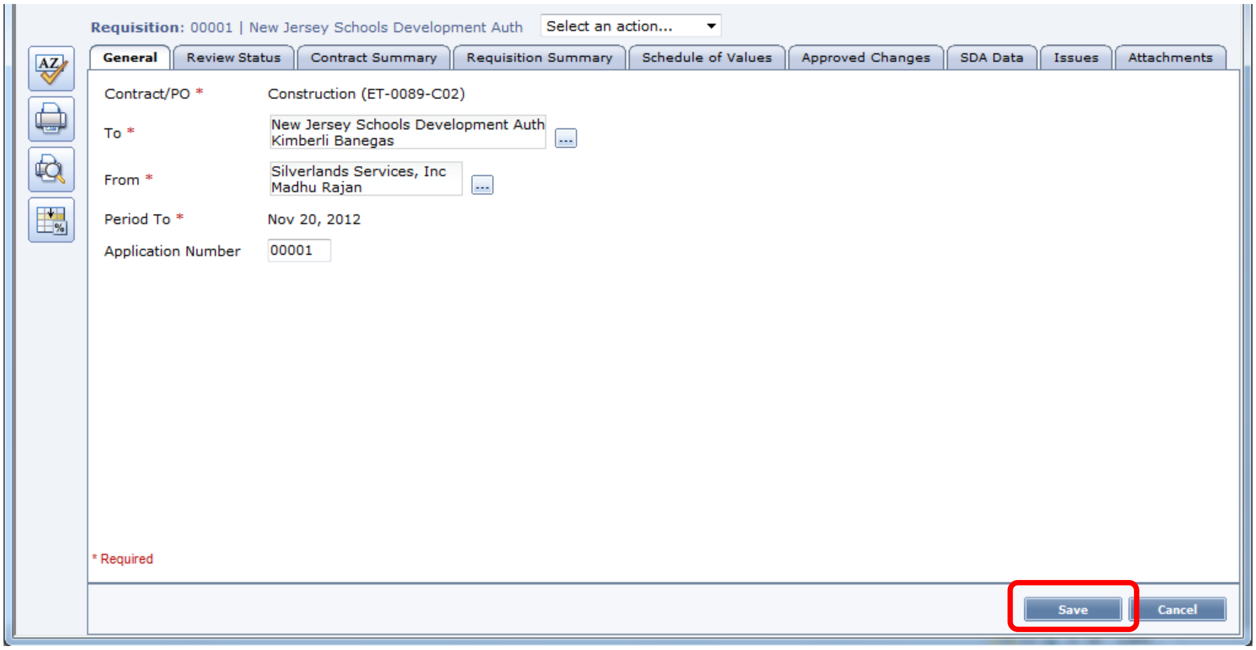
2. Once the retainage has been entered and validated, the **Current Payment Due** will automatically calculate. This is the amount that will be entered in the **Amount Certified** field.

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



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.



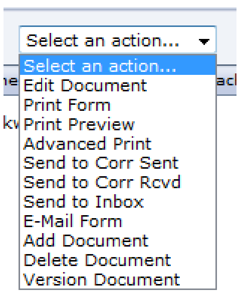
VI. Version Document

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.

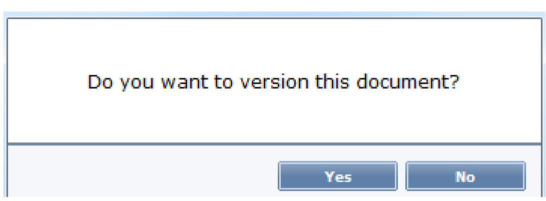
The Versions Tab will be used to track document versions. This tab only displays when you open the document in View mode, not in Edit mode. On the Versions tab, you can view and access previous versions of the selected document, identify who created the versions and when the versions were created.

A. Create a Document Version

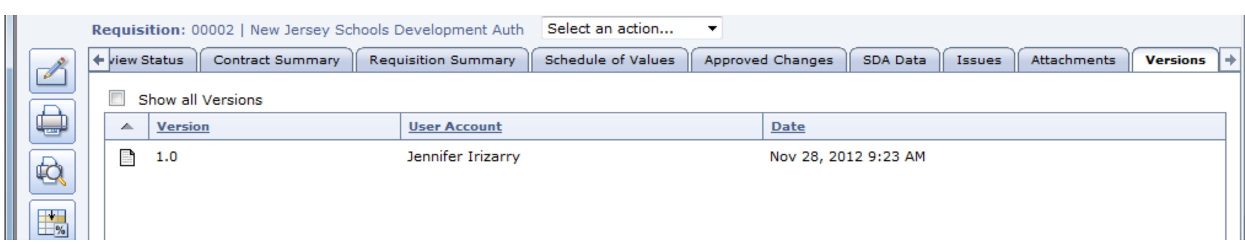
1. To create a version of the current document, click the Select an Action menu from the top of the screen and choose Version Document from the drop-down list.



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

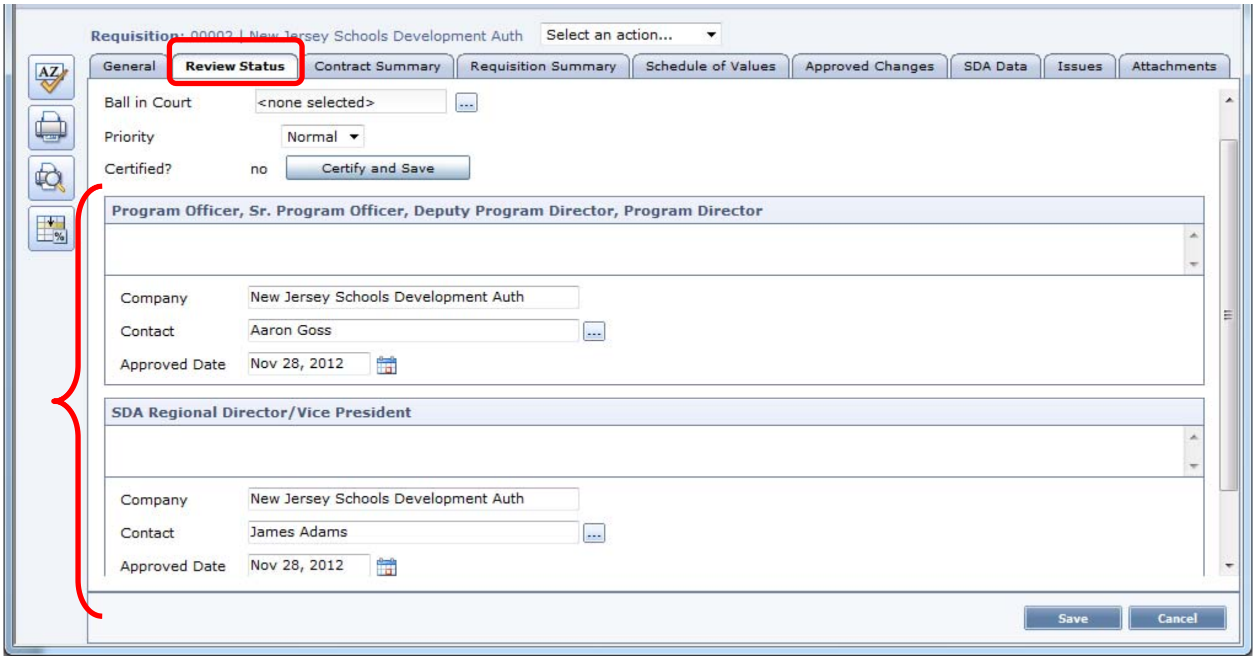


3. The Versions tab displays the document version you just created. As new document versions are created, they will be listed on this tab in reverse chronological order. Click the icon to open each version. When the version displays, it will show information available in the document when the version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

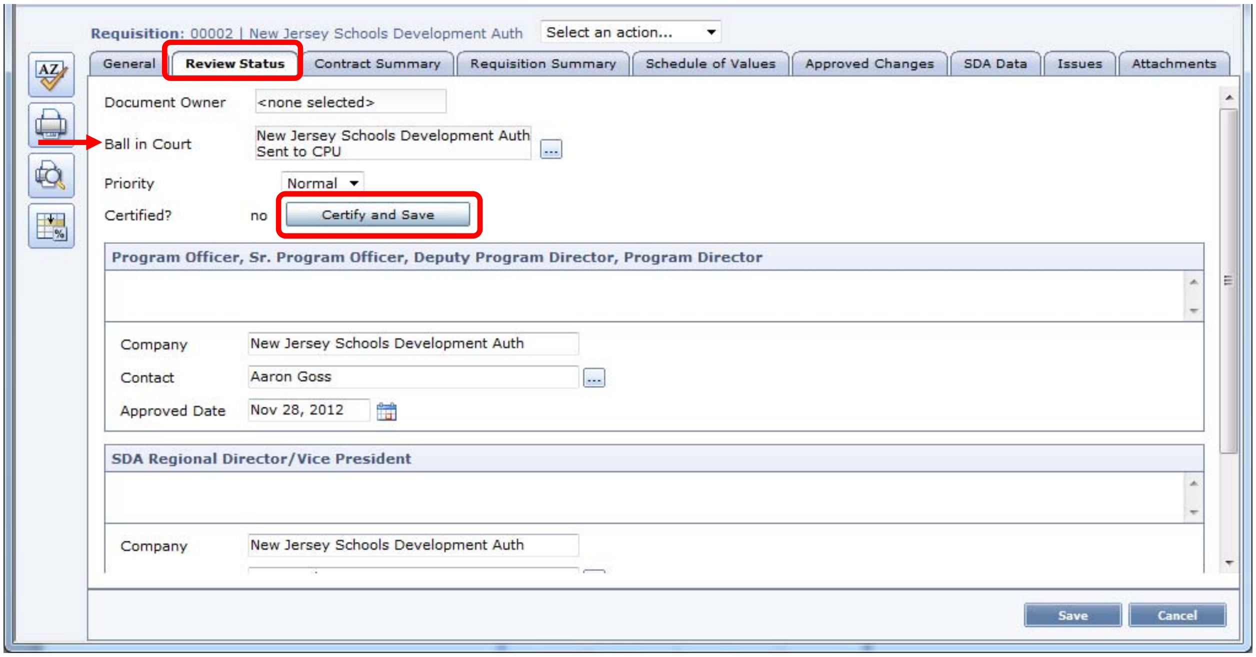


NOTE: There is a new field in the **Review Status** section labeled **Document Owner**. We are not currently using this functionality.

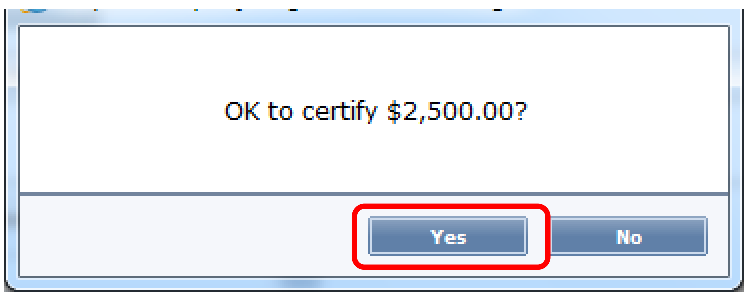
NOTE*: If more than two approvers are required put the other approvers' name and date signed in the notes sections.*

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.

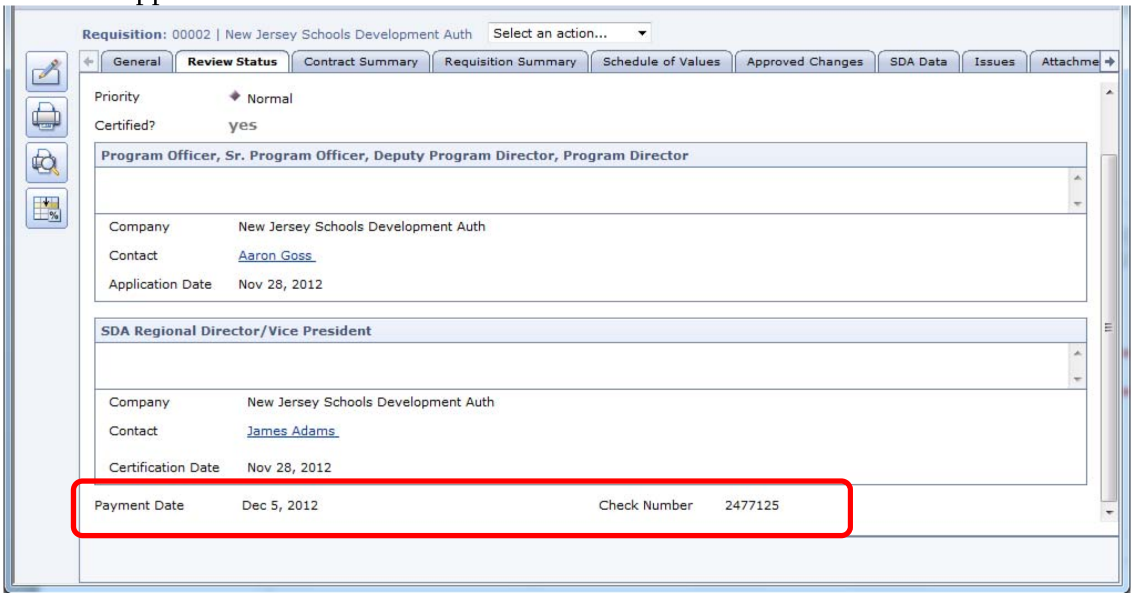
3. With the document open, the user certifying the requisition will confirm the approval information that has been entered, change the Ball in Court to **Sent to CPU** and click **Certify and Save**.



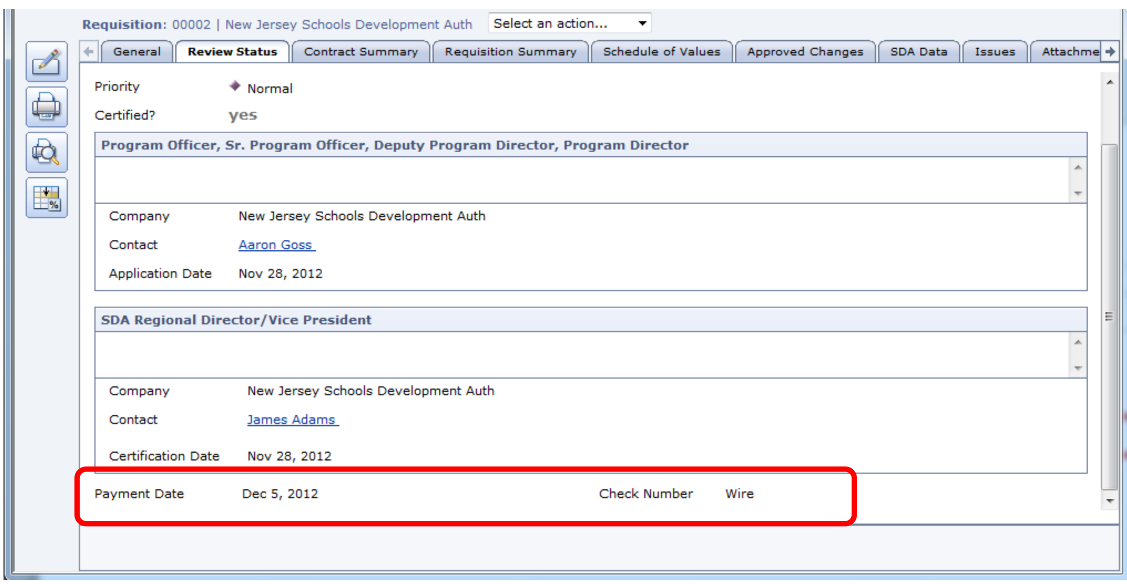
4. Verify the amount against the current payment and the SDA 803 form. If it is the same amount, click **Yes**.



5. 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.



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

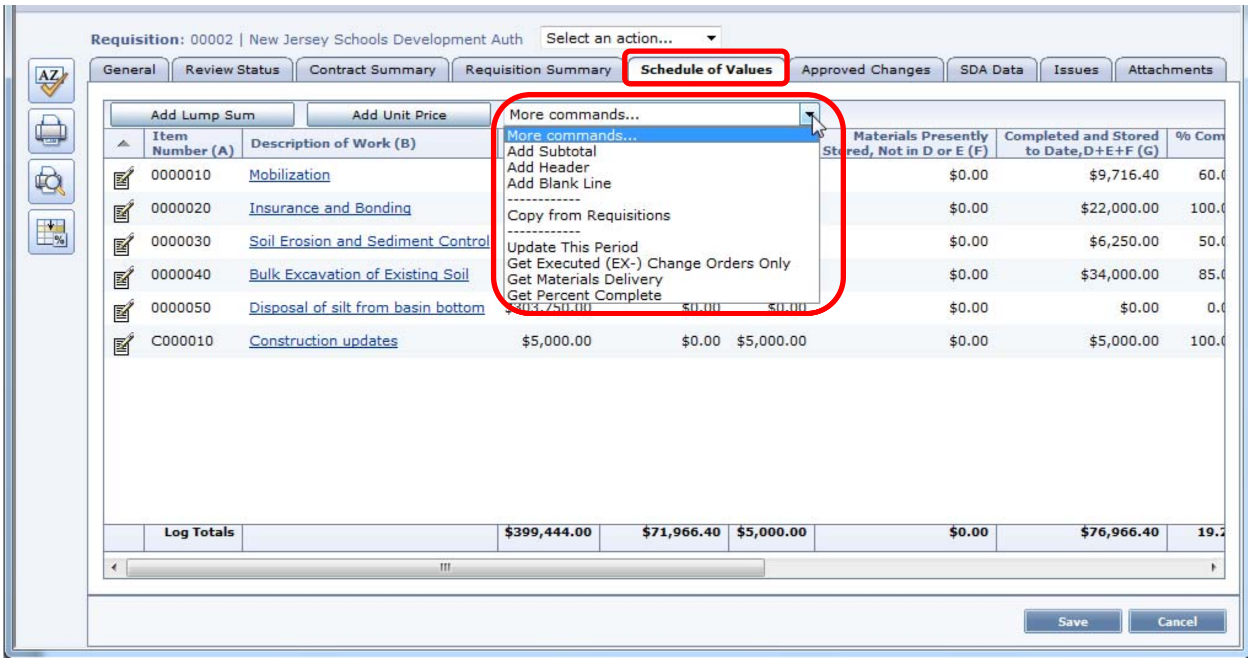


VIII. Appendices

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.

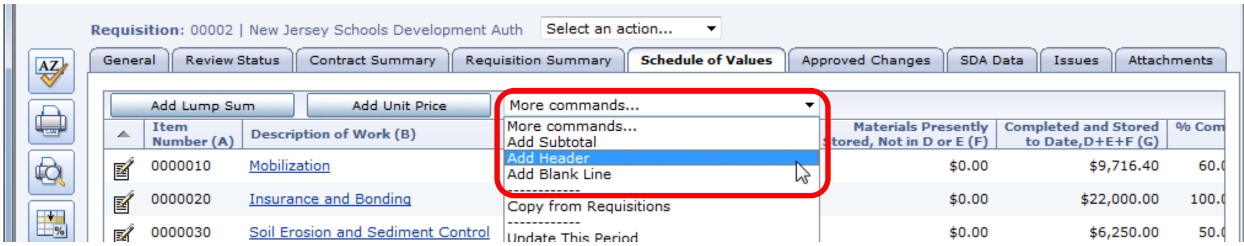
In addition to adding lump sum values, there are other options that can be added through the **More commands** drop-down list.



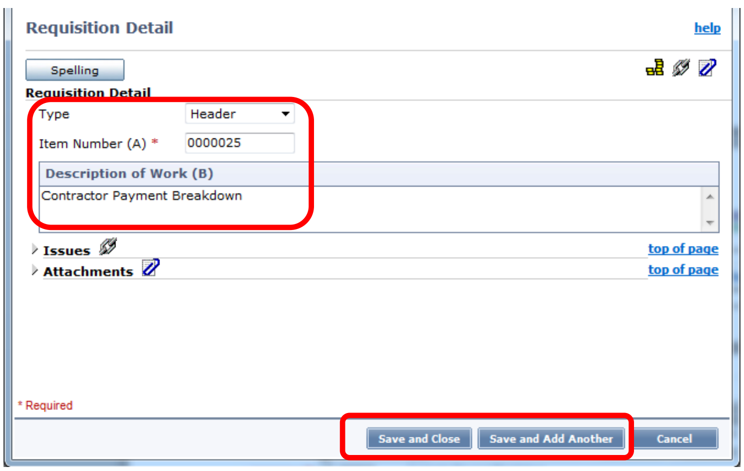
Add a Header

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.

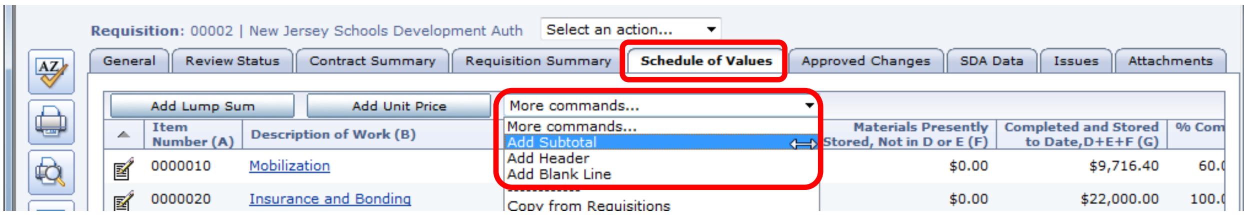


3. The header has now been added to your schedule of values.

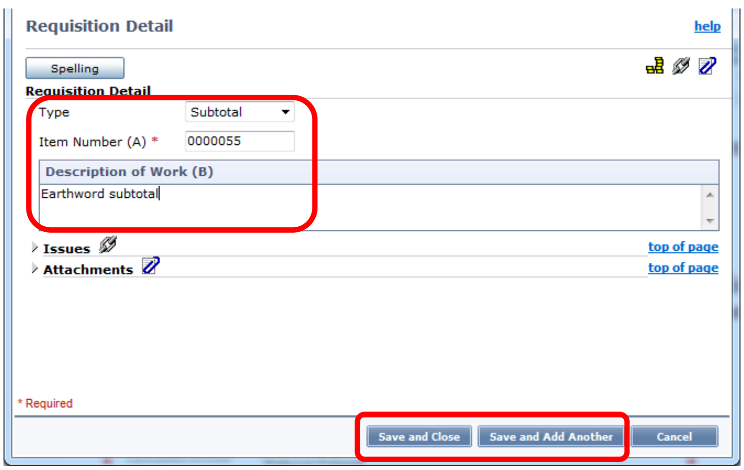
Add a Subtotal

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.

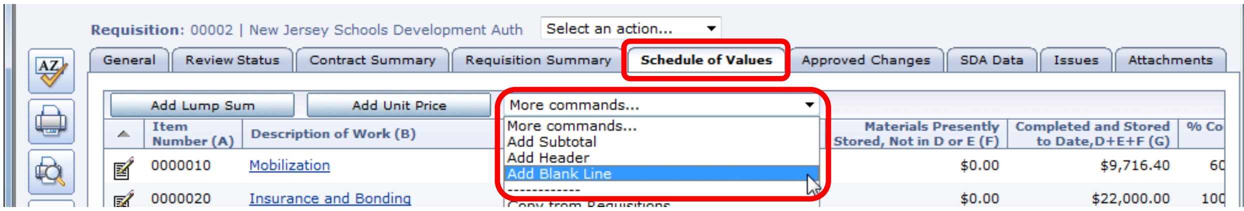


3. The subtotal has now been added to your schedule of values.

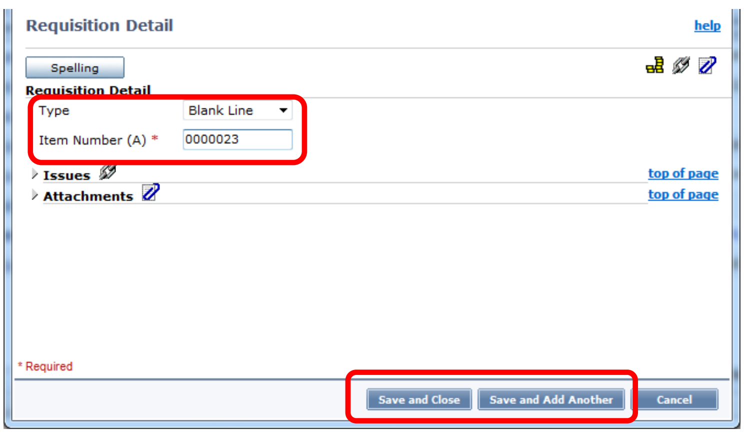
Add a Blank Line

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.

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.