

Oracle
Textura Payment Management
Document Sets for Main Contractors

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Title and Copyright Information

Oracle Textura Payment Management Document Sets for Main Contractors

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The Oracle logo, consisting of the word "ORACLE" in white, uppercase, sans-serif font, centered within a solid red rectangular background.

Contents

Creating and Using Document Sets for Main Contractors

Overview

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

Each document set for an on-system organisation will include at least a payment application document and VAT invoice option, but you can also add an additional document, supplement, pay-app cover sheet, and payment certificate. A document set for VAT Subs must include a VAT invoice, but you can also require a supplement.

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

Serial Approval and Document Sets

Serial Signatory Approval requires multiple Approvers to approve a payment application 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 Main Contractors** for four different ways to set up serial approval on the application.

FAQs

- ▶ **What happens when I update a document in the middle of a period?** (see page 11)
- ▶ **Why do I need to assign documents to on-system organisations separately from VAT invoice only organisations?** (see page 11)
- ▶ **Why don't I see a "Notary Required" tick box when selecting a document?** (see page 11)
- ▶ **Why is there a warning when I select some documents for my document set?** (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 Main 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)

Working with the Document Sets Page for Main Contractors

Document Sets

On-System **1** VAT Invoice Only

Document changes will apply immediately except when documents are ready for signature
If document set was applied after subcontractor signed documents, reject payment application to apply new documents.

3 Add

Document Set Name	Number of Contracts	Actions
On-system subcontractor and sub-tiers default documents	5	5
Serial approval with off-system notary	0	

2 Assign Document Sets

6 Add Document Set

On-System Document Set Name

☒ Filter by documents available for your organisation's bank country.

Required Qualifications: CTD/705 with 5 GC, M&G signatures & bank use

☐ Notary required

Additional Document: Basic Sworn Statement

☐ Notary required

Supplement 2

VAT Invoice: Generic Lien Waiver

☐ Notary required

Pay-App Cover Sheet: None

Payment Certificate: None

Cancel Add

- 1) Organisation Tabs:** You can create document sets for both Subcontractors and their Sub-Tiers. Create a document set for Subcontractor organisations on the Subcontractors tab and select the VAT Invoice Only tab to create a set for VAT Invoice Only Sub-Tiers (VAT Subs). Document sets for Subcontractors can include a payment application, VAT invoice, additional document, supplement, pay-app cover sheet, and payment certification. Document sets for VAT Subs can only include a VAT invoice and supplement.
- 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 an organisation working on your project.
- 3) Add Button:** Select the **Add** button to create a 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 period until the Subcontractor sends their payment application to their Signer. After that point, the documents will take effect in the following period unless you reject the Subcontractor's payment application 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 document set and to specify whether or not they require notarising.

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

Creating a Document Set for Main Contractors

To create a document set:

- 1) **Navigate to the Document Sets Page** (see page 6).
- 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: To create a document set for a VAT Invoice Only Sub-Tier (VAT Sub), select the **Invoice Only** tab.

- 3) Select the **Add** button.
An **Add Document Set** panel opens on the right side of the page.
- 4) In the panel, enter a name for your document set.
- 5) Optional. Select the **Filter by documents available for your organisation's bank country** tick box to limit the documents available for selection to those compatible with your banking country.
- 6) Select a payment application document.
- 7) Select a VAT invoice.
- 8) Optional. If applicable, select an option for the following documents:
 - ▶ Additional Document
 - ▶ Supplement 2
 - ▶ Pay-App Cover Sheet
 - ▶ Payment Certificate.

Note for all documents: 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 approval.

- 9) Select the **Add** button.
 - ▶ The document set displays in the **Document Set** table. If this is your first created document set, it automatically becomes the default document assigned to the organisations working on your project.
 - ▶ 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 organisation.

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**.

Assign Document Sets for Main 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.

Working with the Assign Document Sets Page for Main Contractors

The screenshot displays the 'Assign Document Sets' page in the Oracle Textura Payment Management system. The page includes a search bar (1) for filtering organizations, a 'Document Sets' button (2) to navigate to the document sets page, and an 'Assign Document Sets' button (3) to assign a document set to selected organizations. A table (4) lists organizations with columns for Organization Name, Organization Type, Contract Number, Vendor ID, Description, and Assigned Document Set. A right-hand pane (5) shows the 'Assign Document sets' dialog with dropdowns for selecting an organization and a document set, and 'Cancel' and 'Assign' buttons.

Organization Name	Organization Type	Contract Number	Vendor ID	Description	Assigned Document Set
<input checked="" type="checkbox"/> Blue Semiconductors	On System	004		Electrical	Serial Approval Additional Approver
<input checked="" type="checkbox"/> PennyPack Systems	VAT Invoice Only			Wiring	VAT Invoice and Supplement Needed
<input type="checkbox"/> Green Corp	On System	001		Earthwork & Site Prep	On-system subcontractor and sub-tiers default documents
<input type="checkbox"/> HVAC Corp	On System	5		HVAC	Notary Required
<input type="checkbox"/> Spruce Street Contracting	On System	0002		Steelwork	Notary Required
<input type="checkbox"/> Vision Corporation	On System	003		Painting & Design	On-system subcontractor and sub-tiers default documents

- 1) **Search Bar:** Use the search bar to filter the table to items based around your search term. You can search by organisation 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 VAT Invoice Only Sub-Tier (VAT Sub).
- 3) **Assign Document Sets Button:** Use this button to assign a document set to the selected organisations.
- 4) **Assign Document Set Table:** Lists all organisations working on your project, including the Sub-Tiers of your Subcontractors. You can assign document sets to both Subcontractors and VAT Subs as long as you have at least one document set up for that organisation 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 Set Page** (see page 8).
- 2) From the **Assign Document Sets** page, select one or more organisations. Select the tick box at the top of the table to select all available organisations.
- 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 organisations you selected on the **Assign Document Sets** page, you may see two drop-down lists, one for on-system and one for VAT Invoice Only organisations.
 - 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 organisation displays in **Assigned Document Set** column.
- ▶ A **New Document Sets Assigned** message displays at the bottom of the page.

Navigate to the Assign Document Set Page

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

Additional Information

Assign Document Sets Table Fields

Organisation Name

The name of the organisation participating on a project. This includes Subcontractors, On-System Sub-Tiers, VAT Invoice Only Sub-Tiers (VAT Subs), and Manual Sub-Tiers (Manual Subs).

Organisation Type

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

Contract Number

A number used to define a contract. This is the contract belonging to the organisation 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 claim documents.

Assigned Document Set

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

Title and Copyright Information	2
Creating and Using Document Sets for Main Contractors.....	3
Serial Approval Scenarios for Main Contractors.....	4
Working with the Document Sets Page for Main Contractors	5
Creating a Document Set for Main Contractors	6
Navigate to the Document Sets Page	6
Assign Document Sets for Main Contractors.....	7
Working with the Assign Document Sets Page for Main Contractors	7
Assigning a Document Set.....	7
Navigate to the Assign Document Set Page	8
Additional Information.....	8
Assign Document Sets Table Fields.....	8
Frequently Asked Questions	11
What happens when I update a document in the middle of a period?	11
Why do I need to assign documents to on-system organisations separately from VAT invoice only organisations?	11
Why don't I see a "Notary Required" tick box when selecting a document?	11
Why is there a warning when I select some documents for my document set?	11
Serial Approval Scenarios	13
Expand Steps.....	13
Expand Steps.....	13
Expand Steps.....	14
Expand Steps.....	14

Frequently Asked Questions

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

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

Why do I need to assign documents to on-system organisations separately from VAT invoice only organisations?

The number of documents available for on-system organisations differs from that available to VAT Invoice Only Sub-Tiers (VAT Subs).

An on-system organisation might be expected to sign a payment application, VAT Invoice, additional document, supplement, pay-app cover sheet, or payment certificate while VAT Subs can only sign VAT invoices and supplements. For this reason, these two organisation types need separate document sets and assignments.

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

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

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

Serial Approval Scenarios

Expand Steps

- 1) Ensure your approvers are assigned the **Payment Application Approver** user permission. See Updating a User Profile for Another User for how to make changes to a user profile.

- 2) Set up serial approval in your project settings.

From the **Period** section, select the **Require serial approval signatures on payment applications** option.

See the Period Settings topic for more information on this and other period-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 **Payment Application 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 Payment Application Approval Method for New Subcontracts**.

- ▶ From the **Period** section of your **Project Settings** page, select the **Require serial approval signatures on payment applications** option.

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

- 3) Create a subcontract with the **Serial Signatory Approval** payment application 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 period 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 **Payment Application Approver** user permission. See Updating a User Profile for Another User 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 Payment Application Approval Method for New Subcontracts**.
- ▶ From the **Period** section, select the **Require serial approval signatures on payment application** option.

See the Subcontract Settings and Period Settings topics for more information on these and other subcontract and period-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 a payment application and a VAT invoice, but you can also require an additional document, supplement, pay-app cover sheet, and payment certificate. 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 organisation.

Expand Steps

- 1) Ensure your approvers are assigned the **Payment Application Approver** user permission. See Updating a User Profile for Another User 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 Payment Application Approval Method for New Subcontracts**.
- ▶ From the **Period** section, select the **Require serial approval signatures on payment application** option.

See the Subcontract Settings and Period Settings topics for more information on these and other subcontract and period-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 a payment application and a VAT invoice, but you can also require an additional document, supplement, pay-app cover sheet, and payment certificate. 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 organisation.

5) ***Set up a conditional approval rule.***

Conditional approval rules tell the application how to approach payment application approval based on set criteria. A payment application 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 a payment application 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.
