We deliver an integrated, responsive and secure technology environment that advances and supports exceptional learning, research, innovation and patient care.
The goal of this manual is to provide Planners, Project Managers, Accounting teams, various Facilities Admin and vendors of the Facilities Management Department with a detailed document of the steps to successfully implement a facilities improvement project and all elements within the new PMWeb Project Management application.

This manual also encompasses a comprehensive summary of the key processes, procedures, and tasks involved in initiating, managing and completing facilities improvement projects at Washington University St. Louis and how PMWeb can be used during the various steps.

Many elements of PMWeb have been customized to support the processes of the Washington University facilities management and accounting department. PMWeb’s design is geared toward a more unified process flow that will benefit both campuses and to serve as a central repository for all project related materials and data elements.

Throughout this manual, roles have been identified of who will be responsible for completing each of the steps in the PMWeb processes. Please note the below icons and what role they represent:
This manual will cover, in detail, all the modules within PMWeb that the Washington University Facilities departments will be utilizing in their construction project management/planning. It will outline what data elements and materials should be entered/stored in those modules and how those may correlate to the Facilities Project Delivery Process. Here is a high level overview of the different modules that this manual will cover:

- **Planning**
  - Planning
    - Initiatives
    - Planning Worksheet
  - Estimates
  - Procurement
    - Procurement
    - Online Bidding
- **Engineering Forms**
  - Forms
    - DAN Closeout Checklist
    - WUSM Closeout Checklist
- **Cost Management**
  - Budgets
    - Budgets
    - Forecasts
    - Budget Requests
  - Contracts
    - Commitments
  - Change Management
    - Online Change Request
    - Commitment CO’s
  - Funding
    - Funding Records
  - Invoices
    - Miscellaneous Invoices
    - Progress Invoices
  - Payments
    - A/P Payments
- **Scheduling**
  - Schedules
- **Workflow**
  - Inbox
  - Setup
    - Workflow
- **Portfolio**
  - BI Reporting
  - PMWeb Reporting
  - PMWeb Word
- **Toolbox**
  - Document Manager
To access PMWeb, go to the PMWeb webpage at [www.pmweb.wustl.edu](http://www.pmweb.wustl.edu):

PMWeb is a comprehensive web-based portfolio, program and project management solution utilized by Washington University Facilities.
Internal Users of PMWeb

Washington University internal users will access the system by clicking the “Login to PMWeb” button on the main home page. They will be brought to the WUSTL Connect page to authenticate using the WUSTL Key:
External users of PMWeb, such as certain vendors, will access PMWeb through the “For Vendors” tab on the PMWeb website. They will click on the “Vendor Login” and be brought to the PMWeb login screen as shown below:

NOTE: Vendors will have to request a username and password through the “For Vendors” page on the website.
Searching for Existing Initiative

Once user has logged into PMWeb and applied their credentials, they will need to go to the Planning Module of PMWeb (NOTE: When a user first logs in to the PMWeb application, they will automatically be on the “Planning” Module).

The module the user is in will be highlighted in Orange:

Click the “Initiatives” subcategory under the Planning module to Search from all the initiatives. This will be found in the top left side of the navigation menu:
The user will be brought to the Initiatives board:

To Search for an existing Initiative, type in the name of the Initiative in the Column titled “Initiative” and Click Enter
Click on the Record # of the initiative to work from; it will turn Orange and the initiative will display to make any updates as necessary.
To create a New Initiative, when on the Initiatives boards, Click the Arrow Drop Down next to the “Add” icon on the top menu bar and Select “Add From Template”
The “Select Template Project” window will display:

Custom project templates have been built for various project types. For first time users, type (*) in the Project Name field, and Enter, and only a list of the Washington University customized project template will display. As a Quick Tip, click “Save Layout” and going forward, only the list of WU templates will display when creating new initiatives.
Select the template to work from by clicking the checkbox to the left of the item , and clicking “OK”

A customized project template will then display. NOTE: By selecting from a template, this copies over any default information that has already been set up for particular programs; such as workflows and cost codes, thus preventing any re-entry for a user.
Once the project template has displayed, change the Project Name in the “Name” field to whatever the title should be for the new project initiative. An Initiative ID will be auto-generated. The “Program” will be pulled from the project template that was chosen to work from. Other details can be populated on this screen if they have been established, such as the “Location” of the project, and the Project Manager if it is known at this time. Much of this information will be found in the Planning and Project Request Form.

Once the relevant information has been added, change the Status/Revision field to “Approved” click the “Save” icon on the top menu.
Next, go to the “Generate” drop down box, and select “Generate Project Records”.

The “Generate Project Records” popup window will display. Ensure that all items in “Generate” box are de-selected, and click OK.
The project has now been created. Close the popup window by clicking the ‘X’ in the top right side of the window.
Set Up of Workflow Roles and Responsibilities

To assign the workflows for all steps within the project life cycle, select the “Workflow” module on the Left side navigation bar, and then click on the “Workflow” sub-category:

The Workflow table with then display:
Go to the very top field that says “Program/Project Login,” and select your project name from the list of value. Then do the same in the field titled “Select Level” field.

The Workflow Page will land on the “Roles” tab, where each of the approval roles have been defined.
Go to the bottom of the page to the “Page Size” drop down, and Select 250. This will get all of the roles that need to be assigned onto one page for viewing:

Based upon the program that was selected for the project (please refer back to page 19 on assigning the project template), the workflow roles as well as several default users will be automatically assigned to the various roles. For Example: If a WUSM project was selected, the role of Director of Capital Projects will be automatically assigned to the user Steve Sobo. Those default users should remain and not be changed.

Any role that is assigned to the user of “Admin” will need to have a user assigned to that role. For Example: The role of “Accountant 1” will remain at “Admin” until the Project Manager assigns the accountant to the role. Another example: The role of Project Manager will be defaulted to the user of “Admin” and this will need to be changed to the actual PM of the project.
Once all of the users have been assigned in the various workflow roles, go to the “Save” button at the top and save this setup. These users will now be responsible for approving various stages of the project lifecycle – Initiatives, Projects, Budget Resolutions, Budget Increases, and Commitments/Contracts etc. All of these approval processes will be covered further in this manual as we discuss workflows in more detail, as they may differ for WUSM and Danforth projects.

Now that the Workflow roles have been established, all approvals for each step in the project development process will go to each of the people that have been assigned to these roles that have been set. NOTE: These can be edited at any time throughout the process.

At this point, the appointed Project Manager can begin the detailed collection of requirements from the customer and continue on in the next phases of the project lifecycle.
Now that the project has been created, utilize the “Project Center” for ease of navigation. Go to the top header next to the PMWeb logo, and click the icon. This will become a drop down with a list of values:

Select “My Settings” from the drop down:
A customizable settings page will display:

![Customizable Settings Page]

Ensure that the “Project Center” option is checked and click the Save & Exit button in the top header:

![Save & Exit Button]
The Project Center will then appear:

Select the project name in the “*Name” field, and this page will then show all the various areas to navigate to for the project:
The Project Center gives the user a more comprehensive view of all the categories that are under each of the modules in the navigation bar on the left side.

This will only display approved projects, so once the project record has been generated, this view can be used to navigate further.

From this point, the user can enter the remaining Project Details.
To enter the data from the Planning and Project Request Form, click on the tab that is labeled as such in the middle right side of the page:
Click on the top row of the data fields, and while holding the “Shift” key, click the bottom row of the data fields. All of the rows will highlight in Gray. Then click the ![Edit](image) icon, and all of the fields will open for data entry:

Once all of the fields have been entered, click the Update Records ![Update Records](image)
Once the request form has been completed and the workflow users have been assigned, the project can then be handed off to the Project Manager to gather the specific requirements of the effort from the customer. The detailed scope of the project will be outlined by the Program of Requirements (PMPOR). This form can be accessed via PMWeb through the Project Center.

To get back to the Project Center, again, click the icon. Select “Home” from that drop down, and then select the “Project Center” tab on the Home Page:
Ensure that the project you are working on is selected, and if not, select the project name in the dropdown:
Select the “Program of Requirement (PMPOR) link in the Navigator section:

A customized form will display that will allow the user to enter in more details of the project:

Enter the project number in the top field, and select the Project Name in the “Project Name” field from the list of values. Then enter in the all the additional relevant requirements in this form. Project Managers could fill in the details of this form while meeting with their customers. Once complete, click the “Save” icon in the top header of the form.

There are other areas within the Project Center that must be navigated to, to enter project specific data. The data in these tabs will be the source of information for project specific reporting:

1. **Project Date Tracking tab** = Enter in specific dates to start up the project (i.e. Programming/Planning Start Date etc)
2. **Square Footage** = This tab a user can enter in specific NASF data
3. **Project Status Updates** = This tab includes fields such as whether the project includes a move, and allows the Project Manager to enter in weekly status updates on the project
Project Managers should visit each of the tabs circled below and enter in any information that is known at this point in the project lifecycle.
To associate the specific location to the project, you are able to link assets to the project record. This will give you the exact location, floor and room of the project as outlined in OSIS. This will be accessible based upon the “Location” that was selected on the Initiative record and that carries over to the Project Record.

**Initiative Record:**

![Initiative Record Image]

**Project Center Record:**

![Project Center Record Image]

To link an asset to the project record, this must be done outside of Project Center and will be associated in the actual project record.
Go to Portfolio>Lists>Projects from the left side navigation bar:

Type in the Project Name and click Enter to search for the project record:
Select the project from the project board by double clicking on the record:
If a Location was selected in the Initiative, then this will carry over to the project record, and you will see a “Link Assets” tab in the bottom half of the page:

Click “Link Assets” and a popup window will display that lists all the floors and rooms of the Location that was selected:
Drag the asset from the treeview over into the details box:

Once all the rooms have been pulled over, click the Save icon in the top of the popup window and window will automatically close.

The asset will now show as linked to the project record:

If an error was made and the incorrect asset was pulled over, highlight the record and click the "Unlink Asset" button, and the record will be removed and you can start over.
Once all the assets have been pulled over, click the Save icon in the top header of the project record:

The asset has now been attached to the project record and cannot be removed.
Once the details of the project have been entered, estimates can be added to the project.

There are two ways to access the Estimates module. The first is to go to the “Planning” module in the left side navigation bar, and select the “Estimates” sub-category:

The Estimates board will then display. To add a new estimate to a project, click the “Add” button from the Estimates board.
The Estimates screen will display:
Another way to build an Estimate is from the Project Center, by clicking the “Estimates” link under the “Navigator” section:

This will take you directly to adding a new estimate:
Once you are on the new Estimate page, go to the “Project” field and type in the project name for which the estimate is for. The project will display in the list of values.

A user will only need to enter in the following information for the Estimate:

- Description = Name of this Estimate (Example: Estimate #1)
Once this value has been entered, click the Save icon on the top header:

Once the estimate record has been saved, notice the tabs along the middle of the page. This is where the Cost Codes and Unit Prices will be added.

Remain on the tab titled “Details” and click the “Add Items” button:
The master list of cost codes will display on the left side of the pop up window. The cost codes are grouped under folders in various categories. To see the entire list of cost codes under each category, click the next to each of the folders to maximize the folder:

To begin adding cost codes to the Estimate, select the cost code and drag it into the Estimates table. NOTE: If you drag over an entire folder, ALL of the cost codes under that category will be pulled over into the estimate.

Drag the folder entitled, “0 Typical Cost Codes,” as it will move over all of the cost codes that are on the Preliminary Estimate Form (i.e. Waterproofing, Furniture – instead of all the subcategories of each).

Once all of the cost codes have been dragged over, click the Save icon in the top left of the pop up window.
All the cost codes will now display in the Estimates table:

To add the prices for each of the cost codes, highlight the first row and hold “Shift” and click the bottom row (this will highlight all the line items and they will all be highlighted in orange), then Click the “Edit” button.
Note that now all the rows are available for edit. Scroll to the Right and find the column labeled “Unit Cost.” Enter in the prices for each of the cost codes in the “Unit Cost” field. Note: The “Ext. Cost” and “Total Cost” columns will auto populate with the same values that are added in the “Unit Cost” field.
Once complete, click the “Update Records” button.
Any line items that are not part of the estimate can be deleted, by clicking on the line item, and then clicking the “X Delete” button.

Once the cost codes that don’t apply have been deleted, click the Save icon at the very top header of the Estimates record.
Once the Estimate has been saved, go to the “Workflow Status” field and select “Approved,” then Click the “Save” icon in the top header.
Next, go to the “Generate” dropdown in the top header, and Select “Generate Budgets.”

The “Budgets” popup window will display. Ensure that all of the cost codes are selected, and that the Budget Total matches the total of all the unit costs that were entered. Click “Generate.”
The Budget has been successfully created when a green message is displayed. Click the ‘X’ in the top right of the window to close the window.

The Budget Resolution Document can now be generated.
For creating an estimate that only has a few line items, it is easier to follow the steps outlined in the “Building Estimates for Projects” module of the training manual.

However, when building an estimate with many cost line items, the “Estimate Master” Excel template that Project Managers have been accustomed to using has been updated to work with PMWeb.

To get started, first “Add” a new estimate record for the project by following the same steps highlighted in the initial steps of the “Building Estimates for Projects” module. Here are those steps again for reference:

There are two ways to access the Estimates module.

The first is to go to the “Planning” module in the left side navigation bar, and select the “Estimates” sub-category:
The Estimates board will then display. To add a new estimate to a project, click the “Add” button from the Estimates board.

The Estimates screen will display:
Another way to build an Estimate is from the Project Center, by clicking the “Estimates” link under the “Navigator” section:

This will take you directly to adding a new estimate:

Once you are on the new Estimate page, go to the “Project**” field and type in the project name for which the estimate is for. The project will display in the list of values.
A user will only need to enter in the following information for the Estimate:

- **Description** = Name of this Estimate (Example: Estimate #1)
Once these values have been entered, click the Save icon on the top header:

Next, to build your initial estimate from the “Estimate Master” pull up the file, which can be found here: G:\Capital Projects\CPR Masters\Estimating\Estimate Master 2016-06-27 (Version 2 0 0).

Once the file is pulled up, ensure that you are on the tab entitled, “Estimate.” Populate data ONLY in the Yellow highlighted areas. In the sections of the cost codes, please indicate a unit number for each cost line item.
Once all of the details have been entered into the Excel file, scroll to the bottom of the page and click the “Copy Original Budget for PMWeb Paste” button:

Next, go back to the Estimate record in PMWeb, and click on the “Paste From Excel” icon in the middle of the page:
A popup window will explain how to paste your values into the PMWeb Estimate:

Click “OK” in the popup window, and then follow the instruction, by holding the “Control” key and “V.” All the Estimate cost codes and amounts from the Excel file will then display in the Estimate table of PMWeb:
Ensure that the “Cost/Unit” amount in the header of the estimate record matches the amount on the Excel file:
If all the values match up, go to the header of the Estimate record; select “Approved” from the “Workflow” status field, and then click the Save icon in the top header:
Once the Budget has been generated from the Estimate, there are two ways to build your budget.

First, a user can go to the Cost Management module in the Left Side navigation bar and Select “Budgets.”

Enter the Project Name and Click Enter. Once the Project displays in the table; double click the record to pull up the Budget. It will highlight in Orange and the Budget Record will display:
Notice that all of the cost codes from the estimate will display in the Budget table, and Unit Costs that were entered are now displayed as the “Original Owner Budget” and “Original Project Budget:”

Another way of getting to the budget record is from the Project Center. Note that the project will show one approved “Estimate” and one pending “Budget.” Click on the “Budget” link under the Navigator section, and the user will be taken directly to the Budget board with the project record to select:
Select the project from the board, and the Budget page will display with all of the cost codes from the estimate:
From here, the details of the Budget Resolution will be generated. Go to the “Specifications” tab in the middle of the page. Note that the Budget Resolution headers will display. The details of these areas will now need to be populated to generate the report.
Click the top record (Purpose of Project), and while holding the “Shift” key, click the bottom record as well, which will select all the records. All records will be highlighted in Orange:

Once all the records are highlighted, click the “Edit” button. All of the fields will open to make changes:
Clicking the magnifying glass 🕵️‍ to the right of the text field will open up the text field into a notes box:

All the Spec fields do not need to be completed. Only enter data for the relevant Spec fields. For example: If the budget is for architectural materials/services, then the Architect fields are all that need to be populated.

Once all of the relevant fields have been populated, click the “Update Records” button.
Then Click the “Save” icon in the top header:
Adding a Funding Record for the Budget

Once the Spec fields for the Budget Resolution have been populated, a Funding Record or Funding Source will need to be added to the project.

A user can either, remain in the Cost Management module and under the “Funding” category, click the “Funding Records” subcategory, or go to the Project Center and select “Funding Record” under the Navigator section:

The Funding Records board will display. Click “+Add” button in the top header.
Through Project Center:
Select the project from the board:

Once the Funding Records page display, go to the “Allocation by” box in the top right corner of the header. Click the “Project” radio button, and then select the Project from the list of values:
Then Click the Save icon in the top header

Once the Funding Records header has been saved, go to the middle of the page, where the multiple tabs are shown.
Remain on the “Details” tab, and click “Add”
Go to the “Source” field, and select the Funding Source from the list of values:

Once the Source has been selected, go to the “Cost Allocation” field and enter in the amount that this source will fund. Then click the Save button.

NOTE: There may be multiple funding sources for a project, and the Cost Allocation must add up to the budget amount:
Complete these steps for each Funding Source. Once all Funding Sources have been added, click the Save icon in the top header:

Now that Funding Sources have been associated to the budget, a Budget Resolution can be generated.
Generate a Budget Resolution

Once the Funding Source(s) have been associated to the budget, go back to the budget record. This can be accessed through the left side Navigation bar (Cost Management>Budgets), or more easily through the Project Center:
Click on the budget record:

Go to the printer icon drop down in the top header. Select “BI Reporting”:
A Report Viewer window will display with “Resolution” highlighted with a checkbox:

Click the “Report Viewer” link in the lower right side of the window. The Budget Resolution Report will display in the window. Maximize the window using the in the top right corner, and the entire report will display
New Project Resolution

Resolution
Projects Committee Date: 4/15/2016
Buildings and Grounds Committee Date: 4/15/2016

Washington University School of Medicine
Moyer Cafe
Project No. 2014615XGMA1

WHEREAS:
1. This is a test.
2. This is a test to build a new cafe on WUSM campus.
3. The administration recommends a Plant Fund be established in the amount of $50,000.00 and ratification of the following vendors:

<table>
<thead>
<tr>
<th>Firm</th>
<th>Role</th>
<th>Supplier Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALBERICI CONSTRUCTORS INC</td>
<td>General Contractor</td>
<td>The contractor was selected through a competitive bid process</td>
</tr>
</tbody>
</table>

4. The cost for this project is as follows:

- Construction: $50,000.00
- Professional Fees: $0.00
- Owner Direct Costs: $0.00
- FF&E: $0.00
- Contingency: $0.00
- Total Project Cost: $50,000.00
- Construction Cost per square foot: N/A
- Total Project Cost per square foot: N/A

5. MBE / WBE participation is 5% on-site labor and 5% enterprise dollars.

NOW, THEREFORE, BE IT RESOLVED, That approval is given to:
1. Establish a Plant Fund in the amount of $50,000.00.
2. Ratify the selection of:

<table>
<thead>
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<th>Firm</th>
<th>Role</th>
<th>Supplier Justification</th>
</tr>
</thead>
</table>

A comparison of the report and the data that is entered in PMWeb can now to be done.
Once the report has been reviewed and is acceptable, a copy of the report can be saved by clicking the small Save icon drop down in the top and selecting PDF.

New Project Resolution

Washington University School of Medicine
Moyer Cafe
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4. The cost for this project is as follows:

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<th>Cost</th>
</tr>
</thead>
<tbody>
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<td>$50,000.00</td>
</tr>
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<td>$0.00</td>
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</tr>
<tr>
<td>Contingency</td>
<td>$0.00</td>
</tr>
<tr>
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<td>$50,000.00</td>
</tr>
<tr>
<td>Construction Cost per square foot</td>
<td>N/A</td>
</tr>
<tr>
<td>Total Project Cost per square foot</td>
<td>N/A</td>
</tr>
</tbody>
</table>

5. MBE / WBE participation is 5% on-site labor and 5% enterprise dollars.

NOW, THEREFORE, BE IT RESOLVED, That approval is given to:
1. Establish a Plant Fund in the amount of $50,000.00.
2. Ratify the selection of:
The Budget Resolution can now be sent through Workflow. Click the “Workflow” tab in the middle of the screen. The workflow page will display.

Click Submit:
Click Save:

The Resolution will now be sent to all the parties that were assigned in the Workflow module for the project.
The AIS “Accountinator” is the AIS tool used to connect the PM Web project number with the AIS plant fund number so that PM Web and AIS activity can be matched in each system.

Property Accounting (Senior Accountant) will be responsible to enter the PM Web and AIS plant fund information into the “Accountinator” for each project fund created.

To enter the data into the “Accountinator” go to AIS>Construction Management>PMWeb Project Accounts.

The following screen will appear offering the option to search for an existing plant fund or PM Web project number or to add a new project.
To SEARCH for the AIS plant fund number type in the PM Web project # and the ledger class (52) for the plant fund. You also have the option to enter the plant fund number to search for the related PM Web project number.

Hit Enter and the Project Details will be displayed.
To enter a NEW project into the Accountinator, go to the “Add a New Value” tab and enter the PM Web account number.

![Add a New Value](image)

Then press the “Add” button at the bottom of the page. Enter project details and the related AIS plant fund number in the appropriate fields. This will connect the PM Web project number with the AIS plant fund number for future transactional integrations. Hit Save to complete.

![Project Account Maintenance](image)
Once the “Accountinator” information has been set up for the PM Web project number and AIS plant fund number, the plant fund number will be placed into the Project Information in PMWeb through integration.
Forecasting

Project Managers can ensure they won’t go over their budget for their projects by continuously monitoring and updating their forecast.

Once budgets and commitments have been approved, PM’s can build their forecasts to ensure to allocate any set asides for materials or services that they may need to complete their project within the budget.

To generate a forecast, go to the “Cost Management” module and select “Forecasts,” which can be found under the “Budgets” subfolder, and then click “+Add:”
A forecast can also be built from the Project Center. To get back to the Home Page, click the  icon in the top header of the page, and select “Home.”

Click on the “Project Center” tab:
The last project that was being worked on will display in the Project Center. To work from a different project, select the project name from the drop down:

To begin building a forecast, click on “Forecasts” under the Cost Management section of the page:
If this is the first forecast being built for the project, the user will be brought directly to the Forecast screen:

For subsequent forecasts per project, the user will be brought to the Forecast board that list all the forecasting records for that project, and a user will need to click “+Add” to build a new one:
Once in the Forecast screen, select the project name from the “Project**” drop down:

1. **Record #** = Field will auto populate with the next number in the sequence based upon the number of forecasts are associated to a project. EXAMPLE: If it’s the first forecast being generated, the number will be 1, the second will be 2.
2. **Description** = Enter the date of the period of the forecast. EXAMPLE: May 2016
3. **To this period** = DO NOT make a selection here
4. **Reference** = Leave NULL
5. **Include pending budget records** = Leave UN-checked
6. **Include pending cost records** = CHECK the box
7. **Include pending actual cost records** = CHECK the box

Once all of the details of the header of been entered, click the “Save” icon in the top:

![PMWeb Cost Management Interface](image)

PMWeb offers a lot of detail for building a forecast. Many of the columns in the forecast details are not needed, so for ease of use, and to customize our layout of the forecast details, a “housekeeping” step must be done before we forecast our the cost line items.

As mentioned above, many of the columns can be hidden. To hide a column, hover over one of the columns headers, and right click the mouse:

![Column Hiding Options](image)

Go to the “Columns” label, which has an arrow next to it to further expand the list of columns that are currently displaying. The items checked in this list are currently being displayed in the details. To hide any of the columns that are not needed, simply un-check the box.

Here is a list of all the columns that can be hidden:

1. Anticipated Budget - PV
2. Anticipated Variance
3. Actual Cost
4. Budget Minus Actuals
5. UOM
6. Quantity to Complete
7. Unit Cost
8. Period
9. Task
10. Quantity Completed
11. % Complete
12. Start
13. Finish
13. Curve
14. EV
15. CV
16. CPI
17. SV
18. SPI
19. Line Item Contingency

Once all of these items have been hidden, click the “Save Layout” button and your details tab has now been customized and will pull this way going forward for any new forecast being built:

Now that this housekeeping step has been completed, you can begin to pull over the cost codes from the budget into the forecast. Click “Add Cost Codes”
Notice the cost codes are structured differently than in the estimate. Expand the various folders and pull over any cost codes that were included in your original budget and then click the “Save and Close” link in the bottom right side of the box:

Notice that the Total Budget for this line item has pulled over into the Forecast. In addition, other calculations have also been added in the line item. Below is a description of what each column represents:
1. **Anticipated Costs** = Includes all approved Commitments, approved Change Orders and approved non-commitment costs (Misc Invoices).
   a. If in the forecast header, "Include Pending Cost Records" and "Include Pending Actual Cost" are selected, then Anticipated Cost will also include pending Commitments and pending Commitment Change Orders (does not include Online Change Requests (PCO’s))
   b. NOTE: This value does NOT include any payments that are associated with Journals or Credit Memos

2. **Forecast to Complete** = Any set asides that need to be accounted for

3. **Forecast at Completion** = Anticipated Costs + Set Asides

4. **Forecast Variance** = Total Budget – Anticipated Cost – Forecast To Complete/Set Asides

To begin adding the set asides, click on the top row (if multiple rows, click top row, and while holding the Shift key, click the bottom row to highlight all line items), and then click the “Edit” button :
Enter the Set Asides in the “Forecast To Complete” column and click Update Records:
Notice once the records are updated, the Forecast At Completion and Forecast Variance will auto-calculate.

Once complete, click the “Save” icon in the top header:

Then click the “Post to Cost Ledger” icon in the top header, and then the Save icon again. The forecast is now complete.
For subsequent forecasts, pull up the previous month’s forecast, and click the now greyed out “Unpost” icon in the top header:

Then click the “Copy” icon in the top header. This will copy over the details from the previous month’s forecast, with a new sequence number and all the previous details pulled over:

Continue on following the steps outlined above to generate a forecast.
Generating a Budget Increase

Initiating a budget increase in PMWeb is very much like generating an initial budget. Since many times the budget increase will be for the request for the total project construction costs, this will start with creating an estimate for the total costs.

The Estimate module can be accessed by either going to the “Planning” module and clicking on the “Estimates” subcategory:
Or, by once again, going through the Project Center:

Through the Project Center, the first step is to ensure that the correct project is selected in the first drop down field:
Next, under the “Planning” category of the Navigator section, click on the “Estimates” link:

Notice that only the estimates for this project will display in the estimates board:
Next, click the “+Add” button in the top menu bar:

The Estimates screen will display to build a new estimate:
Select the project in the first drop down by typing in the name of the project and filtering the list:

Next, add a description to this estimate in the “Description” field:
Once the description has been added, click the Save icon in the top menu:

Once the header of the estimate has been saved, the “Add” features become available in the middle of the page. This will enable the user to begin adding the cost codes.

Click “Add Items” to get the list of cost codes to display:
Just as was done with the original estimate, drag the “0 Typical Cost Codes” folder in the table and then click “Save”:
Go to the bottom of the page, and select “250” from the Page Size drop down. This will enable more cost codes to display on the page (NOTE: You will need to do this multiple times as to not miss any, as there are more than 250 cost codes in this list)

To begin adding the costs for the cost codes of the estimate, click on the top row, and while holding the “Shift” key, click the bottom row. All of the rows will highlight in Orange.
Then click the “Edit” button, and all the row will open for to be updated:
In the field titled “Ext Cost” enter the amount of each cost code that should be included in the estimate:

Once all the costs have been entered, click the “Update Records” button to save the data:
Next, highlight any cost code that has a $0.00 value in the Ext Cost field and click the “X Delete” button to remove them from the estimate:

<table>
<thead>
<tr>
<th>Cost Code</th>
<th>Description</th>
<th>Ext Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Construction Engineering</td>
<td>$0.00</td>
</tr>
<tr>
<td>02</td>
<td>General Engineering</td>
<td>$0.00</td>
</tr>
<tr>
<td>03</td>
<td>Electrical Engineering</td>
<td>$0.00</td>
</tr>
<tr>
<td>04</td>
<td>Mechanical Engineering</td>
<td>$0.00</td>
</tr>
<tr>
<td>05</td>
<td>Plumbing Engineering</td>
<td>$0.00</td>
</tr>
<tr>
<td>06</td>
<td>Heating, Ventilating, and Air Conditioning</td>
<td>$0.00</td>
</tr>
<tr>
<td>07</td>
<td>Architectural Engineering</td>
<td>$0.00</td>
</tr>
<tr>
<td>08</td>
<td>Structural Engineering</td>
<td>$0.00</td>
</tr>
<tr>
<td>09</td>
<td>Irrigation Engineering</td>
<td>$0.00</td>
</tr>
<tr>
<td>10</td>
<td>Landscaping and Site Development</td>
<td>$0.00</td>
</tr>
<tr>
<td>11</td>
<td>Site Improvements</td>
<td>$0.00</td>
</tr>
<tr>
<td>12</td>
<td>Sheet Metal</td>
<td>$0.00</td>
</tr>
<tr>
<td>13</td>
<td>Cabinets</td>
<td>$0.00</td>
</tr>
<tr>
<td>14</td>
<td>Carpentry</td>
<td>$0.00</td>
</tr>
<tr>
<td>15</td>
<td>Concrete</td>
<td>$0.00</td>
</tr>
<tr>
<td>16</td>
<td>Masonry</td>
<td>$0.00</td>
</tr>
<tr>
<td>17</td>
<td>Structural Steel</td>
<td>$0.00</td>
</tr>
<tr>
<td>18</td>
<td>Structural Timber</td>
<td>$0.00</td>
</tr>
<tr>
<td>19</td>
<td>Electrical and Electronic</td>
<td>$0.00</td>
</tr>
<tr>
<td>20</td>
<td>Mechanical</td>
<td>$0.00</td>
</tr>
<tr>
<td>21</td>
<td>Plumbing</td>
<td>$0.00</td>
</tr>
<tr>
<td>22</td>
<td>Heating, Ventilating, and Air Conditioning</td>
<td>$0.00</td>
</tr>
<tr>
<td>23</td>
<td>Architectural Engineering</td>
<td>$0.00</td>
</tr>
<tr>
<td>24</td>
<td>Structural Engineering</td>
<td>$0.00</td>
</tr>
<tr>
<td>25</td>
<td>Irrigation Engineering</td>
<td>$0.00</td>
</tr>
<tr>
<td>26</td>
<td>Landscaping and Site Development</td>
<td>$0.00</td>
</tr>
<tr>
<td>27</td>
<td>Site Improvements</td>
<td>$0.00</td>
</tr>
<tr>
<td>28</td>
<td>Sheet Metal</td>
<td>$0.00</td>
</tr>
<tr>
<td>29</td>
<td>Cabinets</td>
<td>$0.00</td>
</tr>
<tr>
<td>30</td>
<td>Carpentry</td>
<td>$0.00</td>
</tr>
<tr>
<td>31</td>
<td>Concrete</td>
<td>$0.00</td>
</tr>
<tr>
<td>32</td>
<td>Masonry</td>
<td>$0.00</td>
</tr>
<tr>
<td>33</td>
<td>Structural Steel</td>
<td>$0.00</td>
</tr>
<tr>
<td>34</td>
<td>Structural Timber</td>
<td>$0.00</td>
</tr>
<tr>
<td>35</td>
<td>Electrical and Electronic</td>
<td>$0.00</td>
</tr>
<tr>
<td>36</td>
<td>Mechanical</td>
<td>$0.00</td>
</tr>
<tr>
<td>37</td>
<td>Plumbing</td>
<td>$0.00</td>
</tr>
<tr>
<td>38</td>
<td>Heating, Ventilating, and Air Conditioning</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

104
This message will display. Click ‘OK’:

Now, only the cost codes that have an amount associated with them will be a part of the estimate. Click the Save icon in the top header when complete:
The estimate for the budget increase is now complete and can be approved by selecting “Approved” in the Workflow Status field of the estimate header:

Click the Save icon again in the top header when complete

Next, a Budget Request Record will need to be established.
Click the “Generate” dropdown button in the top header and select “Generate Budget Requests”:

A popup window will display with all of the cost codes listed. Ensure that all of the cost codes are selected, and that the budget request total matches that of the estimate.
Next, click the “Generate” button in the popup window. A green message will display indicating that the record has been successfully created:

Once the green message displays, click the “X” in the top right hand corner of the box to close the window:

Now that the budget request record has been generated, a funding source will need to be applied.
Resolution increase using Estimate Master Excel Template

To request additional funds for a project, this will start with creating a new Estimate and turning it into a Budget Request. The process has been made much easier by the creation of the Estimate Master Excel Template, in which a Project Manager can manage all of their estimate items and costs in Excel and then upload that file into PMWeb.

To get started, first “Add” new estimate record and header info in PMWeb and then Save the header information:

Next, to pull all of the already approved budget amounts, Go to “Cost Management” > “Cost Worksheet”, select project and then “Current Budget Export.”
This is your current project budget to date

Export to excel from cost worksheet – select the Excel icon to download to Excel

If you receive this message, select “Yes”

In Excel, clean up the formatting of exported cost worksheet – expand the columns and minimize the row height
You need to copy and paste the information from your current budget into the estimate master spreadsheet. Copy all values EXCEPT the total as highlighted in Red below:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-100-100 23 25</td>
<td>Aotechnical Engineering [This was moved from Services]</td>
<td>25000.00</td>
</tr>
<tr>
<td>02-100-100 24 10</td>
<td>Commissioning</td>
<td>30000.00</td>
</tr>
<tr>
<td>02-100-100 25 30</td>
<td>Elevator Consultant</td>
<td>15000.00</td>
</tr>
<tr>
<td>02-100-100 25 35</td>
<td>Renewable Energy Consultant</td>
<td>25000.00</td>
</tr>
<tr>
<td>02-100-100 25 50</td>
<td>Interior Design</td>
<td>15000.00</td>
</tr>
<tr>
<td>02-100-100 25 70</td>
<td>Security/Access Control Systems Design</td>
<td>23000.00</td>
</tr>
<tr>
<td>02-100-100 28 10</td>
<td>Infection Control</td>
<td>14000.00</td>
</tr>
<tr>
<td>02-100-100 29 00</td>
<td>Auditor Fees</td>
<td>0.00</td>
</tr>
<tr>
<td>02-100-100 30 00</td>
<td>Reimbursables</td>
<td>14700.00</td>
</tr>
<tr>
<td>03-190-190 00 00</td>
<td>Capital Projects Fees</td>
<td>6367.05</td>
</tr>
<tr>
<td>05-160-160 00 00</td>
<td>Contingency</td>
<td>8085.00</td>
</tr>
<tr>
<td>06-180-180 80 10</td>
<td>Art on Campus Assessment</td>
<td>0.00</td>
</tr>
<tr>
<td>06-180-180 80 20</td>
<td>Parking Assessment</td>
<td>300000.00</td>
</tr>
<tr>
<td>06-180-180 80 30</td>
<td>Utility Assessment</td>
<td>236250.00</td>
</tr>
</tbody>
</table>

Paste into the “Existing Budget (PMWeb) tab in the estimate master spreadsheet in the area highlighted in Red below:
If Excel does not allow you to copy and paste, there is an alternate method. Right-click on the tab of the cost worksheet download, select “Move or Copy”.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost Code</strong></td>
<td><strong>Budget Description</strong></td>
<td><strong>Current Budget</strong></td>
</tr>
<tr>
<td>02-100-100 23 25</td>
<td>Geotechnical Engineering (This was moved from Basic Services)</td>
<td>25000.00</td>
</tr>
<tr>
<td>02-100-100 24 10</td>
<td>Commissioning</td>
<td>30000.00</td>
</tr>
<tr>
<td>02-100-100 25 30</td>
<td>Elevator Consultant</td>
<td>15000.00</td>
</tr>
<tr>
<td>02-100-100 25 35</td>
<td>Renewable Energy Consultant</td>
<td>25000.00</td>
</tr>
<tr>
<td>02-100-100 25 50</td>
<td>Interior Design</td>
<td>15000.00</td>
</tr>
<tr>
<td>02-100-100 25 70</td>
<td>Security/Access Control Systems Design</td>
<td></td>
</tr>
<tr>
<td>02-100-100 28 30</td>
<td>Infection Control</td>
<td>23000.00</td>
</tr>
<tr>
<td>02-100-100 29 00</td>
<td>Auditor Fees</td>
<td>14000.00</td>
</tr>
<tr>
<td>02-100-100 30 00</td>
<td>Reimbursables</td>
<td>0.00</td>
</tr>
<tr>
<td>02-100-100 30 00</td>
<td>Capitl Projects Fees</td>
<td>14700.00</td>
</tr>
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<td>03-190-190 00 00</td>
<td>Contingency</td>
<td>6367.00</td>
</tr>
<tr>
<td>05-160-160 00 00</td>
<td>Art on Campus Assessment</td>
<td>8085.00</td>
</tr>
<tr>
<td>06-180-180 80 10</td>
<td>Parking Assessment</td>
<td>0.00</td>
</tr>
<tr>
<td>06-180-180 80 20</td>
<td>Utility Assessment</td>
<td>330000.00</td>
</tr>
<tr>
<td>06-180-180 80 30</td>
<td></td>
<td>236250.00</td>
</tr>
</tbody>
</table>

Total: 712,402.00
Select move to “Estimate Master” and “create a copy”

This will create a new tab in the estimate master workbook.

Copy and paste the content from the new tab to the tab EXISTING BUDGET (PMWEB) to the section noting “paste from PMWeb cost worksheet”.

Now add your new estimate details into the Excel estimate master.

When complete, select “Copy Original Budget Increase...” button to copy.
Navigate back to your estimate record in PMWeb, select “Paste from Excel.” You will get the message to use control V, then hit Control+V and the estimate line items will be pasted into the estimate details section of the estimate.
To access the Funding Records, you can navigate by clicking “Cost Management” and the “Funding Records” subcategory in the Left side navigation bar.
Or, you can access the Funding Records through the Project Center, by clicking on the icon in the top header, and selecting “Home”

Ensure that you land on the Project Center tab, and that the project name is selected in the first drop down field:
Next, under the Navigator section, select “Funding Records” under the Cost Management section:

The Funding Records board will display all the records for this particular project. Click the “+Add” button in the top header to create a new record:
The Funding Record page will display. Under the “Allocation by” box, select the “Project” radio button, and then type your project name in the field, and choose the project you are working on in the drop down menu:

Select “Resolution Increase” in the “Category” field and then click the Save icon in the top header:
Note, once the record is saved, the “Add” button appears in the middle of the page:

To begin adding your funding sources, click the “+Add” button in the middle of the page:
You are only able to add one funding source at a time, so these subsequent steps will need to be completed for each funding source that should be applied until the total of the budget increase amount is reached.

In the “Source” column, select the source of funds from the drop down list of values:

Next, in the “Cost Allocation” column, enter the amount that this source will cover (NOTE: You will need to remember what the total amount of the estimate was for this budget increase request).

Click the Save button when complete:
Again, complete these steps for each funding source that should be applied. Once complete with adding all the funding source records, click the Save icon in the top menu. Then select “Approved” in the “Workflow Status” field, and click the Save icon again.

Now that the funding sources have been allocated, a Budget Increase Resolution can be generated.
Generating a Budget Increase Resolution

To generate a budget increase or “budget request” you can again, navigate through the left side navigation bar through the “Cost Management” module, or the easier method is through the Project Center:

Go back to Home from the PMWeb menu:

Ensure that you land on the Project Center page, and that the project being worked on is in the first drop down field:
Under the Navigator section, select “Budget Requests” under Cost Management:
Select the budget record that is in “Draft” phase for the budget increase:

Note, all the cost codes and amounts have been pulled over from the estimate. Ensure that the total under the “Project Budget” matches that of the estimate that was built.
In the header of the Budget Request record, select “Full Resolution Workflow” in the Type field and click the Save icon in the header:
Next, click on the Specifications tab to begin filling in the details for the Resolution Increase report. To highlight all of the rows for edit, click on the top row and while holding the “Shift” key, click on the bottom row. All records will be highlighted in Orange. Once all the rows have been highlighted, click the “Edit” button.

Go to the relevant fields and populate the information, such as the Vendor/Supplier information for as many suppliers as you will need, the Scope of the Work and the specific dates.
Once all of the fields have been populated, click the “Update Records” button and the Save icon in the top header:

Now that all of the information for the Resolution increase has been entered, a report can be generated.
Go to the Print dropdown icon in the top header. Select “BI Reporting” from the dropdown:

Click on the magnifying glass next to the “Resolution Increase” option. The report will display in the popup window. NOTE: If you do not click on the magnifying glass, the report will not display.
Next, click the “Report Viewer” link in the bottom of the popup window:

The Report Viewer will display. To maximize the report, click the button in the top right corner of the window:
The full report will display:

If there are subsequent pages to the document, click the arrow to go to the subsequent pages:
A comparison of the report and the data that is entered in PMWeb can now be done.

Once the report has been reviewed and is acceptable, a copy of the report can be saved by clicking the small Save icon drop down in the top and selecting PDF.

The Budget Increase Resolution can now be sent through Workflow. Click the “Workflow” tab in the middle of the screen. The workflow page will display.
Click Submit:

Click Save:
The Resolution will now be sent to all the parties that were assigned in the Workflow module for the project.
Generate a Commitment

Once a budget for the project has been approved, and the funding accounts have been established, contracts or “Commitments” can begin to be generated to vendors.

As with the other project modules, there are two ways to navigate to commitments. The first approach is to go to the Cost Management module on the Left side navigation bar, and select “Commitments” under the “Contracts” folder:

The Commitments board will display. To create a new commitment, click the “+Add” button in the top menu bar:
The easier navigation is through the Project Center. Go to the dropdown and select “Home”:

Click the Project Center tab:

Select the project from the drop down:
Click on “Commitments” under “Cost Management” in the Navigator section:

Any commitments that have already been generated for this project will display in the Commitment board. If it is the first commitment, then the board will be blank. To create a new commitment, click the “+Add” button:

The Commitment page will then display, and the details can be added.
In the first field labeled, “Type” select the type of agreement for this commitment. NOTE: Do not select “Sub-Contract” as subcontractors will be addressed in the various other agreement types:

Next, select your project:
In the next field, the ID* will be auto-generated. Keep the auto-generated number in this field:

In the “Company” field, select the vendor for which this agreement is with:

The “Description” field is not required; however, if this is a Purchase Order agreement, you may want to enter a brief description of the purchase order.
The “PO# from AIS” field will be populated by the Accounting Team once a PO# has been generated and approved out of Marketplace. Again, this field will only be populated if the contract type is Purchase Order.

Next, select the Effective Date of this commitment. NOTE: This date is what will populate on the top header of the contract when it is generated:

If this commitment is generated from an Online Bid or Procurement record, the “Procurement #” field will be auto-populated; otherwise, leave this field NULL.
Next, click on the “Allow overbilling” radio button and then check the “Up to XX% of revised value”

Once these fields have been entered, click the Save icon in the top header. Note that once you Save the record, you will now have the ability to add the cost codes in the middle portion of the page, as indicated by the “Add” icons:
To begin adding your cost codes for the commitment, click the “Add Items” button in the middle portion. The cost code folders will display:

Begin pulling over the cost codes for this agreement by dragging the line item from the folder display into the Cost Code window. NOTE: In the folder labeled “0 Typical Cost Codes” the most commonly used cost codes have been placed in that folder to prevent a user from having to search through all the various folders:
Once all of the cost codes have been pulled over, click the Save button in the top left of the window.

All the cost codes will then display in the detail page:
To add the costs for each line item, click the top record, and while holding “Shift” click the bottom record so that all cost codes are selected and highlighted in Orange. Then click “Edit”.

![Diagram of PMWeb system interface](image-url)
Enter the cost values into the “Ext Cost” field. Then click “Update Records.”

Note that the “Total Cost” field will also be populated with the values.
Next, click the “Addenda” tab.

Then, click the “Add Addenda” button:
Drag over the folder of the agreement type of the commitment and then click “Save”:

The next several steps will be covering how to add the details of the contract.

Once the addenda folders have been added, go to the “Notes” tab. Several labeled note headers will be added that will need to have details entered for them to populate the contract appropriately:
The details of these notes will need to be entered one at a time. Highlight the first row by clicking the record, and then click “Edit”:
Delete the <TODO> in the message box, and then type the details of the note in the note box. The details are to correlate with the Note header, so for example, the first note box is to describe the “Project Description.”

Scroll down to the bottom of the note box, and click “Save”
Complete these same steps for all the subsequent note entries:
Once all of the notes fields have been entered, the next step in completely the contract details is to click on the “Specifications” tab. Again, all of the details entered on these tabs contain the information that will populate on the Commitment report/Contract:

The first specifications tab the user will land on will be “Contract Signatures”

Click the top record and while holding Shift, click the bottom record to highlight them all the Orange. Then click Edit:
Type in the Owner Signer Name of the company in the first field and their title in the second field under the Data column. NOTE: This will typically be the Director of Capital Projects with the university.

Then type in the Vendor Signer Name and title in the subsequent fields. NOTE: This will be the vendor contact name and title of which the contract is with. Then click Update Records.

Once the contract signers have been designated, go to the tab with the label of the contract type to be generated (i.e. whatever was selected in the top header under the “Type” field, and of the folder of the addenda that was added). The detailed fields that will generate on the contract will be available to enter the information.
To enter the data for all of these rows, click the top row and while holding “Shift” click the bottom row to highlight all of them. Then click “Edit”:
For each line that has "(note added)" before the label, this indicates that you’ve already added a note for that particular entry in the “Notes” tab. Just click the checkbox in the “Data” column for that entry to mark that it has already been done:

Once all of the (note added) rows have been checked, then enter in all the other information into each of the spec fields that is relevant to the agreement. NOTE: Some of the data fields may not need to be populated, as they don’t pertain to this agreement, such as “Bidding or Negotiation Percentage.”

Once all the fields have been populated, click the Update Records button and all the data elements will be saved, and then a Contract Agreement can be generated.
Generate the Commitment Report

Click the Printer icon in the top header and drop down to BI Reporting

The Reports Preview window will display. Click the magnifying glass next to the contract type of which to print:
Click the “Report Viewer” link on the bottom of the popup window.
Maximize your screen to pull up the full agreement by clicking the button in the top right corner:
To get to subsequent pages, there is a page tab on the top of the report viewer:

Architect Agreement

THIS AGREEMENT is made this 1st day of May in the year of 2010.

BETWEEN Owner:
THE WASHINGTON UNIVERSITY
On behalf of the School of Medicine
Washington University School of Medicine
660 South Euclid Avenue
Campus Box 6034
St. Louis, Missouri 63110

And Architect:
ALBERICI CONSTRUCTORS INC
6000 Page Ave
ST LOUIS, MO 63114

For the following Project:
Project Number: 201465XGGA1
Project Title: Mayer Cafe
Commitment ID: 002

The Fee is: $0.00
Reimbursable Expenses (not to exceed amount): $0.00

Project Description:
This is a test project for the Mayer Cafe. All the details in this project are for test purposes only.

OWNER
THE WASHINGTON UNIVERSITY
On behalf of the School of Medicine

COMPANY
ALBERICI CONSTRUCTORS INC

Signature Date

Signature Date

Denny Jones
Owner

Project Number 201465XGGA1
Contractor ALBERICI CONSTRUCTORS INC
Commitment Number: 002

Page 1 of 4
Rev. 08/20/2010
Page 2 come from the Addenda attachments:
ARTICLE 1
DEFINITIONS

ARTICLE 2
ARCHITECT’S RESPONSIBILITIES

ARTICLE 3
SCOPE OF ARCHITECT’S BASIC SERVICES

3.1 Definition

3.1.1 Architect’s Basic Services...

3.6 Construction Phase – Administration of the Construction Contract

3.6.1 Architect shall consult with Owner and shall provide administration of the contract between Owner and Contractor as provided for in this Agreement and the General Conditions of Contract between Owner and Contractor. Architect’s responsibility to provide Construction Phase services as Basic Services under this Agreement commences with the award of the contract for construction and terminates upon the last of the following to occur: (i) Architect’s review and acceptance of the Record Documents prepared by Contractor and delivery of such Record Documents to Owner or (ii) acceptance of the Work by Owner following Final Completion thereof.

3.6.2 Architect shall attend all weekly job progress meetings. In addition to the weekly job progress meetings, Architect shall visit the Site not less than five (5) times per week, during such visits, Architect shall observe and become generally familiar with the progress and quality of the Work and monitor the Work so as to determine whether the Work is being completed in accordance with the Contract Documents. Architect shall keep Owner fully informed with written reports prepared promptly after each on-site observation of the progress and quality of the Work and Architect’s experience as to conformity with the Contract Documents. Consistent with Architect’s required Standard of Care, Architect shall guard Owner against defects and deficiencies in the Work and determine whether the Work is progressing in a timely fashion according to the requirements of the Contract Documents. Architect shall notify the Owner if there is reason to believe that date of Substantial Completion will not be met.

ARTICLE 4
PAYMENTS TO ARCHITECT

4.1 Architect’s Services. Owner shall pay for Architect’s Services in accordance with the Fee Schedule for Architects published by Owner from time to time, and in accordance with the following:

4.1.1 For Basic Services as described in Articles 2 and 3, compensation shall be computed as follows:

- This is a test.

4.1.2 For Other Services as described in Article 11 compensation shall be computed as follows:

- This is a test.

4.1.3 Where compensation for Basic Services is based on a stipulated sum or percentage of Construction Cost, progress payments for Architect’s Services in each phase shall total the following percentages of the total compensation payable under Section 4.1.1:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schematic Design Phase</td>
<td>10%</td>
</tr>
<tr>
<td>Design Development Phase</td>
<td>20%</td>
</tr>
<tr>
<td>Construction Development Phase</td>
<td>20%</td>
</tr>
<tr>
<td>Bid Pricing &amp; Negotiation Phase</td>
<td>5%</td>
</tr>
<tr>
<td>Construction Phase</td>
<td>0%</td>
</tr>
</tbody>
</table>

Total Compensation: 100%

4.1.4 For additional Services, as described in Article 4, but excluding services of consultants, compensation shall be computed as follows:

- This is a test.

4.1.5 For Additional Services of Architect’s Consultants, a multiple of one (1.00) times the amounts billed to Architect for such services.

4.1.6 The billing rates set forth for Additional Services in Section 8.1.4 shall be subject to annual adjustment calculated by multiplying the rates set forth in Section 8.1.4 by the CPI or increased/decreased over the previous 12 months; however, such rates will not be increased/decreased by more than 3.5% in any one year.

3.2 Reimbursable Expenses

8.2.1 Reimbursable expenses are in addition to the compensation set forth in Section 3.1.1 and are subject to a cap of $0.00. Owner shall pay Architect for Reimbursable Expenses in accordance with the Guidelines for Allowable Reimbursable Expenses attached hereto as
Exhibit A

Allowable Reimbursables

Allowable Reimbursables can be found on our website at http://sites.wustl.edu/pmweb.

The Allowable Reimbursables specific to this contract can be found on the attachments tab in the PMWeb commitment record.
Once the contract has been reviewed for errors and looks acceptable, it will be submitted through workflow as an attachment. To save the document, click the small Save icon dropdown in the top of the report viewer and select “PDF” from the list of values, and save the contract to a central drive.

Once the contract has been saved, go to the “Attachments” tab and then click the “Select” button:
Select the file that was saved to attach the document.

Once the contract has been attached, click the “Save” icon in the top header.
The Commitment is now ready to send through Workflow. Click the “Workflow” tab in the middle of the page:

Click the Submit button and then Save the record:
The Online Change Request in PMWeb is synonymous with “Potential Change Orders” in AIS today. These are potential changes to an approved commitment that may result in a change order. These are typically prompted by a Contractor Back Up document that outlines the changes needed. This back up document should be saved and attached to each Online Change Request for reference.

To access Online Change Requests, you can navigate from the “Cost Management” module on the left side navigation bar, and then selecting “Online Change Requests” under the “Change Management” subfolder:

![Diagram showing how to access Online Change Requests in PMWeb](image-url)
When the Online Change Request board displays, click the “+Add” button to create a new request:

Just as with the other modules, a more easily navigable way to create an Online Change Request is through the Project Center under the Cost Management section:
If this is the first Online Change Request being created for the project, then clicking the link will take the user directly to the Online Change Request page. For subsequent records, the user will first be brought to the Online Change Request board and will need to click the “+Add” button:

Once on the Online Change Request form, the following fields will need to be populated – see screen print below (NOTE: An ‘*’ indicates a mandatory entry)

1. Project* = Select the project the Online Change Request is for
2. Commitment* = Select the Commitment for the change – NOTE: Once this is selected, the Company field will auto-populate with the company tied to the commitment.
3. Description* = Enter a brief explanation of the change
4. Reference = N/A – leave NULL
5. Record #* = This field will auto-populate with the next number in sequence for Online Change Requests for the commitment. Change this number to the Vendor PCO#.
6. Change Event = N/A – Leave NULL
7. Risk Analysis = N/A – Leave NULL
8. Commitment Change Order = This field will auto-populate once the Online Change Request is linked to a Change Order
9. Request Date = Not required - Enter the date of the contractor “back up” documentation when applicable
10. Need By = Not required – Enter the date of when the change is needed by when applicable; otherwise leave NULL
11. Cause* = Select a cause for the change in the list of values
12. Contact = Not required – If there is a contact name, enter that information here
13. Comment = Not mandatory, but you can add a more details of the change in this box
14. Category* = Select a value from the drop down – This is the terms of the cost from the contractor
15. Post As* = Always use the default value of “Revised Scope”

Once all of the details have been entered, click the “Save” icon in the top header.
Once the header has been saved, the Details section in the bottom half of the page is enabled to allow for addition of cost line items:

Click the “Add Items” button and a box of the cost codes will display:
Drag over all of the cost codes in which the amounts that were on the original commitment are changing. *(NOTE: If you don’t know the actual cost code, just pull over any cost code that was on the original commitment).* Once all of the cost codes have been pulled over, click the “Save” button in the top left of the box:
To enter the amount of the change, click on the row and then click the “Edit Selected Lines” button (NOTE: If more than one line item, click the top row, and while holding the “Shift” key click the bottom row to highlight all of the records)
Enter the amount of the change in the “Unit Cost” field. Note that the Ext Cost field will auto-populate with the same value. Once all entries have been made, click the “Update Records” button:
Once the changes have been saved, click the “Attachments” tab.

Click the “Select” button in the bottom of the page:
Search for the Contractor Back Up document that was submitted by the contractor and attach it to the PMWeb Online Change Request.
Once the back up documentation has been attached to the record, click the “Save” icon in the top header:

Finally, go to the “Workflow Status” field in the header of the record, and select “Approved” from the drop down and click the “Save” icon again. Online Change Requests do not need to go through workflow; however, by setting the
Workflow Status to approved, this is an indicator that this request is complete and can be attached to a Commitment Change Order.
Commitment Change Orders can be generated in several different ways.

1. Generated from an Online Change Request
2. No Online Change Request but there is an increase in goods or services on a purchase order that would prompt a change order to be generated
3. Linking multiple Online Change Requests to one Change Order

How to Generate Commitment Change Order from an Online Change Request

To generate a Commitment Change Order directly from an Online Change Request, there must be a one to one relationship. If you have just completed an Online Change Request, and want to generate a Commitment Change Order, simply go to the “Generate” icon in the header of the page, and select “Generate Change Order” from the dropdown. NOTE: the Online Change Request must be in an “Approved” status (the reason for the final steps highlighted above in Online Change Requests and ensuring that the Workflow Status is marked as Approved).
A popup window will display with the charge lines that will be linked to the Change Order. Ensure that all the appropriate charge lines are selected, and click the “Save” icon in the top of the popup window:

You will automatically be brought to the Commitment Change Orders screen with your record and the majority of the header details completed:
Some additional fields that will need to be populated in the header are as follows:

1. **Cause** = Select the reason for the change from the list of values in the drop down. NOTE: This should match that of the Online Change Request
2. **Requested by** = N/A – Leave NULL
3. **Reference** = Enter the PO# from the Commitment
4. **Assigned to** = N/A – Leave NULL
5. **Change Order Date** = Leave defaulted to current date
6. **Effective Date** = Select Current Date
7. **Days** = If there is an agreement to a schedule change, this will be entered in the Online Change Request, in which the number of days extension will be populated here

Once the remaining details of the Change Order header have been entered, click the “Save” icon in the top header:
Since this Change Order was generated from an Online Change Request, all of the cost line items have already been pulled over, and this record can be sent through Workflow.

Click the “Workflow” tab, and click Submit:
Then click “Save.” The Commitment Change Order has now been successfully sent through Workflow.

How to Generate Commitment Change Order with no Online Change Request

To generate a Commitment Change Order with no Online Change Requests, the process is much like that of the Online Change Request.

To access Commitment Change Orders, you can navigate from the “Cost Management” module on the left side navigation bar, and then selecting “Commitment COs” under the “Change Management” subfolder:
When the Commitment Change Orders board displays, click the “+Add” button to create a new request:
Just as with the other modules, a more easily navigable way to create a Commitment Change Order is through the Project Center under the Cost Management section:

If this is the first Change Order being created for the project, then clicking the link will take the user directly to the Commitment Change Order page. For subsequent records, the user will first be brought to the Commitment Change Order board and will need to click the “+Add” button:
Once on the Commitment Change Order form, the following fields will need to be populated – see screen print below

(NOTE: An '*' indicates a mandatory entry)

1. Project* = Select the project for which the change order is for
2. Commitment* = Select the commitment for which the change order is for. NOTE: The next field “Company” will auto-populate based upon the commitment selected.
3. Company = Will auto-populate with the commitment type once record is saved – Leave NULL for entry
4. Type = Will auto-populate with the commitment type once record is saved – Leave NULL for entry
5. Record # = Will auto-populate with the next number in sequence once the record has been saved
6. Description = Enter a brief explanation of the change
7. Post As = Leave set to default value of “Revised Scope”
8. Revision = Auto-populated. Will change if the record needs to be revised
9. Date = Will auto-populate with current date once record is saved
10. Workflow = Inaccessible field - Will remain in “Draft” phase until change order is approved in workflow
11. Change Request = N/A = Leave NULL
12. Cause = Select the reason for the change from the list of values in the drop down
13. Requested by = N/A – Leave NULL
14. Category = Select the terms of the cost from the contractor. NOTE: If multiple Online Change Requests will be linked to the Change Order select “Multiple”
15. Reference = Enter the PO# from the commitment
16. Assigned to = N/A = Leave NULL
17. Change Order Date = Set to current date
18. Effective Date = Set to current date
19. Days = If there is an agreement to a schedule change, this should be entered as an Online Change Request, which will then be linked to this Change Order and the number of days extension should be populated here

Once all of the above fields have been entered, click the “Save” icon in the top header.
Once the header has been saved, the Details section in the bottom half of the page is enabled to allow for addition of cost line items or linking of Online Change Request records:

Click the “Add Items” button and a box of the cost codes will display:

Drag over all of the cost codes in which the amounts that were on the original commitment are changing. *(NOTE: If you don’t know the actual cost code, just pull over any cost code that was on the original commitment).* Once all of the cost codes have been pulled over, click the “Save” button in the top left of the box:
To enter the amount of the change, click on the row and then click the “Edit” button (NOTE: If more than one line item, click the top row, and while holding the “Shift” key click the bottom row to highlight all of the records)
Enter the amount of the change in the “Amount Requested” field. Note that the “Amount Approved” field will auto-populate with the same value. Once all entries have been made, click the “Update Records” button:
The image displays a section of a software interface, specifically a table from a cost management system. The table shows details related to a change order request. The table has columns for Line#, Item, Description, Amount Requested, Adjustment 1, Adjustment 2, Tax, Amount Approved, and Cost Type. The highlighted row indicates a change order request for a plumbing item with an amount requested of $15,000.00. The table is part of a larger interface used for managing project details, including planning, engineering forms, and cost management. The software interface includes various functionalities such as search, edit, and delete options.
Once the changes have been saved, click the “Attachments” tab.

If there are any supporting documents from the contractor that have been saved, click the “Select” button in the bottom of the page:
Search for the Contractor Back Up document that was submitted by the contractor and attach it to the PMWeb Online Change Request.

Once the back-up documentation has been attached to the record, click the “Save” icon in the top header:
Finally, go to the “Workflow” tab.
Click the “Submit” button:

Then click the “Save” button in the workflow window:
Next, click the “Save” icon in the top header. The Change Order has now been successfully submitted into workflow for approval. NOTE: The Workflow Status field has changed to “Submitted.”

Linking multiple Online Change Requests to one Change Order

If the Change Order has multiple Online Change Requests to link to it, follow the same steps as highlighted above in generating a Change Order will no Online Change Requests; however, once the header fields have all been entered and record is saved, and the costs for the line items can be entered, you will just link all the applicable Online Change Requests to the Change Order and all the cost codes associated with those OCR’s will be pulled over into the Change Order.
At this step, click the “Link Online Change Request(s)” button:
A list of all the Online Change Requests that have been generated for this commitment will display in the window. Select the records that you would like to attach and click “Save.”

Notice all the cost codes and amounts of these changes have been pulled over into the window. NOTE: This is list could be very long with multiple cost codes listed.
Once the Online Change Requests have been pulled over and the amounts have been verified, click the “Save” icon in the top header:

Finally, go to the “Workflow” tab.
Click the “Submit” button:

Then click the “Save” button in the workflow window:
Next, click the “Save” icon in the top header. The Change Order has now been successfully submitted into workflow for approval. NOTE: The Workflow Status field has changed to “Submitted.”
A Miscellaneous Invoice is one that is not associated with a PMWeb Commitment. Some examples of Misc invoices are hotel stays, reprographics, copies, catering, or other project charges that do not require a contract.

To create a Miscellaneous Invoice, either navigate to the “Cost Management” module on the Left Side navigation bar, and go to the “Invoice” folder, and select the “Miscellaneous Invoices” sub folder and then click Add:
Another, more easily navigable way to access Miscellaneous Invoices is through the Project Center. Go to the Project Center and select the project to work from in the drop down:

Click on “Miscellaneous Invoices” under the “Cost Management” section:
Select the project from the “Project *” drop down field:

Next, select the company this invoice is for, by either selecting the company from the list of values in the “Company” drop down, or by clicking the magnifying glass 🕵️ next to this field:
Click the “Save” icon in the top header to save the record. Then all the other details can be entered into the header of the miscellaneous invoice.
Many of the header details of the Miscellaneous Invoice can be found on the Pay App for entry.

1. **Invoice #** = Type in the Vendor Invoice # in this field
2. **Invoice Date** = Enter in the actual date of the invoice
3. **Description** = Enter a brief description of the work for this invoice
4. **Paid in Full** = Leave this box UN-checked
5. **Cost Period** = Enter the date of which the work incurred – this feeds into the Cash Flow and Accrual Reporting
6. **Billing Terms** = This value represents days, and should be set to 30
7. **Invoice Due** = This field is informational only. This date will represent the Invoice Date + the value in the Billing Terms
8. **Payment Explanation** = Enter additional information you think will be helpful to the vendor to post the payment. Examples include invoice number, invoice date, and waiver request information
9. **Category** = Select either ID (Inter-department) or IF (Free Balance) from the list of values in the drop down
10. **Post to Non-Commitment Costs** = Leave as CHECKED
Once all of these fields have been populated, click the “Save” icon in the top header, and then the detailed cost codes and costs can be added to the invoice:

Since there is no commitment associated to miscellaneous invoices, there will be no cost costs listed in the details portion of the invoice record.

To add the specific cost line items, click on the “Add Items” button and a cost codes folder tree will display:
Maximize the folders by clicking on the ▼ next to the folder. Select the cost code and drag it over to the table:
Once all of the cost codes have been pulled over to the table, click the “Save” button in the cost codes popup box:
Next, select the top cost code line item and click the Edit button (Note: If multiple cost line items, click on the top row and while holding the Shift key, click the bottom record to select them all, and then click Edit).
Go to the “Ext Cost” field and enter the amount for that cost code. Note: The Unit Cost and Total Cost fields will auto-populate with the same values. Once all the costs have been entered, click the “Update Records” button, and then the “Save” icon in the top header:
Property Accounting – Review and change remittance address (if necessary)

- The remittance address for miscellaneous invoices is set to default to Addr #1 in the AIS vendor file
  
  ![AIS vendor file](image)

- Change remittance address if invoice address does not match Addr #1 in vendor file
  
  - Navigate to Specifications > Additional Payment Information
  
  ![Specifications Tab](image)

  - Select line to edit, and select “Edit;” in the “Data” field, insert the number of the remittance address that matches the address on the invoice
  
  ![Update Records](image)

  - Select “Update Records” to Save

The invoice can now be sent through workflow for approval.
Send Miscellaneous Invoice through Workflow

To send the invoice through workflow, click the “Workflow” tab in the middle of the page:
Click the “Submit” button. All of the roles and approvers will display in the workflow table:

![Workflow Table]

Then click “Save.” A flowchart of where the invoice will go for approval will display:

![Flowchart]

The invoice has now been successfully submitted into workflow for approval.
A Progress Invoice is an invoice that will be associated to a PMWeb Commitment. Some examples of progress invoices are pay apps, architect/engineer invoices, and consultant invoices.

To create an initial (first) Progress Invoice, either navigate to the “Cost Management” module on the Left Side navigation bar, and go to the “Invoice” folder, and select the “Progress Invoice” sub folder:
Another, more easily navigable way to access Progress Invoices is through the Project Center. Go to the Project Center and select the project to work from in the drop down:

Click on “Progress Invoices” under the “Cost Management” section:
Select the project in “Project*” field drop down:

Then select the commitment for which the invoice is for in the “Commitment” field:
The company name of the commitment will auto-populate in the “Company” field. Click the “Save” icon in the top header to save the record. Then all the other details can be entered into the header and details of the progress invoice.

Many of the header details of the Progress Invoice can be found on the Pay App for entry. *(See field mapping document below)*
1. **Description** = Text “PO#” will auto-populate in this field. Enter the PO # following this text
   - NOTE: When the PO# is entered on the first progress invoice, this will get copied over to all subsequent invoices for the same commitment.

2. **Payment Explanation** = Enter additional information that will be helpful to the vendor to post the payment. Examples include invoice number, invoice date, and waiver request information.

3. **Record #** = Enter the Vendor Invoice # in this field - the format for payment applications should be the WU project number + “APP” + pay app # (i.e. 2016955APP01)

4. **Cost Period** = Enter the date of which the work incurred – this feeds into the Cash Flow and Accrual Reporting

5. **Category** = Auto-populated to “CA (Computer Assisted Invoice)

6. **Paid in Full** = Leave un-checked

7. **Invoice Date** = Date of the Architect Certification for Pay Apps – For all other types of invoices, it is the actual date of the invoice

8. **Billing Terms** = This value represents days, and will auto populate based upon the vendor set up. If this is an MBE/WBE vendor or sub-contractor, this will auto-populate to 10; otherwise this field will be a 30. NOTE: Only Property Accounting will update this field

9. **Invoice Date** = This field is informational only. This date will represent the Invoice Date + the value in the Billing Terms

10. **Invoice Type** = Select “Final” if it is the last or only invoice on a commitment. Select “Progress” if there will be more than one invoice on the commitment.
   - **NOTE:** If “Final” is selected and the Print Lien Waiver button is clicked, the final lien waiver report will be generated. If “Progress” is selected and the Print Lien Waiver is selected, then the Progress Lien Waiver form is generated. This functionality will not be used at this time. Because WU has their own acceptable lien waiver formats, we will not be using those provided in the PM Web software.

Once all of this information is populated, click the Save icon in the top header, and the detailed cost codes and costs can be added in the details of the invoice.

**Formatting the Progress Invoice Details Tab**
Now that the header details of the invoice have been entered, the details of the cost codes, amounts and retainage can be entered in the details tab of the invoice.

Note that all of the cost codes and line items from the commitment are listed in the details tab to begin adding values.

For first time users of PMWeb, before the details should be entered, a “housekeeping” step should be completed; which is formatting the layout of the screen. PMWeb offers the ability to enter a lot of information for invoices; however, there are several columns that are not needed, in the wrong order, or are only needed when certain pieces are present on a project (i.e. stored materials).

Here are all the columns that should be visible and in the order of which they should be displayed:

1. Line #
2. Cost Code
3. Description
4. SubContractor (input field)
5. Direct Pay? (input field)
6. Scheduled Value
7. CCO#
8. Prior Invoices
9. Current Invoice (input field)
10. Total Invoiced
11. % Complete
12. Balance to Invoice
13. Prior Services Retain Amount
14. Current Services Retain Amount
15. Total Services Retain Amount (input field)
16. Services Retain %
17. Total Retained (this column may be able to be turned “off.” Since it is only different from the total services retain amount when stored materials are added)
18. Current Total Due
19. Current Waiver Amount (input field)
20. Total Current Hours (input field)
21. Minority Current Hours (input field)
22. Women Current Hours (input field)
23. Direct Pay Payment Explanation (input field)
24. Direct Pay Remit Address (input field)
25. Funding (Med School only) (input field)
26. Notes (input field)
To hide specific columns, Right Click on one of the columns, go to the “Columns” value and view all of the columns that are present. Uncheck any column that is not on the list above:

Once all of the columns have been selected, click the “Save Layout” button:
To put the columns in the proper order, hover over the column that needs to be moved until you see a four way arrow icon and a small popup box that says, “Drag to group or reorder.”

Click and drag the column to the area where you want to drop the column. Two yellow arrows will display to direct you to where to drop the column.
Once all of the columns are moved into the proper order, click Save Layout again. Now all of the details of invoice can be entered.

**Entering Detail Values for Progress Invoices**

Again, notice that all of the cost code line items from the commitment have already been pulled over into the Invoice. To begin adding costs to these line items, click the top row and while holding the “Shift” key, click the bottom row to highlight all the records. Then click the “Edit” button:
Enter the invoice amounts in the “Current Invoice” column based upon the cost codes that are listed on the invoice. NOTE: Only enter the costs for the line items being charged. EXAMPLE: You may have a list of five cost codes on the commitment; however, the invoice may only have costs for three of them. Enter the costs for only those three on the progress invoice.

Notice, once the “Current Invoice” amount has been entered, the “% Complete” and “Balance to Invoice” values will auto-calculate.
Next, the following fields will typically only be entered for Pay Apps ONLY:

- **Subcontractor**: Either use the drop down arrow or the magnifying glass next to the “Subcontractor” field to search the company for the line item

  **Using the drop down arrow:**

  ![Drop down arrow example](image1.png)

  **Using the magnifying glass:**

  ![Magnifying glass example](image2.png)

- **Direct Pay**: If the Sub Contractor selected is MBE/WBE and entitled to Direct Pay, check the “Direct Pay?” checkbox

  ![Direct Pay example](image3.png)
- **Total Services Retained Amount** = Enter the Retainage (If Variable Rate) value from the Pay App in this field per line item
  - Note the “Services Retain %” and “Total Retained” field will auto-calculate based upon the value you have entered in “Total Services Retained” field:

- **Current Waiver Amount** = Enter the lien waiver value for the appropriate contractor/subcontractor. Enter the general contractor’s lien waiver to one line only.
- **Total Current Hours (%)** = This is data used for the SDI Utilization Report – should be entered for each line item
- ** Minority Current Hours (%)** = This is data used for the SDI Utilization Report – should be entered for each line item
- ** Women Current Hours (%)** = This is data used for the SDI Utilization Report – should be entered for each line item
- **Funding** = Field utilized by WUSM only. This field is utilized when we need to track spending by funding source on a particular project
- **Direct Pay Payment Explanation** = Enter the MBE/WBE invoice number (where applicable)
- **Direct Pay Remit Address** = This is utilized if the remit address for the sub is anything other than the primary vendor address on file. *This field will only be updated by Property Accounting.*
As noted above, the Direct Pay Remit Address will be updated by Property Accounting, if necessary.

The remittance address for progress invoices is set to default to Addr #1 in the AIS vendor file.

- If the address on the invoice is different than Addr #1 in the AIS vendor file, it needs to be changed:
  - Navigate to Specifications > Additional Payment Information
  - Select line to edit, and select “Edit,” in the “Data” field, insert the number of the remittance address that matches the address on the invoice
Select “Update Records” to Save

Once all of the data has been entered, click the “Update Records” button and all the values will be saved. Then click the “Save” icon in the top header:
All of the values that have been saved to the invoice and the calculations can also be viewed in the “Contract Snapshot” box in the header of the screen:
A detailed field mapping of the Payment Application and the PMWeb Progress Invoice can be seen below. Once the record has been saved, the invoice can be sent through workflow.

Exhibit A: Detailed Field Mapping Diagram of Payment Application and PMWeb Progress Invoice
Once the invoice has been saved, it can be submitted through workflow for approval to pay.
Click the “Workflow” tab in the middle of the Progress Invoice page:

Click the “Submit” button and notice that all the roles that the workflow will be sent to will display in the window:
Then click the “Save” button. This progress invoice has now been successfully sent through workflow.
Subsequent Progress Invoices

To create subsequent invoices on the same commitment, the same steps that are followed to create the first invoice can be followed OR you can pull up the previous invoice and click the “Create Next” button on the header:

Notice the “Sequence #” field changes, the “Workflow Status” is in a Draft phase and the dates will all default to the current date and will need to be modified. Also, notice that the “Current Invoice” column in the details has been cleared out and are open for new invoice amounts to be entered:
Now that this record has been created, follow the same steps as the initial progress invoice and send the record through workflow, as documented in the above steps.
A/P Payments

All payments will still be processed in AISystem; however, if these payments are initiated from an invoice generated from PMWeb, those payments will be brought back into PMWeb via an integration program. This integration program will tie these payments back to the invoice they are associated with.

Any payments that are not initiated from an invoice in PMWeb (i.e. Journals, Credit Memos, Receipt Vouchers, etc) will also be brought into PMWeb and tied to their appropriate projects. In order for these payments to calculate on the Cost Report, once these payments are brought back into PMWeb, they will need to be tagged with applicable cost codes.

While again, all payments will still be processed in AISystem, below outlines some helpful hints on how these transactions will be associated to the appropriate invoices, commitments and projects in PMWeb.

There are two ways to navigate to A/P Payments in PMWeb: 1.) The Cost Management module on the left side navigation bar, and then clicking on the A/P Payments subfolder
Or 2.) through the Project Center, in which you can view all the payments associated to a particular project:

Through the Project Center, any approved payments will display under the “Approved” column. By clicking the A/P payments link, you will be brought to all the associated payments that are tied to that project:

Double click on the link to view the details of the payment. The below is an example of a payment that is tied to a Misc. Invoice in PMWeb, which has no Commitment associated:
Here are the details of what has come over from AISystem:

1. **Project Name** = The project name from PMWeb
2. Commitment = If there is a commitment tied to this payment, it will be displayed here
3. Linked A/P Invoice = This is a hyperlink. If there is a PMWeb invoice tied to this payment the Invoice ID will be listed here, and the link will take you the invoice details in PMWeb, whether it is a Misc Invoice or a Progress Invoice
4. ID* = This is the Doc Number from AISystem
5. Description = If the recipient of payment is a subcontractor, the name of this sub will be listed in this field
6. Payment Amount = The amount of the payment issued in AISystem
7. Invoice # = This is the Invoice # from PMWeb
8. Payment Method = This will be the method of payment issued in AISystem
9. Payment # = This the payment number issued in AISystem
10. Company = This is the name of the general contractor of the payment
11. Category = The type of payment
   a. IF = Free Balance
   b. CM = Credit Memo
   c. ID = Inter department
   d. JR = Journal
   e. RV = Receipt Voucher
12. Reference = AISystem Account (LC/Dept/Fund/SC/Obj)

A/P Payments that are not tied to an invoice in PMWeb will not be included in Anticipated Costs on the Cost Report until they have a cost codes applied to them.

To link a cost code to these payments, simply pull up the A/P payment record, and select a Cost Code from the list of values:

Once these payments have been tagged with a cost code, they will be included in the Cost Report for accurate project forecasting and budget analysis.
Once the Project Management receives the Certificate of Substantial Completion, either the Project Manager (Danforth) will initiate the closeout process, or this will get sent to the Records Coordinator or Administrative Assistant (WUSM) to begin the Closeout processes of the project.

Each campus (Danforth and WUSM) have different custom Closeout Checklist documents in PMWeb. There are two ways to navigate to the Closeout Checklist forms to kick off this process: 1.) Through the “Engineering Forms” module on the left side navigation bar, or 2.) Through the Project Center.

To find the forms through the Engineering form module, click on “Engineering Forms,” then click the respective closeout form (Danforth or WUSM):
To access the forms through the Project Center, select the project in the drop down, and then find the respective forms under the “Engineering Forms” section of the Navigator:

When you click on the respective link, and it is the first Closeout Checklist form that is being created for the project, the form will automatically display for entry. For subsequent forms (if applicable), a list of all the forms will display and a user will need to click “+Add” to create a new one:

Once in the Closeout Checklist form, select the Project Name from the dropdown, and then enter the Planner/PM:
Each of the Closeout Checklists for Danforth and WUSM have specific section and items that must be validated during the closeout processes:

- Construction Closeout
- Documentation Closeout
- Financial Closeout
- WUSM only – WUSM specific closeout items

The closeout checklists have been set up so that multiple roles can view and approve the checklist. These roles will receive workflow notifications to approve their step in the workflow. Each item has the choice of Complete/Incomplete/NA and a date field in which a date must be selected for when that item has been completed. NOTE: The date field will populate with the current date. If that is not the correct date, it must be manually selected:

For the WUSM Checklist, the Status must be selected from the drop down:
For Danforth, the Status is listed as checkboxes:

The Project Manager will initiate the Closeout Checklist for the Danforth Campus Facilities projects. Here are the steps that they are responsible for once the certificate of substantial completion is received:

1. Change the Project Status of the project in Project Center to “Closeout/Post Substantial Completion”

2. Set the Substantial Completion Date in the Project Date Tracking tab:
3. Complete all the items on the Closeout Checklist
4. Submit the checklist into Workflow for approval by appropriate parties
5. Each predefined role will receive notification to log into PMWeb and approve the closeout checklist

Once all the tasks have been completed, the PM can click the “Save” icon in the top header of the form, and then click the “Workflow” tab:
Click Submit and then Save and the form has been successfully sent through workflow:
The Records Coordinator will initiate the Closeout Checklist for the Medical School Campus Facilities projects and then will pass along to the Project Manager to complete: Here are the responsibilities once the certificate of substantial completion has been received:

Records Coordinator:

1. Change the Project Status of the project in Project Center to “Closeout/Post Substantial Completion”

2. Set the Substantial Completion Date in the Project Date Tracking tab:

3. Complete all the items on the Closeout Checklist
4. Create closeout checklist in PMWeb
5. Notify PM that the form has been created
6. Update status of any items they assisted with
Project Manager:

1. Update any remaining closeout item fields and dates for time sensitive or critical activities.
2. If PM requires a hard copy, they can print the checklist using PM Web Word (instruction outlined below)
3. Once complete, submit the closeout checklist into workflow.

Once the Records Coordinator has created the Closeout Checklist and updates all their tasks with a status and date, they will click the “Save” icon in the top header of the form.
They will then notify the Project Manager the Closeout process has been initiated, by click the in the top header.

When the notifications window pops up, click the icon next to the “To” box, to select the Project Manager to send the notification to:
Type the name of the Project Manager in the “Contact” field and click Enter. Once the PM’s name displays, click the checkbox next to the name and then “Save and Close”.

The Project Manager will now be in the notifications box. Click Send, and a notification to the PM will be sent for them to continue the closeout processes for this particular project:  

**NOTE:** The Records Coordinator can also just send an email or other correspondence to the PM for the closeout processes. This is outlining how PMWeb can send these notifications as well.
Once the Project Manager all the tasks have been completed, they should click the “Save” icon in the top header of the form to save all the updates.

If the document needs to be printed and automatically linked as an attachment for workflow, click the “PMWeb Word” icon.
When the popup window displays, click the “Merge to Word” link:
The Word document will then begin to be configured and this will display:
Once the document is complete, you will see the download at the very bottom of the screen:
Open the document and it will display as an MS Word document that can be saved to an external drive and it will be automatically saved as an attachment in PMWeb:

### WUSM Close Out Checklist

<table>
<thead>
<tr>
<th>Project Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
</tr>
<tr>
<td>Project Name</td>
</tr>
<tr>
<td>Planner / PM</td>
</tr>
</tbody>
</table>

#### Construction Close Out

<table>
<thead>
<tr>
<th>Status</th>
<th>Date Completed</th>
<th>Close Out Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>Monday, June 13, 2016</td>
<td>PM has completed punchlist walk through with A/E and has reviewed the punchlist for accuracy and completeness. If no A/E is contracted for CA, the PM shall document and distribute the punchlist directly to the Contractor.</td>
</tr>
<tr>
<td>Complete</td>
<td>Monday, June 13, 2016</td>
<td>For projects utilizing the services of an A/E, the A/E is responsible for issuing the Certificate of Substantial Completion. If no A/E is utilized, the PM is responsible for issuing the Certificate of Substantial Completion for the project. The punchlist should be attached to the certificate. The SC Certificate should be routed for signature by the A/E, Contractor and Director of Capital Projects. The final copy should be saved in the project file and distributed to Business Operations for record keeping.</td>
</tr>
<tr>
<td>Complete</td>
<td>Monday, June 13, 2016</td>
<td>PM has confirmed that all punchlist items have been completed (within 30 days of substantial completion for small projects).</td>
</tr>
<tr>
<td>Complete</td>
<td>Monday, June 13, 2016</td>
<td>PM has scheduled 1 year warranty walk through.</td>
</tr>
<tr>
<td>Complete</td>
<td>Monday, June 13, 2016</td>
<td>PM to confirm that all fire and life safety requirements have been met and that Contractor has received all final inspections and approval for occupancy from Building Inspector, Fire Marshall, Health Inspector, Others.</td>
</tr>
<tr>
<td>Complete</td>
<td>Monday, June 13, 2016</td>
<td>Copies of permits and any inspection documents to be saved in the project file. This includes Temporary Occupancy and Final Occupancy Permits.</td>
</tr>
<tr>
<td>Complete</td>
<td>Monday, June 13, 2016</td>
<td>PM to confirm all building systems have been tested and commissioned and an operations plan is in place with Facilities.</td>
</tr>
</tbody>
</table>

---

---

---
Next, click the “Workflow” link, Submit and then Save to send the record through workflow:
The Closeout Checklist has now been successfully sent through workflow.
Once the location can be fully occupied, this indicates that the project is complete; however, not all financials may be complete at this time.

When the location of the project can be fully occupied this is the date of the Occupancy End Date and the Project Completion Date. Both of these dates need to be set in the Project Date Tracking in PMWeb:

Once all of the financials have been closed out, the project can be officially closed and marked as inactive in PMWeb.

Accounting will need to set the Project Status to “Closed in Financials” and set the “Date Closed in Financials” on the Project Date Tracking:
One of the interesting features of PMWeb is it allows vendors to submit bids online. To begin the online bidding process, a Procurement Record must be set up for the project.

There are two ways to create a Procurement record for a project: 1.) Through the Planning module and selecting the "Procurement" sub folder and clicking the "+Add" button:

Or 2.) Through the Project Center by clicking "Procurement" under the Navigator section, and then clicking "+Add:"
Once in the Procurement record, select the “Program” (NOTE: This is the template selection that was made to create your initiative), and the “Project**” from the list of values. Once these two values have been selected, click the Save icon in the top header:
Next, enter in the header details of the Procurement record:

1. **Procurement #** - this number will auto-populate
2. **Description** – enter a description here
3. **Bid Category** - select from the dropdown
4. **Bidding Company** – DO NOT make a selection here as there will be multiple
5. **Bidding Contact** - DO NOT enter anything in this field as there will be multiple
6. **Estimate #** - DO NOT enter anything in this field
7. **Bids Due** – Enter date that bid is due
8. **Bid Time** – Enter time that bid is closing
9. **Pre-bid** – this field to remain blank
10. **Commitment ID** – this field will auto-populate
11. **Type** – Select agreement type from the dropdown

Once all of these details have been entered, click the “Save” icon in the top header:
NOTE: Once the time has been set and saved on the Procurement Record, it cannot be changed without going through Resource Management.

Also, notice in the header, the Option section has a list of checkboxes that are all greyed out. Project Managers will not be allowed to make any changes to these items.

Now that the headers details of the Procurement record have been entered, Bidders can be invited to enter bids for the project.

Go to the “Bidder Matrix” tab in the middle of the page, and select “+Add Bidders”
A popup window will display with a list of vendors to choose from. Select the vendors that are invited to bid by clicking the box to the left. Once all of the vendors have been selected, click the “Save and Close” button:

Next, click on the “Bid Items” tab in the middle of the page:
If you have an estimate, click the “Add Estimate Items” button and a popup window with all the cost codes of your approved estimate will display. Select the line items that you would like to include in the bid by clicking the box to the left of the line, and then clicking “Save” at the bottom of the popup window:

If no approved estimate is associated to the project, then click the “Add items” button and drag over any cost codes that should be included in the bid and clicking “Save.”
Once all of the Bid Items have been pulled into the details, click on the top record, and while holding the “Shift” key, select the last record. All items should be highlighted in Orange, and then click the “Edit” button:
Next, scroll to the right of the screen to the “Bid Section” column. Select either “Base Bid” or one of the sequentially numbered alternates for each of the line items. NOTE: By having “Alternates” selected, this will allow for alternate bids to feed into the Stipulated Sum Agreement:
Once all the line items have been updated, click the “Update Records” button:

Next, click on the “Attachments” tab to include your Bid Package Documents that will be sent to each of the invited vendors. If the files have been stored to the Document Manager of PMWeb, click the “+Document Manager” to find the attachments.
If the files are stored on a shared or personal drive, click the “Quick File Upload” link in the bottom of the page to upload the file to the attachments:

The Procurement record is now ready to be sent for review and approval through workflow. Click the “Workflow” tab, then click “Submit” and then “Save” and the procurement record has been successfully sent through workflow:
Once the Director of Capital Projects approves the Procurement record, the Project Manager sends notification to all the bidders, by clicking the icon in the top header.

An email notification window will display.
Notice that the selected bidders have been added as recipients in the bcc field. In the “To” field add yourself and any others that should be copied in the notification. Leave the “Status” field NULL, and select the appropriate type in the “Notification Type” field (NOTE: The type will typically be “Invitation to Bid”).

![Email notification with bcc field highlighted](image)

![Email notification with notification type highlighted](image)
In the “Select to Attach to Email” section, “Record Link” will be automatically selected, which includes links to the appropriate records. Also, ensure that if there are any other attachments that are linked to the record, that they are selected as well.

Once all items have been checked, click the “Send” button in the top header:
The Bid Due clock will count down until time runs out. Project Managers will not receive notifications when bids are received. The status of the bidders can be viewed in the Procurement record:
Vendors that are set up as users of PMWeb for Washington University can submit their bids online once they have accepted the invitation to bid from the Procurement notification. For vendors that are NOT set up as users of PMWeb, once the paper bid is received by Resource Management, the Project Manager is able to enter the bid into PMWeb as a proxy for the vendor. We want to do this for two reasons — to capture all information in our system of record; to allow bids and alternates to be brought into commitments once the bidder is selected.

To view online bids from vendors, go to the “Planning” module of PMWeb and select the “Online Bidding” sub-folder:

The submission of a bid by the vendor starts a workflow in the online bid record. The Project Manager will be the first approval of the online bid once it is submitted by the vendor into workflow.

Once the Project Manager has received notification that there is a pending vendor bid, they can go into the Online Bid record and look at the “Details” tab of the Online Bid record. This contains the bid information for each line item that the bidder has submitted:
Upon review of each vendor’s bid Project Manager, the Project Manager can go in and level that particular vendor’s bid items before approving the online bid record in Workflow.

To level the bids, select the “Leveled Total” checkbox next to the item that is to be leveled. **NOTE:** These steps are only leveling one vendor’s bid – NOT each of the vendors’ bid items. These steps will need to be completed on each vendors’ bid record if each of them are to be leveled.

<table>
<thead>
<tr>
<th>Attachments</th>
<th>Workflow (Step 1 of 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope Of Work</td>
<td>UOM</td>
</tr>
<tr>
<td>Scope 1</td>
<td>1.00</td>
</tr>
<tr>
<td>Scope 2</td>
<td>1.00</td>
</tr>
<tr>
<td>Scope 3</td>
<td>1.00</td>
</tr>
<tr>
<td>Scope 4</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Scope 5 | 1.00 | 1.00 | $18.00 | $18.00 | $18.00 | $18.00 |
| Scope 6 | 1.00 | 1.00 | $19.00 | $19.00 | $19.00 | $19.00 |
| Scope 7 | 1.00 | 1.00 | $20.00 | $20.00 | $20.00 | $20.00 |
| Scope 8 | 1.00 | 1.00 | $21.00 | $21.00 | $21.00 | $21.00 |
| Scope 9 | 1.00 | 1.00 | $22.00 | $22.00 | $22.00 | $22.00 |
| | | | | | **Total** | $100.00 | $100.00 |

| Scope 10 | 1.00 | 1.00 | $23.00 | $23.00 | $23.00 | $23.00 |
| | | | | | **Total** | $23.00 | $23.00 |

| | | | | | Total | $184.00 | $184.00 |
A “Bid Leveling” popup window will display and will allow the Project Manager to add or subtract dollar amounts from each bid as necessary. NOTE: A Bidder Comparison graph will display. Remember, when leveling this record, it is only for the one vendor record that you are currently in. For Example: The below graph show a comparison of bids for “8760 ENGINEERING LLC,” “ABC Drive Co” and “OPTIMAL ENGINEERING SOLUTIONS – OES.” This leveling record is only for the bid submitted by “OES.”

To level an amount of a line item, click the “+Add” button in the middle of the page, and enter the description of the change in the “Description” field, and a leveled amount in dollars in the “Leveled Amount” field. In the “Notes” column, enter the details of why the value is being leveled. Once complete, click the “Save” button:
Once you are complete with listing all the leveled line items, they will all display with the saved values. To close the window, click the small “X” in the top right corner.

Once on the main bid screen, notice that any line item that has been leveled will be highlighted in yellow:
Once complete with the leveling process, go back to the Procurement record of this Online Bid by clicking the “Procurement #” hyperlink in the top header. Once on the Procurement record, click the “Attachments” tab and upload any supporting material for your bid leveling.
Once the supporting documents have been saved, go back to the Online Bid record that was being leveled, go to the Workflow tab, and click “Final Approve” to approve the Project Manager step in Workflow:

Once the bid has been Final Approved, it can no longer be edited and will be locked.
Once the Online Bid has been approved, go back to the Procurement Record, by again clicking on the “Procurement #” hyperlink in the top portion of the record. Once in the Procurement Record, go to the “Bid Items” tab:

Scroll to the right of the details to view and compare leveled costs to determine the lowest bidder. Again, items marked in Yellow determine that they have been leveled:
Next, select/deselect items that are to be included/not included in the bid. Verify that the line item for bid section is accurate:

Next, go to the “Bidder Matrix” tab and highlight the vendor that will be awarded the bid:
Click the “Award” button to award the bid to that vendor. A ribbon icon will display next to that record.

Next, go to the “Attachments” tab and attach the SSJ document to the Procurement record (either from Document Manager or from a shared drive) – (NOTE: You will also need to attach the SSJ to commitment record if one is generated). Once the award has been given and the SSJ document has been attached, click the “Save” icon in the top header:
Now, the Procurement record is ready for approval by the Project Manager. Click on the “Workflow” tab.

NOTE: If it is determined that the bid time needs to be extended, then the Project Manager should click “Approve.” This will then be directed to the Contract Manager with Resource Management to extend the bid time on the record. Resource Management is the only entity that can adjust bid times.

If it is determined that the bid time does NOT need to be extended, the Project Manager can click “Final Approve” on the workflow which will bypass Resource Management and approve the bid record:

Generating a Commitment from Procurement Record

Once the Procurement record has received final approval (indicated by the Workflow Status = Approved), a commitment can be generated from the record.

To generate a Commitment from the Procurement record, click the “Generate” dropdown in the top header and select “Commitment.”
A “Generate Commitment” popup window will display. The following fields need to be updated:

1. Use Online Bid Quantities and Costs = Click Radio button
2. Type = Select the type of commitment (i.e. Stipulated Sum)
3. Category - N/A
4. Copy = Check all boxes (Clauses, Notes, Attachments)
5. Final review of items that should or should NOT be included in the commitment

Once complete, click the “Generate Commitment” button in the top left.
A draft of the commitment record can now be found under the “Commitments,” either under the “Cost Management” module or through the Project Center of the project:

A commitment generated from an awarded bid will bring over all of the line items into the Details Tab in the commitment. The commitment type typically used in this scenario is the Stipulated Sum Commitment Type. Complete the fields in the Specifications Tab for the commitment in the same manner as any other type of commitment. Complete the commitment record and submit into workflow in the same manner as any other type of commitment as documented in the “Generate Commitments” section of the training manual.
Submitting bids as a Vendor Proxy

If a vendor submits a paper bid instead of an online bid, the PM is able to enter the bid as a proxy for the vendor so that all information will be saved in PMWeb:

- PM navigate to the online bidding record for that vendor
- Accept invitation
- Enter unit price for items as appropriate; Save

Next, they Project Manager will go to the “Submission” tab
They will enter in the following information:

1. Add Contact name
2. Enter Bid Expire date
3. Add contact phone number
4. Select Acknowledgements

Once complete, they will click the “Submit” button on the main page to submit the bid as the Vendor Proxy:
There are two different ways to build a schedule within PMWeb: 1.) Manually creating a project plan within the applications 2.) Uploading a project plan from another file (i.e. MSP)

Creating a Schedule/Project Plan within PMWeb

To create a Schedule, either navigate to the “Scheduling” module on the Left Side navigation bar, and go to the “Scheduling” folder, and select the “Schedules” sub folder. Then click “+ Add:”
A more easily navigable way to access the scheduling module is through the Project Center, by selecting your project name, and then clicking on the “Schedules” link in the Navigator section:
If this is the first schedule being created for this project, the user will be brought directly to the Schedules page to begin entry. For subsequent schedules, the user will first be brought the schedules board, and will need to click “+Add” to create new.

Once on the Schedules page, select the project name from the Project dropdown, and then click the “Save” icon in the top header:

Next, click the + icon in the middle of the page to begin adding tasks. Enter each task line by line, adding detail under the “Task” column and the project start/end dates in the date columns. As you enter a task, click the icon to save the record:

Once all of the tasks and dates have been entered, click the “Save” icon in the top header.
Another way to create a schedule in PMWeb for a project is by uploading an external file, such as a Microsoft Project Plan, into PMWeb.

To upload an external file, when on the “Schedules” page, and once the Project name has been selected and saved, click Link Schedules icon.

The Link Schedule popup window will display. Select the Application Type from the list of values in the dropdown:

Next, click the “Choose File” button to search for your external project plan:
Then click the “Upload” button to attach the document, and then “Save and Exit” to close the window:

All of the line items from the project plan will be added to the schedule, and click the Save icon in the top header:
Workflow Notifications and Approval Requests

How to Approve/Reject Workflow Requests

When a user is responsible for reviewing, approving or rejecting a project in workflow, they will receive several different types of notifications.

Once a project has been sent into workflow, in any module (i.e. budget, budget increases, commitments etc.), an email notification will go out to the user that was assigned to the step in workflow for approval. It will be addressed from “PMWeb Approval Request” and will include the area of the project the request is for, as well as the Project Name:

![Example Email]

In the body of the email there will be a link to click that will take the user directly to the document that needs approval (NOTE: If you click the link without having a PMWeb session opened, you will be prompted to log in first).
The email will list when the document was submitted, as well as the due date for response:

**PMWeb Approval Request: Miscellaneous Invoices 12345 - Moyer Cafe - This is a test**

Maria Moyer <wustl@pmwebonline.com>

Sent: Tue 5/24/2016 3:04 PM

To: Moyer, Marie

A document has been submitted for approval by Maria Moyer.

- **Document type**: Miscellaneous Invoices
- **Project Name**: Moyer Cafe
- **Document Description**: This is a test
- **Action Date**: May-24-2016
- **Due Date**: May-29-2016
- **Database Name**: WUSTL
- **Comments**:

Click the Document hyperlink to open it for review.

PMWeb Workflow Administrator

Note. This email message was automatically generated. Please do not reply to this message.
Once you click on the document link, you will be brought to the record for approval:

Under the “Workflow Action” box, you can select the radio button of the the action for this record, and then click Save.
In addition to an email notification, a record will populate in the “Workflow Inbox” section of your PMWeb homepage:

By clicking the hyperlink of the record, it will also take you to the details of the record for review, and you can follow the same steps as above to select your workflow action:

Here are the options for selection, and what each action means:

- **Approve** = User approves the record and the document will then move onto the next user in the chain of the workflow
- **Return** = User does not approve and wants to pass the document back to the requestor for further clarification or modification
- **DO NOT USE** = N/A, radio button cannot be selected
- **Withdraw** = N/A, radio button cannot be selected. Can only be selected by the submitter if they would like to withdraw the entire document and start over by creating a new document
- **Final Approve** = Only applicable if the user is the last step in workflow and who has the rights to final approve a document based upon their workflow settings
- **Delegate** = Only applicable if user is acting as the “PMWeb approver” but has the rights to delegate to another person to review the document and provide their verbal approval. For Example: A Project Manager knows a
particular vendor is not a user of PMWeb. They assign themselves to the “Vendor” role for a Commitment document. When the workflow steps gets to “Vendor” the PM will do their steps to send the vendor the commitment, get review and approval and a wet signature from the vendor of the commitment. Then the PM will attach a copy of the signed commitment to the PMWeb record and approve the commitment on behalf of the vendor.

- Team Input: If the user in the workflow would like to get additional feedback from another person, they can add them to “Team Input” and a notification will get sent to that person requesting feedback or “Input” on the record. Once the approver has the input they need, they can take an action on the document.

For quick workflow actions, without reviewing the document, a user can utilize the icons under the “Workflow Inbox” to make their selection:

- = Approve
  = Return
  = Reject
  = Withdraw

These icons represent the same actions that are listed in the “Workflow Actions” box of the document record, and will initiate the same processes as highlighted above.
Workflow Notifications and Approval Requests

How to Approve/Return Workflow Requests

When a vendor is responsible for reviewing, approving or returning a record in workflow, they will receive an email notification.

The notification will be addressed from “PMWeb Delegate” and will include the Project Name:

![Email Notification](image)

In the body of the email there will be a link that will take the user directly to the document that needs approval (NOTE: If you click the link without having a PMWeb session opened, you will be prompted to log in first). The email will list when the document was submitted, as well as the due date for response:
The vendor will need to open the contract, which can be found in the attachments tab of the record. Review the contract and if in agreement with the terms, the contract requires the vendor’s signature.

Print the signature page of the contract and sign, scan and reattach the signature page to the record using the “quick file upload” at the bottom of the record.
Select the workflow tab.

Under the “Workflow Actions” box, you will select the radio button of the action for this record.

- **APPROVE** - If you agree with the content of the contract, add comments to the comments box (if necessary), select the APPROVE radio button, and the SAVE button.
- **RETURN** - If you require changes to the contract, add comments to the comments box regarding revisions, select the RETURN radio button, and the SAVE button. This will return the contract for further revision.