

Oracle
Textura Payment Management
General Contractor Report Details

July 2024



Contents

General Contractor Report Details

Here are the reports that are available for General Contractors, including listings of all output fields per report.

Accounts Payable Aging Report

The **Accounts Payable Aging Report** shows the invoice status and approval audit for accounts payable.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Draw Period Name
- ▶ Draw Period Number
- ▶ Contract Number
- ▶ Vendor Id
- ▶ Organization Name
- ▶ Sub-tier of (Prime Sub name)
- ▶ Invoice / Claim
- ▶ Period to Date
- ▶ SOP Claim
- ▶ Date Invoice /Claim Submitted
- ▶ Date Invoice / Claim Approved
- ▶ Approver's Name
- ▶ Approver Title
- ▶ Invoiced / Claimed Amount This Period
- ▶ Retention Held (Released) This Period
- ▶ Tax Amount
- ▶ Net Payment

- ▶ Paid Amount
- ▶ Payment Method
- ▶ Remaining Amount
- ▶ Payment Due Date

Accounts Payable Report

The **Accounts Payable Report** lists all invoices that have been approved but have not yet been paid.

Note: The report includes payments on hold and payments to on-system Sub-Tier Subcontractors.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Organization Name
- ▶ Vendor ID
- ▶ Contract Number
- ▶ Contract Description
- ▶ Sub-Tier of (Prime Sub-Tier)
- ▶ Draw Number
- ▶ Draw Name
- ▶ Draw Comment
- ▶ Period to Date of Draw
- ▶ Invoice Number
- ▶ Date Invoice Submitted
- ▶ Date Invoice Approved
- ▶ Billed Amount This Period
- ▶ Retained Amount This Period
- ▶ Retention Released This Period
- ▶ Tax Payment
- ▶ Net Payment
- ▶ Paid Amount
- ▶ Remaining Amount
- ▶ Payment Type
- ▶ Previous Payment Type

-
- ▶ Reason for Payment Type Update
 - ▶ Payment on Hold
 - ▶ Hold Created On
 - ▶ Last Hold Overridden
 - ▶ Hold Overridden By
 - ▶ Overridden By
 - ▶ Date Authorized
 - ▶ Authorizer's Name
 - ▶ Payment Due Date
 - ▶ Owner Funding Date
 - ▶ Contract Comment
 - ▶ Reason for Hold
 - ▶ Non-Compliant Legal Documents

All Users by Project Report

The **All Users by Project** report shows a list of users within an organization and their roles on projects.

The following users can generate this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators.

Title Companies and Owners can also generate this report. Contact your Textura Administrator for more information.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Last Name
- ▶ First Name
- ▶ User ID
- ▶ Username
- ▶ Email
- ▶ Status
- ▶ PM
- ▶ CM
- ▶ Signer
- ▶ Invoice Approver
- ▶ Authorizer
- ▶ Owner Funding Manager
- ▶ Disburser

- ▶ P. MASI Approver (parallel)
- ▶ S. MASI Approver (serial)
- ▶ Regular User
- ▶ Administrator (Enterprise and Local Administrators)

All Users with Roles Report

The **All Users with Roles** report shows a list of users and the roles within an organization.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators.

Title Companies and Owners can also generate this report. Contact your Textura Administrator for more information.

Report Output

- ▶ Last Name
- ▶ First Name
- ▶ User ID
- ▶ Username
- ▶ Email
- ▶ Status
- ▶ Type (of User)
- ▶ Title
- ▶ PM (Project Manager)
- ▶ CM (Compliance Manager)
- ▶ Signer
- ▶ Invoice Approver
- ▶ Authorizer
- ▶ Disburser
- ▶ Enterprise Disburser
- ▶ Owner Funding Manager
- ▶ Classified Attachments Manager
- ▶ TPA Manager
- ▶ Project Creator
- ▶ Interface Manager
- ▶ View All Org Projects
- ▶ Textura Analytics
- ▶ Notary
- ▶ Last Login (Date)
- ▶ Date Created
- ▶ Deactivation Date

Attachments Report

The **Attachments Report** shows all invoice attachments for the selected projects.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Project #
- ▶ Project Name
- ▶ Contract Description
- ▶ Draw #
- ▶ Draw Name
- ▶ Subcontract #
- ▶ Organization Name
- ▶ Classified
- ▶ Date
- ▶ Filename
- ▶ Size
- ▶ Description
- ▶ File Type
- ▶ CO #
- ▶ Uploaded By

Audit Supplier Qualifications Report

The **Audit Supplier Qualifications Report** shows a detailed record of all modifications made by the General Contractor to a vendor's DEI (Diversity, Equity, and Inclusion) values on the **Supplier Qualifications** page. You can use this report to identify any potential errors or inconsistencies with supplier approvals. The report output displays a row for each program, project, and DEI value that was updated.

Notes:

- This report only displays the updates made by a General Contractor; it does not track actions taken by a Subcontractor.
 - If the same DEI value is tracked across multiple programs, each program name is displayed in its own row.
-

The following users can generate this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Program Name
- ▶ Sub Organization Name
- ▶ Value
- ▶ Data Changed
- ▶ Initial Data
- ▶ Updated Data
- ▶ Updated By (Displays the user's first and last names, and organization name)
- ▶ Update Date

Awaiting Submission Report

The **Awaiting Submission** shows a list of subcontractors invited to the draw who have not yet submitted an invoice.

Note: You can choose the project, draw, or subcontract to include in this report.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Title Companies and Owners can also generate this report. Contact your Textura Administrator for more information.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Draw Number
- ▶ Draw Name
- ▶ Date Sub Was Included
- ▶ Draw Date
- ▶ Period To Date of Draw
- ▶ Organization Name
- ▶ Vendor Id
- ▶ Contract Number
- ▶ Contract Description
- ▶ Payment Type

Billing by Breakout Codes Report

The **Billing by Breakout Codes** report lists total billing by breakout code on a draw-by-draw basis.

Note: If no draw is selected, the report includes information for the most recent open draw.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Output Format

Section Headings

- ▶ Project
- ▶ Project Name
- ▶ Draw
- ▶ Draw Period to Date

Column Headings

- ▶ Organization Name
- ▶ Contract Description
- ▶ Breakout Code
- ▶ Gross Billing This Period
- ▶ Retention This Period
- ▶ Net Billing after Retainage

Business Status Report

The **Business Classification Status Report** provides a listing of Subcontractor minority certifications reported.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Title Companies and Owners can also generate this report. Contact your Textura representative for more information.

Report Output

- ▶ Segment ID
- ▶ Project Number

- ▶ Project Name
- ▶ Project Value
- ▶ Contract Number
- ▶ Contract Description
- ▶ Contract Value
- ▶ Paid to Date
- ▶ Organization Name
- ▶ Location
- ▶ Textura Status
- ▶ Vendor Number
- ▶ Subcontractor of
- ▶ Period to Draw Date
- ▶ Payment Amount
- ▶ Draw Number
- ▶ Draw Name
- ▶ Minority Status
- ▶ Explicit Save

Change Order Log Report

The **Change Order Log** report shows all change orders by contract.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Title Companies and Owners can also generate this report. Contact your Textura representative for more information.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Contract Number
- ▶ Organization Name
- ▶ Vendor Id
- ▶ S/C CO / Var Number (Subcontract Change Order Number)
- ▶ CO / Var Title (Change Order Title)
- ▶ Date Entered
- ▶ Date Created
- ▶ Approved CO / Var Amount
- ▶ Requested CO / Var Amount

- ▶ Base Contract Value
- ▶ Adjusted Contract Value
- ▶ Draw / Period
- ▶ Compliance Status
- ▶ CO / Var Description (Change Order Description)
- ▶ Private Comment
- ▶ Textura CO / Var ID

Change Order Mapping Report

The **Change Order Mapping** report shows a list of imported subcontract change orders and their mapping status.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment Id
- ▶ Project #
- ▶ Project Name
- ▶ Subcontract #
- ▶ Vendor ID
- ▶ Subcontractor Name
- ▶ Draw #
- ▶ Period To
- ▶ Change Order #
- ▶ Change Order Import Date
- ▶ Change Order Amount
- ▶ Change Order Title
- ▶ Change Order Description
- ▶ Imported/Manually Created
- ▶ Mapped Manually (Y/N)
- ▶ Last Mapped
- ▶ Current Phase Code
- ▶ Current Phase Code Description

Compliance Audit Report

The **Compliance Audit Report** shows compliance requirement status by document type and lists the user who updated the document.

The following users can generate this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Organization Name
- ▶ Vendor ID
- ▶ Subcontract Number
- ▶ Subcontract Of
- ▶ Requirement Name
- ▶ Requirement Type
- ▶ Requirement Detail
- ▶ Requirement Status
- ▶ ID
- ▶ Document Date
- ▶ Expiration Date
- ▶ Compliant?
- ▶ Comments
- ▶ Updated By
- ▶ Updated On

Compliance Requirement Settings Report

The **Compliance Requirement Settings Report** shows all project compliance requirements. You can use this report to audit and manage compliance requirements across all the projects in your portfolio.

The following users can generate this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ All members of the General Contractor organization

Report Output

- ▶ Segment ID
- ▶ Project Name
- ▶ GC Project Number
- ▶ Requirement Type
- ▶ Requirement Name
- ▶ Applies to Sub-Tiers
- ▶ Enforcement
- ▶ Track Expiration
- ▶ Expiration Notices (Days in Advance)

- ▶ Disable Electronic Submission
- ▶ First Due Date
- ▶ Repeats
- ▶ Repeats Every
- ▶ End Date
- ▶ Condition Type
- ▶ Condition Rules
- ▶ Default Status
- ▶ Created On
- ▶ Created
- ▶ Subcontractor Instructions

Compliance Status Report

The **Compliance Status Report** shows a view of the status of compliance requirements for a General Contractor's Subcontractors.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Title Companies and Owners can also generate this report. Contact your Textura representative for more information.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Organization Name
- ▶ Vendor ID
- ▶ Subcontract #
- ▶ Service
- ▶ Org Status
- ▶ Subcontract Of
- ▶ Due on Site
- ▶ Requirement Type
- ▶ Requirement Name
- ▶ Enforcement
- ▶ Internal Only
- ▶ Status
- ▶ ID Number
- ▶ Payment(s) On Hold

- ▶ Document Date
- ▶ Expiration Date
- ▶ Uploaded Docs
- ▶ Comments
- ▶ Last Updated By
- ▶ Last Update Date

Compliance Submission Report

The **Compliance Submission Report** shows which compliance documents were submitted, who submitted them, and when (within a specified date range) for the projects and date range selected.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Subcontractor Name
- ▶ Compliance Requirement
- ▶ Document Name
- ▶ Submittal Date
- ▶ Submittal Time

Sub-Tier Status Report

The **Sub-Tier Status Report** lists (Sub-Tier) Contractors and Materials Suppliers (CaMS) for a project. Sub-Tiers are listed under the Prime Subcontractor for whom they perform work.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Owners can also generate this report. Contact your Textura representative for more information.

Report Output

Within the Report

- ▶ Segment ID

- ▶ Project Name
- ▶ Remainder

Column Headings

- ▶ Subcontractor/Supplier Name
- ▶ Location
- ▶ Zip Code
- ▶ Contact Name
- ▶ Contact Phone
- ▶ Subcontract #
- ▶ Minority Status
- ▶ Service
- ▶ Contract Amount
- ▶ Paid and Pending
- ▶ This Payment
- ▶ % Complete
- ▶ Balance Due

Note: The **Remainder** row for each project shows the remaining **Contract Amount, Paid and Pending** amount, amount for **This Payment**, and **Balance Due**.

Component Cost Code Report

The **Component Cost Code Report** shows the cost codes associated with contract components. It can be used to reconcile billed amounts against components and cost codes.

Note: Cost codes include Account Code, Category Code, Phase Code, and Sub Job for components.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Project Number
- ▶ Project Name
- ▶ Contract Number
- ▶ Contract Description
- ▶ Organization Name
- ▶ Vendor ID
- ▶ Active as of Draw Number
- ▶ Component Description

- ▶ Component Phase Code
- ▶ Component Creation Date
- ▶ Component Account Code
- ▶ Component Category Code
- ▶ Component Sub Job
- ▶ Component Subcontract Item Number
- ▶ Component Original Budget
- ▶ Component Change Order Total
- ▶ Component Total
- ▶ Component Billed to Date
- ▶ Component Retained to Date
- ▶ Component Balance to Complete
- ▶ Component Balance Due (including retainage)

Disbursable Report

The **Disbursable Report** shows a list of payments ready to disburse.

Note: This report will not list any payments on hold, only payments that are available to pay.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Selected for Disbursement
- ▶ Funding Organization
- ▶ Funding Account
- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Organization Name
- ▶ Vendor Id
- ▶ Contract Number
- ▶ Contract Description
- ▶ Sub-tier of
- ▶ Draw Number
- ▶ Draw Name
- ▶ Draw Comment
- ▶ Period to Date of Draw
- ▶ Invoice Number

- ▶ Date Invoice Submitted
- ▶ Time Invoice Submitted
- ▶ Holds Released Count
- ▶ Last Hold Release Date
- ▶ Last Hold Released By
- ▶ Date Authorized
- ▶ Time Authorized
- ▶ Authorizer's Name
- ▶ Owner Funding Date
- ▶ Owner Funding Amount
- ▶ Owner Funding Comment
- ▶ Billed Amount This Period
- ▶ Retained Amount This Period
- ▶ Retention Released This Period
- ▶ Tax Payment
- ▶ Discount
- ▶ Net Invoice Amount
- ▶ Paid Amount
- ▶ Payment Amount
- ▶ Remaining Amount
- ▶ Payment Method
- ▶ Payment Due Date
- ▶ Contract Comment
- ▶ Last Hold Overridden
- ▶ Hold Created On
- ▶ Hold Overridden On
- ▶ Overridden By

Disbursed Report

The **Disbursed Report** shows a list of disbursed payments.

Note: You can create this report for a specific time period, project, or Subcontractor.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Owners and Title Companies can also generate this report. Contact your Textura Representative for more information.

Report Output

- ▶ Segment ID
- ▶ Funding Organization
- ▶ Funding Account
- ▶ Project Number
- ▶ Project Name
- ▶ Draw Number
- ▶ Draw Name
- ▶ Draw Comment
- ▶ Period to Date of Draw
- ▶ Owner Funding Date
- ▶ Time Owner Funding Entered
- ▶ Owner Funding Amount
- ▶ Owner Funding Comment
- ▶ Organization Name
- ▶ Sub-Tier of
- ▶ Vendor ID
- ▶ Contract Number
- ▶ Contract Description
- ▶ Invoice Number
- ▶ Billed Amount This Period
- ▶ Retained Amount This Period
- ▶ Retention Released This Period
- ▶ Tax Amount
- ▶ Discount Amount
- ▶ Net Invoice
- ▶ Current Payment
- ▶ Invoice Paid to Date
- ▶ Remaining Amount
- ▶ Payment Type
- ▶ Check Number
- ▶ Invoice Approved Date
- ▶ Time Invoice Approved
- ▶ Invoice Approvers
- ▶ Date Authorized
- ▶ Time Authorized
- ▶ Authorizer's Name
- ▶ Payment Due Date
- ▶ Disbursement Date

- ▶ Time Disbursed
- ▶ Payment Effective Date
- ▶ Time Payment Effective
- ▶ Disburser Name
- ▶ Contract Comment

Draw Calendar Report

The **Draw Calendar Report** shows a list of all Subcontractors invited to participate in a draw and relative draw date information. Subcontractors who do not submit an invoice in a closed draw will not appear. You can filter this report by project, draw number, date range, and the status of subcontractor payment applications.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment
- ▶ Project No.
- ▶ Project Name
- ▶ Draw No.
- ▶ Draw Name
- ▶ Subcontract No.
- ▶ Subcontractor Name
- ▶ Draw Period From Date
- ▶ Draw Period To Date
- ▶ Draw Initiation Date
- ▶ Pay Application Due Date
- ▶ Pay Application Submission Date
- ▶ Construction Act Due Date
- ▶ Payment Notice Date
- ▶ Pay Application Approval Date
- ▶ Pay Less Notice Deadline
- ▶ Final Date for Payment
- ▶ Disbursement Date
- ▶ Net Pay Application Amount
- ▶ Pay Application Status

Draw Payment Summary Report

The **Draw Payment Summary** report shows payment detail by draw.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Vendor ID
- ▶ Organization Name
- ▶ Net Payment
- ▶ Net Paid Amount
- ▶ Payment Method
- ▶ Payment Date
- ▶ Date
- ▶ ACH Total
- ▶ Manual Check Total
- ▶ Total
- ▶ Draw Comment
- ▶ Contract Comment

Draws Initiated Report

The **Draws Initiated Report** shows the draws initiated for selected projects during a selected time.

Note: You can create this report for a specific time period or project.

Tip

You can use this report to ensure a draw was opened when it should have been.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Title Companies and Owners can also generate this report. Contact your Textura representative for more information.

Report Output

- ▶ Segment ID
- ▶ Project #
- ▶ Project Name
- ▶ Draw #
- ▶ Draw Name
- ▶ Draw Initiated
- ▶ Invoice Submitted

- ▶ Draw Period to Date
- ▶ Draw Date
- ▶ Date Draw Closed

Due Dates and Responses Report

Use the **Due Dates and Responses Report** to review and track deadline dates and activities for a selected draw to monitor compliance to the Ontario Construction Act requirements.

The following users can generate this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Subcontractor Name
- ▶ Subcontract Number
- ▶ Draw Number
- ▶ Draw Name
- ▶ GC's Invoice Number
- ▶ GC Invoice Date
- ▶ Owner Response Deadline Date
- ▶ Owner Response Date
- ▶ Sub Invoice Date
- ▶ Sub Response Deadline Date
- ▶ Sub Response Date
- ▶ Owner Funding Deadline Date
- ▶ Owner Funding Date
- ▶ Owner Funding Delay
- ▶ Subcontractor Payment Due Date
- ▶ Subcontractor Payment Date
- ▶ Subcontractor Payment Delay
- ▶ Owner Net Payment Due
- ▶ Owner Funding Amount
- ▶ Owner Unpaid Balance
- ▶ Subcontractor Net Payment Due
- ▶ Subcontractor Funded
- ▶ Subcontractor Unpaid Balance

EPP Funder Response Report

The **EPP Funder Response Report** provides a list of all invoices and their relevant data which have been sent to the Funder for decisioning (**Fundable**, **Accepted**, and **Declined**).

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Program Number
- ▶ Program Name
- ▶ Transmission Date
- ▶ Offer Acceptance Date
- ▶ Maturity Date
- ▶ Customer Number
- ▶ GC Name
- ▶ Invoice #
- ▶ Funder Reference ID
- ▶ Invoice Status
- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Subcontract #
- ▶ Vendor ID
- ▶ Subcontractor Customer Number
- ▶ Subcontractor Name
- ▶ Draw #
- ▶ Draw Period to Date
- ▶ Payment Amount
- ▶ Funding Amount

EPP Performance Report

The **TPA Performance Report** provides a detailed list of projects participating in an Textura Payment Accelerator (TPA) Program. It shows Subcontractor TPA status, contact information, and funding history.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ GC Name
- ▶ Program Name
- ▶ Project Name
- ▶ Project Number
- ▶ Segment ID
- ▶ Subcontractor Name
- ▶ Currency
- ▶ Contract Number
- ▶ Contract Value
- ▶ Paid To Date
- ▶ Outstanding Balance
- ▶ EPP Status
- ▶ EPP Offer Rate
- ▶ Tenor
- ▶ EPP Acceptance Date
- ▶ EPP Rejection Date
- ▶ Count EPP Funded Invoices
- ▶ Invoices Funded Value
- ▶ Last Funding Date
- ▶ GC EPP Share
- ▶ EPP Contact First Name
- ▶ EPP Contact Last Name
- ▶ EPP Contact Email
- ▶ TPM Contact Phone

EPP Revenue Report

The **EPP Revenue Report** provides the details of funded invoicing including processing dates, Early Payment Program (EPP) related fees, and the revenue amounts split between program partners.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

Totals Rows

- ▶ USD Total
- ▶ CAD Total

Report Columns

- ▶ Program Number
- ▶ Program Name
- ▶ Program Type
- ▶ EPP Acceptance Date
- ▶ Invoice Signed Date
- ▶ Invoice Approved Date
- ▶ Invoice Authorized Date
- ▶ Invoice Disbursed Date
- ▶ Sub Funded Date
- ▶ Maturity Date
- ▶ Date of Final Repayment
- ▶ Project Maturity
- ▶ Customer Number
- ▶ GC Name
- ▶ Segment ID
- ▶ Segment Description
- ▶ Oracle TPM Project ID
- ▶ GC Project Number
- ▶ Project Name
- ▶ Subcontract Number
- ▶ Vendor ID
- ▶ Subcontractor Name
- ▶ Subcontractor Country
- ▶ Invoice Number
- ▶ Transaction ID
- ▶ Currency
- ▶ Contract Value
- ▶ Invoice Amount
- ▶ Funded Amount
- ▶ Premium
- ▶ Cost of Capital BPS
- ▶ Cost of Capital
- ▶ Oracle TPM Share
- ▶ GC Share
- ▶ Funder Share
- ▶ Outstanding Balance

ERP Integration Receipts Report

The **ERP Integration Receipts** report shows all records, with or without receipts, exported into a General Contractor's SWS integration package. General Contractors can use this report to identify missing records from their integration import.

Note: This report is applicable only to users on the SWS package.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Type
- ▶ Segment ID
- ▶ Project Name
- ▶ Project #
- ▶ Subcontractor
- ▶ Vendor ID
- ▶ Contract #
- ▶ Draw End Date
- ▶ Draw #
- ▶ Invoice #
- ▶ ERP ID
- ▶ Check Number
- ▶ Post Date
- ▶ Export Date
- ▶ Exported By
- ▶ Receipt Date
- ▶ Gross Invoice
- ▶ Payment Amount
- ▶ Check Amount

Enterprise Wide Disbursement Reports

As an Enterprise Wide Disburser, you automatically generate an **EWD Status Details** report when you use the **Enterprise Wide Disbursement** (EWD) page to disburse payments.

If applicable, one or two additional reports may also generate: a **Failed Payments Report** and a **Manual Check Report**. All three reports are available to all Enterprise Wide Disbursers in the General Contractor organization.

- ▶ The **Failed Payments Report** lists all disbursements which resulted in an error. Any disbursements which appear in this report need to be retried.
- ▶ The **EWD Status Details Report** records all the payments that were selected when you disbursed payments.
- ▶ The **Manual Check Report** lists all disbursements released via manual check.

You can view all of these reports from the **Disbursement Summary** dialog box.

Exported Records Report

The **Exported Records Report** shows all exported data that was sent from TPM to an ERP system. You can use this report to view details of invoices, rejections, and payments sent from TPM to your ERP. You can also view the status and errors that were reported by the ERP.

Note: This report is applicable only to GC organizations that have TexturaLink Cloud enabled.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Record Type
- ▶ Invoice Type
- ▶ Export Date
- ▶ Job Number
- ▶ Period To
- ▶ Draw
- ▶ Subcontractor
- ▶ Vendor ID
- ▶ Subcontract Number
- ▶ Invoice Number
- ▶ Check Number
- ▶ ERP Status
- ▶ ERP Message
- ▶ Vendor ID
- ▶ Contract #
- ▶ Draw End Date
- ▶ Draw #
- ▶ Invoice #
- ▶ ERP ID
- ▶ Check Number
- ▶ Post Date
- ▶ Export Date
- ▶ Exported By
- ▶ Receipt Date
- ▶ Gross Invoice

- ▶ Payment Amount
- ▶ Check Amount

Filtered and Selected Payments Reports

You can generate a report of all payments available for Enterprise Wide Disbursements in a CSV format. Choose to report on either filtered or selected payments.

- 1) Navigate to the Enterprise Wide Disbursement Page.
- 2) (Optional) Select payments for disbursement.
- 3) From the actions menu, select **Download Filtered Payments** or **Download Selected Payments**.

The **Filtered Payments** version of the report includes all payments which are included in your current filter. The **Selected Payments** version of the report only includes payments you selected on the **Enterprise Wide Disbursement** page.

The CSV report automatically downloads to your computer.

Report Output

The report output includes all of the columns you have enabled on the **Enterprise Wide Disbursement** page.

Hours Worked Report

The **Hours Worked Report** shows the hours worked as reported by Subcontractors on the **Enter Hours Worked** screen.

Note: Subcontractors are only able to record Hours Worked if the project is set up with the **Track Hours Worked** project setting.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ (GC) Project Number
- ▶ Project Name
- ▶ Draw Number
- ▶ Organization Name
- ▶ Vendor ID
- ▶ Contract Number
- ▶ Period from Date of Draw

- ▶ Period to Date of Draw
- ▶ Hours Worked
- ▶ Billed to Date
- ▶ Retention Held

Incomplete Contracts Report

The **Incomplete Contracts** report shows a list of incomplete contracts from selected projects.

Note: You can choose the project, draw number, or subcontract to include in this report.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Organization Name
- ▶ Contract Number
- ▶ Contract Description
- ▶ Contract Value
- ▶ Date Created

Invited Subcontractors Report

The **Invited Subcontractors** report shows all organizations invited to join Oracle Textura Payment Management system by the General Contractor.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project

Report Output

- ▶ Date Invited
- ▶ Organization Name
- ▶ Country
- ▶ Address Line
- ▶ City
- ▶ State
- ▶ Zip Code

- ▶ County
- ▶ Business Phone
- ▶ First Name
- ▶ Last Name
- ▶ E-mail Address
- ▶ Primary Contact Phone Number
- ▶ Vendor ID
- ▶ Invited By

Invoice Export Report

The **Invoice Export Report** shows a list of invoices that are fully approved. Choose to report on either exported or not exported invoices.

Note: An invoice must be fully approved in order for it to appear in the report.

Tip

You can use this report to determine which invoices must be exported into your accounting system.

Note: You can create this report for a specific time period, project, or draw.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Project Name
- ▶ Draw Number
- ▶ Period To Date of Draw
- ▶ Organization Name
- ▶ Vendor ID
- ▶ Contract
- ▶ Contract Description
- ▶ Invoice Number
- ▶ Billed This Period
- ▶ Retained This Period
- ▶ Retention Requested This Period
- ▶ Invoice Amount
- ▶ Tax

- ▶ Invoice Signed Date
- ▶ Invoice Approved Date
- ▶ Payment Due Date
- ▶ Last Export Date

Invoice Reversal Report

The **Invoice Reversal Report** lists invoices that have been exported and were subsequently rejected. You can use the Rejection from Date and Rejection to Date filters to view invoices rejected on a specific date or date range.

Tip

These are invoices that may need to be voided from your accounting package with an invoice reversal record.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Draw Number
- ▶ Period to Date of Draw
- ▶ Organization Name
- ▶ Vendor ID
- ▶ Contract Number
- ▶ Contract Description
- ▶ Invoice Number
- ▶ Billed This Period
- ▶ Retained This Period
- ▶ Retention Requested This Period
- ▶ Tax
- ▶ Invoice Amount
- ▶ Invoice Signed Date
- ▶ Invoice Approved Date
- ▶ Invoice Exported Date
- ▶ Invoice Rejected Date
- ▶ Invoice Reversal File Generated
- ▶ Invoice Reversal File Date Generated

Lien Waiver Status Report

The **Lien Waiver Status Report** shows Subcontractor and Sub-Tier lien waiver information.

Note: You can choose the project or draw number to include in this report.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ General Contractors
- ▶ Owner

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Draw Number
- ▶ Period To Date of Draw
- ▶ Subcontractor Name
- ▶ Sub-Tier of
- ▶ Address
- ▶ Org Type
- ▶ Included in Draw
- ▶ Subcontract Number
- ▶ Service
- ▶ Value of Conditional Lien Waiver (on-system Subcontractors)
- ▶ Conditional (Lien Waiver) Status
- ▶ Conditional LW Optional Text
- ▶ Conditional LW Effective Date
- ▶ Conditional LW Effective Date Modified?
- ▶ Value of Unconditional Lien Waiver (on-system Subcontractors)
- ▶ Unconditional (Lien Waiver) Status
- ▶ Unconditional Optional Text
- ▶ Unconditional LW Effective Date
- ▶ Unconditional LW Effective Date Modified?
- ▶ Unconditional LW Signature Release Date
- ▶ Cumulative Final
- ▶ Final Submitted (Y/N)
- ▶ Date Final Lien Waiver Signed
- ▶ Notice Date
- ▶ Notice Amount
- ▶ Notice Uploaded

- ▶ Due on Site

Lien Waivers Uploaded Report

The **Lien Waivers Uploaded** report shows a list of Sub-Tier lien waivers manually uploaded to the system by a Subcontractor or General Contractor.

This report can be accessed by the following users:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Organization Name
- ▶ Subcontract Number
- ▶ Contract Description
- ▶ Sub-tier of
- ▶ Draw Number
- ▶ Draw Name
- ▶ Date Uploaded
- ▶ Filename
- ▶ Conditional Lien Waiver
- ▶ Unconditional Lien Waiver
- ▶ Uploaded By Org
- ▶ Uploaded By User

Manage Draw Payments Report

The **Manage Draw Payments Report** shows real-time data from the **Manage Draw Payments** screen. The data is sorted by project.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Owners and Title Companies can also generate this report. Contact your Textura Representative for more information.

Report Output

Project Information

- ▶ Segment ID
- ▶ Project Name

Draw Information/Columns

- ▶ Subcontract #
- ▶ Subcontractor Name
- ▶ Vendor Id
- ▶ Contract Sum to Date
- ▶ Paid to Date
- ▶ Draw #
- ▶ Draw Name
- ▶ Draw Comment
- ▶ Period to Date
- ▶ Invoice Number
- ▶ Payment Method
- ▶ Previous Payment Method
- ▶ Reason for Payment Method Update
- ▶ Approved Invoice Amount
- ▶ Discount
- ▶ Paid Amount
- ▶ Remaining Balance
- ▶ Available to Pay
- ▶ Amount Pending Authorization
- ▶ Amount on Hold
- ▶ Funded
- ▶ Retention to Date
- ▶ Balance Due

Minority Tracking Report

The **Minority Tracking Report** tracks project totals to date and provides a listing of Subcontractor minority certifications.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.
- ▶ View Only Users

Report Output

- ▶ Segment ID
- ▶ Project #
- ▶ Project Name
- ▶ Organization
- ▶ Sub-Tier of
- ▶ Contract #
- ▶ Contract Description
- ▶ Subcontractor of
- ▶ Contract Value
- ▶ % of Parents Contract Value
- ▶ Billed to date
- ▶ % Complete
- ▶ Minority Status

Offline Notary Tracking Report

The **Offline Notary Tracking Report** shows information about all documents which were notarized offline and then uploaded to TPM. Use this report to better track notarization compliance across your Subcontractor organizations whenever you have enabled the electronic notarization bypass workflow on a project.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Owners can also generate this report. Contact your Textura Administrator for more information.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Subcontractor
- ▶ Vendor ID
- ▶ Contract Number
- ▶ Draw Number
- ▶ Draw Name
- ▶ Period to Date of Draw
- ▶ Document Type
- ▶ Status
- ▶ Date Bypassed
- ▶ Date Uploaded

- ▶ Date Approved
- ▶ Approved By

Open Draws Report

The **Open Draws Report** shows a list and status of draws that have not yet been signed by the General Contractor.

Note: You can create this report for a specific time period or project.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ GC Project Number
- ▶ Project Name
- ▶ Project Status
- ▶ Draw Number
- ▶ Draw Name
- ▶ Date Draw was Initiated
- ▶ Draw Period to Date
- ▶ Sent to Signer
- ▶ Number of contracts invited in draw
- ▶ Number of contracts submitted in draw
- ▶ Number of contracts approved in draw

Organizational Change Audit Report

The **Organizational Change Audit Report** shows changes to Subcontractor organization details for projects.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators.

Report Output

- ▶ Organization Name
- ▶ Vendor ID
- ▶ Date of Change
- ▶ Org Data Changed

Note: This is the field or value updated in the system.

- ▶ From Value
- ▶ To Value
- ▶ User

Note: This is the user who made the change.

- ▶ User IP Address

Owner Billing with Invoice Codes Report

The **Owner Billing with Invoice Codes Report** shows the General Contractor Schedule of Values (SoV) detail on a project. Details are grouped by invoice codes.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Title Companies and Owners can also generate this report. Contact your Textura representative for more information.

Report Output

- ▶ Segment ID
- ▶ (GC) Project Number
- ▶ Project Name
- ▶ Draw Number
- ▶ Invoice Code
- ▶ Invoice Code Description
- ▶ Handling Code
- ▶ Handling Code Description
- ▶ Phase Code
- ▶ Description
- ▶ Breakout Code
- ▶ Breakout Code Description
- ▶ Scheduled Value
- ▶ Work Completed Previous
- ▶ Work Completed This Period
- ▶ Material Stored This Period
- ▶ Total Completed and Stored to Date
- ▶ Percent Complete
- ▶ Balance to Finish
- ▶ Retention Held this Period

- ▶ Retention % this Period
- ▶ Retention to Date Amount
- ▶ Retention Request Previously Held

Owner Funding Report

The **Owner Funding Report** shows information about Owner funding on a project. When generating the report, you can only select projects which have enabled the Owner funding project setting.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Title Companies and Owners acting as a General Contractor on a project can also generate this report. Contact your Textura representative for more information.

Report Output

- ▶ Payment Number
- ▶ Project Number
- ▶ Project Name
- ▶ AR Invoice
- ▶ Draw
- ▶ Payment Received Date
- ▶ Payment Amount
- ▶ Amount Applied to Invoice Contracts
- ▶ Remaining Payment Balance
- ▶ Warning
- ▶ Comment
- ▶ Entered By
- ▶ Entered On Date
- ▶ Owner

Payment Export Report

The **Payment Export** report lists electronic payments with either an exported or a not exported status.

Note: This report does not show manual payments.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators

- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Funding Organization
- ▶ Funding Account
- ▶ Project Number
- ▶ Project Name
- ▶ Draw Number
- ▶ Period To Date of Draw
- ▶ Organization Name
- ▶ Sub-Tier of
- ▶ VendorID
- ▶ Contract Number
- ▶ Invoice Number
- ▶ Billed This Period
- ▶ Retained This Period
- ▶ Retention Requested This Period
- ▶ Invoice Amount
- ▶ Discount Amount
- ▶ Payment Amount
- ▶ Disbursement Date
- ▶ Payment Type
- ▶ Transaction #
- ▶ Last Export Date

Payment Reconciliation Report

The **Payment Reconciliation** report lists all electronic payments which occurred during a selected date range. Use this report to tie out TPM transactions with your bank account. Filter based on the date the payment was disbursed from TPM, the settlement date of the transaction at your bank, the date the file was uploaded to your bank, or the date the payment was exported to your accounting system.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Funding Organization
- ▶ Funding Account
- ▶ Project Number

- ▶ Project Name
- ▶ Draw #
- ▶ Draw Name
- ▶ Organization Name
- ▶ Vendor ID
- ▶ Contract Number
- ▶ Invoice #'s
- ▶ Payment Type
- ▶ Progress Billing This Period
- ▶ Retention Released This Period
- ▶ Payment Amount
- ▶ Check Number
- ▶ Disbursement Date
- ▶ Payment Export Date
- ▶ Bank Upload Date
- ▶ Settlement Date

Payments Held Report

The **Payments Held** report shows all payments on hold.

Note: You can choose the project, draw number, or subcontract to include in this report.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Title Companies and Owners can also generate this report. Contact your Textura representative for more information.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Period to date
- ▶ Draw #
- ▶ Draw Name
- ▶ Organization Name
- ▶ Vendor Id
- ▶ Contract Number
- ▶ Contract Description

- ▶ Payment hold date
- ▶ Reason for hold
- ▶ Payment amount
- ▶ Invoice amount
- ▶ Payment type
- ▶ Owner Funding Date
- ▶ Payment Due Date
- ▶ Non-Compliant Legal Documents

Payments Held and Hold Release Audit Report

The **Payments Held and Hold Release Audit Report** can be used to track pay-when-paid compliance. It shows all payments that have ever been on hold for the selected criteria.

Note: You can choose the project, draw number, or subcontract to include in this report.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ (GC) Project Number
- ▶ Project Name
- ▶ Period to Date
- ▶ Draw Number
- ▶ Draw Name
- ▶ Organization Name
- ▶ Vendor ID
- ▶ Contract Number
- ▶ Contract Description
- ▶ Payment Hold Created
- ▶ Payment Hold Released
- ▶ Reason for Hold
- ▶ Hold Placed by User
- ▶ Hold Released by User
- ▶ Payment Amount
- ▶ Invoice Amount
- ▶ Payment Type
- ▶ Payment Due Date
- ▶ Non-Compliant Legal Documents

Pending or Disbursed Manual Check Report

The **Pending or Disbursed Manual Check** report shows a list of manual check payments, it includes Manual and Split Payments. Prime sub data is shown if payee is a sub-tier.

Tip

You can use this report to help reconcile manual check fees. You can choose the check status, project, draw number, or Subcontract to include in this report.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Draw Number
- ▶ Draw Name
- ▶ Draw Comment
- ▶ Period to Date of Draw
- ▶ Organization Name
- ▶ Sub-Tier of
- ▶ Vendor Id
- ▶ Contract Number
- ▶ Contract Description
- ▶ Contract Comment
- ▶ Invoice Number
- ▶ Net Invoice
- ▶ Current Payment
- ▶ Invoice Paid to Date
- ▶ Remaining Amount
- ▶ Disbursement Date (If your organization has selected the Manual Check Payment Setting, this is date when the check was selected and disbursed. For split payments, it is date when the parent electronic payment was disbursed.)
- ▶ Check Number (This is the check number that was manually entered on the **Edit Payment Status** page.)
- ▶ Paid Date (This is the date that was manually entered on the **Edit Payment Status** page.)
- ▶ Check Type (On-System Subcontractor: if the manual check is an on-TPM invoice that was marked as check. Split Payment: If the manual check is a split payment.)

Potential Change Order/Variation Log

The **Potential Change Order/Variation Log** shows data for custom change order documentation and requests.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Project Number
- ▶ Contract Number
- ▶ Vendor Id
- ▶ Subcontractor Name
- ▶ Title
- ▶ Sub-Entered Description
- ▶ Draw/Period
- ▶ Month Entered
- ▶ Request Amount
- ▶ % Complete
- ▶ Claimed Amount
- ▶ Accessed Amount
- ▶ Difference (Requested-Approved)
- ▶ Reference Number
- ▶ Comment
- ▶ Status

Project Compliance Report

The **Project Compliance** Report shows the compliance status of Subcontractors working on a project.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Subcontractor/Supplier
- ▶ Contract Number
- ▶ Due on Site
- ▶ Payments on Hold
- ▶ Document name

Note: The report includes a column for each legal document requirement.

Project Level Disbursable Report

The **Project Level Disbursable Report** shows payments ready to pay.

Note: Payments are subtotaled by project. This report will not show any payments on hold, only those that are available to pay.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

Project Name & Project Number

- ▶ Selected for Disbursement
- ▶ Funding Organization
- ▶ Funding Account
- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Organization Name
- ▶ Vendor Id
- ▶ Contract Number
- ▶ Contract Description
- ▶ Sub-Tier of
- ▶ Draw Number
- ▶ Draw Name
- ▶ Draw Comment
- ▶ Period to Date of Draw
- ▶ Invoice Number
- ▶ Date Invoice Submitted
- ▶ Date Authorized
- ▶ Authorizer's Name
- ▶ Owner Funding Date
- ▶ Billed Amount This Period
- ▶ Retained Amount This Period
- ▶ Retention Released This Period
- ▶ Tax Payment
- ▶ Discount

- ▶ Net Invoice Amount
- ▶ Paid Amount
- ▶ Remaining Amount
- ▶ Payment Method
- ▶ Payment Due Date
- ▶ Contract Comment

Project Listing Report

The **Project Listing Report** shows all projects and dates that were created.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Note: Enterprise and Local Administrators see all projects in this report.
Regular users see data from the projects they have a role on.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Project Date Created
- ▶ Estimated Start Date
- ▶ Estimated Completion Date
- ▶ Project Status
- ▶ GC Contract Value
- ▶ Total Subcontract Value
- ▶ Percent Complete
- ▶ Total Completed to Date
- ▶ Total Retained to Date
- ▶ Total Completed Subcontracts
- ▶ Total Confirmed Subcontracts
- ▶ Total Incomplete Subcontracts
- ▶ Total Number of Draws
- ▶ First Draw Number
- ▶ First Draw Date Initiated
- ▶ First Draw Name
- ▶ First Draw Period to Date of Draw
- ▶ Last Draw Number
- ▶ Last Draw Date Initiated
- ▶ Last Draw Name

- ▶ Last Draw Period to Date
- ▶ Last Draw Number of Subcontractors Invited
- ▶ Last Draw Number of Subcontractors Approved
- ▶ Invoice
- ▶ Sworn Statement
- ▶ Conditional Lien Waiver
- ▶ Unconditional Lien Waiver
- ▶ Pay App Invoice Cover Sheet
- ▶ Census Tract and Property Assessor's Parcel No. Columns
- ▶ Funding Organization
- ▶ TPA Enrolled
- ▶ Program Name
- ▶ Auto Enroll Subcontractors
- ▶ Maturity Interval
- ▶ Project Pricing Offset
- ▶ TPA Pricing Structure
- ▶ TPA Pricing Buckets

Project Settings Report

The **Project Settings Report** shows the settings for each project an organization has on the system.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Note: Enterprise and Local Administrators see all projects in this report. Regular users see data from the projects on which they have a role.

Report Output

- ▶ Template Name
- ▶ Project Status
- ▶ Segment ID
- ▶ Internal Project Number
- ▶ Textura Project Number
- ▶ Project Name
- ▶ Project Owner
- ▶ Project Type
- ▶ Contract Date
- ▶ Contract Value
- ▶ Contract Description

General Contractor Report Details

- ▶ Contract #
- ▶ Enable Owner Billing Workflow
- ▶ Advance Billing
- ▶ Project Retention Mode
- ▶ Open Book
- ▶ GC Retention Percent
- ▶ Display Units
- ▶ Promotion of Approved Subcontractor Billings
- ▶ Promote Subcontractor Billings
- ▶ Track Owner Funding Date
- ▶ Method to calculate due dates
- ▶ Custom Calendar
- ▶ Calculate Invoice Approval Deadline
- ▶ Invoice Approval Deadline Trigger
- ▶ Invoice Approval Deadline Day Offset
- ▶ Send Email Reminder Prior to Invoice Approval Deadline
- ▶ No. of Days before Sending Email Reminder Prior to Invoice Approval Deadline
- ▶ Calculate Construction Act Due Date
- ▶ Construction Act Due Date Trigger
- ▶ Construction Act Due Date Offset
- ▶ Calculate Deadline for Intention to Pay Less
- ▶ Deadline for Intention to Pay Less Trigger
- ▶ Deadline for Intention to Pay Less Day Offset
- ▶ Calculate Payment Due Date (PDD)
- ▶ Default PDD Type
- ▶ Default PDD Day Offset
- ▶ Allow PDD Override
- ▶ Customer Support Contact Info
- ▶ Current Estimated Start Date
- ▶ Original Estimated Start Date
- ▶ Current Estimated Completion Date
- ▶ Original Estimated Completion Date
- ▶ Maximum Loan to Value Percent
- ▶ Customer Project Manager First Name
- ▶ Customer Project Manager Last Name
- ▶ Customer Project Manager Phone Number
- ▶ Contractor Project Manager First Name
- ▶ Contractor Project Manager Last Name
- ▶ Contractor Project Manager Phone Number
- ▶ GC Invoice Settings- Terms
- ▶ GC Invoice Settings- Remit to Country
- ▶ GC Invoice Settings- Remit to Company Name

- ▶ GC Invoice Settings- Remit to Address 1
- ▶ GC Invoice Settings- Remit to Attention of
- ▶ GC Invoice Settings- Remit to Address 2
- ▶ GC Invoice Settings- Remit to City
- ▶ GC Invoice Settings- Remit to State/Territory
- ▶ GC Invoice Settings- Remit to ZIP/Postal Code
- ▶ System Generated Invoice Format for Subcontractors
- ▶ Use Subcontractor-Entered Invoice for Accounting Interfaces
- ▶ Project Settings- Subcontractors May Edit Lien Waiver Effective Date
- ▶ Project Settings- Subcontractors May Add Lien Waiver Optional Text
- ▶ Project Settings- Subcontractors May Add Contractor Affidavit Optional Text
- ▶ Subcontractor May Track Stored Material Detail
- ▶ Project Settings - Track Hours Worked
- ▶ Project Settings- Owner Approval Disables the GC Ability to Reject
- ▶ Project Settings- Collect Zero Dollar Lien Waivers
- ▶ Project Settings- Track Special Budget Amounts and Changes
- ▶ Project Settings- Track Subcontractor Special Budget Amounts and Changes
- ▶ Project Settings- Default Subcontractor Invoice Approval Method for New Subcontracts:
- ▶ Project Settings-Utilize Modify & Approve Workflow for Subcontractor Invoices
- ▶ Project Settings- Notify Subcontractor Upon Invoice Approval
- ▶ Customize Invoice Rejection Reasons
- ▶ Good Faith Statement
- ▶ Project Rejection Reasons
- ▶ Project Settings- Serial Signatory Approval for Invoices to Owner
- ▶ Project Settings- Serial Signatory Approval Signatures on Invoice
- ▶ Project Settings- New Subcontractors Default to Specified Billing
- ▶ Project Settings- New Invoices Entered as Whole Dollars
- ▶ Project Settings- Require Disbursement Authorization for Subcontractor Payments
- ▶ Project Settings- Only Allow Authorization of Invoices That are Eligible for Disbursement
- ▶ Project Settings- Allow Tax Codes/Rates to Be Entered
- ▶ Project Settings- Allow Component Retention Override
- ▶ Project Settings- Sub SOV Option
- ▶ Project Settings- Notify GC to map new Subcontract Change Orders
- ▶ Project Settings- Allow Potential Change Orders to Be Entered
- ▶ Project Settings- Track Minority Business Status of all Subcontracts
- ▶ Project Settings- Allow Out of Order Disbursement
- ▶ Project Settings- Default Discount Terms
- ▶ Retention Settings- Default Subcontractor Line Item Retention
- ▶ Retention Settings- Default Subcontractor Stepped Retention Initial
- ▶ Retention Settings- Default Subcontractor Stepped Retention Trigger
- ▶ Retention Settings- Default Subcontractor Stepped Retention Final
- ▶ Retention Settings- Default Retention Lock ON for All New Subcontracts

General Contractor Report Details

- ▶ Require Change Order Compliance
- ▶ Track Overbilled Contracts
- ▶ Track Invoices with Stored Materials
- ▶ Do not notify subcontractor on hold
- ▶ Track Split Payments
- ▶ Track Pending Invoice Exports
- ▶ Hold Payment for Missing Prior Period Unconditional Lien Waivers
- ▶ Hold Payment for Missing Current Lien Waivers
- ▶ Require Unconditional Lien Waivers From All
- ▶ Require Conditional Lien Waivers From All
- ▶ Require Conditional Lien waivers From Subcontractors of Joint Check Subcontractors
- ▶ Require Conditional and Unconditional Lien Waivers From All
- ▶ Subcontractors may bypass electronic notarization
- ▶ General Contractor Settings- Invoice
- ▶ General Contractor Settings- Invoice Notary
- ▶ General Contractor Settings- Sworn Statement
- ▶ General Contractor Settings- Sworn Statement Notary
- ▶ General Contractor Settings- Unconditional Lien Waiver
- ▶ General Contractor Settings- Unconditional Lien Waiver Notary
- ▶ General Contractor Settings- Conditional Lien Waiver
- ▶ General Contractor Settings- Conditional Lien Waiver Notary
- ▶ General Contractor- Pay-App Invoice Cover Sheet
- ▶ General Contractor- SP-Work Invoice
- ▶ Subcontractor Settings- Invoice
- ▶ Subcontractor Settings- Invoice Notary
- ▶ Subcontractor Settings- Sworn Statement
- ▶ Subcontractor Settings- Sworn Statement Notary
- ▶ Subcontractor Settings- Unconditional Lien Waiver
- ▶ Subcontractor Settings- Unconditional Lien Waiver Notary
- ▶ Subcontractor Settings- Conditional Lien Waiver
- ▶ Subcontractor Settings- Conditional Lien Waiver Notary
- ▶ Subcontractor Settings- Pay-App Invoice Cover Sheet
- ▶ Sub Tier / Manual Sub Settings- Conditional Lien Waiver
- ▶ Sub Tier / Unconditional Lien Waiver
- ▶ Lien Waiver Signature Timing- Progress
- ▶ Lien Waiver Signature Timing- Final
- ▶ Lien Waiver Release Timing- Progress
- ▶ Lien Waiver Release Timing- Final
- ▶ Project Lien Waiver Release Timing- Progress
- ▶ Project Lien Waiver Release Timing- Final
- ▶ GC Self-Performed Work Lien Waiver
- ▶ Enable Subcontractor to upload

- ▶ Site Information- Property Owner
- ▶ Site Information- Site Name
- ▶ Site Information- Country
- ▶ Site Information- Address Line 1
- ▶ Site Information- Address Line 2
- ▶ Site Information- City
- ▶ Site Information- State/Territory
- ▶ Site Information- ZIP/Postal Code
- ▶ Site Information- County
- ▶ Site Information- Census Tract
- ▶ Site Information- Assessor's Parcel No.
- ▶ Site Information- Property Legal Description
- ▶ Project Currency Settings- Multiple Currencies
- ▶ Project Currency Settings- Functional Currency
- ▶ Project Translation
- ▶ Bonding Institution
- ▶ Bond Amount
- ▶ Expiry Date
- ▶ Unit Billing Option
- ▶ User Defined Text 1
- ▶ User Defined Text 2
- ▶ User Defined Text 3
- ▶ User Defined Text 4
- ▶ User Defined Text 5
- ▶ User Defined Number 1
- ▶ User Defined Number 2
- ▶ User Defined Number 3
- ▶ User Defined Number 4
- ▶ User Defined Number 5
- ▶ TPA Enrolled
- ▶ Program Name
- ▶ Auto Enroll Subcontractors
- ▶ Maturity Interval
- ▶ Project Pricing Offset
- ▶ Allow Invoices with Retention
- ▶ Allow Retention-Only Draws
- ▶ Allow Final Invoices
- ▶ Invoice Submit Deadline Text
- ▶ Invoice Funding Deadline Text
- ▶ TPA Pricing Structure
- ▶ TPA Pricing Buckets
- ▶ Track Notice of Lending

- ▶ Notice of Lending Contract Multiplier
- ▶ Notice of Lending Organization
- ▶ Notice of Lending Document

Project Supplier Tracking Details Report

The **Project Supplier Tracking Details Report** provides reporting data for tracking project Diversity, Equity, and Inclusion (DEI) goals and mandates. It displays a row for each project, program, and supplier tracking values. You can use this report to view most recent invoice amounts, totals invoiced and paid to date, and the contract amounts for each supplier (Subcontractor and Sub-Tier) organization. In addition, you can view the certifications that have been approved for a Subcontractor and Sub-Tier in a project program.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment
- ▶ Project Number
- ▶ Project Name
- ▶ Draw Number
- ▶ Draw Name
- ▶ Period to Date of Draw
- ▶ Subcontract of
- ▶ Organization Name
- ▶ Organization Address
- ▶ Race / Ethnicity
- ▶ Vendor ID
- ▶ Contract Number
- ▶ Contract Description
- ▶ Contract Value at Award
- ▶ Contract Amount to Date
- ▶ Contract Accepted Date
- ▶ Invoiced to Date
- ▶ Invoice Amount
- ▶ Current Payment
- ▶ Paid to Date
- ▶ Project Complete %
- ▶ Disbursement Date
- ▶ Owner
- ▶ Program
- ▶ Direct/General Conditions

- ▶ Value 1
- ▶ Value 1 Allocation %
- ▶ Value 1 Expiration

Project Supplier Tracking Summary Report

The **Project Supplier Tracking Summary Report** displays a summary of the key statistics displayed on the **Project Supplier Tracking** page. You can use this report to track your DEI goals and mandates. You can run this report across one-to-many projects. It displays a row for each program, project, and DEI value.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Format

CSV and XLS

Report Output

- ▶ Project Number
- ▶ Project Name
- ▶ Direct/General Conditions
- ▶ Subcontract of
- ▶ Organization Name
- ▶ Contract Number
- ▶ Service
- ▶ Organization Type
- ▶ Contract Amount
- ▶ Paid to Date
- ▶ Liberty Diversity Status
- ▶ Liberty Diversity Status Certificate
- ▶ Liberty Diversity Status % Applied

Project User Role Audit Report

The **Project User Role Audit Report** shows the history of user role changes on a project during a selected date range.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators

- ▶ Regular Users assigned to a project.

Title Companies and Owners can also generate this report. Contact your Textura representative for more information.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Date
- ▶ Created in Period
- ▶ Updated in Period
- ▶ First Name
- ▶ Last Name
- ▶ Project Manager
- ▶ Compliance Manager
- ▶ Parallel Signatory Approver
- ▶ Serial Signatory Approver
- ▶ Invoice Approver
- ▶ Authorizer
- ▶ Signer
- ▶ Owner Funding Manager
- ▶ Disburser
- ▶ Disburse Enterprise Wide Funds
- ▶ User Who Made Change
- ▶ Project Manager Updated
- ▶ Compliance Manager Updated
- ▶ Parallel Signatory Approver Updated
- ▶ Serial Signatory Approver Updated
- ▶ Invoice Approver Updated
- ▶ Authorizer Updated
- ▶ Signer Updated
- ▶ Owner Funding Manager Updated
- ▶ Disburser Updated
- ▶ Disburse Enterprise Wide Funds Updated

Project User Role Exception Report

The **Project User Role Exception** report shows the users who have specified roles on a project during a selected date range.

The following users can access this report:

- ▶ All Enterprise Administrators

- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Project #
- ▶ Project Name
- ▶ Username
- ▶ First Name
- ▶ Last Name
- ▶ Date Assigned
- ▶ Date Unassigned
- ▶ Assigned By
- ▶ Notes

Requested Change Order/Variation Log

The **Requested Change Order/Variation Log** report shows data for custom change order documentation and requests.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment
- ▶ Project #
- ▶ Organization
- ▶ Vendor ID
- ▶ Contract #
- ▶ Seq
- ▶ Period
- ▶ Number
- ▶ Title
- ▶ Description
- ▶ Attachments
- ▶ Date
- ▶ Submitted Amount
- ▶ Unapproved Claims
- ▶ Approved Value
- ▶ Status
- ▶ Variation
- ▶ Private Comment

Schedule of Values with GC Line Codes Report

The **Schedule of Values with GC Line Codes Report** shows a Subcontractor's latest SoV (Schedule of Values) regardless of whether they are in a draw or not. It includes all invoice, breakout, and handling codes.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Project Name
- ▶ Project Number
- ▶ Organization Name
- ▶ Vendor ID
- ▶ Contract Number
- ▶ Contract Description
- ▶ GC Phase COde
- ▶ GC Phase Code Description
- ▶ Breakout Code
- ▶ Breakout Code Description
- ▶ Invoice Code
- ▶ Invoice Code Description
- ▶ Handling Code
- ▶ Handling Code Description
- ▶ Account Code
- ▶ Subcontract Item Number
- ▶ Category Code
- ▶ Sub job
- ▶ Sub Phase Code
- ▶ Sub Phase Code Description
- ▶ Scheduled Value Amount
- ▶ Net Change by C/O
- ▶ Contract Sum to Date
- ▶ Total Billed to Date
- ▶ Total Percent Complete to Date
- ▶ Total Retention to Date
- ▶ Total Balance Due

Signing Report

The **Signing Report** shows all documents signed and submitted for a draw.

The following users can generate this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Owners can also generate this report. Contact your Textura representative for more information.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Contract Number
- ▶ Vendor ID
- ▶ Organization
- ▶ Signing Organization
- ▶ Draw Number
- ▶ Draw Name
- ▶ Document Type
- ▶ Document
- ▶ Action
- ▶ Title
- ▶ Signer
- ▶ Notary Info
- ▶ Notary Seal
- ▶ Date Signed

SoV Adjustment Detail Report

The **SoV Adjustment Detail Report** shows changes made to the budget/Schedule of Values (SoV) without a change order.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Owners can also generate this report. Contact your Textura representative for more information.

Create and View Report

Use the **Reporting Tool** to create the report. Use Adobe Reader to view the report.

- ▶ Project ID
- ▶ Project Name
- ▶ Draw Number
- ▶ Draw Date
- ▶ Period End Date
- ▶ Adjustment Date
- ▶ Phase Code
- ▶ User Name
- ▶ Description of Work
- ▶ CO Number
- ▶ CO Description
- ▶ Beginning Balance
- ▶ CO Allocation Internal Adjustments
- ▶ Ending Balance

Stored Materials Detail Report

The **Stored Materials Detail Report** lists stored materials details for a selected project and draw combination.

Note: This report simulates the **Stored Materials Log** page. The information is separated by contract.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

Within the Report

Subcontractor
Contract

Column Headings

Phase Code
Description
On Site Prior Balance
On Site Put In Place This Period
On Site Received This Period

On Site Stored to Date
 Off Site Prior Balance
 Off Site Put In Place This Period
 Off Site Received This Period
 Off Site Stored to Date
 Material Stored to Date

--	--

Sub SoV Line Item By Draw Report

The **Sub SoV Line Item by Draw Report** shows each line item for each subcontract a General contractor has on TPM.

Note: You can choose the project, draw number, or subcontract to include in this report.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Title Companies and Owners can also generate this report. Contact your Textura representative for more information.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Draw Number
- ▶ Draw Name
- ▶ Period to Date of Draw
- ▶ Vendor Id
- ▶ Subcontract #
- ▶ Organization Name
- ▶ Contract Description
- ▶ CSI Code
- ▶ Cost Object (Invoice Code Description)
- ▶ Tax Life Year (Handling Code Description)
- ▶ GC Phase Code
- ▶ Sub Component Description
- ▶ Line Item Phase Code
- ▶ Line Item Description
- ▶ Unit of Measure

- ▶ Unit Price
- ▶ Scheduled Value Quantity
- ▶ Scheduled Value Amount
- ▶ Net Change by C/O Quantity
- ▶ Net Change by C/O Amount
- ▶ Contract Sum to Date Quantity
- ▶ Contract Sum to Date Amount
- ▶ Billed to Date Quantity
- ▶ Billed to Date Amount
- ▶ Prior Change Orders
- ▶ Current Change Orders
- ▶ Work Completed Previous Periods
- ▶ Work Completed Current Period
- ▶ Stored Materials Current Period
- ▶ Total Work Completed and Material Stored to Date
- ▶ Percent Complete
- ▶ Balance to Complete
- ▶ Previous Retainage Balance
- ▶ Current Period Retainage Withheld
- ▶ Current Period Retainage Released
- ▶ Current Retainage Percent
- ▶ Retention to Date Amount
- ▶ Previously Paid
- ▶ Current Payment Amount
- ▶ Balance to Become Due Including Retainage

Subcontract Component Listing Report

The **Subcontract Component Listing Report** lists Schedule of Values (SoV) components.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Project Name
- ▶ Project Number
- ▶ Draw Number
- ▶ Organization Name
- ▶ Vendor ID
- ▶ Contract Number

-
- ▶ Contract Description
 - ▶ Phase Code
 - ▶ Phase Code Description
 - ▶ Account Code
 - ▶ Category Code
 - ▶ Sub Job
 - ▶ Subcontract Item Number
 - ▶ Invoice Number
 - ▶ Original Budget
 - ▶ Changes per C/O
 - ▶ Contract Amount
 - ▶ Billed to Date
 - ▶ Retention to Date
 - ▶ Balance Due
 - ▶ Tax Code

Subcontract Component Listing Report (Grouped by Subcontractor)

Use the **Subcontract Component Listing Report (Grouped by Subcontractor)** to review billing amounts against each component. When comparing billing amounts, you can see if the listed component is a part of the original Schedule of Values or if it was edited through a change order. This report is similar to the **Subcontractor Component Listing Report**, but the output groups information by subcontract.

The following users can also generate this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ All Regular Users assigned to a project.

Owners can also generate this report if the General Contractor has enabled the **Allow access to subcontractor budget information (Open Book)** setting, or if the Owner chooses to run the report on a project they created. Contact your Textura representative for more information.

Report Output

Project Information

The report includes a single line above the groupings with project information. It includes the project name and project number.

Grouping Information

- ▶ Organization Name
- ▶ Contract Number

Columns

- ▶ Type
- ▶ Component Description
- ▶ Original Contract
- ▶ Change Orders
- ▶ Revised Contract
- ▶ Sub Job
- ▶ Account Code
- ▶ Cat Code
- ▶ Draw Number
- ▶ Invoice Number
- ▶ Period to Date of Draw
- ▶ Gross Invoice
- ▶ Retention Held
- ▶ Retention Released
- ▶ Net Invoice Amount
- ▶ Date Disbursed

Subcontract Invoice Status Report

The **Subcontract Invoice Status Report** shows invoice information and status for the invoice approval workflow.

Note: You can choose the project, draw number, or subcontract to include in this report.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ (GC) Project Number
- ▶ Project Name
- ▶ Draw Number
- ▶ Draw Name
- ▶ Date Draw Initiated
- ▶ Period to Date of Draw
- ▶ Draw Date
- ▶ Organization Name
- ▶ Vendor ID
- ▶ Contract Number

- ▶ Contract Description
- ▶ Date Invited to Draw
- ▶ Specified Billing
- ▶ Sent to Sub
- ▶ Date Removed from Draw
- ▶ User that Removed From Draw
- ▶ Removed from Draw Comment
- ▶ Date Last Reminder Sent
- ▶ Date Invoice Submitted
- ▶ Invoice Signer's Name
- ▶ Invoice Signer's Title
- ▶ Invoice Notary's Name
- ▶ Invoice Approved
- ▶ Date Invoiced Approved
- ▶ Approval Method
- ▶ Approved By
- ▶ Number of Times Rejected
- ▶ Invoice Number
- ▶ Net Payment
- ▶ Payment Type
- ▶ Payment Due Date
- ▶ Invoice Export Date
- ▶ Application Due Date
- ▶ Construction Act Due Date
- ▶ Payment Notice Deadline
- ▶ Deadline for Intention to Pay Less

Subcontract Reconciliation Report

The **Subcontractor Reconciliation Report** is a summary of the amount invoiced. It includes amounts paid to subcontractors.

Tip

Use this report to reconcile the amounts recorded in TPM with the values exported to your accounting system.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Title Companies and Owners can also generate this report. Contact your Textura representative for more information.

Report Output

Segment ID
GC Name
Project Name
Project Number
Draw Number
Organization Name
Vendor ID
Contract Number
Contract Description
Original Contract Value
Total Change Orders
Current Contract Value
Gross Billed to Date
Gross Invoice Approved
Total Retention Withheld
Tax Paid
Accepted
Total Payments
Prior off-system payments
Tax Pending
Pending Payments
Approved Invoiced Not Exported
Payment Amount Not Exported
Last Payment Amount
Last Payment Textura Transaction #
Last Payment Disbursement Date
Last Approved Invoice Date

Subcontract Retention Report

The **Subcontract Retention** report shows a list of Subcontractor retention and billing from selected projects and draws.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

<p>Within the Report</p> <ul style="list-style-type: none"> ▶ Segment ID ▶ Project ▶ Project Name ▶ Draw ▶ Draw Period To Date ▶ Totals ▶ Subcontract Number 	<p>Column Headings</p> <ul style="list-style-type: none"> ▶ Subcontractor Number ▶ Subcontract ▶ Phase Code ▶ Description ▶ Paid and Pending <ul style="list-style-type: none"> ▶ Work Completed and Material Stored ▶ Retention Balance ▶ (Retention) % ▶ Current Draw <ul style="list-style-type: none"> ▶ Work Completed ▶ Material Stored ▶ Retention Held ▶ Retention Payment Requested ▶ Balance through Draw <ul style="list-style-type: none"> ▶ Work Completed and Material Stored ▶ Retention Balance ▶ (Retention) %
--	--

Subcontractor Direct Enrollment Report

The Subcontractor Direct Enrollment Report shows detailed information about organizations participating in an offered Subcontractor Direct Financing program.

Only Enterprise Administrators can generate this report.

Report Output

- ▶ Program Name
- ▶ Acceptance Date
- ▶ Customer Number
- ▶ GC Name
- ▶ Project Number
- ▶ Project Name
- ▶ Subcontract #
- ▶ Vendor ID
- ▶ Subcontractor Name
- ▶ Current Contract Value

- ▶ User Who Accepted
- ▶ User Phone Number

Subcontractor Draw Detail Report

The **Subcontractor Draw Detail Report** is a summary of subcontract details. It includes the Schedule of Values breakout and invoice amounts. This report can be used by Approvers to review subcontract details for unapproved invoices.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Project Name
- ▶ Project Number
- ▶ Draw Number
- ▶ Draw Name
- ▶ Draw Period To Date
- ▶ Contract Number
- ▶ Contract Description
- ▶ Organization Name
- ▶ Vendor ID
- ▶ GC Phase Code
- ▶ GC Phase Code Description
- ▶ Breakout Code
- ▶ Breakout Code Description
- ▶ Invoice Code
- ▶ Invoice Code Description
- ▶ Handling Code
- ▶ Handling Code Description
- ▶ Account Code
- ▶ Subcontract Item
- ▶ Category Code
- ▶ Subjob
- ▶ Sub Phase Code
- ▶ Sub Phase Code Description
- ▶ Original Scheduled Value
- ▶ Net Change by Change Order
- ▶ Total Budget Amount
- ▶ Total Billed Previously
- ▶ Total Billed This Period

- ▶ Total Material This Period
- ▶ Total Billed To Date
- ▶ Total Percent Complete To Date
- ▶ Total Balance Due
- ▶ Total Retention To Date
- ▶ Total Retention This Period
- ▶ Total Retention Previously Held
- ▶ Retention Released This Period
- ▶ Retention Previously Released

Subcontracts with Vendor Information

General Contractors can use this report to view a list of all Subcontracts associated with a project. It includes vendor information for each subcontract.

Report Output

- ▶ TPM Organization ID
- ▶ Organization Name
- ▶ Address 1
- ▶ Address 2
- ▶ City
- ▶ State
- ▶ Post Code
- ▶ Country
- ▶ Tax ID
- ▶ Provincial Tax ID
- ▶ Phone
- ▶ Alternate Phone
- ▶ Fax
- ▶ Mobile
- ▶ Minority Status
- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Contract Number
- ▶ Contract Description
- ▶ Vendor ID
- ▶ Contract Date
- ▶ Original Contract Amount
- ▶ Approved Change Orders Amount
- ▶ Contract Sum to Date
- ▶ Billed to Date
- ▶ Retention Balance

- ▶ Balance Due
- ▶ Contract Accepted Date
- ▶ Last Invoice Date

Sub-Tiers Not Included in Draw Report

The **Sub-Tiers Not Included in Draw Report** is used to track sub-tiers who have a **Not in Draw** lien waiver status in a draw, but their parent company was included in a draw. Use this report to help reduce risk in sub-tier lien waivers going uncollected.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Draw Number
- ▶ Parent Organization
- ▶ Sub-Tier Name
- ▶ Org Type
- ▶ Subcontract Number
- ▶ Service
- ▶ Draw Period End Date
- ▶ Notice Date

TPA Enrollment Audit Report

The **TPA Enrollment Audit Report** lists the Textura Payment Accelerator (TPA) enrollment status of all your Subcontractors. You can use this report to track the audit of enrollment and decline activity in the Textura Payment Accelerator (TPA) Program.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Program Name
- ▶ Project Number
- ▶ Project Name

- ▶ Subcontract Number
- ▶ Vendor ID
- ▶ Subcontractor Name
- ▶ Current Contract Value
- ▶ Contract Name
- ▶ Contract Email
- ▶ Contract Phone
- ▶ Enrollment Action
- ▶ Date
- ▶ User
- ▶ Fee
- ▶ Reason (Field is blank if action was not declined.)
- ▶ Current Enrollment Status
- ▶ Current Enrollment Date
- ▶ Current Enrollment User
- ▶ Current Enrollment Fee
- ▶ Current Enrollment Reason (Field is blank if action was not declined.)

TPA Funding Report

The **TPA Funding Report** provides an overview of TPA-eligible invoices to be funded by a specific date. You can generate this report to help facilitate your account funding and balance activities.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ All Users with the **Mange TPA** user permission

Output Fields

- ▶ GC Name
- ▶ Project Name
- ▶ Project Number
- ▶ Segment ID
- ▶ Sub Org Name
- ▶ Contract ID
- ▶ Subcontract Value
- ▶ Outstanding Balance
- ▶ Draw Number
- ▶ Invoice Number
- ▶ Period-To Date
- ▶ Settlement ID

- ▶ Invoice Status
- ▶ Invoice Amount
- ▶ Payment Amount
- ▶ Invoice Currency
- ▶ Funded to Sub
- ▶ Invoiced Date
- ▶ Authorized Date
- ▶ Fundable Date
- ▶ Sent to Funder Date
- ▶ Maturity Date

TPA Funding Reconciliation Report

The **TPA Funding Reconciliation Report** can be used by the Funder to balance the account used for funding. It can also be used by Textura Administrators to confirm the correct invoices were marked as funded via the Textura Payment Accelerator (TPA) Program.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Program Number
- ▶ Program Name
- ▶ Customer Number
- ▶ GC Name
- ▶ Subcontract Number
- ▶ Subcontract ID
- ▶ Vendor ID
- ▶ Subcontractor Name
- ▶ Invoice Number
- ▶ Funder Reference ID
- ▶ Payment Amount
- ▶ Funding Reference ID
- ▶ Debit Account
- ▶ Credit Account
- ▶ Effective Date
- ▶ Check Number
- ▶ Transmission Date
- ▶ Offer Acceptance Date

TPA Invoices Audit Report

The **TPA Invoices Audit** report shows the details of each invoice enrolled in the Textura Payment Accelerator Program. It captures the reason an invoice was moved out of the Textura Payment Accelerator (TPA) Program.

The following users can access this report:

- ▶ Title Company
- ▶ General Contractors

Report Output

- ▶ Segment ID
- ▶ Project ID
- ▶ Project Name
- ▶ Funding Organization
- ▶ Vendor ID
- ▶ Contract ID
- ▶ Contract Description
- ▶ Draw Number
- ▶ Draw Name
- ▶ Date Invoice Sent to Sub
- ▶ Date Invoice Removed from TPA
- ▶ Source of Removal
- ▶ Removal Reason
- ▶ Removal Comment

TPA Maturity Aging Report

The **TPA Maturity Aging Report** provides a list of all invoices previously funded by the Funder. It shows when payments mature and when they will be recouped from the General Contractor.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Program Number
- ▶ Program Name
- ▶ Maturity Date
- ▶ File Creation Date
- ▶ Funding Organization
- ▶ Funding Account

- ▶ Customer Number
- ▶ GC Name
- ▶ Project #
- ▶ Project Name
- ▶ Subcontract #
- ▶ Vendor ID
- ▶ Subcontractor Name
- ▶ Invoice #
- ▶ Funder Reference ID
- ▶ Draw #
- ▶ Draw Period to Date
- ▶ Maturity Account
- ▶ Payment Amount

TPA Maturity Reconciliation Report

The **TPA Maturity Reconciliation Report** provides details about funds that have been removed from a General Contractor's account to cover previously funded invoices.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Maturity Date
- ▶ Customer Number
- ▶ GC Name
- ▶ Subcontract Number
- ▶ Vendor ID
- ▶ Subcontractor Name
- ▶ Invoice Number
- ▶ Funder Reference ID
- ▶ Paid Amount
- ▶ Debit Account
- ▶ Maturity Account
- ▶ Check Number

TPA Metering Report

The **TPA Metering Report** shows invoice details about the TPA fees your organization is liable for during a specific metering period.

The following users can access this report:

- ▶ All Enterprise Administrators.

Output Fields

- ▶ Program Number
- ▶ Program Name
- ▶ Offer Acceptance Date
- ▶ Maturity Date
- ▶ Customer Number
- ▶ GC Name
- ▶ Invoice Number
- ▶ Reference ID
- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Subcontract Number
- ▶ Vendor ID
- ▶ Subcontractor Name
- ▶ Draw
- ▶ Draw Period To Date
- ▶ Payment Amount
- ▶ Funded Amount
- ▶ Sub Fee Amount
- ▶ Metered Date
- ▶ Metering Amount

TPA Performance Self Funding Report

The **TPA Performance Self Funding Report** provides an overview of activity across all of your organization's projects on TPM. Consider generating this report to help you understand your current and future TPA program needs and your potential remaining funds amount.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ All Users with the **Manage TPA** user permission.

Output Fields

- ▶ GC Name
- ▶ Program Name
- ▶ Project Name
- ▶ Project Number
- ▶ Segment ID
- ▶ Subcontractor Name
- ▶ Currency

- ▶ Contract Number
- ▶ Contract Value
- ▶ Paid To Date
- ▶ Outstanding Balance
- ▶ TPA Status
- ▶ TPA Offer Rate
- ▶ Tenor
- ▶ TPA Acceptance Date
- ▶ TPA Rejection Date
- ▶ Count TPA Funded Invoices
- ▶ Invoices Funded Value
- ▶ Last Funding Date
- ▶ TPA Contact First Name
- ▶ TPA Contact Last Name
- ▶ TPA Contact Email
- ▶ TPA Contact Phone

Unapproved Invoice Report

The **Unapproved Invoice Report** shows all invoices that have not been approved for an organization.

Note: You can create this report for a specific time period, project, or draw.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Owners can also generate this report. Contact your Textura representative for more information.

Report Output

- ▶ Segment ID
- ▶ Project Number
- ▶ Project Name
- ▶ Draw Number
- ▶ Period To Date of Draw
- ▶ Organization Name
- ▶ Vendor ID
- ▶ Contract Number
- ▶ Contract Description
- ▶ Invoice Number

- ▶ Billed This Period
- ▶ Retained This Period
- ▶ Retention Requested This Period
- ▶ Invoice Amount
- ▶ Tax
- ▶ Invoice Signed Date
- ▶ Status
- ▶ Invoice Approval Deadline
- ▶ Days Overdue
- ▶ Last Approver Name
- ▶ Last Approver Level
- ▶ Last Approval Date
- ▶ Next Approver Name
- ▶ Next Approver Email
- ▶ Payment Due Date

Unifier Invoice Report

Use the **Unifier Invoice Report** to export invoice detail at a subcontractor schedule of values level into a file that can be imported into Unifier as a Pay Application.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Subcontract Header Row
 - ▶ Project Number
 - ▶ Draw, Period to Date (dd-mon-yyyy)
 - ▶ Vendor ID
 - ▶ Subcontractor Number
 - ▶ Total of Work Completed
 - ▶ Total of Stored Materials
 - ▶ Total of Retention Held
 - ▶ Total of Retention Release
- ▶ Line Item Detail Description Row
 - ▶ Phase Code
 - ▶ Line Item Description
 - ▶ Unit of Measure
 - ▶ Quantity
 - ▶ Work Completed

- ▶ Material Stored
- ▶ Retention Held
- ▶ Retention Released
- ▶ Retention Percentage

Variable Discount Terms Report

The **Variable Discount Terms** report shows an audit of all variable discount terms on a contract.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Project Number
- ▶ Project Name
- ▶ Organization Name
- ▶ Vendor ID
- ▶ Contract Number
- ▶ Current Contract
- ▶ Audit Date
- ▶ Old Discount Terms
- ▶ Updated Discount Terms

Audit Reports

Use the **Audit Reports** page to create audit reports. Use Adobe Reader or another PDF reader to view the created report.

Modified Subcontract Listing Report

The **Modified Subcontract Listing** report shows subcontract details for a project.

Note: This report includes all Subcontracts, sorted by contract number.

Report Output

- ▶ Project
- ▶ Draw Date
- ▶ Contract
- ▶ Phase Code
- ▶ Original Amount
- ▶ Approved Changes

- ▶ Revised Contract
- ▶ Amount Invoiced
- ▶ Amount Paid
- ▶ Retained
- ▶ Balance
- ▶ Report Totals

Prime Contract Change Order Log

The **Prime Contract Change Order Log** shows Prime Contract Change Order (PCCO) details for a project.

Note: This report includes the amount allocated to each line item by each PCCO.

Report Output

- ▶ Project
- ▶ Date
- ▶ Phase Code
- ▶ Change Order
- ▶ Date the Change Order was created
- ▶ Approved Amount
- ▶ Report Total

Subcontract Change Order Log

The **Subcontract Change Order Log** shows Subcontract Change Order (SCO) details for a project.

Note: This report includes the amount allocated to each line item by each SCO.

Report Output

- ▶ Project
- ▶ Date
- ▶ Contract
- ▶ Change Order
- ▶ Date the Change Order was created
- ▶ Approved Amount
- ▶ Report Total

Draw Reports

Use the **Reporting Tool** page to create draw reports.

GC Draw ACH Transaction Report

The **Draw ACH Transaction Report** lists ACH payments for a draw and the disbursement date of each payment.

Note: This report includes organization fees and fees for manual checks to Subcontractors.

Report Output

- ▶ Project Name
- ▶ Project
- ▶ Draw
- ▶ Period To Date
- ▶ Draw Date
- ▶ Draw Signed Date
- ▶ Subcontractor
- ▶ Subcontract
- ▶ Description
- ▶ Payment Amount
- ▶ Textura Transaction Number
- ▶ Disbursement Date
- ▶ Subcontractor Subtotal

GC Draw Manual Check Report

The **GC Draw Manual Check Report** shows a list of manual check and split payments for a draw.

Note: This report separates payments for materials.

Report Output

- ▶ Project Name
- ▶ Project Location
- ▶ Draw
- ▶ Invoice Date
- ▶ Company
- ▶ Net Amount Paid
- ▶ Payment Method
- ▶ Totals

GC Full Draw Detail Payment Report

The **GC Full Draw Detail Payment Report** lists draw detail for all draw participants for a project. Details are subtotaled by payment method.

Report Output

- ▶ Project Name
- ▶ Project
- ▶ Draw
- ▶ Company
- ▶ Contract
- ▶ Gross
- ▶ Retention
- ▶ Previous
- ▶ Net
- ▶ Balance Due
- ▶ GC Total
- ▶ Subtotal of On-System Subcontractors
- ▶ Subtotal of Manual Check/Off System Subcontractors
- ▶ Total Payment Made

SoV Adjustment Detail Report

The **SoV Adjustment Detail Report** shows changes made to the budget/Schedule of Values (SoV) without a change order.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Owners can also generate this report. Contact your Textura representative for more information.

Create and View Report

Use the **Reporting Tool** to create the report. Use Adobe Reader to view the report.

- ▶ Project ID
- ▶ Project Name
- ▶ Draw Number
- ▶ Draw Date
- ▶ Period End Date
- ▶ Adjustment Date
- ▶ Phase Code
- ▶ User Name
- ▶ Description of Work
- ▶ CO Number
- ▶ CO Description
- ▶ Beginning Balance

- ▶ CO Allocation Internal Adjustments
- ▶ Ending Balance

Document Status Report

The **Document Status Report** lists each required compliance document and payments on hold.

The following users can access this report:

- ▶ All Enterprise Administrators
- ▶ All Local Administrators
- ▶ Regular Users assigned to a project.

Report Output

- ▶ Project Name
- ▶ Generated Date
- ▶ Subcontractor / Supplier
- ▶ Due on Site
- ▶ Payments on Hold

General Contractor Report Details	3
Accounts Payable Aging Report	3
Accounts Payable Report	4
All Users by Project Report	5
All Users with Roles Report	6
Attachments Report	7
Audit Supplier Qualifications Report	7
Awaiting Submission Report	8
Billing by Breakout Codes Report	9
Business Status Report	9
Change Order Log Report	10
Change Order Mapping Report	11
Compliance Audit Report	11
Compliance Requirement Settings Report	12
Compliance Status Report	13
Compliance Submission Report	14
Sub-Tier Status Report	14
Component Cost Code Report	15
Disbursable Report	16
Disbursed Report	17
Draw Calendar Report	19
Draw Payment Summary Report	19
Draws Initiated Report	20
Due Dates and Responses Report	21
EPP Funder Response Report	22

EPP Performance Report	22
EPP Revenue Report	23
ERP Integration Receipts Report	24
Enterprise Wide Disbursement Reports	25
Exported Records Report	26
Filtered and Selected Payments Reports	27
Hours Worked Report.....	27
Incomplete Contracts Report.....	28
Invited Subcontractors Report.....	28
Invoice Export Report	29
Invoice Reversal Report	30
Lien Waiver Status Report	31
Lien Waivers Uploaded Report	32
Manage Draw Payments Report.....	32
Minority Tracking Report.....	33
Offline Notary Tracking Report	34
Open Draws Report	35
Organizational Change Audit Report	35
Owner Billing with Invoice Codes Report	36
Owner Funding Report	37
Payment Export Report	37
Payment Reconciliation Report	38
Payments Held Report	39
Payments Held and Hold Release Audit Report	40
Pending or Disbursed Manual Check Report	41
Potential Change Order/Variation Log.....	42
Project Compliance Report	42
Project Level Disbursable Report.....	43
Project Listing Report.....	44
Project Settings Report	45
Project Supplier Tracking Details Report.....	50
Project Supplier Tracking Summary Report.....	51
Project User Role Audit Report	51
Project User Role Exception Report	52
Requested Change Order/Variation Log.....	53
Schedule of Values with GC Line Codes Report	54
Signing Report	55
SoV Adjustment Detail Report	55
Stored Materials Detail Report.....	56
Sub SoV Line Item By Draw Report	57
Subcontract Component Listing Report.....	58
Subcontract Component Listing Report (Grouped by Subcontractor)	59
Subcontract Invoice Status Report.....	60

General Contractor Report Details

Subcontract Reconciliation Report	61
Subcontract Retention Report.....	62
Subcontractor Direct Enrollment Report.....	63
Subcontractor Draw Detail Report	64
Subcontracts with Vendor Information	65
Sub-Tiers Not Included in Draw Report.....	66
TPA Enrollment Audit Report	66
TPA Funding Report.....	67
TPA Funding Reconciliation Report.....	68
TPA Invoices Audit Report.....	69
TPA Maturity Aging Report	69
TPA Maturity Reconciliation Report.....	70
TPA Metering Report	70
TPA Performance Self Funding Report.....	71
Unapproved Invoice Report	72
Unifier Invoice Report.....	73
Variable Discount Terms Report.....	74
Audit Reports	74
Modified Subcontract Listing Report	74
Prime Contract Change Order Log	75
Subcontract Change Order Log.....	75
Draw Reports	75
GC Draw ACH Transaction Report.....	76
GC Draw Manual Check Report.....	76
GC Full Draw Detail Payment Report	76
SoV Adjustment Detail Report.....	77
Document Status Report	78