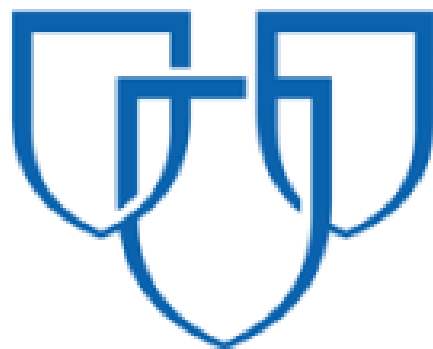


MAYO CLINIC



Pay Requests Quick Reference Guide

November
2019

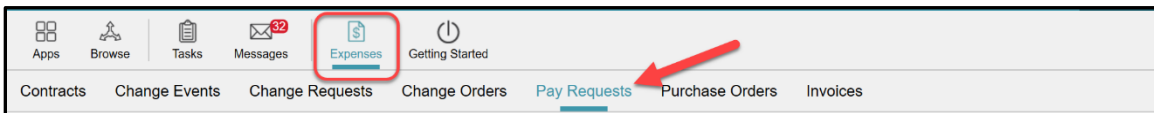
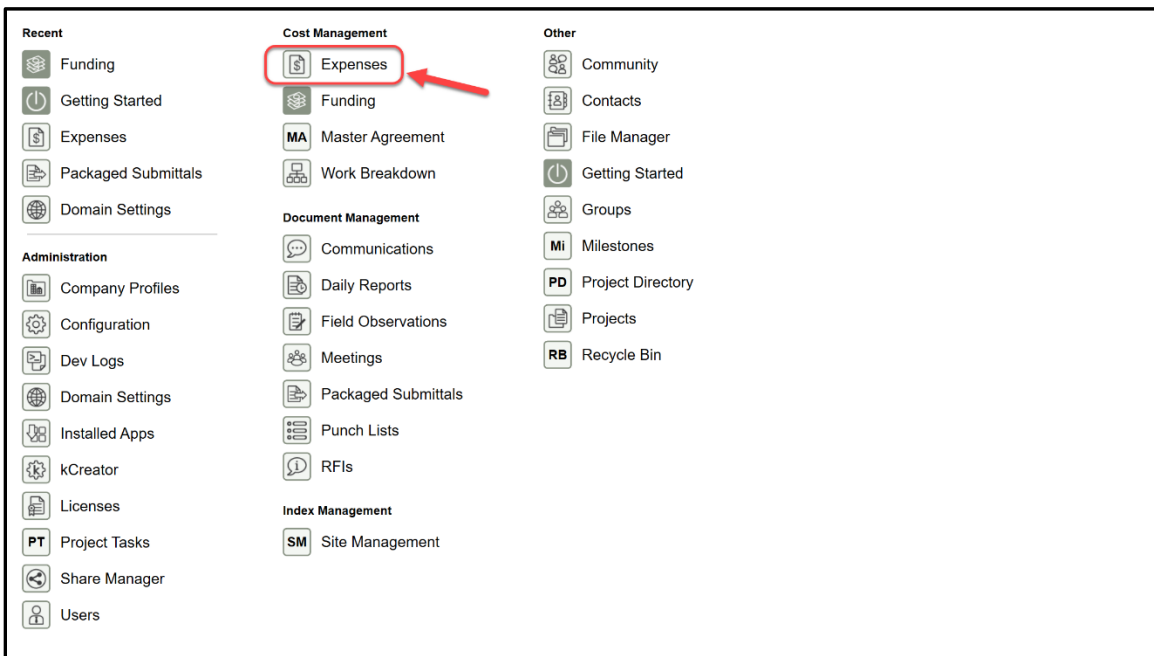


Prepared for the Mayo Clinic
Enterprise Kahua Deployment

PAY REQUESTS APPLICATION OVERVIEW

The Pay Requests application will allow users to create pay requests directly within Kahua. In Kahua, a Pay Request will be initiated by a Construction Industry Partner (CIP) in Kahua, approved by the Owner and sent to Infor/Accounts Payable when approved. When Pay Requests are paid and confirmed in Infor, the information will be sent in to Kahua through an integration as Paid Invoices. Pay Requests will allow users to tie payment to a commitment (such as a contract) – The CIPs will be able to utilize the pay request application to initiate pay requests and route them to Mayo where they will be processed through the required Mayo approvals.

The Pay Requests application is in the Cost Management section, as a sub application of the Expenses application.



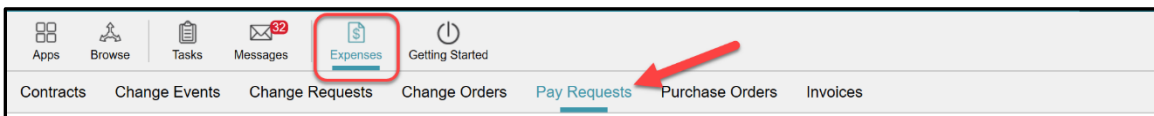
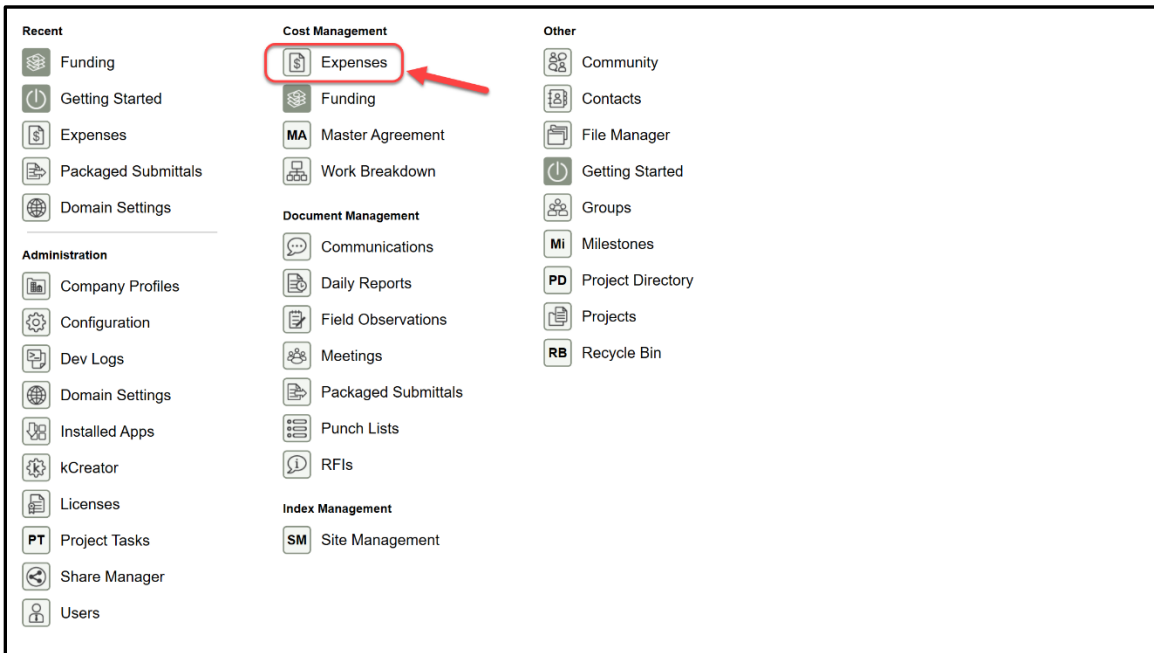
SHARING THE PAY REQUESTS APPLICATION WITH AN EXTERNAL PARTY

This chapter has information for Mayo Clinic users only.

To work with your Construction Industry Partners, Mayo Clinic must share the Pay Requests application. Sharing the application will let the contractors submit a Pay Request to the Mayo Clinic team.

To share the application:

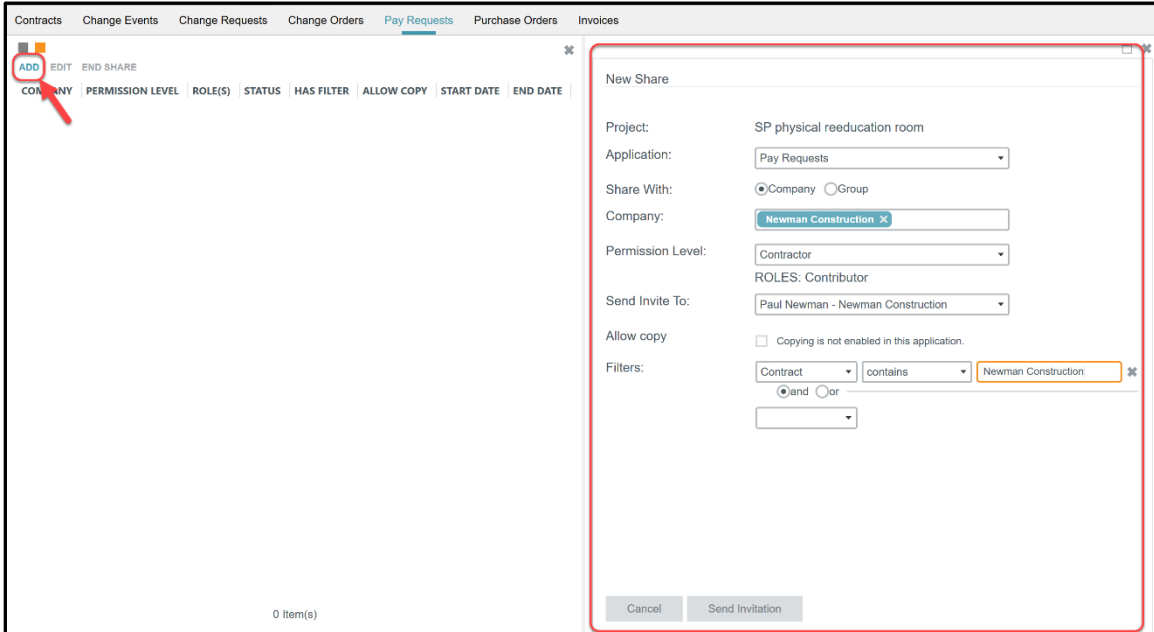
1. Insure that you are in the correct project.
2. Navigate to the **Pay Requests** application located in the Expenses app group.



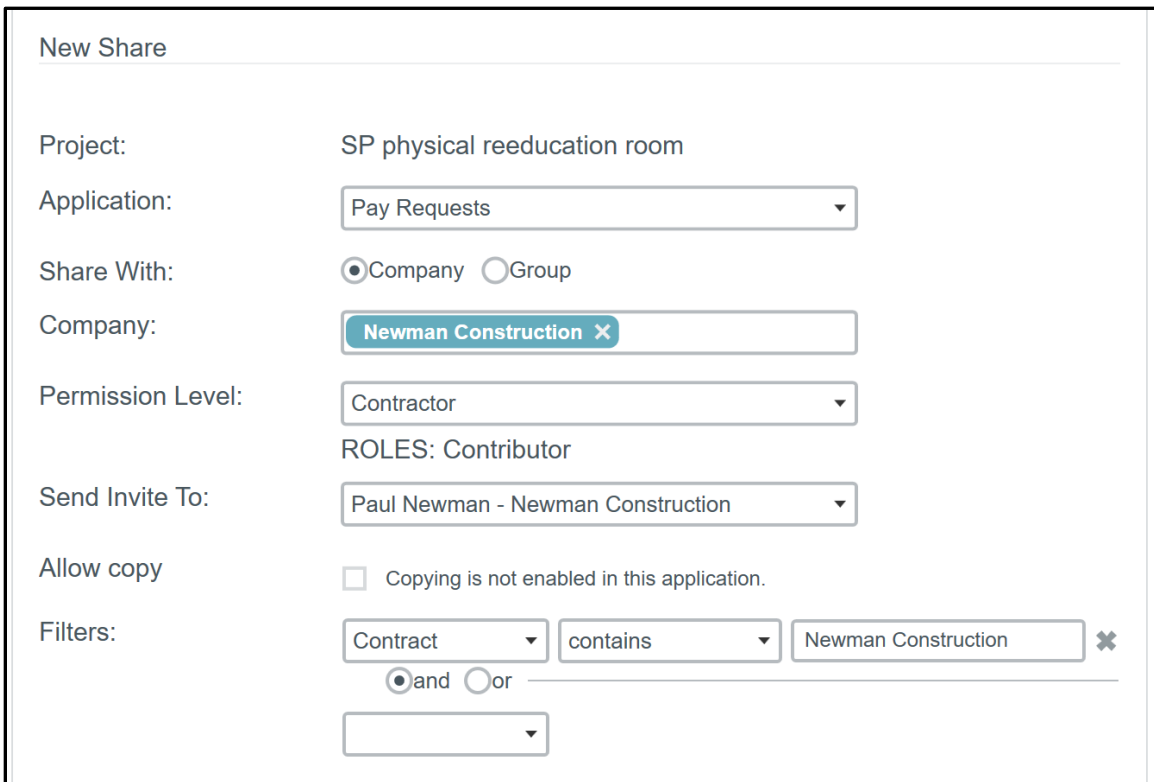
3. Click the **MORE** button, then select **SHARING** from the drop down list.



- 4. Select **ADD**. The Detail pane displays the New Share window.



- 5. Fill out the fields.



Project- Indicates the project’s name that is being shared from Mayo. This is a view only field.

Application- Drop down list of app that could be shared. By default, it displays the current app.

Share With- The user will be able to choose between **Company** or **Group**. Note that Mayo will typically be sharing with Company, as this allows for greater flexibility in filtering shares to eliminate risk of sharing confidential information on the log.

When the user chooses **Company**, specific fields will appear to help define the parameters of the share:

The screenshot shows a 'New Share' form with the following fields and values:

- Project: BI 01 Patient Room Renovation
- Application: Pay Requests (dropdown)
- Share With: Company Group
- Company: Newman Construction (with a close button 'X')
- Permission Level: Contractor (dropdown)
- ROLES: Contributor
- Send Invite To: Paul Newman - Newman Construction (dropdown)

Company- Select the desired company to share the application with. Kahua will display the company that the users added to the Contact Application.

Permission Level- Select the appropriate permission level for the company being shared with. For instance, a contractor will have the **Contractor** group level permission. This list is looking to the ‘Groups’ that were set up by Mayo to define standard permissions. Choose the appropriate group.

Note that the roles have been set by Mayo Clinic and give specific permission to the external party users.

In this case, the **Contractor** permission level will allow the external party user to: Add, edit, export, open the application, process and view Change Requests, but NOT to delete Pay Requests.

Send Invite To- Select the external party user to whom the invitation to share will be sent. Kahua will display the users from the company field selected above. You should choose just one individual to receive the invite who will be responsible for accepting the share via a task in Kahua. This will typically be the person in the company that is responsible for managing that project.

When the user chooses **Group** rather than **Company**, specific fields will appear. Recall that sharing with a group means that all users invited to the share will have the same permission – to filter a log when shared, use the **Company** option above.

New Share

Project: BI 01 Patient Room Renovation

Application:

Share With: Company Group

Permission Level:

ROLES: Contributor

Note: Each company needs to approve sharing to view the shared item. You can send invites to one or more individuals.:

Send Invite To:

Name	Company	Company Status	Invitation Status
------	---------	----------------	-------------------

Permission Level- Select the Permission Level in the drop-down list. This refers to the Groups set up by Mayo with standard permission by role. Select the appropriate group and the permissions assigned to that group will auto populate below.

Once the permission level has been assigned, a list of users with their company, company status and invitation status will be displayed below the **Send Invite To**. The user will be able to choose the users/companies to invite to the share. These users will receive a task to accept the share into their domain.

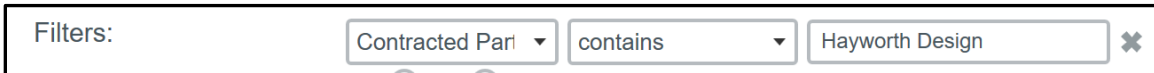
Send Invite To:

Name	Company	Company Status	Invitation Status
<input type="checkbox"/> Domain Admin	Mayo Enterprise	Not Invited	Not Invited
<input type="checkbox"/> Mayo Role Test Project Manager	Mayo Enterprise	Not Invited	Not Invited
<input type="checkbox"/> Mayo Role Test Construction Manager	Mayo Enterprise	Not Invited	Not Invited
<input type="checkbox"/> Mayo Role Test Proponent	Mayo Enterprise	Not Invited	Not Invited
<input type="checkbox"/> Mayo Role Test Corporate Officer	Mayo Enterprise	Not Invited	Not Invited
<input type="checkbox"/> Mayo Role Test Facilities Head	Mayo Enterprise	Not Invited	Not Invited
<input type="checkbox"/> Mayo Role Test Project Lead	Mayo Enterprise	Not Invited	Not Invited
<input type="checkbox"/> Mayo Role Test Quality Lead	Mayo Enterprise	Not Invited	Not Invited

Allow copy- this option allows the external parties to keep a copy of the record shared with the Mayo Clinic upon termination of the share. This is good practice if the company will need to reference a static version of the log post-project.

Filters- Allows the user to set a filter to limit what the external party will see in the log. This is commonly used in allowing a company to see solely the records that apply to their company for confidentiality reasons. Filtering is required to be done for this reason.

The filter should be set as follows:



Contracted party + contains + company's name

OR

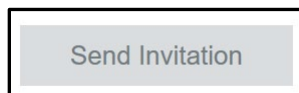
Contracted party + equals + company's name

If “contains” is used- it means that Kahua will display all the records with the word you entered in the filter at any level of a document (title, sentences etc..).

If “equals” is used- it means that Kahua will display the records with exactly and nothing more than the word you entered in the filter.

Make sure that the filter you choose ensures that the selection will be unique.

6. Once all the fields have been populated and reviewed, select **Send Invitation** to send the invitation to share to the external parties. At this time, a task will be sent to the user(s) selected in the share section. See below instructions to support third parties as they accept the share.



ACCEPTING SHARED PAY REQUESTS APPLICATION FROM MAYO ENTERPRISE AS AN EXTERNAL PARTY

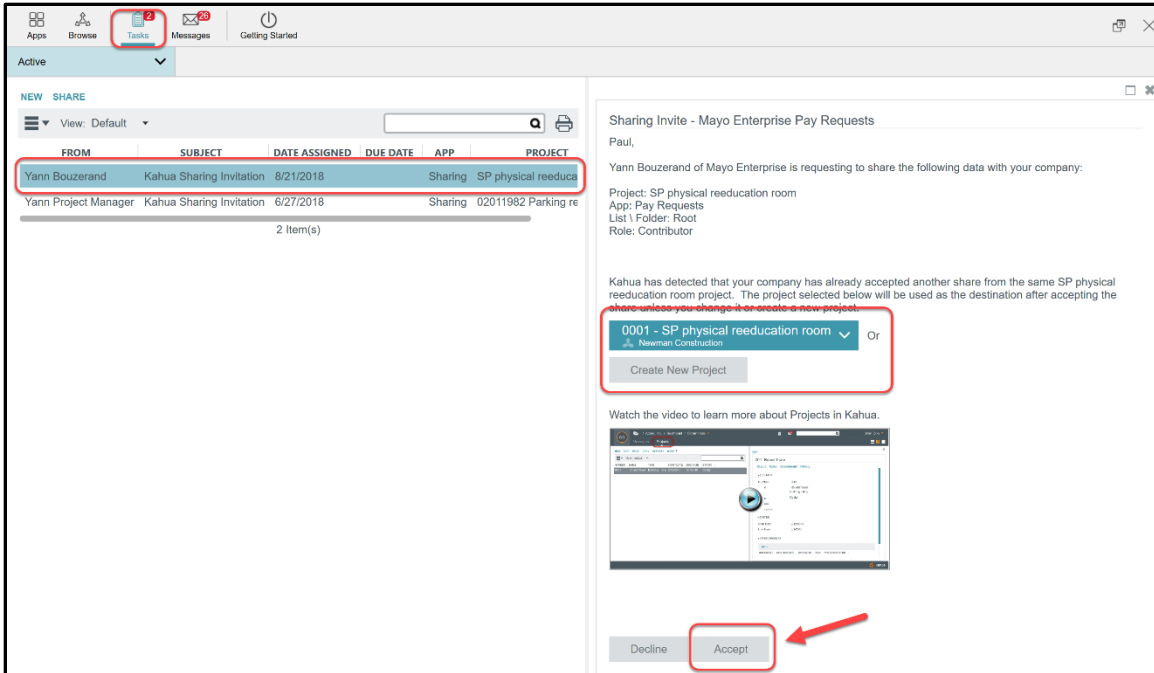
This section has instructions for Construction Industry Partners (CIPs). These steps do not apply to Mayo users, but Mayo users should be familiar with them as they support and assist CIPs in accepting shares.

To collaborate, Mayo Clinic will share their Pay Requests application per project with their CIPs. These are the steps the CIP executes when accepting a share: (The process is similar for most Kahua applications.)

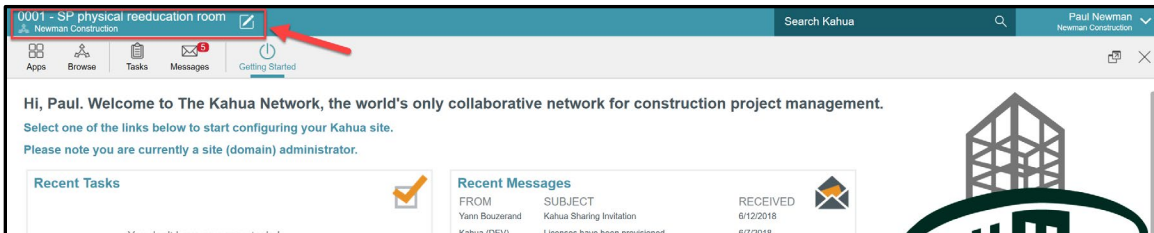
1. The CIP will receive a sharing invitation in the Tasks application within their domain (not the Mayo domain).
2. Click on the Tasks icon to load all tasks into the Log View window.
3. Click on the **Kahua Sharing Invitation** task to open the Detail View of that task. A right detail pane will appear to display information around the share.

Note: The CIP will need to review the information and determine whether they already have the specific project created in Kahua for this project or can decide to initiate a project directly from the task itself. When creating a new project in the CIP domain, the recommendation is to keep the default project name, but third parties may choose to name the project something other than what the project is called within Mayo's domain.

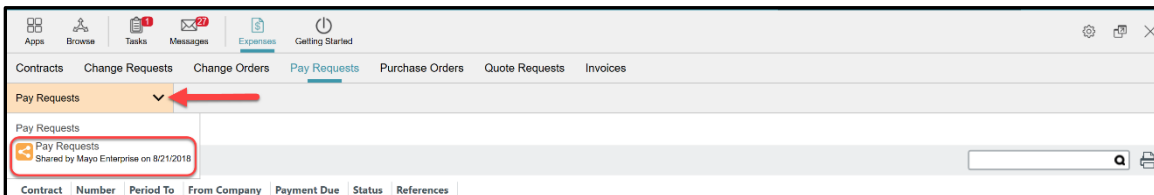
4. Within the task, use the teal navigation bar to navigate to the project that this share relates to, OR click on the **Create New Project** button. Indicate the project name in the window that appears or choose to leave the default project name that Mayo uses. Verify the proper project name appears in the teal bar within the task. When complete, click **Accept** in the task window.



Once accepted, the CIPs must be sure to be in the correct project to be able to use the Mayo Clinic applications. The project name will be at the top left of their Kahua domain in the Navigation Bar. A likely cause of being unable to view a shared list of records is that the user is not in the proper project to which the share was accepted.



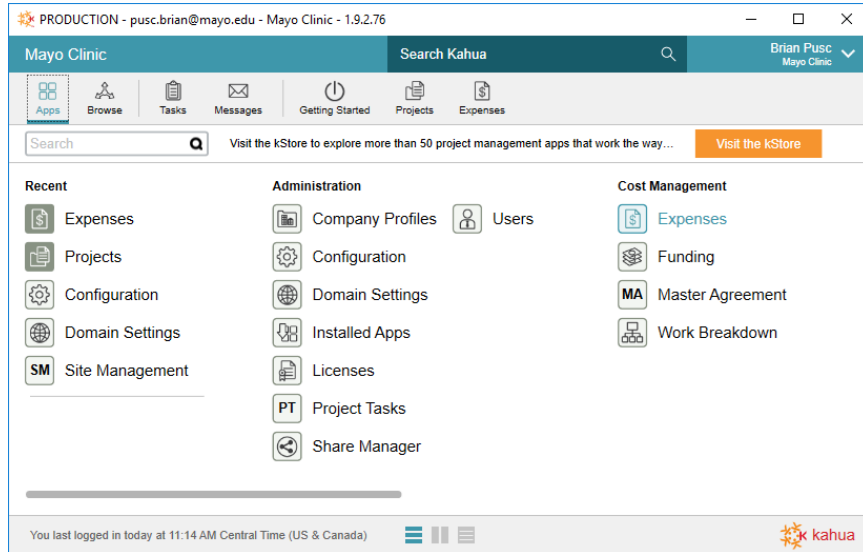
To view the Mayo shared Pay Requests application which shows log of Pay Request records on the project, the user must open the application that was shared, and then toggle in the upper left corner to the correct shared project link using the drop-down toggle underneath the app bar.



CREATING A PAY REQUESTS

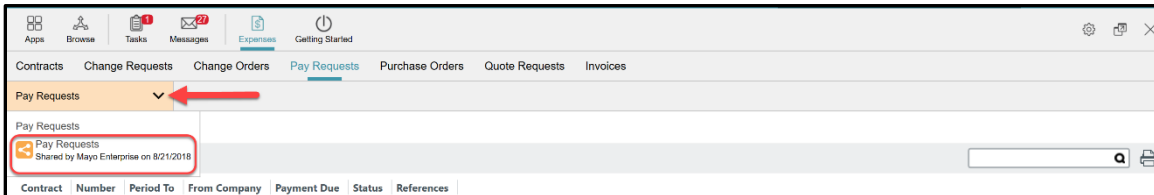
This section has instructions for CIPs. These steps do not apply to Mayo users.

Pay requests, invoices, and purchase orders can be found under Cost Management in the Expenses App.

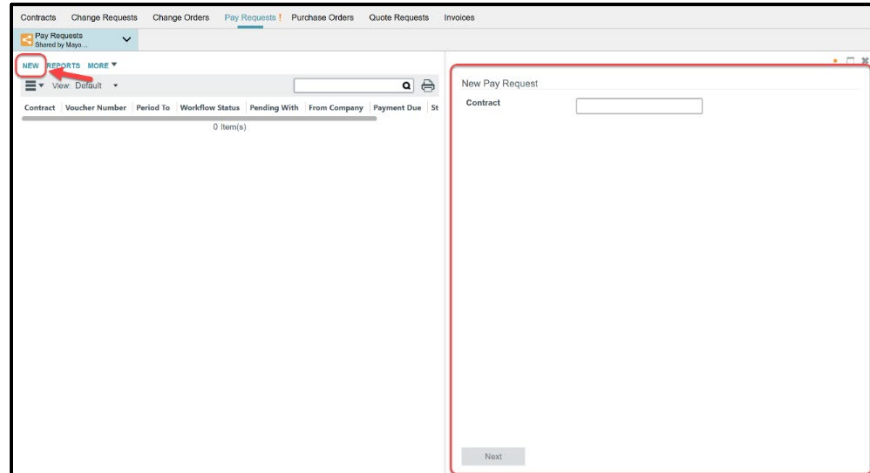


To create a pay request:

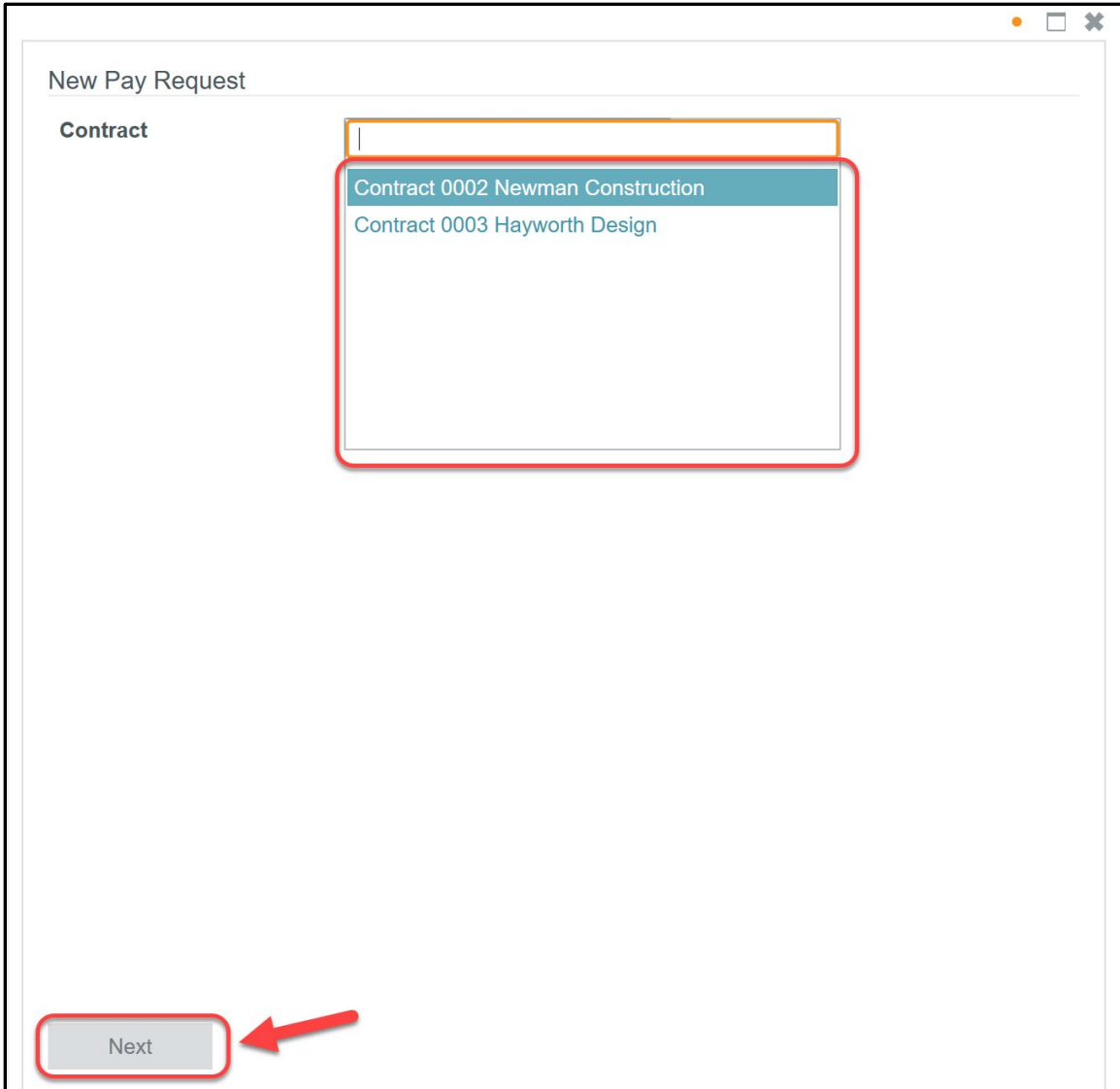
1. Navigate to the Pay Requests application and toggle to the Pay Request application shared by Mayo Clinic.



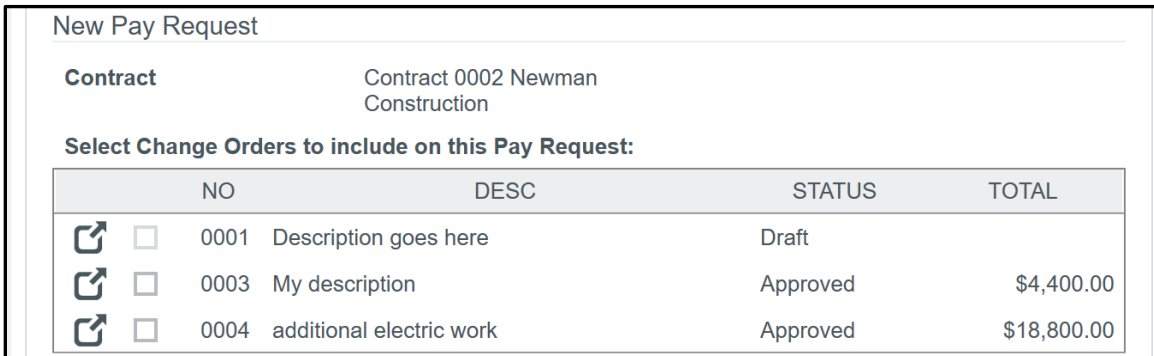
2. Select **NEW**. The Detail pane displays the record to create the pay request.



3. In the Log pane, select the appropriate contract from the drop-down list, then select **Next**. CIPs should select the contract that has the name of their company viewable.



4. If there are approved Change Orders for the project that have been worked on during the pay period, Users can select the Change Orders that are included on this Pay Request then select **Next**.



Note that a Change Order without an approved status will be displayed but not selectable.

5. Fill out the **DETAILS** section.
6. The **DETAILS** section has pre-populated fields. The information in these fields have been taken from the contract record.

The screenshot shows a web application interface for a 'Pay Request'. At the top, there is a header with 'Pay Request' on the left and 'Edit' on the right. Below the header is a navigation bar with 'Total Save To Calculate...' on the right and several menu items: 'Capping Rules In Effect', 'Details', 'Review', 'Accounting Data', 'Signatures', 'Summary', 'Items', 'Comments', and 'References'. The main content area is divided into sections. The first section is 'CAPPING RULES IN EFFECT' with a right-pointing arrow. Below it is the 'DETAILS' section, which is expanded. The 'DETAILS' section contains the following fields:

- Contract**: *Contract 0002 Newman Construction
- Contracted Party**: Paul Newman
- Contract Signatory**: (empty)
- Vendor Number**: 08151979
- Description**: Newman Construction 123456
- Voucher Number**: KAH000013
- Vendor Invoice Number**: *
- Period From**: * Select a date (calendar icon) 15
- Period To**: * Select a date (calendar icon) 15
- Delivery Method**: Stipulated Sum
- Status**: Open (dropdown menu)
- Work Retainage Rate**: 10
- Project Number**: PXSP18C0010
- Project Name**: SP physical reeducation room
- Project Manager**: Jim Harrington - Kahua-JMH
- Construction Manager**: Jim Harrington - Kahua-JMH

Contract – View only field displaying the contract number.

Contracted Party - View only field displaying the contracted party name.

Contract Signatory – View only field displaying the Contract Signatory if it was entered on the original contract.

Vendor Number - View only field displaying the Mayo CIP Vendor Number.

Description - View only field displaying the vendor name + vendor Pay Request Number to create the description once the Pay Request is submitted to Mayo Clinic.

Voucher Number - View only field. The Voucher Number field will be generated by Kahua and auto-populated. Modification of the voucher number could potentially lead to a significant delay in payment.

Note that The Voucher Number will always be composed by the letters “KAH”, following by 7-digit number. It is a unique number that will be attached to the Pay Request.

Vendor Pay Request Number - Editable field. The CIP will enter the vendor invoice number from the attached invoice. This is a required field.

Period From/to – Date fields. Select the dates of when the work being invoiced occurred.

Delivery method - View only field. Information based on the main contract delivery method.

Status - leave “as is”. The status will be driven by the workflow. If the status is manually changed, once the Pay Request will be submitting, the status will be overwritten by the workflow.

Work Retainage Rate- Editable field. This field will be auto-populated based on the rate entered on the contract record. CIPs should request permission to edit field prior to making any modifications to the rate.

Project Number	PXSP18C0010
Project Name	SP physical reeducation room
Project Manager	Yann Bouzerand
Construction Manager	Carol Bumbaca

Project Number/name/PM/CM- View only field. Will pull out the information from the project information record.

7. **REVIEW** section

▼ REVIEW

- Date Submitted
- Date Approved
- Comments
- Workflow Status
- Pending With
- Notes

This section indicates the current status of the document as it steps through the approval workflow, as well as dates of the various actions and name of the pending approver if the document is in an approval process. The REVIEW section will be driven by the workflow. Nothing needs to be filled or entered.

A **Notes** field is available if any notes needs to be added to the Pay Request.

8. **ACCOUNTING DATA** section

▼ ACCOUNTING DATA	
Company	<input type="text" value="400"/>
PAU	<input type="text" value="1000"/>
Account	<input type="text" value="1715"/>
Sub Account	<input type="text" value="0"/>
Income Code	<input type="text" value="SERV"/>
Invoice Status	<input type="text" value="1"/>
Posting Code	<input type="text" value="1"/>
Handling Code	<input type="text" value="1"/>
Remit To Code	<input type="text"/>

This section displays accounting data related to Mayo Clinic. The CIPs should not modify any information in this section.

Note that if an error message related to this section pops-up, the user must contact Mayo Clinic for assistance.

9. View the **SUMMARY** section

▼ SUMMARY		
1	ORIGINAL CONTRACT SUM	\$160,000.00
2	NET CHANGE by Change Orders	\$18,800.00
3	CONTRACT SUM TO DATE (Line 1+/-2)	\$178,800.00
4	TOTAL COMPLETED & STORED TO DATE	Save To Calculate...
5	RETAINAGE	Save To Calculate...
6	TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5)	Save To Calculate...
7	LESS Previous Certificate for Payment	\$0.00
8	CURRENT PAYMENT DUE	Save To Calculate...
9	BALANCE TO FINISH including Retainage (Line 3 less Line 6)	Save To Calculate...

This is a View only section indicating related project information. Upon saving, currency amounts will be displayed where “Save to Calculate” is written.


10. Fill out the **ITEMS** section

In the Items Grid (below), the Contractor will fill in Forecasted Final dollar amount and will enter all account coded line items and dollar amount of work completed (Each line item will have an account category assigned from a dropdown list). Contractor will also upload a copy of the invoice under references and any other necessary documentation. Save and Submit buttons will be shown at the bottom of the page

The ITEMS section will show the schedule of work activities and related values related to the contract. It includes the additional Change Orders if any have been attached to the Pay Request.





The Change Order will appear in the last lines and display the Change Order number as showing in the following screenshot:

ITEM NUMBER	ACCOUNT CATEGORY	ITEM TYPE	DESCRIPTION	SCHEDULED VALUE	PREVIOUS WORK COMPLETED	WORK COMPLETED THIS PERIOD	TOTAL COMPLETED & STORED TO DATE	% TO DATE	BALANCE TO FINISH	TOTAL RETAINAGE
0001	.C2101C2010		General construction	\$125,000.00	\$50,000.00	\$	\$50,000.00		\$ 75,000.00	\$ 5,000.00
0002	.C2101C2010		General construction fees	\$10,000.00	\$1,000.00	\$	\$1,000.00		\$ 9,000.00	\$ 100.00
0003	.C2101C2010		General construction Tax	\$25,000.00	\$2,500.00	\$	\$2,500.00		\$ 22,500.00	\$ 250.00
0004			0004 - additional electric work	\$18,800.00	\$0.00	\$	\$0.00		\$ 18,800.00	\$ 0.00
0005			My description	\$4,400.00	\$0.00	\$	\$		\$	\$
0006			additional electric work	\$18,800.00	\$0.00	\$	\$		\$	\$

To see and enter the detail of the Change Order values being invoiced, select the  icon.

WORK COMPLETED THIS PERIOD column – Editable numeric field, the user must enter in dollar values the work completed this period for each line item the CIP has performed work.

TOTAL COMPLETED & STORED TO DATE column- Calculated field and View only. It displays the sum of the WORK COMPLETED THIS PERIOD amount + the MATERIALS PRESENTLY STORED amount.

	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED	TOTAL COMPLETED & STORED TO DATE	% TO DATE	BALANCE TO FINISH	TOTAL RETAINAGE
	\$ 50,000.00	\$	\$50,000.00	40	\$ 75,000.00	\$ 5,000.00
	\$ 1,000.00	\$	\$1,000.00	10	\$ 9,000.00	\$ 100.00
	\$ 2,500.00	\$	\$2,500.00	10	\$ 22,500.00	\$ 250.00
	Save To Calculate...	Save To Calculate...			Save To Calculate...	Save To Calculate...






% TO DATE column- Auto-calculated column and View only. The column displays the percentage of the invoiced dollar amount(s) entered in the WORK COMPLETED THIS PERIOD column.

BALANCE TO FINISH column- Auto-calculated column. The column displays the remaining dollar balance to finish amount.

TOTAL RETAINAGE column- Auto Calculated column. The column displays the amount retained on the amount(s) entered in the WORK COMPLETED THIS PERIOD column if applicable.

Note that the Change Order line items amounts will be displayed once the user will select the button **Save** located at the bottom of the record.

In the **Forecast Final** field, enter the total dollar amount that the CIP forecasts at project completion This may not be applicable on all projects.

Forecast Final		\$	<input type="text"/>	
	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED	TOTAL COMPLETED & STORED TO DATE	
	\$ 50,000.00	\$		
	\$ 1,000.00	\$		
	\$ 2,500.00	\$		
	Save To Calculate...	Save To Calculate...		

PAY REQUEST CAPPING

Pay Requests will apply Item Type capping rules based on the terms of the contracting arrangement. For instance, on a construction standalone contract with a Delivery Method Cost of Labor Plus Fixed Fee w/GMP and Materials at Cost, the Pay Request will not allow billed amounts to exceed the sum of all line items where the Item Type is Fee, however it will allow billed amounts to exceed the sum of all Items where the Item Type is Materials, Tax and Reimbursables.

These capping rules are applied automatically based on the Agreement Details, and cannot be modified in the Pay Request.

You may view the total amounts allowed based on the applied rules in the CAPPING RULES IN EFFECT section at the top of the document. This section is collapsed by default. Click the triangle icon to the left of the section label to expand the section.

▼ CAPPING RULES IN EFFECT

Contract *Contract 0008 Newman Construction

Contract Type Construction

Agreement Type Standalone Agreement

Compensation Type/Delivery Method Cost of Labor Plus Fixed Fee w/GMP and Materials at Cost

GMP?

Description Construction\Standalone Agreement\Cost of Labor Plus Fixed Fee w/GMP and Materials at Cost

#	Description	Type	Amount
1	Construction Fee	Sum	\$12,000.00
2	Labor, Construction Subcontracted, Construction Fee	Sum	\$84,200.00

11. REFERENCES section

The user will add backup documents from the computer to the Pay Request by selecting “UPLOAD”.



Documents that should be uploaded to the Pay request would likely include certified labor summary, material summary and related vendor invoices, subcontractor summary and vendor invoices, along with other relative backup for the pay request

Once the Pay Request is fully filled out, select **Save** to save the record and display the currency amount where “Save to Calculate” was written.

Upon saving, notice that the top of the page displays the currency amount:

Pay Request

Total \$1,340.00

Details Review Accounting Data Signatures Summary Items References

▼ DETAILS

Contract Contract 0015 Hayworth Design

Contracted Party Hayworth Design

Vendor Number

Description Hayworth Design 123456

Voucher Number KAH000209

Vendor Pay Request Number 123456

Period From 7/1/2018

Period To 7/31/2018

Status Open

Work Retainage Rate 10

Stored Material Retainage Rate 0

Project Number PXXX18C0010

Project Name Patient Rooms Renovation

Project Manager Yann Bouzerand

Construction Manager

▼ REVIEW

Submit

And the **SUMMARY** section as well:

▼ SUMMARY

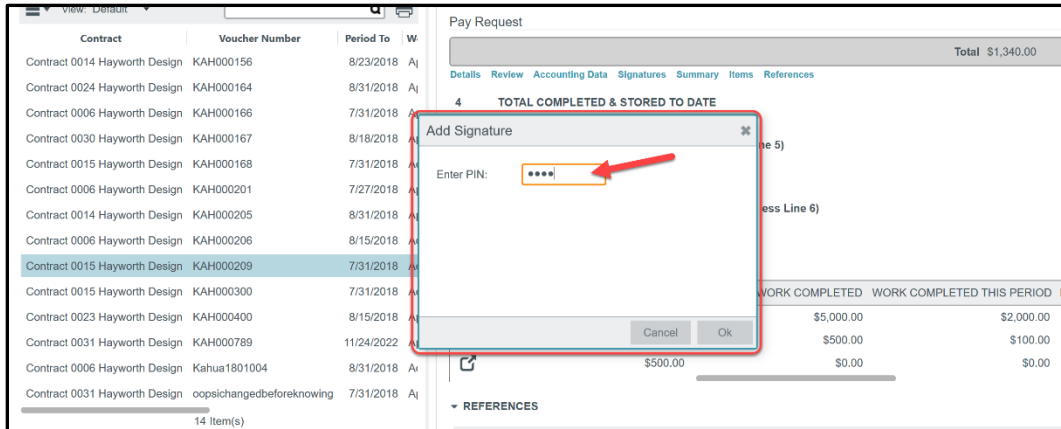
1	ORIGINAL CONTRACT SUM	\$11,000.00
2	NET CHANGE by Change Orders	\$0.00
3	CONTRACT SUM TO DATE (Line 1+/-2)	\$11,000.00
4	TOTAL COMPLETED & STORED TO DATE	\$7,600.00
5	RETAINAGE	\$760.00
6	TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5)	\$6,840.00
7	LESS Previous Certificate for Payment	\$5,500.00
8	CURRENT PAYMENT DUE	\$1,340.00
9	BALANCE TO FINISH Including Retainage (Line 3 less Line 6)	\$4,660.00

The Pay Request can now be submitted. If there is a Contract Signatory listed, select the **Submit for Contract Signatory Approval**. This will send to the Contract Signatory signature before being submitted into the Mayo Clinic approval workflow.

Submit for Contract Signatory Approval Submit for Mayo Approval

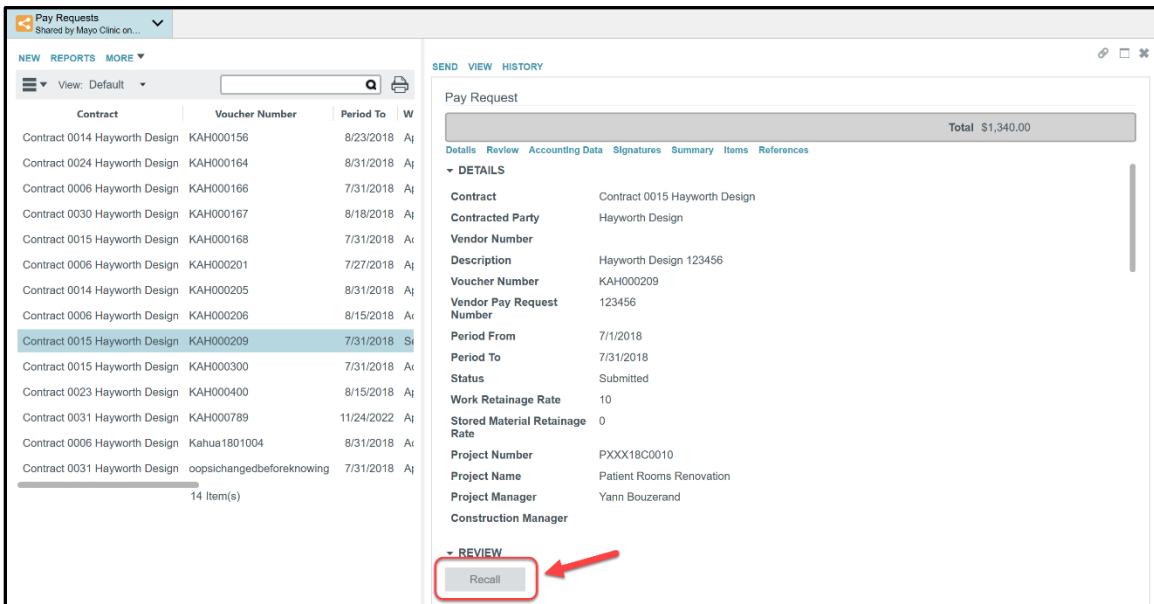
If there is no Contract Signatory, the Pay Request can be submitted into the Mayo Clinic approval workflow by clicking **Submit for Mayo Approval**.

When the **Submit for Mayo Approval** is selected, the Pay Request is submitted to Mayo Clinic after the CIP enters the PIN code to apply a digital signature to the document.



Once the PIN code is entered, the Pay Request is submitted to Mayo Clinic and will go through an approval process by sending tasks to appropriate parties. The log indicates with whom a submitted record is pending and shows the status as **Submitted**.

The submitting CIP has the option to recall the Pay Request by selecting the **Recall** button if something needs to be changed in the record. When it is recalled, it removes any outstanding tasks for any approvers, the record is returned to an editable state.



Contract	Voucher Number	Period To	Workflow Status	Pending With	From Company	Payment Due	Status	References
Contract 0014 Hayworth Design	KAH000156	8/23/2018	Approved		Hayworth Design	\$1,050.00	Billed	
Contract 0024 Hayworth Design	KAH000164	8/31/2018	Approved		Hayworth Design	\$15,500.00	Billed	
Contract 0006 Hayworth Design	KAH000166	7/31/2018	Approved		Hayworth Design	\$7,650.00	Billed	
Contract 0030 Hayworth Design	KAH000167	8/18/2018	Approved		Hayworth Design	\$0.00	Billed	
Contract 0015 Hayworth Design	KAH000168	7/31/2018	Active		Hayworth Design	\$5,500.00	Open	
Contract 0006 Hayworth Design	KAH000201	7/27/2018	Approved		Hayworth Design	\$0.00	Billed	
Contract 0014 Hayworth Design	KAH000205	8/31/2018	Approved		Hayworth Design	\$0.00	Billed	
Contract 0006 Hayworth Design	KAH000206	8/15/2018	Active		Hayworth Design	\$0.00	Open	
Contract 0015 Hayworth Design	KAH000209	7/31/2018	Sent for Approval	Yann Bouzerand	Hayworth Design	\$1,340.00	Submitted	
Contract 0015 Hayworth Design	KAH000300	7/31/2018	Active		Hayworth Design	\$0.00	Open	
Contract 0023 Hayworth Design	KAH000400	8/15/2018	Approved		Hayworth Design	\$5,500.00	Billed	
Contract 0031 Hayworth Design	KAH000789	11/24/2022	Approved		Hayworth Design	\$1,500.00	Billed	
Contract 0006 Hayworth Design	Kahua1801004	8/31/2018	Active		Hayworth Design	\$0.00	Open	
Contract 0031 Hayworth Design	oopsichangedbeforeknowing	7/31/2018	Approved		Hayworth Design	\$100.00	Billed	

14 Item(s)

The Signature section on voucher KAH0000001 is shown below, each signee will have a four digit pin to enter for electronic signature. This can be setup by clicking on your name in the upper right hand corner of Kahua, choose **Account Settings** and then **Signature**. Enter a four digit PIN, then **Save**.

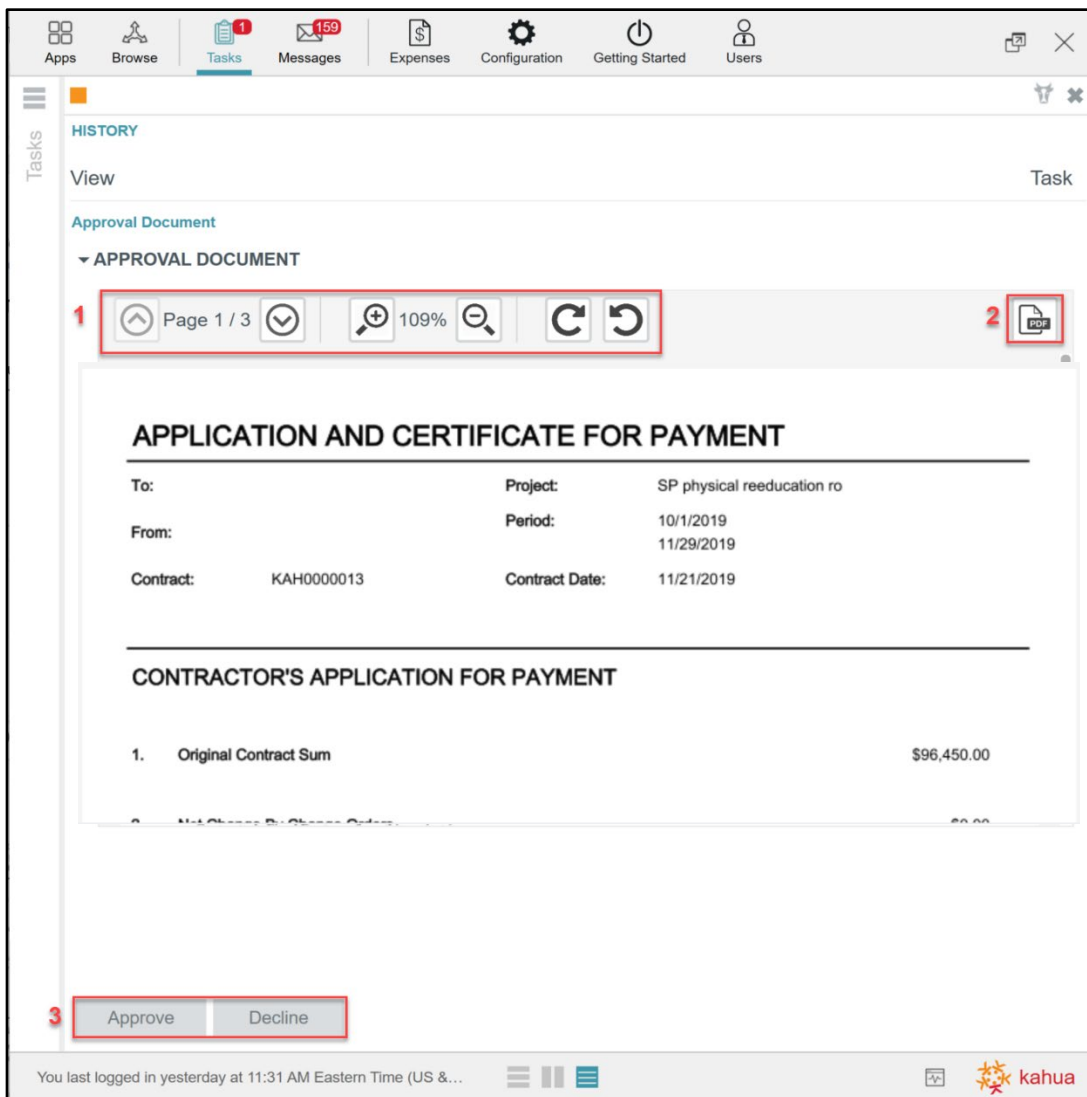
THE MAYO APPROVALS PROCESS

Note: This section has instruction for Mayo Clinic users. These steps do not apply to Mayo Clinic CIPs.

THE APPROVAL PROCESS

During the Approval workflow, the Pay Request is routed to Mayo users based on how the approvals for that project have been set up. The CIP / CIP Contract Signatory signs first. Then the contract is routed for Mayo signatures according to the approval limits and roles defined for the Pay Request.

During the approval workflow, multiple people will receive approval tasks based on how the approvals for this project and this contract type and amount have been configured. All approvers will be able to view a PDF rendition of the Pay Request approval document.



Note the parts of the Approval Task:

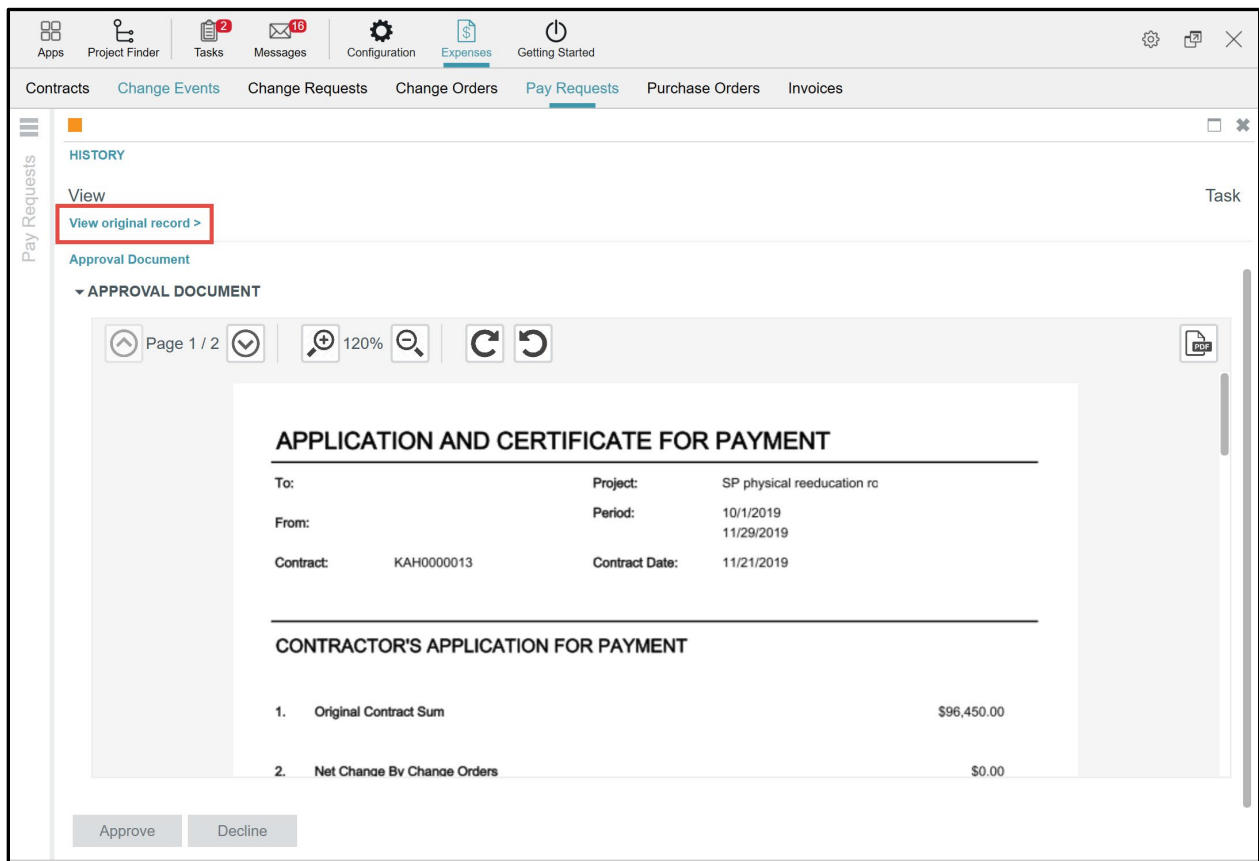
1. Use the page and zoom controls to move around and view the document.
2. Click the PDF button to open the full PDF in a separate view file.
3. Approve or decline to approve the contract.

Approve prompts for your account pin then sends the document further in workflow.

Decline prompts for a reason then returns the contract to the originator stamped “rejected” curtailing the workflow.

MAYO USER APPROVAL TASK

The approval task presents the PDF document with the ability to Approve or Decline. The last page of the contract document has the schedule of values for reference. If necessary, a Mayo user may also view the data record in the Contracts app, click on the contract record and use the **View original record** button to see the contract record in full detail.



As a document goes through the approval process, each role has the option to approve or to decline to sign (reject). When a document is approved, the next configured approver receives a task and that

continues until all required signatures for the document are satisfied or until the contract is rejected which halts the approval workflow process.

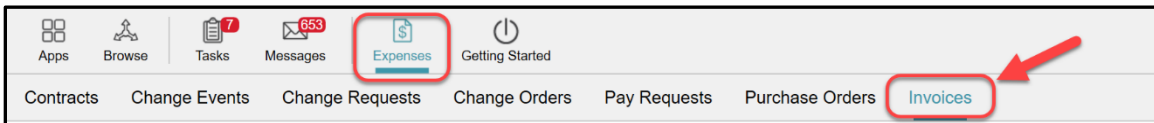
INFOR PROCESS

This section has instructions for Mayo Clinic users. This chapter does not apply to the CIPs.

Pay Requests approved in Kahua (voucher numbers starting with prefix KAH) will create daily transfer files (distribution and invoice), which will be sent to a Kahua SFTP site and then transferred to Infor accounts payable for processing daily.

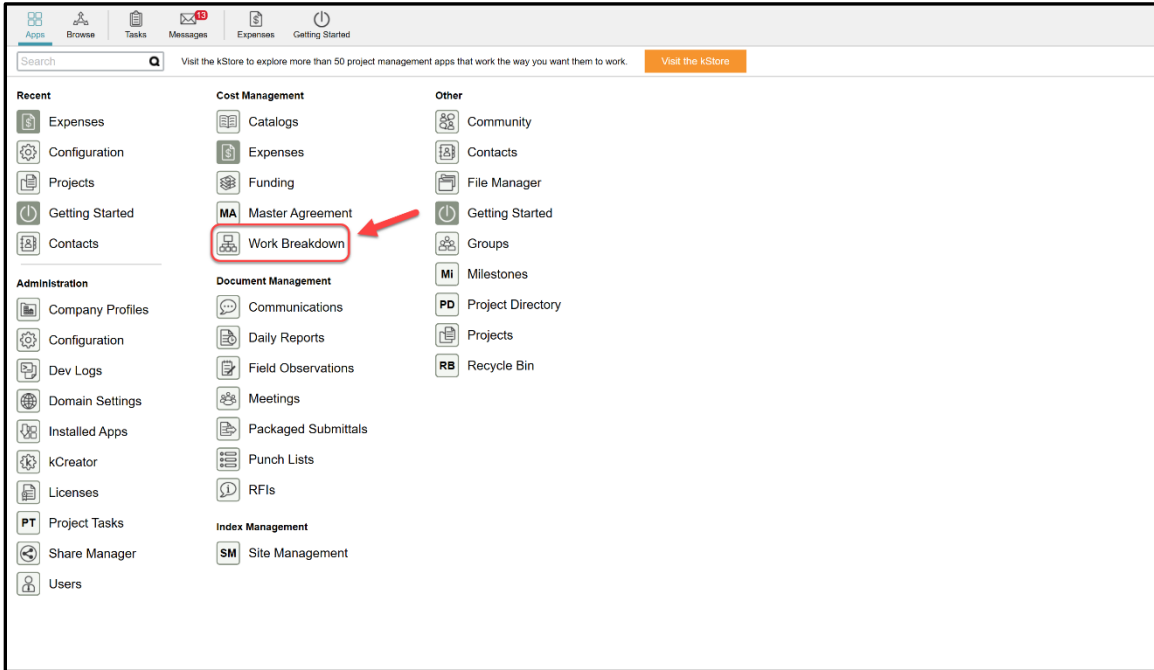
After the pay requests are processed in Infor, the invoices will be transferred back into Kahua using a Mayo SFTP and will match the pay request voucher number as actual spent in the Work Breakdown Sheet for the related project number.

The invoices are displayed as references in the INVOICES application located in the COST MANAGEMENT section, under the EXPENSES applications.



PAY REQUEST IN THE WORK BREAKDOWN

While the Pay Request is going through the Approval process, the values of this Pay Request are displayed in the Work Breakdown application:



The amount of a Pay Request in the **Submitted** status will be under the PAYABLES section, in the **SUBMITTED** column.

GENERAL	COMMITMENTS						PAYABLES				
Description	s	Pending Commitments	Projected Exposure	Potential Committed Amount	Balance to Commit	Budgeted to Exposed	Submitted	Withheld	Approved	Actual Spent	Balance To Pay

The amount(s) of a Pay Request in the **Approved** status will be under the PAYABLES section, in the **APPROVED** column and the **WITHHELD** column if a retainage was part of the contract.

GENERAL	COMMITMENTS						PAYABLES				
Description	s	Pending Commitments	Projected Exposure	Potential Committed Amount	Balance to Commit	Budgeted to Exposed	Submitted	Withheld	Approved	Actual Spent	Balance To Pay