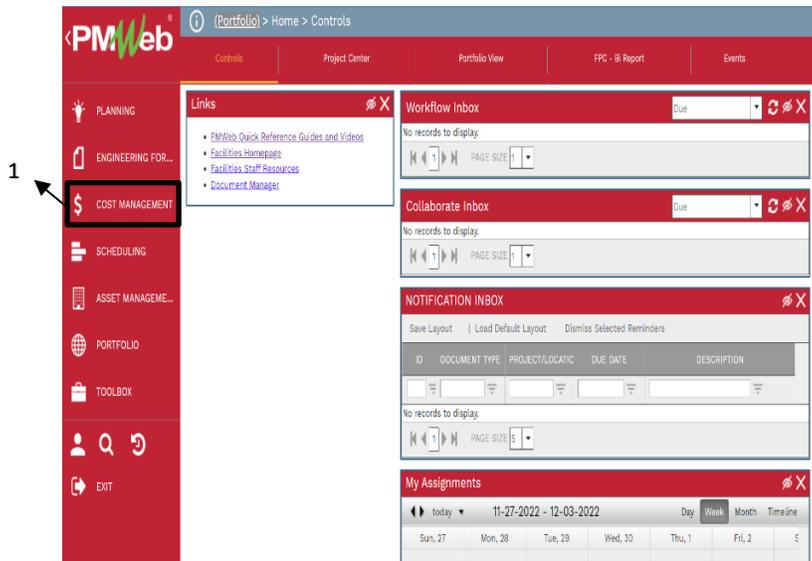




Commitments

Establishing a Project Agreement (Commitment) from a CSA (Master Commitment).

1- Click on **Cost Management**



2- Click on **Master Commitments** under Change Management



3- Review the list of CSAs and select the desired CSA by clicking on the **RECORD #**.

CATEGORY	COMPANY	RECORD #	FROM DATE	TO DATE	STATUS
Type: Planning CSA					
Hospitality and Dining	HELLMUTH OBATA & KASSABAUM LP	<u>W875025</u>	09-01-2018	08-31-2023	Draft
Type: Project Management CSA					
Asbestos	TERRACON CONSULTANTS INC	<u>W237507</u>	05-15-2023	05-14-2026	Approved
N/A	University of Houston-Victoria	<u>Wee-###567</u>	06-16-2023	06-16-2026	Approved

4- After the Master Commitment record opens, select **'+ Add Commitment'** from the lower menu.



Project* 1000263-Interim - Nick Merry Test **5**

Record # Proposed 07 **6**

Company ******* TERRACON CONSULTANTS INC **7**

Description CSA to perform sampling **8**

Type Project Management CSA **9**

Agreement Type* Project Agreement **10**

Status / Revision Draft 0

Effective Date **11**

Days 165 **12**

Paid In Full

BILLING

Billing Terms

Retention on Services 0%

Retention on Stored Materials 0%

DO NOT ALLOW OVERBILLING

ALLOW OVERBILLING

RECAP

	COSTS	DAYS
Original Value	\$0.00	0
Approved Changes	\$0.00	0
Revised Value	\$0.00	0
Billed	\$0.00	
Retained	\$0.00	
Balance Due	\$0.00	
Payments Applied	\$0.00	
Open Balance	\$0.00	
Unbilled	\$0.00	
Pending Changes	\$0.00	0
Projected Value	\$0.00	0

5- Project field – Select the project from the drop down.

6- Record # field – Enter “Proposed” followed by the next sequential number – i.e. “Proposed 07”. If migrating a record enter the project agreement number from the executed project agreement.

7- Company field – Auto Populates from Master Commitment

8- Description field – Enter a brief description. **If the record is for migration of an executed Project Agreement, type ‘migration’ in the description field to trigger a shortened workflow that approves the record upon starting workflow.**

9- Type field- Auto populates.

10- Agreement Type* field – Select ‘Project Agreement’

11- Effective Date field – Leave blank

12- Days field – Enter the period of performance.

13- Leave remaining fields blank.

14- From the top bar, click on the Save icon.



Drag a column header and drop it here to group by that column

15 → Add 16 → COST CODE 17 → EXT. COST

LINE #	ATTACHMEN	COST CODE	FUNDING	DESCRIPTION	EXT. COST	TOTAL COST	NOTES
1	(0)	02-01-001720 - Asbesto	\$0.00	Asbestos Consulting	\$15,000.00	\$15,000.00	
2	(0)	02-01-001725 - Reimbur	\$0.00	Reimbursable Asbestos Consulti	\$2,500.00	\$2,500.00	
					\$17,500.00	\$17,500.00	

- 15- Within the Details section at bottom, click on **+Add**.
- 16- Under the **COST CODE** column, select the appropriate cost code. You can start typing the cost code number or description to narrow the selection.
- 17- Under the **EXT. COST** column, enter the cost.
- 18- Click on the **Save** icon.
- 19- Under the **FUNDING** column, click the  icon to assign funding cost centers.

Drag a column header and drop it here to group by that column

Refresh Export To Excel Layouts

LINE #	ATTACHMEN	CHANGE REQUEST ID	DESCRIPTION	COST CODE	DAYS	AMOUNT REQUESTED	AMOUNT APPROVED	FUNDING	NOTES
1	(0)		Reallocate ext. bldg. assess to A	02-01-001550 - Building Envelop	0.00	\$-8,846.00	\$-8,846.00	\$0.00	Reallocated per PO Contracts
					0.00	\$-8,846.00	\$-8,846.00		

19 →

MAIN	UH FIELDS	COMMITMENT CHANGES	COMMITMENT INVOICES	PAYMENTS	NOTES	ATTACHMEN										
Project Information	<table border="1"> <thead> <tr> <th>UH FIELD</th> <th>DATA</th> </tr> </thead> <tbody> <tr> <td>Justification (submitter)</td> <td rowspan="2">21</td> </tr> <tr> <td>Scope of services (submitter)</td> </tr> <tr> <td>Is this a Fixed Price Contract (contracts)</td> <td></td> </tr> <tr> <td>Project Agreement Number (contracts)</td> <td></td> </tr> <tr> <td>Account Number (contracts)</td> <td></td> </tr> </tbody> </table>	UH FIELD	DATA	Justification (submitter)	21	Scope of services (submitter)	Is this a Fixed Price Contract (contracts)		Project Agreement Number (contracts)		Account Number (contracts)					
UH FIELD		DATA														
Justification (submitter)		21														
Scope of services (submitter)																
Is this a Fixed Price Contract (contracts)																
Project Agreement Number (contracts)																
Account Number (contracts)																
CMAR																
Contract For Professional Services																
Job Order																
Owner-Architect Project Agreement																
Project Agreement																

- 20- Under the **UH FIELDS** tab, select **Project Agreement** on the left.
- 21- Enter the Justification and Scope of services information in the data fields.



Drop files here or click the Add button

22- Under the **'ATTACHMENTS'** tab, add appropriate attachments.

23- Under the **'Workflow'** tab on the top bar, click the **SUBMIT** button.



24- If desired, type any comments in the **Comments** field.

The screenshot shows a form with a 'Comments' text area at the top right. Below it are two buttons: 'SAVE' (with a floppy disk icon) and 'CANCEL' (with an 'X' icon). A box highlights the 'SAVE' button, and an arrow points from the number '24' to it. Another arrow points from the number '24' to the 'Comments' text area.

25- Click the **SAVE** button in the Action box.

26- The **Project Manager** may also need to complete a budget realignment to ensure adequate budget amounts in applicable cost codes.

Contract Coordinator

27- Navigate to the record.

28- Review **MAIN**, **UH FIELDS** and **ATTACHMENTS** tabs.

The screenshot shows a software interface with a top navigation bar containing tabs: MAIN, UH FIELDS, COMMITMENT CHANGES, COMMITMENT INVOICES, PAYMENTS, NOTES, and ATTACHMENTS. The 'UH FIELDS' tab is active. On the left, a sidebar lists options: Project Information, CMAR, Contract For Professional Services, Job Order, Owner-Architect Project Agreement, and Project Agreement (highlighted with a box and arrow from the number 29). The main area shows an 'Edit' form with a table. The table has two columns: UH FIELD and DATA. The rows are: Justification (submitter), Scope of services (submitter), Is this a Fixed Price Contract (contracts) (with '30' in the DATA column), Project Agreement Number (contracts), and Account Number (contracts).

29- Under the **UH FIELDS** tab, select **Project Agreement** on the left.

30- Enter data in the 'Is this a Fixed Price Contract', 'Project Agreement Number', and 'Account Number' fields.

31- Edit the **Record #** field to 'Routing#', where # is the project number to be routed for electronic signature i.e. "**Routing 07**".

31

Project* 1000263-Interim - Nick Merry Test

Record # Routing7

Company TERRACON CONSULTANTS INC

32- Prepare the final project agreement package and route for electronic signature.

33- Upon final signature, attach the executed package using the ATTACHMENTS tab.

34- Edit the **Record #** field to the actual project agreement number, i.e '07'.

34

Project* 1000263-Interim - Nick Merry Test

Record # 1

Company TERRACON CONSULTANTS INC

35- Click on the **Save** icon to save edits.

36- Under the '**WORKFLOW**' tab on the top bar, select Approve, and click the **SAVE** button.

PM Sending the Executed Project Agreement to the Service Provider

37- To send a copy of the executed Project Agreement to the Service Provider, select the **NOTIFICATIONS** tab and then **+Add**.

MAIN UH FIELDS COMMITMENT CHANGES COMMITMENT INVOICES PAYMENTS NOTES ATTACHMENTS (4) WORKFLOW NOTIFICATIONS (2)

Drag a column header and drop it here to group by that column

Edit + Add Delete Refresh Layouts

ID	SUBJECT	SENT DATE	SENT TIME	SENT BY	TO COMPANY	TO CONTACT	STATUS

38- **To field** – Click on the  icon then select Service Provider contacts. To narrow the list, type the company name in the company field and click on the three lines.

COMPANY	
<input type="checkbox"/>	terracon
<input checked="" type="checkbox"/>	TERRACON CONSULTANTS INC

- 39- **CC field** – Click on the  icon if add CCs.
- 40- **Manual CC field** – Enter any e-mail address for persons not in PM Web.
- 41- **Notification type field** – Select ‘Fully Executed Contractor Copy’ from the drop down list.
- 42- **Add Link check box** – Ensure this box is NOT checked.
- 43- Remaining fields can be blank/unchecked.
- 44- Under the ‘TO ATTACH’ list, select the Fully Executed SP Copy attachment.
- 45- Click on the **Send** icon

45

From	<input type="text" value="Nick Merry"/>	<input type="checkbox"/> System	44 TO ATTACH TO EMAIL																														
To	<input type="text"/>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><input type="checkbox"/></th> <th>TYPE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>Report</td><td>Commitments</td></tr> <tr><td><input type="checkbox"/></td><td>Report</td><td>Commitments SC Summary Log 2016</td></tr> <tr><td><input type="checkbox"/></td><td>Report</td><td>UH-Job Order</td></tr> <tr><td><input type="checkbox"/></td><td>Report</td><td>UH-Project Agreement</td></tr> <tr><td><input type="checkbox"/></td><td>Report</td><td>UH-Service Order</td></tr> <tr><td><input type="checkbox"/></td><td>Attachment</td><td>PTB_Organ Recital Hall Water Intrusion Rep</td></tr> <tr><td><input type="checkbox"/></td><td>Attachment</td><td>P92237371.UH Fine Arts Bldg. POC</td></tr> <tr><td><input type="checkbox"/></td><td>Attachment</td><td>W237507-01 Fully Executed_FPC Copy</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Attachment</td><td>W237507-01_Fully Executed SP Copy</td></tr> </tbody> </table>	<input type="checkbox"/>	TYPE	DESCRIPTION	<input type="checkbox"/>	Report	Commitments	<input type="checkbox"/>	Report	Commitments SC Summary Log 2016	<input type="checkbox"/>	Report	UH-Job Order	<input type="checkbox"/>	Report	UH-Project Agreement	<input type="checkbox"/>	Report	UH-Service Order	<input type="checkbox"/>	Attachment	PTB_Organ Recital Hall Water Intrusion Rep	<input type="checkbox"/>	Attachment	P92237371.UH Fine Arts Bldg. POC	<input type="checkbox"/>	Attachment	W237507-01 Fully Executed_FPC Copy	<input checked="" type="checkbox"/>	Attachment	W237507-01_Fully Executed SP Copy
<input type="checkbox"/>	TYPE	DESCRIPTION																															
<input type="checkbox"/>	Report	Commitments																															
<input type="checkbox"/>	Report	Commitments SC Summary Log 2016																															
<input type="checkbox"/>	Report	UH-Job Order																															
<input type="checkbox"/>	Report	UH-Project Agreement																															
<input type="checkbox"/>	Report	UH-Service Order																															
<input type="checkbox"/>	Attachment	PTB_Organ Recital Hall Water Intrusion Rep																															
<input type="checkbox"/>	Attachment	P92237371.UH Fine Arts Bldg. POC																															
<input type="checkbox"/>	Attachment	W237507-01 Fully Executed_FPC Copy																															
<input checked="" type="checkbox"/>	Attachment	W237507-01_Fully Executed SP Copy																															
CC	<input type="text"/>																																
BCC	<input type="text"/>																																
Manual CC	<input type="text"/>																																
Subject	<input type="text" value="Project Name- Commitments - 01"/>																																
Status	<input type="text"/>	Due Date <input type="text"/>																															
Notification type	<input type="text" value="Fully Executed Contract Document"/>	Reminder <input type="checkbox"/>																															
Reference	<input type="text"/>	Completed <input type="checkbox"/>																															
Include Link	<input type="checkbox"/>	Completed Date <input type="text"/>																															

- 46- Under the ‘**WORKFLOW**’ tab on the top bar, select Final Approve, and click the **SAVE** button.
- 47- Process complete