

Oracle
**Textura Payment Management
Subcontractor Monthly Billing Guide**

February 2024



Oracle Textura Payment Management Subcontractor Monthly Billing Guide

Copyright © 2014, 2024, Oracle and/or its affiliates.

Primary Author: Oracle Corporation



Contents

Claim Process for Subcontractors

Overview

When your Head Contractor opens a period and invites you to submit your claim, you will receive an email notification notifying you to enter your progress claim. In addition, a project task is also created inviting to enter billing details. Log into Textura here if you have elected not to receive email notifications. Selecting the **Enter Billing Details** project task from the **Project Home** page opens the Billing Workflow.

Use the Billing Workflow to:

- ▶ enter stored materials
- ▶ record billing details
- ▶ enter payments made to Sub-Tiers
- ▶ add additional information (hours worked and licenses/certifications)
- ▶ review your final progress claim
- ▶ sign your claim

FAQs

I cannot claim or sign any documents (see page 27)

I do not see any open periods to submit my claim (see page 27)

Adding a variation with your claim (on page 27)

I missed the cutoff date to enter my progress claim (see page 28)

I submitted my claim, but need to adjust my final amounts (see page 28)

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)

Working with your Billing Workflow as Subcontractors

Enter Billing Details
Note: Retention held this period cannot be edited.

Go To Period Home Decline to Claim Save & Continue

Search Item No. and Description of Work Quick Filter All Rows Table View Standard Revert Save More

Item No.	Description of Work	% Complete	Scheduled Value	Previously Billed	Work This Period	Material Stored This Period	Completed to Date
01	Scaffolding Works	6.00%	90,000.00	4,050.00	1,350.00	0.00	5,400.00
Contract Sum to Date		6.00%	90,000.00	4,050.00	1,350.00	0.00	5,400.00
Submitted Variations			0.00	0.00	0.00	0.00	0.00
Proposed Contract Sum			90,000.00	4,050.00	1,350.00	0.00	5,400.00

1) **Your Billing Workflow** tabs: Tabs help you navigate through the billing workflow. The tab you see depends upon project settings set by the Head Contractor.

Tabs include:

- ▶ **Stored Materials:** Only available when projects use the **Track Stored Material Detail** project setting. Enter amounts to track materials used and stored on and off site during the draw.
 - ▶ **Progress:** Only available when the period allows progress billing. Track work completed during the period.
 - ▶ **Retention:** Always displays informational information about retention held, regardless of whether retention billing is allowed during the current period.
 - ▶ **Record Sub-Tiers:** Conditionally available depending on documents chosen by the Head Contractor. Record payments made to Sub-Tier Subcontractors during the period. You can also use this tab to add Manual and Statutory Declaration Only Sub-Tier Subcontractors or Suppliers.
 - ▶ **Additional Information:** Only available when a project tracks hours worked information.
 - ▶ **Review:** View a summary of the billing you entered for the period. Information includes progress and retention billing. If your company participates in a Textura Payment Accelerator program (TPA), you will also see associated fees and payments. This is the last step in the claiming progress before you sign your period documents. You must enter a progress claim number before your company Signer can apply a signature to the progress claim and associated documents.
- 2) **Net This Period:** A running balance of the net claim for the period appears in the page header.
 - 3) **Decline to Claim** button: Choose to not submit a claim this period.
 - 4) **Add Variations** button (Not Pictured): Add a new variation to the contract directly from the **Edit Billing Details** page.
 - 5) **Save & Continue** button: Save the current tab and progress to the next tab in your Billing Workflow. You can return to a previous tab at any time before signing your Period documents.

- 6) **Search and Filters:** Available on the **Stored Materials**, **Progress**, and **Retention** tabs. Easily find specific line items. You can also choose which line items you can see by changing the **Table View**.
- 7) **Revert** button: Discard changes made to the progress claim since the last time you saved the tab.
- 8) **Save** button: Save your progress.
- 9) **More** menu
 - ▶ **Contract Level Changes:** Use the **Contract Level Changes** option to quickly edit billing amounts across the entire progress claim. As long as retention or progress billing are not locked for the current period, you can enter a percentage to change either the percent complete or retention held across all line items.

If this is the final claim you plan to submit and you have completed all work on a project, you can select the **Bill Full and Final** tick box. When you select this tick box, the application will automatically request all previously held retention and update billing totals to reflect 100% completion. Not available on the **Stored Materials** tab.
 - ▶ **Export CSV:** Export an Excel document of the current claim.
 - ▶ **Upload Billing Amounts:** Import a CSV file with claim amounts. When you upload a file, the application will automatically enter your information into the period table. Download a template to ensure your document is formatted correctly for seamless integration. Not available on the **Stored Materials** tab.
 - ▶ **Clear Entire Progress Claim:** Return all current billing amounts to 0.00. Not available on the **Stored Materials** tab.
- 10) **Progress Claim table:** Available on the **Stored Materials** and **Progress** tabs. A list of billable line items based off of the lines you originally edited in your **Work Breakdown**. View previous and current billed amounts and enter your billing for the current period.

You can also add claim attachments to any line item in your progress claim table from the **Attachments** column (not pictured). All file types are accepted. Recommended file types include:

 - ▶ PDF
 - ▶ XLS
 - ▶ CSV
 - ▶ DOC
 - ▶ PNG
 - ▶ JPEG
- 11) **Expand** symbol (Not Pictured): When you contract a line to an on-system Sub-Tier, you can select the **Expand Symbol** to show Sub-Tier billing details. These details roll-up into your claim details for the line item. Select the contract number to see Sub-Tier billing information in a dialogue box.

Navigate to your Billing Workflow for Subcontractors

- ▶ The action to **Enter Billing Details for Period** appears under **Tasks**. You can find it on the **Tasks**, **Project Home**, and the **Period Home** pages.

Notes:

- The **Enter Billing Details** task remains available until the progress claim is signed.
 - The name of this link changes depending on your workflow step. For example, you may see **Record Sub-Tiers** if you already entered progress or retention billing amounts.
-
- ▶ If you are accessing your Billing Workflow as a part of the signing process, you will see a **Sign Claim** link on the **Tasks**, **Project Home**, and **Period Home** pages.

Filtering and Using Search for Subcontractors

You can search and filter the table in your Billing Workflow to easily navigate through line items.

Search Bar

Enter an item number or description to find a specific line item in the claim.

Quick Filter drop-down

Use the drop-down to easily change the table view. Options include:

- ▶ **All Rows:** See every line item available in the claim table.
- ▶ **Items Previously Billed:** Progress tab. View only line items which include amounts billed in previous periods.
- ▶ **Items Billed This Period:** Progress tab only. View only line items which include billing for the current period.
- ▶ **Items with a Balance:** View only line items which still have an outstanding balance greater than 0.00.

Using Table Views for Subcontractors

Available only on the **Progress** tab. Use the drop-down to change columns available in the claim table. Options include:

- ▶ **Standard:** The default view. The table includes columns for billing this period and billing to date.
- ▶ **Percent:** The table only includes a **% Complete** column for billing. You will still see columns for your scheduled value and retention amounts.
- ▶ **Unit:** Available when projects track unit billing. Bill for items based on quantity used.

Submitting Your Progress Claim

Before You Begin

- ▶ If applicable, approve Sub-Tier claims before entering your own claim. If you save and submit your claim to the Signer before approving them, the Sub-Tiers will be excluded from the period.

Note: Advanced Billing allows you to bill for a Sub-Tier's costs before you receive the Sub-Tier's invoice.

- ▶ Optional: Manage Sub-Tier Claims:
 - ▶ Add Period Participants: Invite your on-system Sub-Tiers to the period.
See *Manage Period Participants for Subcontractors* (https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Australasia/10306377.htm)
 - ▶ Approve Sub-tier Progress Claims: Review, modify and approve Sub-Tier progress claims.
See *Manage Progress Claims for Subcontractors* (https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Australasia/10306519.htm).
- ▶ See *Working with your Billing Workflow for Subcontractors* for a high-level overview of the tabs and options you may see.

High-Level Overview

The Billing Workflow guides you through the steps required to submit your claim to a Head Contractor. Available tabs and options are based on project and document settings chosen by the Head Contractor. You can move back and forth between workflow tabs until you proceed to the signing process.

To submit a progress claim to your Head Contractor:

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5).
The first tab you see depends upon project and period settings. Most users will see the **Progress** tab, unless the project tracks stored material usage.
- 2) Conditional based on project settings. When applicable, use the **Stored Materials** tab to enter details of materials you stored during the current period. When finished, select **Save & Continue**.
- 3) Enter progress billing on the **Recording Progress Billing for Subcontractors (on page 9)** tab and select **Save & Continue**.
- 4) Optional: Submit a new variation request. See **Requesting Variations** (on page 15).
- 5) Use the **Retention** tab to view or bill for retention values. When finished, select **Save & Continue**.
- 6) Conditional based on document settings. Use the **Recording Payments Made to Sub-Tiers** (on page 11) tab to record billing amounts made to Sub-Tier Subcontractors. When finished, select **Save & Continue**.
- 7) Conditional based on project and document settings. When applicable, use the **Additional Information** tab to capture **Recording Hours Worked for Subcontractors** (on page 13). When finished, select **Save & Continue**.

- 8) Use the **Reviewing your Billing and Proceeding to Signing for Subcontractors (on page 13)** tab to review your progress claim totals and sign documents before sending your claim to the Head Contractor for approval.

The **Next Steps** dialogue box confirms you successfully signed the claim documents and lists your outstanding tasks.

Optional Steps

- 1) **Print Period Documents:** Print a single period document or a group of period documents, including claims, statements and statutory declarations, and payment schedules once signed by the Head Contractor.

See **Print Period Documents**

(https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Australasia/10306797_1.htm).

- 2) **Review Attachments:** View files uploaded by Sub-Tiers or attach supporting documents for your claim to the Head Contractor.

See **Attachments**

(https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Australasia/10306560.htm).

Recording Stored Materials on the Stored Materials Tab for Subcontractors

To enter stored materials as a part of your Billing Workflow for Subcontractors:

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5).

When projects have stored material recording enabled, this is the first tab you will see when you begin the billing process in your Billing Workflow.

- 2) Choose a line to bill against. The selected field will have a darker border than the other cells in the table.

Notes:

- **Cannot edit one of these fields?** Some Head Contractors use component types to specify how labour or stored materials can be billed. When used, Subcontractor billing is limited by the component type.
- If a line includes a Sub-Tier subcontract, the Self-Performed and Contracted lines display beneath the Total line. You can enter amounts on the Total line or the Self-Performed line.

- 3) For materials used on site, review and enter an amount for the following fields:

- ▶ **Previous Stored Materials:** Review this field to see the total amount of materials received on site before the current period.
- ▶ **Consumed This Period:** Use this field to record materials that are used during the current period. The materials may have been received in a prior period or in the current period. This field is not used to calculate payment.
- ▶ **Received This Period:** Use this field to record materials that are received and stored on site during the current period. This field is used to calculate the payment.

- ▶ **Materials Stored to Date:** Review this field. This field includes the **Previous Stored Materials** amount plus the **Received This Period** amount less the **Consumed This Period** amount.
- 4) For materials used off site, review and enter an amount for the following fields:
- ▶ **Previous Stored Materials:** Review this field to see the total amount of materials received off site before the current period.
 - ▶ **Consumed This Period:** Use this field to record materials that are used during the current period.
 - ▶ **Received This Period:** Use this field to record materials that are received and stored off site during the current period.
 - ▶ **Materials Stored to Date:** Review this field. This field includes the **Previous Stored Materials** amount plus the **Received This Period** amount less the **Consumed This Period** amount.
- 5) Select the **Save & Continue** button to progress to the next tab in your billing process.
- ▶ Amounts added to the **Stored Material** tab are shown in the **Material** columns on the **Progress** tab.
 - ▶ You can return to the **Stored Materials** tab at any time while working through the billing process.

Tips

- ▶ Amounts are automatically saved when you move from one line to the next.
- ▶ **Material Stored to Date** is the sum of the **Off Site Stored to Date** amount and the **On Site Stored to Date** amount.

Recording Progress Billing for Subcontractors

To enter progress billing details as a Subcontractor on the **Progress** tab of your Billing Workflow:

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5).
 - ▶ The **Progress** tab will display first for most users beginning the claiming process.
 - ▶ If a project allows stored material tracking, this will be the second tab in the claiming process.
 - ▶ If the current period does not allow progress billing, you will not see this tab.
- 2) Enter billing amounts:
 - a. Choose a line to bill against. The selected field will have a darker border than the other cells in the table.

Unable to edit a field? Some Head Contractors use component types to specify how labour or stored materials can be billed. Subcontractor billing is then limited by the component type.

- b. Enter an amount under the **Work This Period** column.
Once an amount billed is entered:

- Amounts in the **% Complete, Completed to Date, and Net This Period** are automatically calculated
 - The **Retention Held This Period** amount is automatically calculated. The retention calculation is based on the project's default percentage.
- 3) Optional. Add comments to a line for later review or as a message to an on-system user. The line item comments entered here are visible to your Head Contractor when they view or modify your progress claim.
- a. In the **Description of Work** column, select the speech button icon. A **Comments and History** dialogue box displays.
 - b. In the available field in the dialogue box, enter your comment.
 - c. Select **Ok**.
The dialogue box closes and the speech bubble icon turns blue. Select the blue icon to view available comments.
- 4) Check the claim totals at the bottom of the page.
- 5) Select the **Save & Continue** button to progress to the next tab in your Billing Workflow.

There are two additional ways to update billing totals on the **Progress** tab:

- 1) Bill for a completed percentage
- 2) Bill for stored materials.

Bill % Complete

To bill based on percentage, update the amount in the **% Complete** field. The **Work This Period** field shows the dollar amount. All other fields are automatically calculated.

Tip

Claim amounts may not exceed the remaining balance for any line item.

Bill for Material Stored This Period

Enter the dollar amount of material stored between the **Period From** and **Period To** dates in the **Material Stored This Period** field.

Notes:

- Entering an amount in this field automatically adjusts **Completed to Date** field.
- **See two Materials columns?** If your project uses the **Track Stored Material Details** project setting, then you must record when the materials are received and when they are consumed. This is the first tab you will see when entering a progress claim.
- **Need to bill for previously held retention?** A Head Contractor must allow retention billing for the period. You will request retention on the **Retention** tab of your Billing Workflow.
- The claim is not submitted for payment until it is signed. Final claims must be signed by the Subcontractor to be included in a period.
- Claims can be saved at any time or edited until the progress claim

has been signed. You can also move between any of the available claim tabs before signing the progress claim.

- The **Progress** tab page automatically includes values for % **Complete**, **Scheduled Value**, and **Previously Billed** amounts. The total in these columns carry over from previous claims.
 - On-system Sub-Tier billing amounts are rolled-up into the Prime Subcontractor's progress claim. If a line includes a subcontract, it is expandable. Use the expand symbol in the first column on the **Progress** tab of your Billing Workflow to see both the Self-Performed and Subcontract lines. To ensure the Sub-Tier amounts are included in the total, enter your claim amounts on the Self-Performed line.
-

Billing for Subcontractor Retention

The retention summary display shows your retention status to date and in the current claim. If applicable, you can claim retention previously held on your contract. The status message under the page header will indicate if you can claim retention.

To bill for retention:

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5).

Depending on settings selected by the Head Contractor, you might see the **Stored Materials** or **Progress** tab upon navigating to the page.

If you do not automatically see the **Retention** tab, select it from the blue bar at the top of the page.

- 2) Review retention information in the **Retention Summary** card. You can also see retention rules for the project in the **Contract Retention Settings** card.
- 3) In the **Request Previously Held** field, enter the amount you would like to bill. The amount cannot exceed the **Retention To Date** value.
- 4) Select the **Save & Continue** button to progress to the next tab in the billing process.

Recording Payments Made to Sub-Tiers

To record payment information:

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5).
- 2) From your Billing Workflow, select the **Record Sub-Tiers** tab.
- 3) (Optional) Add Sub-Tier Subcontractors and Suppliers. Include all Suppliers and organisations you are going to pay through the project.
 - a. Select **Add New Sub Tier**.
A dialogue box opens.
 - b. In the dialogue box, enter the name of the Sub-Tier in the **Organisation Name** field.

Notes:

- If your Suppliers are required to statutory declarations on the system,

use the auto-complete feature.

- When you start entering an organisation's name, auto-complete shows a drop-down list of matching organisations on the system.

c. Enter **Location** information.

Required Fields:

- Country
- City
- State
- Postal Code
- Phone Number
- Tax ID

Optional:

- Address
- Contact Name

d. Select **Save**.

Organisation information displays in a table on the **Record Sub-Tiers** tab. If location is editable, you can select the pencil icon in the table to make changes.

- 4) Select an organisation.
- 5) In the **Service** field, enter a description for the services the Sub-Tier provided.
- 6) In the **Contract Amount** field, enter the total expected value of the Sub-Tier's contracted services.
- 7) In the **Current Payment** field, enter a payment amount.
- 8) Confirm that the amounts are correct, and select the **Save & Continue** button to progress to the next step of your Billing workflow.

Note: The invoice is not submitted for payment until it is signed. Final invoices must be signed by the Subcontractor in order to be included in a draw.

Informational Fields

Users cannot edit the following informational fields:

- ▶ **Org Status:** Shows the relationship between the Sub-Tier and the Prime Subcontractor
 - ▶ **Manual:** An off-system organisation that provides materials or additional labor for an on-system Subcontractor
 - ▶ **SD Sub** (Statutory Declaration Only Sub-Tier): An off-system organisation that provides materials or additional labor for an on-system Subcontractor, is paid off-system, but provides statutory declarations through the system
 - ▶ **On-Sys:** A Sub-Tier Subcontractor or Supplier that provides materials or additional labor for an on-system Subcontractor, provides statutory declarations through the system and is paid through the system

Note: On-System Sub-Tiers will display on the **Record Sub-Tiers** tab,

but the fields are not editable.

Did you forget to invite an On-System Sub-Tier?

If an expected payment is not included on the **Record Sub-Tiers** tab, add a period participant. If you proceed to the signing step before approving a Sub-Tier's claim, the Sub-Tier will be excluded from the period.

-
- ▶ **Location:** Displays the location entered in an on-system contract. This field is editable for Manual Sub-Tiers.
 - ▶ **Previously Paid:** Shows the dollar amount of the work billed for this line item, before the period
 - ▶ **Balance Due:** Shows the amount left to bill on the contract (the total amount of work outstanding on the contract)

Recording Hours Worked for Subcontractors

To enter the hours you worked:

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5).
- 2) Select the **Additional Information** tab.
- 3) Under the **Total Hours Worked** section, enter the number of hours worked during the period into the **Total Hours Worked This Period** field.
- 4) Select **Save & Continue**.

Hours worked are saved, the tab closes, and the **Review** tab opens.

Missing this tab? This tab is triggered by a project setting selected by the Head Contractor. Hours only need to be reported if the project setting is used.

Tip

If you are a Prime Subcontractor, you must include hours worked by you and your Sub-Tier Subcontractors in the **Total Hours Worked** field.

Hours reported by your on-system Sub-Tier Subcontractors display on page. The **Hours reported by on-system Subcontractors** field is populated when a Sub-Tier Subcontractor's claim is approved.

Note: Hours reported on unapproved claims will not be included in this field.

Reviewing your Billing and Proceeding to Signing for Subcontractors

To review and continue to signing your period documents:

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5).

- 2) Select the **Review** tab.
- 3) From the **Billing Summary** card, review your billing summary.
- 4) Enter a claim number. This is a required field and you cannot proceed to signing without it.
- 5) Select the tick box for your security of payment act.

Note: The label of this tick box changes depending on your territory and the payment act in affect. For example, if you are located in New South Wales, the tick box will say, "Claim under Building and Construction Industry Security of Payment Act 1999." The Building and Construction Industry Act is also applicable if you are located in New Zealand.

- 6) (Optional) Select **No, take me to billing values** to continue modifying your claim amounts on previous tabs in your Billing Workflow.
- 7) Select the **Yes, proceed to signing** button.
 - ▶ The application notifies the Signer that there are documents ready for signing.
 - ▶ If you are the Signer, a **Sign Billing Documents** card displays. You will use this and additional cards to access DocuSign to sign all period documents, including statutory declarations.

Signing Documents for Subcontractors

To sign a document on the **Review** tab of your Billing Workflow:

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5).
- 2) From the **Review** tab, select the **Sign Billing Documents** button.

If your documents require optional fields, an **Enter Optional Fields** dialogue box displays. Optional fields may include item codes or statutory declaration exceptions.

 - a. (Optional) In the **Enter Optional Fields** dialogue box, complete the fields required for your documents.
 - b. Select the **Save** button.

All documents requiring a signature open up in a DocuSign portal. Instructions appear at the top of the page.
- 3) From the top of the DocuSign page, select the **Continue** button.
- 4) (Optional) Select **Start** to help guide you through the signing process. Each time you apply your signature, a blue tab helps direct you towards the next step.
- 5) Select the highlighted area in the document to apply your signature.
- 6) Continue through all of your documents, applying your signature to all highlighted fields.
- 7) After you apply your signature to all of the highlighted areas, select the **Finish** button at the top of the page.
 - ▶ A success message displays, confirming you finished signing your documents.
 - ▶ A green check mark displays along with a message with the date and time when you signed the billing documents displays on the **Sign Billing Documents** card.
 - ▶ A **Sign Statutory Declaration** card appears on the **Review** tab.
- 8) From the **Sign Statutory Declaration** card, select the **Sign Statutory Declaration** button.

The statutory declaration document opens in a DocuSign portal.

- 9) Follow steps three through seven to sign the statutory declaration.

When you finish, a **Next Steps** dialogue box displays, confirming you finished signing your document and sent your payment application forward for approval. You can navigate to additional outstanding tasks from this dialogue box.

Requesting Variations

You can request a variation to increase or decrease your contract value on a project.

To request a variation:

- 1) From the **Enter Billing Details** page, use the **More** drop-down menu to select **Request Variations**. You can also access the **Request Variations** page from the **My Contract** menu.
- 2) From the **Request Variation** dialogue box, enter a number, title, and description for the variation request. These are all required fields.
 - ▶ Number: An identifying number for the variation request
 - ▶ Title: A heading for the variation request
 - ▶ Description: Details of the works covered under the variation request
- 3) Optional. Upload a variation attachment.
- 4) Enter a monetary value to request a change to your budget.
- 5) Optional. Select the **Work Started** tick box to indicate your organisation already commenced the corresponding works.
- 6) Optional. Enter a date to reflect the starting date of the works.

This field only appears if you select the **Work Started** tick box.
- 7) Optional. Select the **Add Line** button and repeat steps 2 through 6 if you need to request multiple variations in the same session.
- 8) Tick the **Select** box to the left of each variation.
- 9) Select the **Submit Selected** button to send your variation request to the Head Contractor for assessment.
 - ▶ Once you submit a variation, it cannot be edited.
 - ▶ If you are not ready to submit your variation request, you can select the **Save Draft** button. Your entries are saved and you can return to edit them later.
 - ▶ If you already have your variation recorded in an Excel spreadsheet, you can upload it directly.

Variations can be uploaded from comma-separated value (CSV) files. This is useful if there are multiple variations to submit which have been recorded externally in an Excel spreadsheet. See topic [Uploading Variations from a CSV](#).

Review and Submit Compliance Requirements

The **Edit Compliance Status** page shows a **Standard** tab for documents that must be submitted once per project or documents that expire. Separate tabs show recurring requirements. Recurring documents are documents that must be submitted on a periodic basis.

There are two ways to get to the **Edit Compliance Status** page.

Project Action

- 1) Choose the **Submit Compliance Requirements** action on the **Project Home Page**.

Note: Multiple **Submit Compliance** actions group beneath a collapsed category header. Choose the **Show Submit Compliance** header to show all available actions.

The system displays the **Compliance Requirement Update** page.

- 2) Choose the **Click here to review and submit your compliance requirements** button.

Compliance Menu

- 1) Choose **My Requirement Status** from the **Compliance** drop-down menu at the top of any project page..
- 2) Determine which documents must be submitted or updated. Look at the **Status** column to see the status of a requirement.

Note: The legend defines each status.

- ▶ **Green** means a requirement is compliant.
 - ▶ **Yellow** means:
 - A Standard requirement expires within 60 days
 - A Recurring requirement has not been received in a period with a claim that has been submitted, but not yet approved.
 - ▶ **Red** means:
 - A Standard requirement expired or was not received
 - A Recurring requirement has not been received in a period with an approved progress claim.
 - ▶ **Gray** means:
 - A Standard requirement is not tracked
 - A Recurring requirement is not tracked and no more documents are expected
 - A Recurring requirement is not applicable for the Period or for a given cycle.
- 3) Review the instructions and consequences.
 - ▶ The **When Expired or Missing** column describes the enforcement for missing documents.
 - **Withhold Payments**
 - A notification is sent by the system when the document is out of compliance
 - Payments are held until the document is in compliance with the requirement.
 - **Advise Only**—A notification is sent by the system when the document is out of compliance.
 - ▶ The **Subcontractor Instructions** column shows any specific directions added by the Head Contractor.

- 4) If a Head Contractor allows electronic submission, a **Submit** link displays in the **Document Action** column. Choose the **Submit** link for the requirement. A **Manage Attachments** dialog appears.

Note: The **Submit** link will not display if electronic submission is disabled. Review the **Subcontractor Instructions** or contact your Head Contractor to determine how the documents should be submitted.

- 5) Choose the **Browse** button.
A **File Upload** dialog appears.
- 6) Locate the document file on your computer.
- 7) Select the file and choose the **Open** button.
The file name appears on the **Manage Attachments** dialog.
- 8) Save attachments.
- 9) Choose the **Save** button.

Note: You cannot save unless a file is attached. If you don't have a file to attach, choose **Cancel**.

The dialog disappears and a **View** link displays in the **Document Action** column of the requirement. If the **View** link is available, your document has been successfully sent to the Head Contractor for review

- 10) The system notifies the Head Contractor that your documents have been submitted.

Tip

Submitting a document does not automatically change your compliance status. The Head Contractor must update your compliance status for it to change.

Note: Contact **Oracle Support**
https://docs.oracle.com/cd/E97085_01/10313339.htm for help tracking document requirements for Sub-Tiers.

Navigate to the Edit Compliance Status Page

There are two ways to get to the **Edit Compliance Status** page.

Project Action

- 1) Choose the **Submit Compliance Requirements** action on the **Project Home Page**.

Note: Multiple **Submit Compliance** actions group beneath a collapsed category header. Choose the **Show Submit Compliance** header to show all available actions.

The system displays the **Compliance Requirement Update** page.

- 2) Choose the **Click here to review and submit your compliance requirements** button.

Compliance Menu

Choose **My Requirement Status** from the **Compliance** drop-down menu at the top of any project page.

Additional Information

Progress Tab Fields Overview

Editable Fields on the Progress Tab

Unable to edit one of these fields? Some Head Contractors use component types to specify how labour or stored materials can be billed. When component types are used, Subcontractor billing is limited by the component type.

% Complete

Bill a percentage of work completed in the current and all previous periods. Entering an amount will automatically adjust the **Work This Period** field.

Work This Period

Bill for the dollar amount of the work completed between the **Period From** and **Period To** dates. Entering an amount in this field will automatically adjust the **% Completed** field.

Material Stored This Period

Bill the for the dollar amount of material stored between the **Period From** and **Period To** dates. Entering an amount in this field will automatically adjust the **Completed to Date** and **% Complete** fields.

See two Materials columns? If your project uses the **Track Stored Material Details** project setting, then participants must record when the materials are received and when they are consumed. You will also see a **Stored Materials** tab at the top of the page. This is the first tab you will see an complete as a part of your Billing Workflow.

Completed to Date

Bill for the total dollar amount of material stored for the current and previous periods. Entering an amount in this field will automatically adjust the **Work This Period** field.

Attachments

Select the icon to add an attachment to the claimed line. This column includes a count of how many attachments are currently uploaded for the line item.

Informational Fields

Expand Arrow

Allows you to show or hide line item details. Use the expand symbol in the first table column to see the Self-Performed and contracted lines. If you select a subcontract number from the expanded line, you can drill down into more billing details in a dialogue box.

Description of Work

A name given to the line item. This description carries over from your Work Breakdown.

Work Breakdown

Current total value for the line item.

Completed to Date

Dollar amount of the work billed for this line item, before the period.

Retention to Date

Amount of retention held in retention before the current period.

Retention % to Date

The rate in which retention was held before the current period.

Net This Period

The amount billed during this period, less retention held.

Sub-Tier Rollup on Progress Claims Overview

As a Prime Subcontractor you can set up Sub-Tier Subcontractors and Suppliers directly.

Sub-Tier Progress Claim Lines in the your Billing Workflow

On-system Sub-Tier lines are rolled-up into the Subcontractor's progress claim. If a Subcontract is included in a line, the line is expandable. An expand symbol will display in the first column in the claims table. When expanded, the component will include a line with your self-performed billing details and a line for contracted billing totals. Select the **Contracted** link to open a dialogue box with more details on Sub-Tier billing amounts. Beneath the table, there are three additional lines:

- ▶ **Total line:** The amount to be included in the claim to the Head Contractor.

Note: Approved Sub-Tier claim amounts are included on the **Total** line. When you enter claim amounts on the Self-Performed line, the **Total** amounts are updated.

- ▶ **Self-Performed Line:** A line the Subcontractor can bill against, indicated by the Subcontractor's name (the difference between the Sub-Tier line and the total).

Note: Enter claim information on the Self-Performed lines.

- ▶ **Contracted Line:** A line that shows the Sub-Tier Subcontractor's billing, indicated by the Sub-Tier's name, a link to the Subcontract, and the Subcontract value and approved claim amounts. You can access this information in the dialogue box.

Note: You, as the Prime Subcontractor, cannot edit the Sub-Tier lines in your Billing Workflow.

Importing a Progress Claim for Subcontractors

To import a progress claim as a part of your Billing Workflow:

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5).
 - ▶ The **Progress** tab will display first for most users beginning the claiming process.
 - ▶ If a project allows stored material tracking, this will be the second tab in the claiming process.
 - ▶ If the current period does not allow progress billing, you will not see this tab.
- 2) From the **More** menu on the **Progress** tab, select **Upload Billing Amounts**. An **Upload Billing Amounts** dialogue box opens.
- 3) In the dialogue box, choose to upload either:
 - ▶ **This Period Billing Amounts:** The amount you want to bill for this period.
 - ▶ **To Date Billing Amounts:** Amounts billed until the current billing period.
- 4) Select the **Download Template** button to get a pre-formatted Excel spreadsheet for uploading. The template includes codes, description, budget amounts, and the current billing amounts for the line items in your contract.
- 5) Update the file with desired billing and retention values.

Caution: If your retention amounts do not meet the retention settings, the system will override the amounts in the file.

- 6) Save the CSV file.
- 7) Fill out the CSV file and save it.
- 8) From the dialogue box, select the ellipses (...) to find and select your file.
The selected file name will display in the dialogue box.
- 9) Select the **Upload** button.
The dialogue box closes and the values from the uploaded CSV appear in the table.
- 10) Review the imported entries in your Billing Workflow.
- 11) Select **Save & Continue** to progress to the next tab in your billing process.

Declining to Claim for Subcontractors

Decline to claim if no work was completed in the period.

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5).
Depending on project and period settings, you will see the **Stored Materials**, **Progress**, or **Retention** tab.
- 2) From your Billing Workflow, select the **Decline to Claim** button.

A dialogue box displays.

- 3) In the dialogue box, enter a reason for declining to claim.
- 4) Select the **Decline** button.
 - ▶ The application navigates to the **Project Home** page and a message confirms you successfully declined to claim for the period.
 - ▶ The Head Contractor, the Subcontractor, and any Sub-Tiers receive an email that shows the Subcontractor declined to claim. It includes the reason entered in the **Decline to Claim** dialogue box.

Caution: There is no undoing this step. If you choose to decline to claim, all changes are lost and you are immediately removed from the period. If you have inadvertently declined to claim this period, contact your Head Contractor to re-invite you to claim for the period.

Configuring Subcontractor Unit Billing

If your project uses **Unit Price Billing**, you may enter a claim in units and quantities instead of dollar amounts. Some specialised claim formats require **Unit Price Billing**.

From the **Table View** drop-down list, select the **Unit** option to view additional fields in the claim table:

- ▶ Unit Price
 - ▶ Unit Name
 - ▶ Scheduled Qty (Quantity)
 - ▶ Previous Qty (Quantity)
 - ▶ Qty (Quantity) This Period
 - ▶ Material Qty (Quantity) This Period
 - ▶ Qty (Quantity) Completed to Date
- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5).
 - ▶ The **Progress** tab will display first for most users beginning the claim process.
 - ▶ If a project allows stored material tracking, this will be the second tab in the claim process.
 - ▶ If the current period does not allow progress billing, you will not see this tab.
 - 2) Enter billing amounts:
 - a. Choose a line to bill against. The selected field will have a darker border than the other cells in the table.
 - b. In the **Work Completed This Period Qty** column, enter a quantity.
 - Amounts in the **% Complete**, **Work Period**, and **Qty Completed To Date** columns automatically update once the amount billed is entered.
 - **Retention This Period** automatically calculates based on the contract's default percentage, which is selected by the Head Contractor.
 - 3) Select the **Save & Continue** button to progress to the next tab in the billing workflow.

Note: The claim is not submitted for payment until it is signed. Final claims must be signed by the Subcontractor in order to be included in a period.

Claiming with Specified Billing and Advance Billing

Specified Billing

A Head Contractor can use the **Specified Billing** setting to enter a claim on behalf of a Subcontractor. As a Subcontractor, you approve and sign the progress claim.

If the project includes **Specified Billing**, you cannot enter or modify progress claim details.

Advance Billing

If a Subcontract includes **Advance Billing**, you may bill for Sub-Tier costs in your Billing Workflow. You can claim for a Sub-Tier even if the Sub-Tier does not claim or submits a late progress claim.

- ▶ An amount billed on a component total line can be greater than the self-performed line
- ▶ Total amount billed cannot exceed a component's Scheduled Value

Note: The **Balance to Finish** will be negative on the self-performed line.

- ▶ Sub-Tier amount remain zero until the Sub-Tier submits a claim or the Subcontractor enters an amount greater than the self-performed total
- ▶ Approved Sub-Tier amounts appear on the **Progress** tab of your Billing Workflow for reference.

DocuSign Overview

Documents signed within the Textura Payment Management (TPM) application are signed using DocuSign's secure cloud platform. As the market-leader in digital signature capabilities, DocuSign meets the industry's rigorous security certification standards and operations. DocuSign's comprehensive approach ensures the security, privacy, compliance, and enforceability of your DocuSign transactions.

TPM will notify the Signer when the billing documents are ready for a signature. With DocuSign integration, the signing process does not require the Signer to enter a PIN to at the time of signing due to robust single-sign-on between TPM and the DocuSign platform. DocuSign provides on-screen instructions and visual guides for each step, ensuring an intuitive end-user experience. During the signing process, the Signer signs all documents consecutively. Once the Signer applies a signature to all necessary places, the **Finish** button returns the Signer to TPM.

Each page of a document signed on TPM will now contain a stamp indicating the secure DocuSign Envelope ID that contains that document. The Envelope ID is the permanent reference to the DocuSign signing transaction for that document, and you can use it to access the DocuSign Certificate of Completion described below.

- ▶ **Enforceability and Non-Repudiation of Transactions**
- ▶ **Certificates of Completion.**

Download this DocuSign Overview as a PDF file

https://docs.oracle.com/cd/E97083_01/en/docusign/tpm_docusign_guide_aus.pdf.

Enforceability and Non-Repudiation of Transactions

DocuSign takes the security, integrity, and enforceability of the documents signed on their platform very seriously. As noted in their documentation at <https://www.docusign.com/how-it-works/security> (see <https://www.docusign.com/how-it-works/security> - <https://www.docusign.com/how-it-works/security>), DocuSign employs best-in-class security and privacy standards for and industry-leading technology to ensure the integrity of signatures for documents signed using their platform. As a result, DocuSign is willing to attest to the validity of documents signed with their technology, allowing DocuSign to warrant compliance with the ESIGN Act.

All documents signed on the DocuSign platform utilize a hashing algorithm you can use to verify that the documents have not been modified, and DocuSign's PKI digital certificate technology secures documents and signatures with tamper-evident seals. These seals are visible from most PDF viewers including **Adobe Reader** (see Adobe Reader - <https://support.docusign.com/en/guides/ndse-user-guide-sending-digital-certificates>) and **BlueBeam** (see BlueBeam - <https://support.bluebeam.com/online-help/revu2018/Content/RevuHelp/Tutorials/Digital-Signatures.htm>), as shown below.



Each document signed in TPM using DocuSign will now include the tamper-evident seal. This seal allows confirmation of the following, without returning to TPM to review a vaulted copy of the document:

- ▶ The document has not been modified or tampered with since the signature was applied
- ▶ The signer's identity is valid
- ▶ The time of the signature was recorded properly.

Additionally, DocuSign provides this online utility you can use to verify a document signed on their platform: <https://validator.docusign.com/> (see <https://validator.docusign.com/> - <https://validator.docusign.com/>).

Note: Documents downloaded individually from the TPM application will contain the tamper-evident seal. However, documents combined into a single PDF, as from the **Print Period Documents** page, will not contain the DocuSign seal on the resulting PDF.

Certificate of Completion

In addition to the tamper-evident seal that accompanies each document, DocuSign also provides a court-admissible, digitally signed, and tamper-evident **Certificate of Completion** (see Certificate of Completion - <https://support.docusign.com/en/guides/ndse-user-guide-history-coc>) that contains a comprehensive audit trail for each envelope which includes:

- ▶ Signing parties' names
- ▶ Digital signatures
- ▶ Public IP addresses
- ▶ Signing location (if provided)
- ▶ Chain of custody (sent, viewed, signed, etc.)
- ▶ Timestamps.

Unlike the historic documents signed on TPM using Pronto, the documents signed using DocuSign do not contain an embedded link you can use to access the audit trail and vaulted copy of the document.

To facilitate review of the detailed audit trail associated with any DocuSign envelope signed on TPM, TPM will provide several mechanisms to retrieve the DocuSign Certificate of Completion for a specific envelope signed on the platform. First, Certificates of Completion will be available for download from the **Progress Claim Control Log** page in TPM. Second, you can access a new publicly accessible portal at <https://cpm.texturacorp.com/docusign> (see <https://cpm.texturacorp.com/docusign> - <https://cpm.texturacorp.com/docusign>) to download a tamper-evident Certificate of Completion using the Envelope ID printed on each document.

In an upcoming release, the Certificate of Completion will also be added to the **Print Period Documents** page you can download the document in bulk if required.

Note: To ensure the enforceability of all documents signed on TPM using Pronto, Oracle will continue to support access to the vaulted copy of each document and the signature audit information linked to from documents signed on TPM via Pronto for 10 years from the signing date of the document.

Claim Process for Subcontractors	3
Working with your Billing Workflow as Subcontractors	4
Navigate to your Billing Workflow for Subcontractors.....	5
Filtering and Using Search for Subcontractors	6
Using Table Views for Subcontractors	6

Submitting Your Progress Claim	7
Recording Stored Materials on the Stored Materials Tab for Subcontractors	8
Recording Progress Billing for Subcontractors.....	9
Billing for Subcontractor Retention	11
Recording Payments Made to Sub-Tiers.....	11
Recording Hours Worked for Subcontractors.....	13
Reviewing your Billing and Proceeding to Signing for Subcontractors	13
Signing Documents for Subcontractors.....	14
Requesting Variations	15
Review and Submit Compliance Requirements	15
Navigate to the Edit Compliance Status Page.....	17
Additional Information.....	18
Progress Tab Fields Overview.....	18
Sub-Tier Rollup on Progress Claims Overview.....	19
Importing a Progress Claim for Subcontractors	20
Declining to Claim for Subcontractors	20
Configuring Subcontractor Unit Billing.....	21
Claiming with Specified Billing and Advance Billing.....	22
DocuSign Overview.....	22
Enforceability and Non-Repudiation of Transactions.....	23
Certificate of Completion	24
Frequently Asked Questions	27
I cannot claim or sign any documents	27
I do not see any open periods to submit my claim.....	27
Adding a variation with your claim	27
I missed the cutoff date to enter my progress claim	28
I submitted my claim, but need to adjust my final amounts.....	28

Frequently Asked Questions

I cannot claim or sign any documents

You may not have the correct user permissions or project roles to perform these actions. If you are an Enterprise or Local Administrator, you can review and update your user permissions on the **User Profile**. To claim, you need the **Manage Projects** permission. If you are managing compliance documentation you need the **Manage Compliance** permission. If you need to sign documents, you need the **Sign on Behalf of the Company** permission.

If your user permissions are correct, review the user permissions assigned to you for the project.

- 1) From the **Project Setup** menu at the top of the **Project Home** page, select **User Roles**.
- 2) On the **User Roles** page, ensure you have the following user role assigned to you, depending on which action you need to perform:
 - ▶ **Project Manager**: Assign or reassign project responsibilities, whether or not they are Administrators
 - ▶ **Compliance Manager**: Manage document compliance
 - ▶ **Signer**: Sign project documents on behalf of the company, including the progress claim.

In order to claim on TPM, you need at least one user in your organisation assigned to each role.

Note: Only Enterprise Administrators, Local Administrators, and users who were already assigned the Project Manager (PM) user role can assign user roles. If you are not an administrator or for your organisation or a PM for the project on TPM and you need to be assigned one of these roles, contact an administrative Textura user in your organisation or the project's PM for assistance.

- 3) If you are already a PM or an Administrator, select the Signer user role to allow yourself to sign documents.
- 4) When finished selecting your desired user roles, select the **Save** button.

I do not see any open periods to submit my claim

Contact your Head Contractor organisation to confirm they opened the period. Your Head Contractor can invite you to claim when the period opens.

Adding a variation with your claim

As part of the progress claim submission process, Subcontractors can submit variations on their contracts and claim against them.

To add a new variation:

- 1) From the **Enter Billing Details** page, select the **Add Variations**.
- 2) Enter details in the fields provided:
 - ▶ **Number:** An identifying number for the variation request
 - ▶ **Title:** A heading for the variation request
 - ▶ **Description:** Details of the works covered under the variation request
 - ▶ **Attachments:** Optional. Add relevant files to the variation assessment, such as work orders or site photos
 - ▶ **Work Started:** Optional. Denotes whether the works covered under the variation request have commenced
 - ▶ **Proceed Date:** Optional. A reference date for the variation request
- 3) To submit additional variations, select **+Add Line**.
- 4) Use **Select** to choose which variations to include in this current claim, then select the **Submit Selected** button to confirm the details. Each individual variation will appear in the progress claim.
- 5) To claim against your variations, select a **Submitted Variation** and enter a value in either the **% Complete** or **Work This Period** column.

Notes:

- Once submitted, variations and their values cannot be edited by your organisation. You are still required to claim against submitted variations when entering billing details.
 - You can also submit or review your variation register from the **My Contract** menu at the top of any project page. From the menu, select **Request Variation**.
-

I missed the cutoff date to enter my progress claim

Contact your Head Contractor organisation to see if they can invite you to claim for the current period. They may be able to submit the claim on your behalf or you can claim in the next open period.

I submitted my claim, but need to adjust my final amounts

Once your organisation fully submits a progress claim, only the approving organisation—often the Head Contractor—can adjust the amounts in the same claim period. Try contacting your approving organisation to see if they can adjust your claim.

If your claim cannot be updated during the present claim period, you can claim against the incorrect amounts in a future period.