

Oracle
Textura Payment Management
Subcontractor Payment Application Workflow Guide

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Oracle Textura Payment Management Subcontractor Payment Application Workflow Guide

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Billing Process for Subcontractors

Overview

When your Main Contractor opens a period and invites you to submit your payment application, you will receive an email notification notifying you to enter your billing details. 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 payment application
- ▶ sign your payment application

FAQs

- ▶ ***I cannot bill or sign any documents*** (see page 27)
- ▶ ***I do not see any open periods to submit my payment application*** (see page 27)
- ▶ ***I missed the cutoff date to enter my payment application*** (see page 28)
- ▶ ***I submitted my payment application, but need to adjust my final amounts*** (see page 28)
- ▶ ***What happens if the Main Contractor rejects my payment application*** (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 for Subcontractors

- 1) **Your Billing Workflow tabs:** Tabs help you navigate through the billing workflow. The tabs you see depend upon project settings set by the Main 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 period.
 - ▶ **Progress:** Only available when the period allows progress billing. Track work completed during the period.
 - ▶ **Retention:** Only available when the period allows retention billing. Request previously held retention.
 - ▶ **Record Sub-Tiers:** Conditionally available depending on documents chosen by the Main Contractor. Record payments made to Sub-Tier Subcontractors during the period. You can also use this tab to add Manual and VAT Invoice Sub-Tier Subcontractors or Suppliers.
 - ▶ **Additional Information:** Only available when a project tracks either drug testing or hours worked information. If a project includes both settings, you will see fields for both on this tab.
 - ▶ **Review:** View a summary of the billing you entered for the period. Information includes progress and retention billing. If your company participates in an Textura Payment accelerator (TPA) programme, you will also see associated fees and payments. This is the last step in the billing progress before you sign your period documents. You must enter a payment application number before your company Signer can apply a signature to the payment application and associated documents.
- 2) **Net This Period:** A running balance of the net payment application for the period appears in the page header.
 - 3) **Decline to Apply button:** Choose to not submit a payment application this period.
 - 4) **Add Variations button:** Add variations to the contract as new line items on the payment application.
 - 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 payment application 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 payment application. 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 payment application 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 payment application.

- ▶ **Upload Billing Amounts:** Import a CSV file with payment application amounts. When you upload a file, the application will automatically enter your information into the payment application table. Download a template to ensure your document is formatted correctly for seamless integration. Not available on the **Stored Materials** tab.
 - ▶ **Clear Entire Payment Application:** Return all current billing amounts to 0.00. Not available on the **Stored Materials** tab.
- 10) **Payment Application Table:** Available on the **Stored Materials**, **Progress**, and **Retention** 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 payment application attachments to any line item in your payment application table from the **Attachments** column (not pictured). All file types are acceptable. Recommended types include:
- ▶ PDF
 - ▶ XLS
 - ▶ CSV
 - ▶ DOC
 - ▶ PNG
 - ▶ JPEG
- 11) **Expand Symbol:** 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 payment application 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 payment application is signed.
 - If the period has previously been rejected, a **Re-enter Billing Details** task will appear instead.
 - 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 Payment Application** 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 payment application.

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 payment application table.
- ▶ **Items Previously Billed:** Progress and Retention tabs only. View only line items which include amounts billed in previous periods.
- ▶ **Items Billed This Period:** Progress and Retention tabs only. View only line items which include billing for the current draw 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 payment application 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 Payment Application

Before You Begin

- ▶ Approve Sub-Tier payment applications before entering your own payment application. If you save and submit the payment application 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 payment application.

See ***Working with your Billing Workflow for Subcontractors*** for a high-level overview of the tabs and options you may see.

- ▶ For a visual guide on your Billing Workflow, see our video: ***Watch how to submit an invoice as a Subcontractor*** (see Watch how to submit an invoice as a Subcontractor - https://players.brightcove.net/2985902027001/default_default/index.html?videoid=6136585616001).

Note: The above video uses American English and follows a workflow most common in North America.

Submitting Your Payment Application

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

To submit a payment application to your Main Contractor:

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5).
The first tab you see depends upon project and draw settings. Most users will see the **Progress** tab, unless the project tracks stored material usage.
- 2) Follow the steps listed in the topics under this section to complete your payment application submission.

Note: The tabs you see on your billing workflow are set by project and draw settings. Skip the topics for the tabs that are not present in your workflow.

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). Skip this step if you are already on your billing workflow.
- 2) Ensure that you are on the **Stored Materials** tab. 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.
- 3) Choose a line to bill against. The selected field will have a darker border than the other cells in the table.

Notes:

- **Unable to edit one of these fields?** Some Main Contractors use component types to specify how labor 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.
-
- 4) 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.
- 5) 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.
- 6) Select the **Save & Continue** button to progress to the next tab in your Billing Workflow.
- ▶ 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). Skip this step if you are already on your billing workflow.
- 2) Ensure that you are on the **Progress** tab.
 - ▶ The **Progress** tab will display first for most users beginning the billing process.
 - ▶ If a project allows stored material tracking, this will be the second tab in the billing process.
 - ▶ If the current period does not allow progress billing, you will not see this tab.
- 3) 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 Main Contractors use component types to specify how labor 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.
 - 4) (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 Main Contractor when they view or modify your payment application.
 - 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.
 - 5) Check the payment application totals at the bottom of the page.
 - 6) 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 monetary value. All other fields are automatically calculated.

Tip

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

Bill for Material Stored This Period

Enter the monetary value 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 payment application.
 - **Need to bill for previously held retention?** A Main Contractor must allow retention billing for the period. You will request retention on the **Retention** tab of your Billing Workflow.
 - The payment application is not submitted for payment until it is signed. Final payment applications must be signed by the Subcontractor to be included in a period.
 - Payment Applications can be saved at any time or edited until the payment application has been signed. You can also move between any of the available billing tabs before signing the payment application.
 - The **Progress** tab page automatically includes values for % **Complete**, **Work Breakdown**, and **Previously Billed** amounts. The total in these columns carry over from previous payment applications.
-

Adding an Attachment as a Part of Your Billing Workflow

You can attach documents to specific line items when entering your billing information.

To add an attachment from **Your Billing Workflow**:

- 1) Select the **Progress** tab.
- 2) From the **Attachments** column for the line item you want to add an attachment to, select the paperclip icon.

An **Attachments** panel opens on the side of the page.

- 3) From the **Attachments** panel, select the **+Upload Document** button.
Additional fields display in the panel.

- 4) Enter a description for the document.

- 5) (Optional) Choose to classify the document.

When you classify documents, only users in your organisation with the **Manage Classified Documents** user permission can view the document.

- 6) Select the **Save** button.

- ▶ A **Success** message displays, confirming you successfully added an attachment.
- ▶ The panel shows whether you chose to classify the document and the document itself is marked as **Classified**.

- ▶ The document name and description displays in the panel. The panel lists all documents attached to the line item.
 - ▶ The **Attachments** column now displays the number of documents attached to the line item.
- 7) (Optional) Add additional attachments by following steps 3-6.
 - 8) Select the **X** to close the panel.

Billing for Line Item Retention for Subcontractors

There are two ways to bill for line item retention during a period.

Line-by-Line Billing

To enter retention on a line-by-line basis:

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5). Skip this step if you are already on your billing workflow.
- 2) If you do not automatically see the **Retention** tab, select it from the blue bar at the top of the page.
- 3) From the **Retention** tab, select a line to bill against.

The selected field will have a darker border than the other cells in the table.

Note: Retention is entered on a line-by-line basis unless you request overall retention or a project uses Contract Level Retention. Remember, Contract Level Retention is mainly used for Australian projects.

- 4) Enter an amount to bill in the **Request Previously Held** column. This amount cannot exceed the **Retention To Date** value.
- 5) Review the totals at the bottom of the page, including retention, and make any adjustments needed.
- 6) (Optional) Enter your comments. Line item comments entered here are visible to your Main Contractor when they view or modify your payment application.
- 7) Select the **Save & Continue** button to progress to the next tab in your Billing Workflow.

Bill for Overall Retention

To bill for retention across all line items:

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5). Skip this step if you are already on your billing workflow.
- 2) If you do not automatically see the **Retention** tab, select it from the blue bar at the top of the page.
- 3) From the **More** menu on the **Retention** tab, select **Contract Level Changes**.
- 4) In the **Change Retention Held %** field, enter a new retention percentage.
- 5) Select **Save**.

The application calculates the difference between the original retention rate and the new percentage you entered. It will then automatically request the correct retention amount in the **Request Previously Held** field for all line items which had previously held retention.

- 6) Select the **Save & Continue** button to progress to the next tab in your Billing Workflow.

Recording Payments to Sub-Tiers

To record your payment information to Sub-Tier Subcontractors:

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5). Skip this step if you are already on your billing workflow.
- 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 sign VAT invoices 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
- County
- 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 payment application is not submitted for payment until it is signed. Final payment applications must be signed by the Subcontractor in order to be included in a period.

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
 - ▶ **VAT Sub** (VAT Invoice Only Sub-Tier): An off-system organisation that provides materials or additional labor for an on-system Subcontractor, is paid off-system, but provides VAT Invoices through the system
 - ▶ **On-Sys:** A Sub-Tier Subcontractor or Supplier that provides materials or additional labor for an on-system Subcontractor, provides VAT Invoices 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 payment application, 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 currency 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). Skip this step if you are already on your billing workflow.
- 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 Main 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 the page. The **Hours reported by on-system Subcontractors** field is populated when a Sub-Tier Subcontractor's payment application is approved.

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

Recording Drug Testing Information for Subcontractors

To record drug test certifications:

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5). Skip this step if you are already on your billing workflow.
- 2) Use the up and down arrows to choose the number of drug tests taken and the total amount of positive drug testing results for each line. Leave the field blank if information is not available or not applicable.
- 3) Enter the laboratory information in the **Name of Collection Site/Laboratory Used** field.
- 4) Select **Save & Continue** to progress to the next step of your Billing Workflow.

Missing this tab? Drug testing fields are triggered by a document selected by the Main Contractor. Test results are only required for projects that use the document. You will not see the **Additional Information** tab unless a project requires either hours worked or drug testing tracking.

Reviewing your Billing and Proceeding to Signing

To review and continue to signing your draw documents:

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5). Skip this step if you are already on your billing workflow.
- 2) Select the **Review** tab.
- 3) From the **Billing Summary** card, review your billing summary.

- 4) Enter a payment application number. This is a required field and you cannot proceed to signing without it.
- 5) (Optional) Select **No, take me to billing values** to continue modifying your payment application amounts on previous tabs in your Billing Workflow.
- 6) 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 VAT Invoices.

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 VAT Invoice 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 VAT Invoice** card appears on the **Review** tab.
- 8) From the **Sign Statutory Declaration** card, select the **Sign VAT Invoice** button.

The VAT Invoice 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.

Electronic Notarisation for Subcontractors

Note: A notary user on TPM may need to enable and set up two-factor verification in order to electronically notarise documents.

Oracle Textura Payment Management (TPM) supports electronic notarisation for payment applications, VAT Invoices, and supplements. Notaries witness the signing of documents and verify the identity of the person signing a document.

When a document on TPM requires notarisation, your Billing Workflow displays notary fields before you can apply your signature. Electronic notarisation requires the Notary to use your computer to verify your signature. When prompted, Notaries enter their username and password, and then add their signature to the electronic document. Users who use two-factor verification will enter their username and a verification code sent to their phone instead of a password.

Keep in mind:

- ▶ A user cannot act as both Signer and Notary for a document because you cannot notarise your own signature. You need a Notary user to witness your signature.
- ▶ A Notary's signature must be applied shortly after a Signer signs the document.
- ▶ Any Notary on the system can notarise a document.
- ▶ A Notary does not need to be a member of a Signer's organisation.
- ▶ A Notary does not need to be assigned to a project.
- ▶ To notarise documents, a user must have the **Notarise Documents** permission. The user profile must also include notary information.

Notarising a Document

As a Notary user, complete the following steps to notarise a document from your Billing Workflow:

- 1) Select the **Review** tab.
- 2) From the **Sign Billing Documents** or **Sign VAT Invoice** card, enter your username and password.
- 3) Select the **Login Notary** button.
If your Notary login has been verified, the **Notarise** button is activated.
- 4) The Signer signs the documents by selecting the **Sign Billing Documents** link.
- 5) Select the **Notarise** button.
All documents requiring notarisation open up in a DocuSign portal. Instructions appear at the top of the page.
- 6) From the top of the DocuSign page, select the **Continue** button.
- 7) (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.
- 8) Select the highlighted area in the document to apply your signature.
- 9) Continue through all of your documents, applying your signature to all highlighted fields.
- 10) After you apply your signature to all of the highlighted areas, select the **Finish** button at the top of the page.

When the signing user submits the payment application, the period moves to the **Pending Payment** section on their **Project Home** page.

Bypassing Electronic Notarisation When Signing a Document

If a Main Contractor enables the electronic notarisation bypass workflow, you can skip the electronic notarisation step when signing a document which needs notarisation on TPM. Instead, you will scan and upload an image of your document signed and notarised in the traditional pen and paper way after you complete your signing process.

To bypass electronic notarisation while signing a document:

- 1) **Navigate to your Billing Workflow for Subcontractors** (see page 5).
- 2) From the **Review** tab, select the **Sign Billing Documents** button.
If the document requires notarisation, there will be a section for your electronic notary to add their sign in credentials. When a project allows the electronic notarisation bypass workflow, you will see a message displayed at the bottom of the notary login card explaining the process.
- 3) Select the **I would like to bypass electronic notarisation** link.
A **Bypass Electronic Notarisation** dialogue box displays.
- 4) In the dialogue box, select **Ok**.
 - ▶ You will see a message explaining why a hold may be placed.
 - ▶ The dialogue box closes.
 - ▶ The page refreshes. It no longer includes a notary login section.
 - ▶ You will need to follow these steps for each document which requires notarisation.
 - ▶ Since you bypassed the electronic notary step, you will need to upload your witnessed document.
- 5) Continue your signing process.

Additional Information

Progress and Retention Tab Fields Overview

Editable Fields on the Progress Tab

Unable to edit one of these fields? Some Main Contractors use component types to specify how labor 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 monetary value 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 for the monetary value 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 monetary value 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 pay app line. This column includes a count of how many attachments are currently uploaded for the line item.

Editable Fields on the Retention Tab

Retention % This Period

The percentage of your billing held as retention for the current period. If the Main Contractor did not lock retention, you can edit the retention percentage.

Retention Request Previously Held

Bill for a monetary value of retention held in previous periods. This field is only editable if the Main Contractor did not lock retention on the current period.

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

Monetary value 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 period.

Specified Billing and Advance Billing Overview for Subcontractors

Specified Billing

A Main Contractor can use the **Specified Billing** setting to enter a Payment Application on behalf of a Subcontractor. As a Subcontractor, you approve and sign the payment application.

Note: If the project includes **Specified Billing**, you cannot enter or modify payment application details.

Advanced Billing

If a subcontract includes **Advance Billing**, you may bill for Sub-Tier costs on in your Billing Workflow.

Note: You can submit a payment application for a Sub-Tier even if the Sub-Tier does not submit a payment application or submits a late payment application.

- ▶ An amount billed on a component total line can be greater than the self-performed line.
- ▶ The total amount billed cannot exceed a component's work breakdown amount. The **Balance to Finish** will be negative on the self-performed line.
- ▶ Sub-Tier amount remain zero until the Sub-Tier submits a payment application or the Subcontractor enters an amount greater than the self-performed total.
- ▶ Approved Sub-Tier amounts appear in your Billing Workflow for reference.

Note: Not sure whether your project uses billing? See **Advance Billing for Prime Subcontractors** (on page 20) for more information on the project setting.

Configuring Subcontractor Unit Billing

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

From the **Table View** drop-down list, select the **Unit** option to view additional fields in the payment application 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 billing process.
 - ▶ If a project allows stored material tracking, this will be the second tab in the billing 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 Main Contractor.
- 3) Select the **Save & Continue** button to progress to the next tab in your Billing Workflow.

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

Advance Billing for Prime Subcontractors

As a Prime Subcontractor, you can use the **Advance Billing** project setting on the system to bill for more than 100% on a subcontract component. You can also use it to bill a negative percent complete on self-performed work.

If **Advance Billing** is selected on the **Project Settings** page, your Billing Workflow includes subcontracted line items.

See **My Payment Application Submission for Subcontractors** (see "**Recording Progress Billing for Subcontractors**" on page 8, My Payment Application Submission for Subcontractors - https://docs.oracle.com/cd/E97085_01/TPMhelp/en/Europe/10313243.htm) for more information on your Billing Workflow.

Enter Payment Application Page

Advance Billing changes the behavior of your Billing Workflow. Subcontractors have the ability to bill a component to the Main Contractor for an amount greater than the Self-Performed amount. This ability does not depend on the amount a Sub-Tier billed or whether an Payment Application was received for that component.

See ***Specified Billing and Advance Billing Overview for Subcontractors*** (on page 19) for details.

Why Use Advance Billing?

- ▶ To receive more money at the beginning of the project
- ▶ To see all the Work Breakdown (WB) lines when submitting payment applications (even lines that are 100% subcontracted out)
- ▶ To easily submit a Payment Application for a Sub-Tier Subcontractor or Supplier even if the Sub-Tier hasn't submitted a Payment Application yet or has submitted a late Payment Application

Declining to Apply for Subcontractors

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

Caution: There is no undoing this step. If you choose to decline to submit a payment application, all changes are lost and you are immediately removed from the period.

Importing a Payment Application from a File for Subcontractors

To import a payment application 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 Billing Workflow.
 - ▶ If a project allows stored material tracking, this will be the second tab in the Billing Workflow.
 - ▶ 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 phase 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 Workflow.

Deleting an Attachment as a Part of Your Billing Workflow

To add delete an attachment as a part of **Your Billing Workflow**:

- 1) Select the **Progress** tab.
- 2) From the **Attachments** column for the line item which includes the attachment you wish to delete, select the **paperclip icon**.
An **Attachments** panel opens on the side of the page.
- 3) From the panel, select the **trash can icon** next to the name of the document you want to delete.
The application prompts you to confirm your decision.
- 4) Select the **Yes** button.
 - ▶ A **Success** message displays, confirming you successfully deleted the document.
 - ▶ The name of the document disappears from the **Attachments** panel.
 - ▶ The number displayed in the **Attachments** column decreases in value, reflecting the new number of documents attached to the line item.

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_eu.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 utilise 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 **payment application 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.

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Frequently Asked Questions

I cannot bill 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 bill, 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 payment application.

In order to bill 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 organization 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 organization 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 payment application

Contact your Main Contractor organisation to confirm they opened the period. Your Main Contractor can invite you to submit your payment application when the period opens.

I missed the cutoff date to enter my payment application

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

I submitted my payment application, but need to adjust my final amounts

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

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

What happens if the Main Contractor rejects my payment application

Textura will send an email notifying all Project Managers for that project that the payment application was rejected by the Main Contractor. The email should include a detailed reason for the rejection. The rejected application will then need to be re-signed and resubmitted.