University of Illinois System

Construction Pay Request Training Document

Presented by: OnIndus

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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

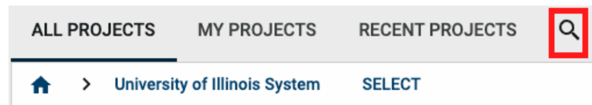
1. Enter specific values against the schedule of values in the original contract
2. Include approved change orders
3. Keep track of additional details, such as total invoiced to date for each line item, retainage and materials stored

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

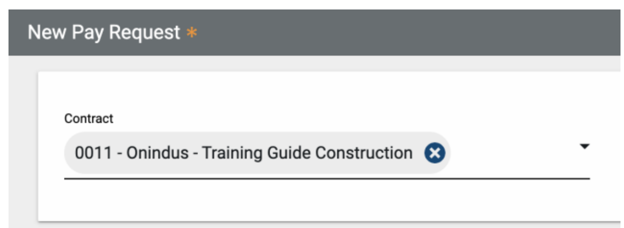
- Contracts
- Change Requests
- Change Orders
- **Pay Requests**
- Purchase Orders
- Purchase Order Change Orders
- Invoices

Create a Construction Pay Request

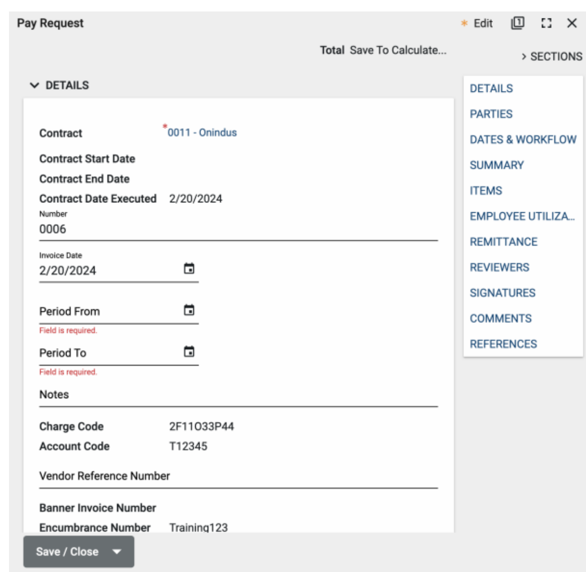
1. To create a new Construction Pay Request, please navigate to the appropriate project and go to the Expense Application
2. To do this please navigate using the Project Finder by:
    a. Clicking on Project Finder in the left side Navigation
    b. Selecting the Project where the Contract was created
3. You can also use the Search functionality in the 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 below
    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 Applications and then searching for Expenses using the Search Bar



5. Select the **Pay Requests** tab, then click the **New** button to open a new Pay Request

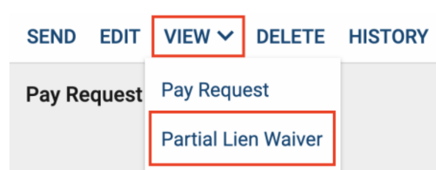


6. You will see a pop-up window open where you can select the Contract against which you want to create a Pay Request
7. Select a Construction Contract from the drop down and click Next
8. Notice a new form opens on the right side of the screen
9. Populate the Details such as Period From, Period To, Notes etc.
    a. For the first payment application, the Period From should not be dated before Contract Execution Date

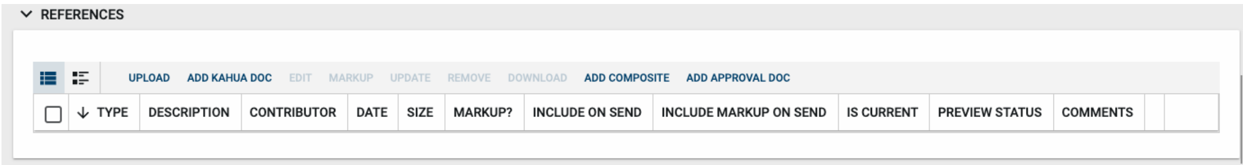
b. If it is the Final Pay App, please select “Yes” from the drop down

10. Most of the other information will be pulled from the Contract
11. To add amounts against the Contract Lines, navigate to the Items grid
12. To view the Pay Request Items in further detail, click the more details icon on the Top Right of the Item Grid, this will provide a bigger view for the line items
13. If you enter values in the % To Date column it will automatically calculate the Work Completed this Period or enter the completed work dollar amount, which will automatically calculate the %
    a. If you notice the Pay Request line items are from the SOV Breakdown Application
14. You can also enter the value for the Materials Presently Stored
15. If the materials are stored off-site, attach an appropriate insurance certificate to the pay application. The Contractor cannot be paid for materials that are stored in a location at which the owner is not protected against loss of the materials
16. Click Done once details have been added
17. You can now fill in the Employee Utilization Grid where you can use the Insert button to add the number of lines needed and input the values in each column
    a. The summary above the Insert Button will be calculated automatically

18. Once done please click Save/Close button as we need to generate the Partial Lien Waiver
19. Please click on View at the top of the record and then on Partial Lien Waiver
20. By clicking on the icon you can generate the PDF which can then be printed and signed



21. When you have the Signed Partial Lien Waiver please click on the Edit Button to upload the document to the record
22. 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.
23. Once all details have been filled out, click Save/Close and then please click on **Submit for Review**
24. 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

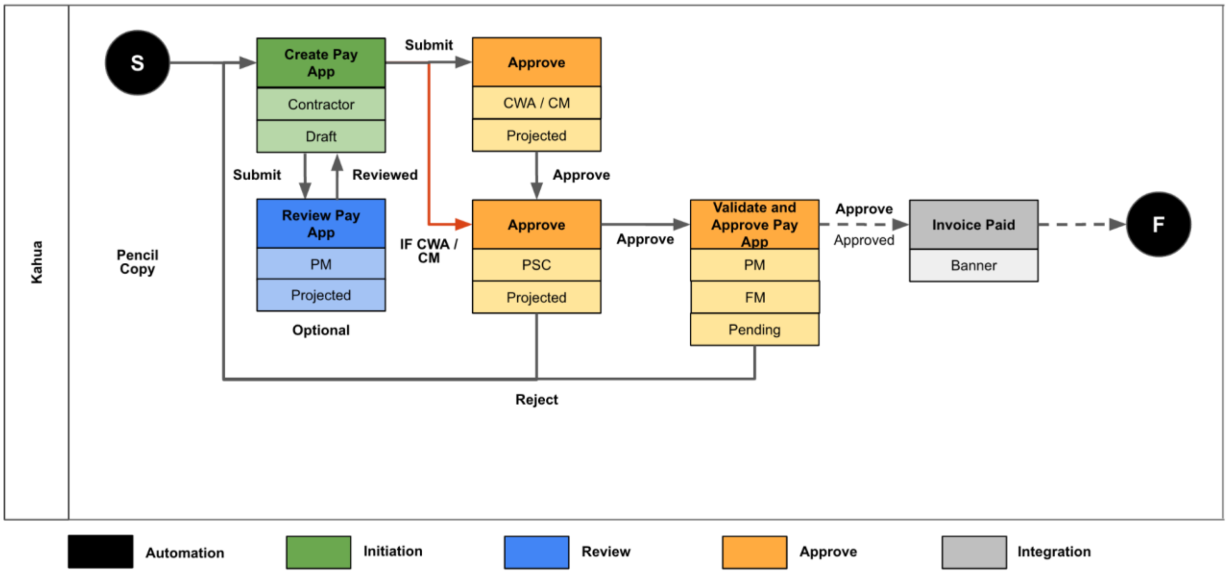
View

- 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



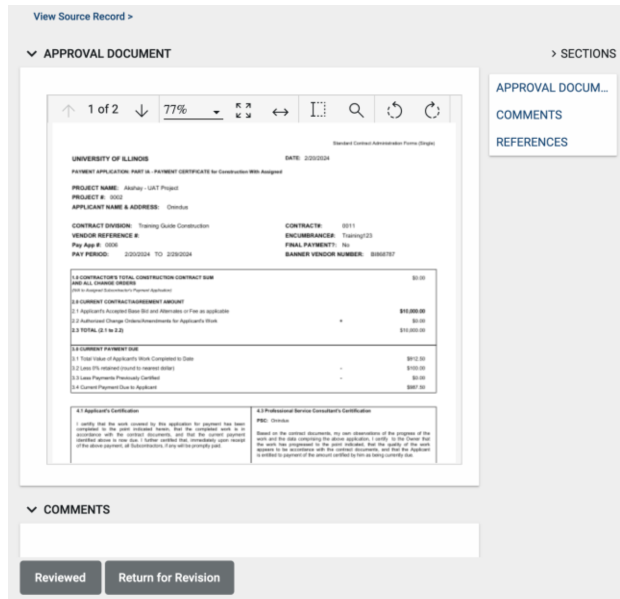
Review Workflow			
Order	**Role Type (Name or Actor)**	**Approval Threshold**	**Approval Limit**
1	Project Manager	N/A	N/A

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



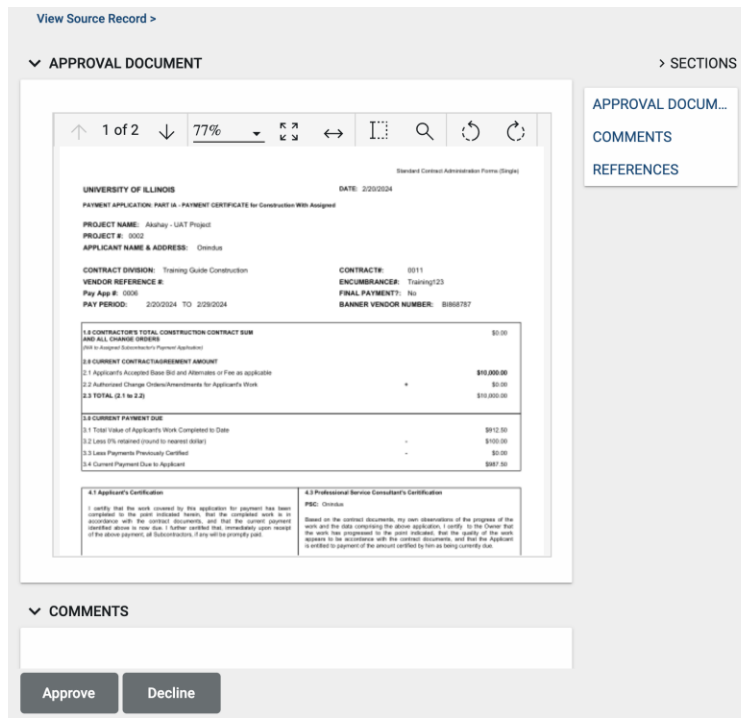
3. The Pay Request will be sent to Project Manager for Review
4. The Project Manager will receive an email in their inbox as well as a Task & Notification in Kahua
    a. The Task can be accessed by clicking on the Task icon located at the Top Right corner of Kahua
5. Once the Task is opened the Project Manager will see a screen similar to the Image on the right
6. When the Project Manager clicks on Reviewed 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
7. The Author/Creator of the Pay Request can now send it for Approval by clicking on the Submit for Signature button
8. In case the values in the SOV Application have been changed please click Refresh from SOV to update the values and then Resubmit for Review to the Project Manager

9. 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 CWA/CM or to the PSC for the initial approval
3. They will receive an email in their inbox as well as a Task & 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 similar to the Image on the right
5. When they click on the Approve button it will be sent to the next Approver on the list
6. The Author/Creator will receive an Email when the Pay Request has been completely Approved



Resources

For additional help with Kahua applications please reach out to the Technical team of the University with any questions

Submit a Support Request or email at servicedeskaits@uillinois.edu

UIC: (312) 996-4806

UIS and UIUC: (217) 333-3102