

Oracle
Textura Payment Management
Document Sets for General Contractors

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Oracle Textura Payment Management Document Sets for General Contractors

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Creating and Using Document Sets for General Contractors

Overview

Document sets offer users with the **Create Projects** user permission flexibility and control over which billing documents organizations will interact with when working on your project. Either use a singular document set as a default for all on-system Subcontractors or Lien Waiver Only Sub-Tiers (LW Subs) or create and assign a unique document set to specific contracts.

Each document set for an on-system organization will include at least an invoice document and unconditional lien waiver option, but you can also include a sworn statement, conditional lien waiver, pay-app cover sheet, and draft invoice. A document set for LW Subs must include an unconditional lien waiver, but you can also require a conditional lien waiver.

Note: Only users with the **Create Projects** user permission can create, update, and view document sets. See the User Permissions List for General Contractors topic for more information on this and other user permissions available on the **Edit User** page.

Watch the ***Creating Contract Specific Documents*** video https://players.brightcove.net/2985902027001/default_default/index.html?videoid=6349887326112 for how to create and assign document sets to specific contracts.

Serial Approval and Document Sets

Serial Signatory Approval requires multiple Approvers to approve an invoice in a specific order. If you plan on using serial approval on either a single contract or as the default approval method on a project, you need to make sure the number of approvers assigned to a contract matches the number of approvers supported by your selected document.

See ***Serial Approval Scenarios for General Contractors*** for four different ways to set up serial approval on the application.

FAQs

- ▶ ***Why do I need to assign documents to on-system organizations separately from lien waiver only organizations?*** (see page 11)
- ▶ ***Why is there a warning when I select some documents for my document set?*** (see page 11)
- ▶ ***Why don't I see a "Notary Required" checkbox when selecting a document?*** (see page 11)

- ▶ **What happens when I update a document in the middle of a draw period?** (see page 11)

Additional Resources

- ▶ **In-App Help:** In the application, click the ? > **Help for this Page** in the top right corner of your page. The Help topics presented are context sensitive to the page you are on.
- ▶ **Documentation Library** (https://docs.oracle.com/cd/E97085_01/10313806.htm)
- ▶ **Support** (https://docs.oracle.com/cd/E97085_01/10313339.htm)

Serial Approval Scenarios for General Contractors

There are several different workflows and options to consider when using the serial signatory approval method on a project or contract. Select a scenario below to expand it and view the different steps you should take when setting up serial signatory approval.

Your project uses serial signatory approval but does not require approver signatures

This scenario does not account for document sets. Serial approval is required for all subcontracts by default, uses the default documents you selected during your project setup workflow, and does not require approvers to apply their signature to the Subcontractor document during the review process.

Expand Steps (see page 13)

One of your subcontracts uses serial signatory approval and requires approver signatures

This scenario does not account for document sets. Serial approval is required for specific contracts, uses the default documents you selected during your project setup workflow, and requires your signatory approvers to apply their signature to the Subcontractor document during the review process.

Expand Steps (see page 13)

Your project uses serial signatory approval, requires approver signatures, and has a document set assigned for Subcontractor documents

A project uses document sets and the Subcontractor is assigned either the project's default or a unique document. Approvers are required to sign Subcontractor documents when reviewing them in a specified order. If the Subcontractor is assigned a document set which differs from the default, the documents included in the set require the same number of approvers and approver signatures as the default.

Expand Steps (see page 14)

Your project uses serial signatory approval, requires approver signatures, and has a document set assigned for Subcontractor documents, but the number of approvers for the document set does not match the default number of approvers

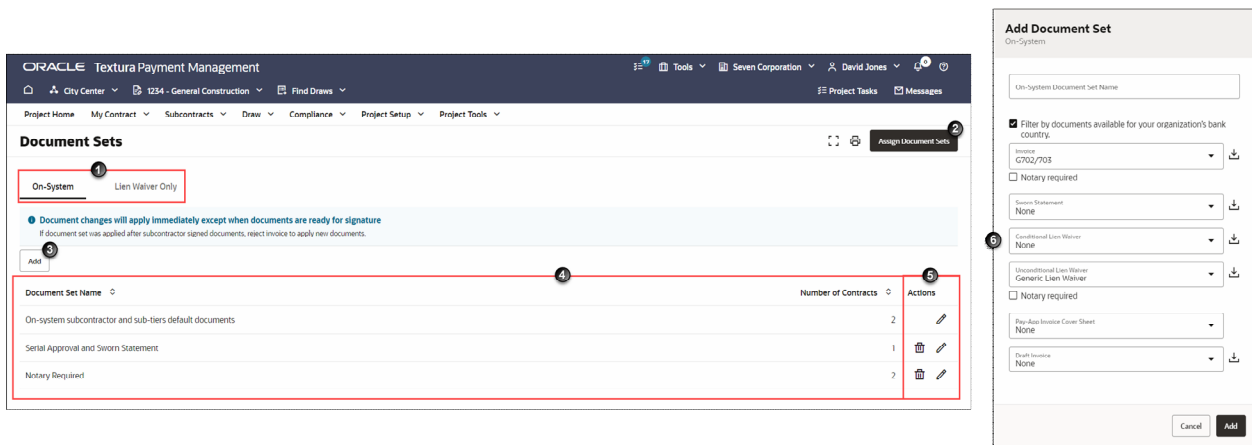
A project uses document sets and the Subcontractor is assigned either the project's default or a unique document. Approvers are required to sign Subcontractor documents when reviewing them in a specified order. If the Subcontractor is assigned a document set which differs from the default, the documents included in the set require a different number of approvers and approver signatures than the default.

Expand Steps (see page 14)

Navigate to the Document Sets Page

- ▶ From the **Documents** section of the **Project Settings** page, select the **document sets** link.
- ▶ From the **Project Setup** menu at the top of any project page, select **Document Sets**.

Working with the Document Sets Page for General Contractors



- 1) **Organization Tabs:** You can create document sets for both Subcontractors and their Sub-Tiers. Create a document set for Subcontractor organizations on the Subcontractors tab and select the Lien Waiver Only tab to create a set for LW Subs. Document sets for Subcontractors can include invoice, sworn statement, conditional lien waiver, unconditional lien waiver, pre-app invoice cover sheet, and draft invoice documents. Document sets for LW Subs can only include conditional and unconditional lien waivers.
- 2) **Assign Document Sets Button:** After setting up one or more document sets, select the **Assign Document Sets** button to navigate to the **Assign Document Sets** page. You will use the **Assign Document Sets** page to assign one of the document sets you created to one or many organization working on your project.
- 3) **Add Button:** Select the **Add** button to create an additional document set. When you finish, information about the new document set will display in the table beneath the default document set.

- 4) **Document Set Table:** Displays the default document set and any sets you create on this page. After you create a document set, its name and the number of contracts assigned to it will display in the table.

You can select the **Edit** icon from the **Actions** menu to update document sets at any time. Document changes will go into effect during an in-progress draw until the Subcontractor sends their invoice to their Signer. After that point, the documents will take effect in the following draw unless you reject the Subcontractor's invoice after they submit it.

- 5) **Actions Column:** Edit or delete additional document sets. You can edit the default document set, but cannot delete it. When you edit the default set, those changes are reflected in your project settings.

You cannot delete a document set if it is currently assigned to a contract. To delete a document set assigned to a contract, you will need to assign a different document set first.

- 6) **Document Sets Pane:** When you select the **Add** button, the **Add Document Set** pane will open on the right side of the page. Use this pane to choose which document templates to include in the set and to specify whether or not they require notarization.

Note: The notary selection appears only for documents that support notarization.

Creating a Document Set for General Contractors

To create a document set:

- 1) **Navigate to the Document Sets Page** (see page 5).
- 2) Select the **On-System** tab to create a document set for your Subcontractors and any On-System Sub-Tiers working on your project.

Note: If you need to create a set for a Lien Waiver Only Sub-Tier (LW Sub), select the **Lien Waiver Only** tab. You can only assign unconditional and conditional lien waivers to a document set for an LW Sub.

- 3) Select the **Add** button.
An **Add Document Set** panel opens on the right side of the page.
- 4) Enter a name for your document set.
- 5) Optional. Select the **Filter by documents available for your organization's bank country** check box to limit the documents available for selection to those compatible with your banking country.
- 6) Select an invoice document.
- 7) Select an unconditional lien waiver.
- 8) Optional. If applicable, select an option for the following documents:
 - ▶ Sworn Statement
 - ▶ Conditional Lien waiver
 - ▶ Pay-App Cover Sheet
 - ▶ Draft Invoice.

Notes for all documents:

- If the document allows notarization, a **Notary Required** check box displays. See Electronic Notarization on TPM for General Contractors for more information on how electronic notarization works.
- If the document requires serial approval signatures, a message about reviewing your approval method and approvers displays. Select the **Learn More** link to see a help page with different scenarios surrounding serial approval and the steps you should take when setting up this method.

9) Select the **Add** button.

- ▶ The new document set displays in the **Document Set** table.
- ▶ A **Document Set Added** message displays at the bottom of the page.
- ▶ You can now add additional document sets or **assign the document** set to an organization.

Assign Document Sets for General Contractors

After creating one or more document sets, users with **Create Projects** user permissions can use the **Assign Document Sets** page to assign them to a specific contract.

Navigate to the Assign Document Sets Page

From the **Document Sets** page, select the **Assign Document Sets** button.

Working with the Assign Document Sets Page for General Contractors

The screenshot displays the 'Assign Document Sets' interface. At the top, there's a search bar (1) and a table (2) with columns: Organization Name, Organization Type, Contract Number, Vendor ID, Description, and Assigned Document Set. Two rows are selected (3). On the right, a modal window (5) is open, showing dropdown menus for selecting a document set for on-system organizations and lien waiver only organizations. The 'Assign' button is visible at the bottom of the modal.

1) **Search Bar:** Use the search bar to filter the table to items based around your search term. You can search by organization name, contract number, contract description, or document set.

- 2) **Document Sets Button:** Select the **Document Sets** button to navigate to the **Document Sets** page. There, you can edit or create document sets you will later assign to either a Subcontractor or a Lien Waiver Only Sub-Tier (LW Sub).
- 3) **Assign Document Sets Button:** Use this button to assign a document set to the selected organizations.
- 4) **Assign Document Set Table:** Lists all organizations working on your project, including the Sub-Tiers of your Subcontractors. You can assign document sets to both Subcontractors and Lien Waiver Subcontractors as long as you have at least one document set up for that organization type.
- 5) **Assign Document Sets Pane:** Opens on the right side of the page when you select the **Assign Document Sets** button.

Assigning a Document Set

To assign a document set:

- 1) **Navigate to the Assign Document Sets Page** (see page 7).
- 2) From the **Assign Document Sets** page, select one or more organizations. Select the check box at the top of the table to choose all available organizations.
- 3) Select the **Assign Document Sets** button.
An **Assign Document Sets** pane opens on the right side of the page.
- 4) From the **Document Set** drop-down list in the **Assign Document Sets** pane, select an available document set.

Notes:

- Depending on which organizations you selected on the **Assign Document Sets** page, you may see two drop-down lists, one for on-system and one for lien waiver only organizations.
 - If the document requires serial approval signatures, a message about reviewing your approval method and approvers displays. Select the **Learn More** link to see a help page with different scenarios surrounding serial approval and the steps you should take when setting up this approval method.
-
- 5) Select the **Assign** button.
 - ▶ The panel closes and the name of the document set assigned to the organization displays in **Assigned Document Set** column.
 - ▶ A **New Document Sets Assigned** message displays at the bottom of the page.

Additional Information

Assign Document Sets Table Field Overview

Organization Name

The name of the organization participating on a project. This includes Subcontractors, On-System Sub-Tiers, and Lien Waiver Only Sub-Tiers (LW Subs).

Organization Type

The type of organization participating on the project. A project participant's organization type determines how they interact with the application.

Contract Number

A number used to define a contract. This is the contract belonging to the organization participating on your project.

Vendor ID

The number your accounting package uses to identify a Subcontractor.

Description

A brief description of work explaining the purpose of the contract that will display on the invoice documents.

Assigned Document Set

The name of the document set currently assigned to an organization.

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Frequently Asked Questions

Why do I need to assign documents to on-system organizations separately from lien waiver only organizations?

The number of documents available for on-system organizations differs from that available to Lien Waiver Only Sub-Tiers (LW Subs).

An on-system organization might be expected to sign an invoice, unconditional lien waiver, lien waiver, sworn statement, pay-app cover sheet, or draft invoice while LW Subs can only sign unconditional and conditional lien waivers. For this reason, these two organization types need separate document sets and assignments.

Why is there a warning when I select some documents for my document set?

When a contract or project uses the serial signatory approval workflow, the documents chosen for a document set must support the correct number of approver signatures. You also need to make sure the assigned number of signatory approvers matches the number of expected signatures in the chosen document. If there is a mismatch, you will see an error message.

See ***Serial Approval Scenarios for General Contractors*** or ***Serial Approval Scenarios for Owners*** for an example of some of the different ways you can set up serial approval.

Why don't I see a "Notary Required" checkbox when selecting a document?

The **Notary Required** check box only displays when you select a document which supports electronic notarization.

What happens when I update a document in the middle of a draw period?

If you update the documents in a document set before a Subcontractor sends everything to their Signer, the new documents will be available at the time of signing for the current draw.

However, if you change the documents mid-draw after an organization already signed their documents but before you disburse payment, the new documents will go into effect in the next draw. If you want the documents to be available during the current draw, you will first need to reject the organization's draw documents.

Serial Approval Scenarios

Expand Steps

- 1) Ensure your approvers are assigned the **Invoice Approver** user permission.
See Updating a User Profile for General Contractors for how to make changes to a user profile.
- 2) Set up serial approval in your project settings.
From the **Draw** section, select the **Require serial approval signatures on invoice** option.

See the Draw Settings topic for more information on this and other draw-related project settings.

- 3) Assign signatory approvers on the **User Role** page.
To specify who will review and sign a submitted Subcontractor document and in what order, assign the **Serial Signatory Approvers** project role. The number assigned to a user signifies the order in which your serial signatory approvers will approve and sign a document.

Expand Steps

- 1) Ensure your approvers are assigned the **Invoice Approver** user permission.
See Updating a User Profile for Another User for how to make changes to a user profile.
- 2) Require approval signatures in your project settings.
 - ▶ From the Subcontract section, select the **Signature Serial Approval** option for the **Default Subcontractor Invoice Approval Method for New Subcontracts**.
 - ▶ From the **Draw** section of your **Project Settings** page, select the **Require serial approval signatures on invoice** option.

See the Subcontract Settings and Draw Settings topics for more information on these and other subcontract and draw-related project settings.
- 3) Create a subcontract with the **Serial Signatory Approval** invoice approval option.
If the project does not use the serial signatory approval method by default, you will need to specify this approval method when creating a subcontract. Choosing this option tells the application to prompt your serial signatory approvers to approve and sign the Subcontractor's submitted draw documents in a set order.

See the Contract Fields and Settings topic for more information on approval methods and other available contract settings.
- 4) Assign signatory approvers on the **User Role** page.

To specify who will review and sign a submitted Subcontractor document and in what order, assign the **Serial Signatory Approvers** project role. The number assigned to a user signifies the order in which your serial signatory approvers will approve and sign a document.

Expand Steps

- 1) Ensure your approvers are assigned the **Invoice Approver** user permission.
See Updating a User Profile for General Contractors for how to make changes to a user profile.
- 2) Set up serial approval in your project settings.
 - ▶ From the Subcontract section, select the **Signature Serial Approval** option for the **Default Subcontractor Invoice Approval Method for New Subcontracts**.
 - ▶ From the **Draw** section, select the **Require serial approval signatures on invoice** option.

See the Subcontract Settings and Draw Settings topics for more information on these and other subcontract and draw-related project settings.

- 3) **Create a document set.**

A document set includes the documents you expect a Subcontractor to sign while submitting their billing documents. These documents, at minimum, include an invoice and an unconditional lien waiver, but you can also require conditional lien waivers and sworn statements. You can assign a unique document set to individual subcontracts.

In order to use the serial signatory approval method, the documents chosen for your document sets must allow multiple approval signatures.

- 4) **Assign a document set.**

If a Subcontractor is required to submit documents which differ from the project's default document set, use the **Assign Document Sets** page to select and assign an available document set to the organization.

Expand Steps

- 1) Ensure your approvers are assigned the **Invoice Approver** user permission.
See Updating a User Profile for General Contractors for how to make changes to a user profile.
- 2) Set up serial approval in your project settings.
 - ▶ From the Subcontract section, select the **Signature Serial Approval** option for the **Default Subcontractor Invoice Approval Method for New Subcontracts**.

- ▶ From the **Draw** section, select the **Require serial approval signatures on invoice** option.

See the Subcontract Settings and Draw Settings topics for more information on these and other subcontract and draw-related project settings.

3) **Create a document set.**

A document set includes the documents you expect a Subcontractor to sign while submitting their billing documents. These documents, at minimum, include an invoice and an unconditional lien waiver, but you can also require conditional lien waivers and sworn statements. You can assign a unique document set to individual subcontracts.

In order to use the serial signatory approval method, the documents chosen for your document sets must allow multiple approval signatures.

4) **Assign a document set.**

If a Subcontractor is required to submit documents which differ from the project's default document set, use the **Assign Document Sets** page to select and assign an available document set to the organization.

5) Set up a conditional approval rule.

Conditional approval rules tell the application how to approach invoice approval based on set criteria. An invoice from a contract assigned to an approval group is routed to the assigned group instead of the default Approvers on the project.

When the number of signatory approvers required to approve an invoice for a specific contract is greater than the number of approvers required for default project documents, you will need to create a conditional approval rule to ensure your document and signing order are compatible with one another.

Note: Only default Approvers are assigned on the **Manage Project Users** page. Default approval cannot be modified on the **Project Approval Rules** page.
