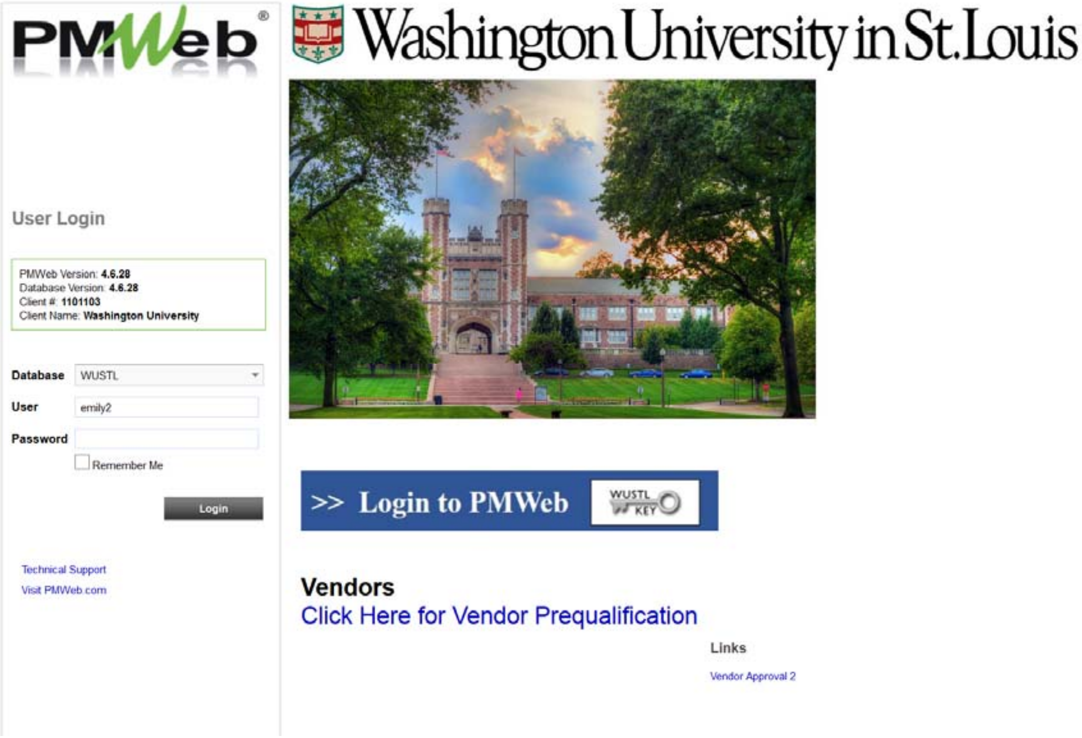
PMWeb® Training

Introduction and Setup

Washington University in St. Louis
Information Technology

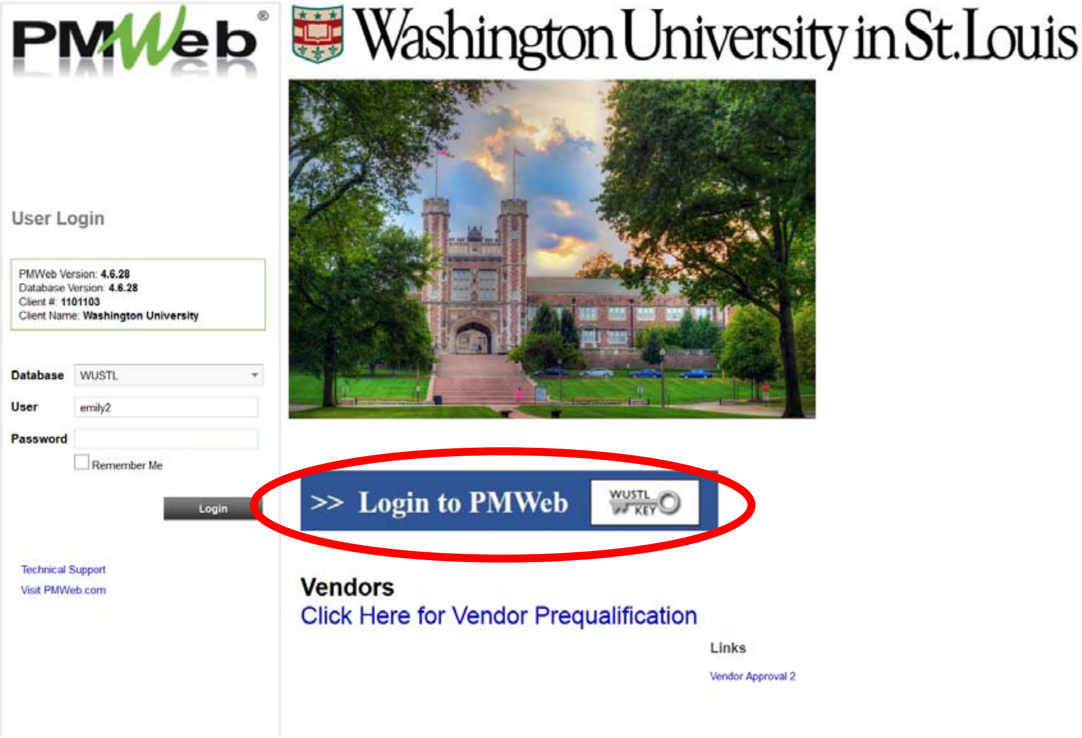
PMWeb Home Page

- https://wustl.pmweb.com/pmweb



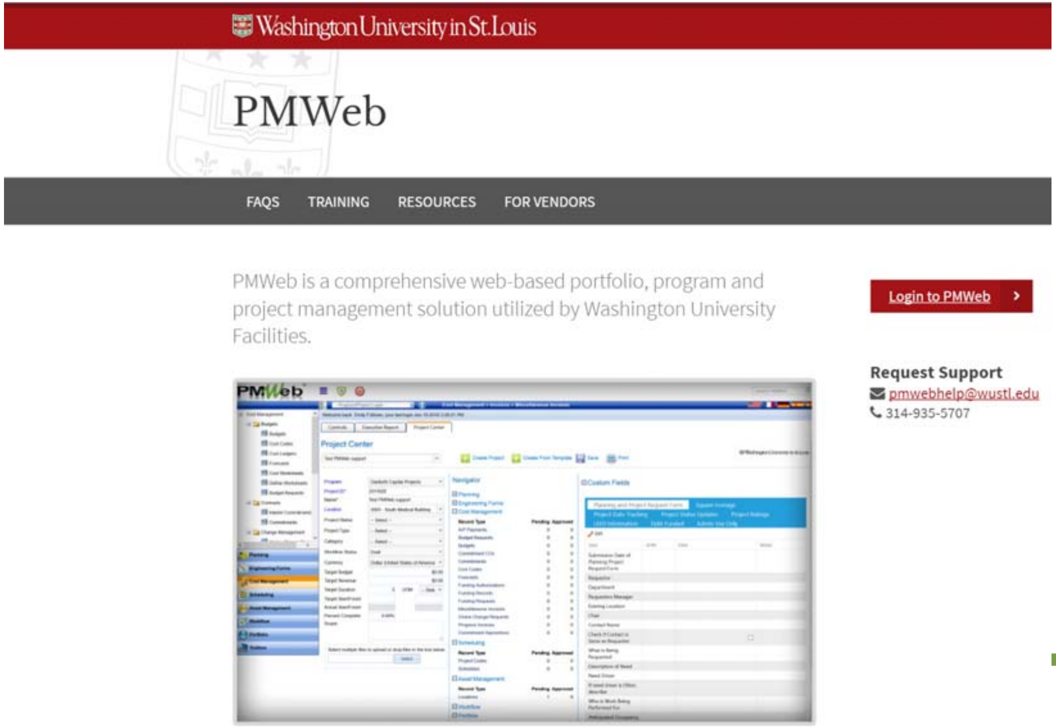
PMWeb Home Page

- You will log in with your WUSTL Key



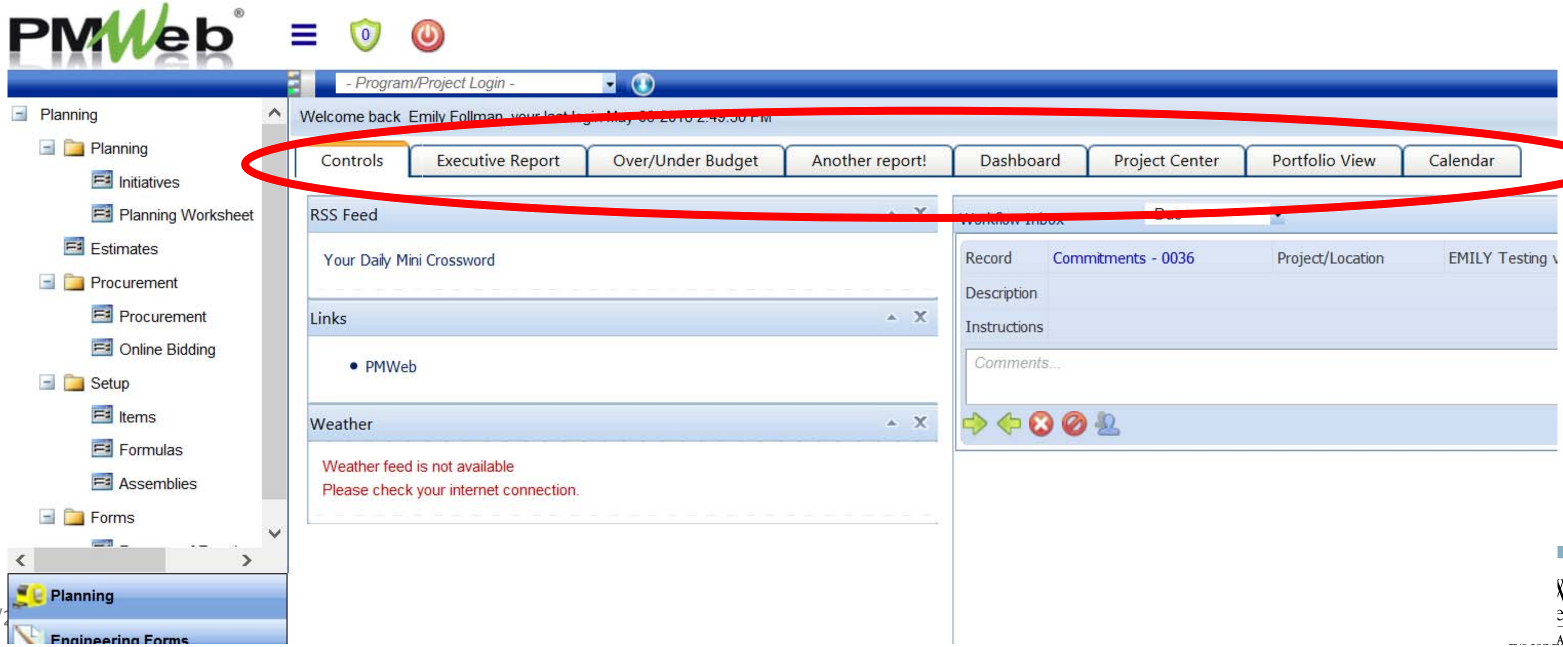
PMWeb Information Page

pmweb.wustl.edu



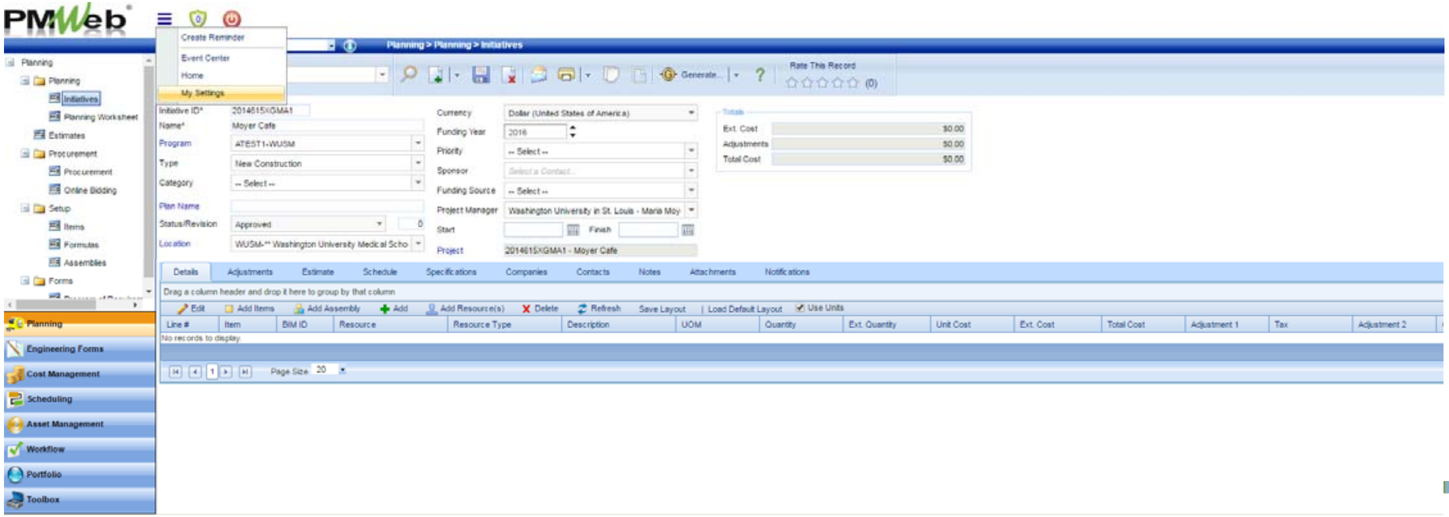
Set Up Your Home Page

- You can customize your PMWeb home page
- Create tabs for quick navigation



Set Up Your Home Page

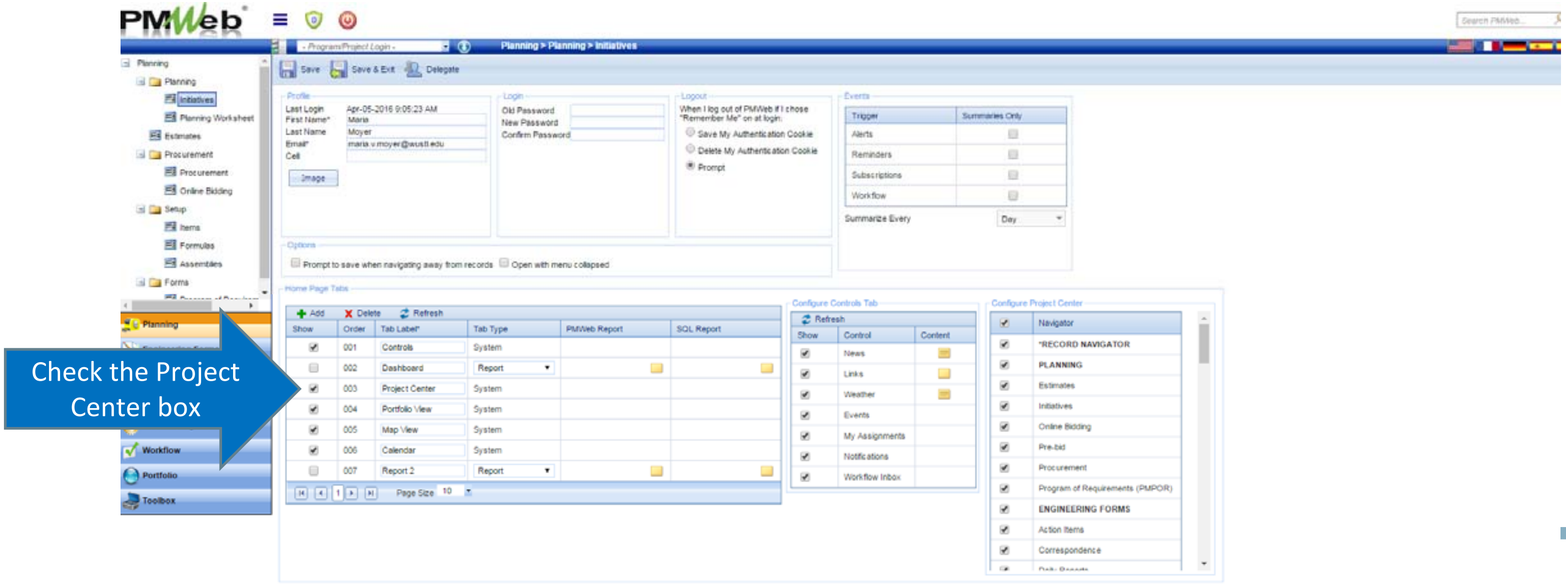
- Customize your PMWeb home page
- Select ≡ icon and “My Settings”



Washington University in St. Louis
Information Technology

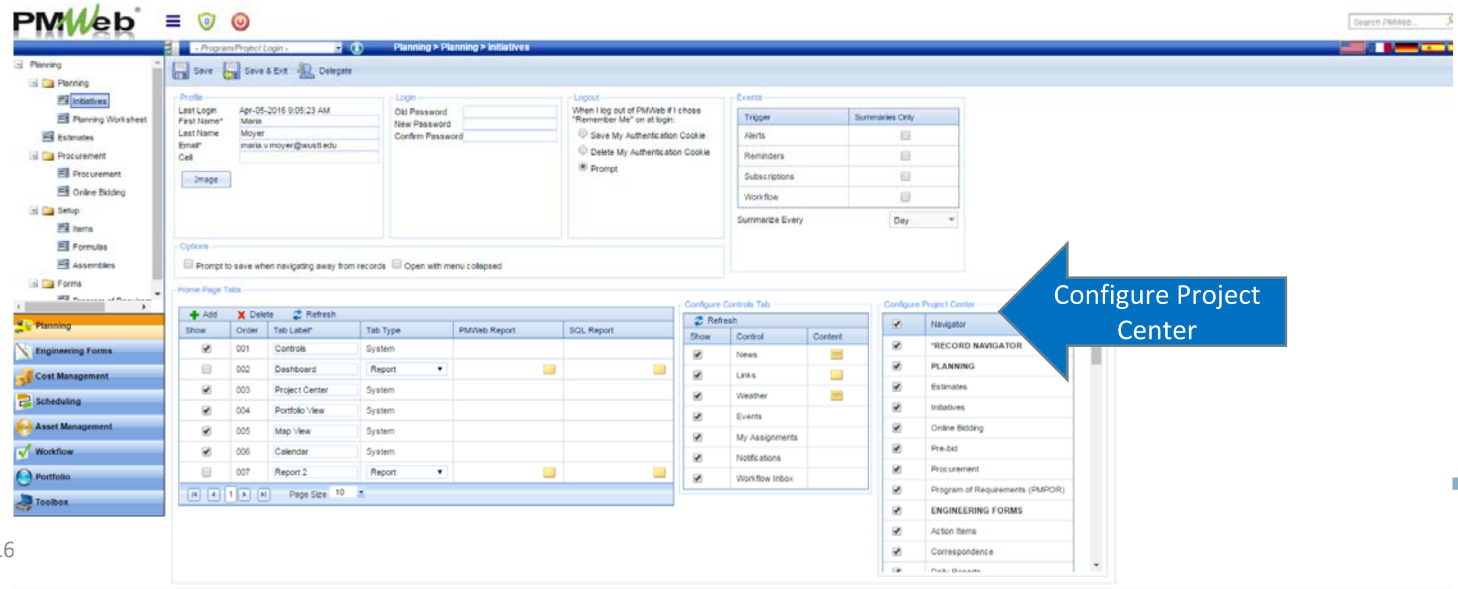
Set Up Your Home Page

- Ensure that the project center is enabled
  - Check “Show > Project Center”



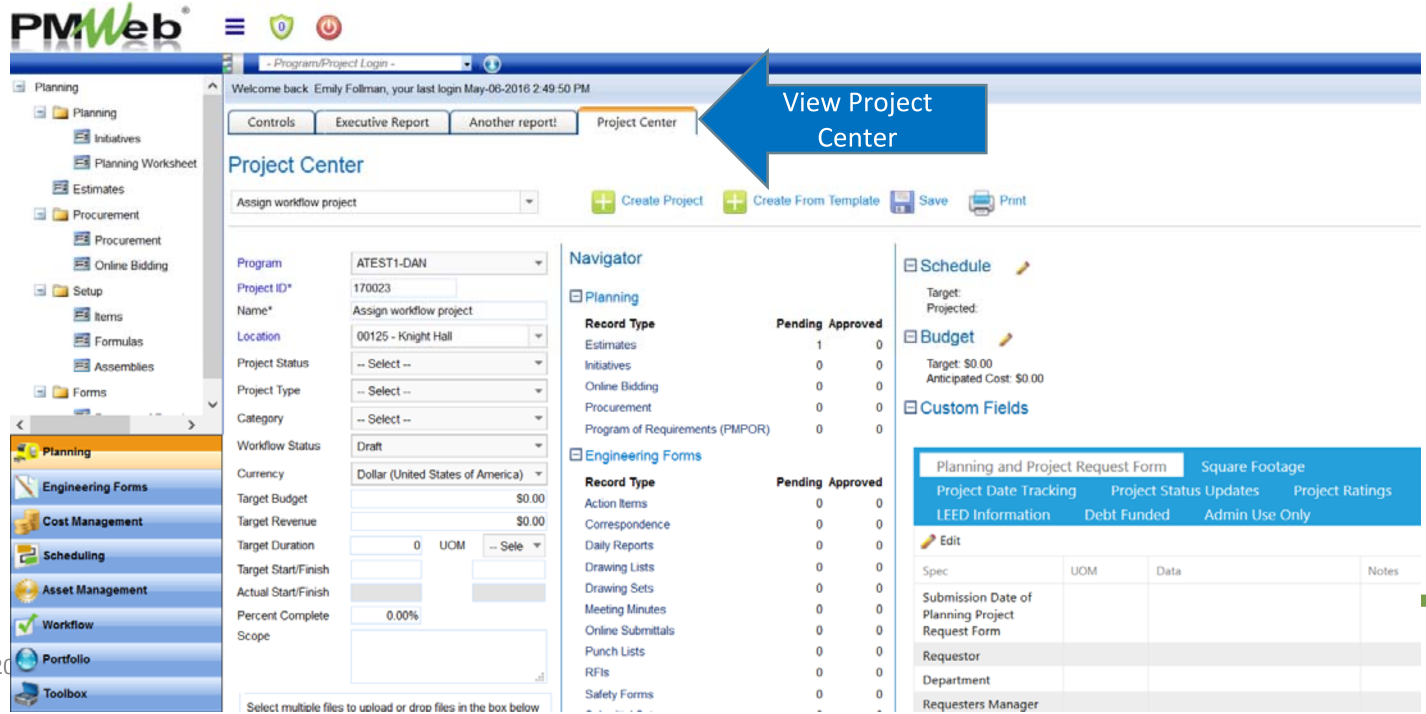
Set Up Your Home Page

- Configure project center
  - Check/Uncheck modules/items you do/do not want to see in the project center



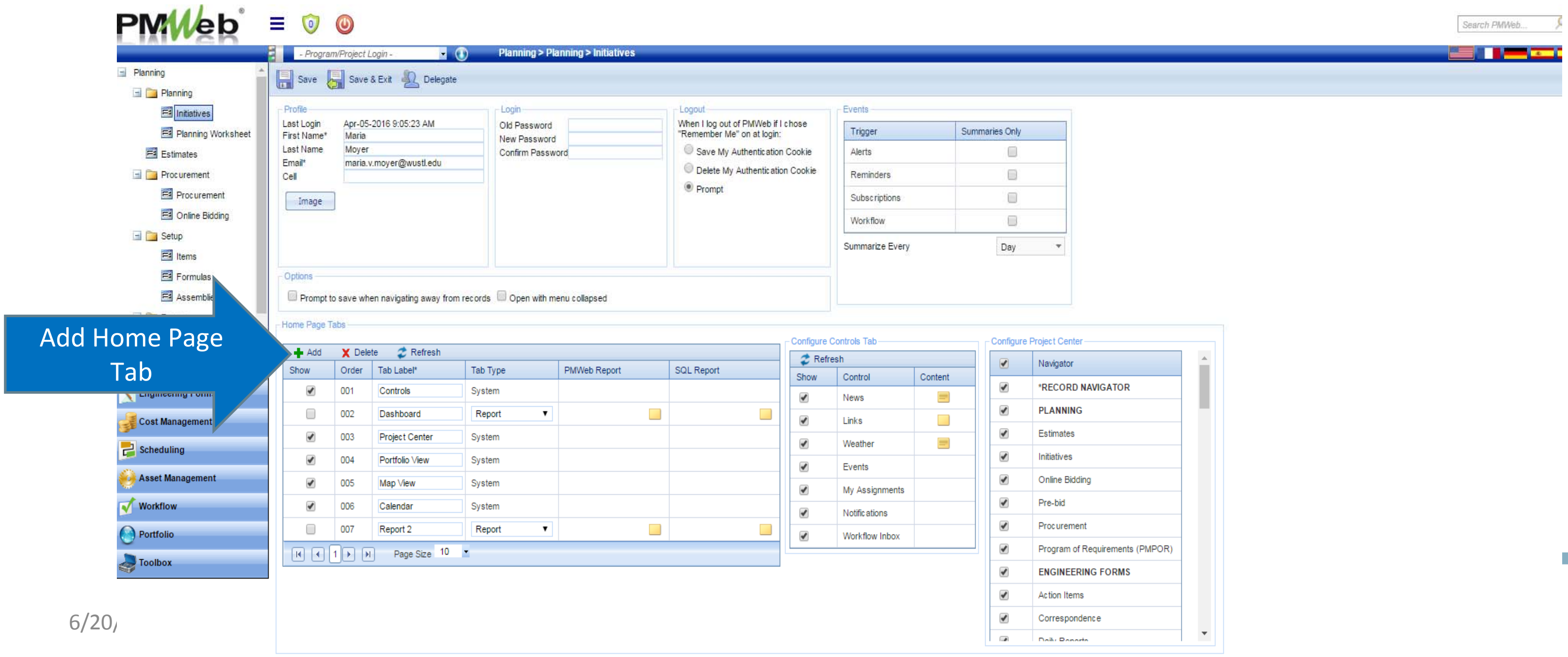
Set Up Your Home Page

- View Project Center
  - Select Project Center Tab



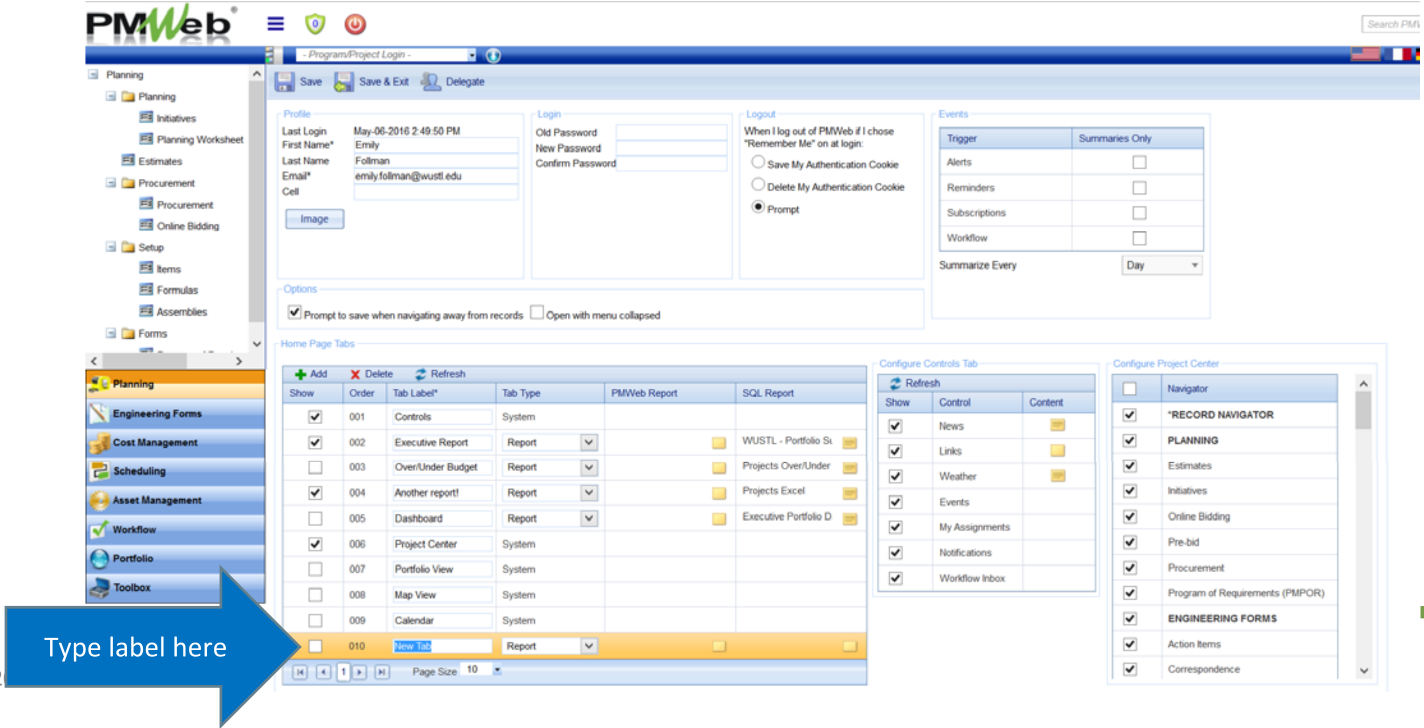
Set Up Your Home Page

- Add a report to a tab on your home page
  - Home Page Tabs > “Add”



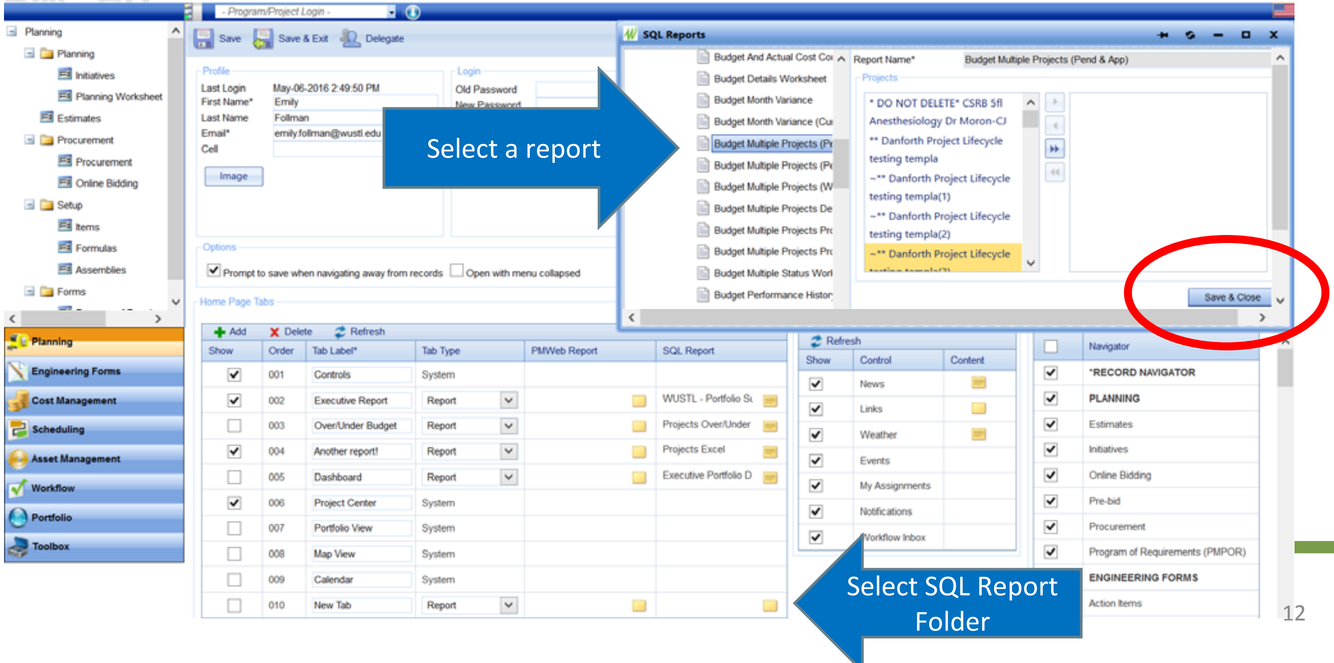
Set Up Your Home Page

- Enter a custom tab label



Set Up Your Home Page

- Add a report to a tab
  - Select SQL Report folder; select report from pop up window; save and close



Workflow

- Allows routing of records/documents to previously defined roles for review/approval
- Has been configured on certain modules for each campus (DAN/WUSM)
- Inherited on each project when you begin your project from a system template

Workflow

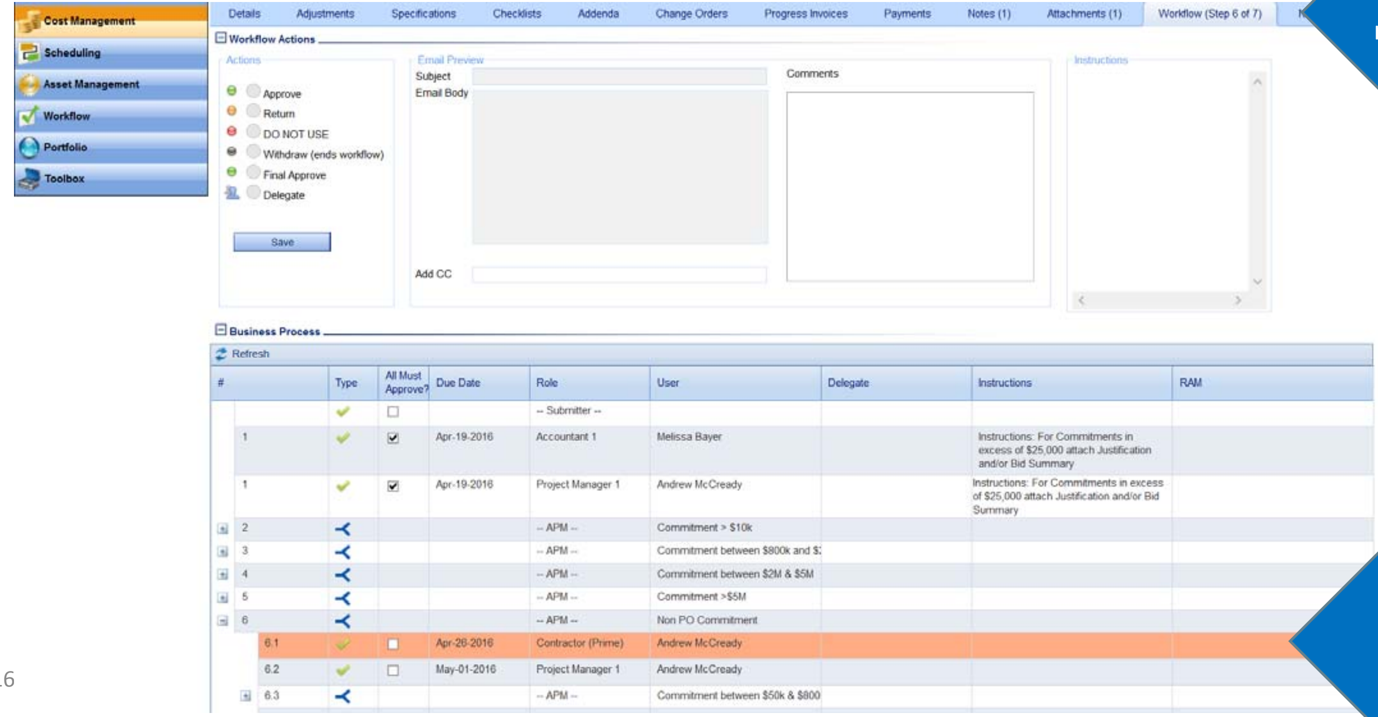
- Known roles are predefined, for example:
  - Director of Capital Projects
  - Associate Vice Chancellor
- Project Manager and Accountant roles change project to project
  - These roles will be assigned at the project level during project setup

Workflow

- Workflow is configured on the following modules:
  - Budgets (Resolution)
  - Budget Requests (Resolution Increase)
  - Commitments (Vendor Contract)
  - Commitment Change Orders (Vendor Change Order)
  - Online Change Requests (Pending Change Order)
  - Miscellaneous Invoices
  - Progress Invoices
  - Vendor Prequalification Approvals
  - Project Closeout

Workflow

- Records provide visual workflow so users can easily see workflow status



Workflow tab in each record with workflow

Current step in workflow

Workflow

- View workflow audit trail and visual workflow

Workflow log

Workflow Log

Resend Message(s) Refresh

Email	Generated	Step	Due Date	Role	User	Action Date	Action Time	Action	Delegate	Team Input	Document Value	Signature	Commen
				-- Submitter --	Melissa Bayer(1353190	Apr-14-2016	12:29:29 PM	Submit					
		1	Apr-19-2016	Accountant 1	Melissa Bayer(1353190	Apr-14-2016	12:31:10 PM	Team Input		1353411315 - Ryan Lyn			By check reviewed approves workflow
		1	Apr-19-2016		Ryan Lynch(135341131	Apr-14-2016	12:33:49 PM	Review Complete					RJL Com go here...
		1	Apr-19-2016	Project Manager 1	Andrew McCready(1353	Apr-14-2016	12:52:34 PM	Approve					
		1	Apr-19-2016	Accountant 1	Melissa Bayer(1353190	Apr-21-2016	01:34:05 PM	Approve					
		2		-- APM --	0014002 - Commitment	Apr-21-2016	01:34:06 PM	Approve					
		3		-- APM --	00129 - Commitment b	Apr-21-2016	01:34:06 PM	Approve					
		4		-- APM --	00135 - Commitment b	Apr-21-2016	01:34:06 PM	Approve					
		5		-- APM --	00130 - Commitment >	Apr-21-2016	01:34:06 PM	Branch					
		5.1	Apr-26-2016	Executive Vice Chancel	Melissa Bayer(1353190	Apr-21-2016	01:46:30 PM	Approve					
		6		-- APM --	00131 - Non PO Comm	Apr-21-2016	01:46:31 PM	Branch					

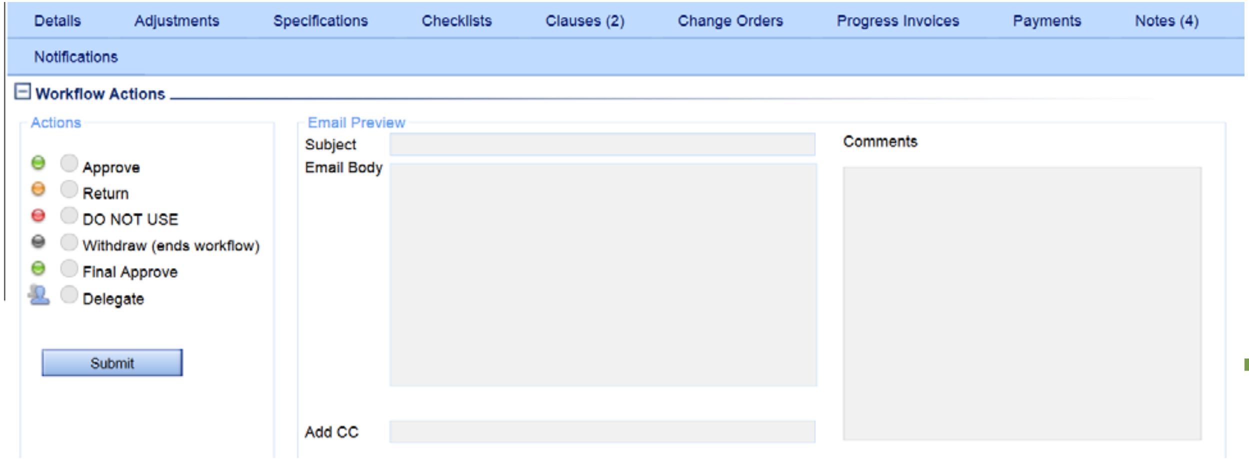
Template

Visual Workflow

Commitment - Danforth

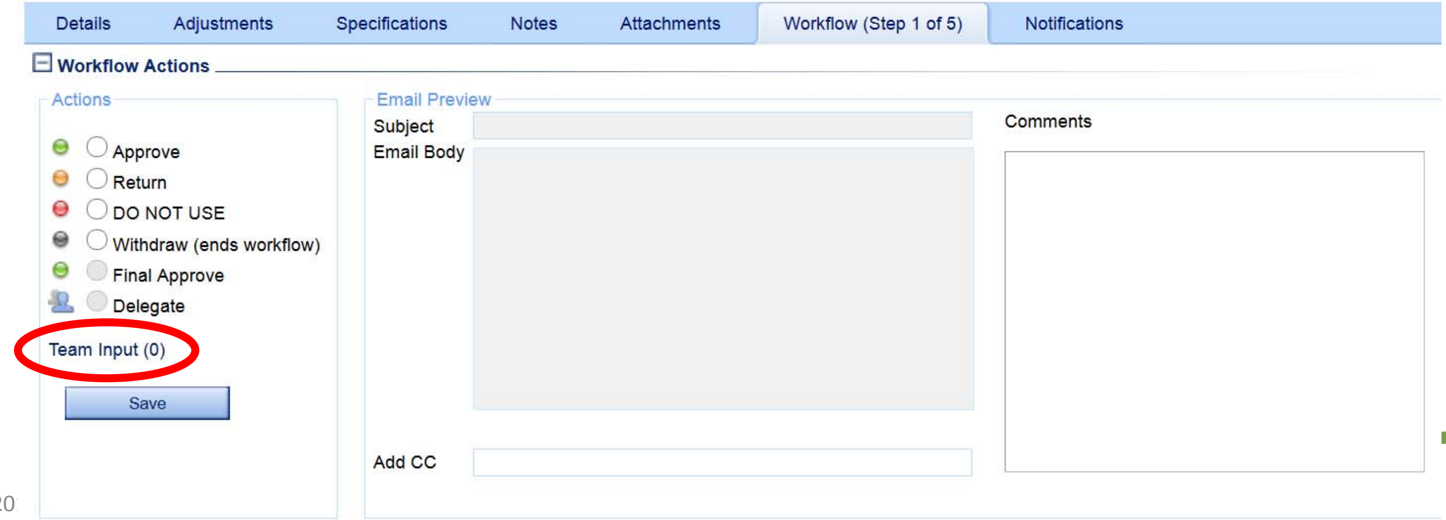
Workflow and Team Input

- You can invite review/comments from resources that are not part of a predefined workflow using the team input feature
  - Note: Team input feature is not visible until record submitted into workflow



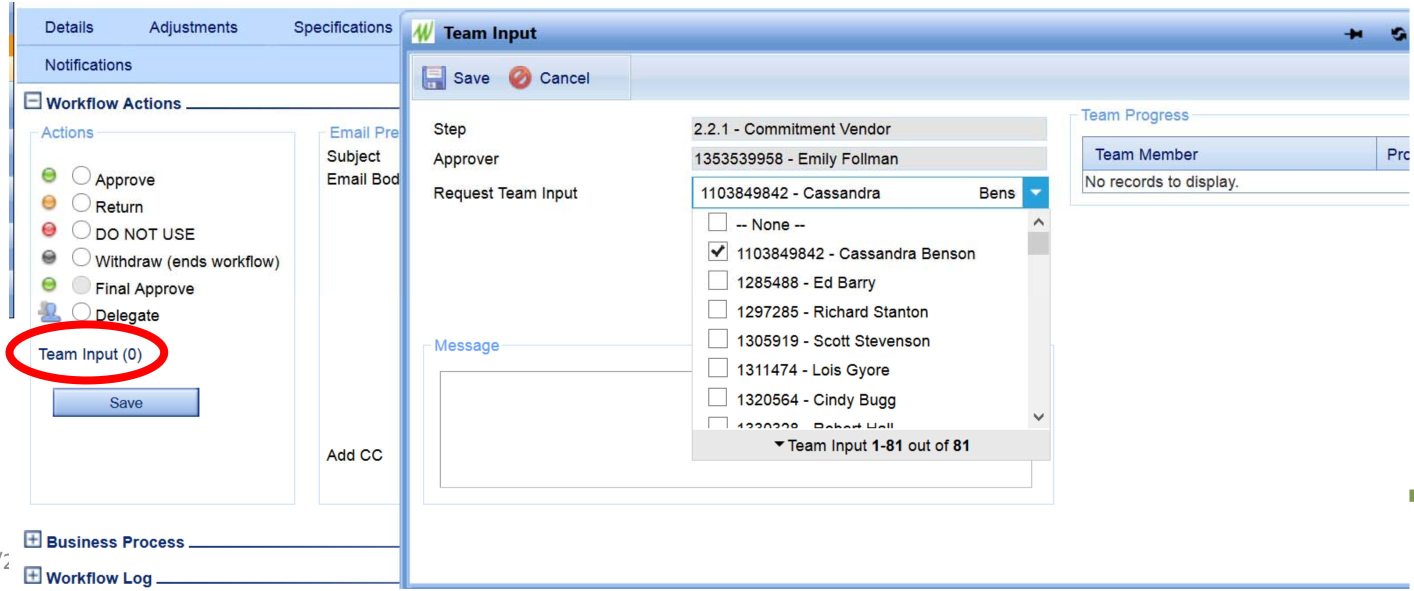
Workflow and Team Input

- Once a record has been submitted into workflow, the team input option becomes visible
  - Users with a role in workflow can request team input **only** during their step(s) of the workflow



Workflow and Team Input

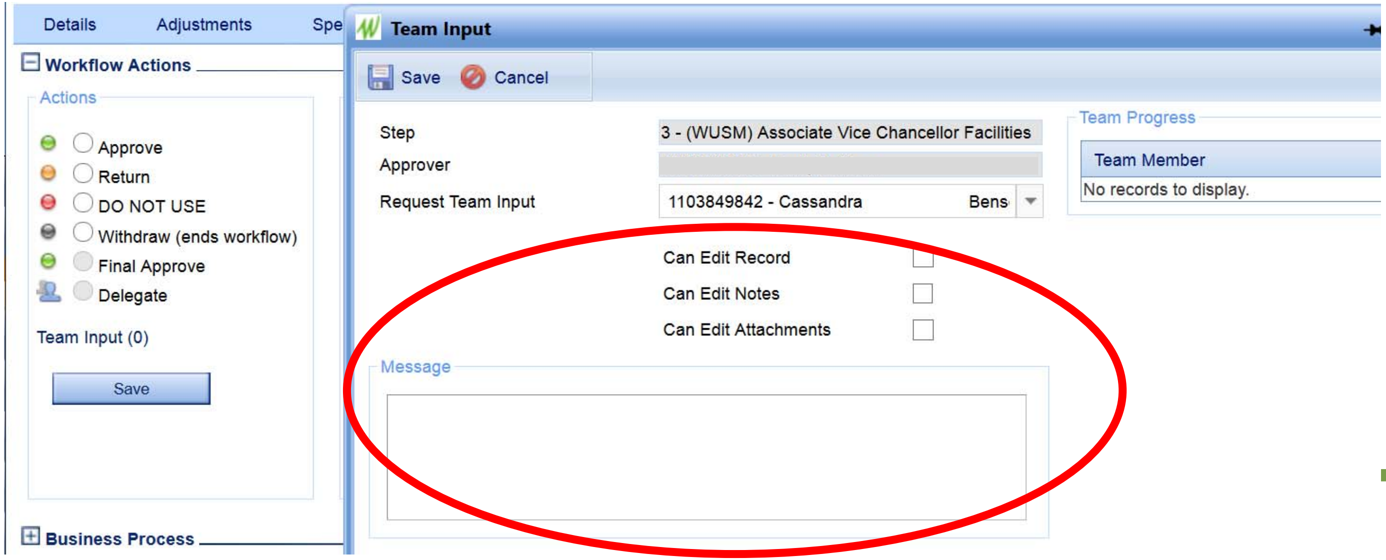
- Select team input hyperlink, and in the dialog box, select the user or users who you would like to review the record and/or document(s)



Washington University in St. Louis
INFORMATION TECHNOLOGY

Workflow and Team Input

- Add a message if necessary and set parameters
- User will receive notification that they have a record waiting for their input



Workflow and Team Input

- When team input user logs into PMWeb, they are able to add comments and/or select review complete.
  - Once the requester approves their step of the workflow, the team input user is no longer able to comment

Washington University in St. Louis
Information Technology

Workflow and Team Input

- Team input user name and comments are captured as part of the workflow audit trail log

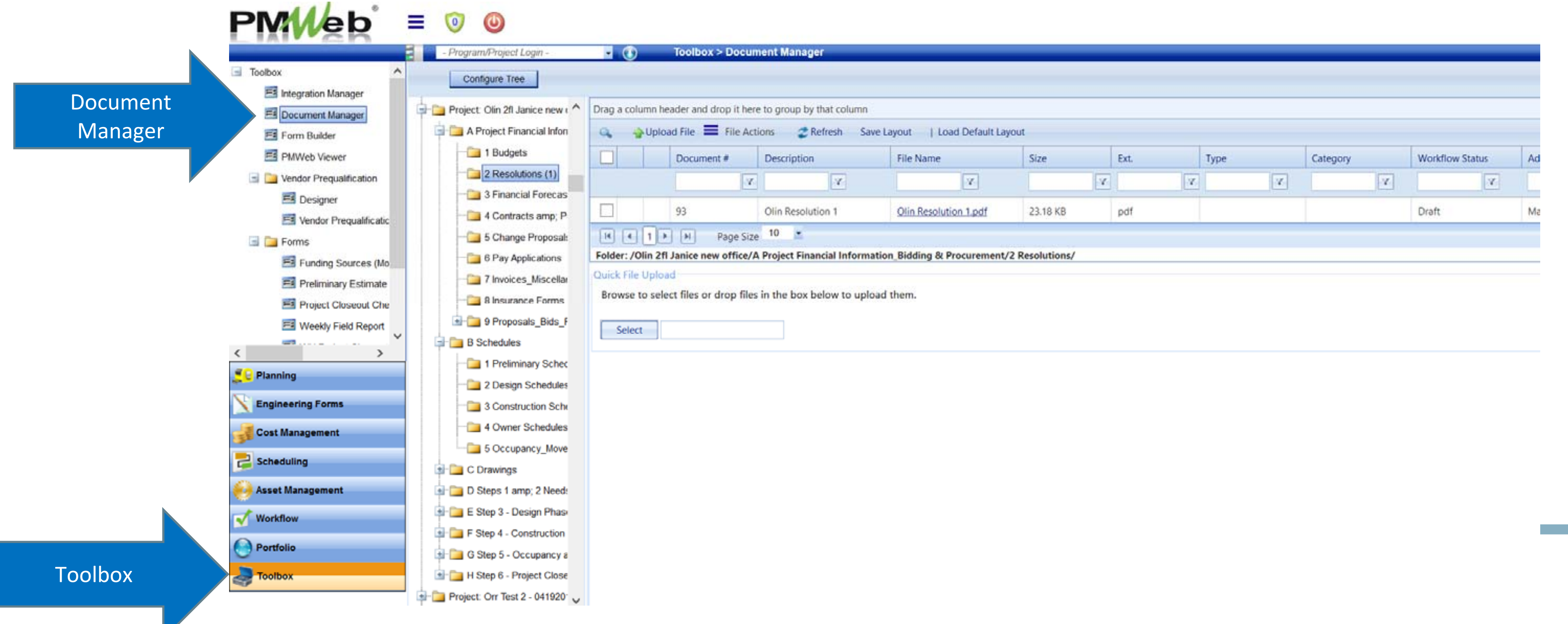
Workflow Log

Resend Message(s) Refresh

Email	Generated	Step	Due Date	Role		User	Action Date	Action Time	Action	Delegate	Team Input	Document Value	Signature	Comments
				-- Submitter --		Ryan Lynch(13534113	Apr-27-2016	11:24:43 AM	Submit					
		1	May-02-2016	Customer Input Collect		Ryan Lynch(13534113	Apr-27-2016	11:31:00 AM	Team Input		1353203768 - Andrew			Please approve this ...
		1	May-02-2016			Maria Moyer(1353543(	Apr-27-2016	11:32:20 AM	Review Complete					Ryan, this looks great. You have a nice shirt on today.
		1	May-02-2016			Andrew McCready(135	Apr-27-2016	11:33:02 AM	Comment					this and not going to work for A....
		1	May-02-2016			Andrew McCready(135	Apr-27-2016	11:35:00 AM	Review Complete					
		1	May-02-2016	Customer Input Collect		Ryan Lynch(13534113	Apr-27-2016	11:39:04 AM	Approve					

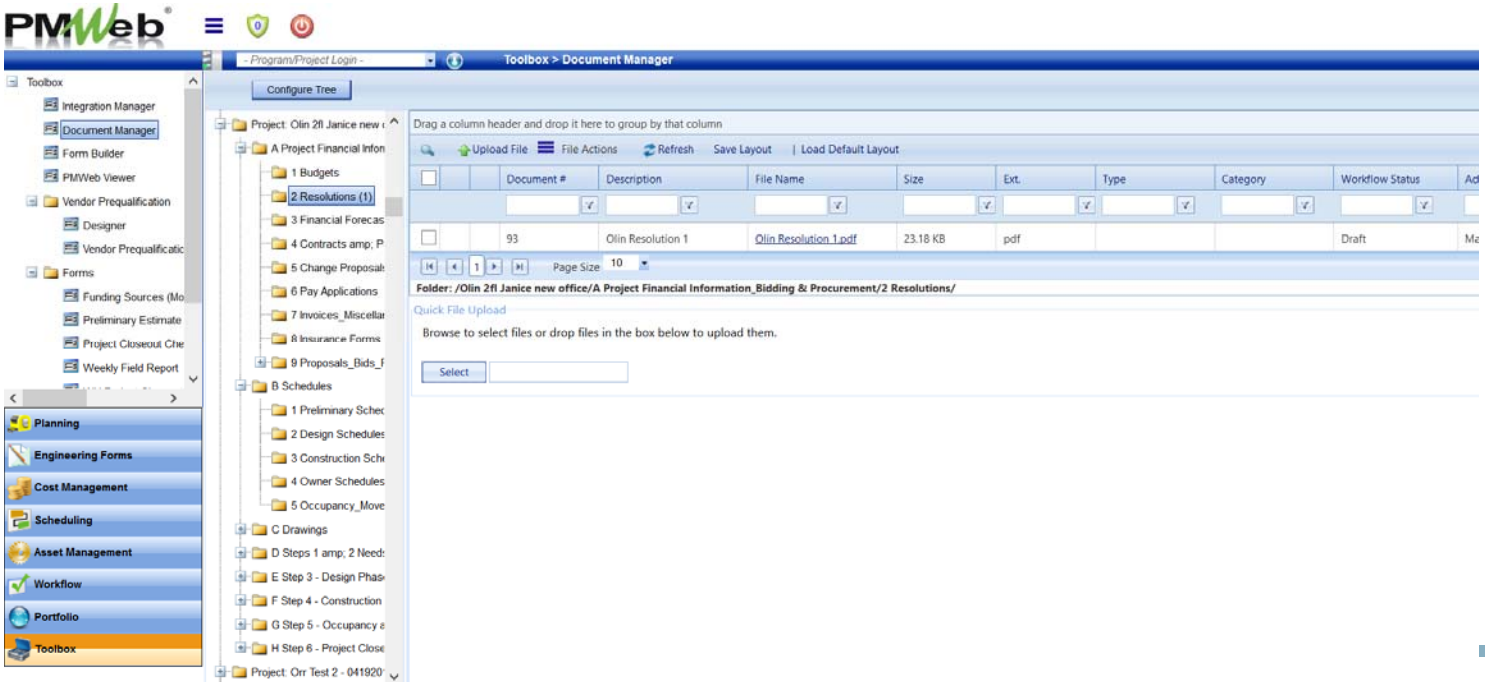
Document Manager – File Storage

- Navigate to Toolbox > Document Manager



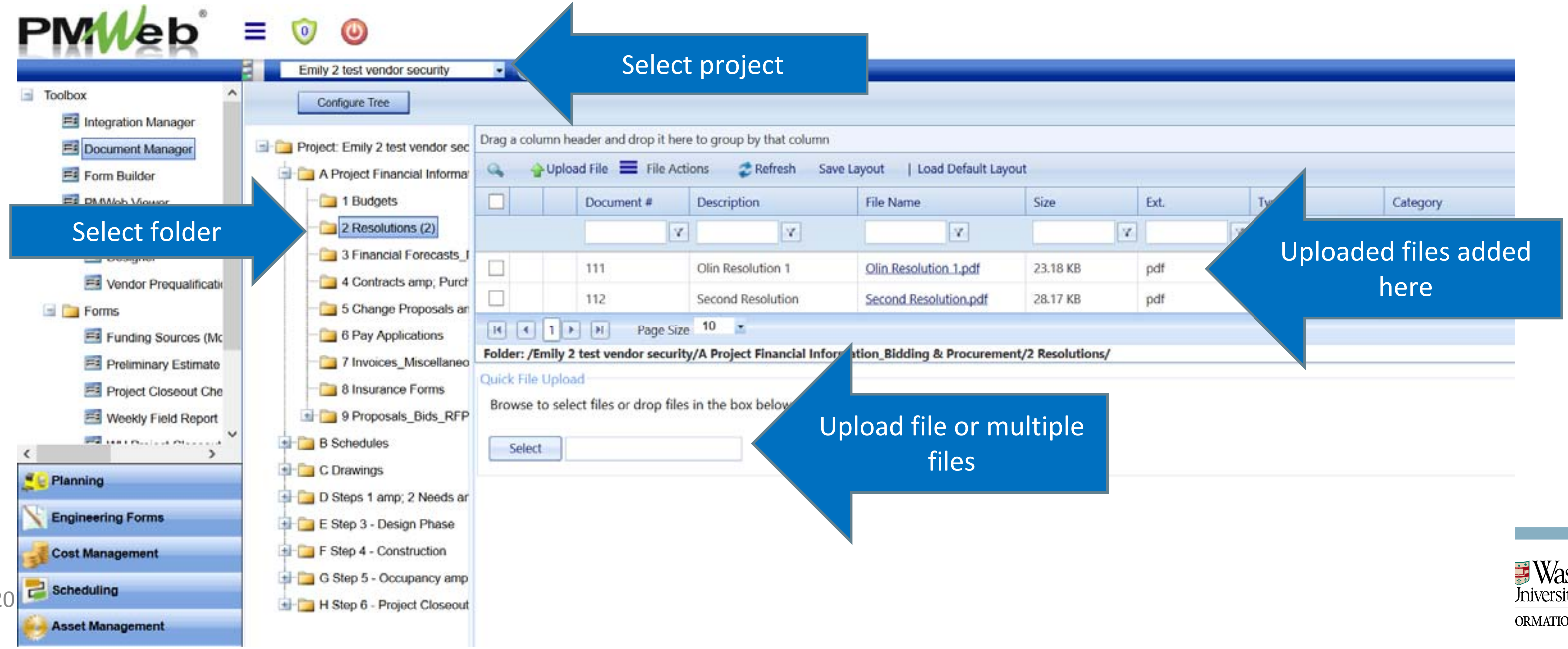
Document Manager

- View any files that have been added to the project



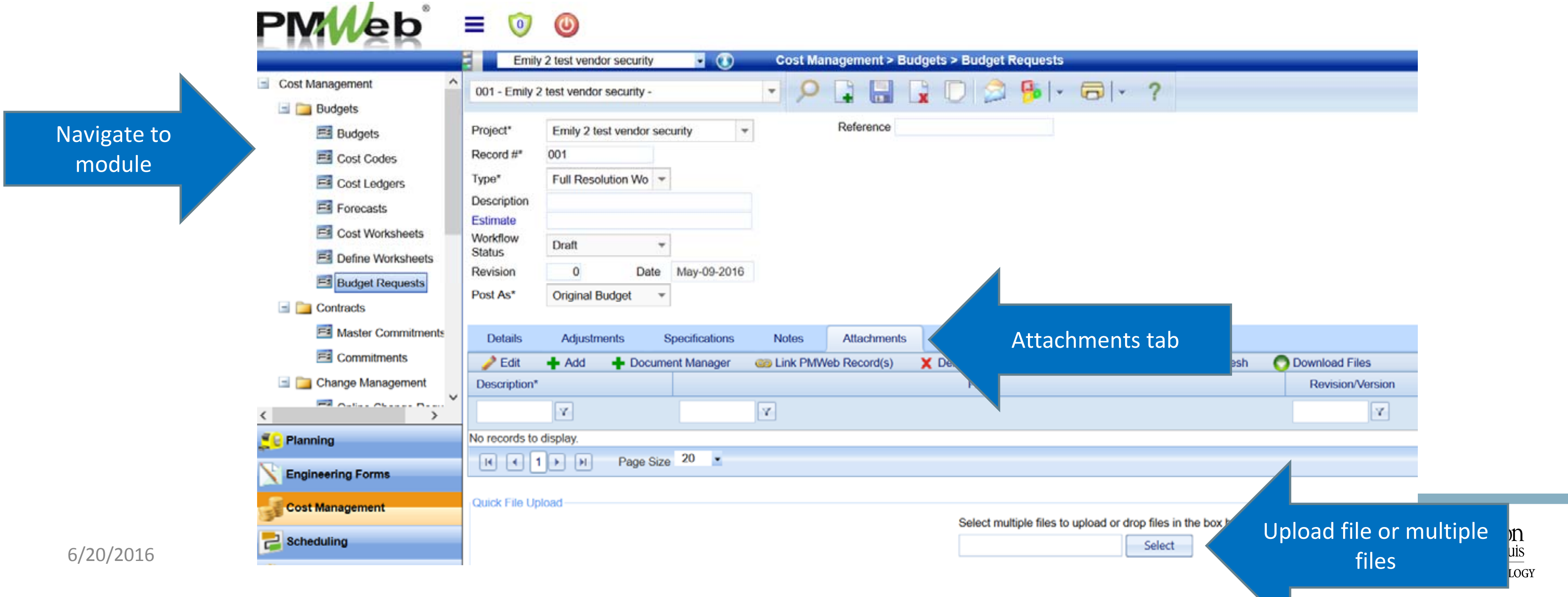
Document Manager – Add Files

- Two ways to add files to PMWeb
- Select project; select appropriate folder for the files
  - Upload file(s)



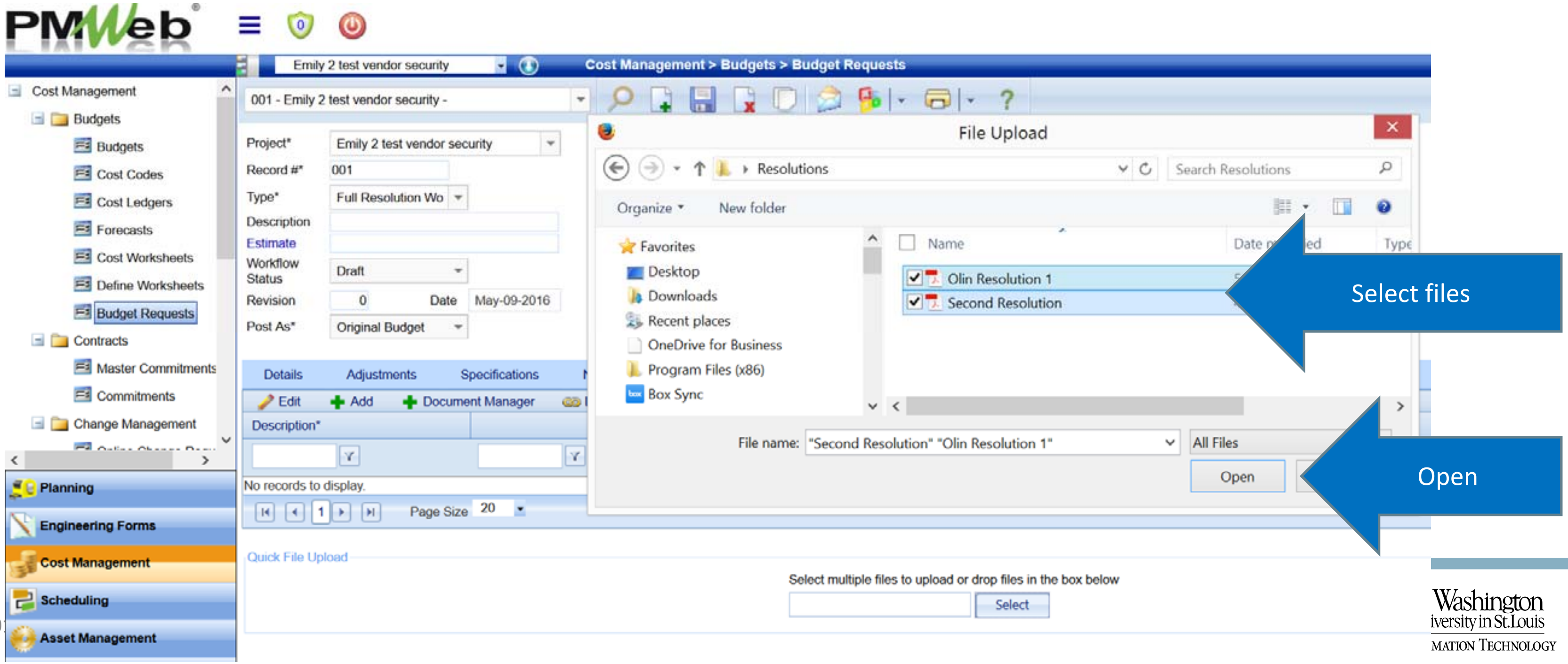
Add Files to a Record

- Two ways to add files to PMWeb
- Add to project record > attachments tab



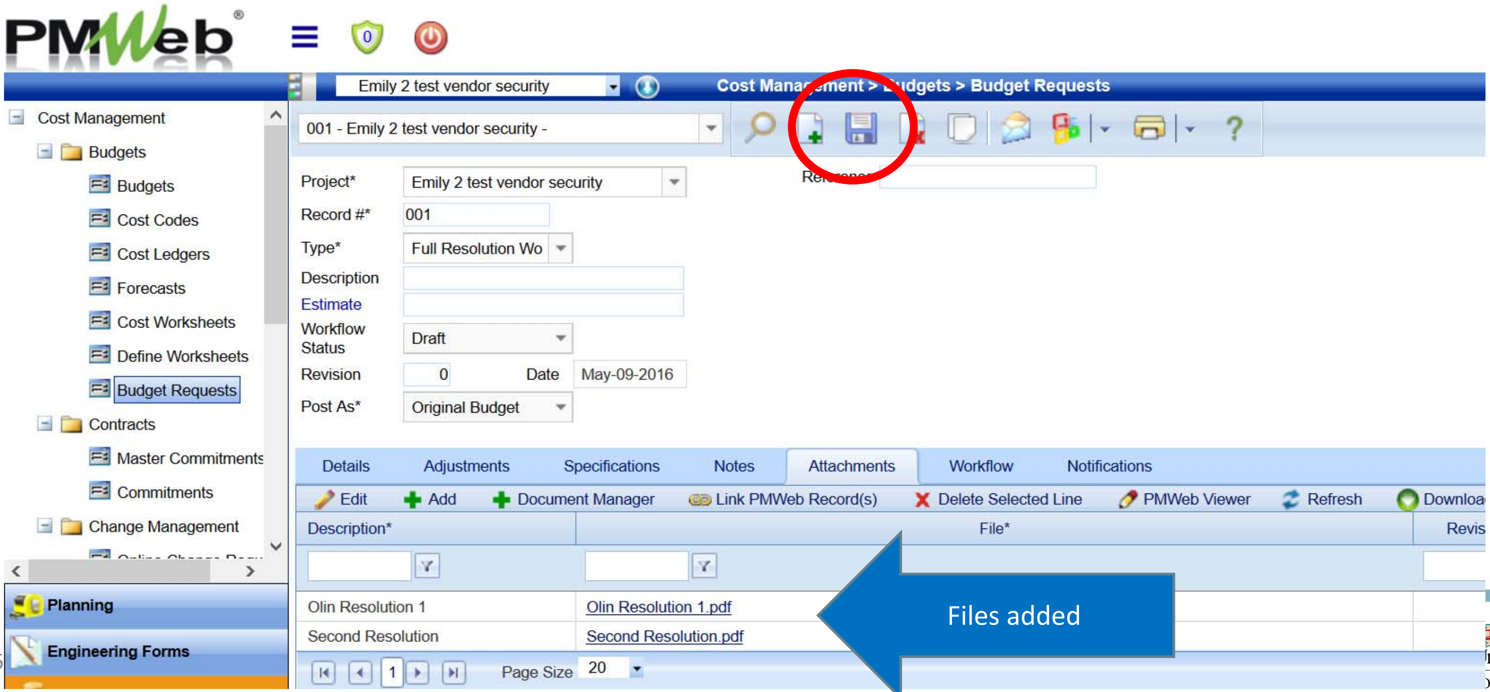
Add Files to a Record

- Select files; select open and files will be added to record



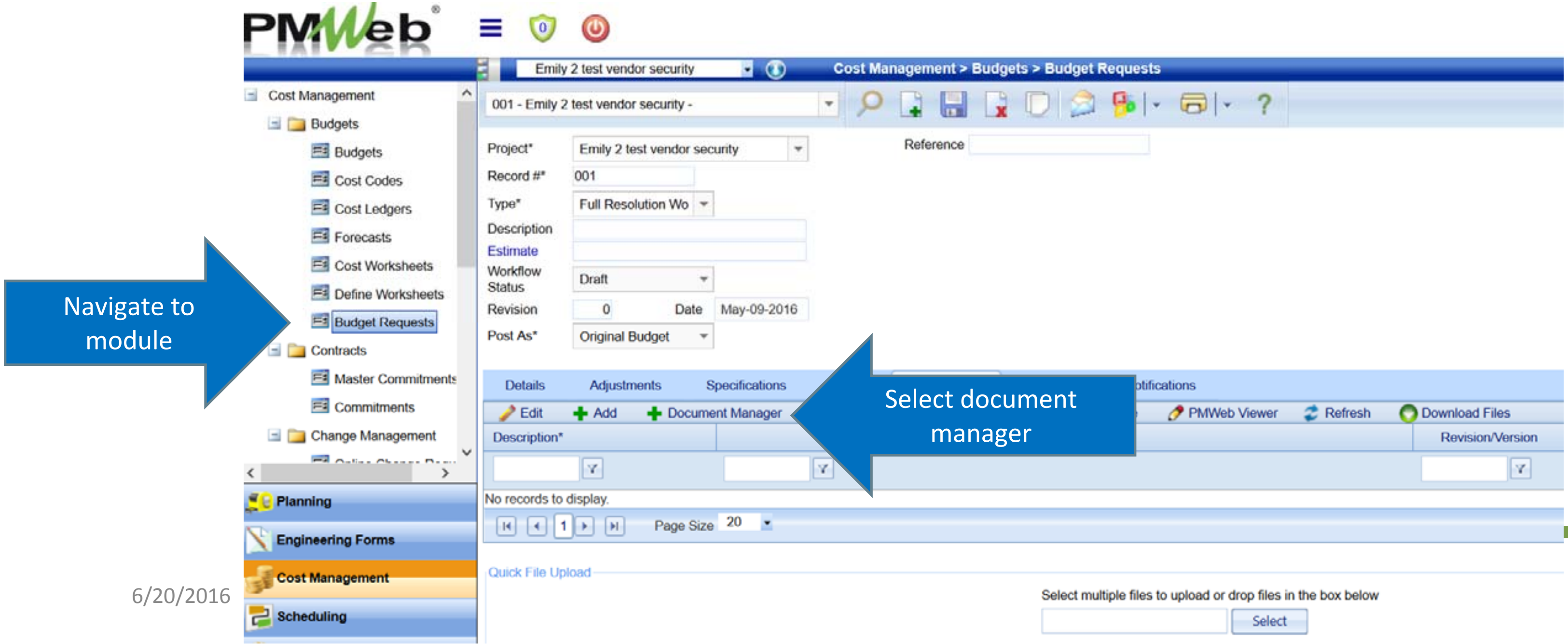
Add Files to a Record

- Once added, files will appear in the attachments tab of the record. Save the record.



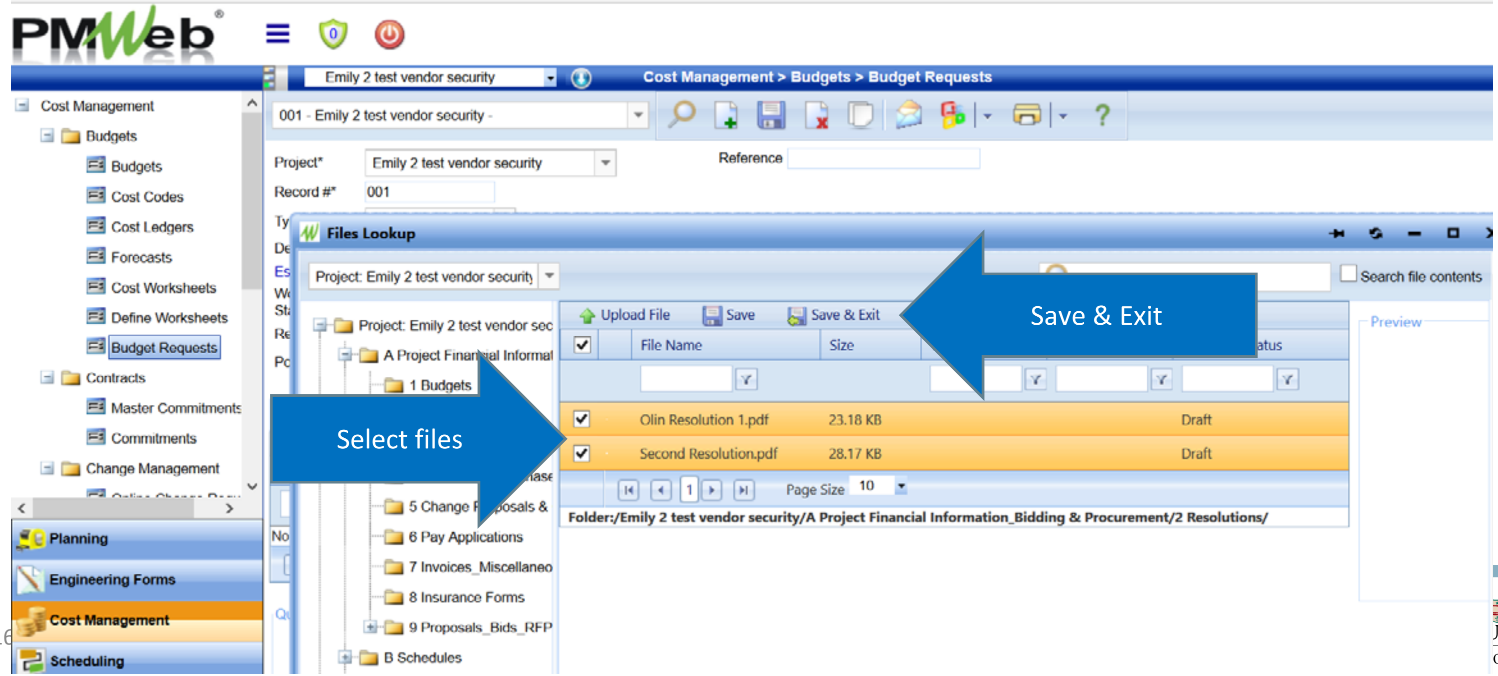
Add Files from Document Manager to Record

- Files from document manager can also be added to any record
  - In record attachments tab, select document manager



Add Files from Document Manager to Record

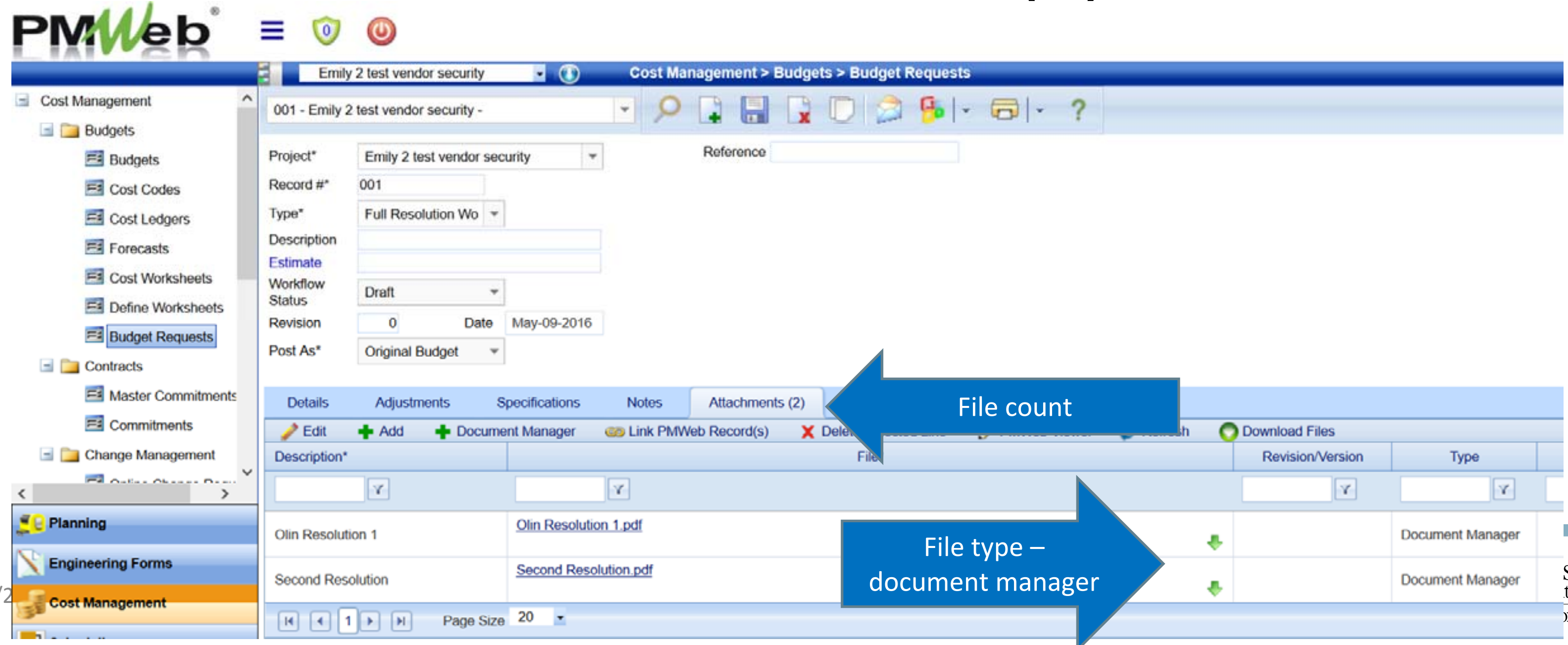
- Navigate to appropriate folder, select files, save and exit



Washington University in St. Louis
Information Technology

Add Files from Document Manager to Record

- Files added to record; note that files added from document manager are available in both places
- Attachments tab shows file count (2)

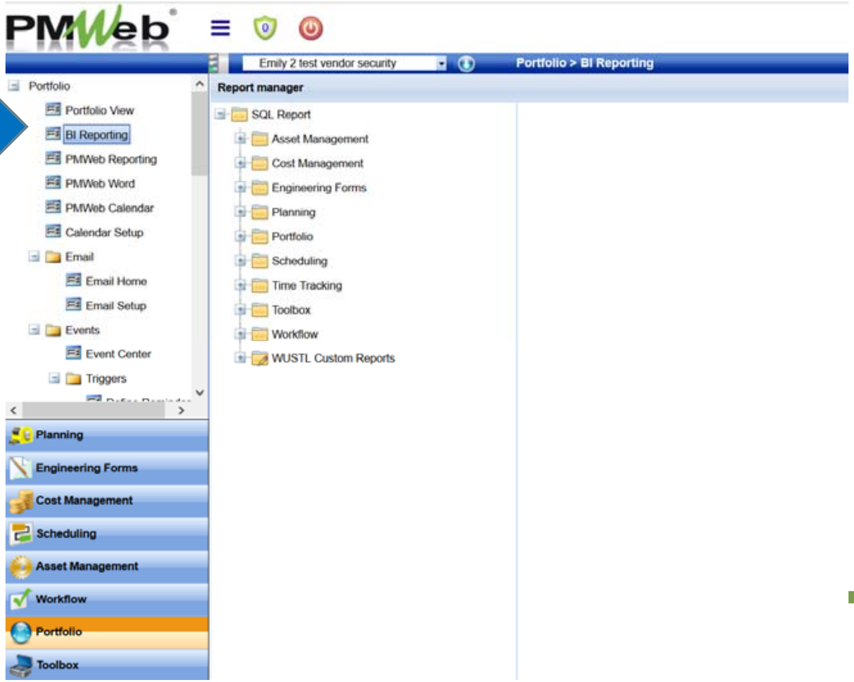


BI Reporting

- Run and view reports in PMWeb from BI Reporting
  - Portfolio module > BI Reporting sub-category

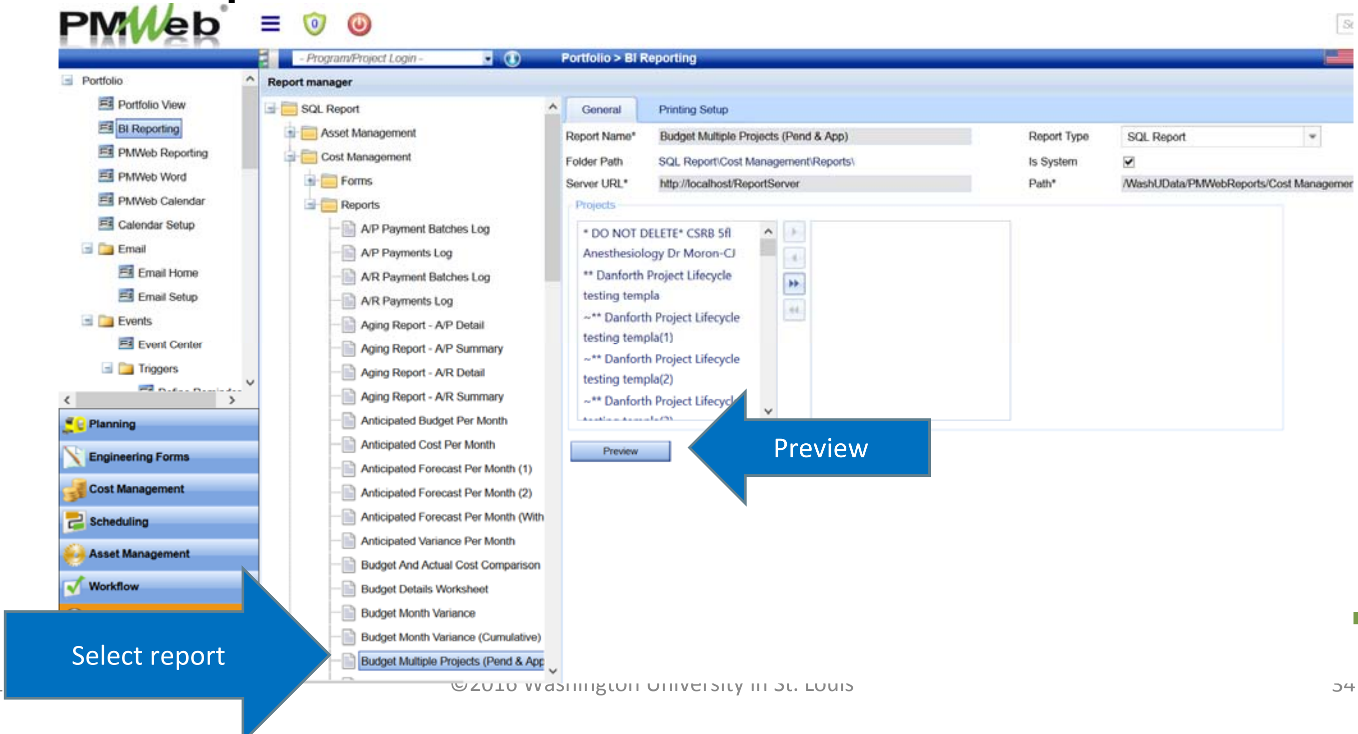
BI Reporting

Portfolio module



BI Reporting

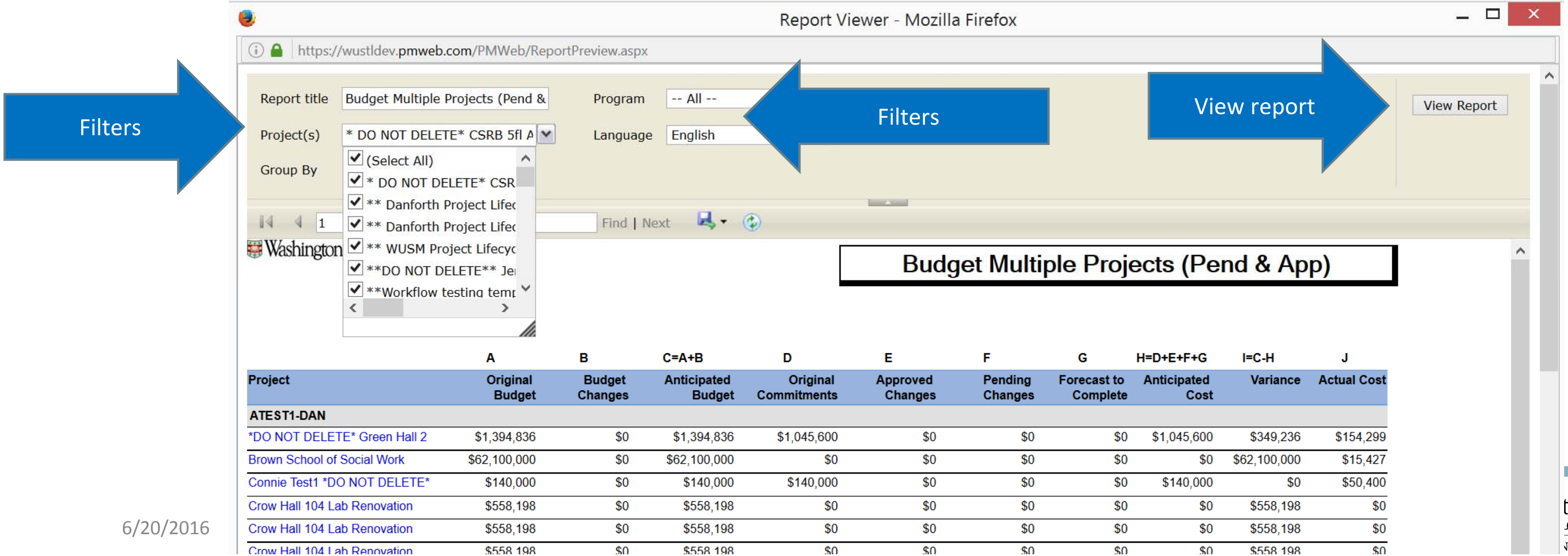
- Reports organized and affiliated by module
- Select report and “Preview”



Washington University in St. Louis
Information Technology

BI Reporting

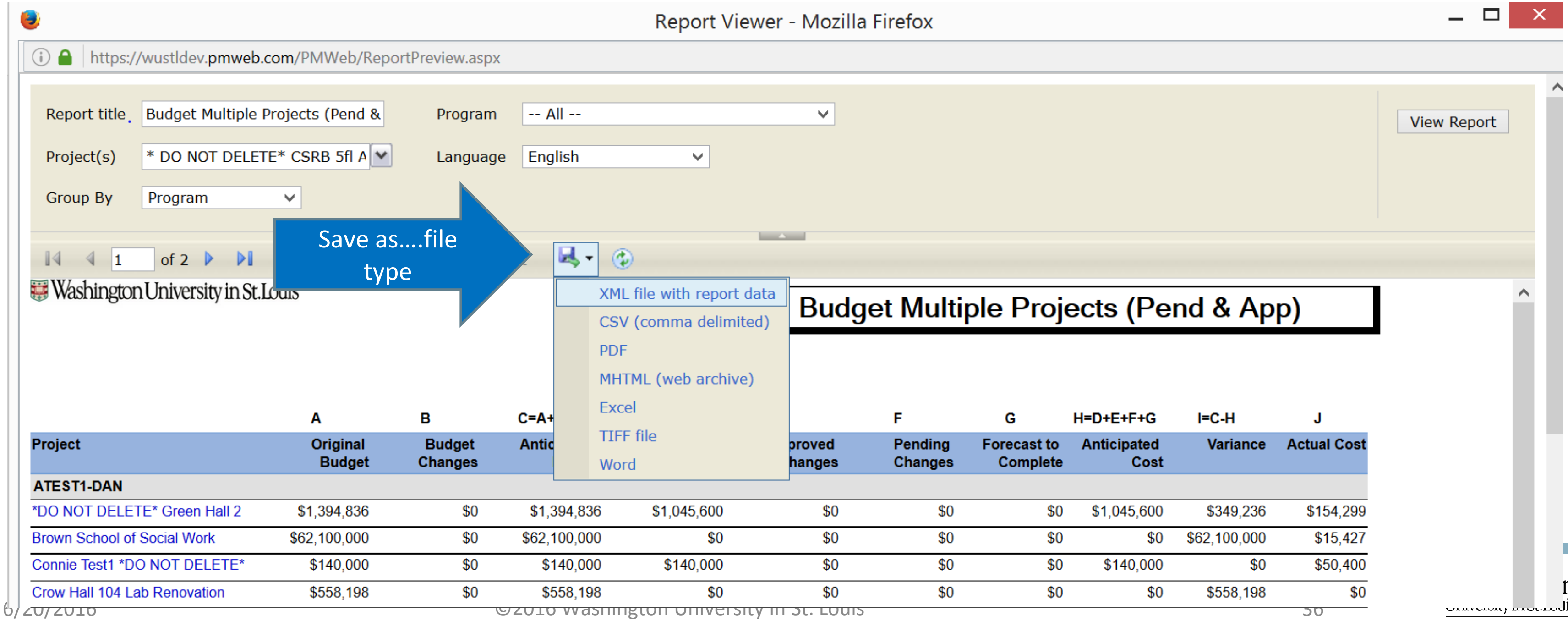
- Report opens in pop-up window
  - Change report parameters/filters
  - View Report – generates report per parameters/filters



Project	A Original Budget	B Budget Changes	C=A+B Anticipated Budget	D Original Commitments	E Approved Changes	F Pending Changes	G Forecast to Complete	H=D+E+F+G Anticipated Cost	I=C-H Variance	J Actual Cost
ATEST1-DAN										
DO NOT DELETE Green Hall 2	$1,394,836	$0	$1,394,836	$1,045,600	$0	$0	$0	$1,045,600	$349,236	$154,299
Brown School of Social Work	$62,100,000	$0	$62,100,000	$0	$0	$0	$0	$0	$62,100,000	$15,427
Connie Test1 *DO NOT DELETE*	$140,000	$0	$140,000	$140,000	$0	$0	$0	$140,000	$0	$50,400
Crow Hall 104 Lab Renovation	$558,198	$0	$558,198	$0	$0	$0	$0	$0	$558,198	$0
Crow Hall 104 Lab Renovation	$558,198	$0	$558,198	$0	$0	$0	$0	$0	$558,198	$0
Crow Hall 104 Lab Renovation	$558,198	$0	$558,198	$0	$0	$0	$0	$0	$558,198	$0

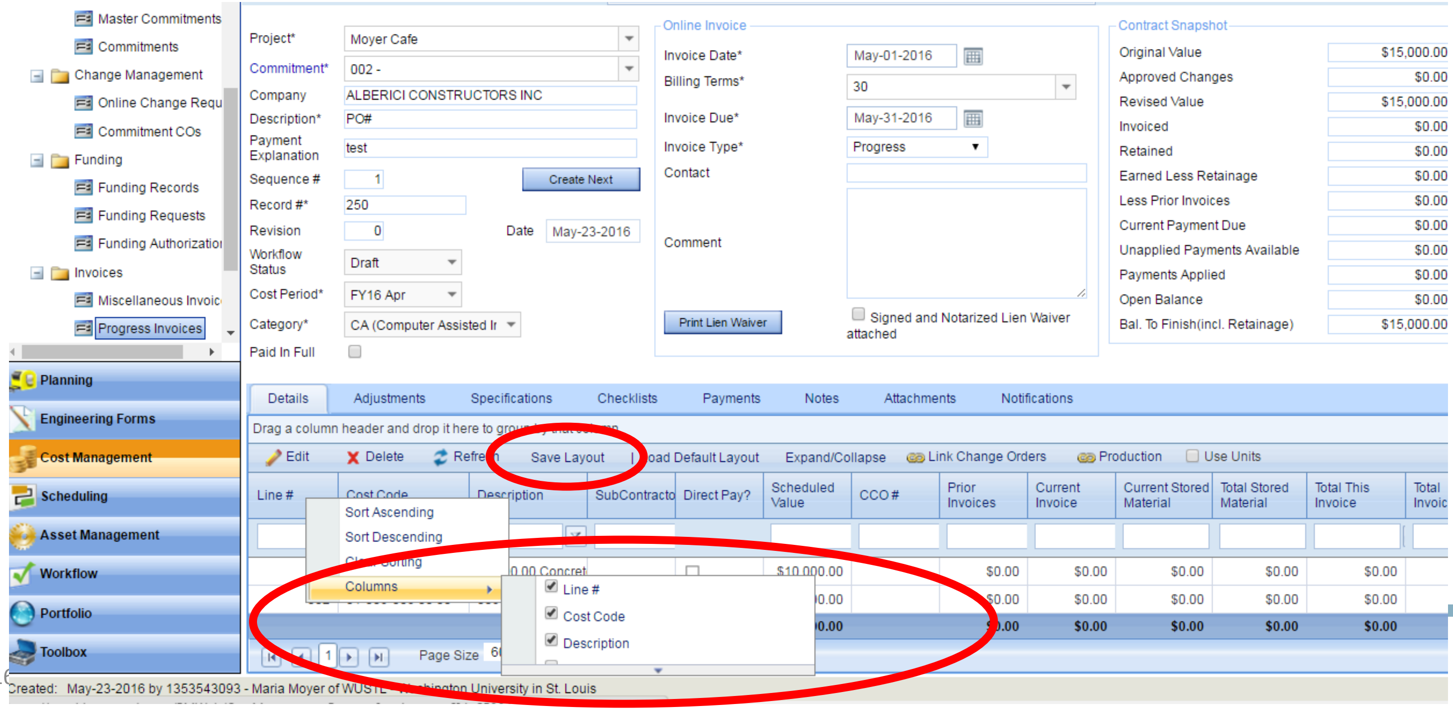
BI Reporting

- Report can be viewed in PMWeb
- Report can be saved in multiple formats



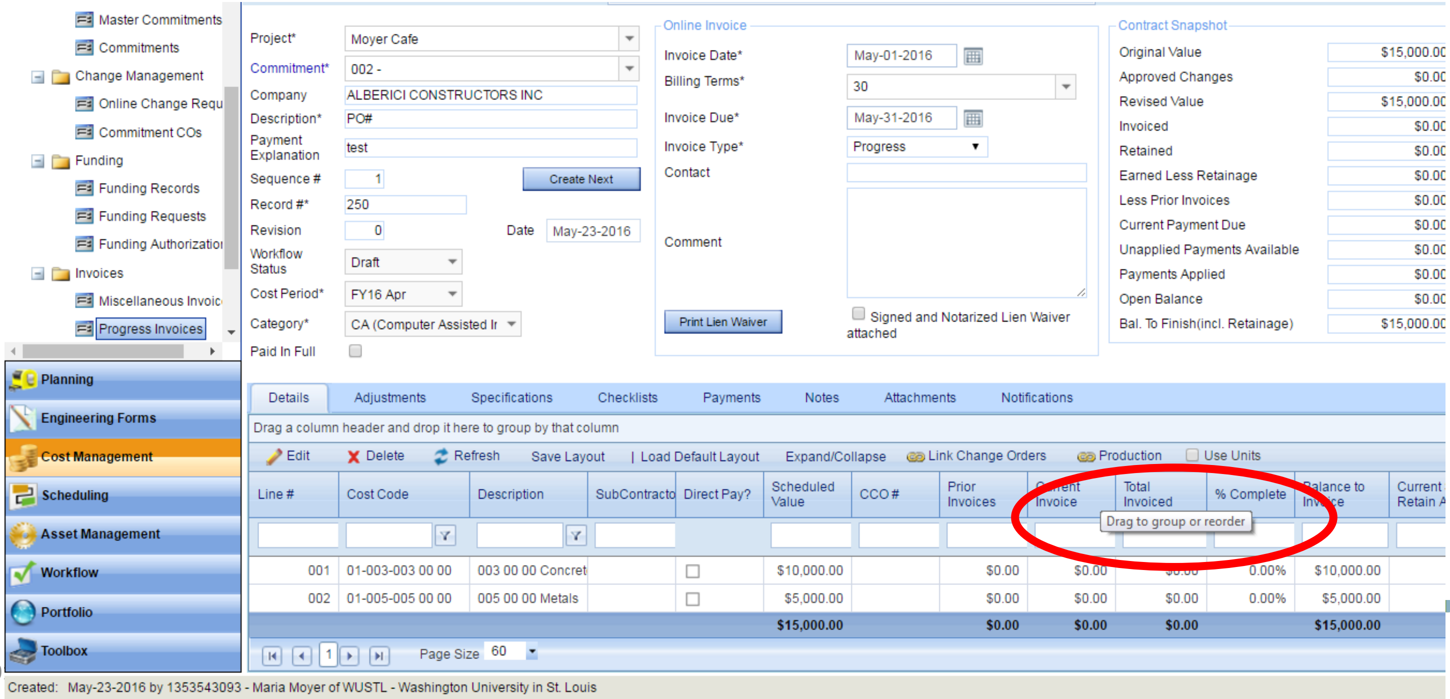
Hide/Show Columns

- To hide columns, Right Click on a column, go to the "Columns" value and view all of the columns that are present. Uncheck any column that you do not want displayed; Save Layout



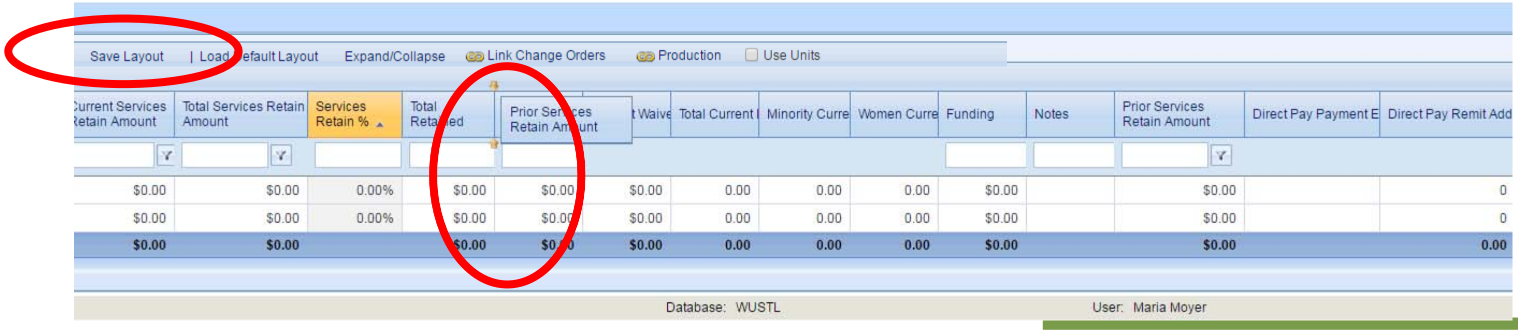
Column Reorder

- To reorder columns, 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.”



Column Reorder

- Click and drag the column to the area where you want to drop that column. Two yellow arrows will display to direct you to where to drop the column
- Save Layout

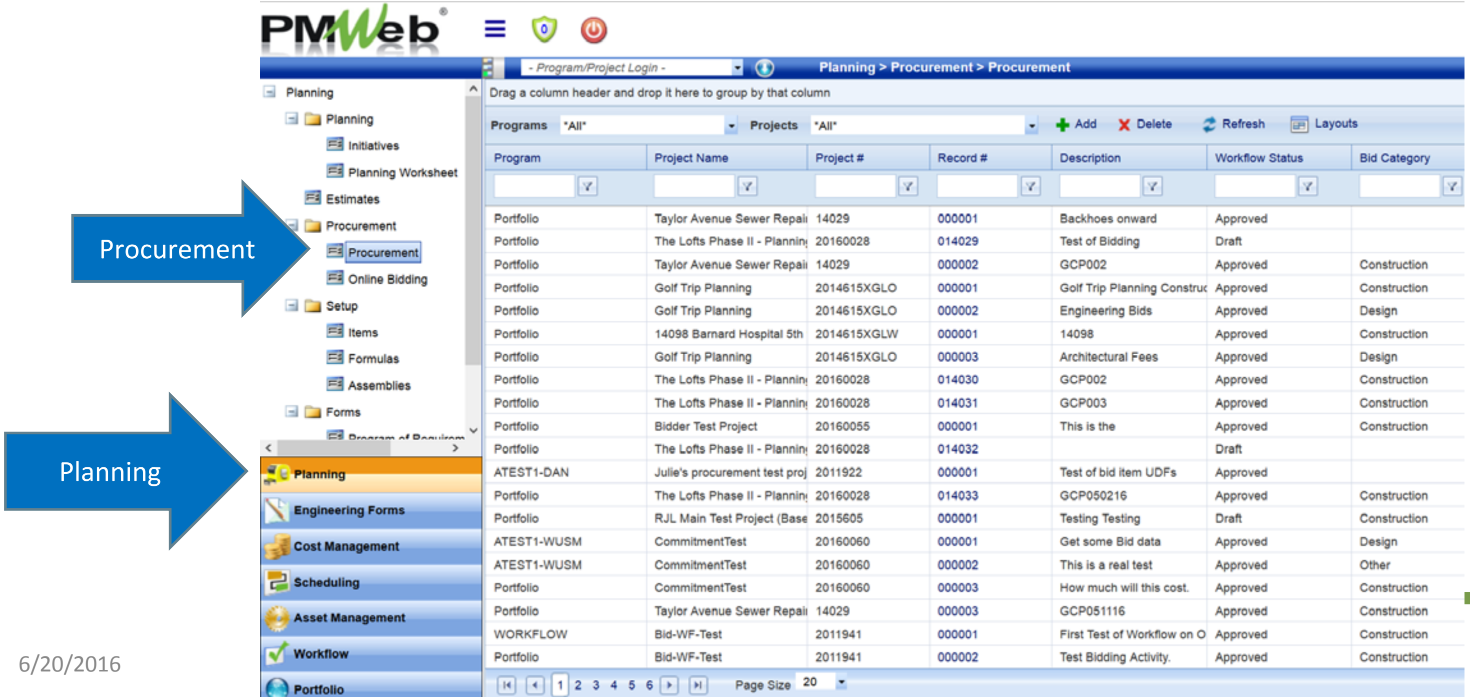


PMWeb Training

Procurement and Online Bidding

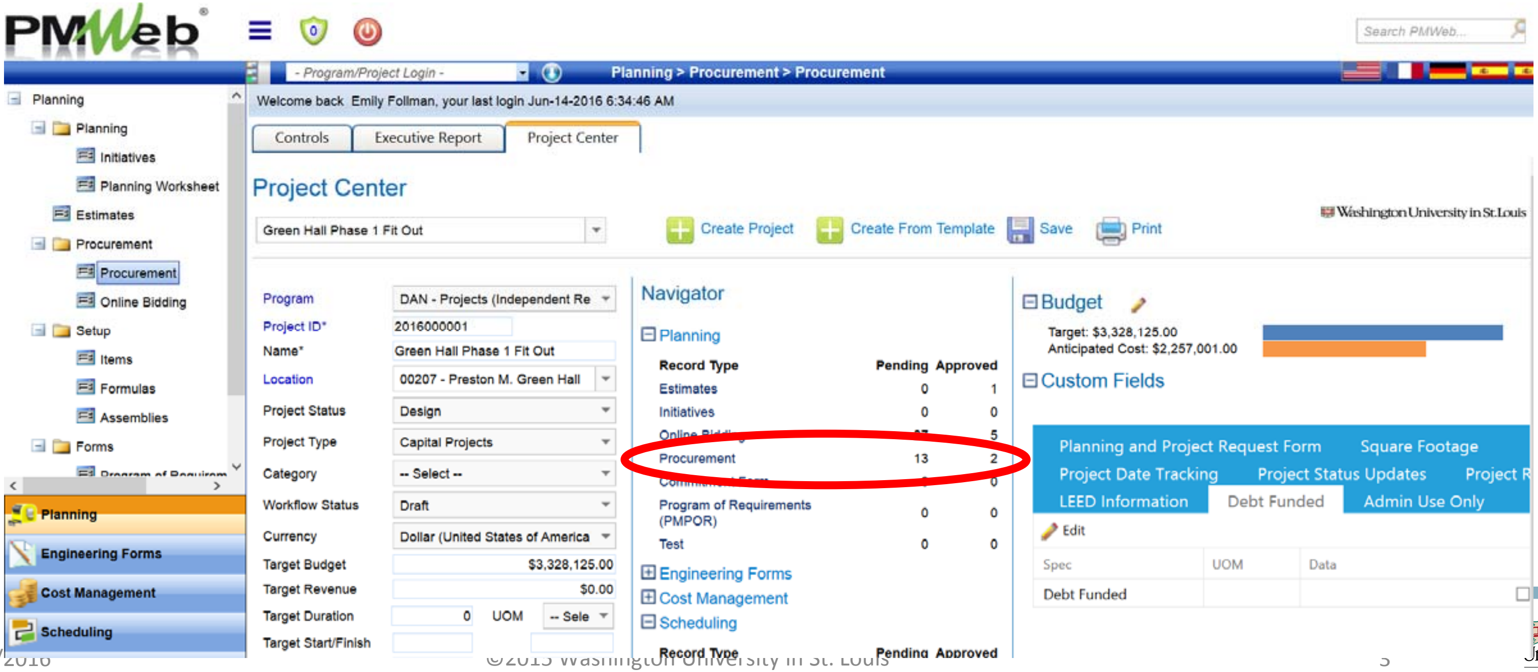
Procurement

- Two ways to navigate to Procurement module
  - Planning > Procurement Records sub-category



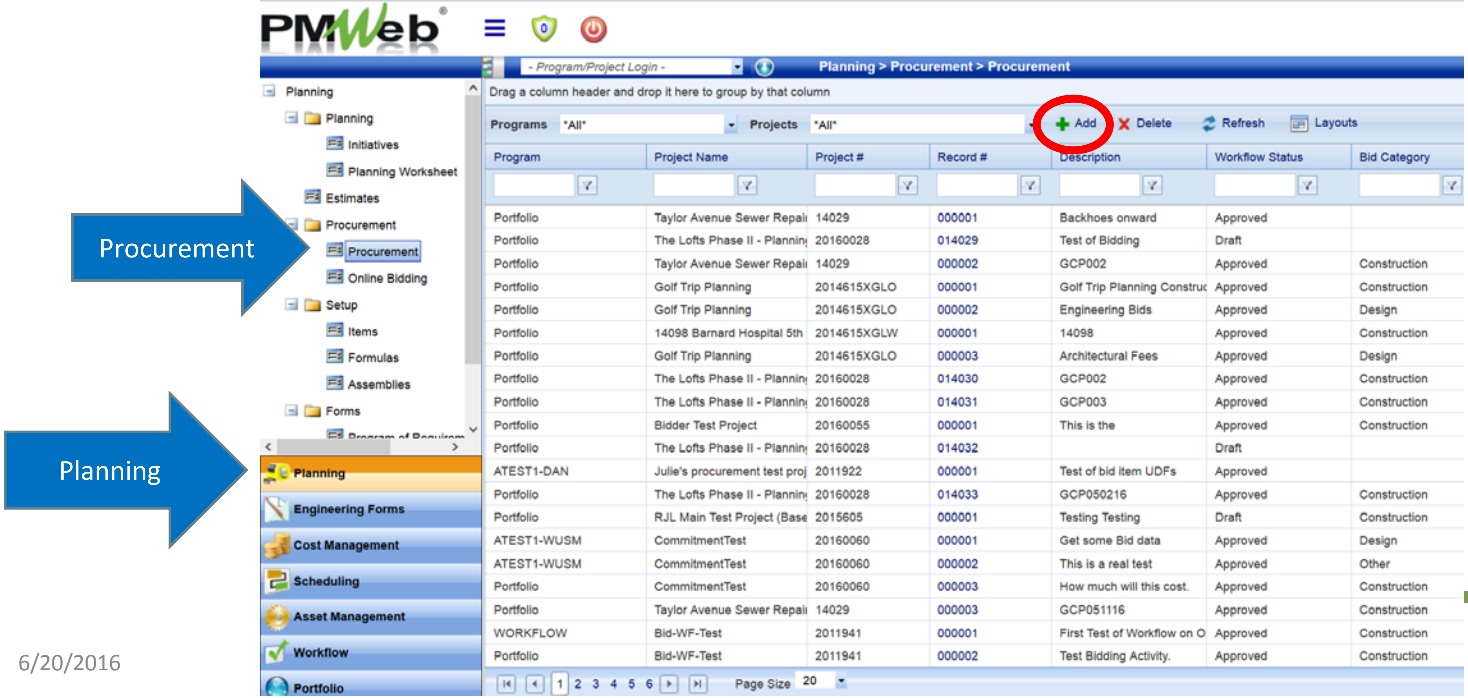
Add Procurement

- Two ways to navigate to Procurement module
  - Project Center > Select Procurement hyperlink



Procurement

- Add a new procurement record or select your project from the board

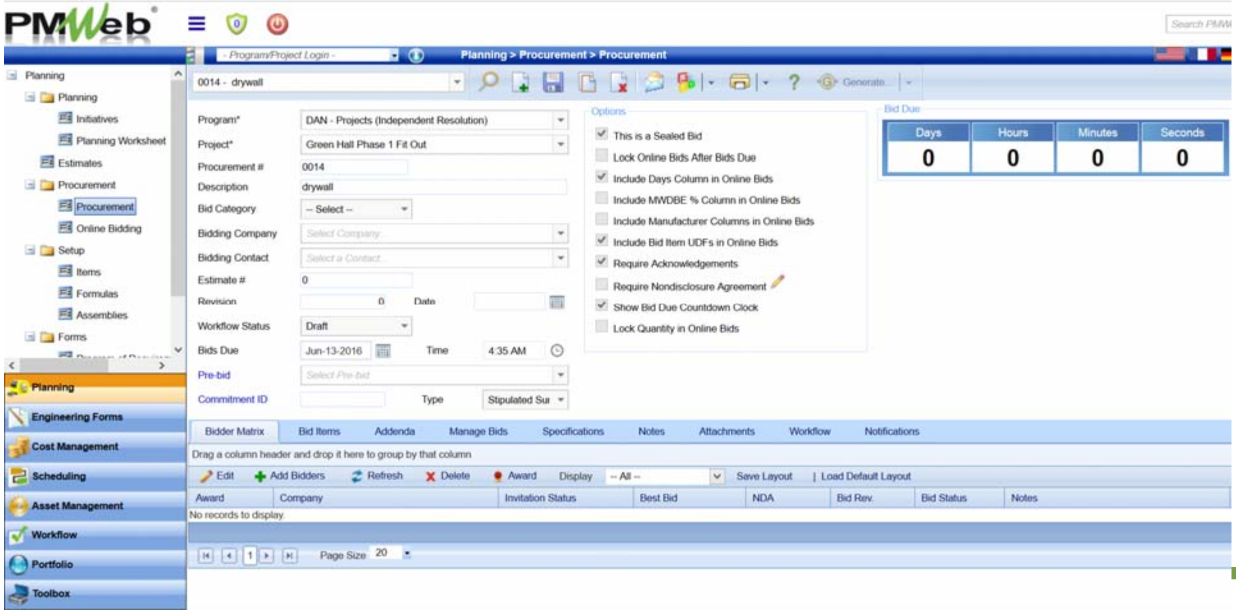


Program	Project Name	Project #	Record #	Description	Workflow Status	Bid Category
Portfolio	Taylor Avenue Sewer Repai	14029	000001	Backhoes onward	Approved	
Portfolio	The Lofts Phase II - Plannin	20160028	014029	Test of Bidding	Draft	
Portfolio	Taylor Avenue Sewer Repai	14029	000002	GCP002	Approved	Construction
Portfolio	Golf Trip Planning	2014615XGLO	000001	Golf Trip Planning Construc	Approved	Construction
Portfolio	Golf Trip Planning	2014615XGLO	000002	Engineering Bids	Approved	Design
Portfolio	14098 Barnard Hospital 5th	2014615XGLW	000001	14098	Approved	Construction
Portfolio	Golf Trip Planning	2014615XGLO	000003	Architectural Fees	Approved	Design
Portfolio	The Lofts Phase II - Plannin	20160028	014030	GCP002	Approved	Construction
Portfolio	The Lofts Phase II - Plannin	20160028	014031	GCP003	Approved	Construction
Portfolio	Bidder Test Project	20160055	000001	This is the	Approved	Construction
Portfolio	The Lofts Phase II - Plannin	20160028	014032		Draft	
ATEST1-DAN	Julie's procurement test proj	2011922	000001	Test of bid item UDFs	Approved	
Portfolio	The Lofts Phase II - Plannin	20160028	014033	GCP050216	Approved	Construction
Portfolio	RJL Main Test Project (Base	2015605	000001	Testing Testing	Draft	Construction
ATEST1-WUSM	CommitmentTest	20160060	000001	Get some Bid data	Approved	Design
ATEST1-WUSM	CommitmentTest	20160060	000002	This is a real test	Approved	Other
Portfolio	CommitmentTest	20160060	000003	How much will this cost.	Approved	Construction
Portfolio	Taylor Avenue Sewer Repai	14029	000003	GCP051116	Approved	Construction
WORKFLOW	Bid-WF-Test	2011941	000001	First Test of Workflow on O	Approved	Construction
Portfolio	Bid-WF-Test	2011941	000002	Test Bidding Activity.	Approved	Construction

Washington University in St. Louis
Information Technology

Procurement

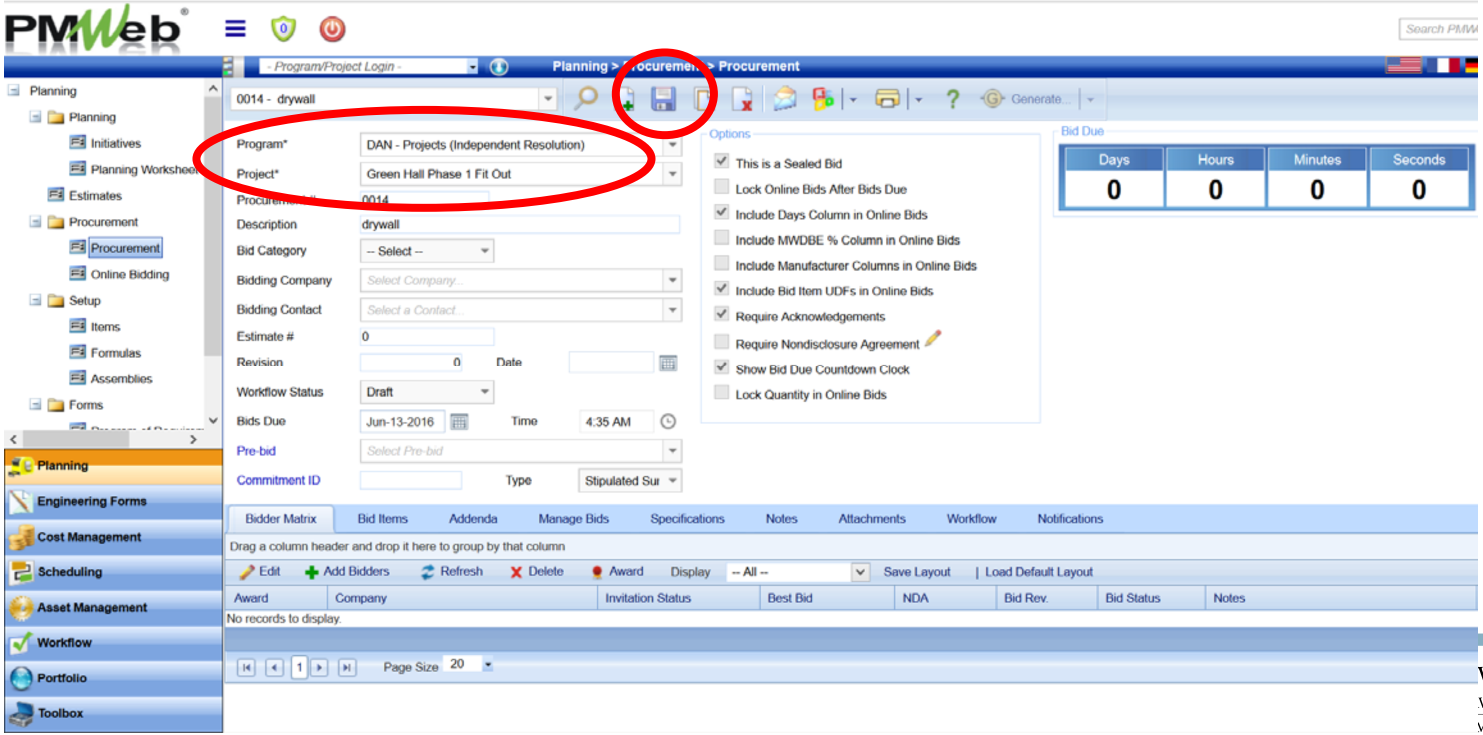
- The Project Manager will create the procurement record.



Washington University in St. Louis
Information Technology

Procurement

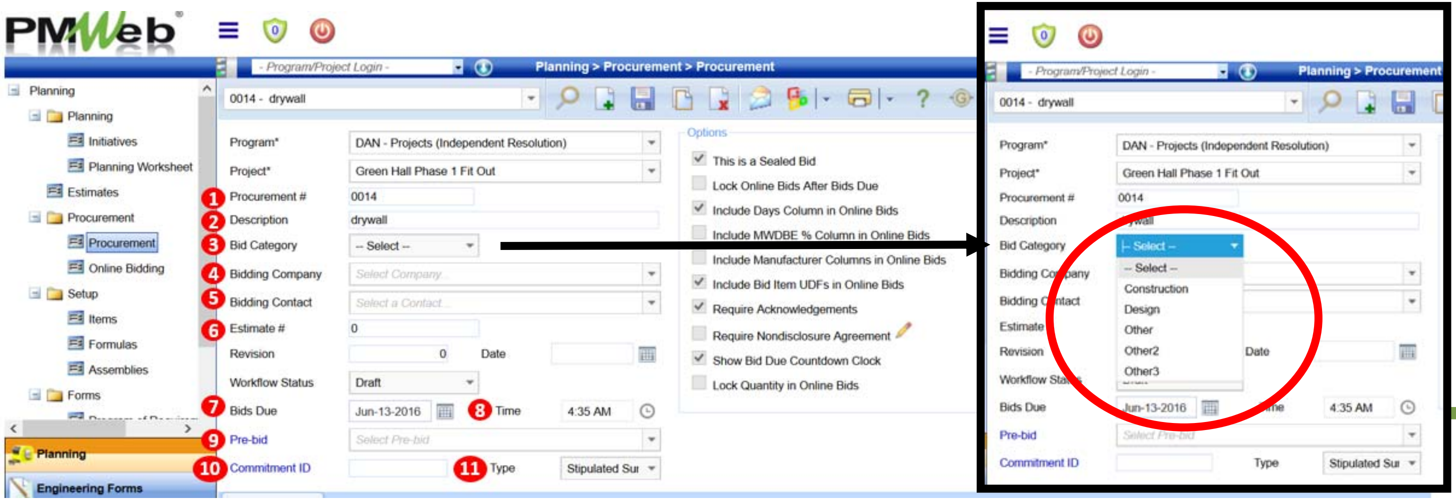
- Select the program and project the project name
- Save



Procurement

Enter header details

1. **<u>Procurement #</u>** - this number will autopopulate
2. **<u>Description</u>** – enter a description here
3. **<u>Bid Category</u>**- select from the dropdown
4. **<u>Bidding Company</u>** – DO NOT make a selection here as there will be multiple
5. **<u>Bidding Contact</u>** - DO NOT enter anything in this field as there will be multiple
6. **<u>Estimate #</u>** - DO NOT enter anything in this field

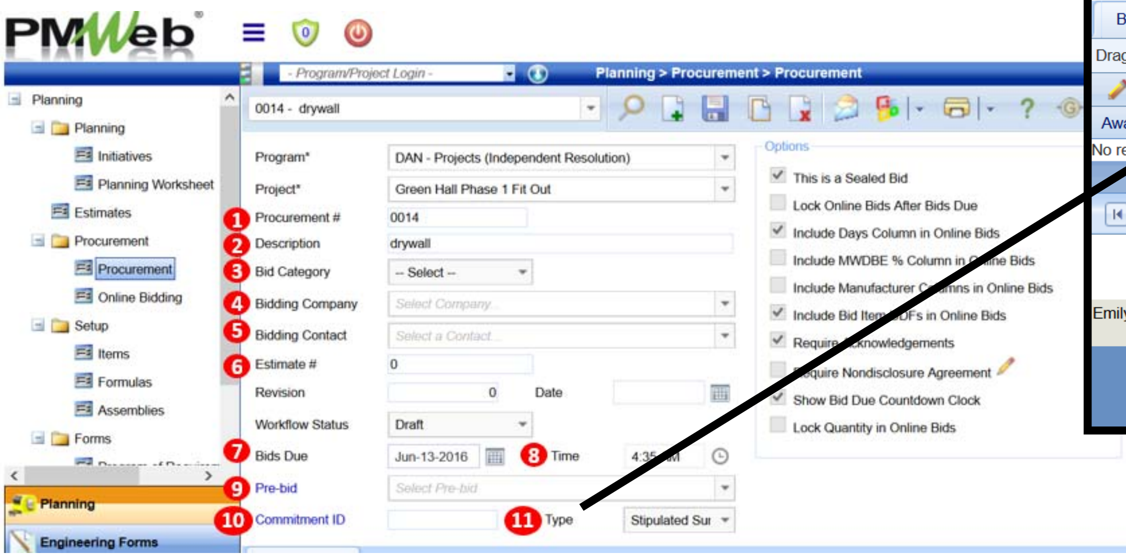


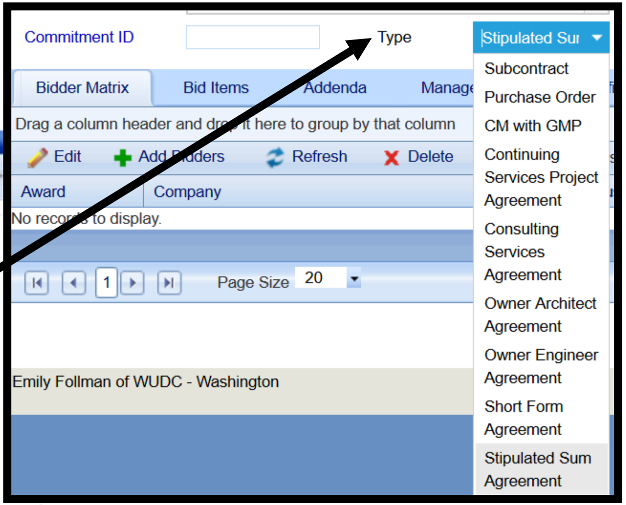
Washington University in St.Louis
INFORMATION TECHNOLOGY

Procurement

Enter header details

7. **<u>Bids Due</u>** – Enter date that bid is due
8. **<u>Bid Time</u>** – Enter time that bid is closing
9. **<u>Pre-bid</u>** – this field to remain blank
10. **<u>Commitment ID</u>** – this field will autopopulate
11. **<u>Type</u>** – Select agreement type from the dropdown

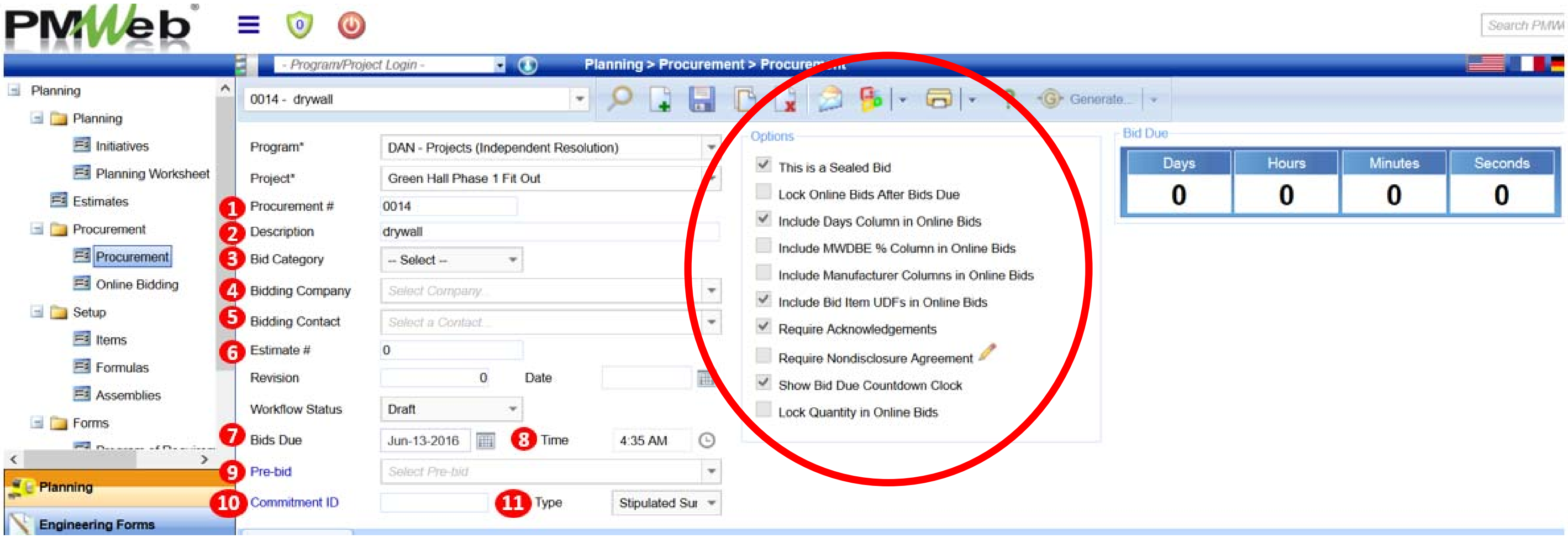




Procurement

Enter header details

- The options area will be greyed out, and you will not be able to make any selection here

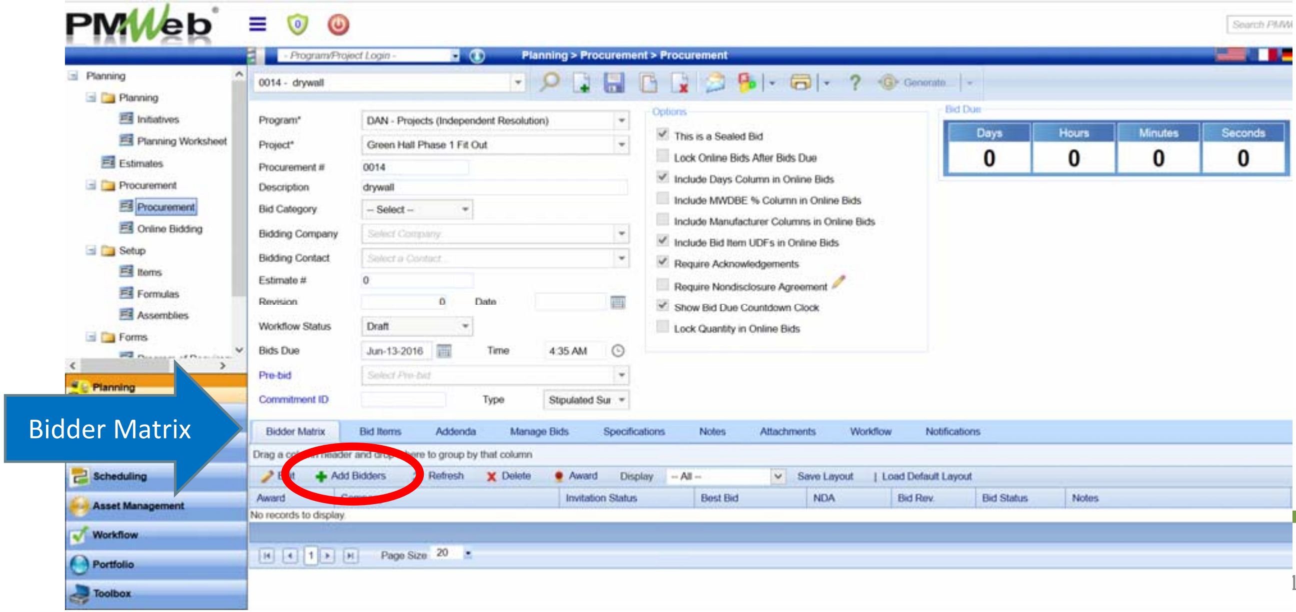


Washington University in St. Louis
Information Technology

Procurement

Add details

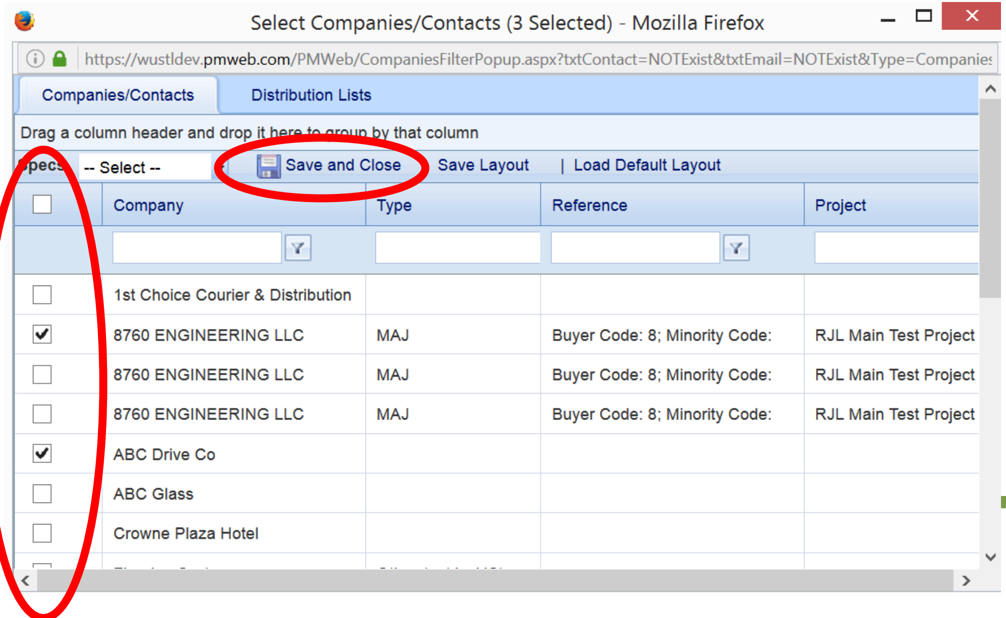
- Select Bidder Matrix tab
- Select “Add Bidders”



Procurement

Add details

- In the pop-up window, select the companies that you are inviting to bid
- Save and close

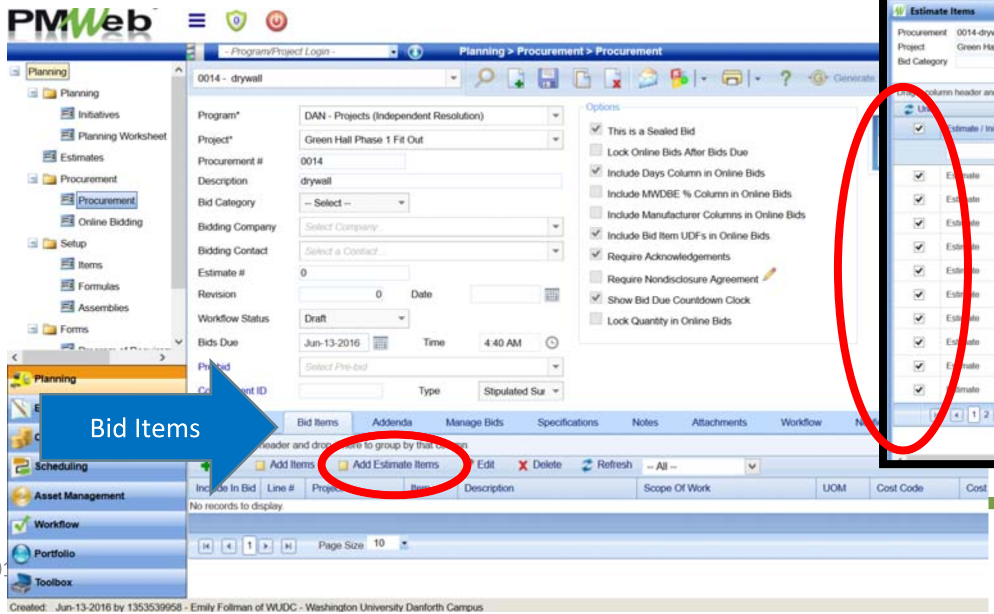


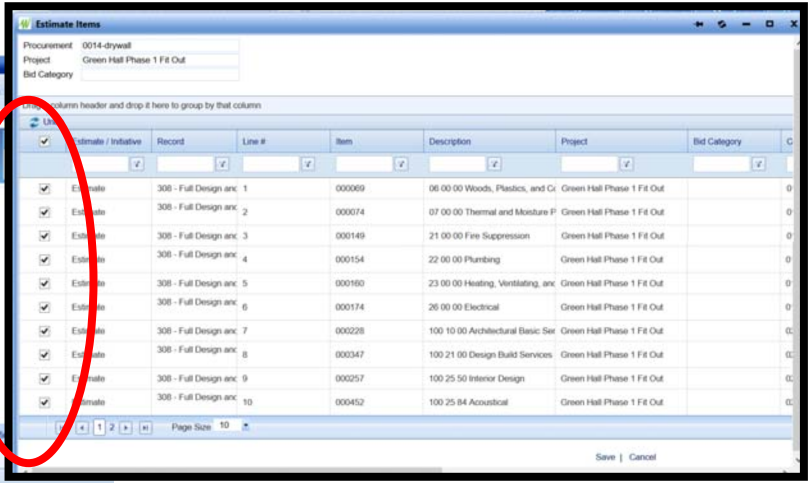
Washington University in St. Louis
Information Technology

Procurement

Add details

- Select “Bid Items”” Tab
- If you have an estimate, select “Add Estimate Items”
    - Select line items to include in the bid by selecting the checkbox(es)



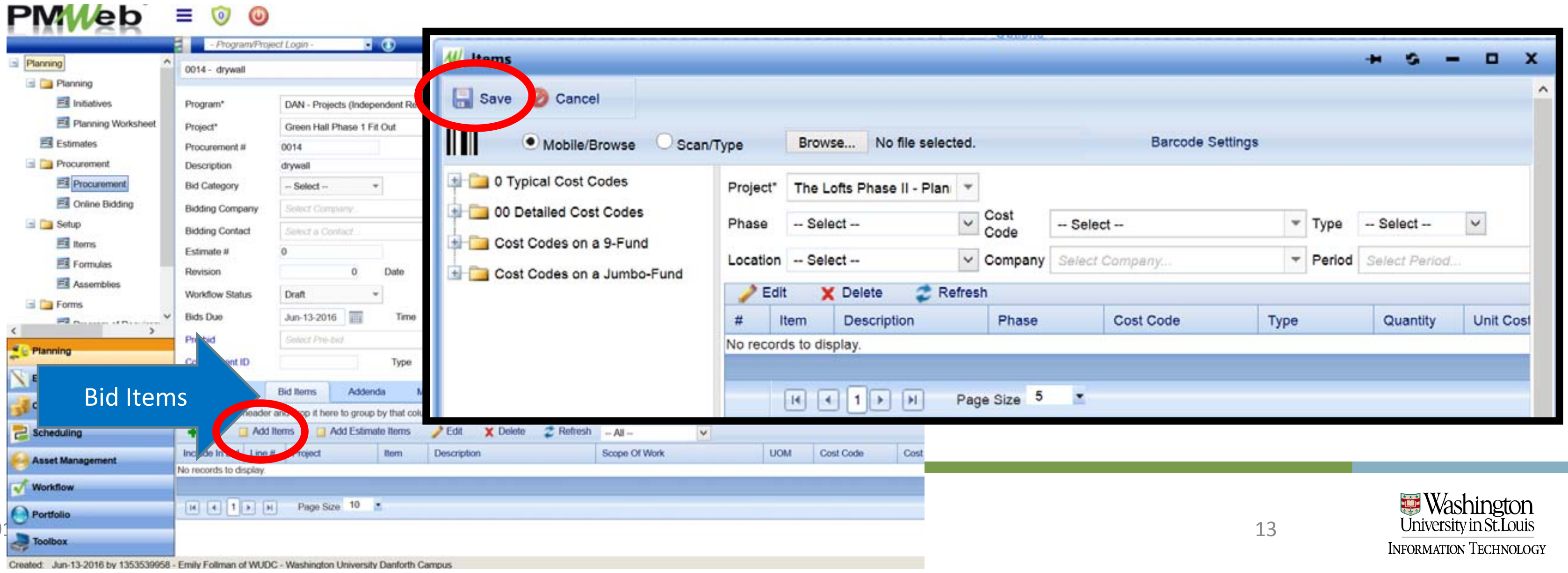


Washington University in St. Louis
Information Technology

Procurement

Add details

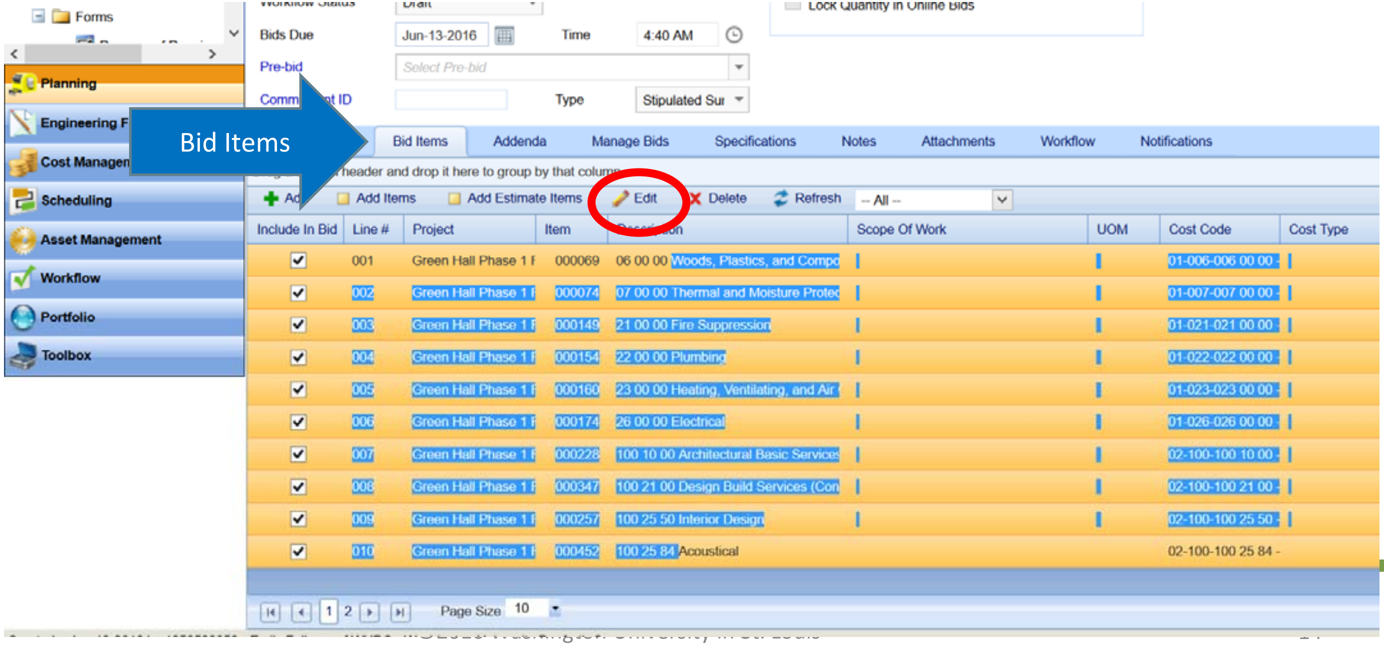
- Select “Bid Items”” Tab
- If you do not have an estimate, select “Add Items”
    - Select line items to include in the bid dragging over the appropriate cost code line items
    - Save



Procurement

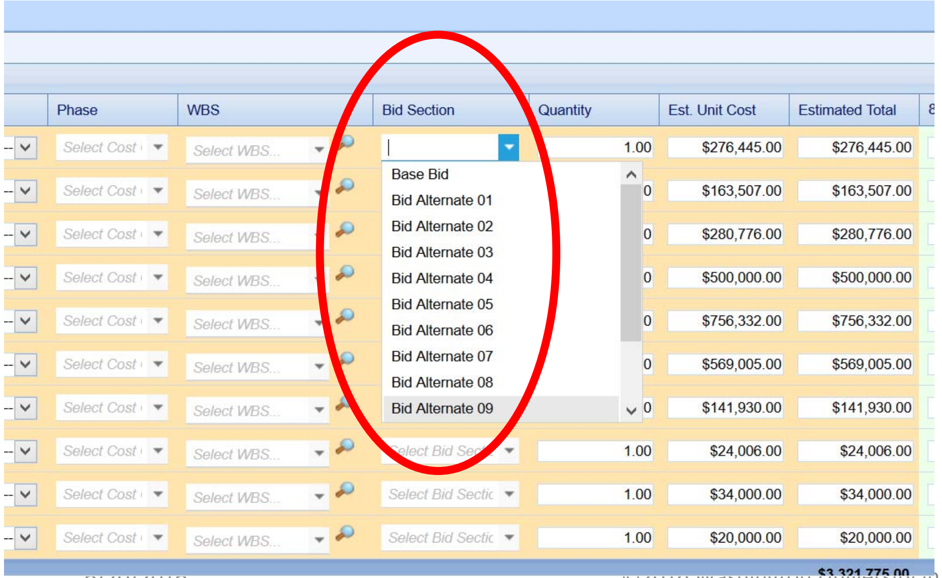
Edit bid items on the Bid Items tab

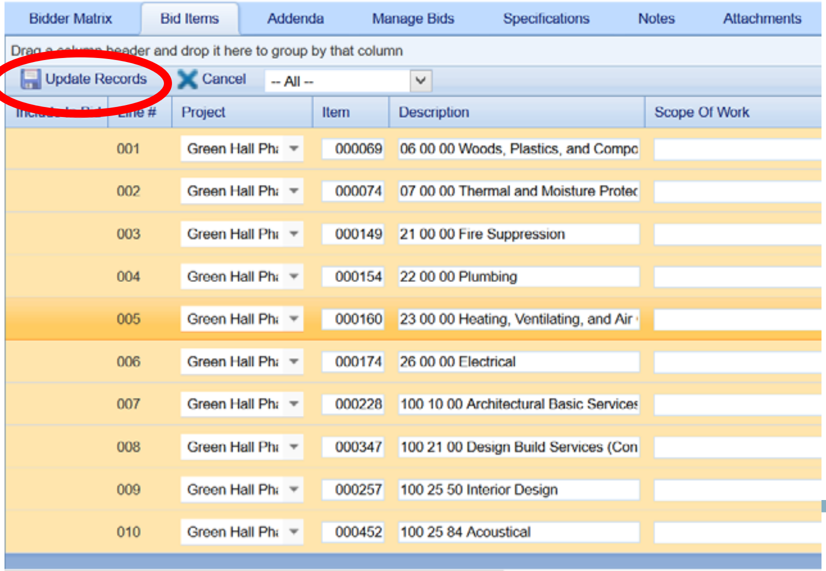
- Use shortcut: select top row; shift; bottom row; edit
- Select “Edit” to make all line items available for edit



Procurement

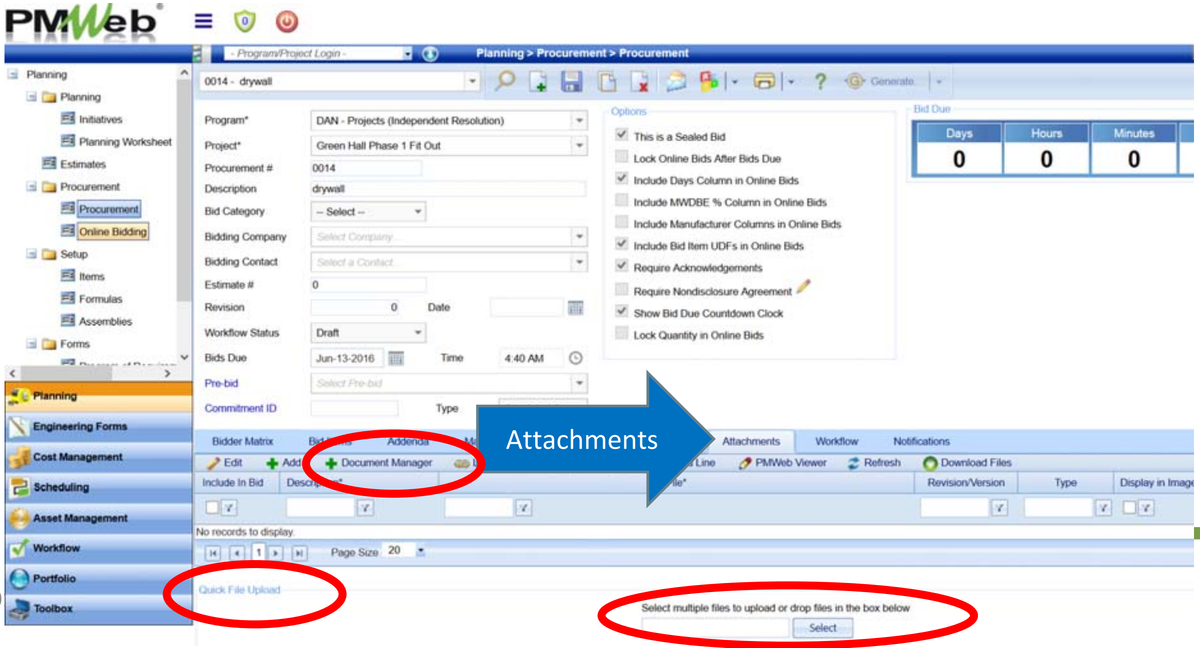
- Scroll to the right to the "Bid Section" column
- Select base bid or sequentially numbered alternates; update records to save





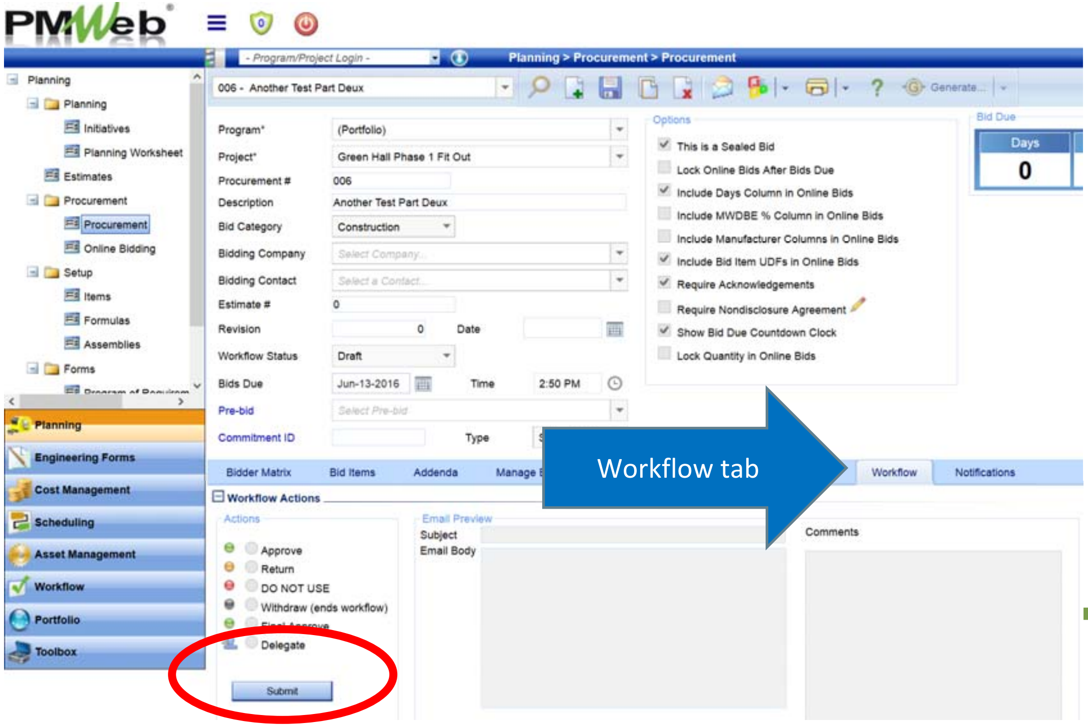
Procurement

- Select Attachments Tab
  - Add bid package documents to the procurement record
    - Use “Document Manager to add documents that have already been added to document manager. Use “Quick file upload” to add documents stored on your shared drive.



Submit Procurement into Workflow

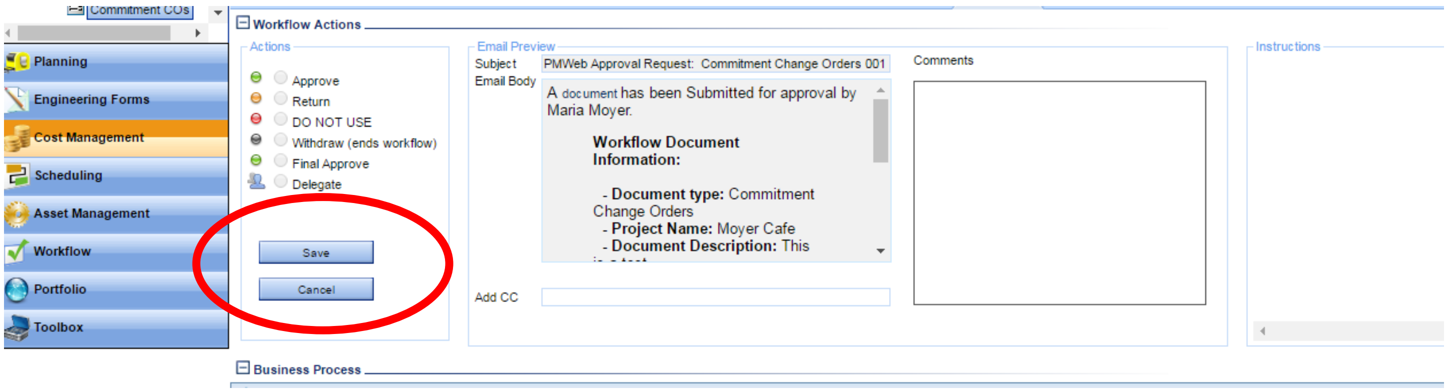
- Select the “Workflow” tab
- Select Submit



Washington University in St. Louis
Information Technology

Submit Commitment CO into Workflow

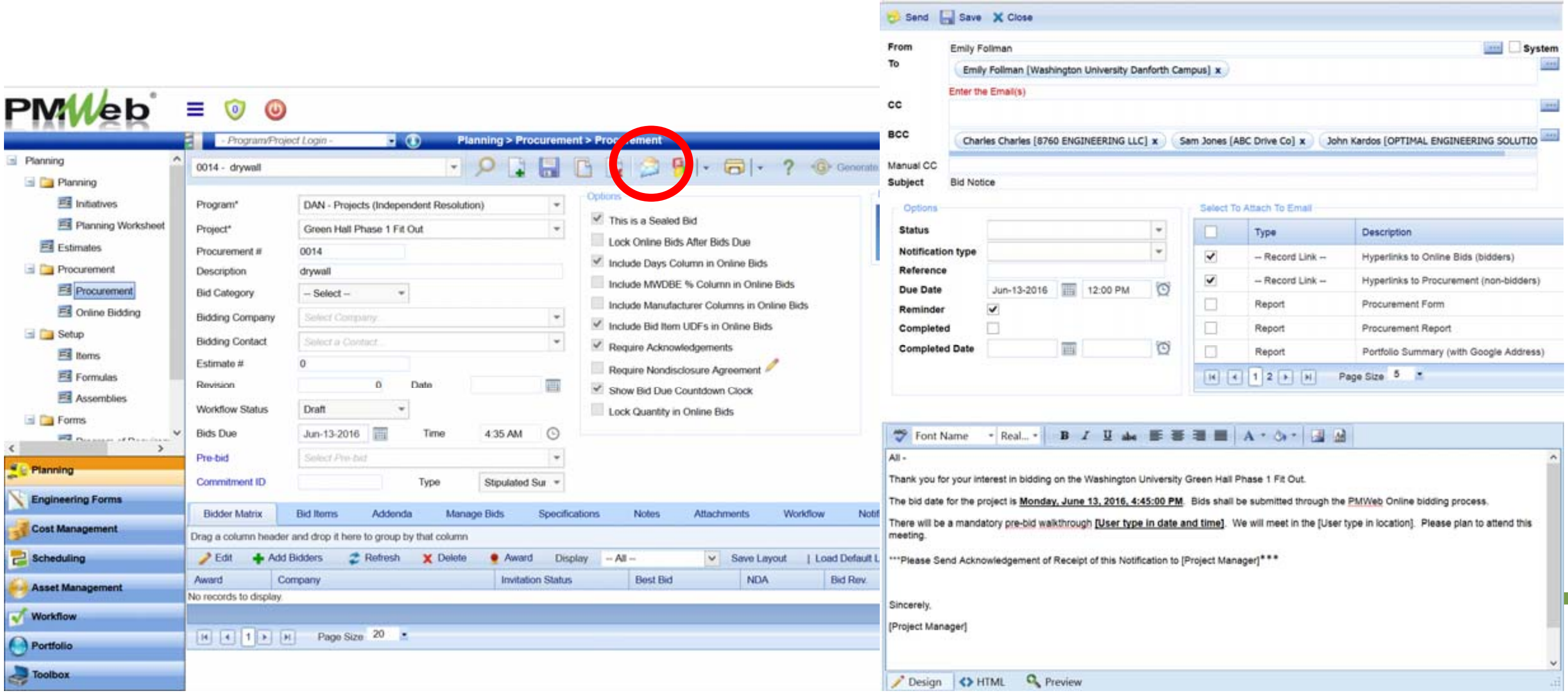
- Select Save
  - You will receive notification re: the status of the workflow



Washington University in St. Louis
Information Technology

Procurement

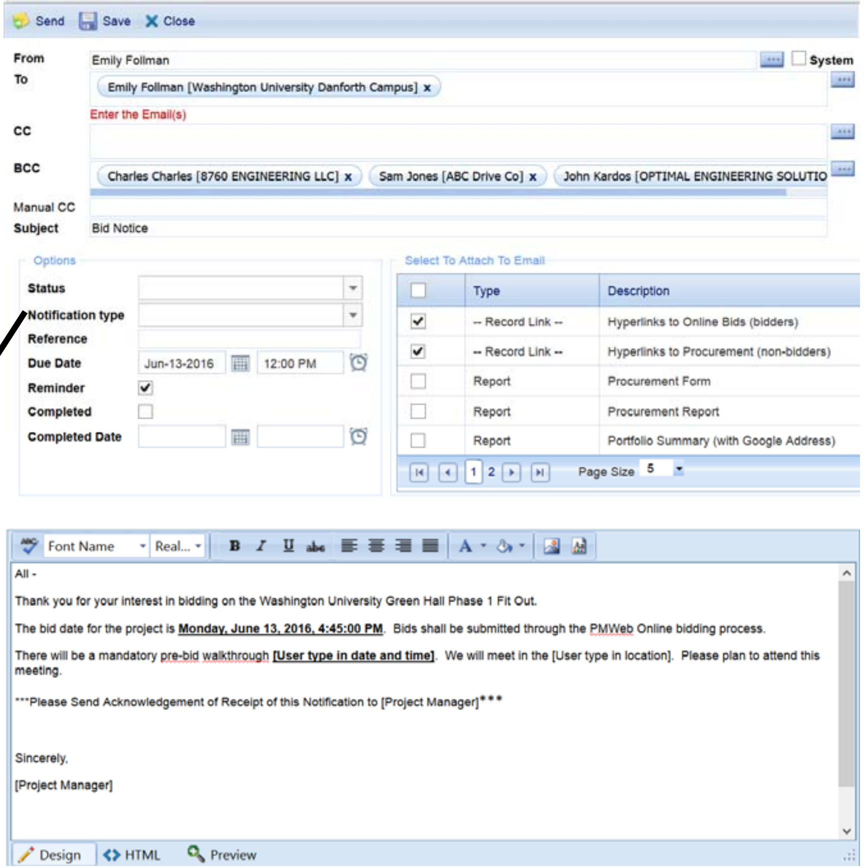
- Once approved by the Director of Capital Projects, the Project Manager sends notification to bidders

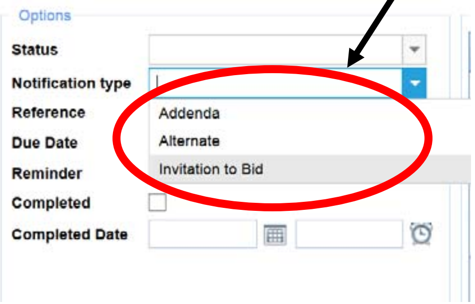


Washington University in St.Louis
INFORMATION TECHNOLOGY

Procurement

- Notice that the selected bidders have been added as recipients in the bcc field
- In the “To” field add yourself and any others you want to copy on this notification
- Status – leave blank
- Notification type – select appropriate notification type





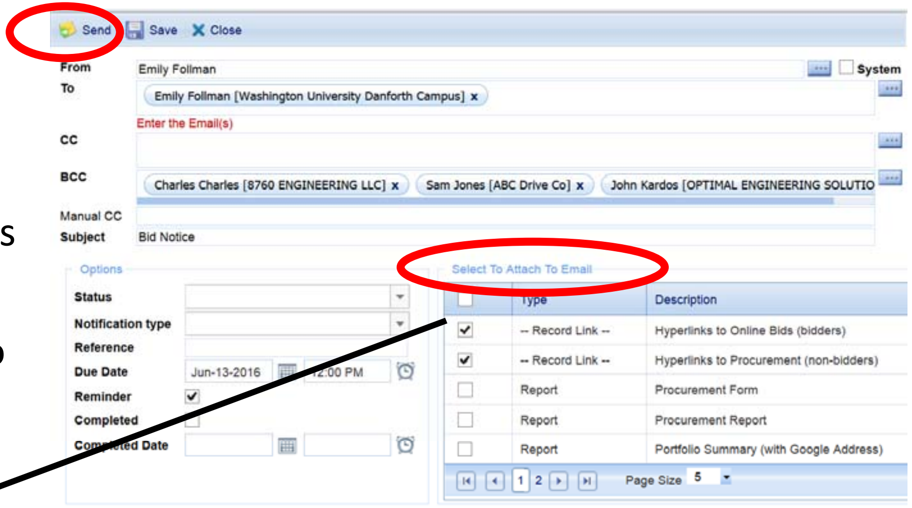
Procurement

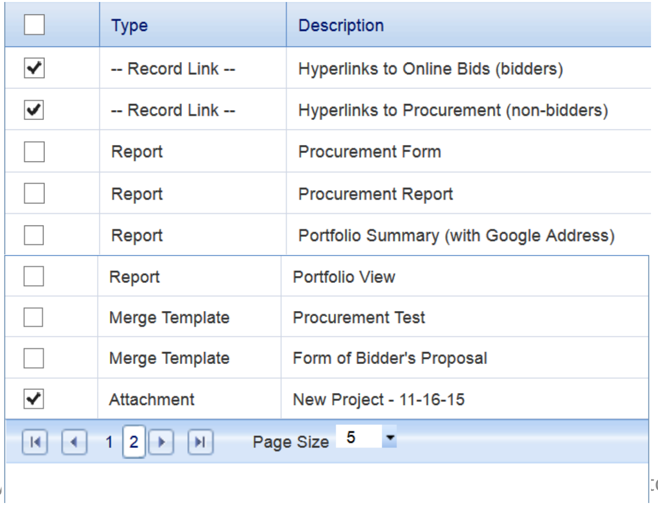
"Select to Attach to Email" section

•Record Link will be automatically selected – this includes links to the appropriate records

•Select any attachments that you have added to the record

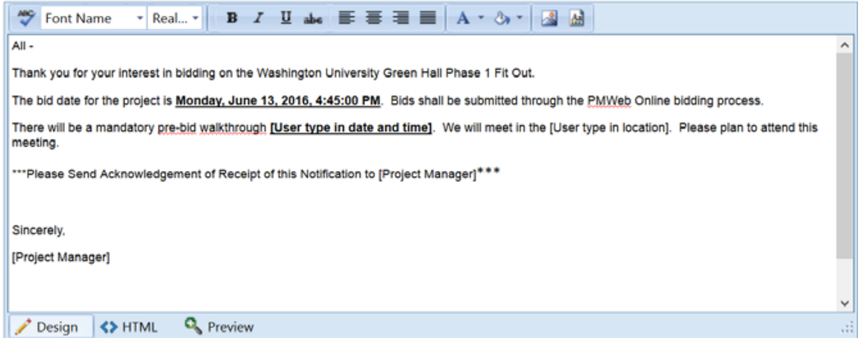
•Send notification





	Type	Description
☑	-- Record Link --	Hyperlinks to Online Bids (bidders)
☑	-- Record Link --	Hyperlinks to Procurement (non-bidders)
☐	Report	Procurement Form
☐	Report	Procurement Report
☐	Report	Portfolio Summary (with Google Address)
☐	Report	Portfolio View
☐	Merge Template	Procurement Test
☐	Merge Template	Form of Bidder's Proposal
☑	Attachment	New Project - 11-16-15

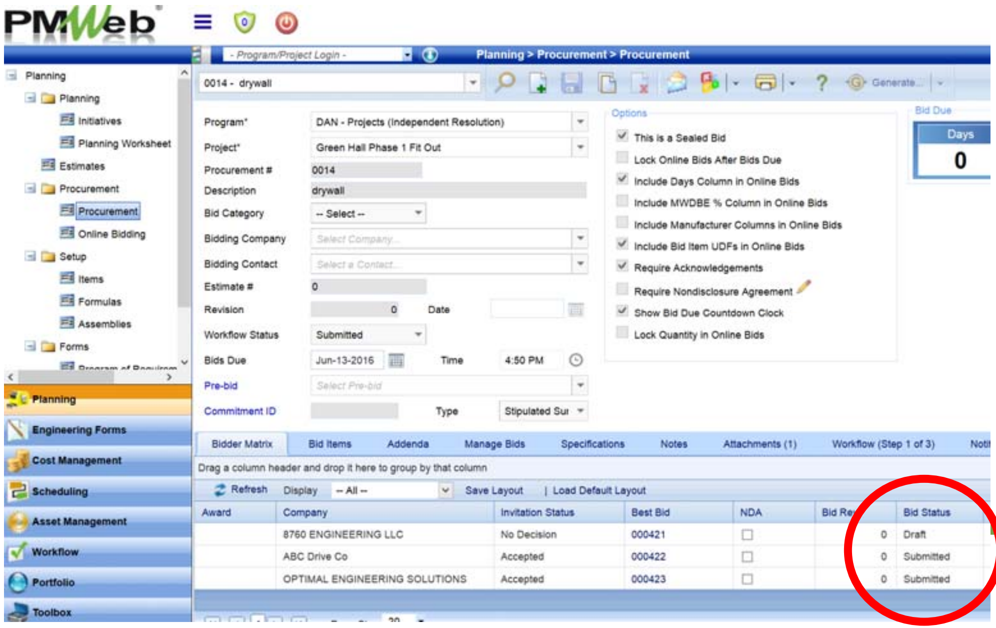
1 2 Page Size 5



Washington University in St. Louis
INFORMATION TECHNOLOGY

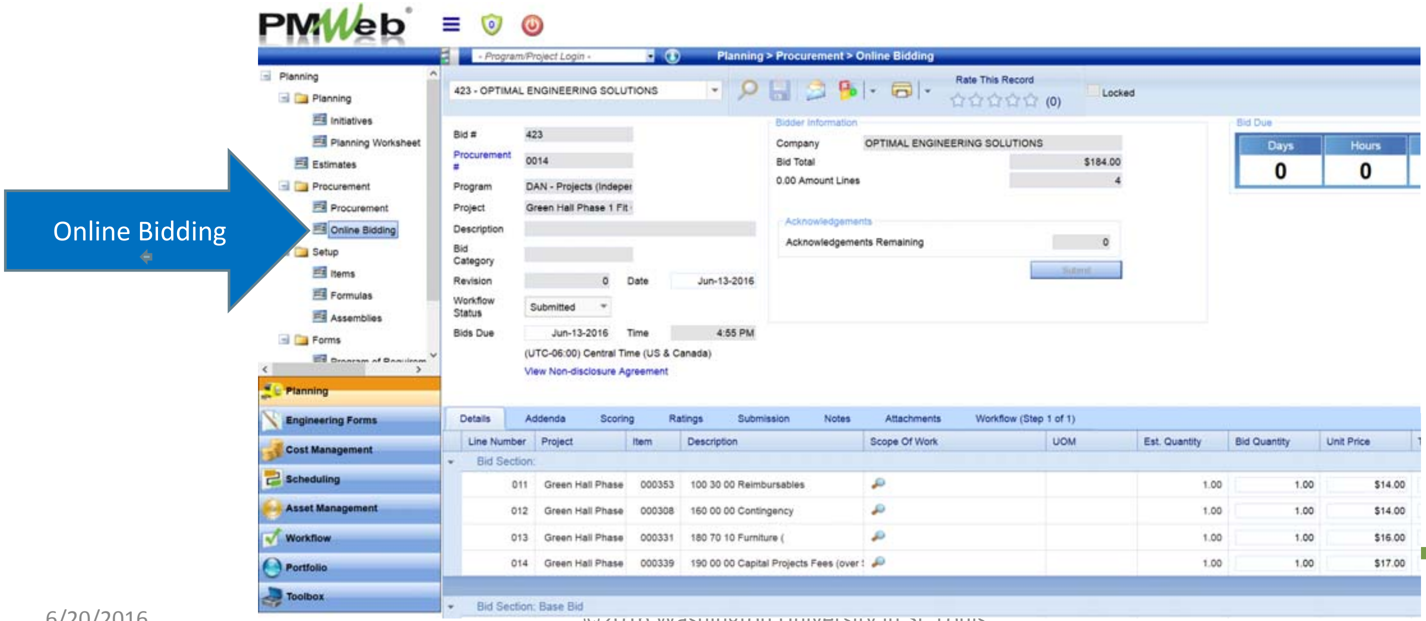
Procurement

- The bid due clock will count down until time runs out
  - Note: You will **not** receive notification when bids are submitted
  - You can check status of bidders in the procurement record



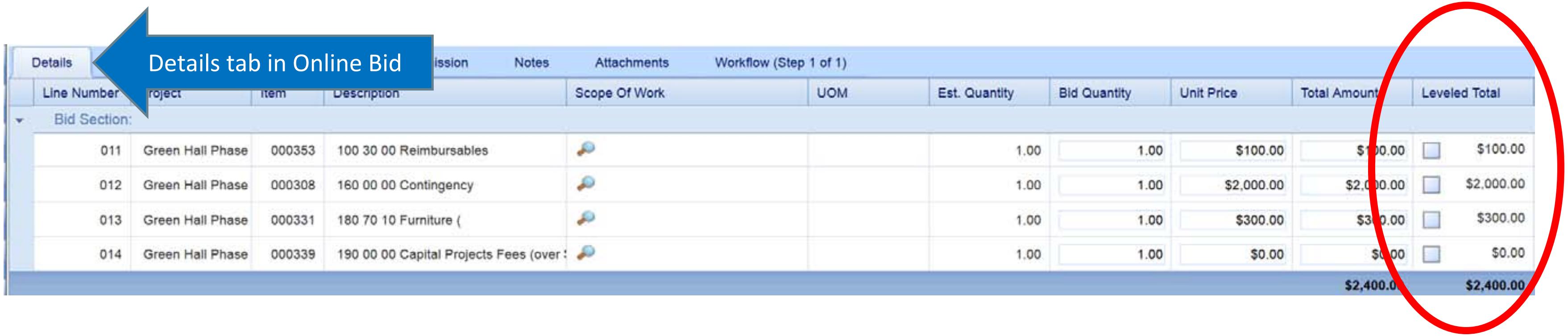
Procurement – Online Bids Received

- Vendors may submit their bids in PMWeb
- View bid records in the Online Bidding module
- Submission of bid by bidder starts a workflow in the online bid record



Procurement – Online Bids Received

- The details tab contains information for each line item that the bidder has submitted.
- Review the bids
- The PM can level the bids



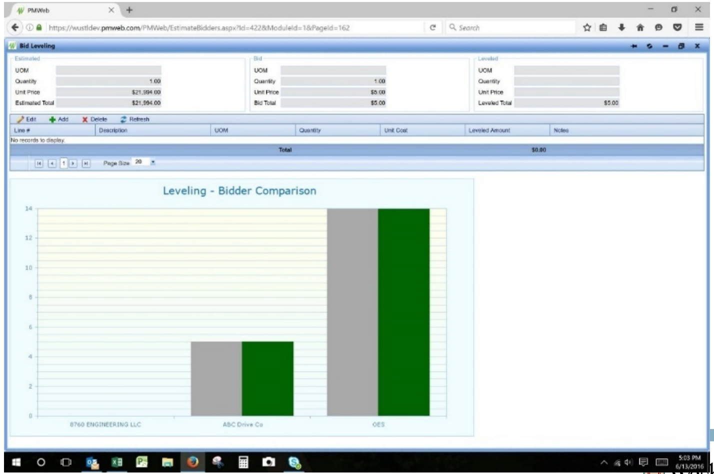
Washington University in St. Louis
Information Technology

Procurement – Online Bids Received

- To level the bid record
  - Select "Leveled Total" checkbox for the item that you want to bid
  - In the "Bid Leveling" window, you have the ability to add or subtract dollars from each bid as necessary

Attachments Workflow (Step 1 of 1)

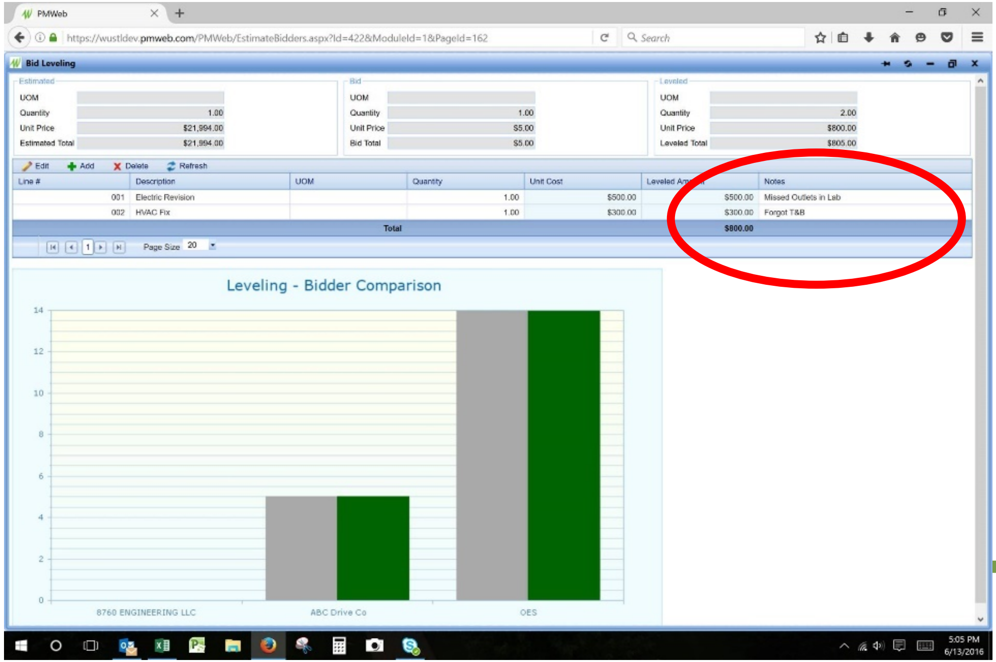
ope Of Work	UOM	Est. Quantity	Bid Quantity	Unit Price	Total Amount	Leveled Total		Days
		1.00	1.00	$14.00	$14.00	☐	$14.00	
		1.00	1.00	$14.00	$14.0	☐	$14.00	
		1.00	1.00	$16.00	$16.0	☐	$16.00	
		1.00	1.00	$17.00	$17. 0	☐	$17.00	
					$61. 0		$61.00	
		1.00	1.00	$18.00	$18 0	☐	$18.00	
		1.00	1.00	$19.00	$19 0	☐	$19.00	
		1.00	1.00	$20.00	$20 0	☐	$20.00	
		1.00	1.00	$21.00	$21. 0	☐	$21.00	
		1.00	1.00	$22.00	$22. 0	☐	$22.00	
					$100.0		$100.00	
		1.00	1.00	$23.00	$23.00	☐	$23.00	
					$23.00		$23.00	
				Total	$184.00		$184.00	



Washington University in St.Louis Information Technology

Procurement – Online Bids Received

- You can add data into each line item in the bid record
- Add to the notes field information as to why you are adding or subtracting dollars from the bid



Procurement – Online Bids Received

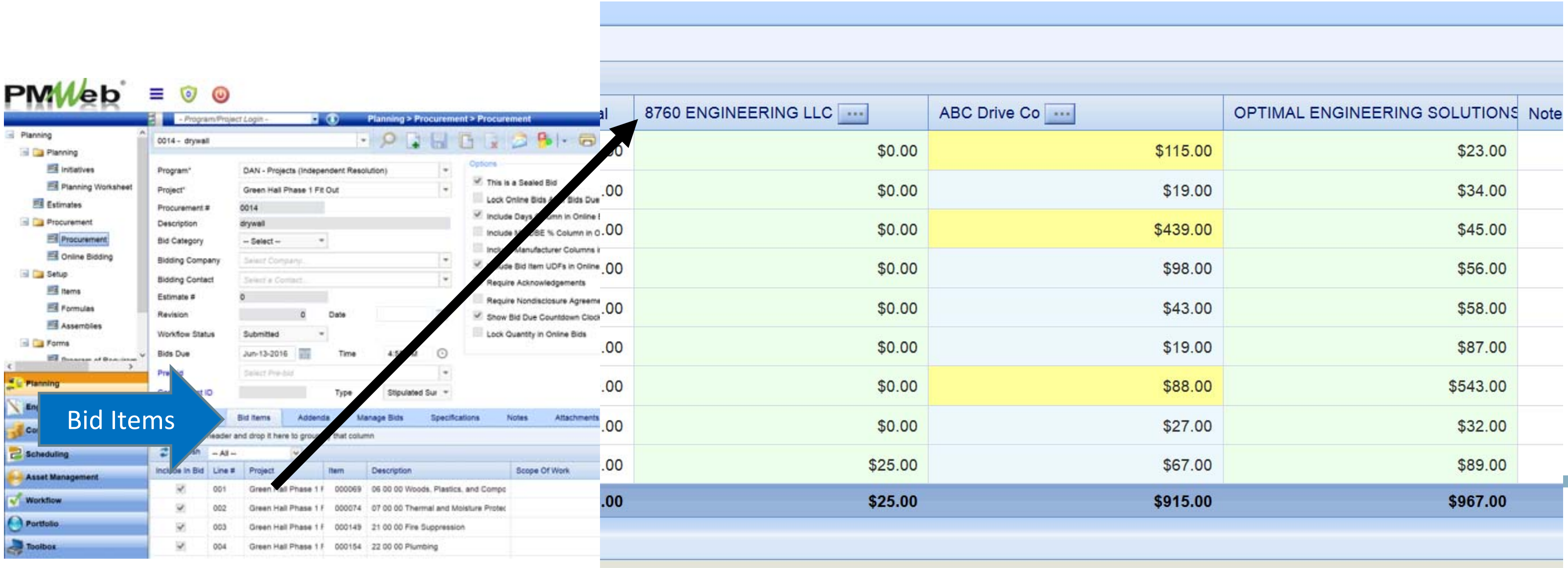
- Approve the Online Bidding record to lock the bid
- Note: once you approve the bid, you can't level the bid any further

Procurement – Online Bids Received

- For each bidder
  - If you level a bid and have supporting documentation, upload to the **procurement** record
  - Then go back to the **online bid** record and final approve the workflow

Procurement

- Once you have completed approving the online bidding records, return to the **Procurement** record
- In the bid items tab, scroll to the right to view and compare leveled costs to determine lowest bidder



Procurement

- Select (deselect) each item that you want to include (not include) in bid
- Verify that line item for bid section is accurate

Bidder Matrix | Bid Items | Addenda | Manage Bids | Specifications | N

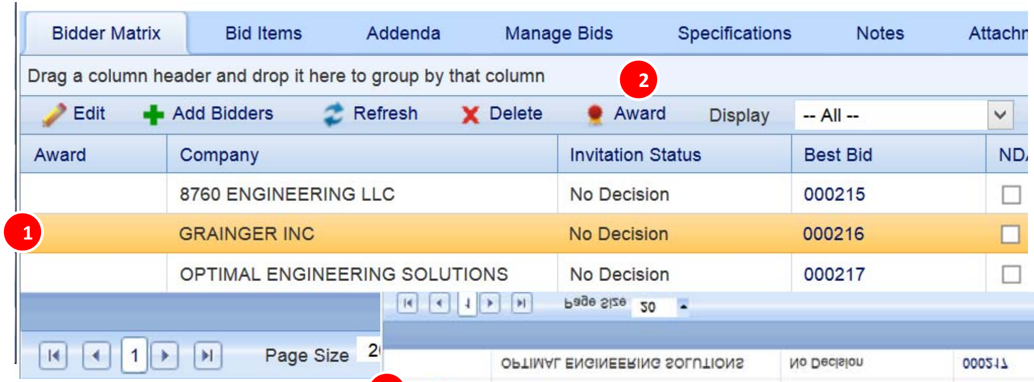
Drag a column header and drop it here to group by that column

Refresh -- All --

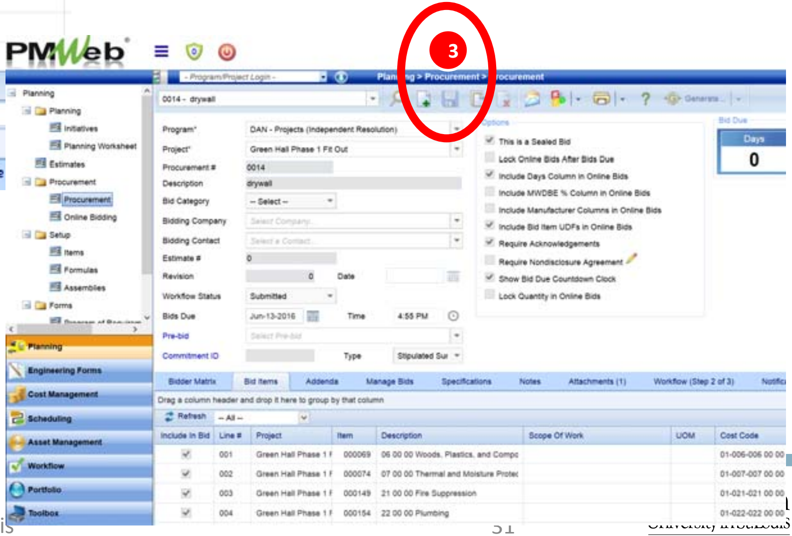
Include In Bid	Line #	Project	Item	Description
✓	001	Green Hall Phase 1 F	000069	06 00 00 Woods, Plastics, and Compo
✓	002	Green Hall Phase 1 F	000074	07 00 00 Thermal and Moisture Protec
✓	003	Green Hall Phase 1 F	000149	21 00 00 Fire Suppression
✓	004	Green Hall Phase 1 F	000154	22 00 00 Plumbing
✓	005	Green Hall Phase 1 F	000160	23 00 00 Heating, Ventilating, and Air
✓	006	Green Hall Phase 1 F	000174	26 00 00 Electrical
✓	007	Green Hall Phase 1 F	000452	100 25 84 Acoustical
✓	008	Green Hall Phase 1 F	307	Expedited Schedule
✓	009	Green Hall Phase 1 F	154	022 00 00 Plumbing

1 Page Size 10

Procurement – Award Bid



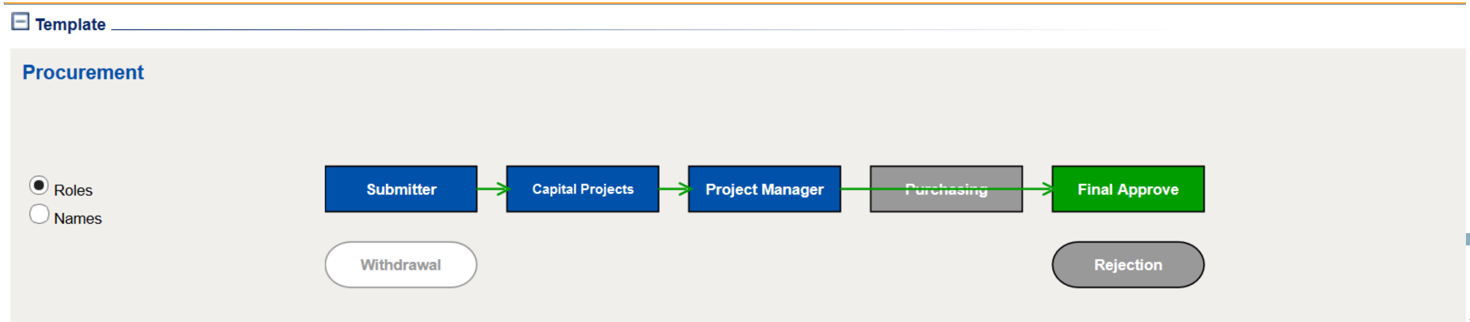
1. Select winning bidder by highlighting the line
2. Select award (it will appear next to awardee)
3. Save record



Attach SSJ via document manager to the procurement record. You can also attach to the commitment record once the commitment is generated.

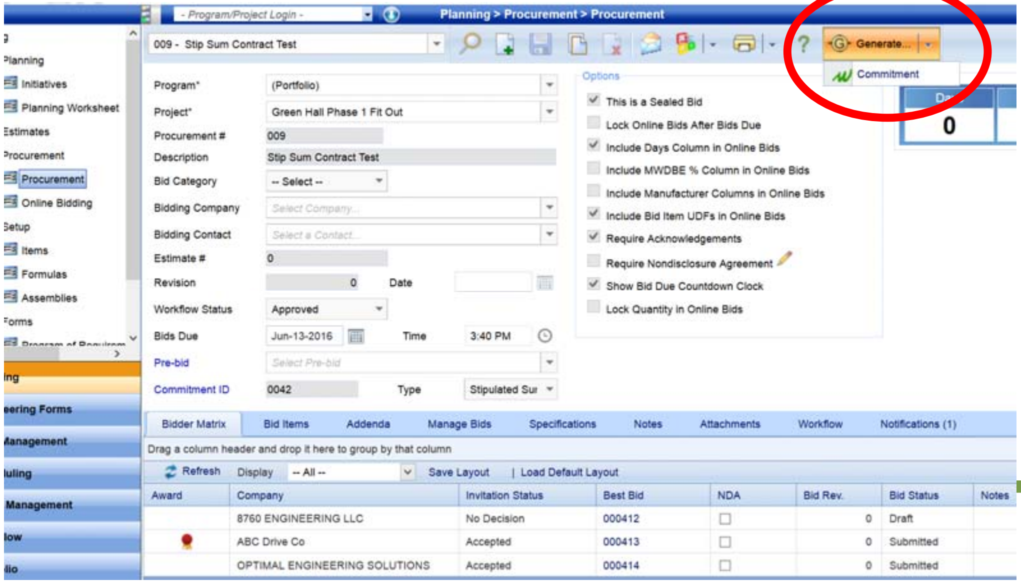
Procurement

- Project Manager (PM) workflow approval
  - Determine if the bid time needs to be extended
  - If yes
    - Select approve in order to submit the record to the contract manager in Resource Management to extend the time. Resource Management is the only role that is able to extend the time of a bid.
  - If no
    - Select final approve in order to provide final approval of the record
    - Ensure bid is awarded prior to FINAL APPROVE step



Procurement – Generate Commitment

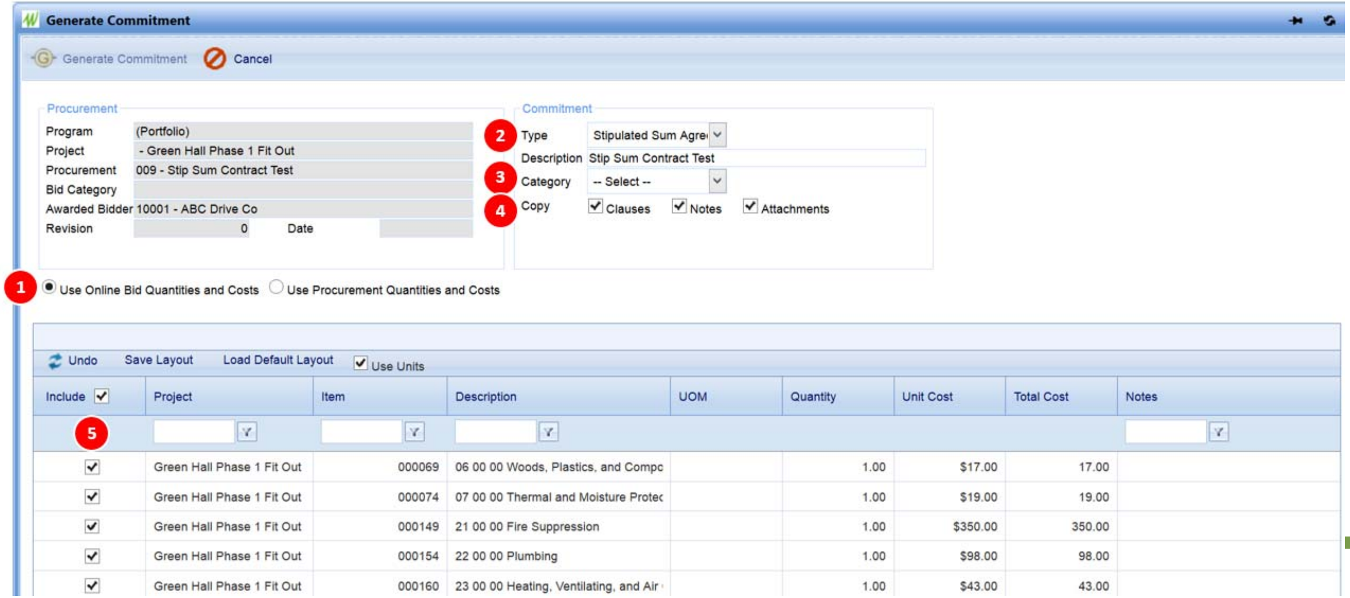
- Once the Procurement record receives final approval, generate a commitment with bid info.
  - Select Generate > Commitment



Washington University in St. Louis
Information Technology

Procurement – Generate Commitment

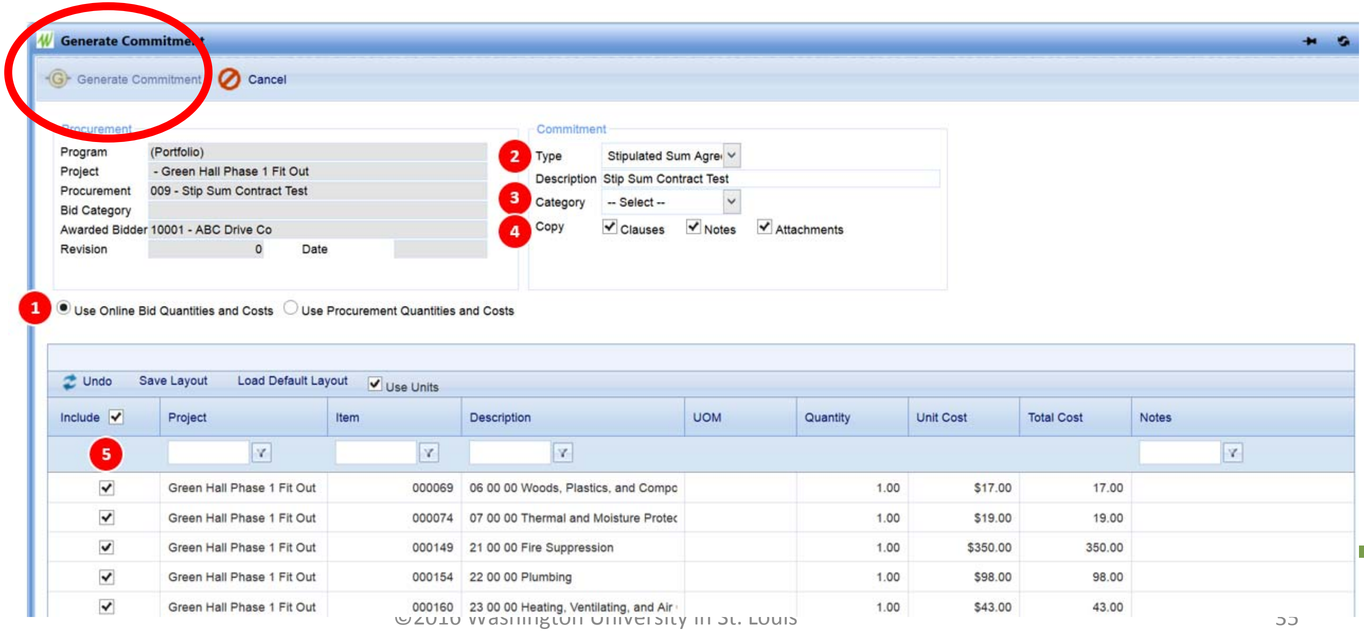
- In the Generate Commitment pop up window
  1. Select online bid quantities and costs radio button
  2. Select type of commitment
  3. Category - N/A



Procurement – Generate Commitment

- In the Generate Commitment pop up window
    4. Copy – select all choices
    5. Once more chance to select/deselect what to include

    Select Generate commitment



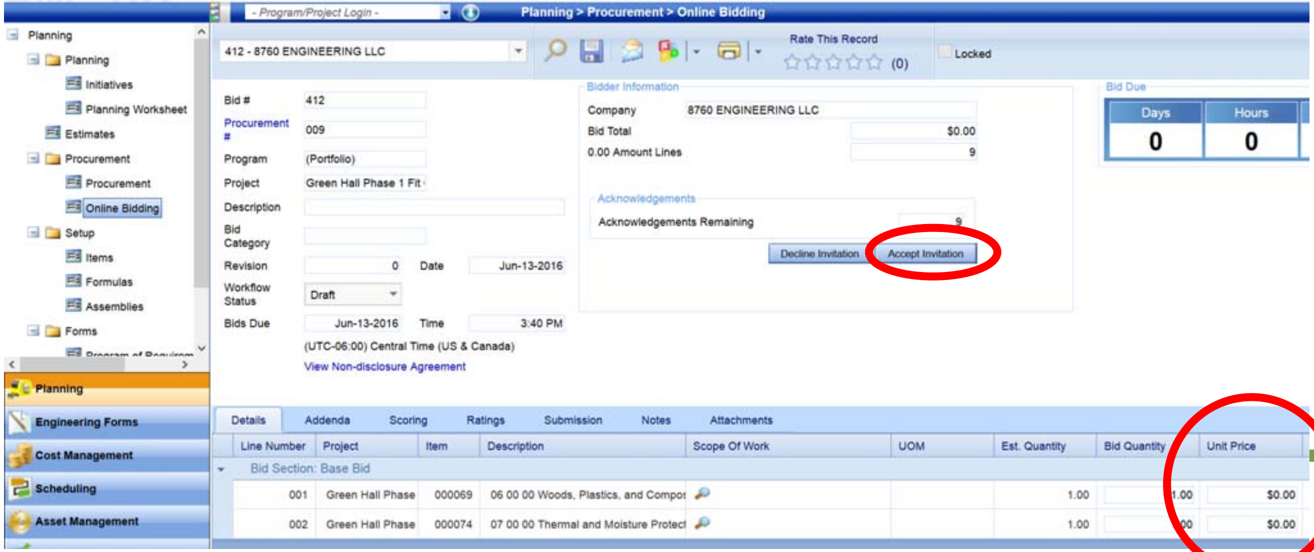
Washington University in St. Louis
Information Technology

Procurement

- 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 the 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.

Enter a Bid as a Vendor Proxy

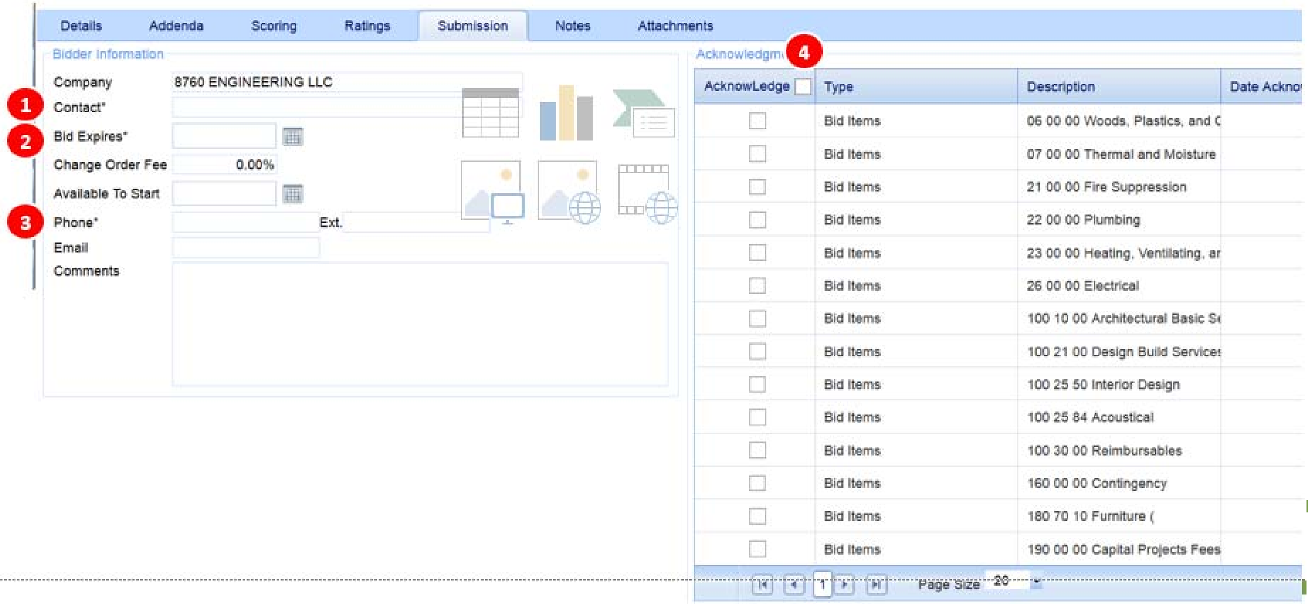
- If a vendor submits a paper bid instead of an online bid, the PM is able to enter the bid as a proxy for the vendor so that all information will be saved in PMWeb
  - PM navigate to the online bidding record for that vendor
  - Accept invitation
  - Enter unit price for items as appropriate; Save



Washington University in St.Louis
INFORMATION TECHNOLOGY

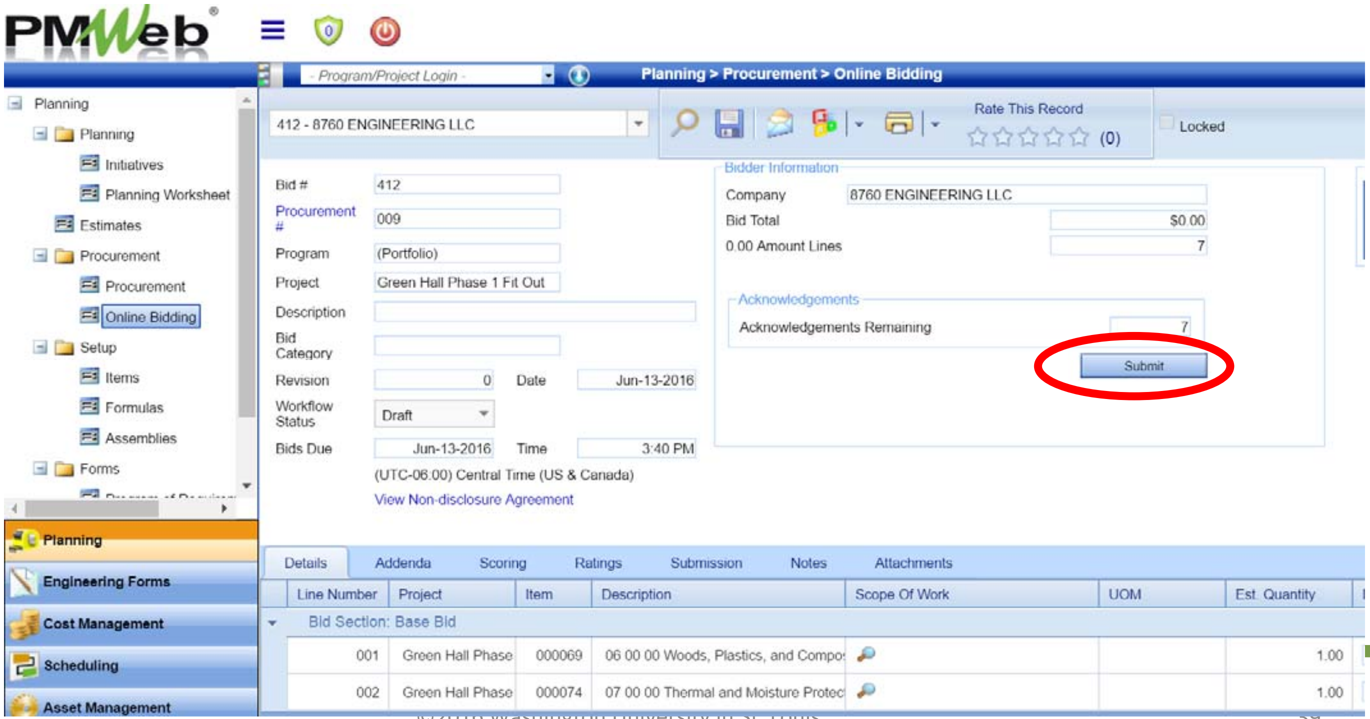
Enter a Bid as a Vendor Proxy

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



Enter a Bid as a Vendor Proxy

Submit the bid as the vendor proxy



Washington University in St. Louis
INFORMATION TECHNOLOGY

PMWeb® Training

Initiative to Project Generation

Washington University in St. Louis

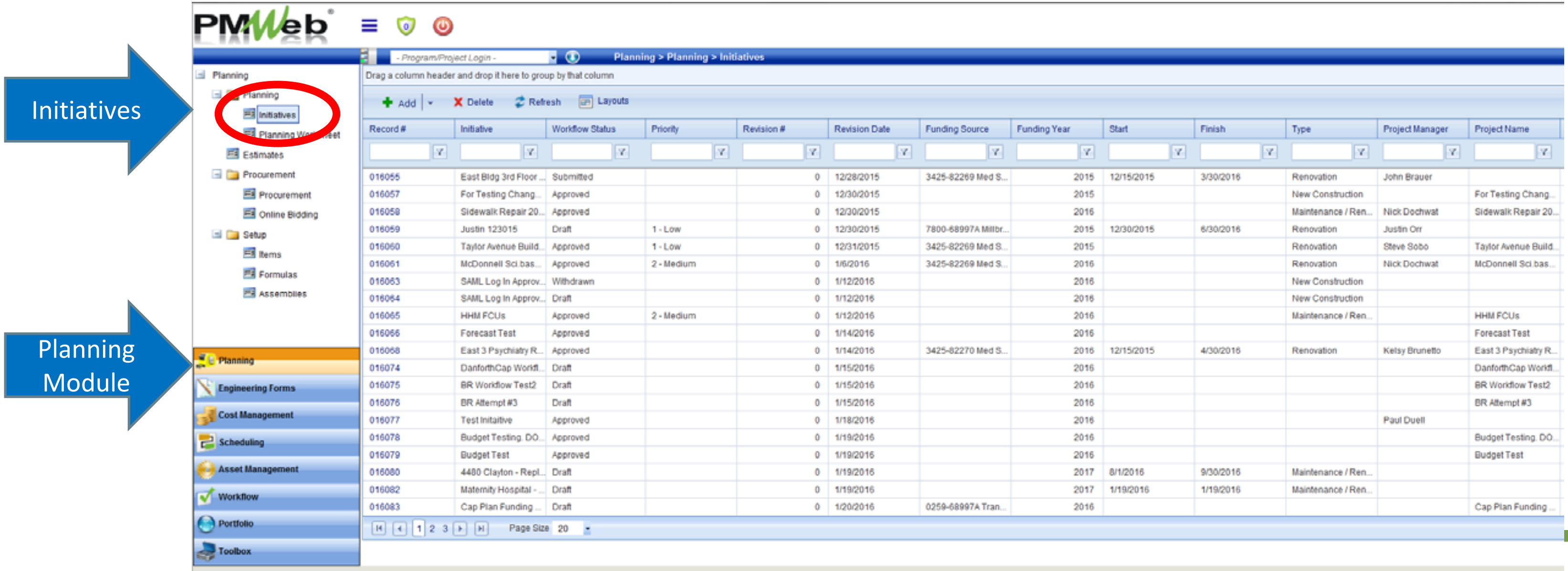
Information Technology

Customer identifies facilities need

- Request received by facilities department
- Project Manager assigned
- Project Manager will enter project into PMWeb Planning module: Initiatives sub-category

Initiative Module

- Navigate to Initiative Module:
  - Planning Module > Initiatives sub- category



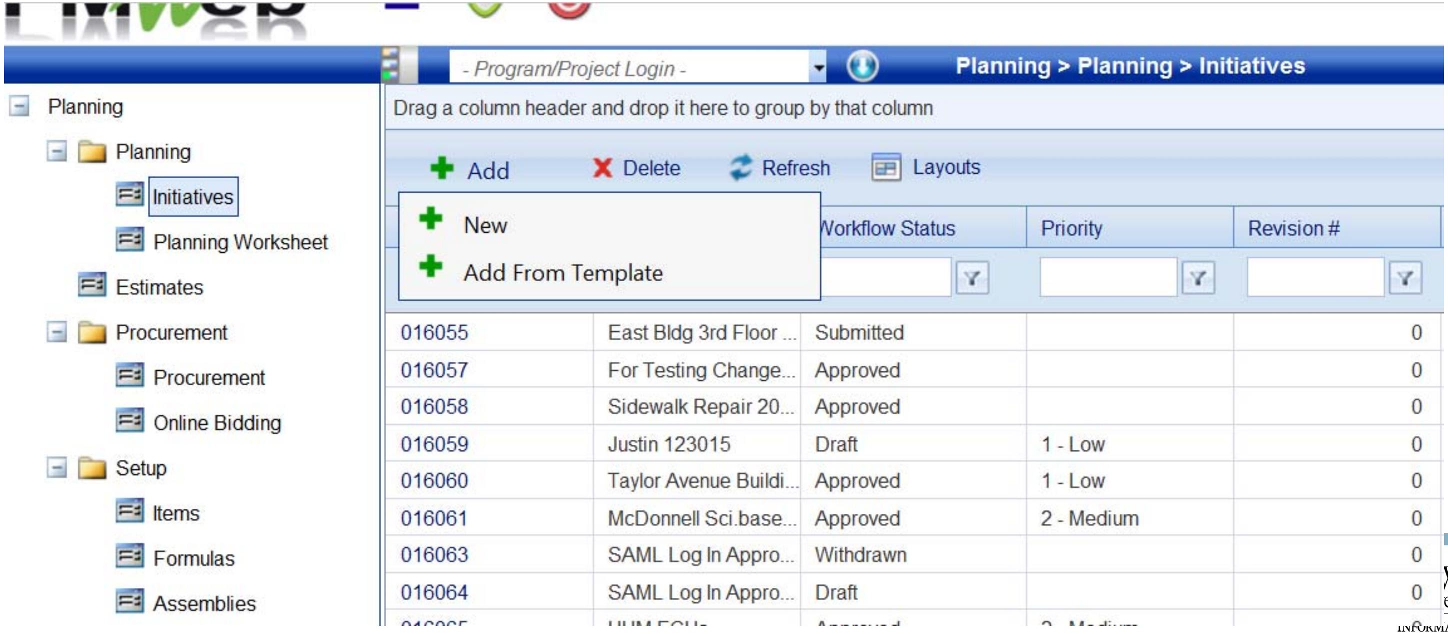
Record #	Initiative	Workflow Status	Priority	Revision #	Revision Date	Funding Source	Funding Year	Start	Finish	Type	Project Manager	Project Name
016055	East Bldg 3rd Floor ...	Submitted		0	12/28/2015	3425-82269 Med S...	2015	12/15/2015	3/30/2016	Renovation	John Brauer	
016057	For Testing Chang...	Approved		0	12/30/2015		2015			New Construction		For Testing Chang...
016058	Sidewalk Repair 20...	Approved		0	12/30/2015		2016			Maintenance / Ren...	Nick Dochwat	Sidewalk Repair 20...
016059	Justin 123015	Draft	1 - Low	0	12/30/2015	7800-68997A Millbr...	2015	12/30/2015	6/30/2016	Renovation	Justin Orr	
016060	Taylor Avenue Build...	Approved	1 - Low	0	12/31/2015	3425-82269 Med S...	2015			Renovation	Steve Sobo	Taylor Avenue Build...
016061	McDonnell Sci.bas...	Approved	2 - Medium	0	1/6/2016	3425-82269 Med S...	2016			Renovation	Nick Dochwat	McDonnell Sci.bas...
016063	SAML Log In Approv...	Withdrawn		0	1/12/2016		2016			New Construction		
016064	SAML Log In Approv...	Draft		0	1/12/2016		2016			New Construction		
016065	HHM FCUs	Approved	2 - Medium	0	1/12/2016		2016			Maintenance / Ren...		HHM FCUs
016066	Forecast Test	Approved		0	1/14/2016		2016					Forecast Test
016068	East 3 Psychiatry R...	Approved		0	1/14/2016	3425-82270 Med S...	2016	12/15/2015	4/30/2016	Renovation	Kelsy Brunetto	East 3 Psychiatry R...
016074	DanforthCap Workfl...	Draft		0	1/15/2016		2016					DanforthCap Workfl...
016075	BR Workflow Test2	Draft		0	1/15/2016		2016					BR Workflow Test2
016076	BR Attempt #3	Draft		0	1/15/2016		2016					BR Attempt #3
016077	Test Initaitive	Approved		0	1/18/2016		2016				Paul Duell	
016078	Budget Testing. DO...	Approved		0	1/19/2016		2016					Budget Testing. DO...
016079	Budget Test	Approved		0	1/19/2016		2016					Budget Test
016080	4480 Clayton - Repl...	Draft		0	1/19/2016		2017	8/1/2016	9/30/2016	Maintenance / Ren...		
016082	Maternity Hospital - ...	Draft		0	1/19/2016		2017	1/19/2016	1/19/2016	Maintenance / Ren...		
016083	Cap Plan Funding ...	Draft		0	1/20/2016	0259-68997A Tran...	2016					Cap Plan Funding ...

Washington University in St. Louis
Information Technology

Create New Initiative From Template

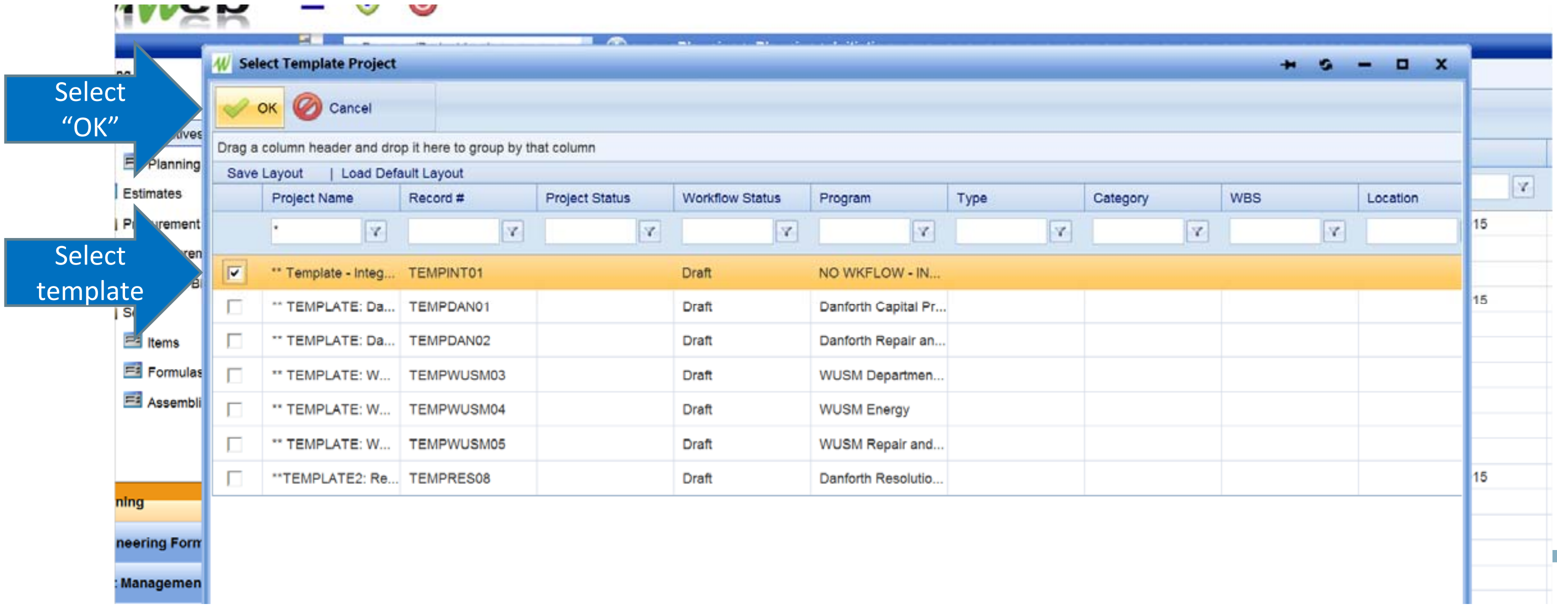
- Click the Arrow Drop Down next to the icon 

- Select “Add From Template”



Select Template

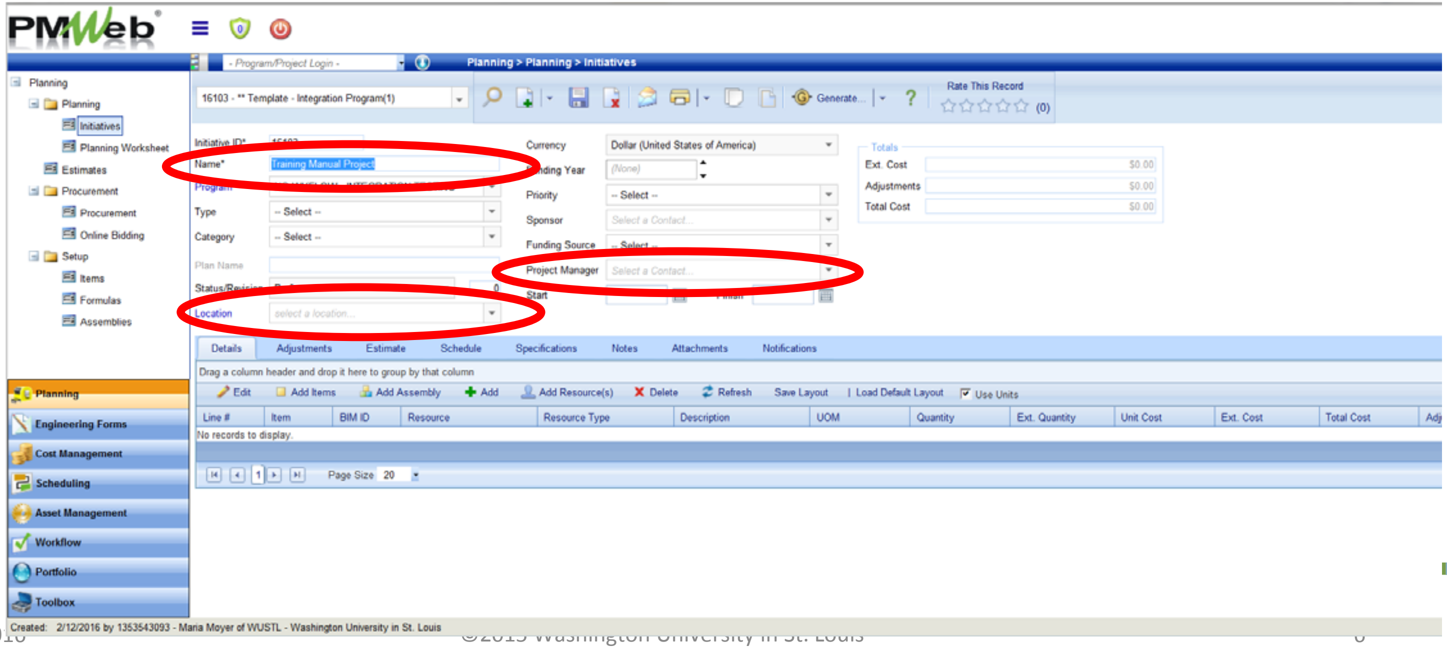
- WUSM/DAN each have project templates
- Select template and click OK



Washington University in St. Louis
Information Technology

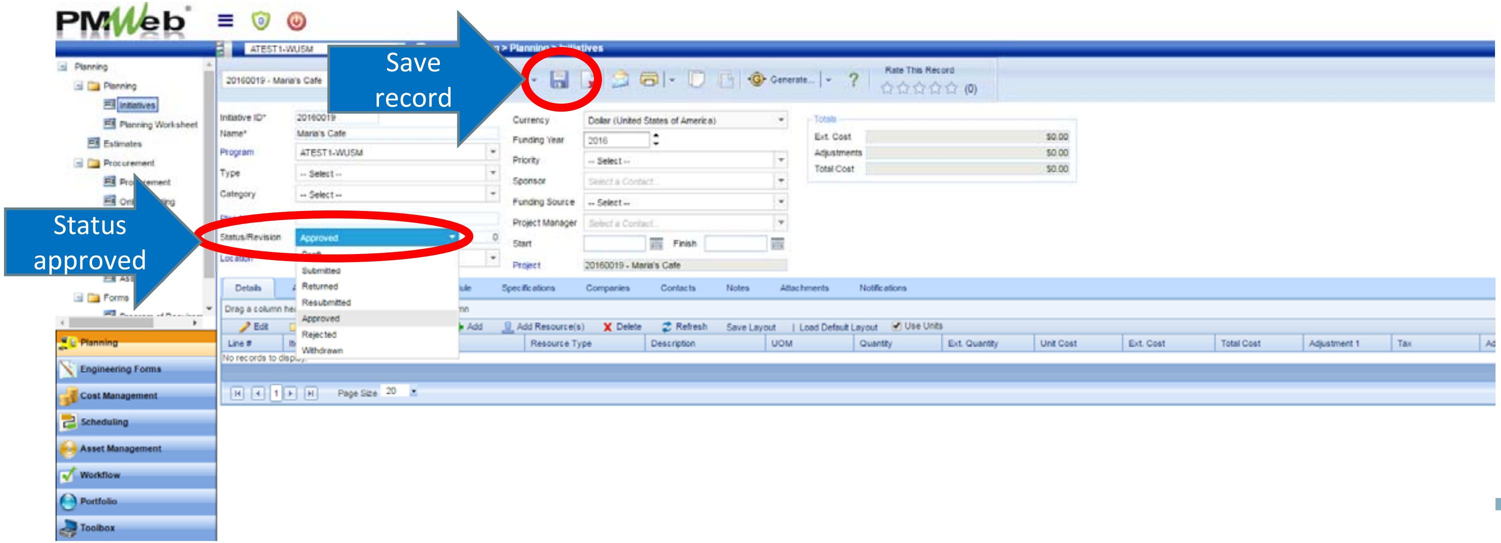
Add Initiative Details

- Add: Project Name, Location, Project Manager



Approve and Save Initiative Record

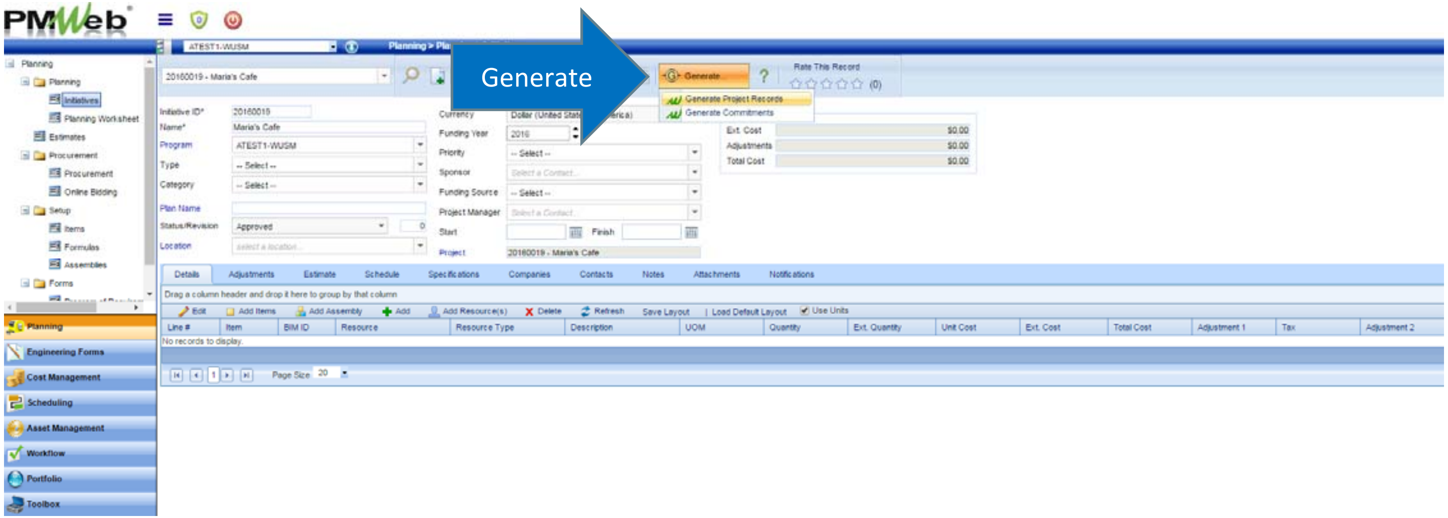
- Change Status/Revision field to “Approved”
- Save the initiative



Washington University in St. Louis
Information Technology

Initiative > Project

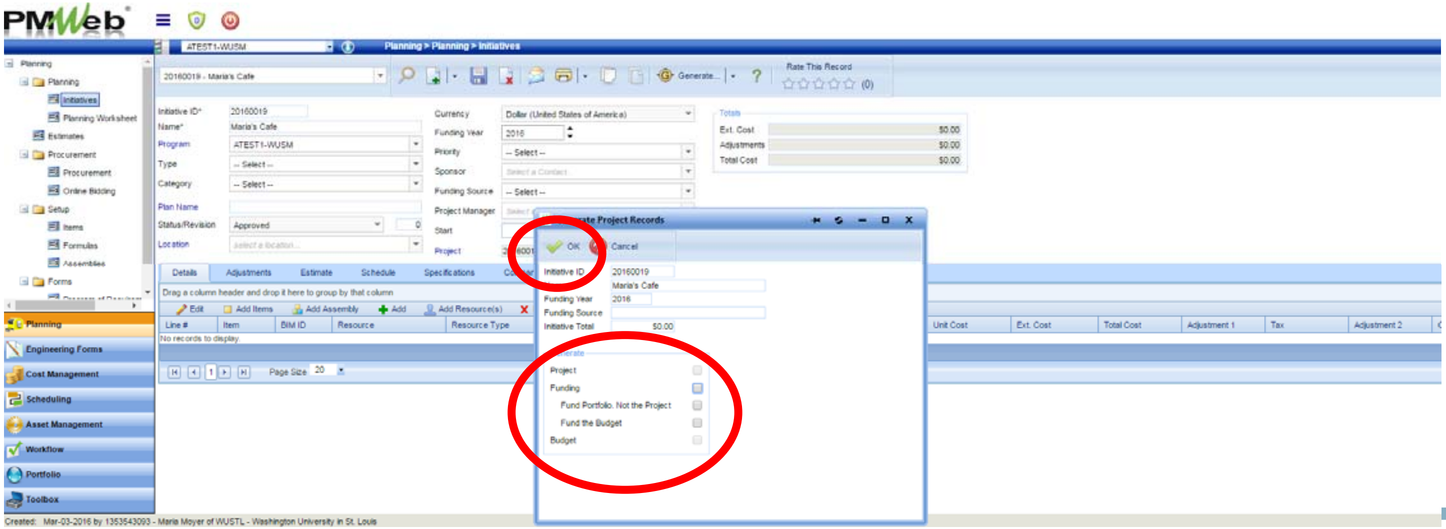
- Select Generate, then "generate project"



Washington University in St. Louis
Information Technology

Generate Project Record

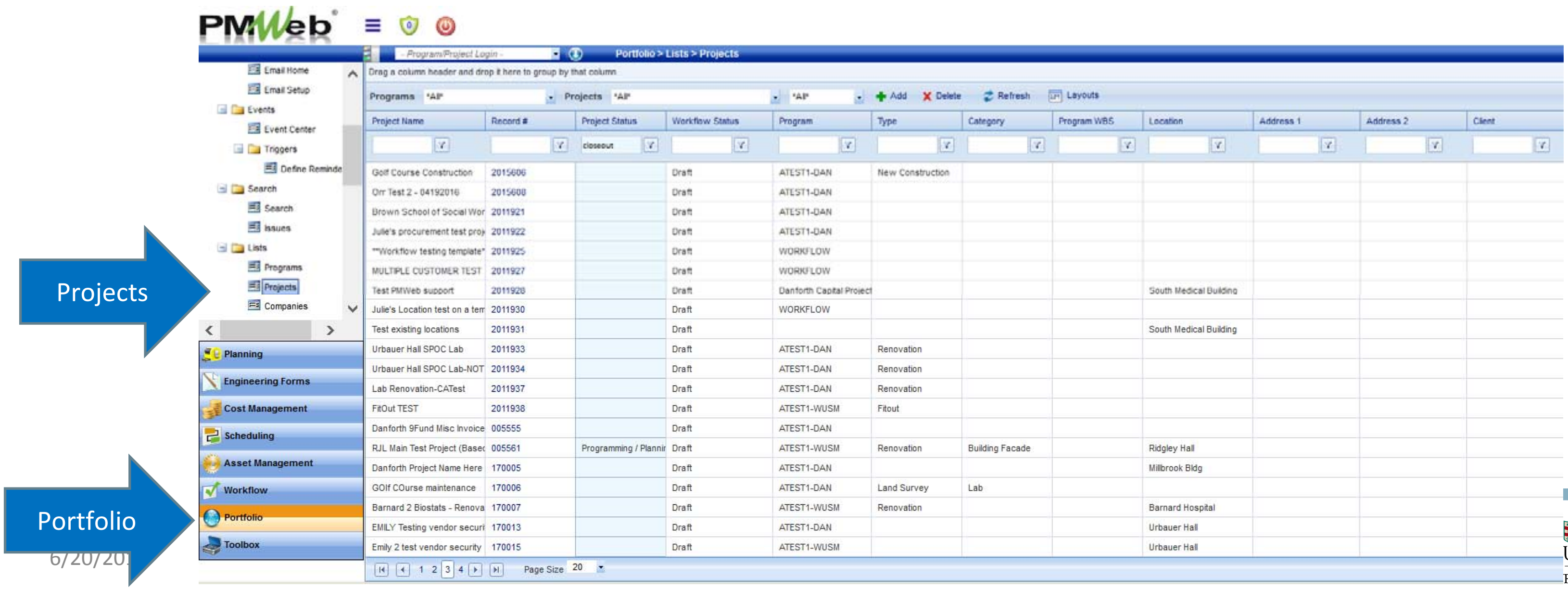
- In "Generate Project Records" window, uncheck all items and click OK



Washington University in St. Louis
Information Technology

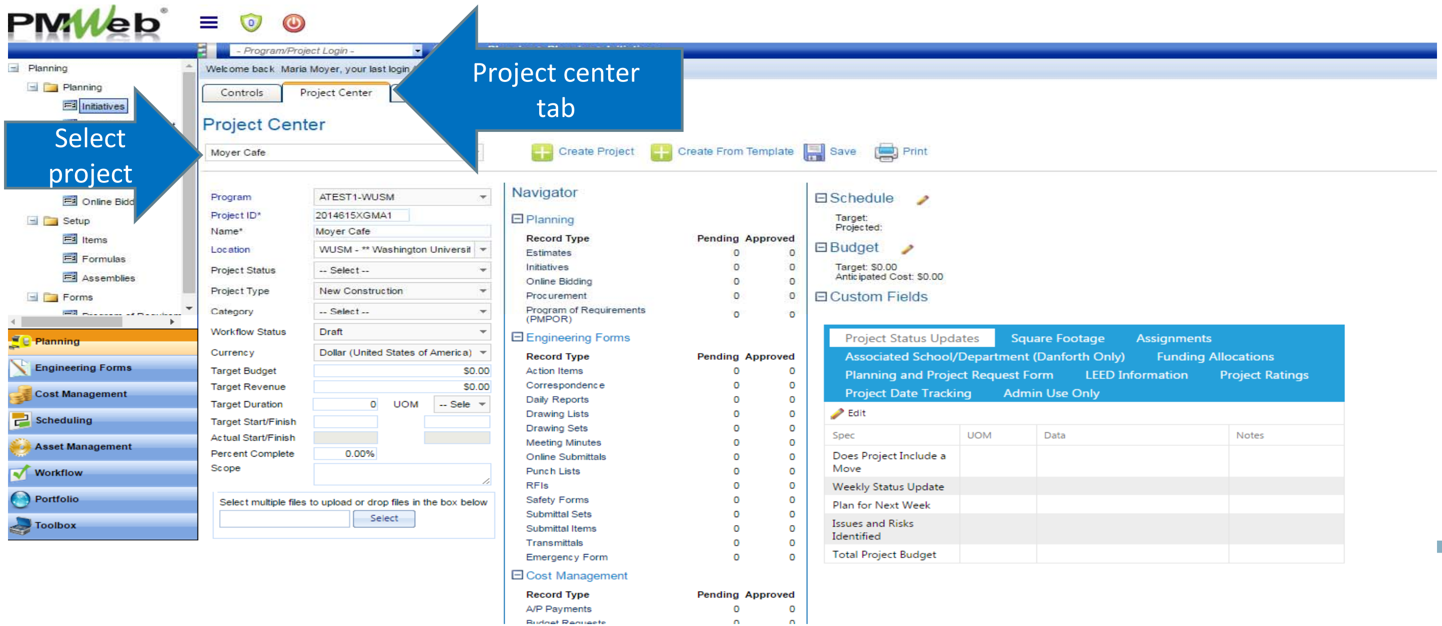
View Project

- Two ways to navigate to your project
- Portfolio > Projects module



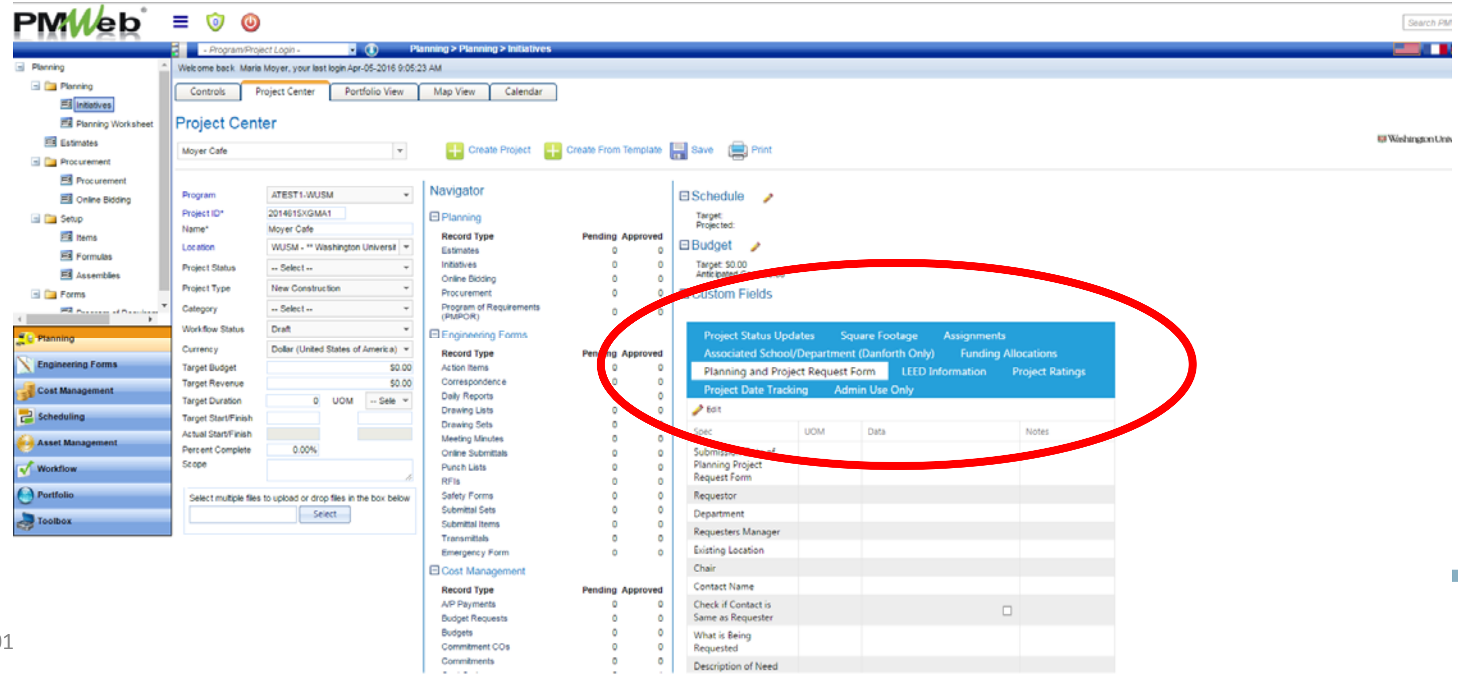
View Project

- Two ways to navigate to your project
- Project Center



Enter project planning information

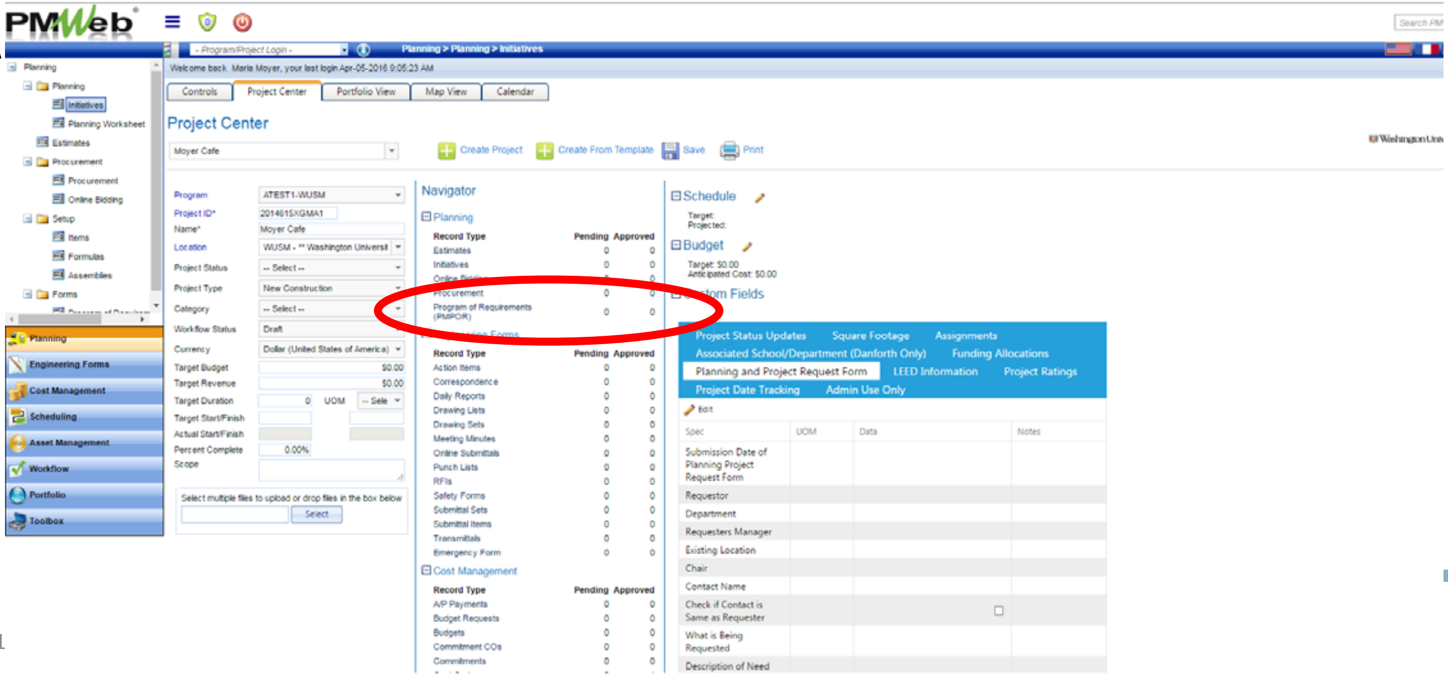
- Pertinent project intake information will be entered in the planning and project request form



Washington University in St.Louis
Information Technology

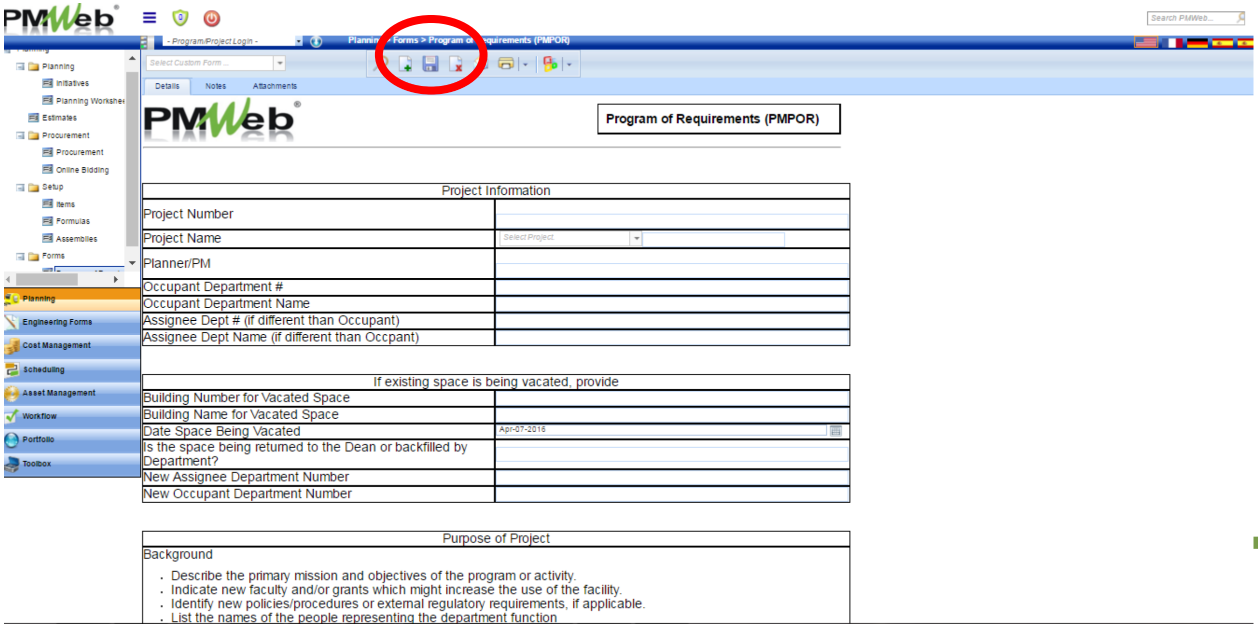
Program of Requirements (PMPOR)

- Complete the program of requirements information by selecting the Program of R



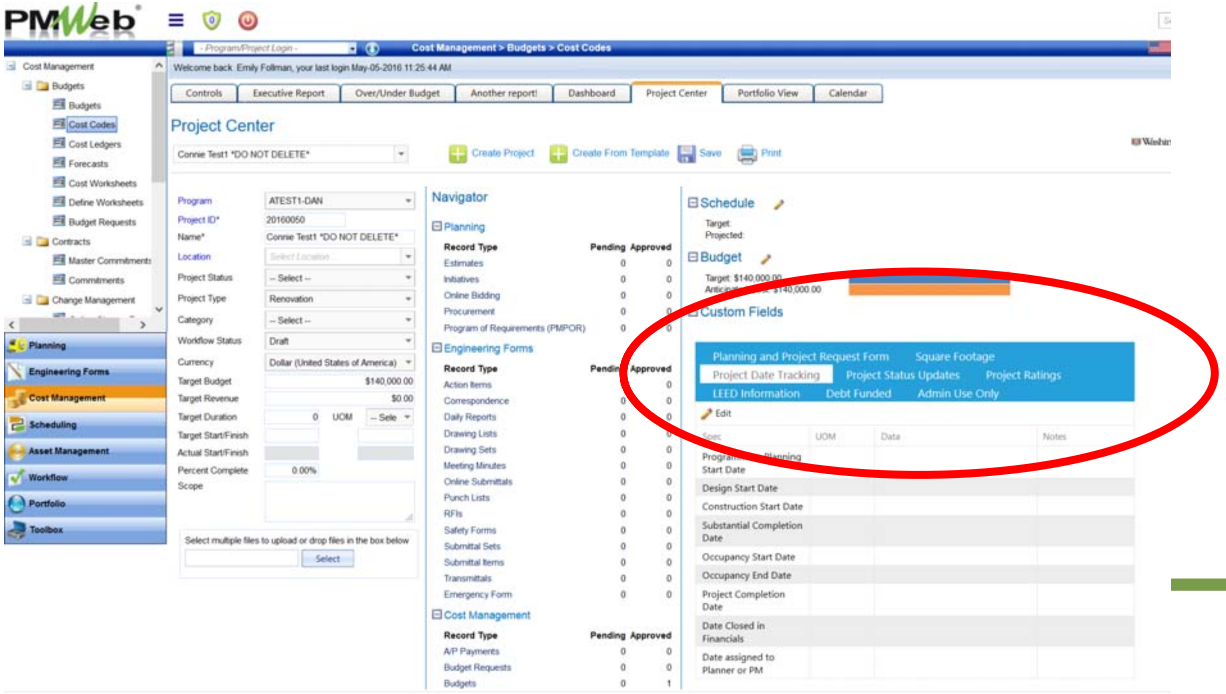
Program of Requirements (PMPOR)

- Enter project number and select project
- Complete the form and save



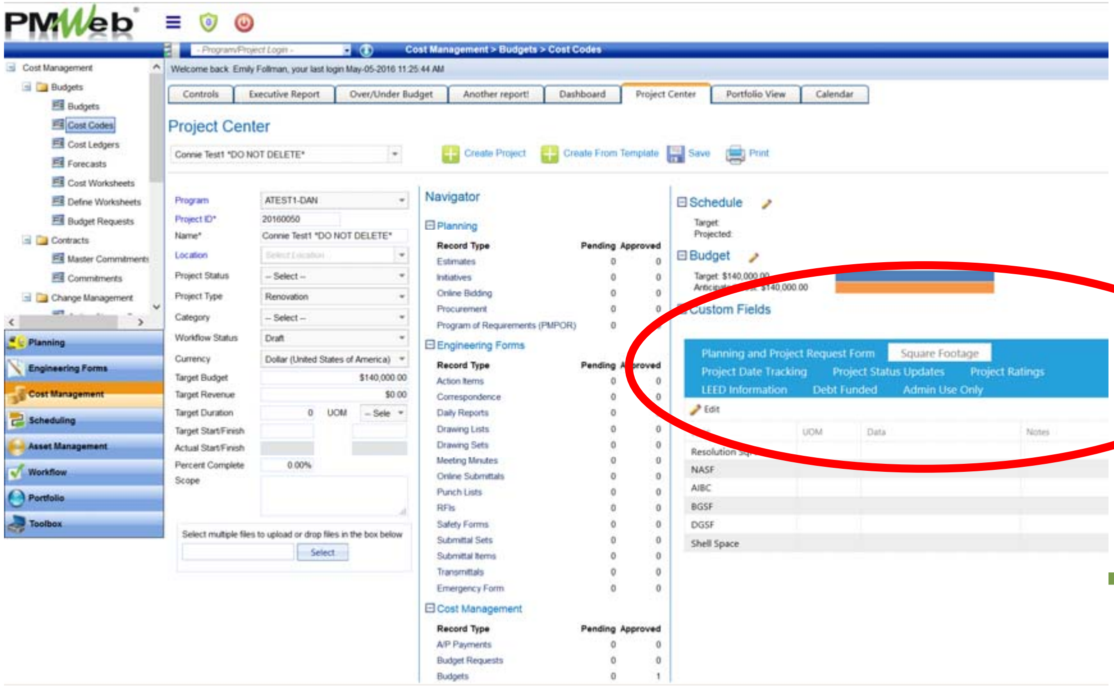
Additional project information

- Additional tabs to gather project information
- Project Date Tracking tab



Additional project information

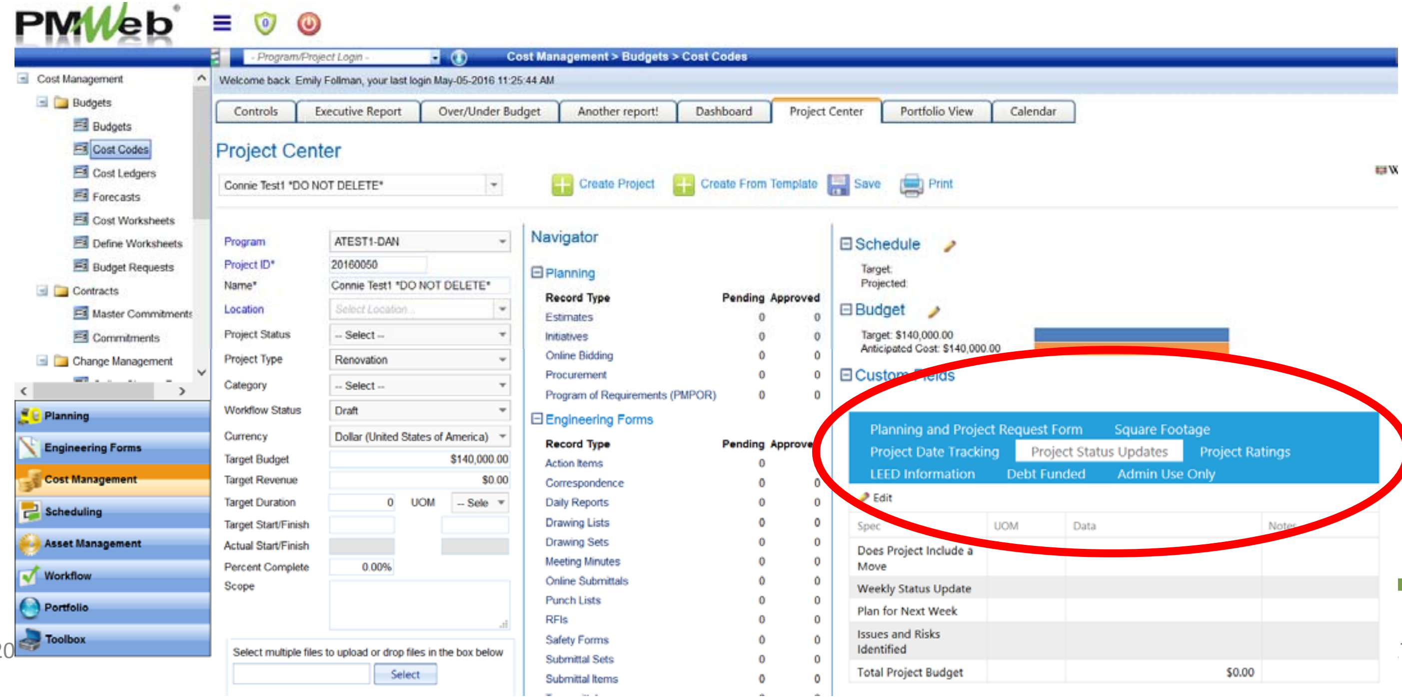
- Additional tabs to gather project information
- Square footage



Washington University in St. Louis
Information Technology

Additional project information

- Additional tabs to gather project information
- Project status updates



Additional project information

- Additional tabs to gather project information
- Project ratings
- Debt funded projects

Planning and Project Request Form | Square Footage | Project Date Tracking | Project Status Updates | Project Ratings | LEED Information | Debt Funded | Admin Use Only

Edit

Spec	UOM	Data	Notes
Debt Funded		☑	

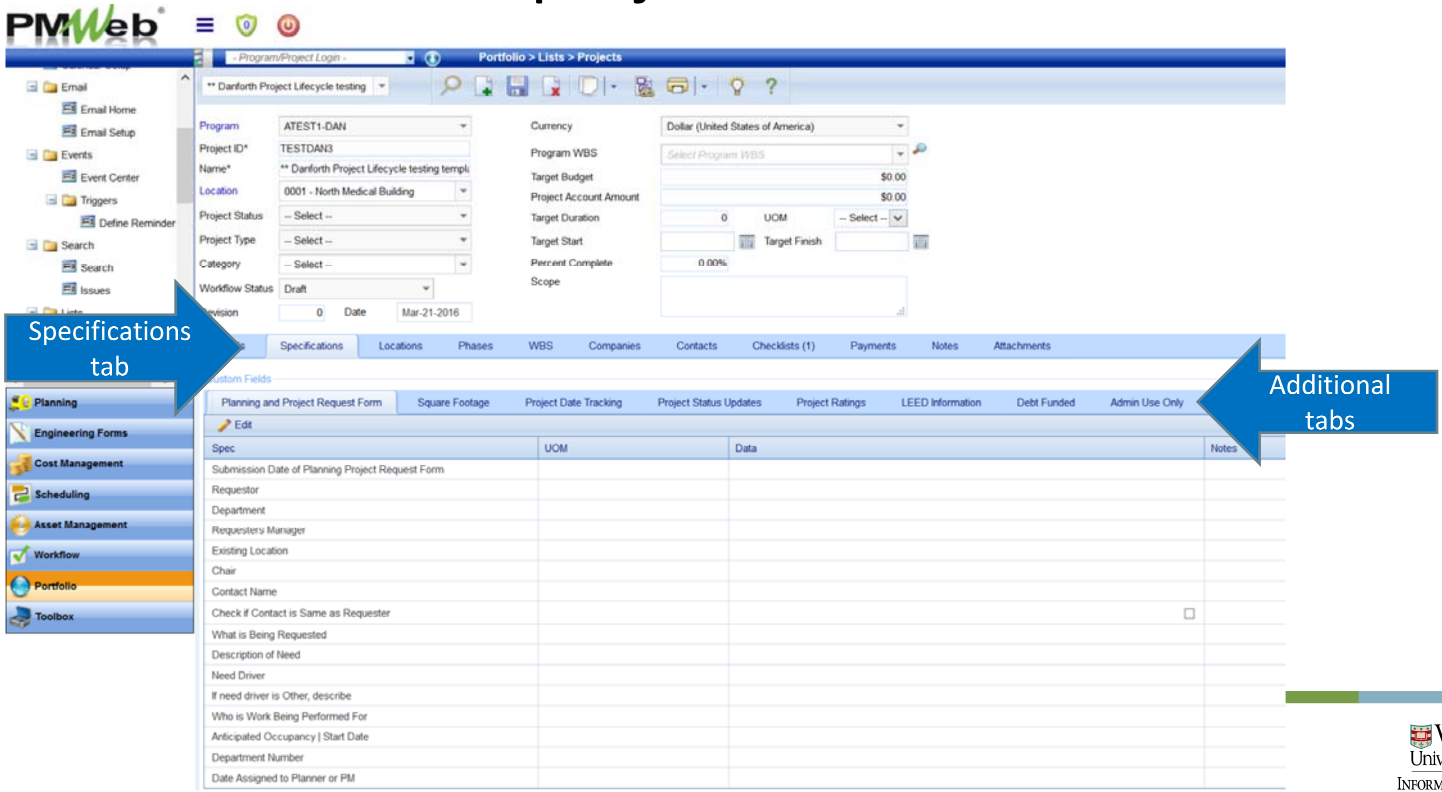
Planning and Project Request Form | Square Footage | Project Date Tracking | Project Status Updates | Project Ratings | LEED Information | Debt Funded | Admin Use Only

Edit

Spec	UOM	Data	Notes
Rate the Contractors Performance (1-5)			
Rate the CMs Performance (if applicable) (1-5)			
Rate the A/Es Performance (if applicable) (1-5)			
Rate the Overall Project Quality (1-5)			

Alternate project record navigation

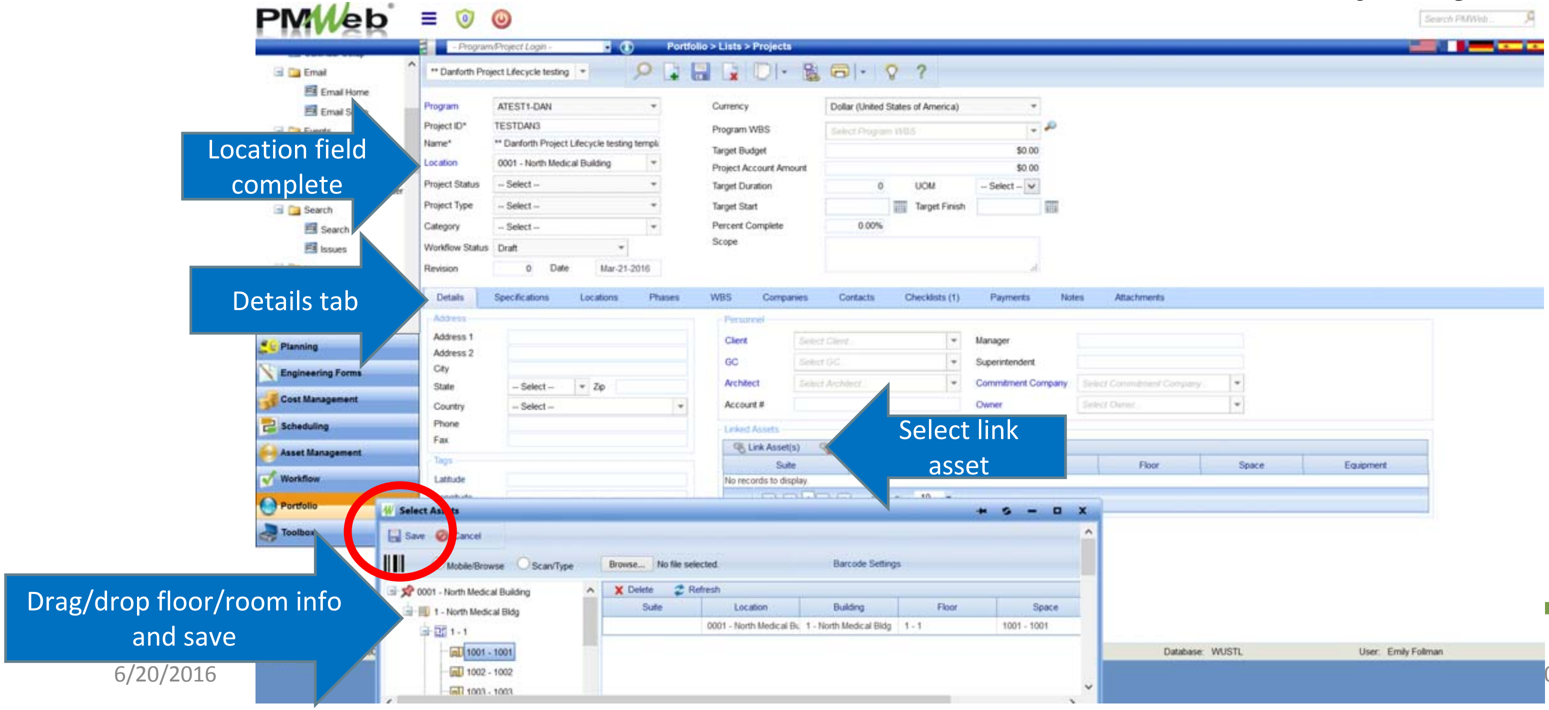
- Specifications tab on project record



Washington University in St.Louis
INFORMATION TECHNOLOGY

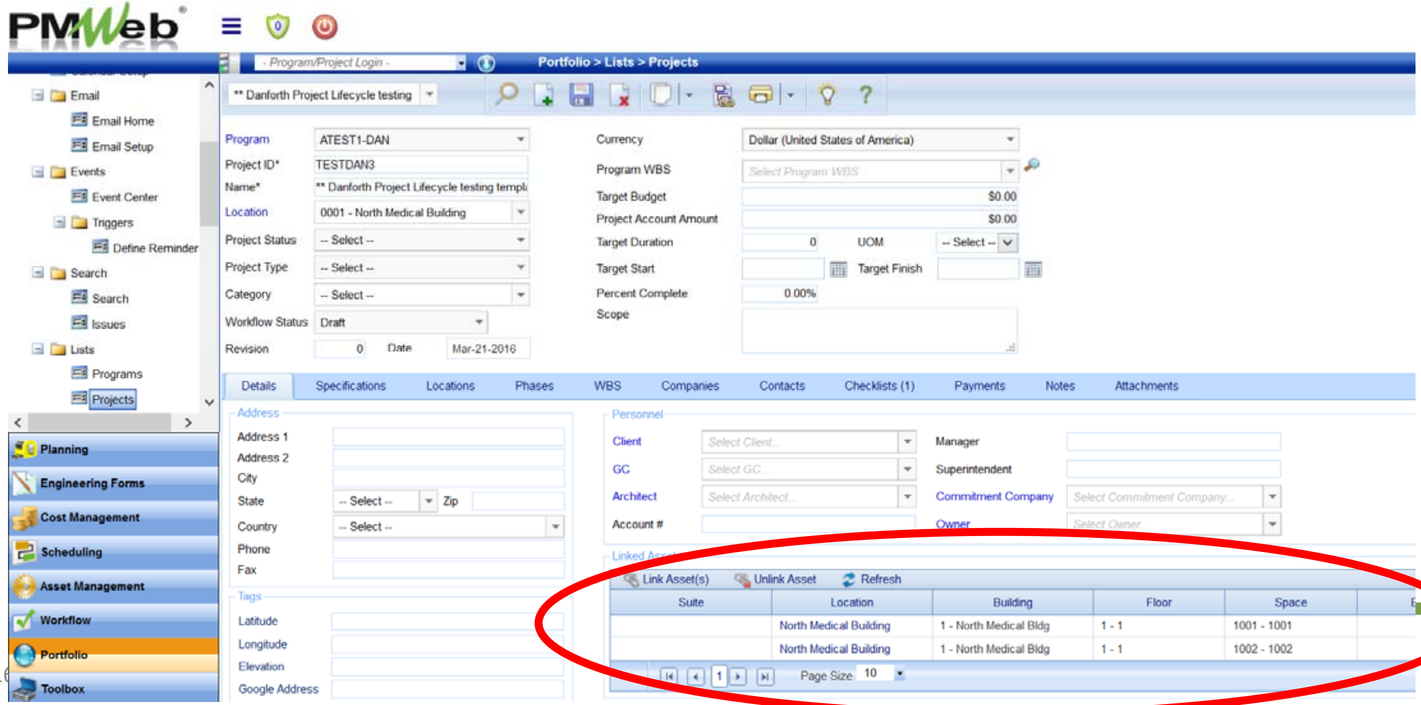
Link assets: Building, floor, spacess (room)

- Ensure location field contains building information
- Link floor and room information to the project



Linked asset information

- Once linked, floor and room info is saved on the project record



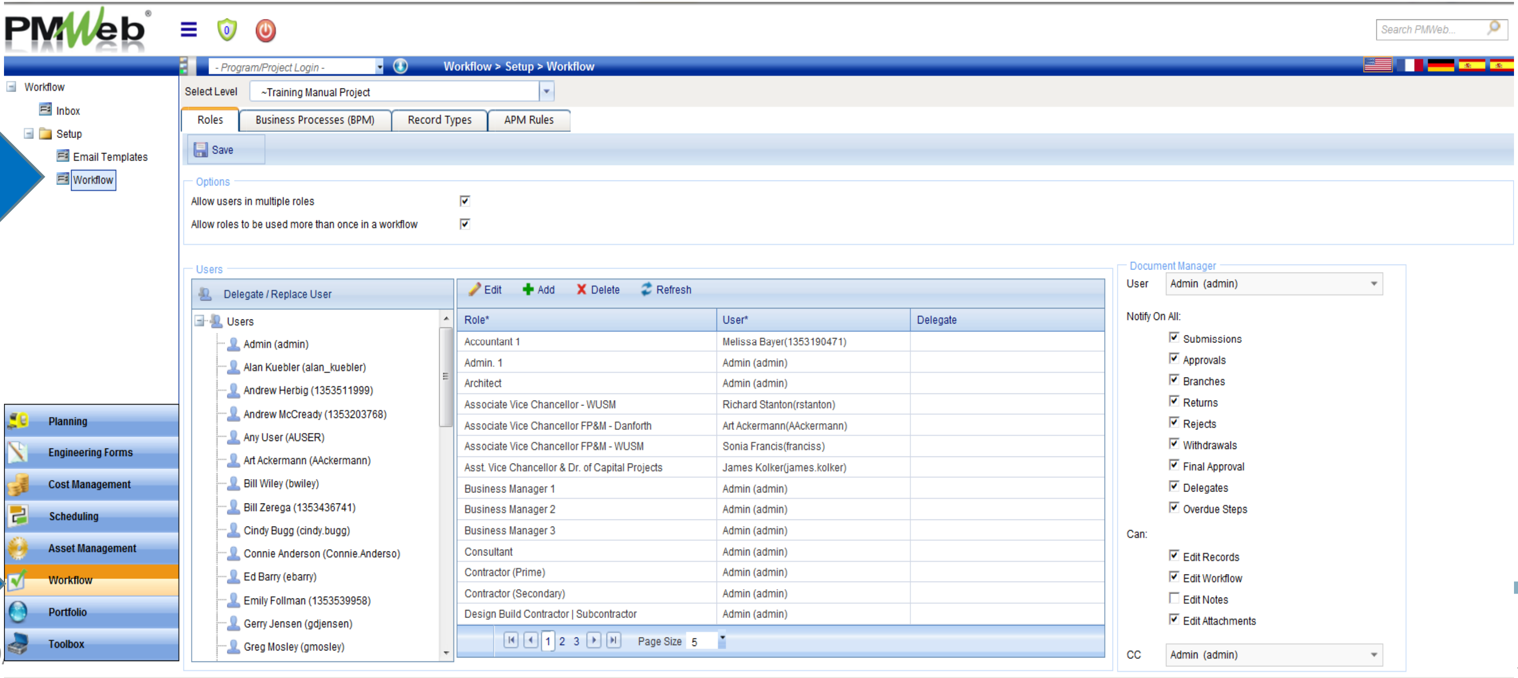
PMWeb® Training

Workflow Role Assignment

Washington University in St. Louis
Information Technology

Workflow role assignment

- Navigate to Workflow Module > Workflow sub-category

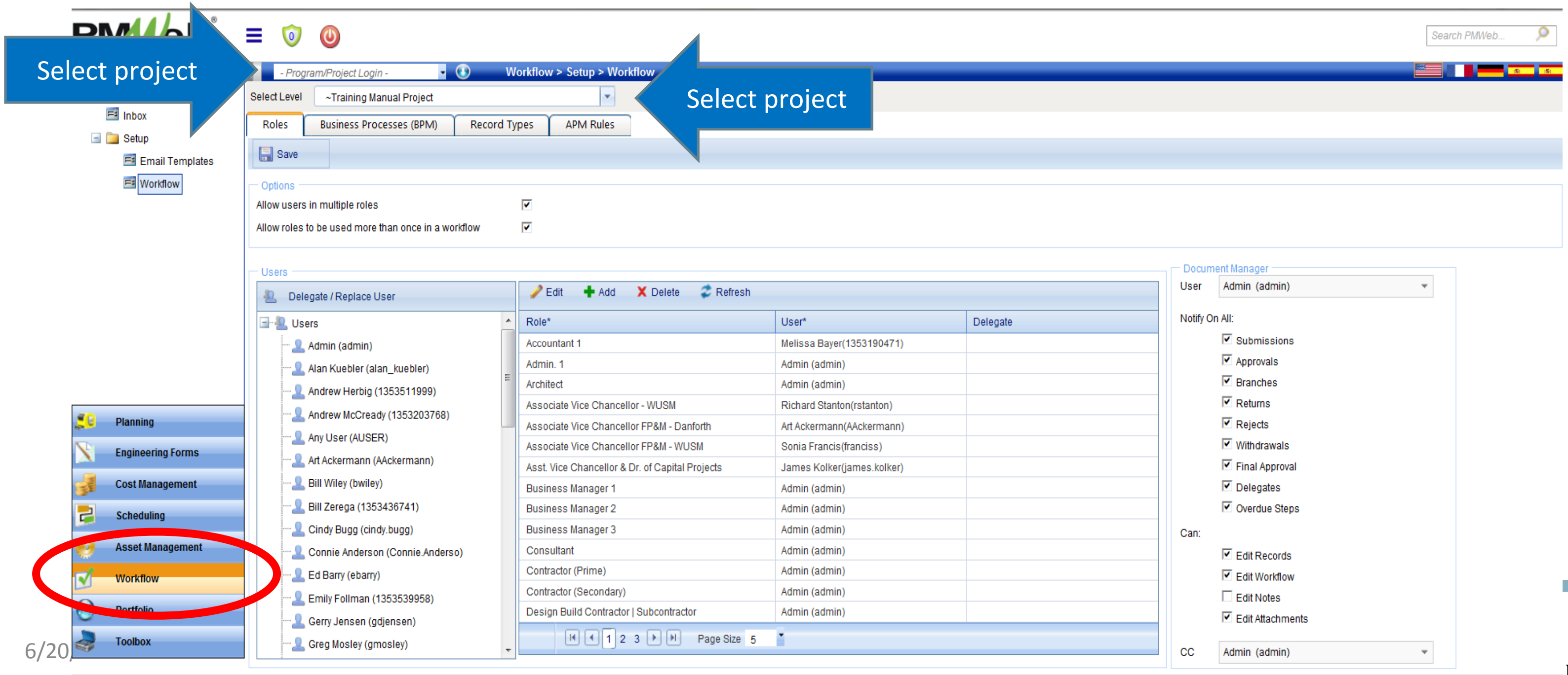


Workflow

Workflow module

Workflow role assignment

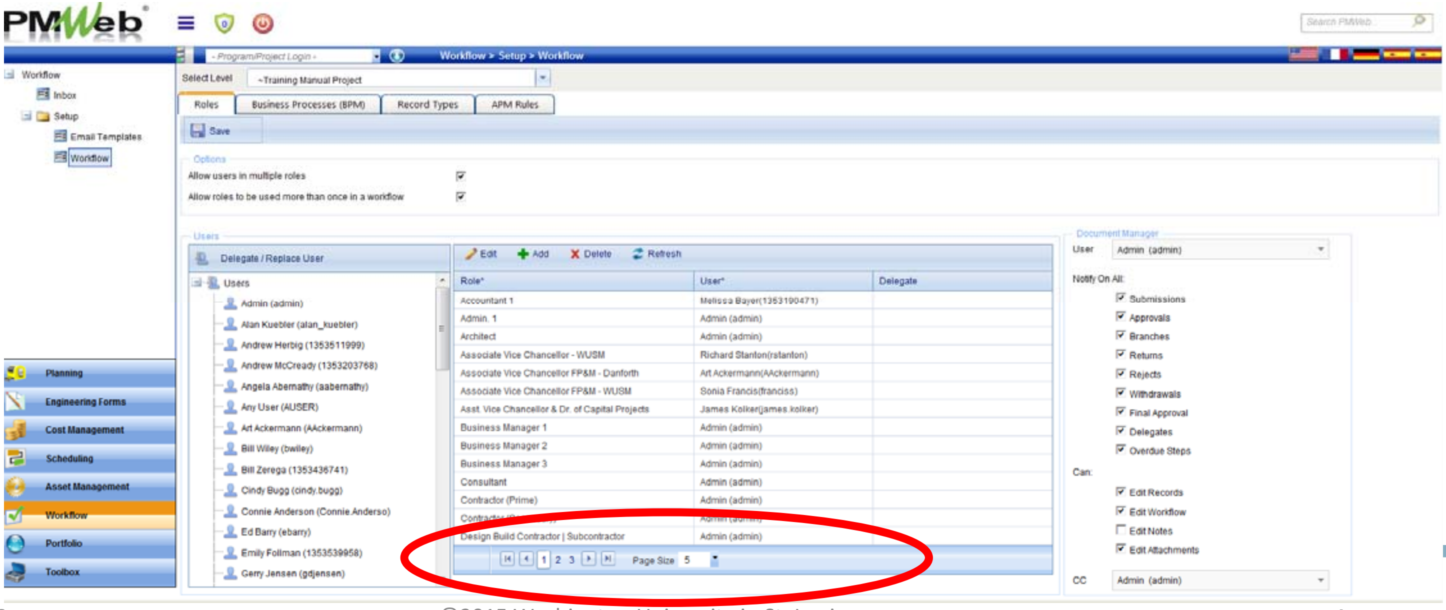
- Select your project in the “Program/Project Login” field and in the field “Select Level”



Washington University in St.Louis
Information Technology

View Workflow Roles

- Expand the page size to 250 so you can view all roles on one page



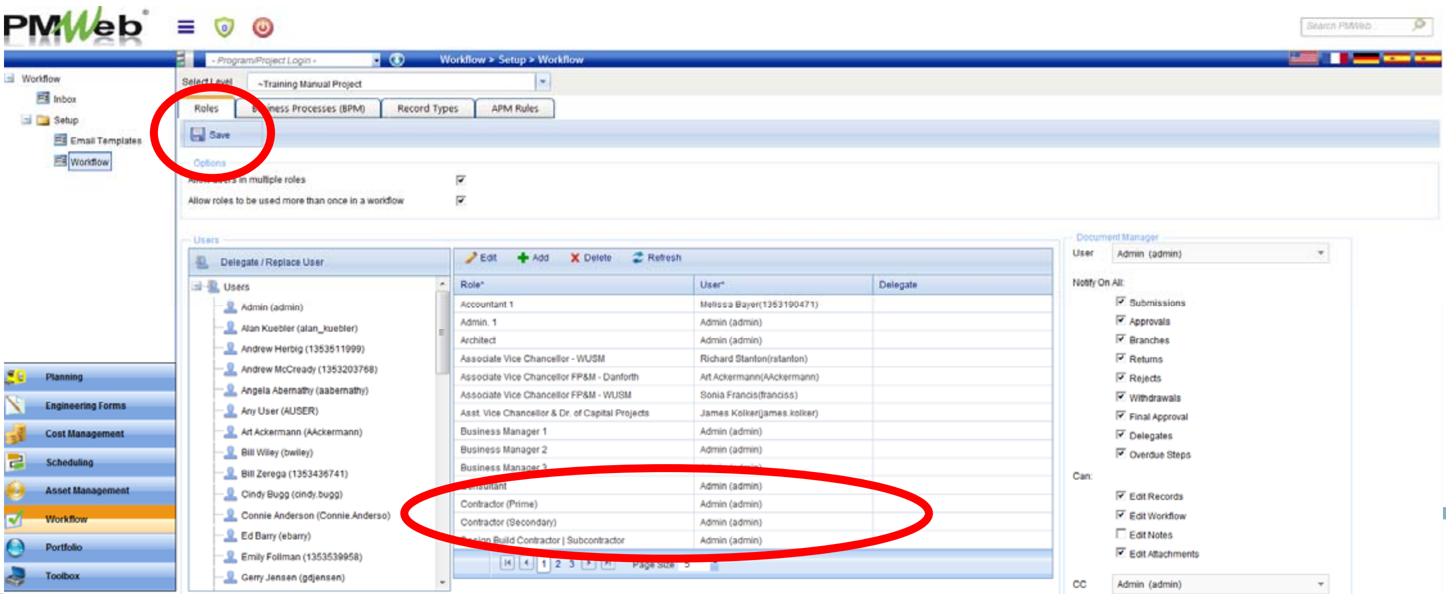
Washington University in St. Louis
INFORMATION TECHNOLOGY

View Workflow Roles

- Workflow roles shows an exhaustive list of all roles involved in all workflows.
- As a reminder, the modules that utilize workflow are:
  - Budgets (Resolution)
  - Budget Requests (Resolution Increase)
  - Commitments
  - Commitment Change Orders
  - Online Change Requests
  - Miscellaneous Invoices
  - Progress Invoices
  - Vendor Prequalification Approvals
  - Project Closeout

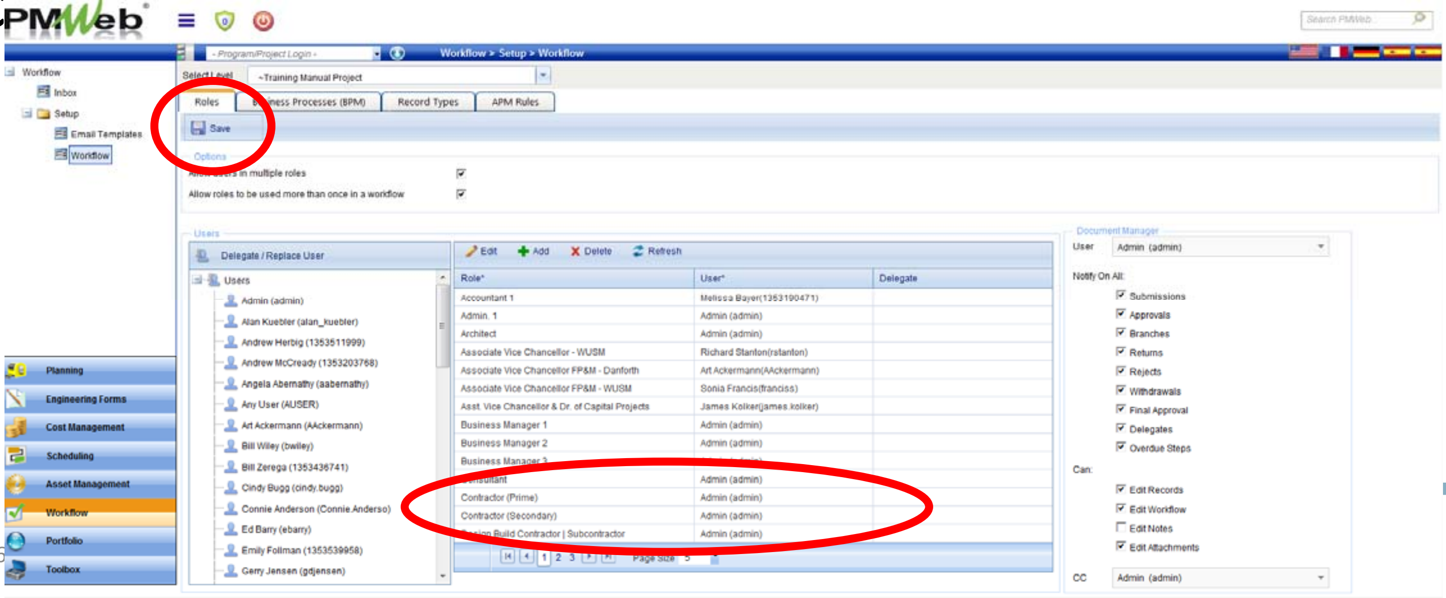
View Workflow Roles

- Any role that is assigned to the user “Admin” will need to have the identified user assigned to that role. Select Save once all roles have been assigned.



Vendor roles (contractor, architect, engineer)

- Any vendor role is to be assigned to the project PM. This will allow the PM to delegate the workflow step to the correct vendor signatory. (commitment)



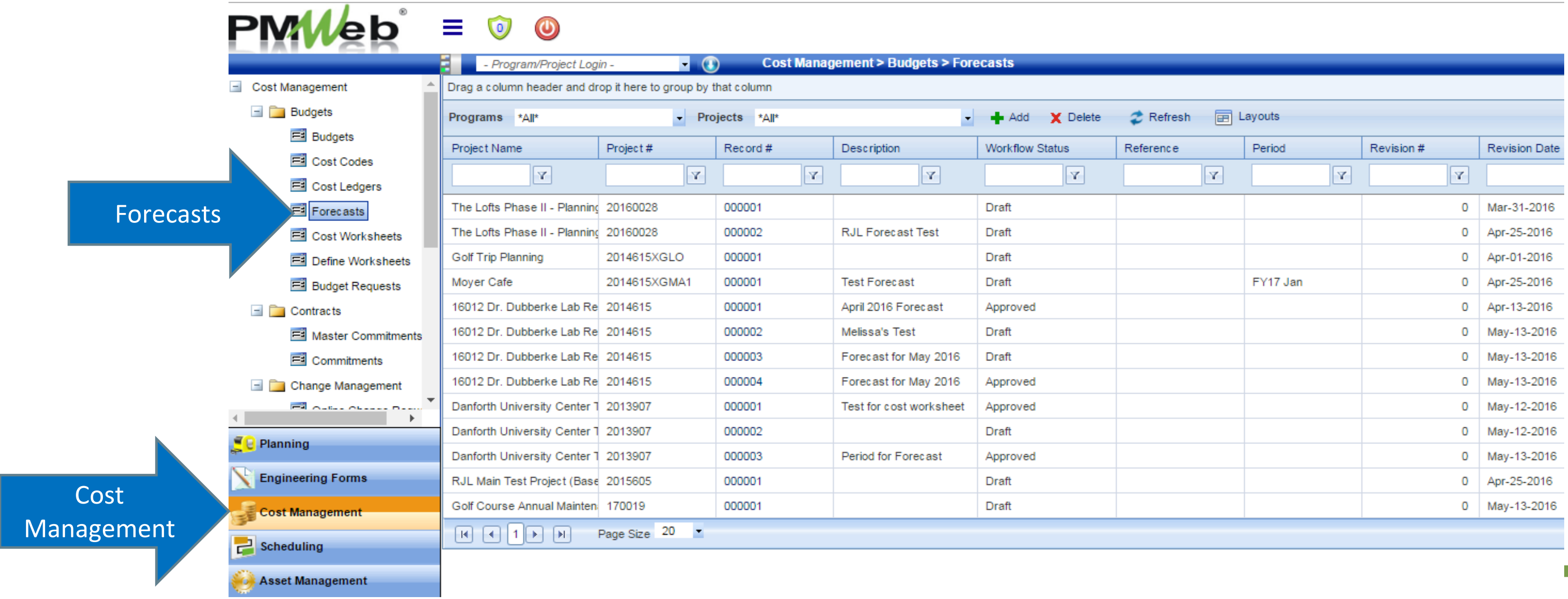
PMWeb® Training

Forecasts

Washington University in St. Louis
Information Technology

Add Forecasts

- Two ways to navigate to Forecasts module
  - Cost Management > Forecast Records sub-category

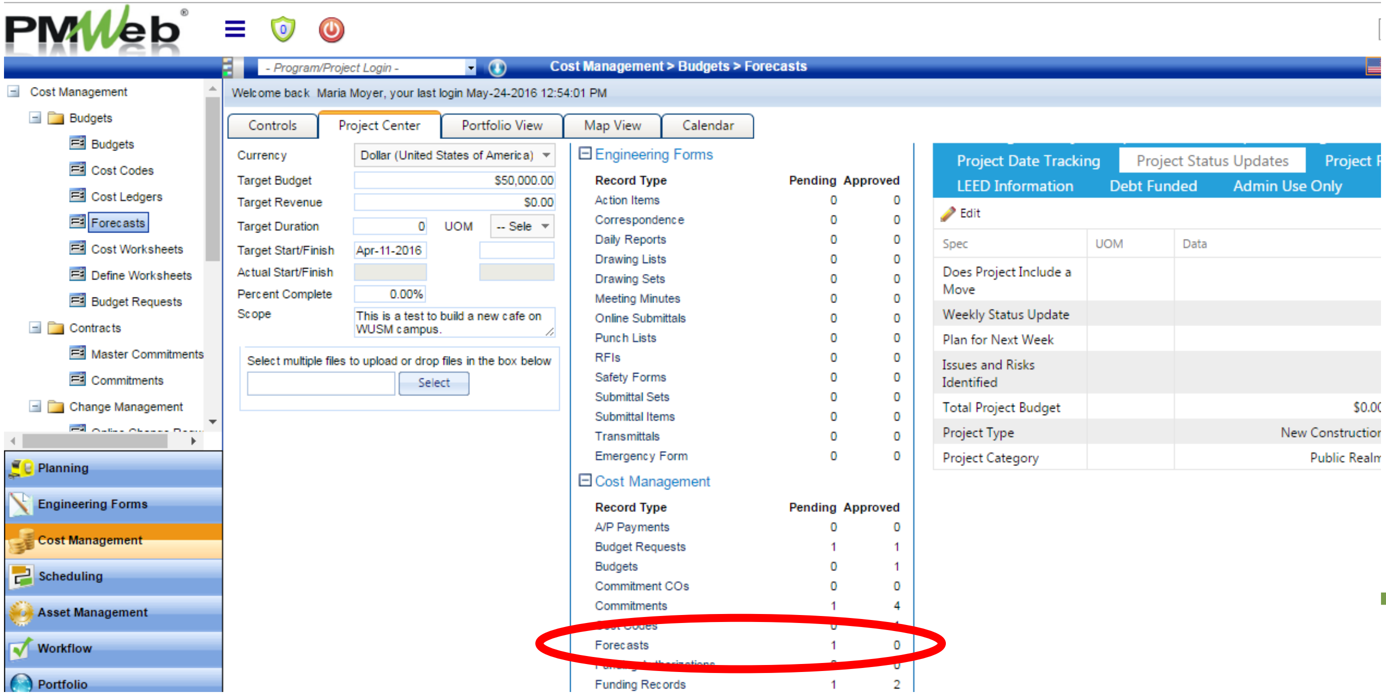


Project Name	Project #	Record #	Description	Workflow Status	Reference	Period	Revision #	Revision Date
The Lofts Phase II - Planning	20160028	000001		Draft			0	Mar-31-2016
The Lofts Phase II - Planning	20160028	000002	RJL Forecast Test	Draft			0	Apr-25-2016
Golf Trip Planning	2014615XGLO	000001		Draft			0	Apr-01-2016
Moyer Cafe	2014615XGMA1	000001	Test Forecast	Draft		FY17 Jan	0	Apr-25-2016
16012 Dr. Dubberke Lab Re	2014615	000001	April 2016 Forecast	Approved			0	Apr-13-2016
16012 Dr. Dubberke Lab Re	2014615	000002	Melissa's Test	Draft			0	May-13-2016
16012 Dr. Dubberke Lab Re	2014615	000003	Forecast for May 2016	Draft			0	May-13-2016
16012 Dr. Dubberke Lab Re	2014615	000004	Forecast for May 2016	Approved			0	May-13-2016
Danforth University Center T	2013907	000001	Test for cost worksheet	Approved			0	May-12-2016
Danforth University Center T	2013907	000002		Draft			0	May-12-2016
Danforth University Center T	2013907	000003	Period for Forecast	Approved			0	May-13-2016
RJL Main Test Project (Base	2015605	000001		Draft			0	Apr-25-2016
Golf Course Annual Mainten	170019	000001		Draft			0	May-13-2016

Washington University in St. Louis
Information Technology

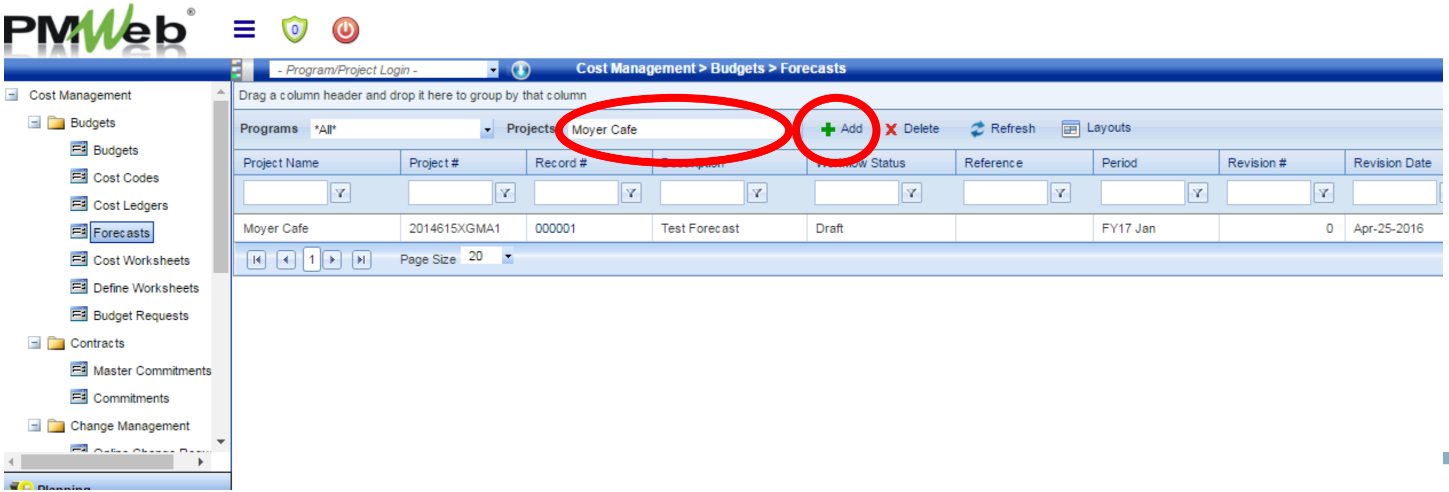
Add Forecasts

- Two ways to navigate to Forecasts module
  - Project Center > Select Forecasts hyperlink



Add Forecasts

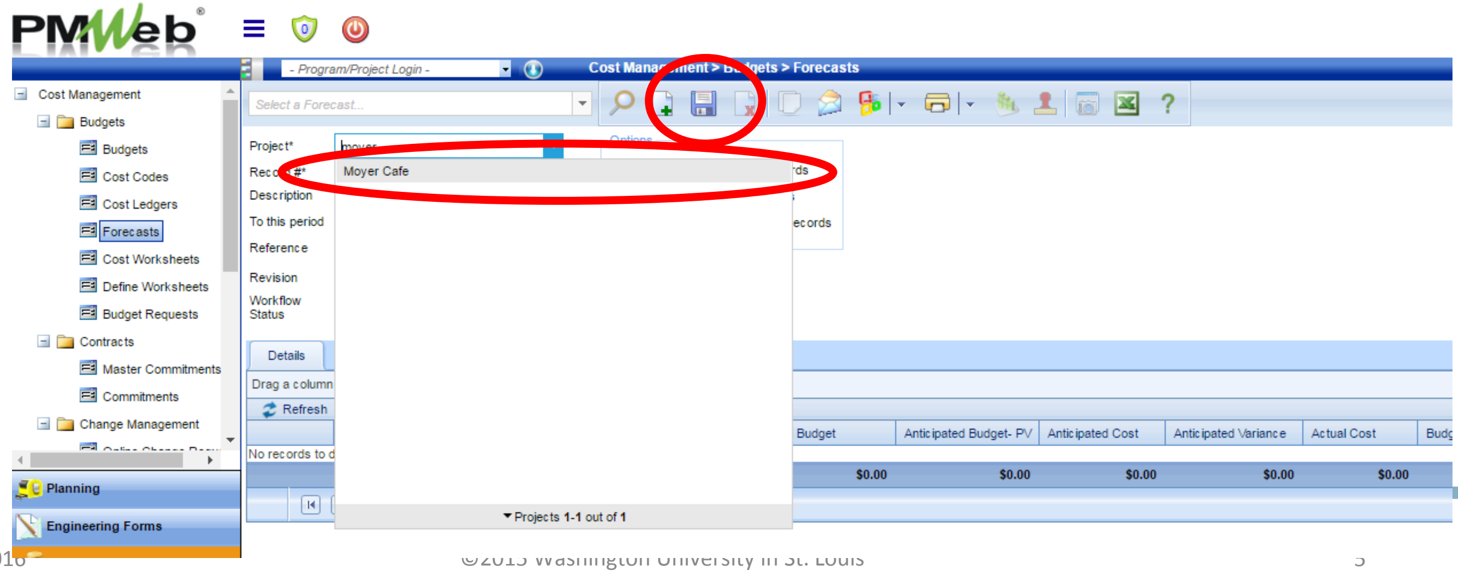
- Add a new forecast record or select your project from the board



Washington University in St. Louis
Information Technology

Add Forecasts

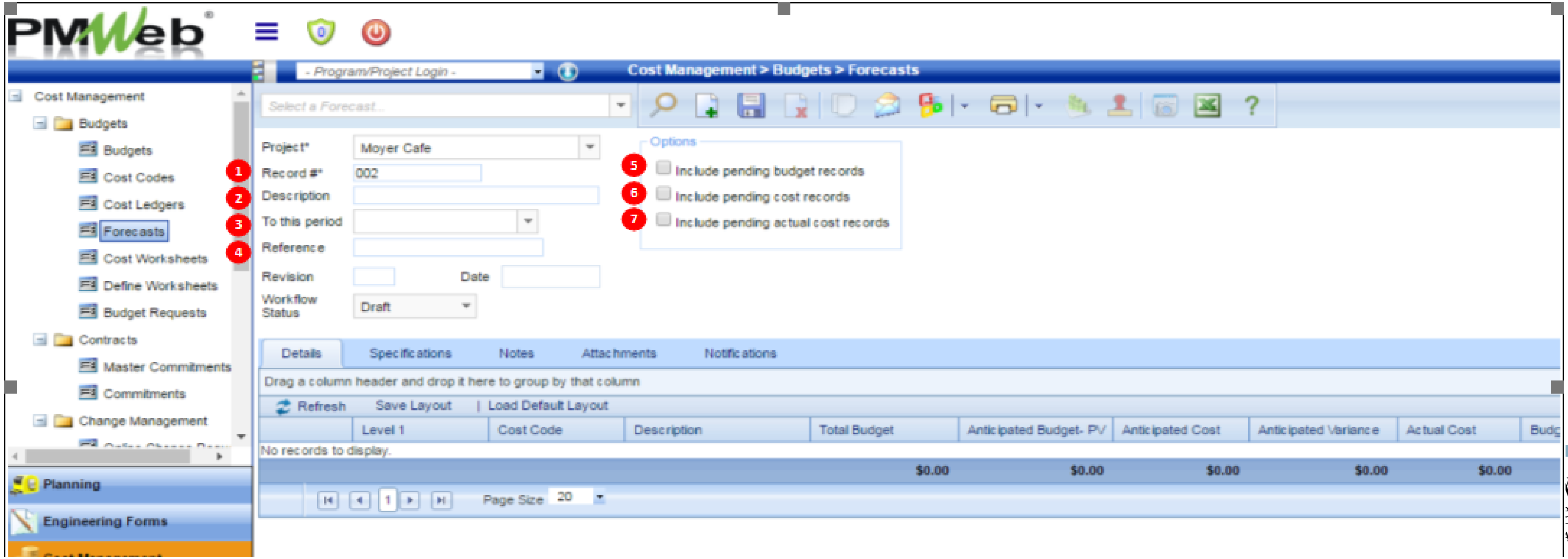
- Select the Project name from the dropdown
- Save



Washington University in St. Louis
Information Technology

Add Forecasts

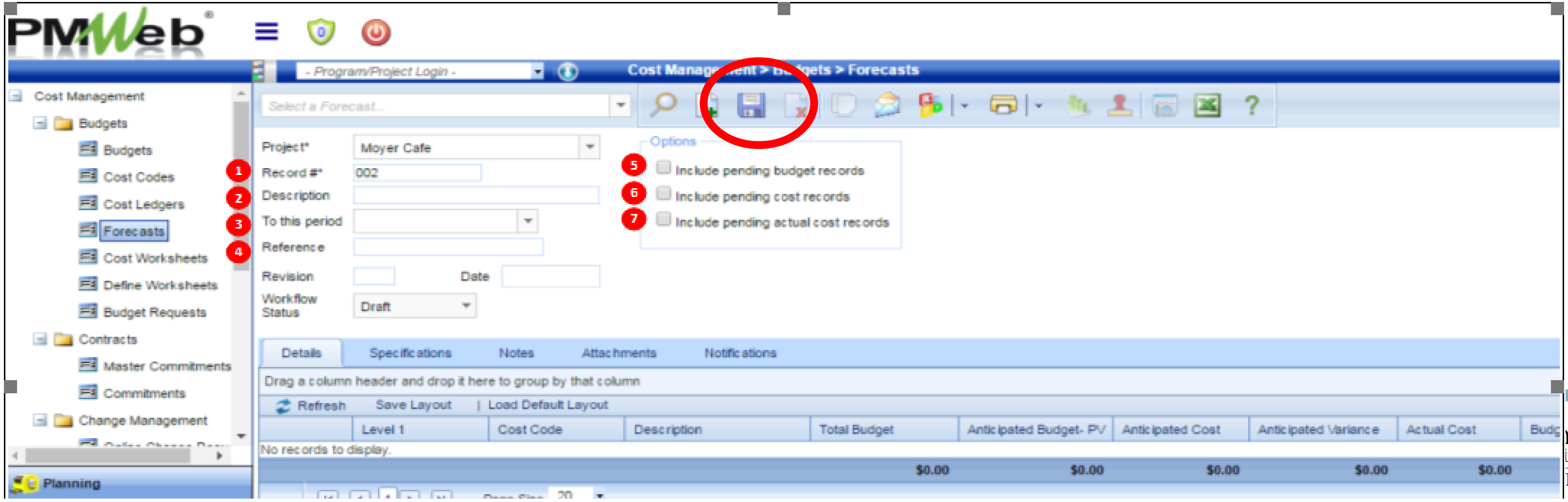
- Enter header details
  1. **Record #** = Field will auto populate with the next number in the sequence based upon the number of forecasts are associated to a project. EXAMPLE: If it's the first forecast being generated, the number will be 1, the second will be 2.
  2. **Description** =Enter the date of the period of the forecast. EXAMPLE: May 2016
  3. **To this period** = DO NOT make a selection here



Add Forecasts

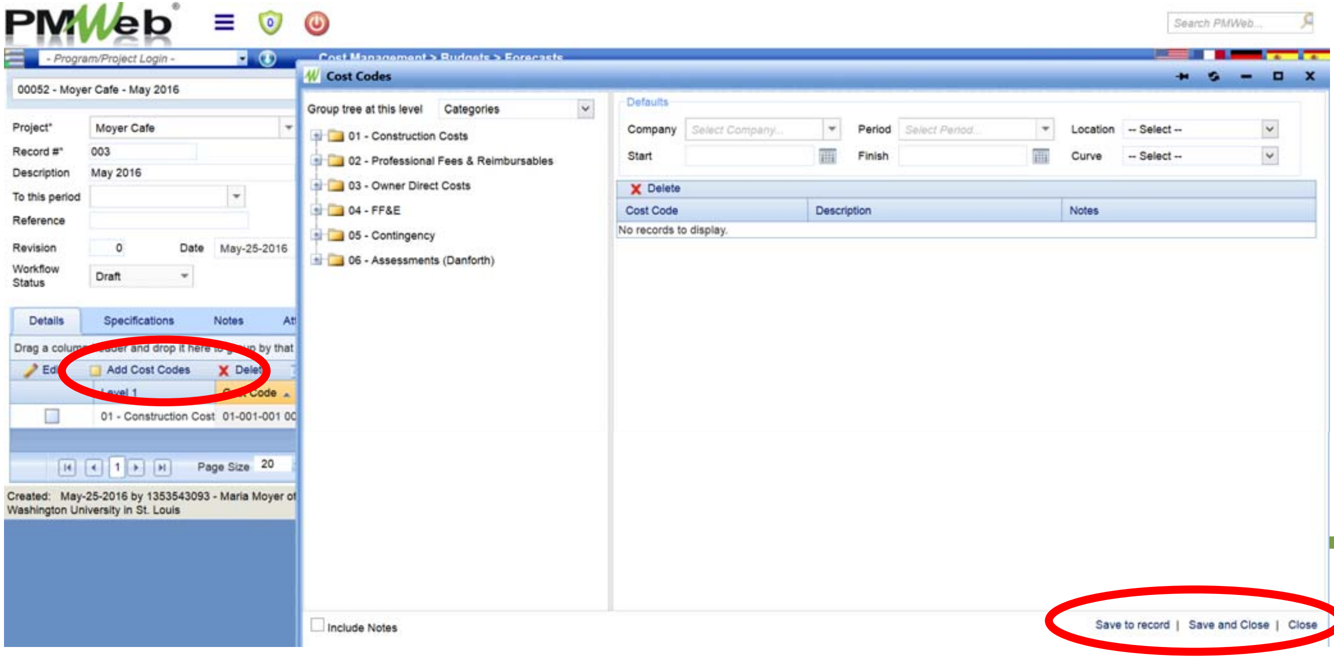
- Enter header details
    4. **Reference** = Leave NULL
    5. **Include pending budget records** = Leave UN-checked
    6. **Include pending cost records** = CHECK the box
    7. **Include pending actual cost records** = CHECK the box

- Save



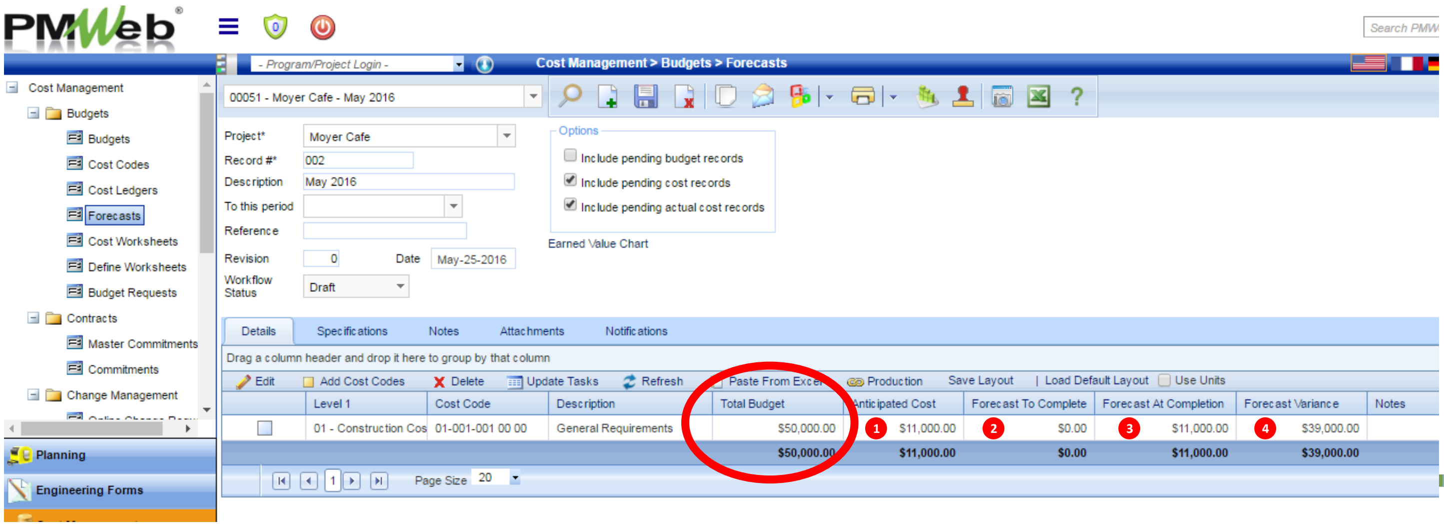
Build Forecasts

- Select “add cost codes” and drag in cost codes
  - Note cost codes are structured differently than estimate
  - Save



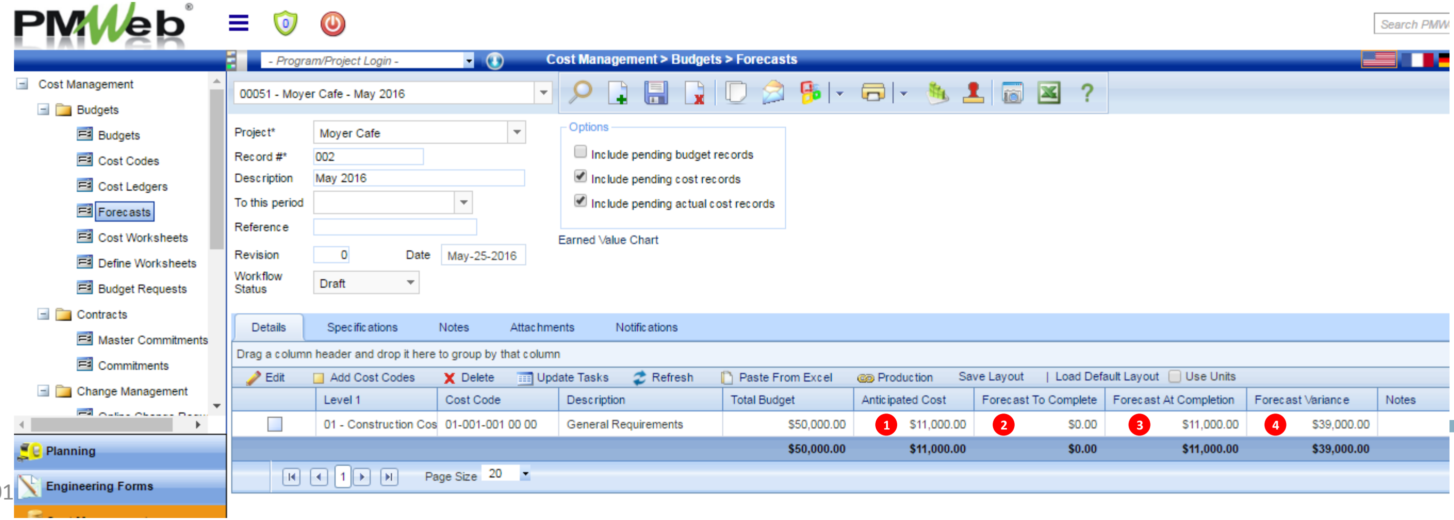
Build Forecasts

- The budget that you built will be pulled into the forecast
- Other calculations have also been added to line items



Forecast Definitions

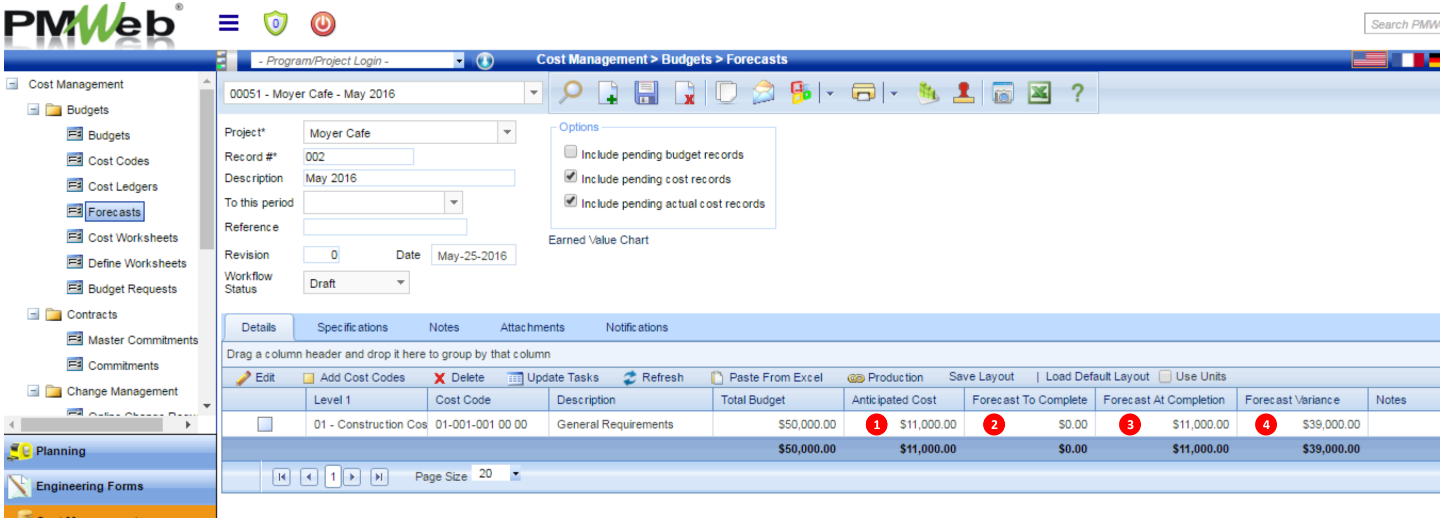
1. **Anticipated Costs** = Includes all approved Commitments, approved Change Orders and approved non-commitment costs (Misc Invoices).
   - If in the forecast header, "Include Pending Cost Records" and "Include Pending Actual Cost" are selected, then Anticipated Cost will also include pending Commitments and pending Commitment Change Orders (does not include Online Change Requests (PCO’s))
   - 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



Forecast Definitions

3. **<u>Forecast at Completion = Anticipated Costs + Set Asides</u>**

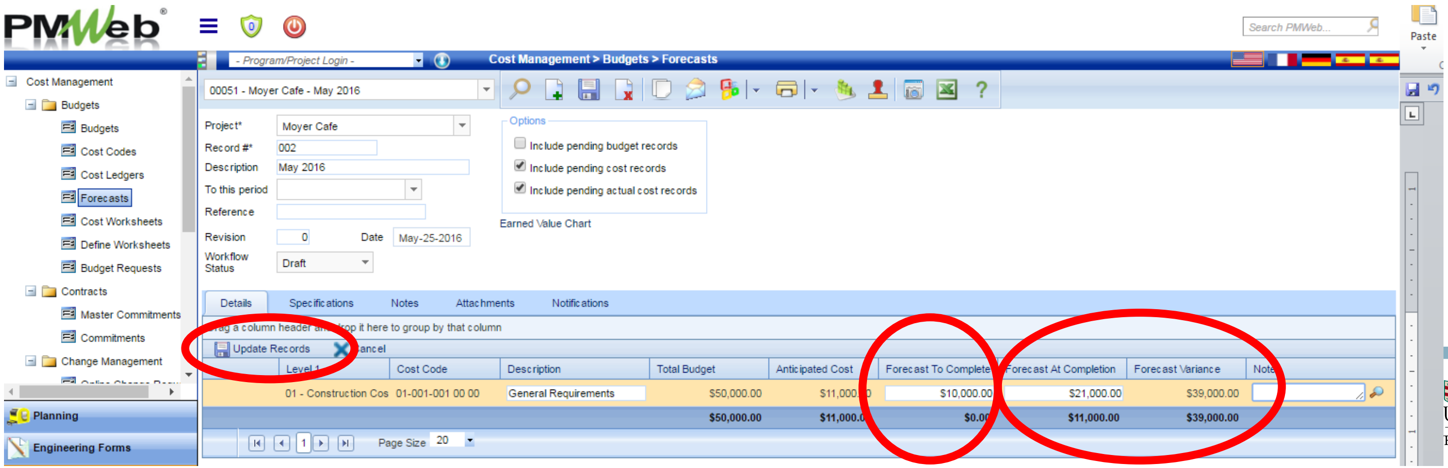
4. **<u>Forecast Variance</u> =** Total Budget – Anticipated Cost – Forecast To Complete/Set Asides



Washington University in St. Louis
Information Technology

Build Forecasts

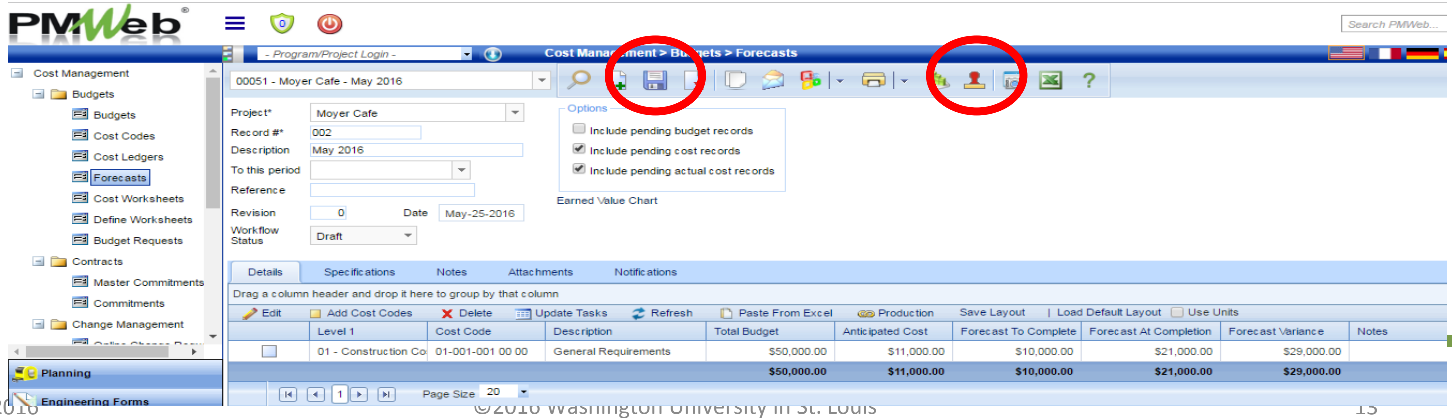
- Enter set-asides in “Forecast to Complete” column
    - Use shortcut: select top row; shift; bottom row; edit
- Update records
    - Forecast At Completion and Forecast Variance will auto-calculate



Washington University in St.Louis
FORMATION TECHNOLOGY

Complete Forecasts

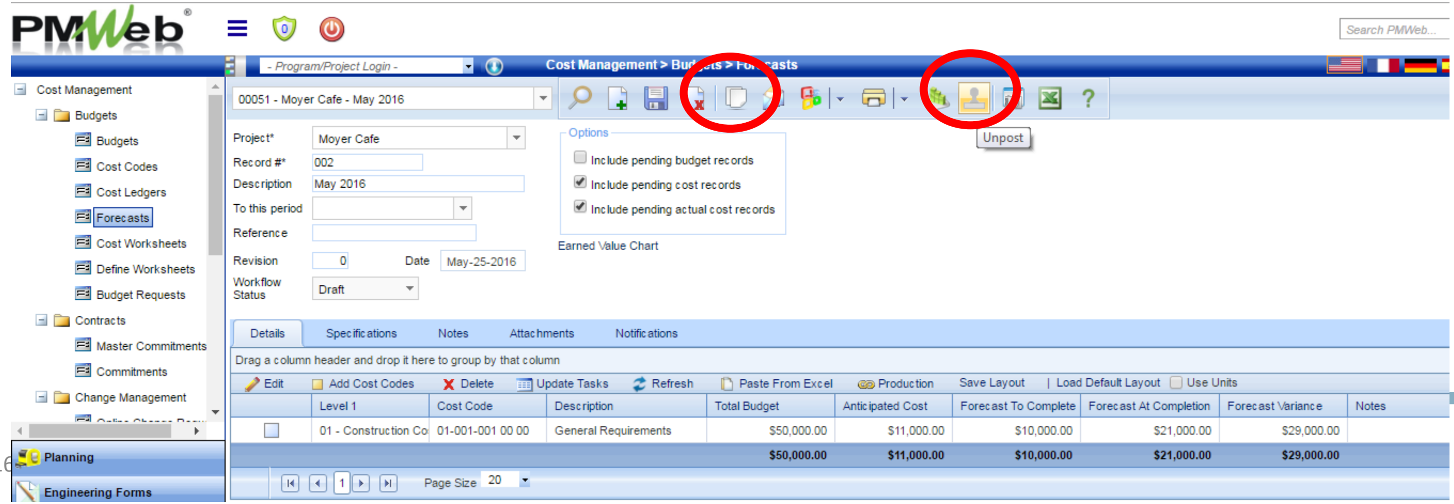
- Save the record
- Select “Post to Cost Ledger” icon, then save again
- The forecast is now complete



Washington University in St. Louis
Information Technology

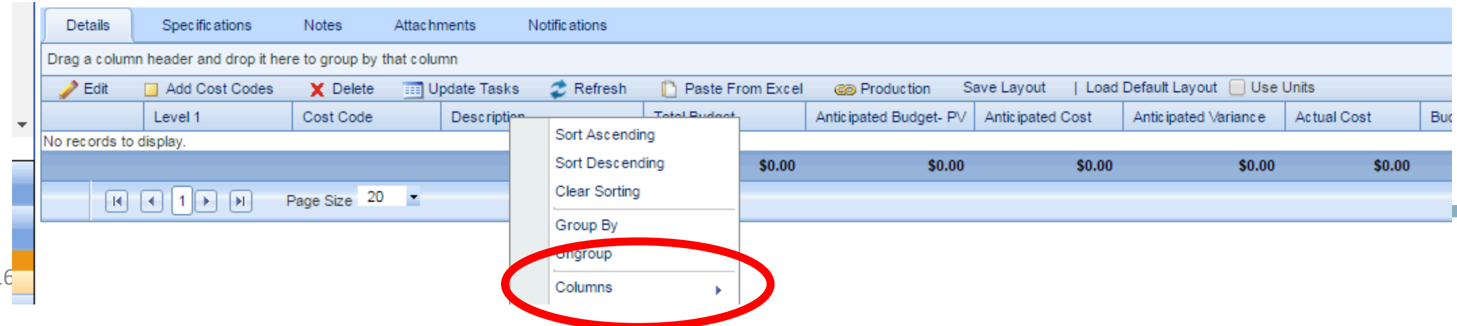
Subsequent Forecasts

- Open original forecast, select "Unpost" icon
- Select "Copy"
  - This will copy details from the previous month's forecast, add a new sequence number and all details



Column Cleanup for Forecasts

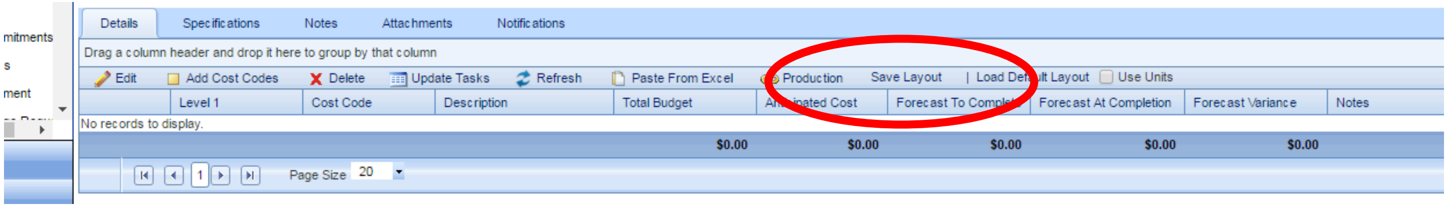
- It is helpful to hide some of the many columns for ease of use
  - To hide a column, hover over one of the column headers, right click and select the "columns" arrow; select/deselect column choices as needed
- Hide columns:
  - Anticipated Budget – PV, Anticipated Variance, Actual Cost, Budget Minus Actuals, UOM, Quantity to Complete, Unit Cost, Period, Task, Quantity Completed, % Complete, Start, Finish, Curve, EV, CV, CPI, SV, SPI, Line Item Contingency



Washington University in St. Louis
Information Technology

Column Cleanup for Forecasts

- Once columns have been hidden, select “Save Layout”
- The details tab is now customized and will default to this view for any new forecast



Washington University in St. Louis
Information Technology

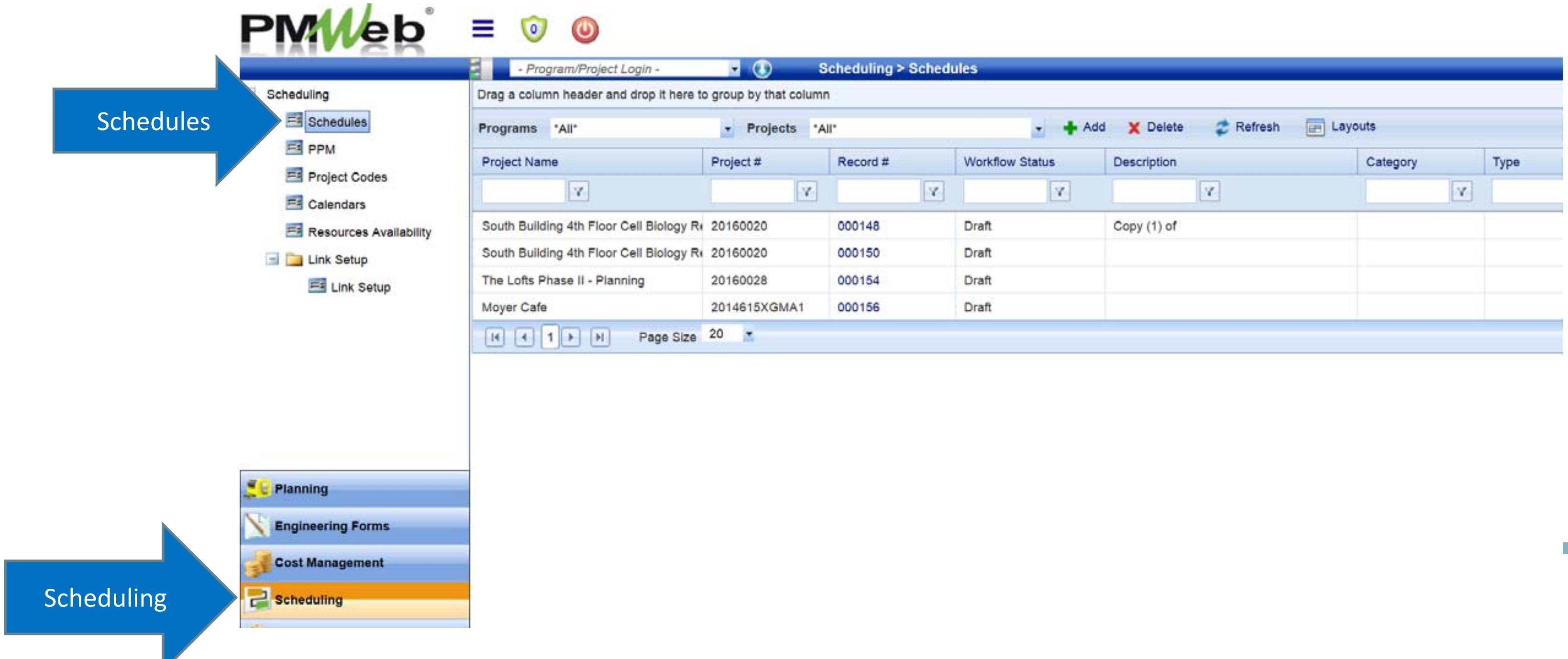
PMWeb® Training

Scheduling

Washington University in St. Louis
Information Technology

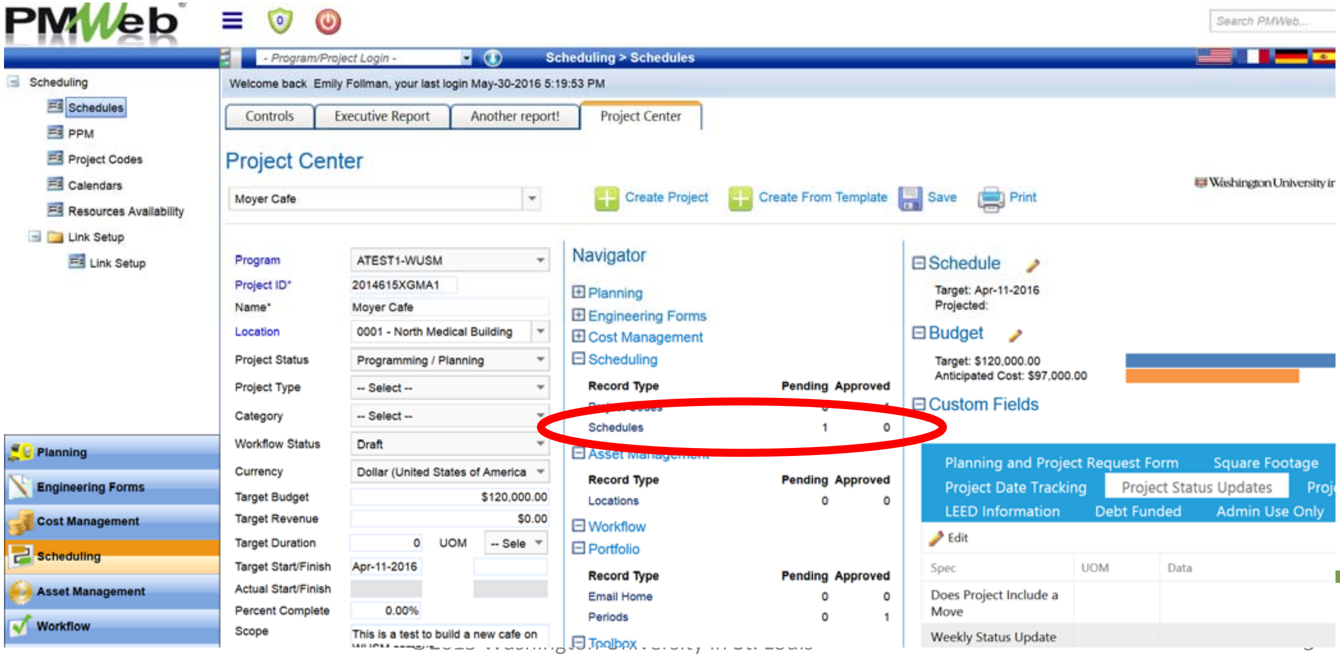
Scheduling

- Two ways to navigate to Scheduling module
  - Scheduling > Schedules sub-category



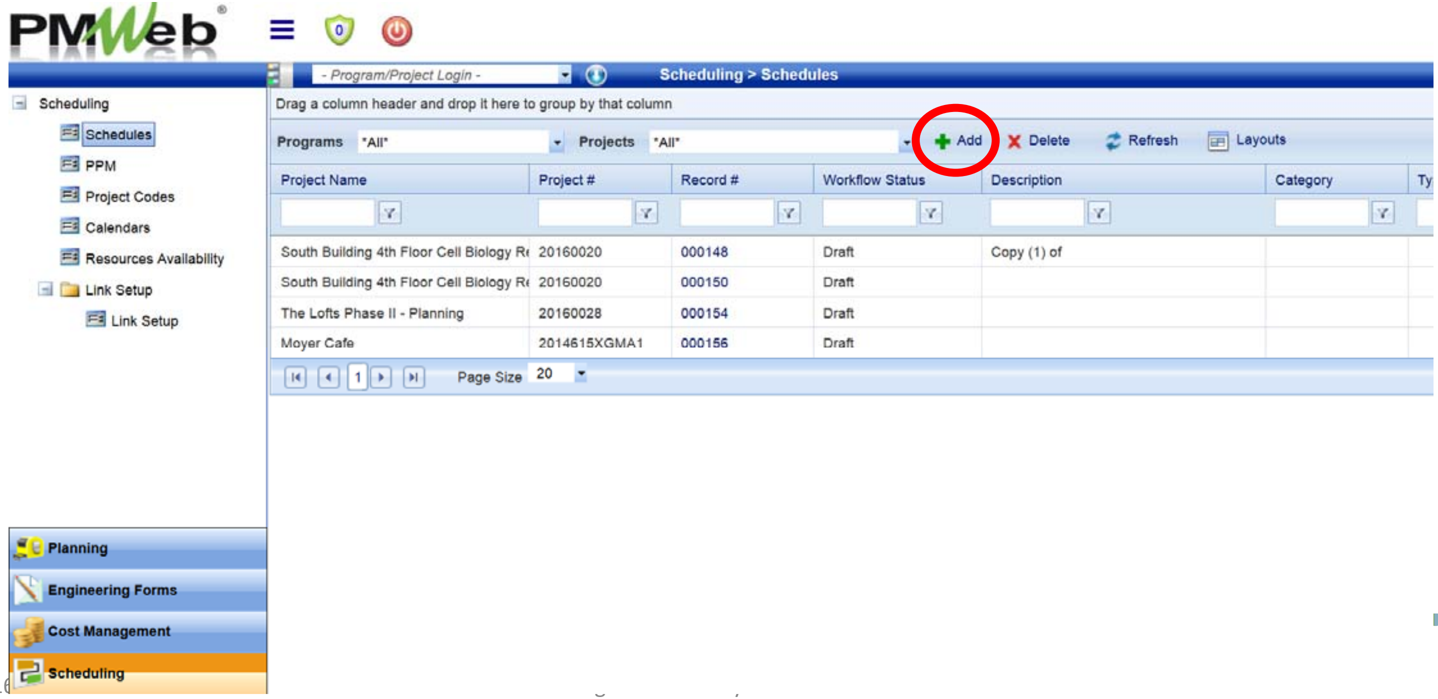
Scheduling

- Two ways to navigate to Scheduling module
  - Project Center > Select Schedules hyperlink



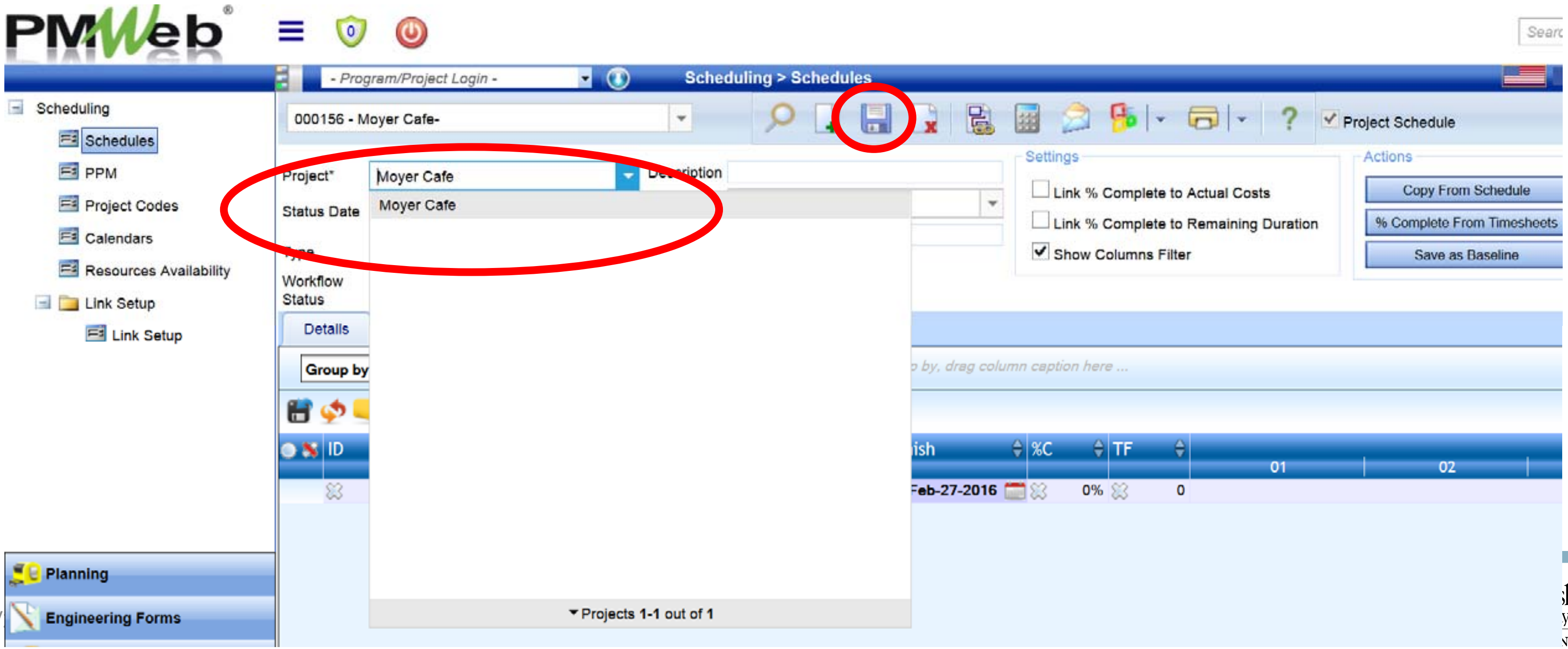
Scheduling

- Add a new schedule record or select your project from the board



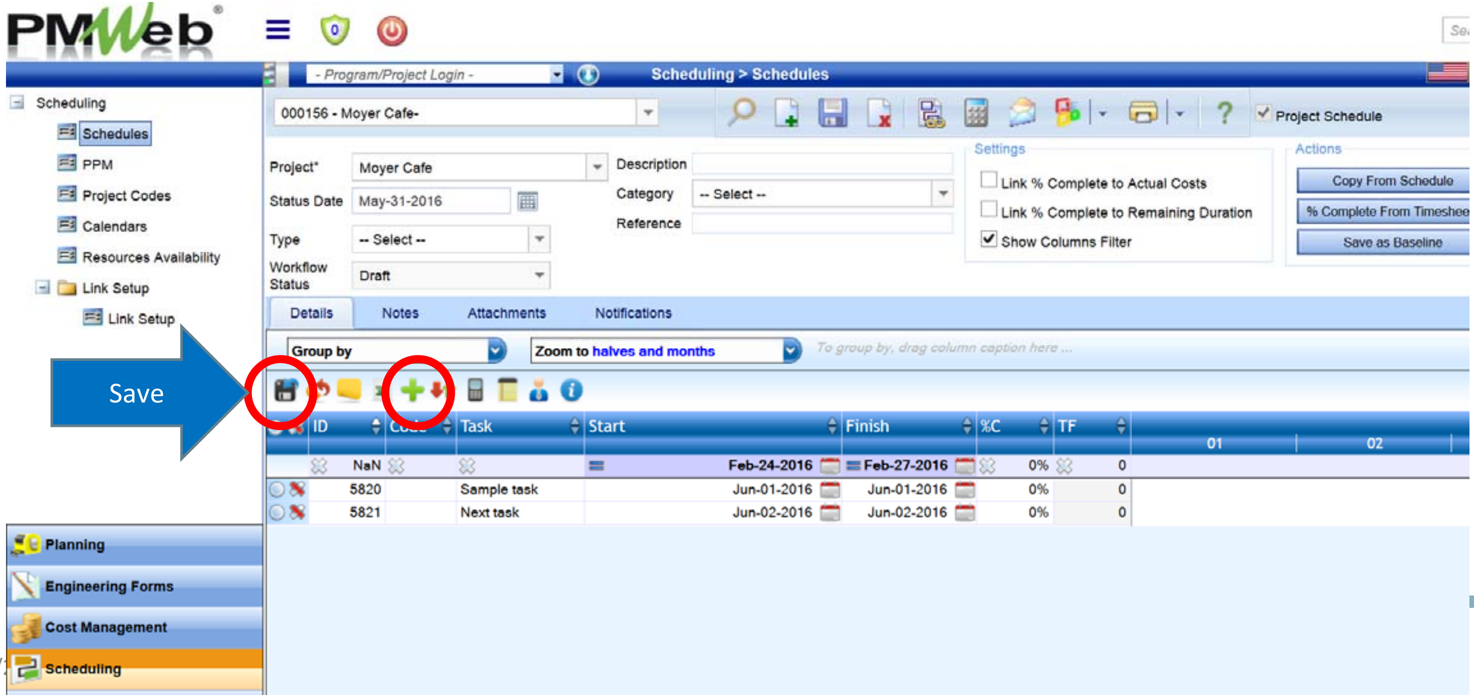
Scheduling

- Select the project name
- Save



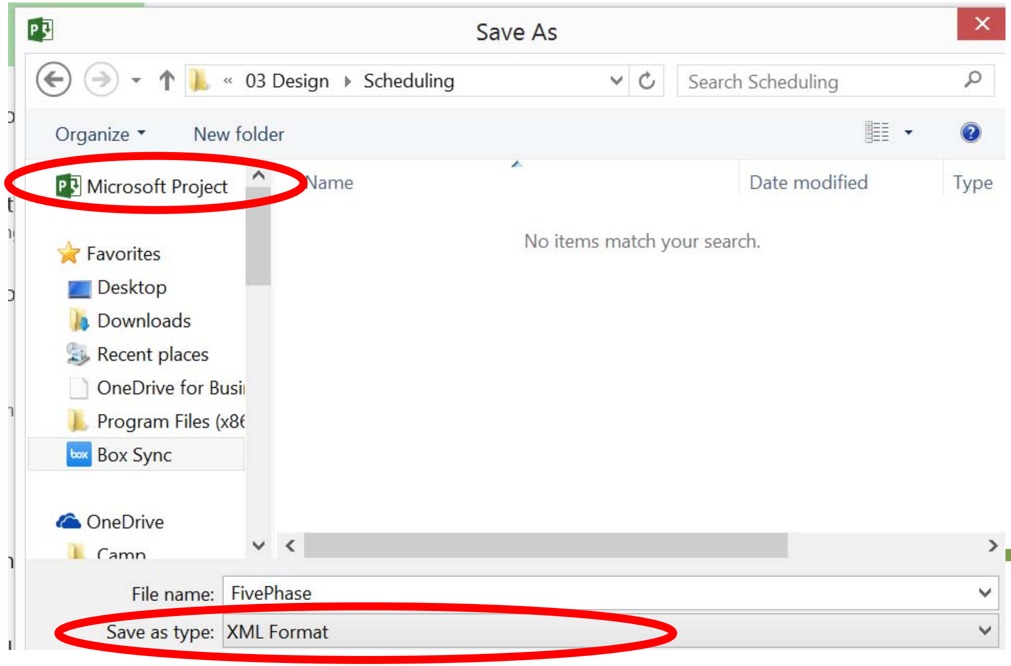
Scheduling

- Two ways to add tasks
  - Manually – select + to add, type detail, add date, save



Scheduling

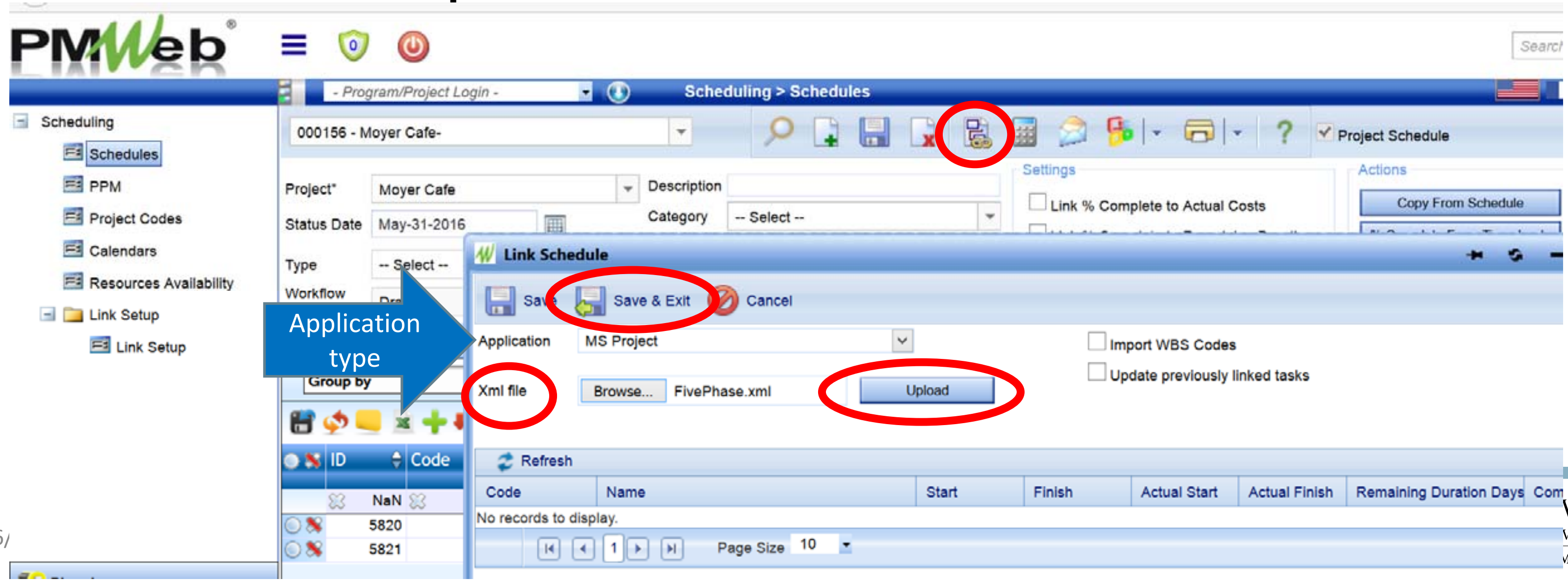
- Two ways to add tasks
  - Upload – save project plan as XML format file



Washington University in St. Louis
Information Technology

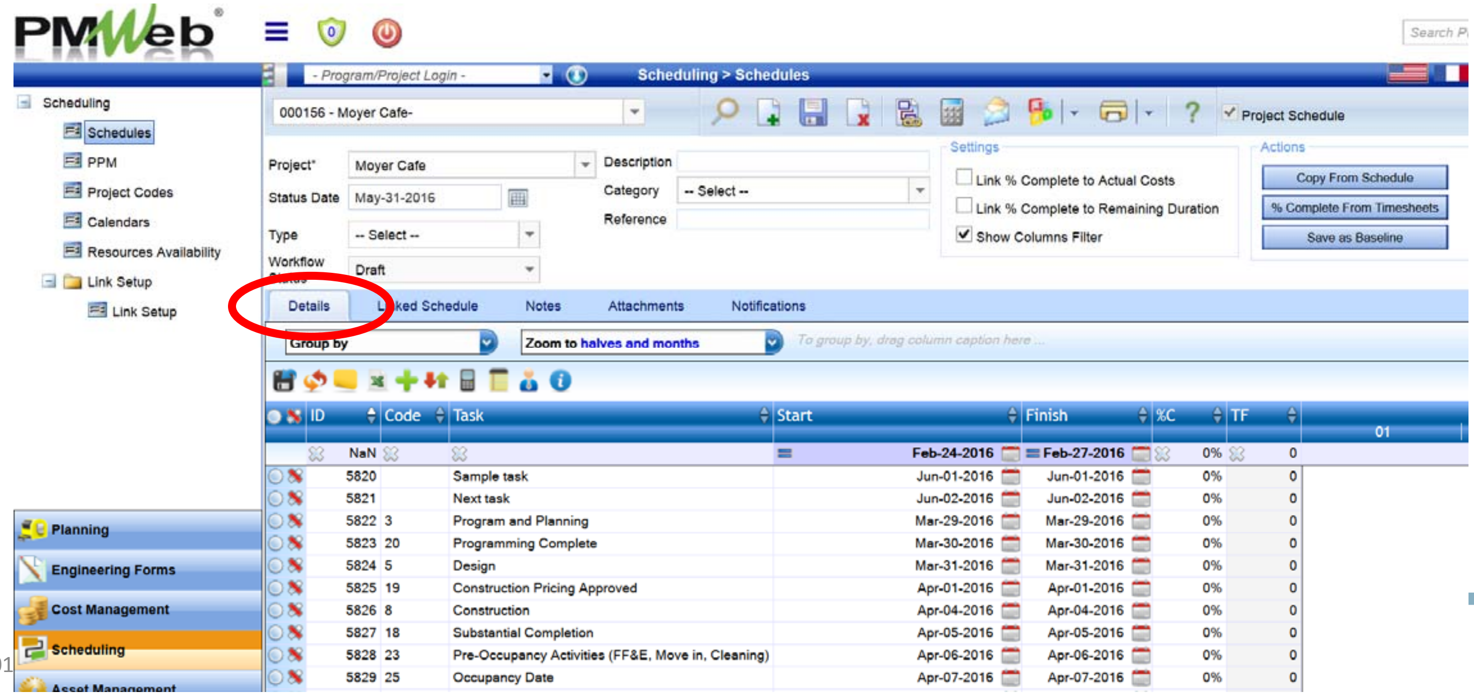
Scheduling

- Select “link schedule” icon to open dialog box
- Select application type
- Browse and upload file. Save and exit.



Scheduling

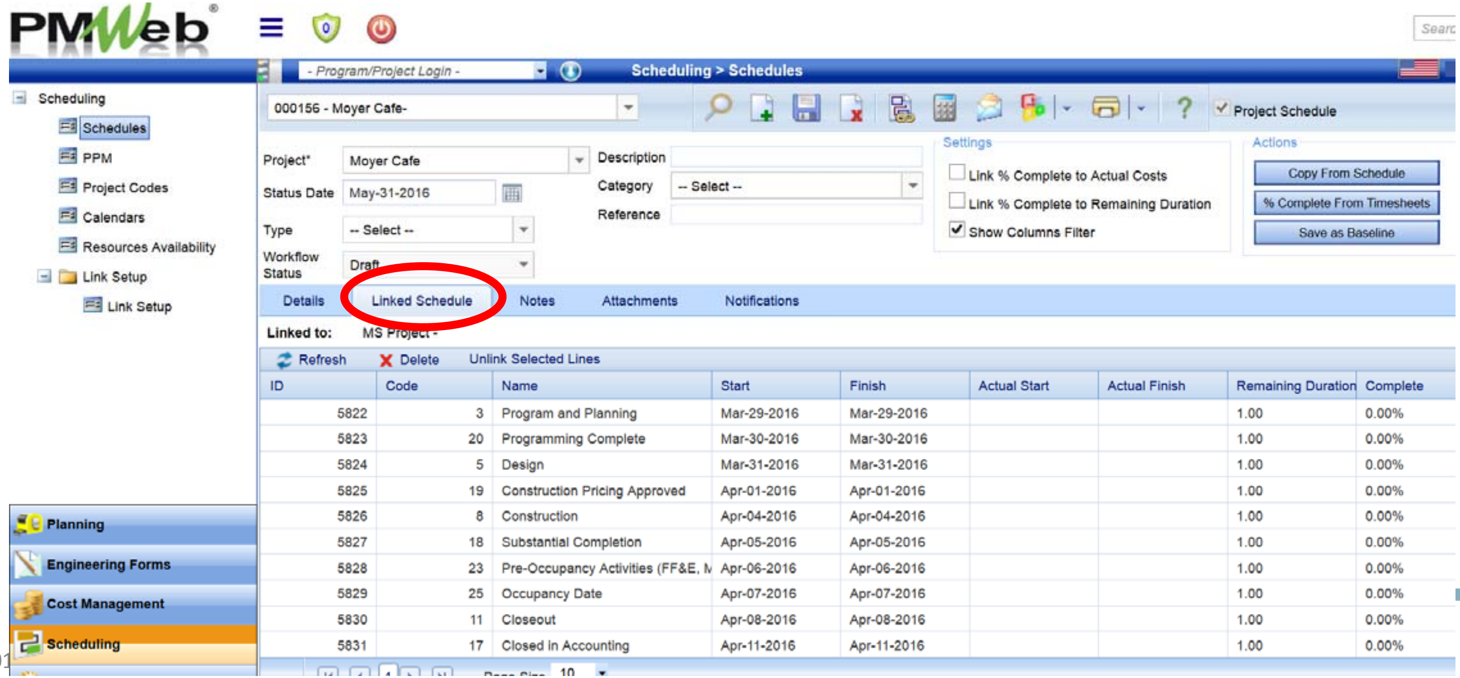
- All of the line items from your project plan will be added to the schedule



Washington University in St. Louis
Information Technology

Scheduling

- You can view in details tab (previous slide) or linked schedule tab

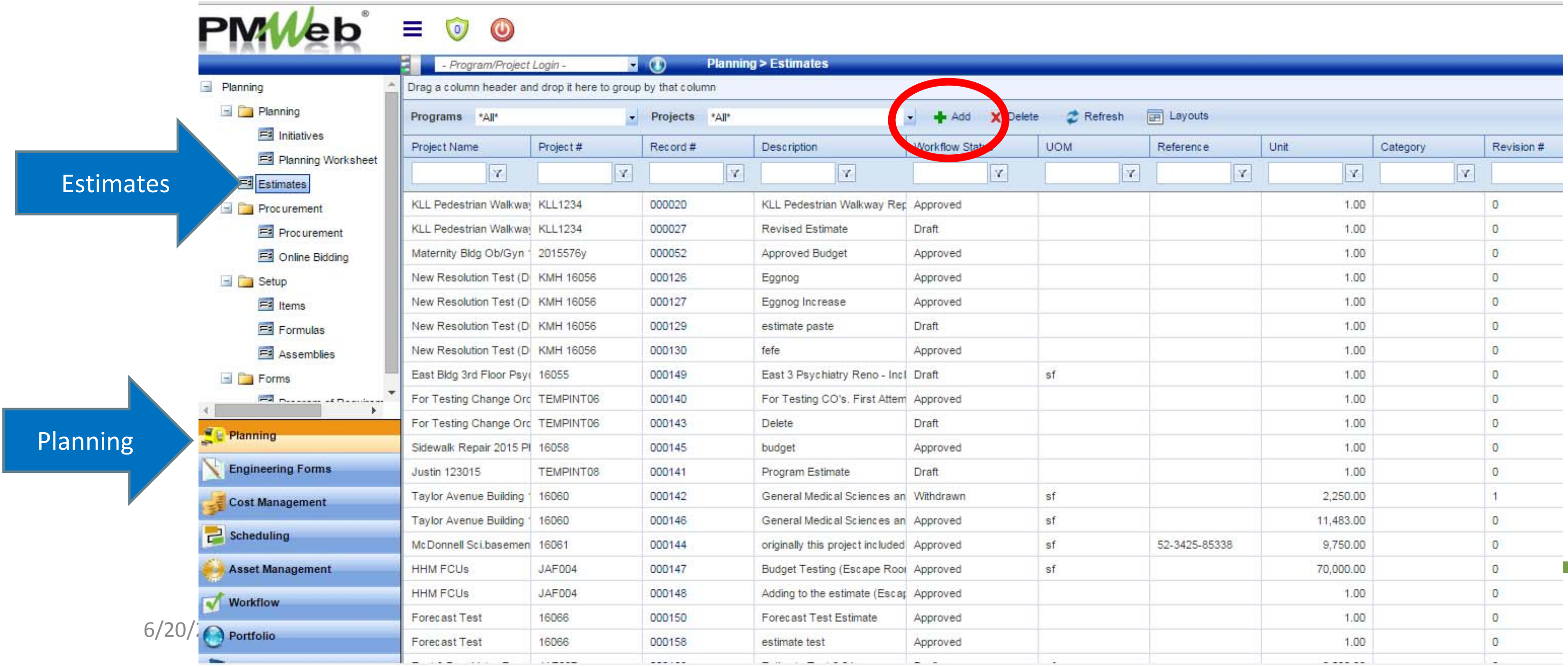


PMWeb® Training

Build Estimate

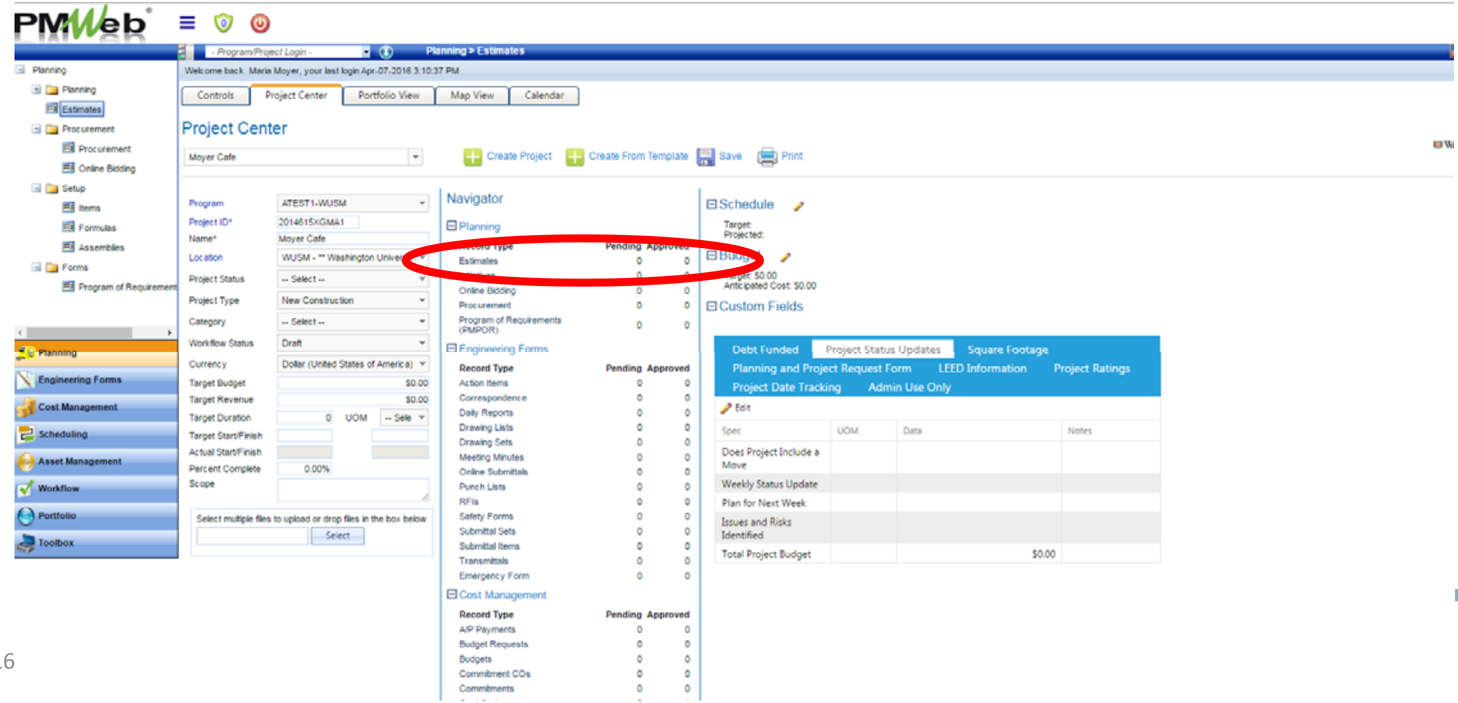
Build Estimate for a Project

- Two ways to navigate to Estimate module
  - Planning Module > Estimates sub-category



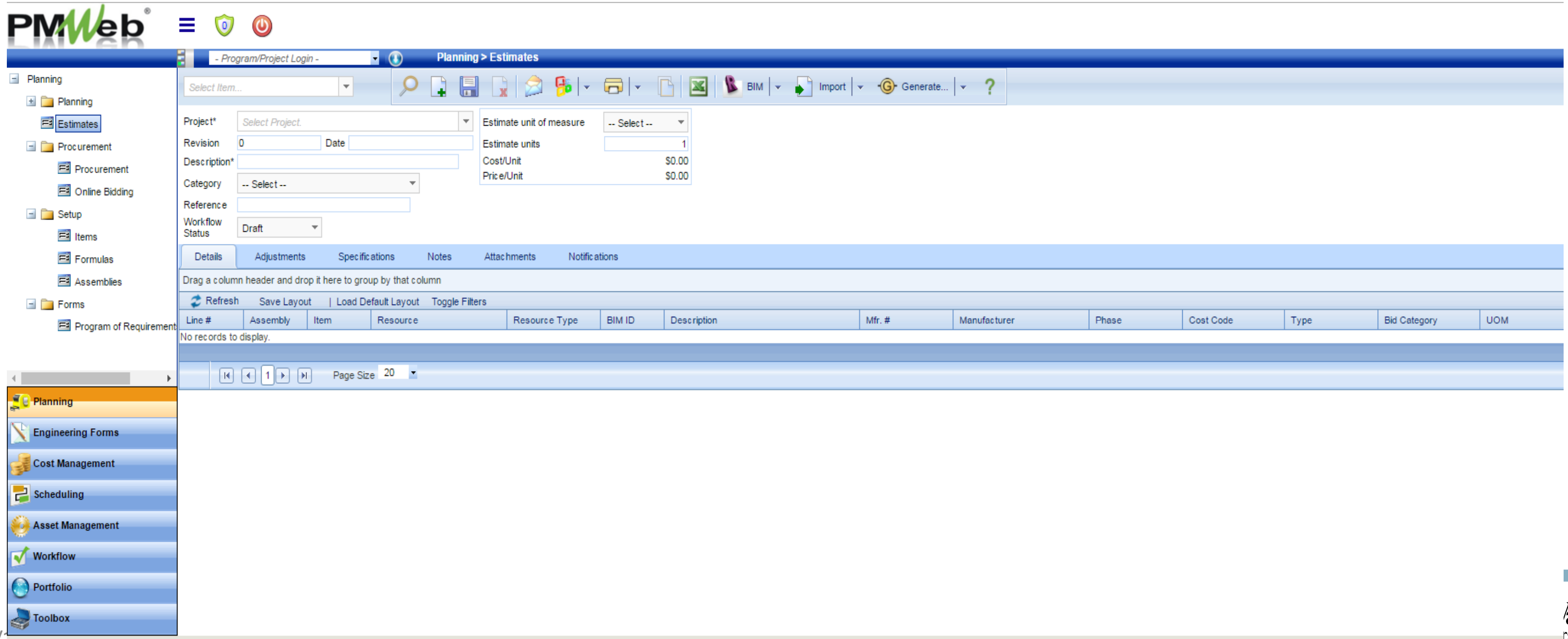
Build Estimate for a Project

- Two ways to navigate to Estimate module
  - Project Center > Select Estimates hyperlink



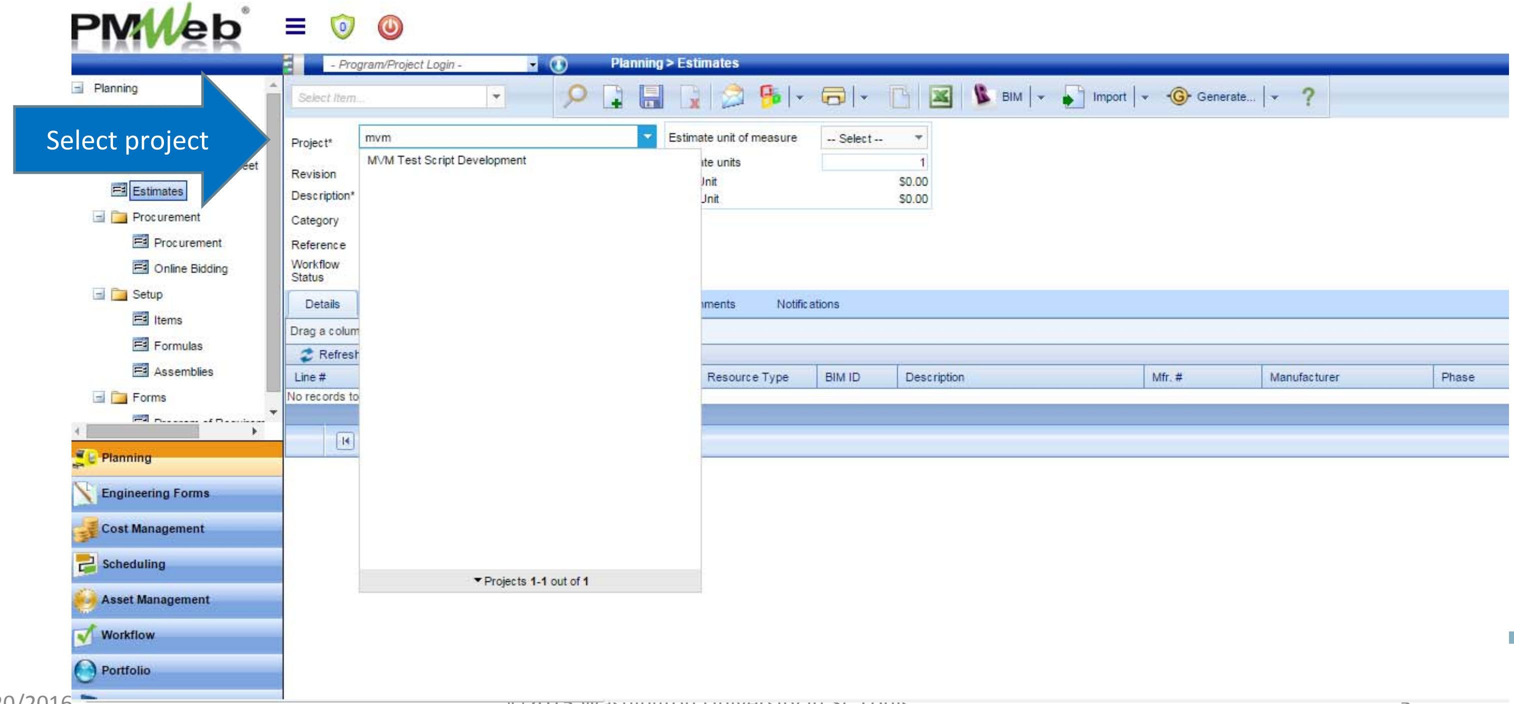
Create new estimate

- You will be brought to a new estimate record



Create new estimate

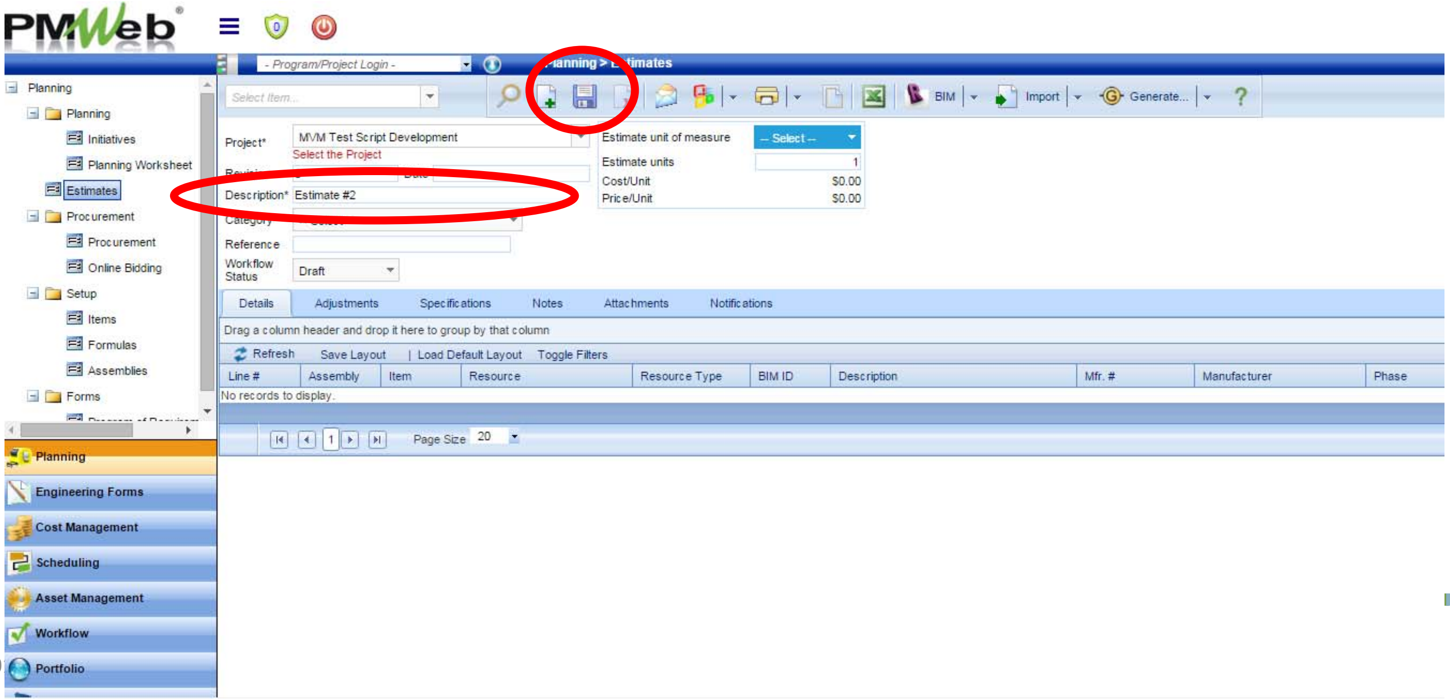
- Select your project from the list



Washington University in St. Louis
Information Technology

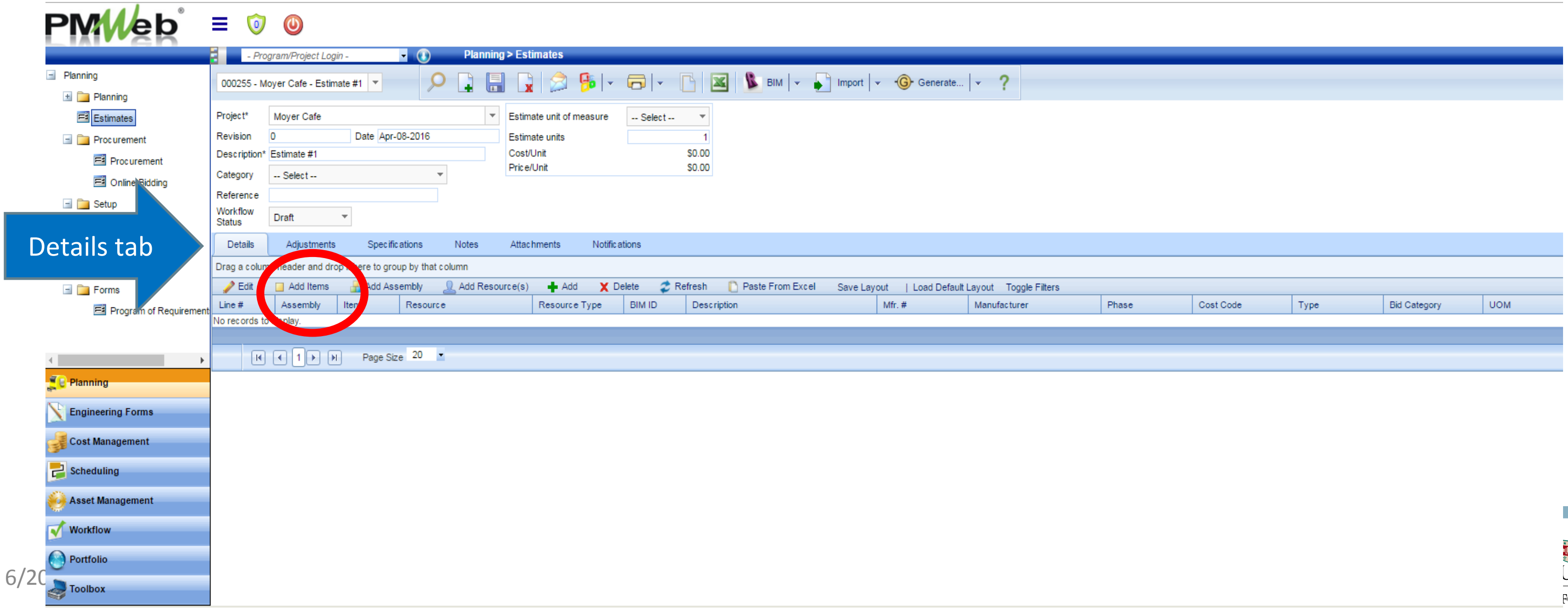
Create new estimate

- Enter Estimate Description (only required field) and save the record



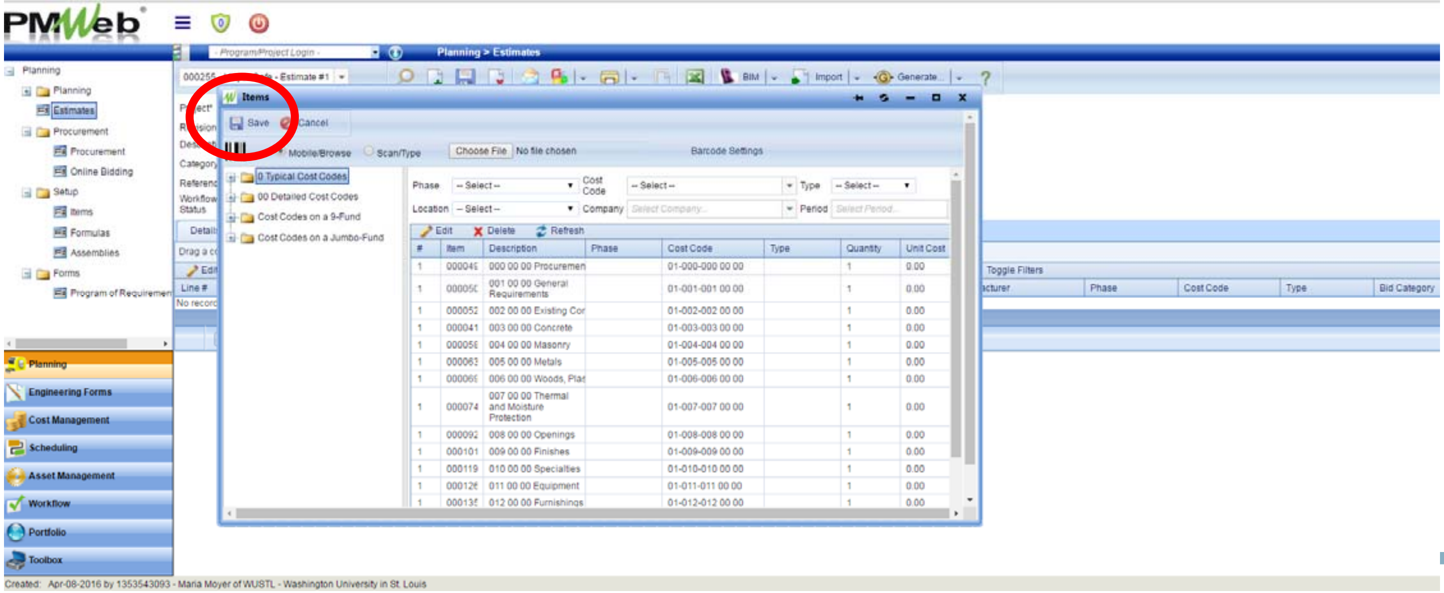
Create new estimate

- Two ways to add cost codes and unit prices to your estimate
  - Details tab > Add Items



Create new estimate

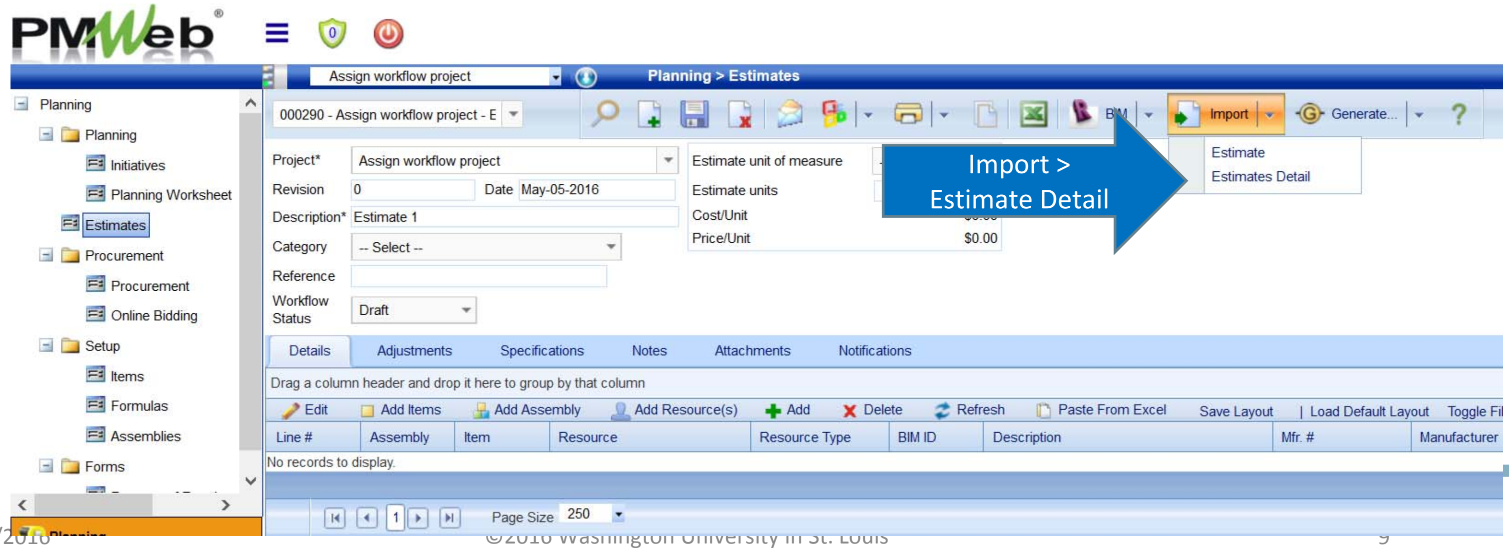
- From the “items” window, drag and drop the relevant cost codes into your estimate. Save.



Washington University in St. Louis
Information Technology

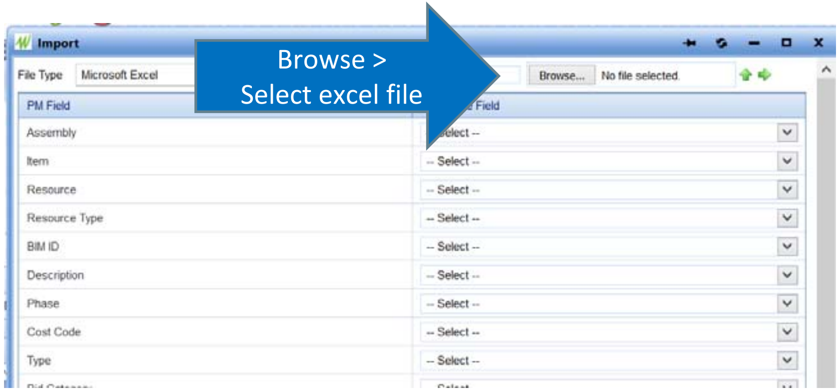
Create new estimate

- Two ways to add cost codes and unit prices to your estimate
  - Complete the estimate in an Excel template and upload

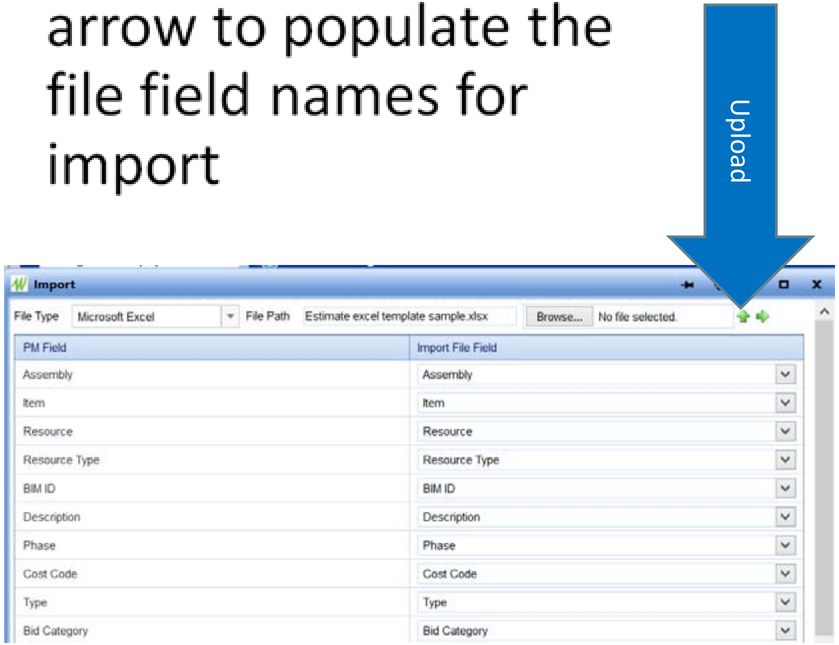


Create new estimate

- Browse to select the Excel file



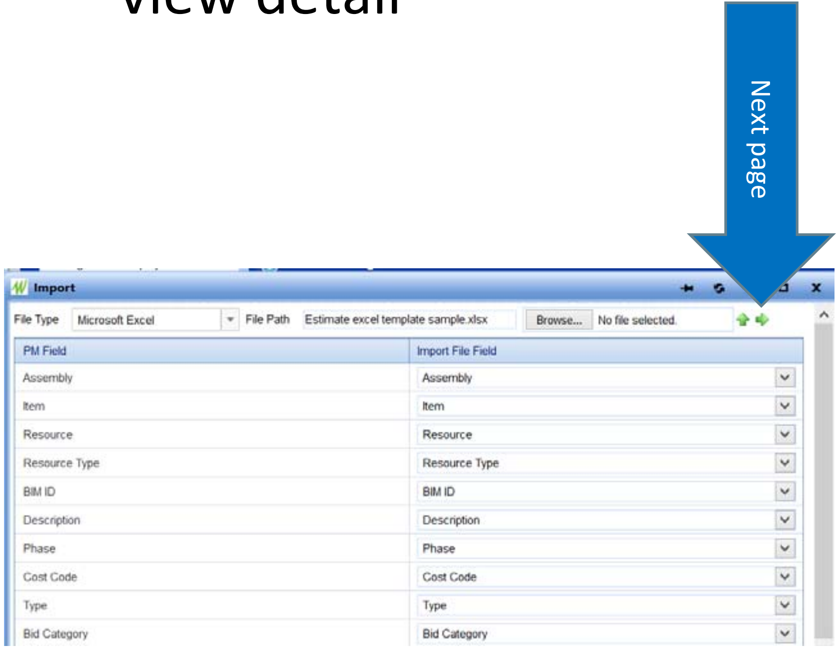
- Select the green upload arrow to populate the file field names for import



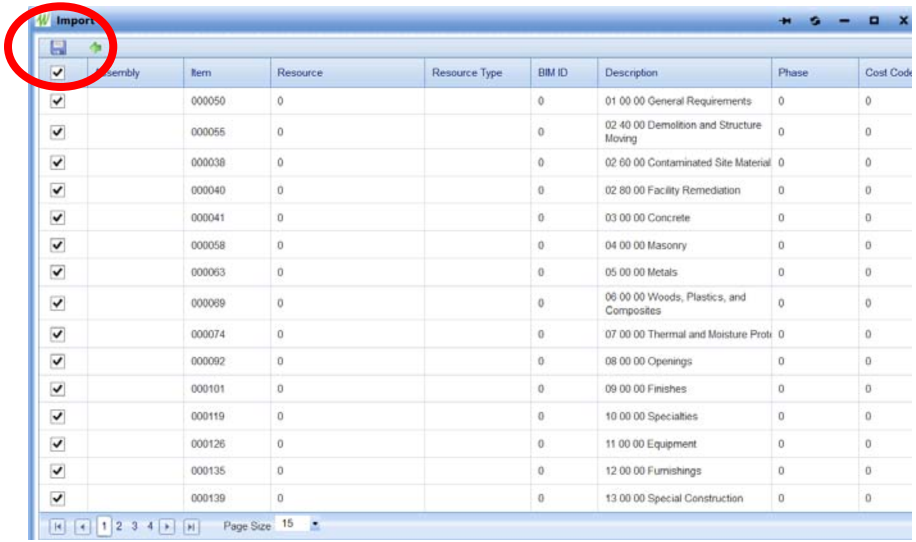
Washington University in St. Louis
INFORMATION TECHNOLOGY

Create new estimate

- Arrow to the next page to view detail



- Save the uploaded items

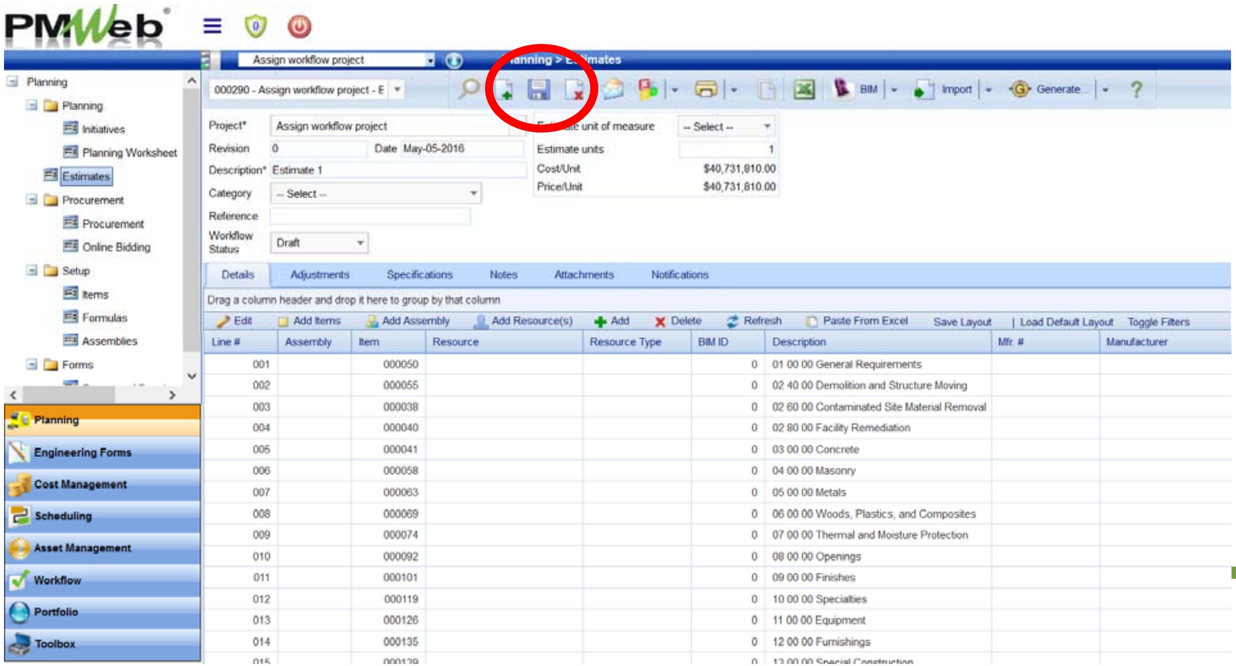

Import

Assembly	Item	Resource	Resource Type	BIM ID	Description	Phase	Cost Code
	000050	0		0	01 00 00 General Requirements	0	0
	000055	0		0	02 40 00 Demolition and Structure Moving	0	0
	000038	0		0	02 60 00 Contaminated Site Material	0	0
	000040	0		0	02 80 00 Facility Remediation	0	0
	000041	0		0	03 00 00 Concrete	0	0
	000058	0		0	04 00 00 Masonry	0	0
	000063	0		0	05 00 00 Metals	0	0
	000069	0		0	06 00 00 Woods, Plastics, and Composites	0	0
	000074	0		0	07 00 00 Thermal and Moisture Prote	0	0
	000092	0		0	08 00 00 Openings	0	0
	000101	0		0	09 00 00 Finishes	0	0
	000119	0		0	10 00 00 Specialties	0	0
	000126	0		0	11 00 00 Equipment	0	0
	000135	0		0	12 00 00 Furnishings	0	0
	000139	0		0	13 00 00 Special Construction	0	0

1 2 3 4 Page Size 15

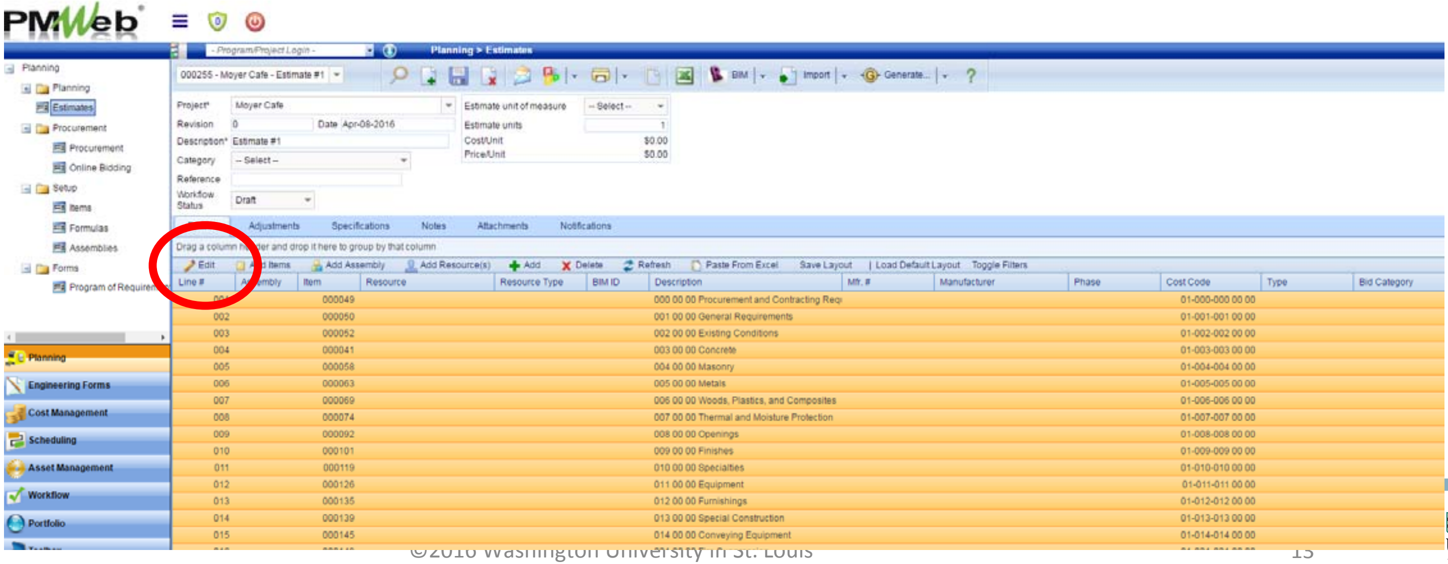
Create new estimate

- Saving the import will populate your items into the estimate. Save the record.



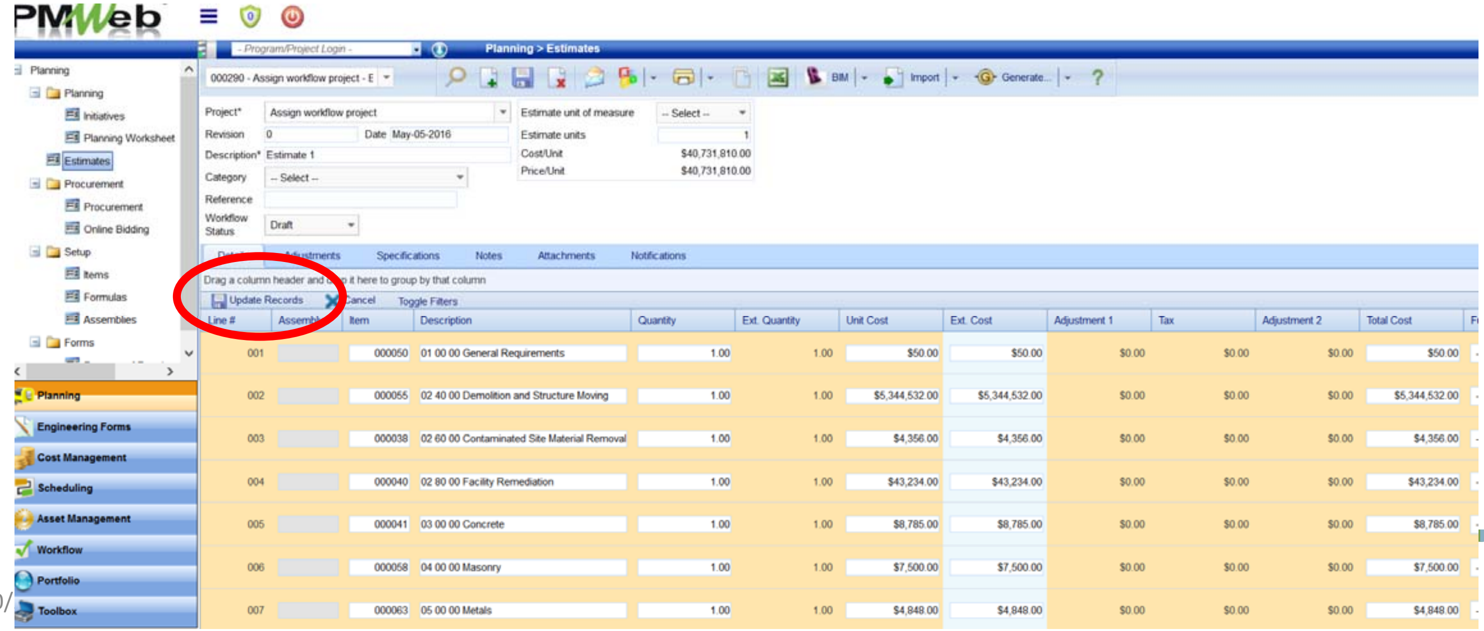
Add line item detail (if necessary)

- Edit line items: Highlight the first row, press the Shift key, and select the bottom row to highlight all line items. Select edit. All items available to edit.



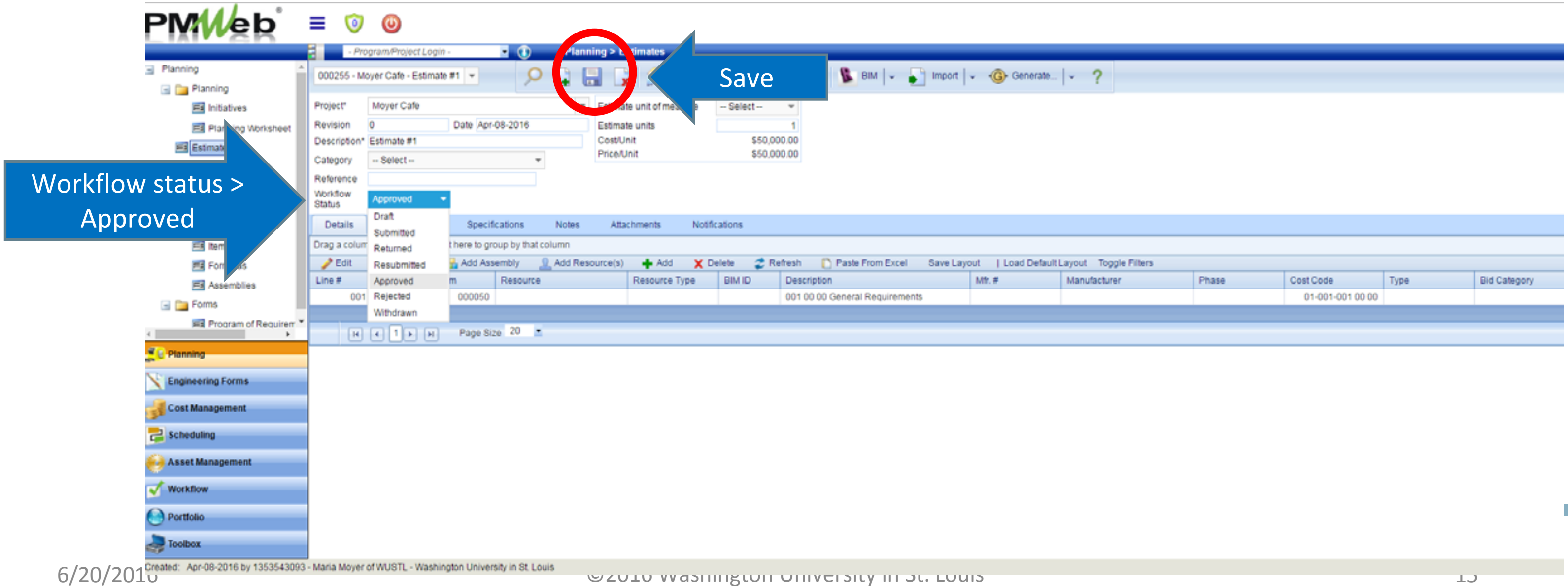
Add line item detail (if necessary)

- Add unit costs
- Save by selecting “Update Records”



Approve and save Estimate

- Once Estimate is complete, change workflow status to "Approved" and save the record



Washington University in St. Louis
Information Technology

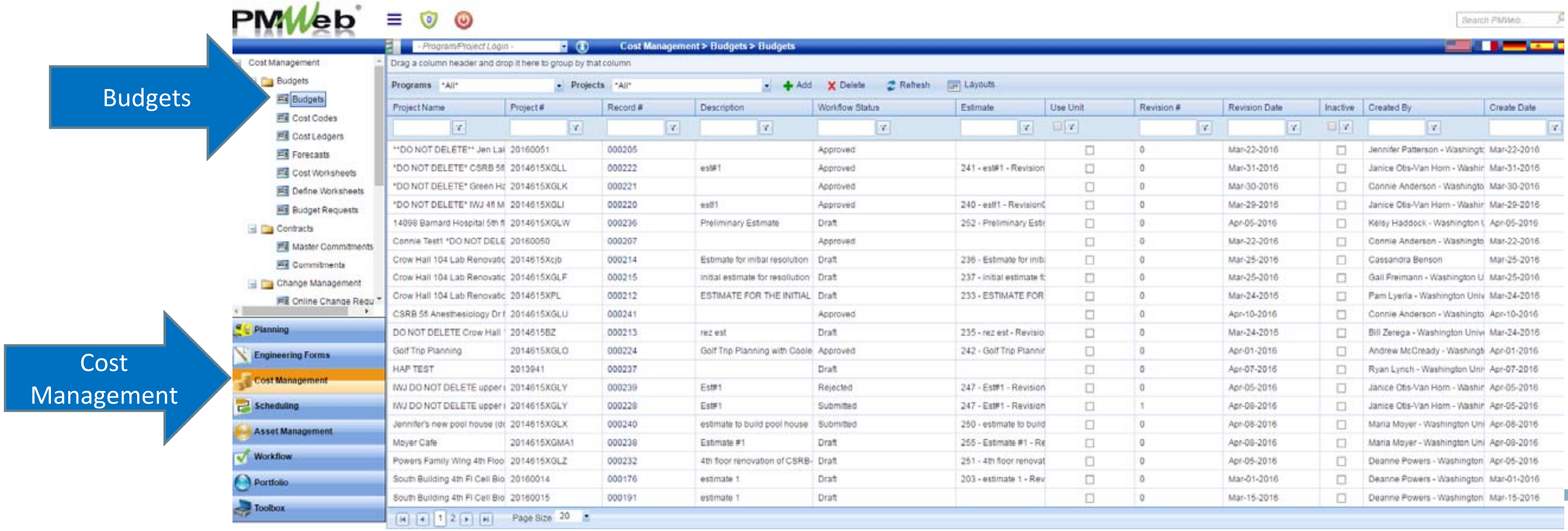
PMWeb® Training

Budget Resolution

Washington University in St. Louis
Information Technology

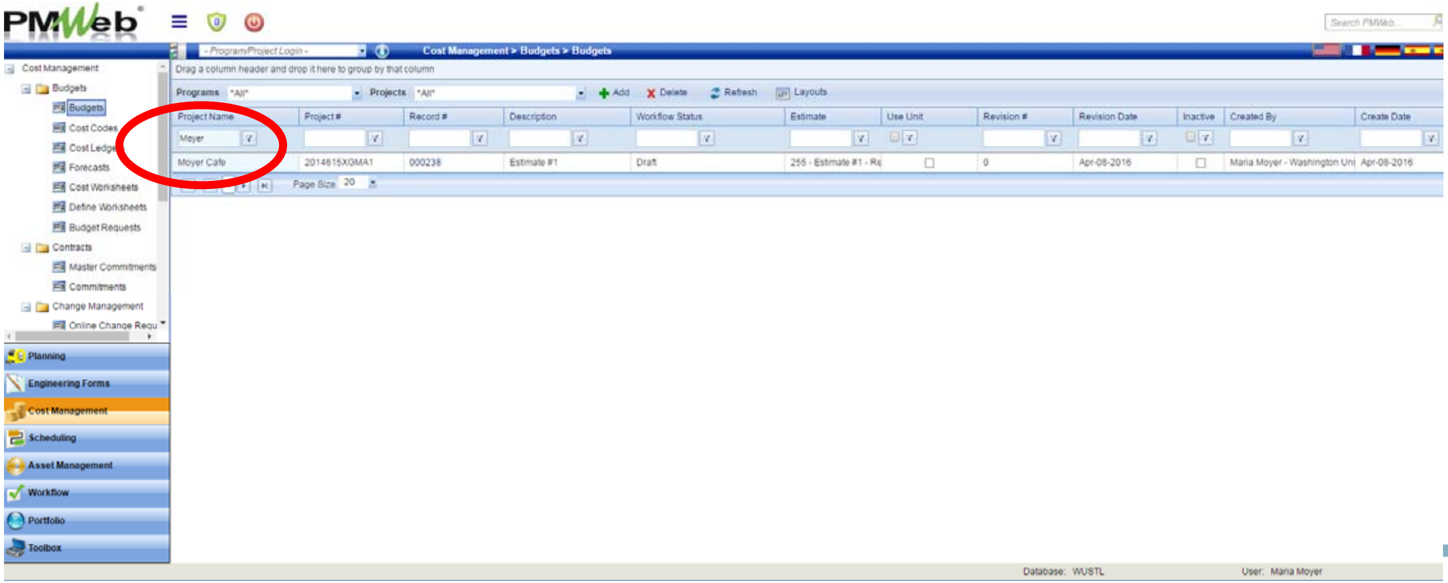
Build Budget for a Project

- Two ways to add navigate to Budget module
  - Cost Management Module > Budgets sub-category
    - Enter project name and click “Enter”



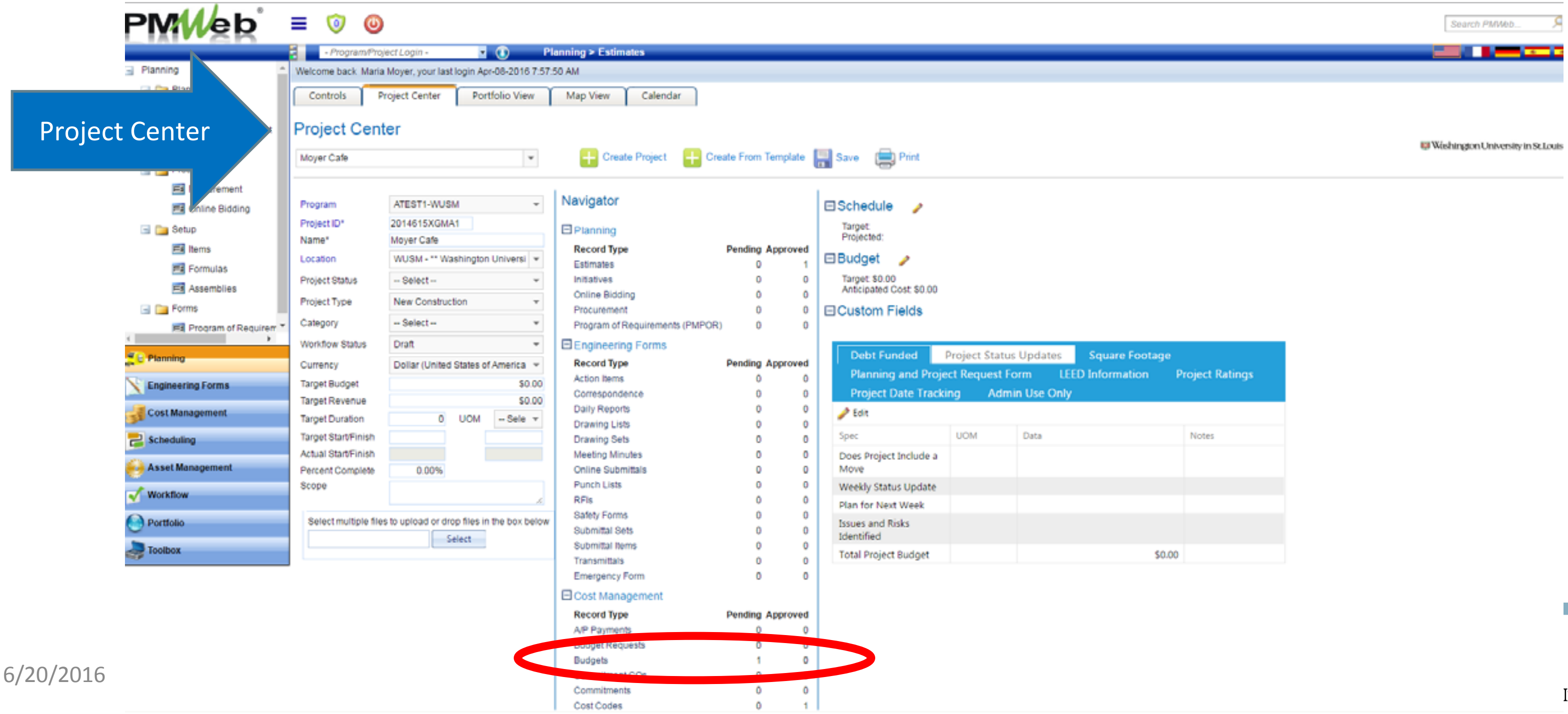
Build Budget for a Project

- Double click the record to pull up the budget



Build Budget for a Project

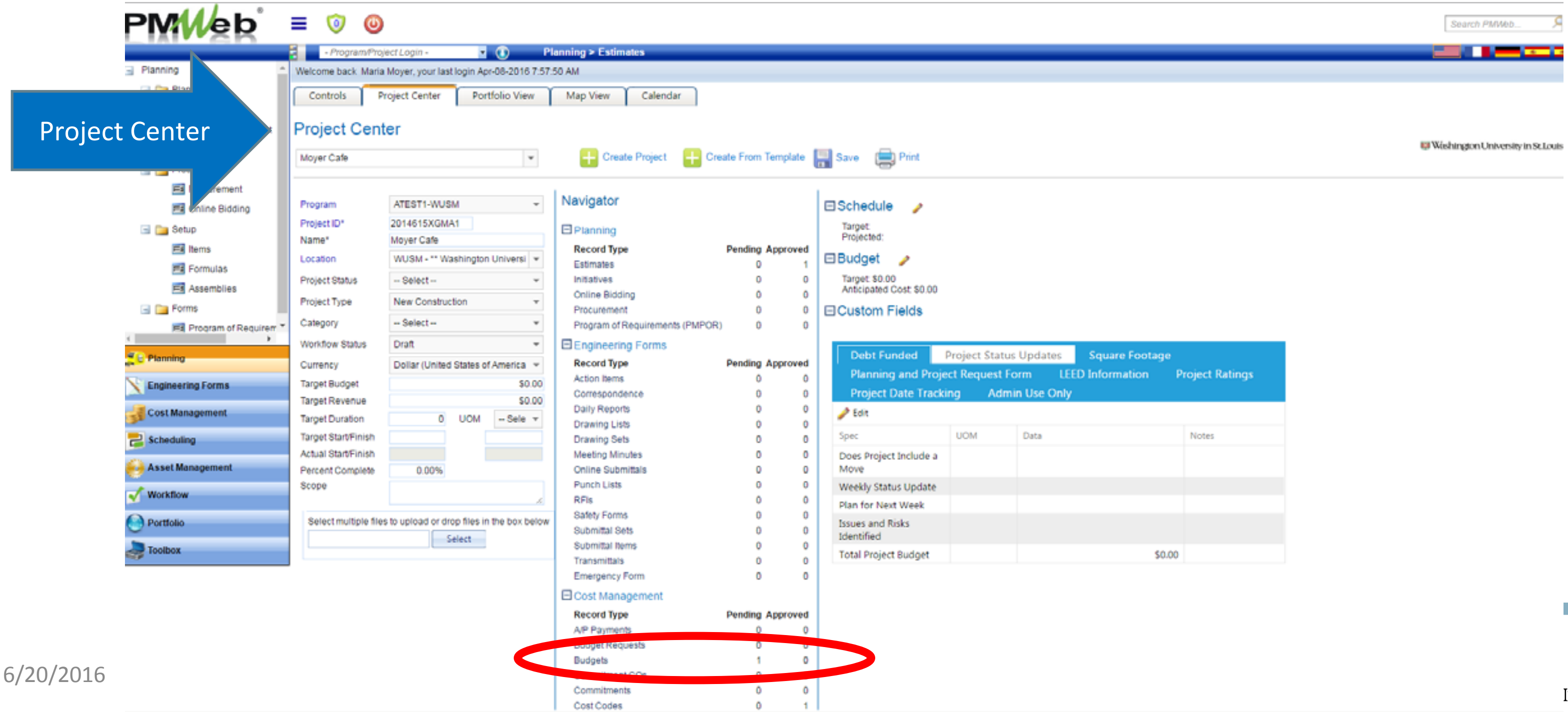
- Two ways to navigate to Budget module
  - Project Center > Select Budgets hyperlink



Washington University in St.Louis
INFORMATION TECHNOLOGY

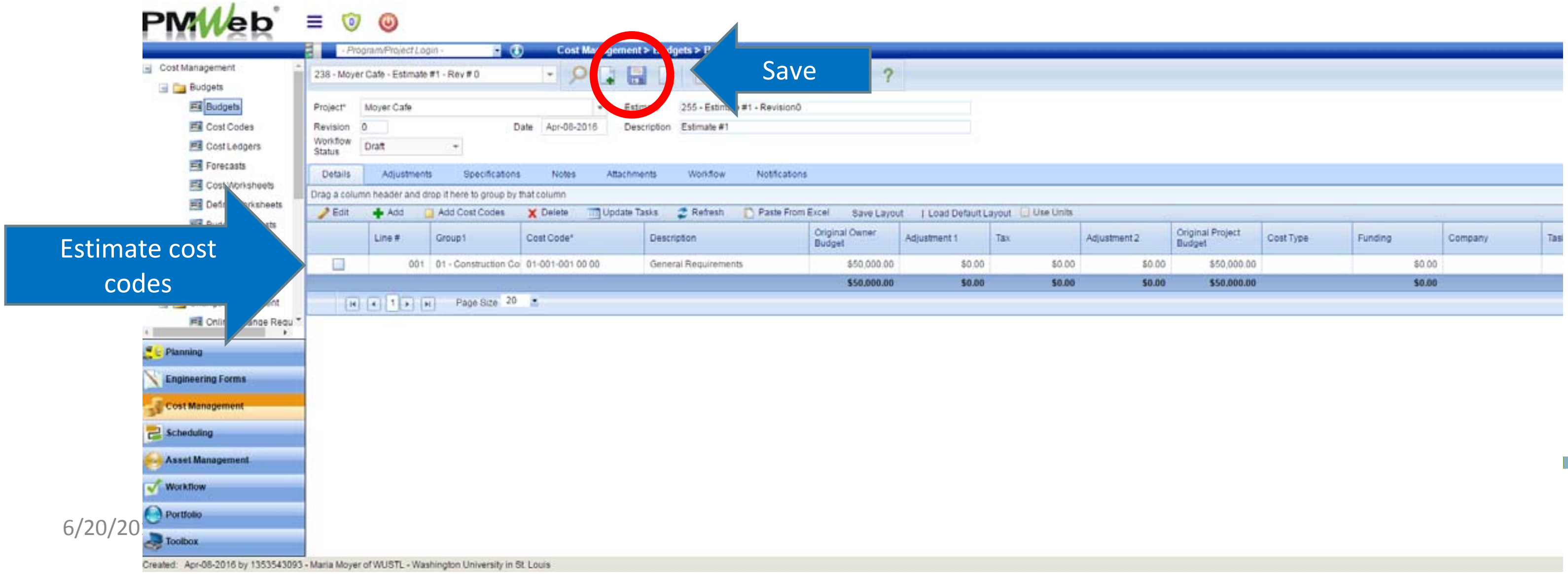
Build Budget for a Project

- Note that records show one approved "Estimate" and one pending "Budget."



Save Your Budget Record

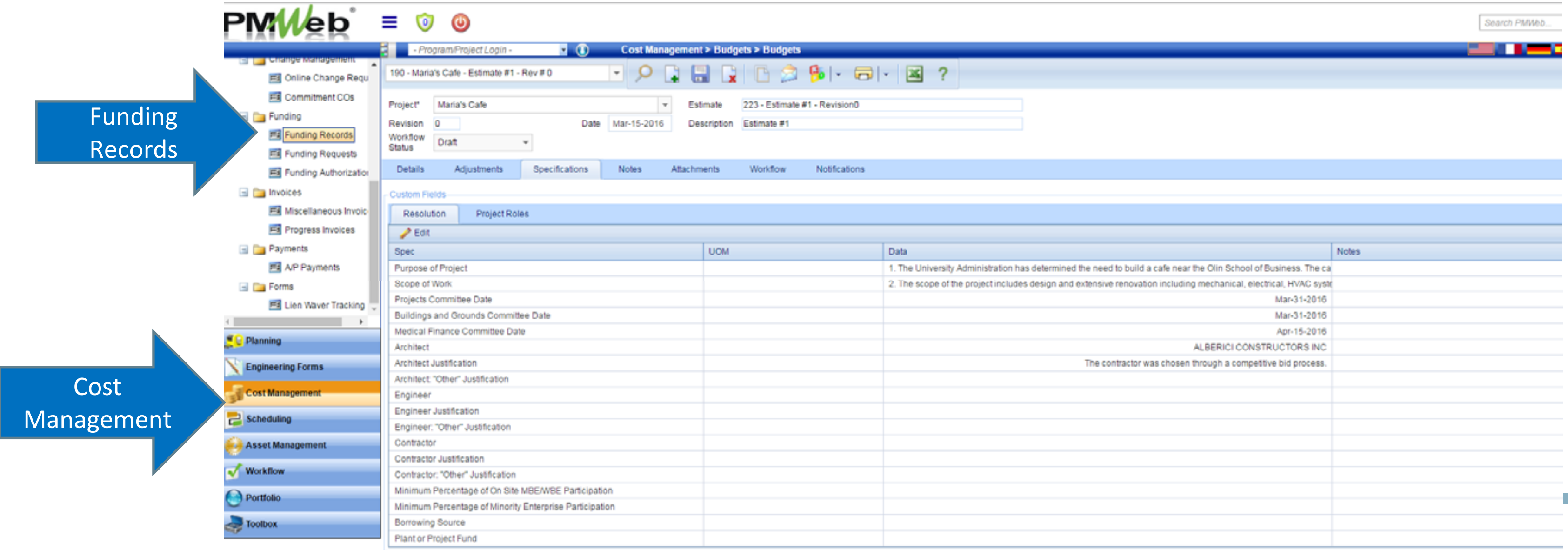
- Cost codes from your estimate will appear in the budget record; save
  - Unit Costs are displayed as “Original Owner Budget” and “Original Project Budget:”



Washington University in St. Louis
INFORMATION TECHNOLOGY

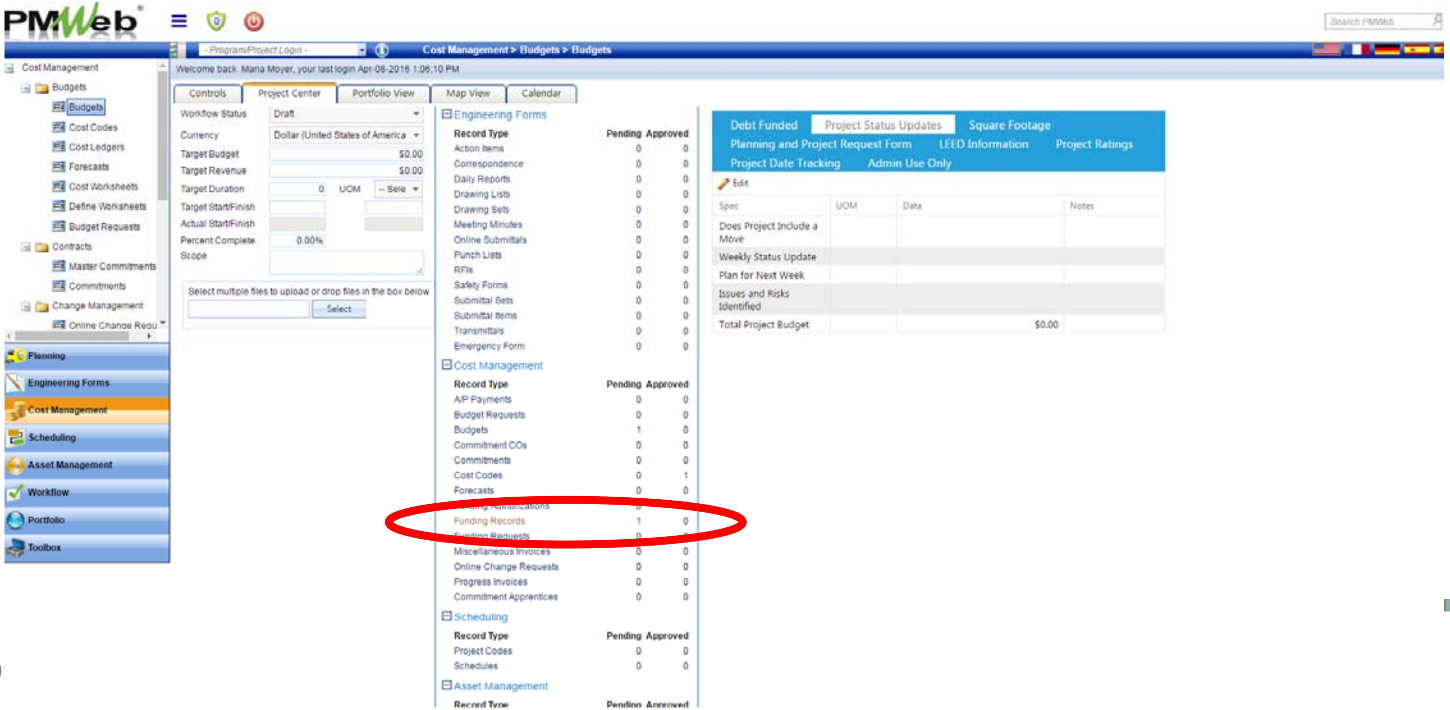
Add Funding Sources

- Two ways to navigate to Funding Records module
  - Cost Management > Funding Records sub-category



Add Funding Sources

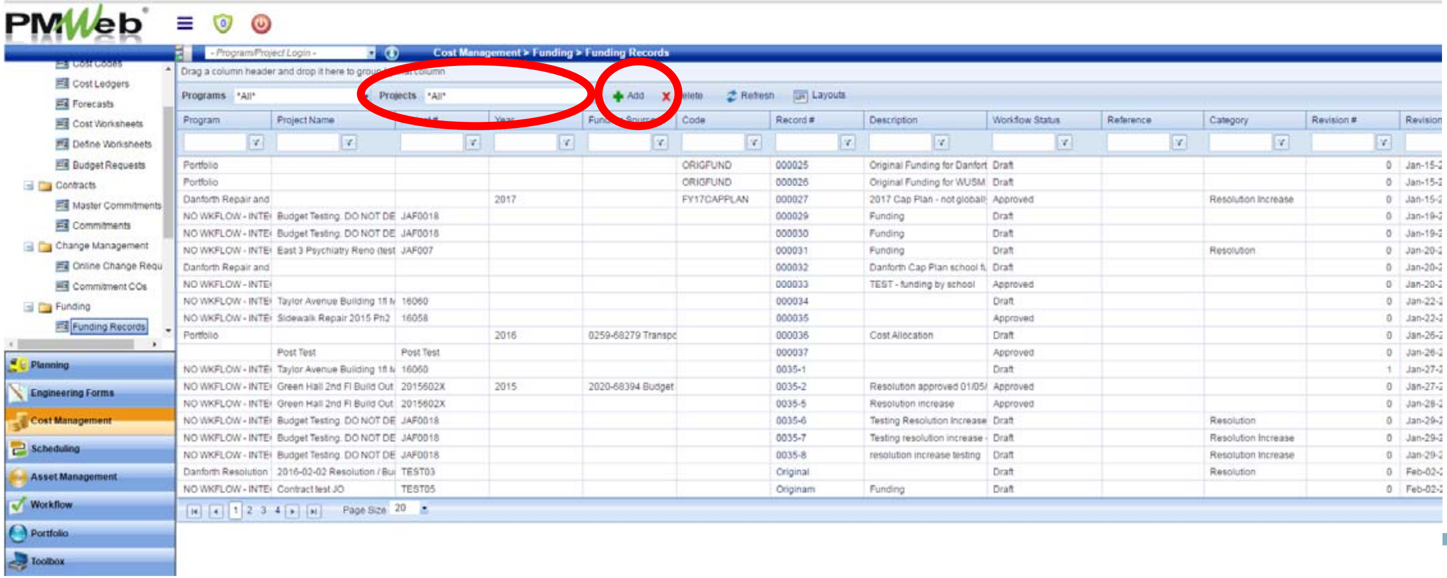
- Two ways to navigate to Funding Records module
  - Project Center > Select Funding Records hyperlink



Washington University in St. Louis
INFORMATION TECHNOLOGY

Add Funding Sources

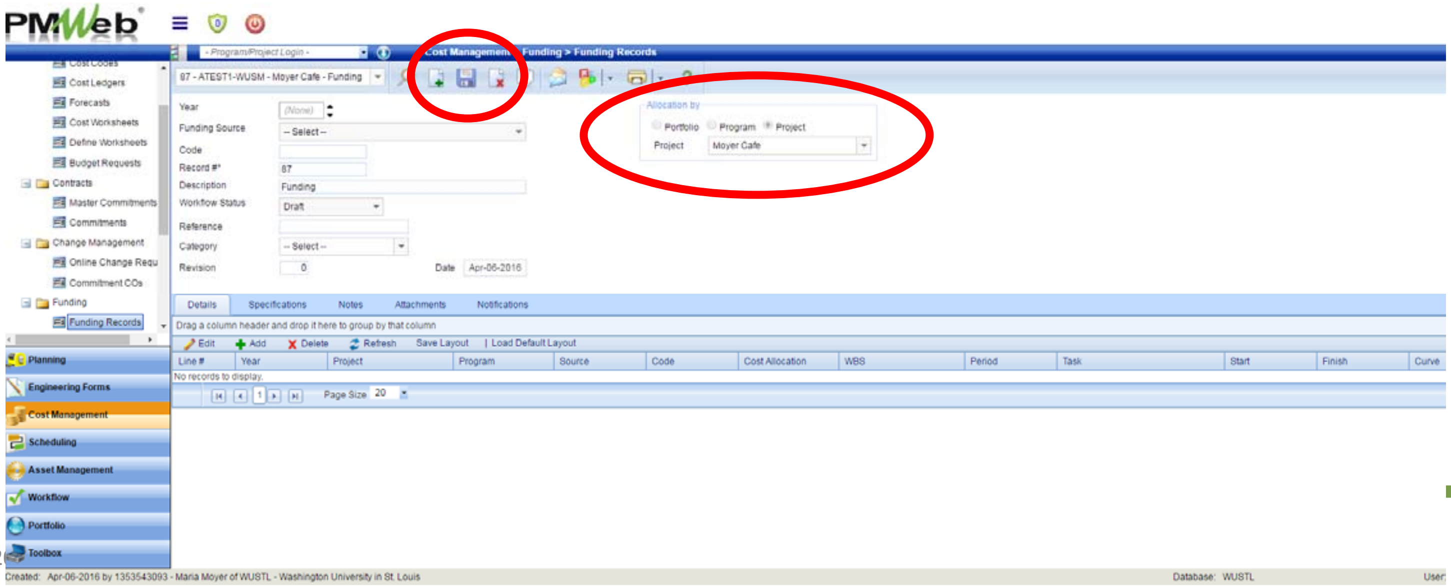
- Add a new funding record or select your project from the board



Washington University in St. Louis
Information Technology

Add Funding Sources

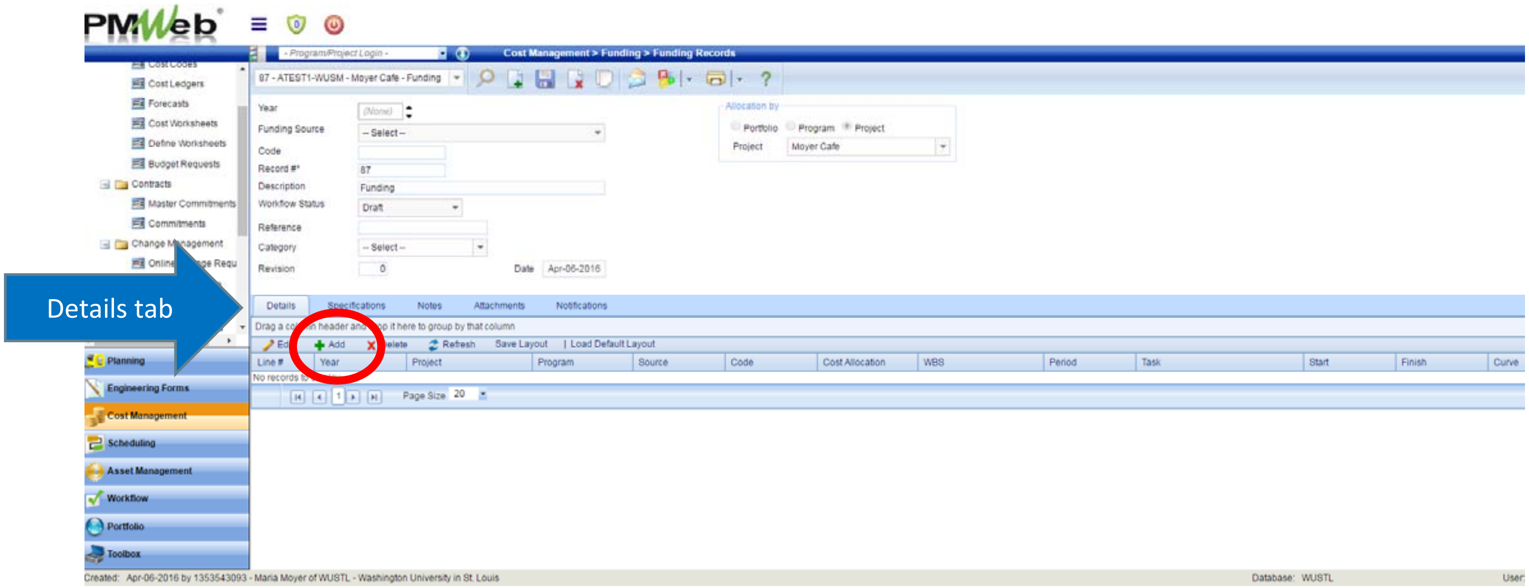
- Select the “Project” radio button in the “Allocation by” box
- Select your project and save



Washington University in St. Louis
Information Technology

Add Funding Sources

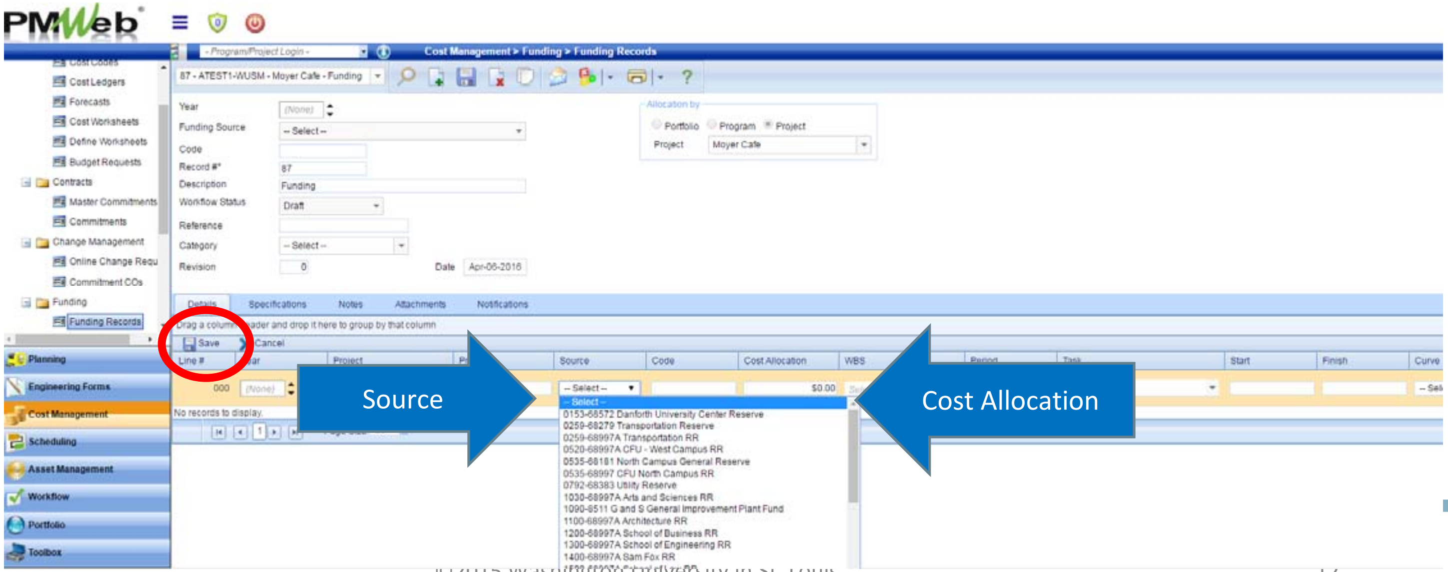
- On the "details" tab, select "Add"



Washington University in St. Louis
Information Technology

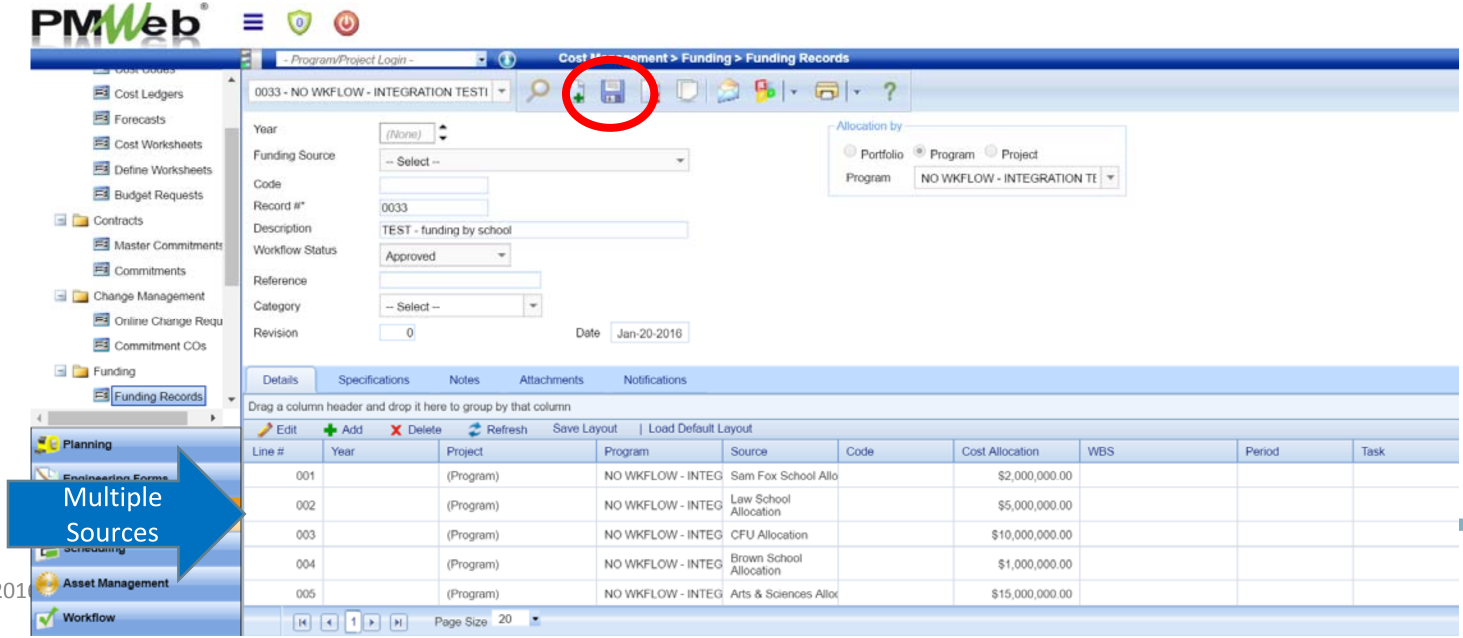
Add Funding Sources

- In the "Source" field, select the Funding Source
- In the "Cost Allocation" field enter the amount that the source will fund; Save



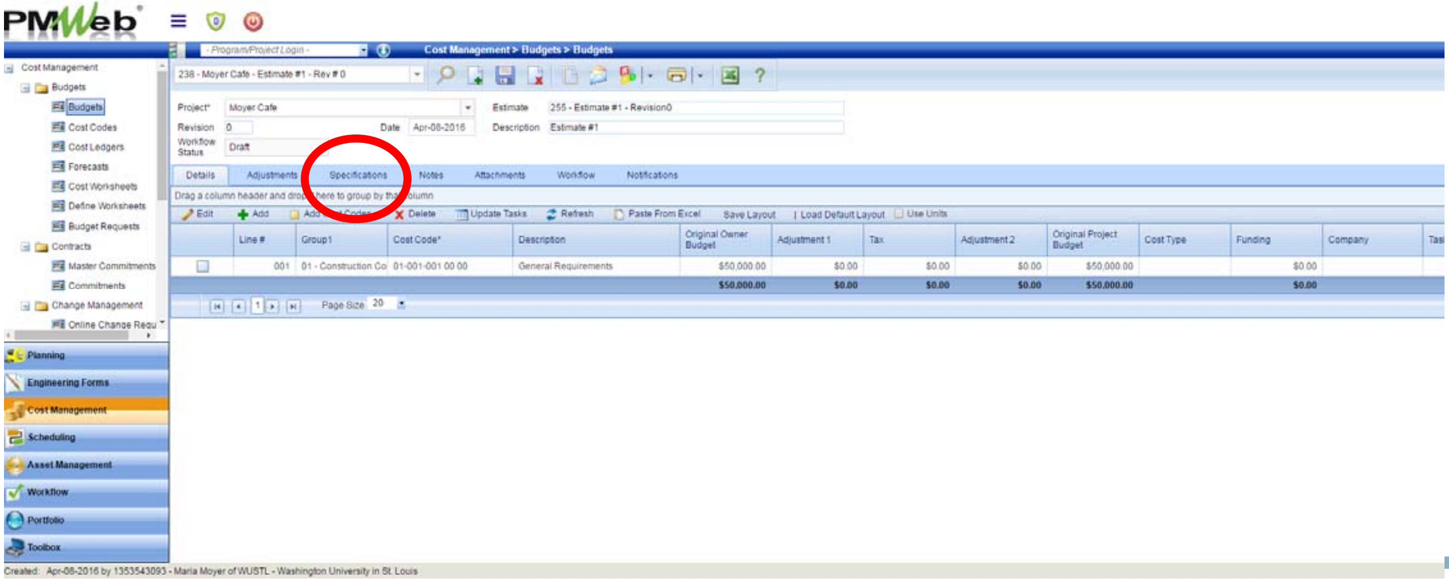
Add Funding Sources

- Once all funding sources have been added, save
  - Note: There may be multiple funding sources for a project, and the Cost Allocation must add up to the budget amount
- You are ready to generate a budget resolution.



Add Resolution Details

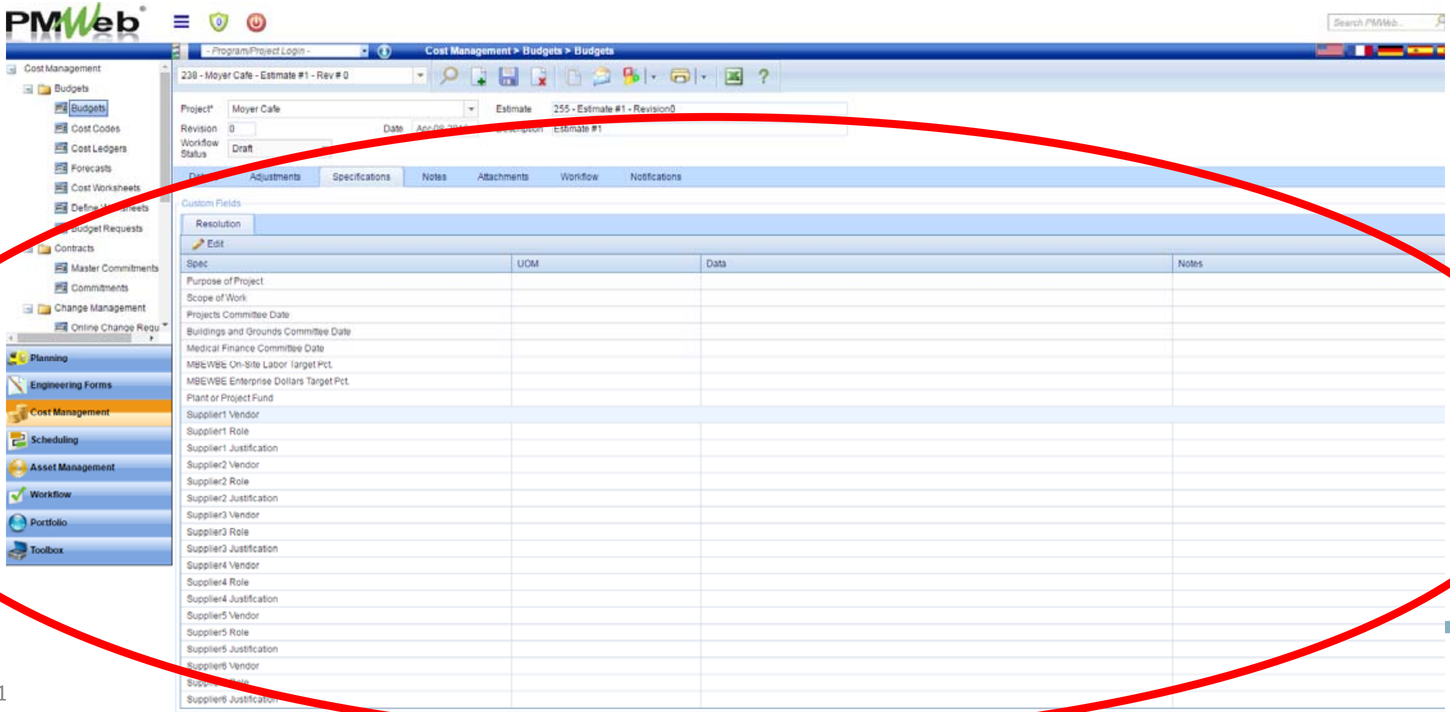
- Enter resolution details
  - Navigate to the “Specifications” tab



Washington University in St. Louis
Information Technology

Add Resolution Details

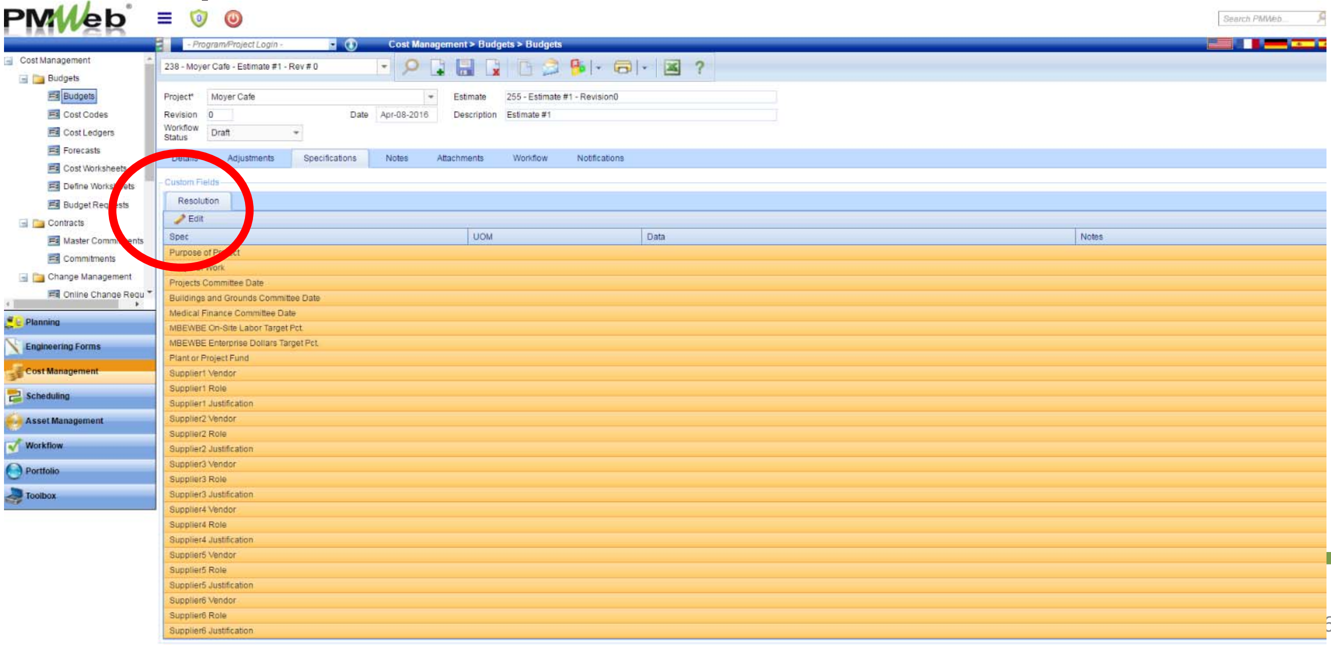
- Enter resolution details that will appear in the resolution document



Washington University in St. Louis
Information Technology

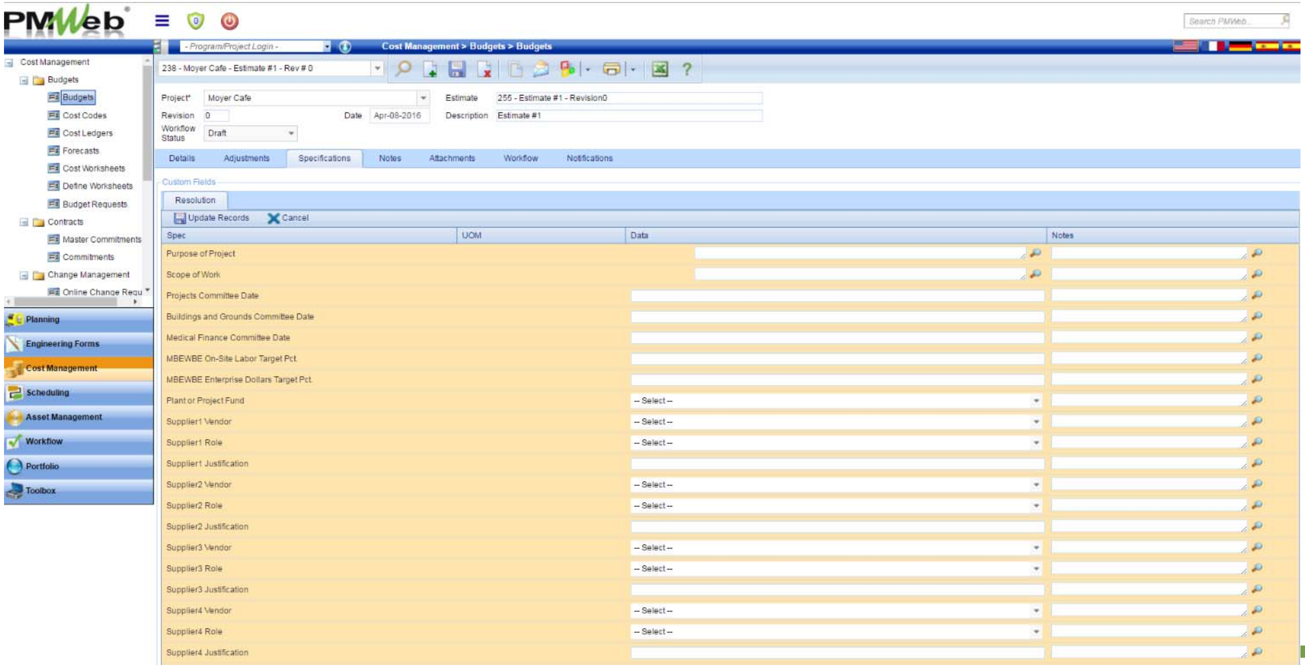
Add Resolution Details

- Click top record (Purpose of Project), hold the “Shift” key, click bottom record to select all records; select edit to open all fields



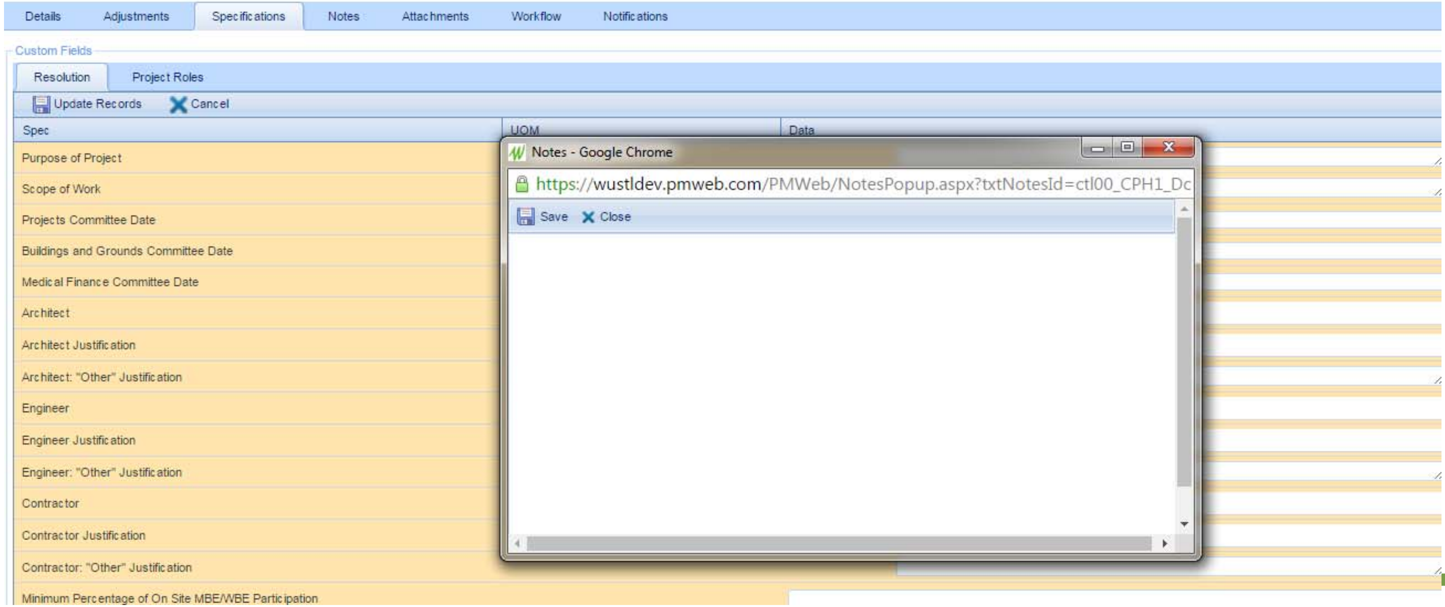
Add Resolution Details

- Enter resolution information



Add Resolution Details

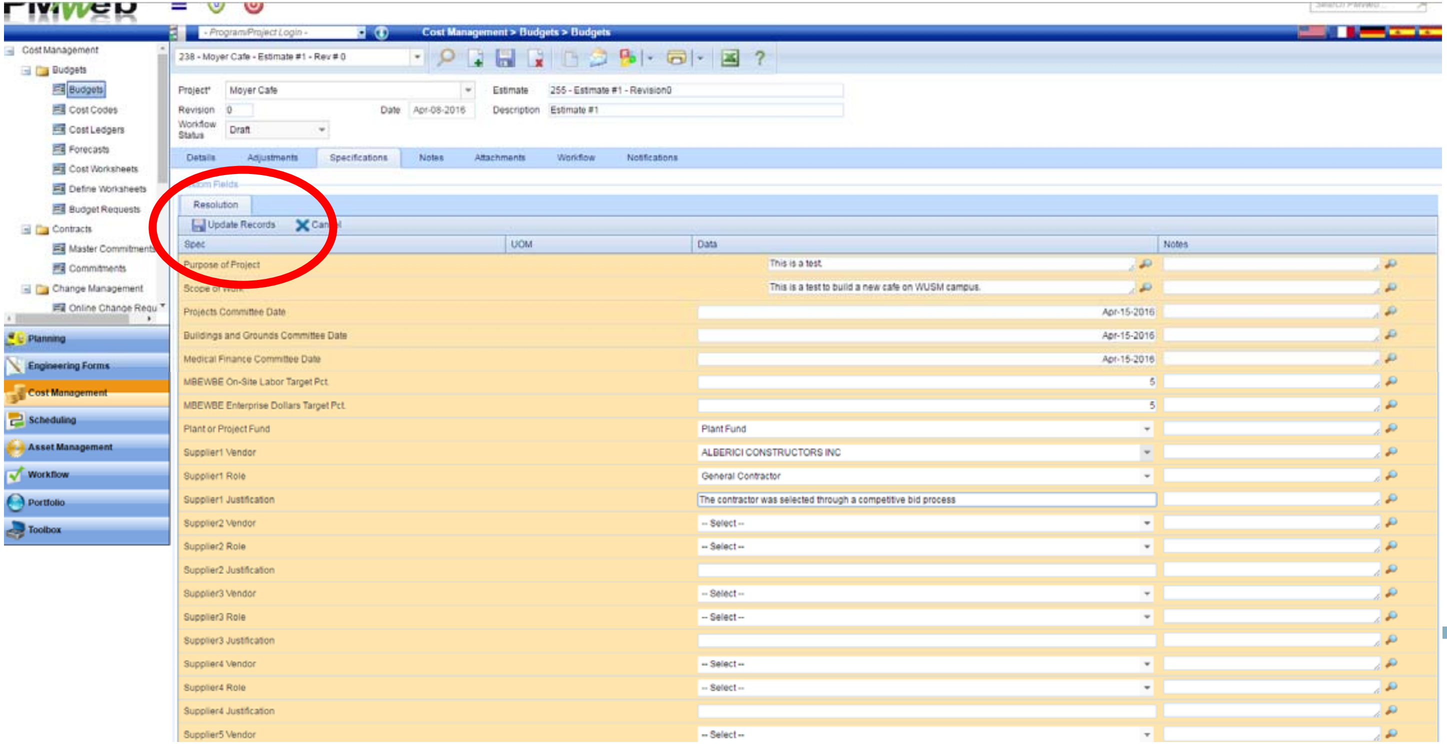
- For large amounts of text, select the magnifying glass to the right of a text field to open a notes box



Washington University in St. Louis
Information Technology

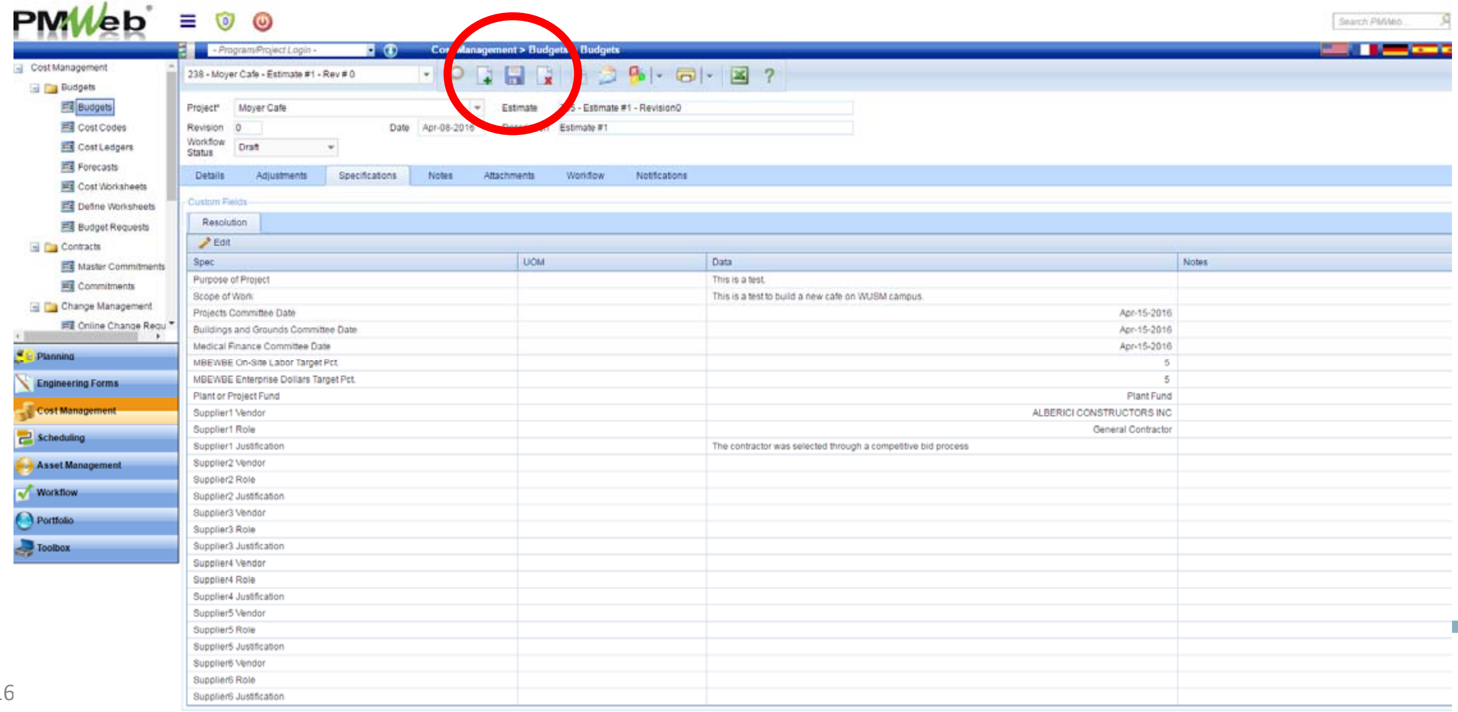
Add Resolution Details

- Once all fields are updated, select Update Records to save



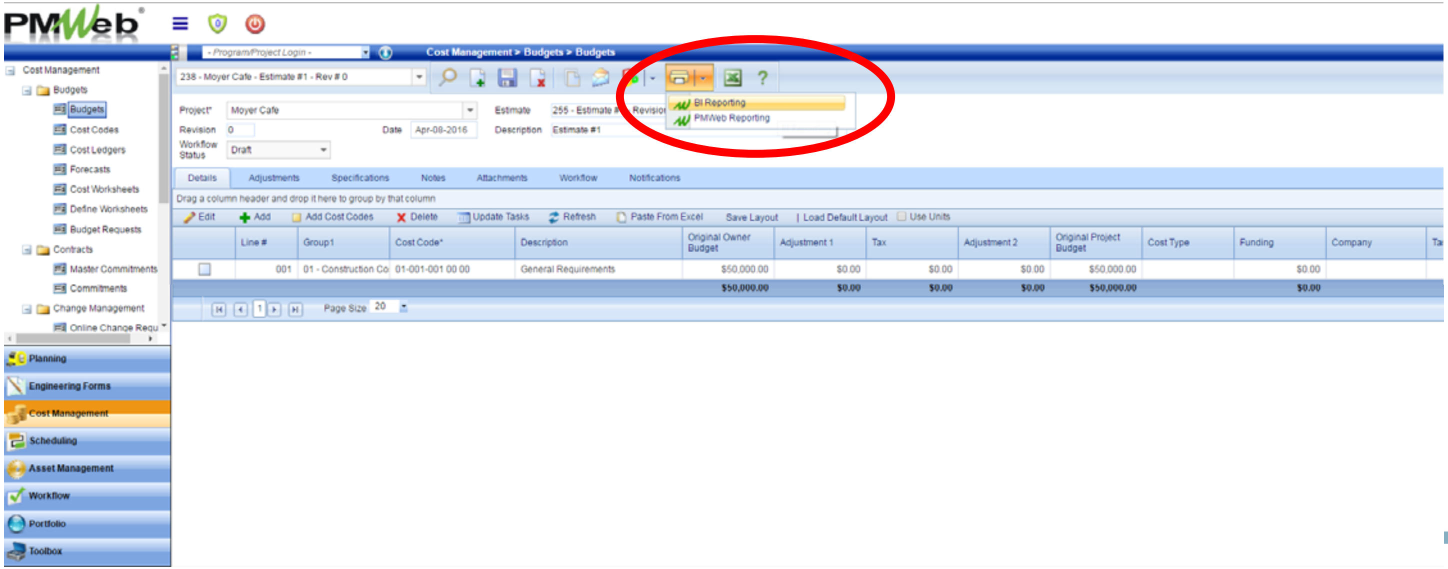
Save Resolution Details

- Select save to store all resolution information on the budget record



Generate Resolution

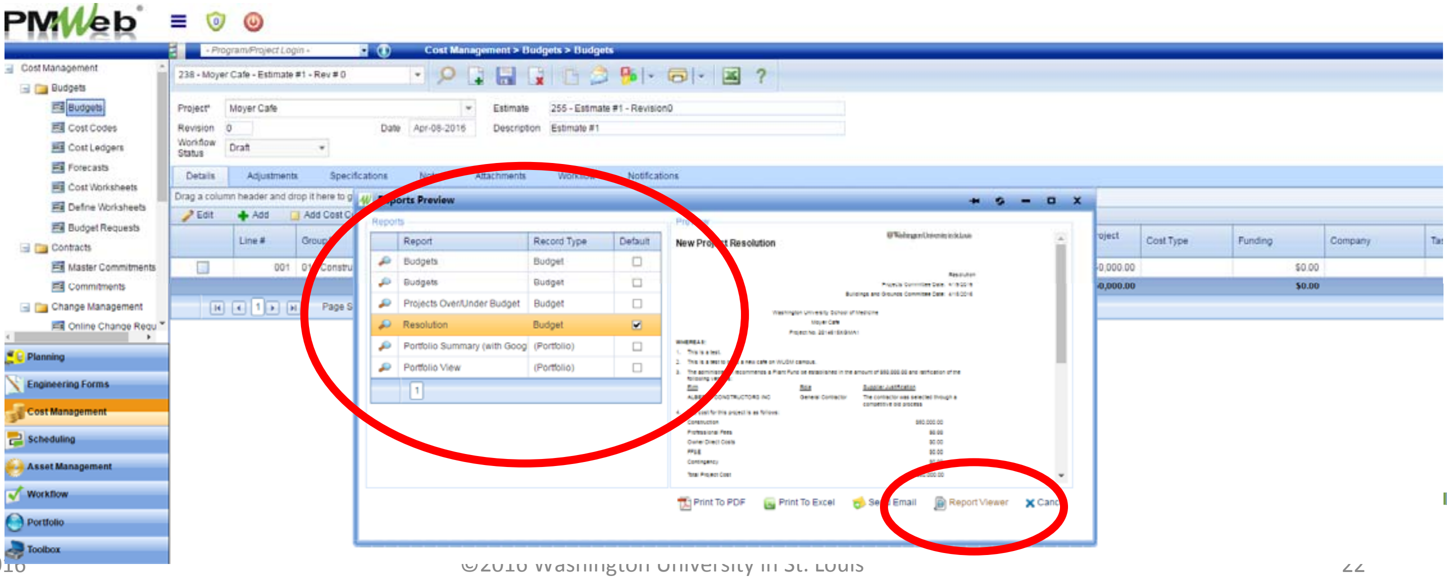
- Navigate to the printer icon drop down, and select BI reporting.



Washington University in St. Louis
Information Technology

Generate Resolution

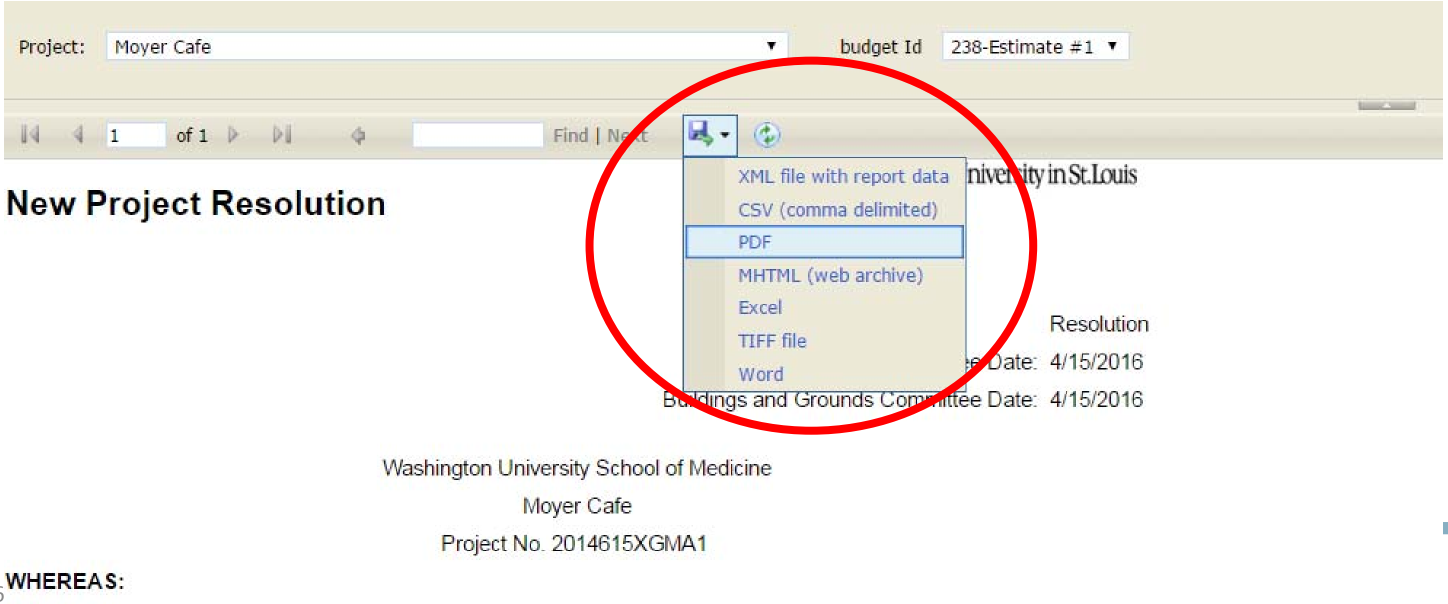
- The Report Viewer window will display
- Select “Resolution”
- Select “Report Viewer” to display entire report



Washington University in St.Louis
INFORMATION TECHNOLOGY

Generate Resolution

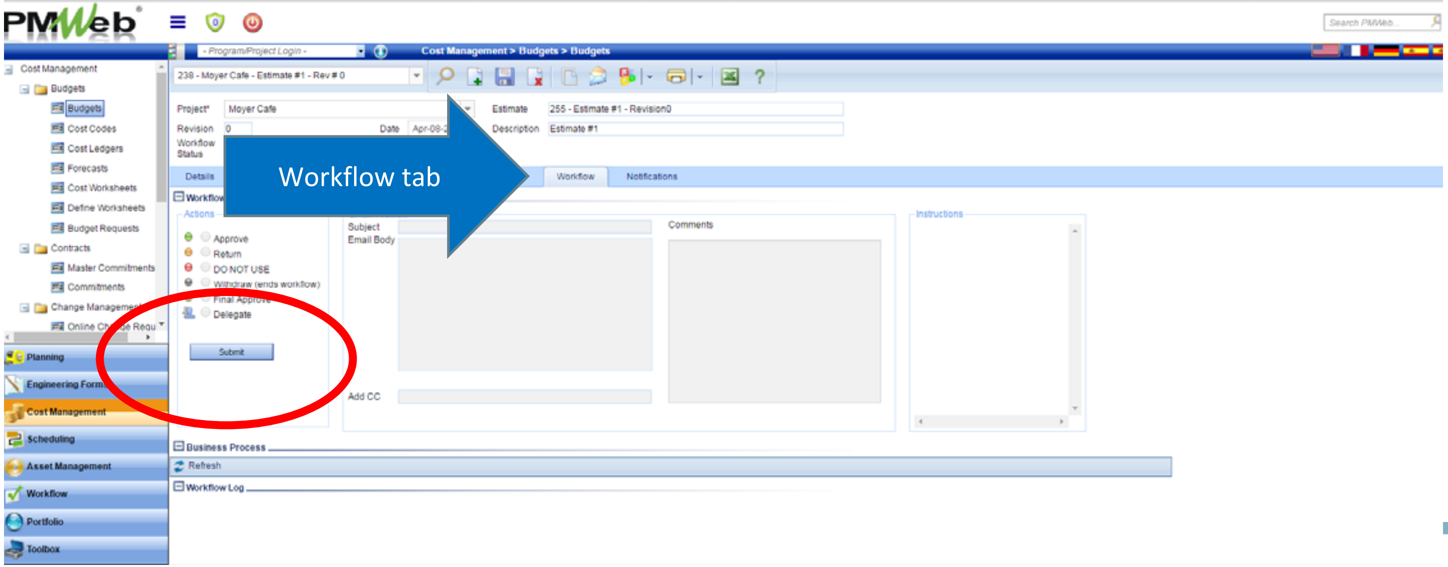
- Review Resolution for correctness; make any changes necessary in spec fields and rerun the report
  - Select “save” icon drop down in the top and save as PDF



Washington University in St. Louis
Information Technology

Submit Resolution into Workflow

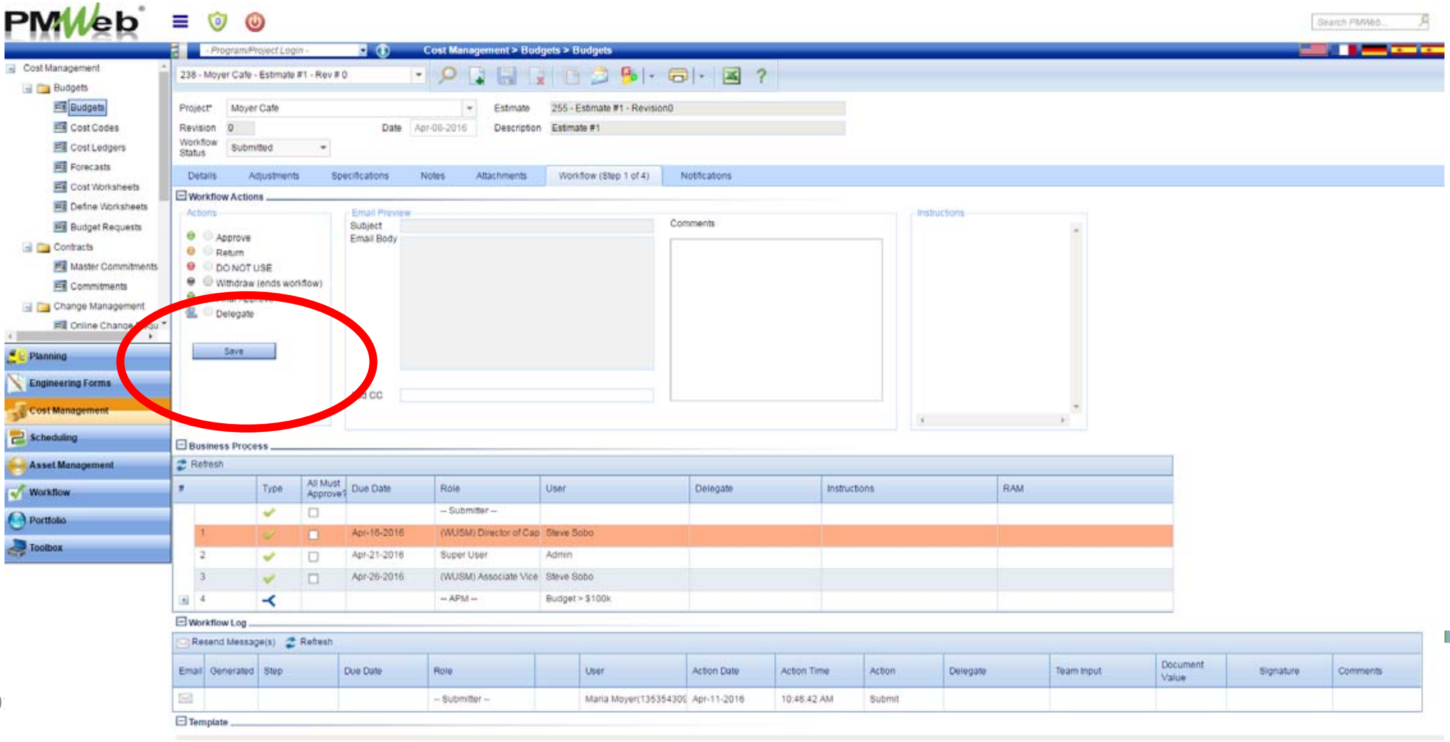
- Select the “Workflow” tab
- Select Submit



Washington University in St. Louis
Information Technology

Submit Resolution into Workflow

- Select Save
  - You will receive notification re: the status of the workflow



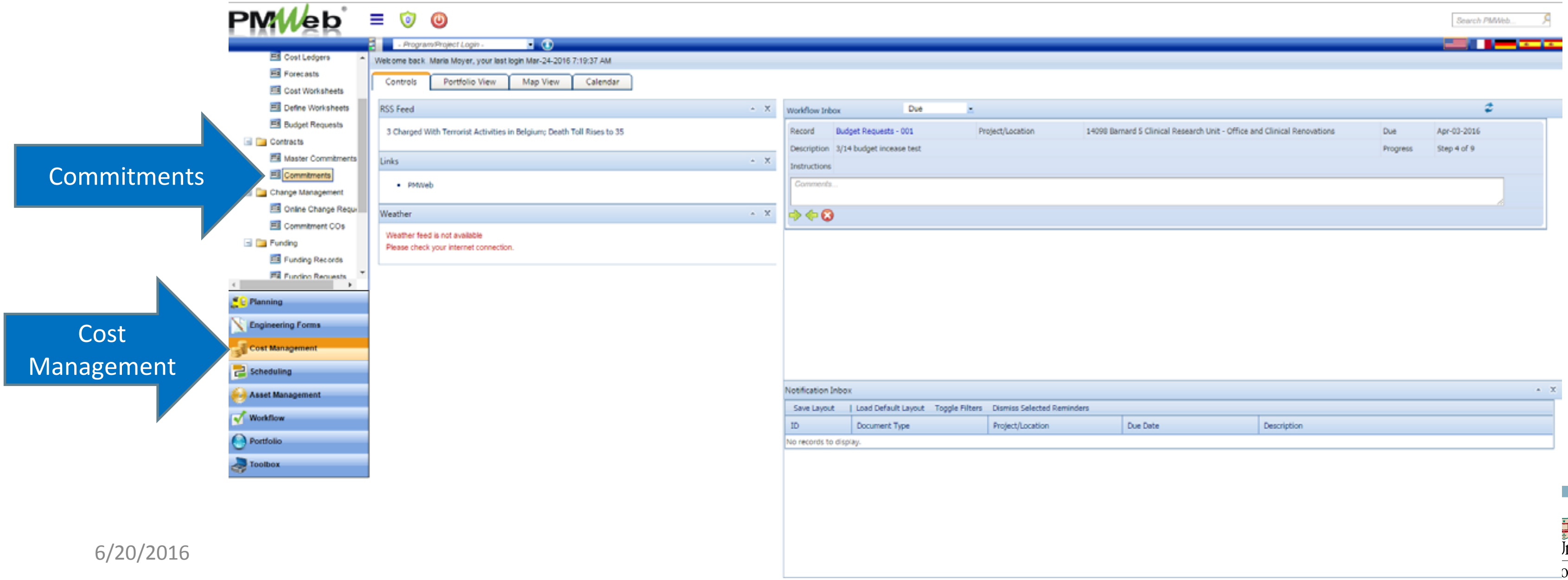
PMWeb® Training

Generate Commitment and Commitment Report

Washington University in St. Louis
INFORMATION TECHNOLOGY

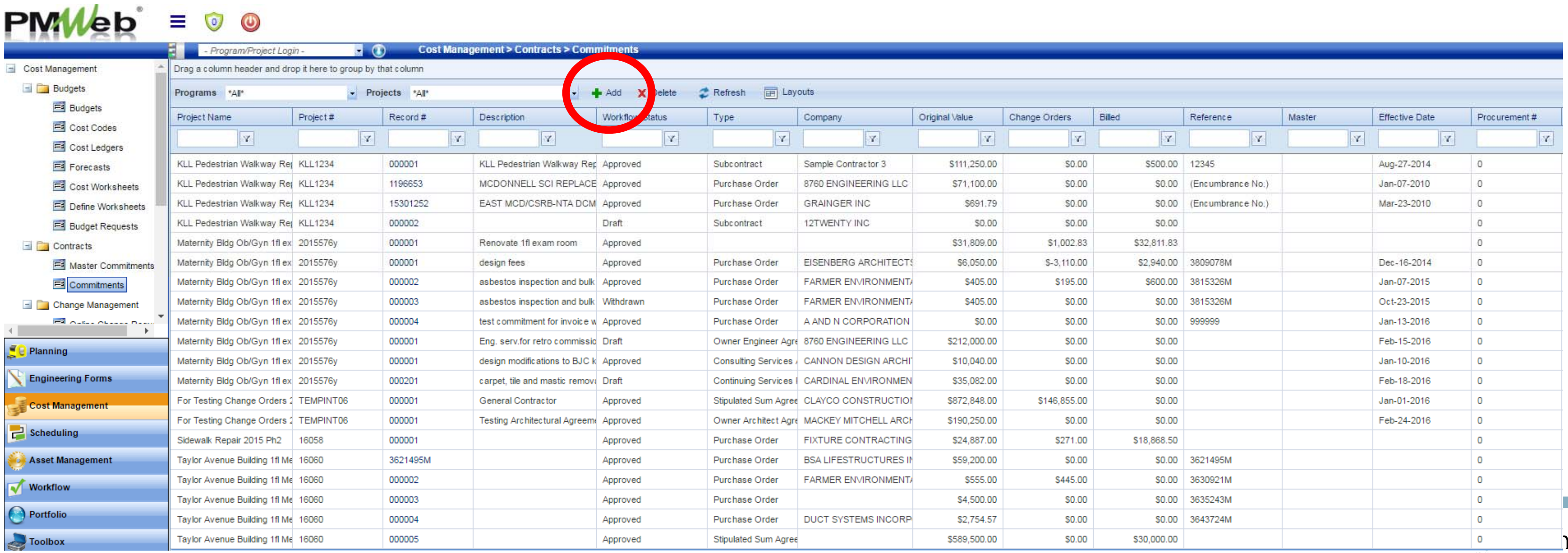
Generate Commitment

- Two ways to navigate to Commitments module
  - Cost Management > Commitments sub-category



Generate Commitment

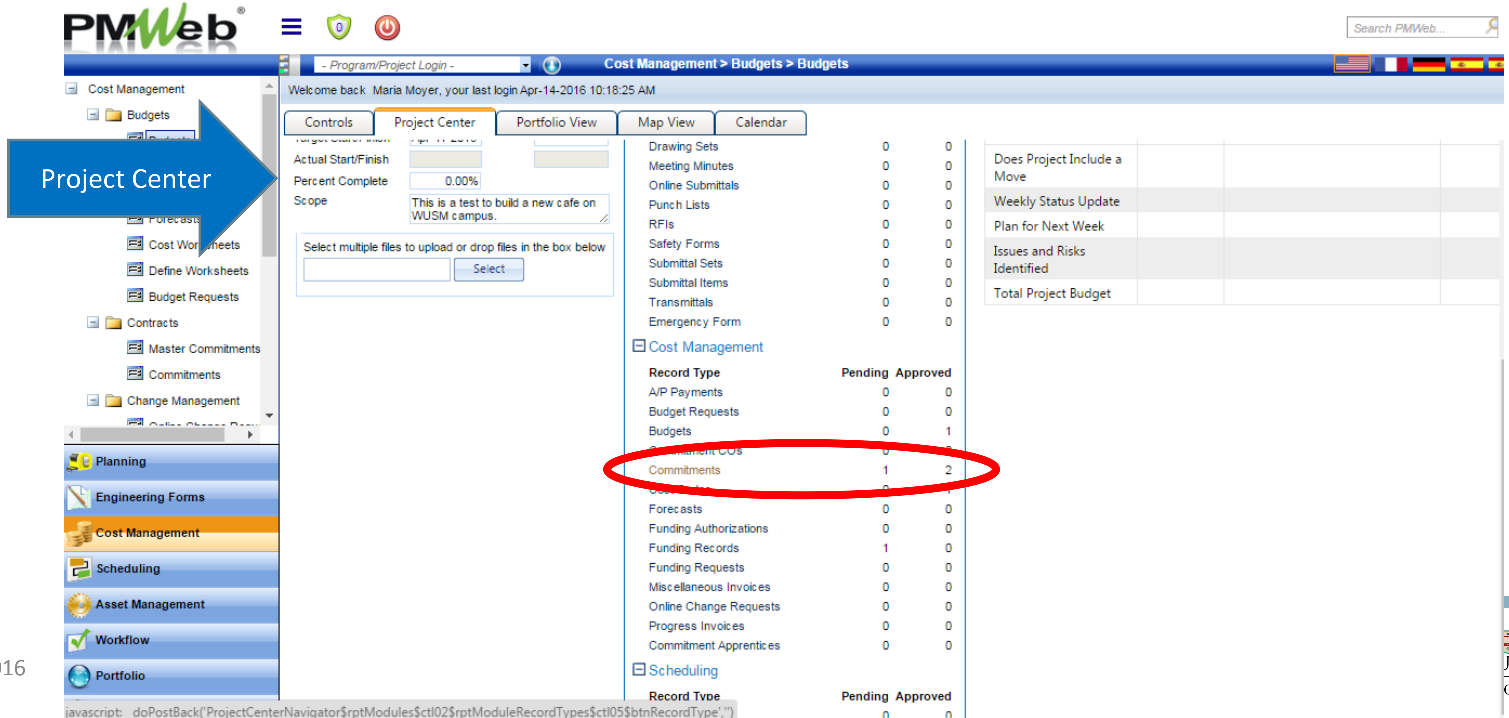
- The Commitments board will display
  - Select “Add” to create a new commitment



Washington University in St. Louis
INFORMATION TECHNOLOGY

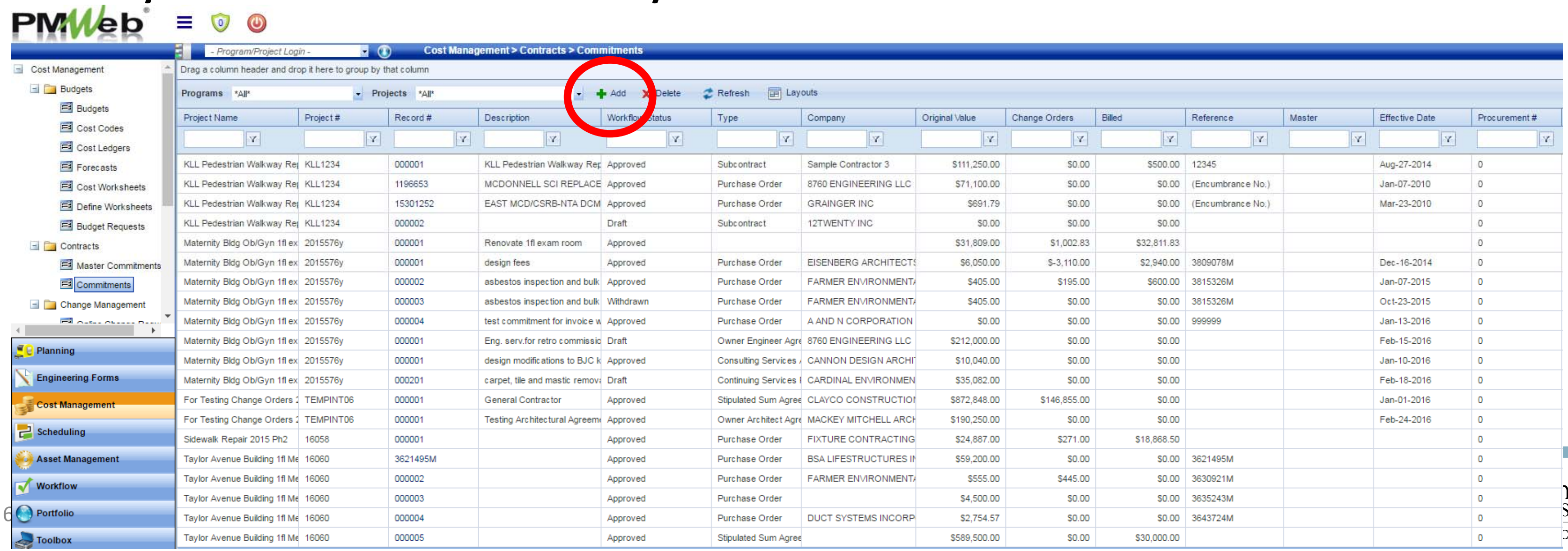
Generate Commitment

- Two ways to navigate to Commitments module
  - Project Center > Commitments hyperlink



Generate Commitment

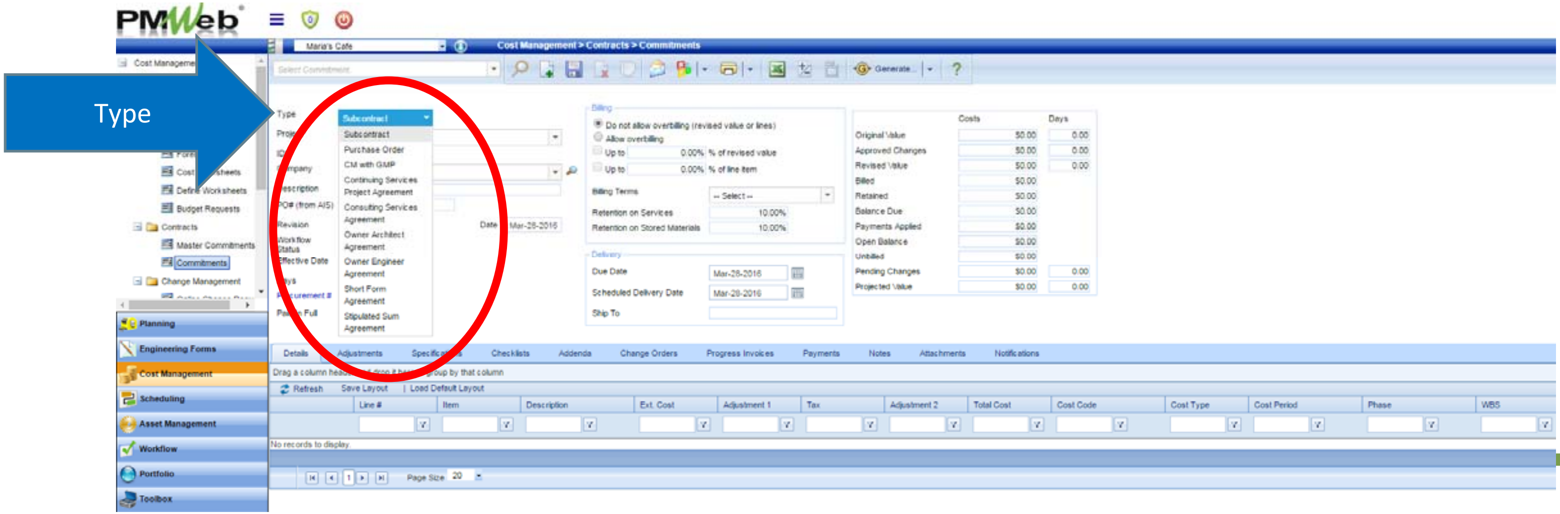
- The Commitments board will display
  - Select “Add” to create a new commitment
  - Note: if the project does not yet have any commitments, you will taken directly to a new commitment record



Project Name	Project #	Record #	Description	Workflow Status	Type	Company	Original Value	Change Orders	Billed	Reference	Master	Effective Date	Procurement #
KLL Pedestrian Walkway Rep	KLL1234	000001	KLL Pedestrian Walkway Rep	Approved	Subcontract	Sample Contractor 3	$111,250.00	$0.00	$500.00	12345		Aug-27-2014	0
KLL Pedestrian Walkway Rep	KLL1234	1196653	MCDONNELL SCI REPLACE	Approved	Purchase Order	8760 ENGINEERING LLC	$71,100.00	$0.00	$0.00	(Encumbrance No.)		Jan-07-2010	0
KLL Pedestrian Walkway Rep	KLL1234	15301252	EAST MCD/CSRB-NTA DCM	Approved	Purchase Order	GRAINGER INC	$691.79	$0.00	$0.00	(Encumbrance No.)		Mar-23-2010	0
KLL Pedestrian Walkway Rep	KLL1234	000002		Draft	Subcontract	12TWENTY INC	$0.00	$0.00	$0.00				0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000001	Renovate 1fl exam room	Approved			$31,809.00	$1,002.83	$32,811.83				0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000001	design fees	Approved	Purchase Order	EISENBERG ARCHITECTS	$6,050.00	$-3,110.00	$2,940.00	3809078M		Dec-16-2014	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000002	asbestos inspection and bulk	Approved	Purchase Order	FARMER ENVIRONMENTA	$405.00	$195.00	$600.00	3815326M		Jan-07-2015	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000003	asbestos inspection and bulk	Withdrawn	Purchase Order	FARMER ENVIRONMENTA	$405.00	$0.00	$0.00	3815326M		Oct-23-2015	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000004	test commitment for invoice w	Approved	Purchase Order	A AND N CORPORATION	$0.00	$0.00	$0.00	999999		Jan-13-2016	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000001	Eng. serv.for retro commissio	Draft	Owner Engineer Agre	8760 ENGINEERING LLC	$212,000.00	$0.00	$0.00			Feb-15-2016	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000001	design modifications to BJC k	Approved	Consulting Services /	CANNON DESIGN ARCHI	$10,040.00	$0.00	$0.00			Jan-10-2016	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000201	carpet, tile and mastic remova	Draft	Continuing Services I	CARDINAL ENVIRONMEN	$35,082.00	$0.00	$0.00			Feb-18-2016	0
For Testing Change Orders 2	TEMPINT06	000001	General Contractor	Approved	Stipulated Sum Agree	CLAYCO CONSTRUCTION	$872,848.00	$146,855.00	$0.00			Jan-01-2016	0
For Testing Change Orders 2	TEMPINT06	000001	Testing Architectural Agreeme	Approved	Owner Architect Agre	MACKEY MITCHELL ARCH	$190,250.00	$0.00	$0.00			Feb-24-2016	0
Sidewalk Repair 2015 Ph2	16058	000001		Approved	Purchase Order	FIXTURE CONTRACTING	$24,887.00	$271.00	$18,868.50				0
Taylor Avenue Building 1fl Me	16060	3621495M		Approved	Purchase Order	BSA LIFESTRUCTURES IN	$59,200.00	$0.00	$0.00	3621495M			0
Taylor Avenue Building 1fl Me	16060	000002		Approved	Purchase Order	FARMER ENVIRONMENTA	$555.00	$445.00	$0.00	3630921M			0
Taylor Avenue Building 1fl Me	16060	000003		Approved	Purchase Order		$4,500.00	$0.00	$0.00	3635243M			0
Taylor Avenue Building 1fl Me	16060	000004		Approved	Purchase Order	DUCT SYSTEMS INCORP	$2,754.57	$0.00	$0.00	3643724M			0
Taylor Avenue Building 1fl Me	16060	000005		Approved	Stipulated Sum Agree		$589,500.00	$0.00	$30,000.00				0

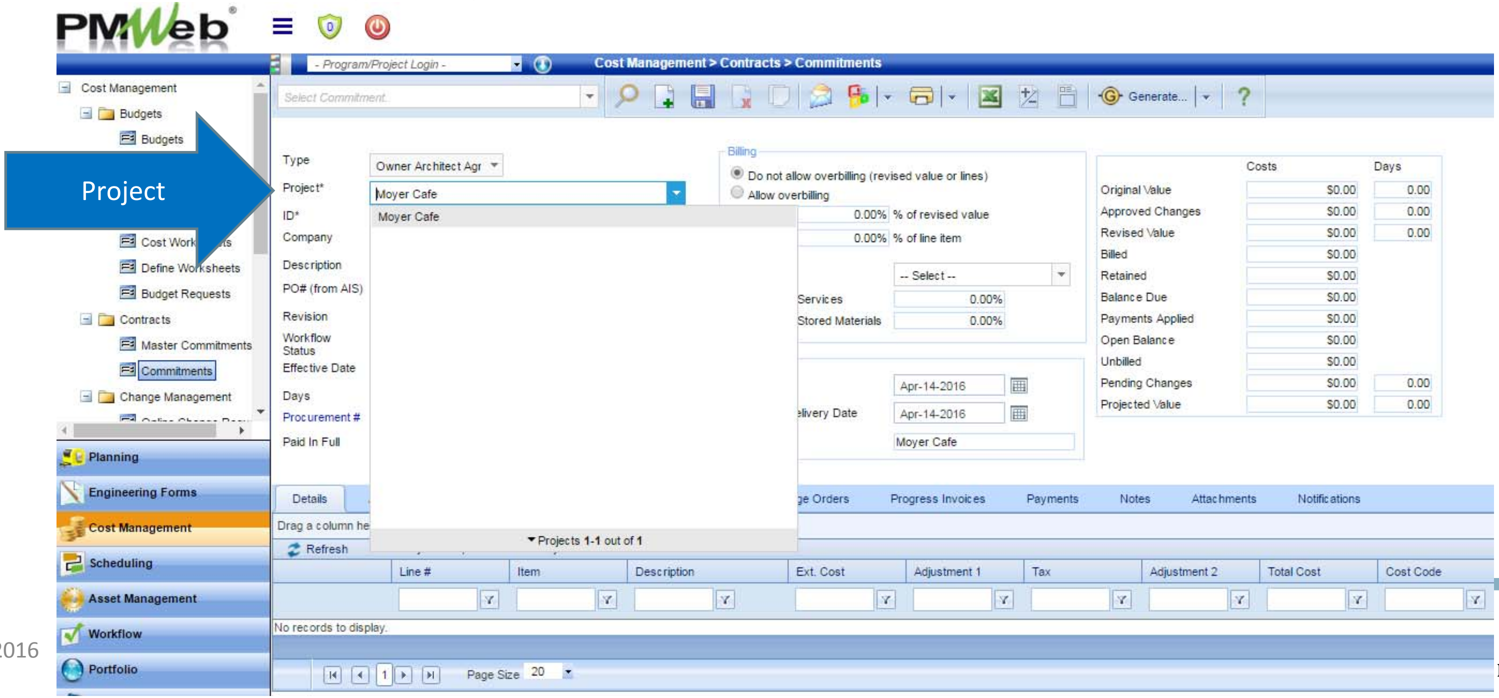
Generate Commitment

- In the “Type” field select type of agreement
  - NOTE: Do not select “Sub-Contract” as subcontractors will be addressed in the various other agreement types



Generate Commitment

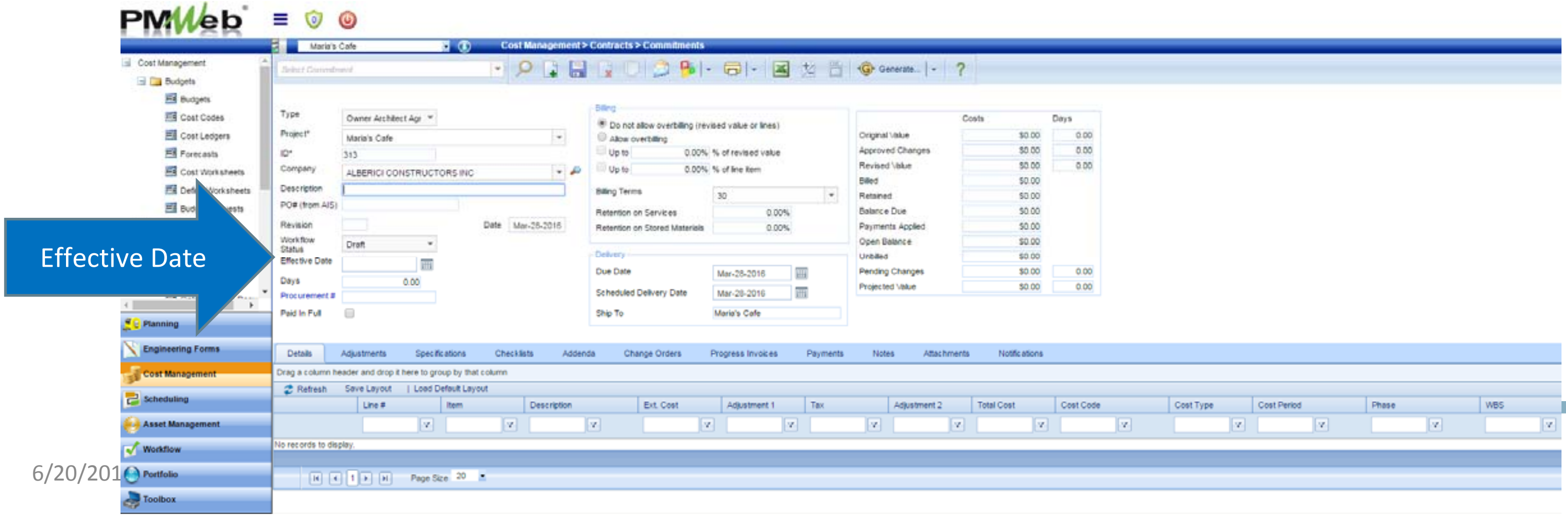
- The ID will be auto-generated
- In the “Company” field, select the vendor



Washington University in St. Louis
Information Technology

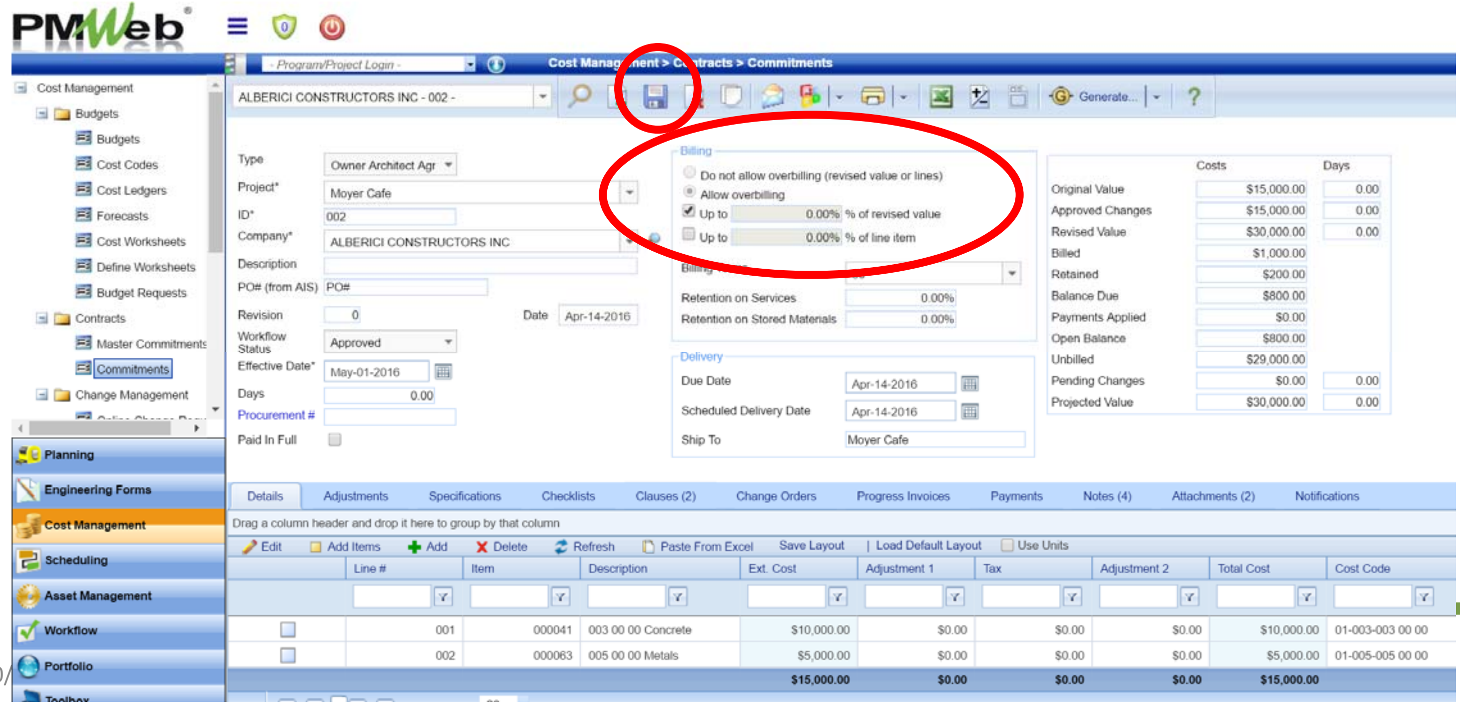
Generate Commitment

- Select “Effective Date”
  - This date will populate on the contract header
- “Procurement #” field is autopoulated if a bid was involved. Otherwise this field should be NULL



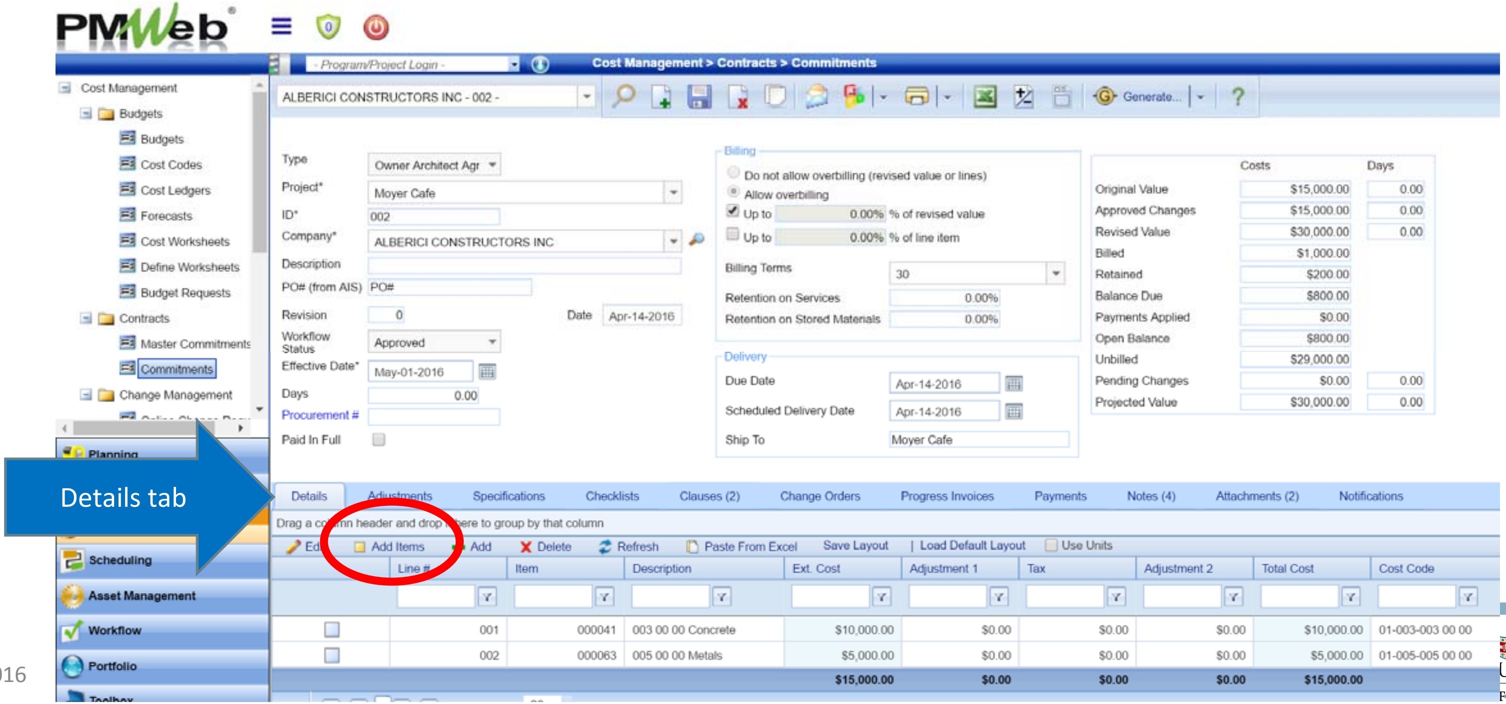
Generate Commitment

- Select “Allow overbilling” radio button and “Up to XX% of revised value”; save record



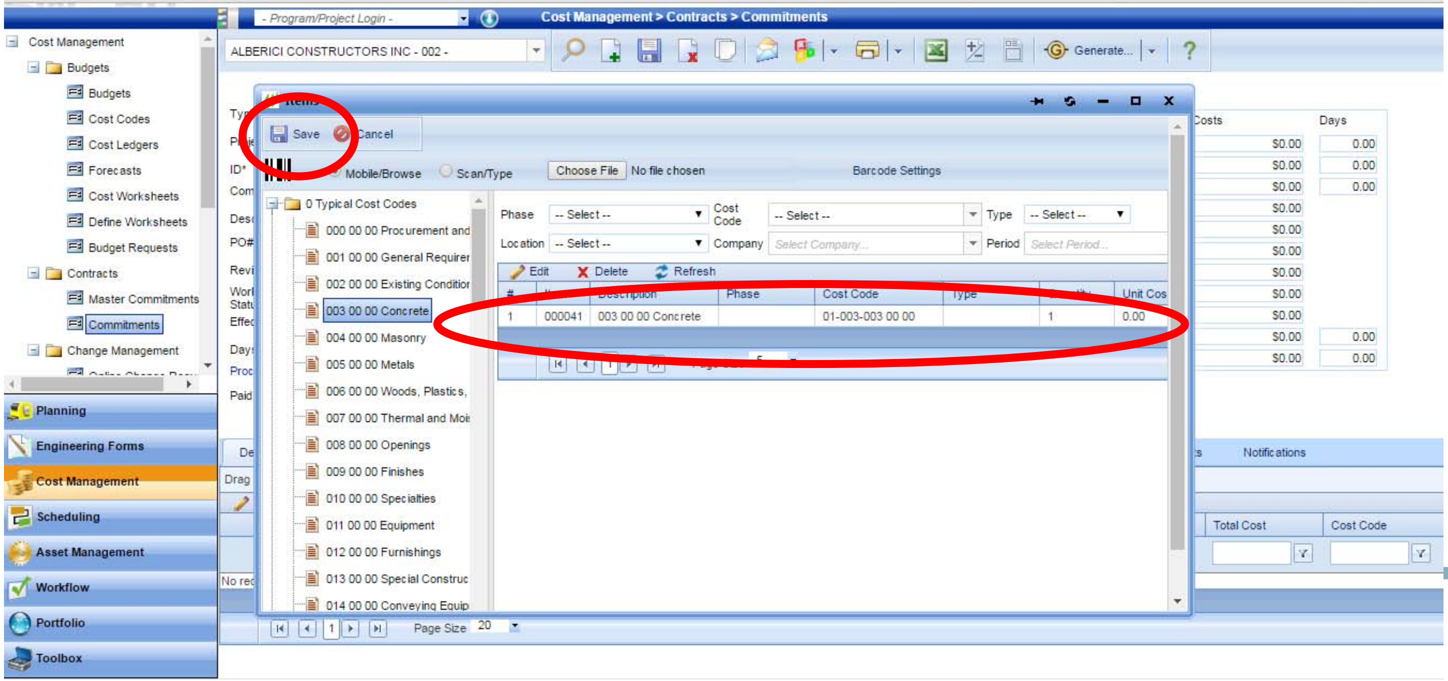
Add Commitment Details

- Select “Add items” to add cost codes to the commitment



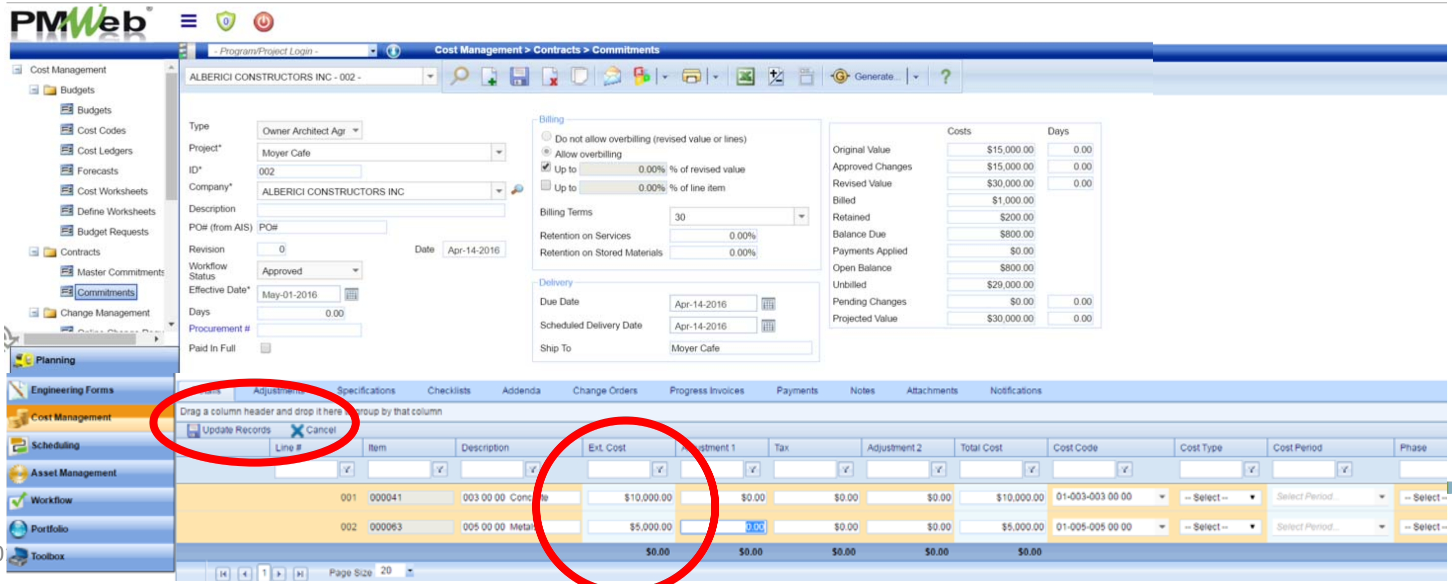
Add Commitment Details

- Drag line items into the cost code window
- Save



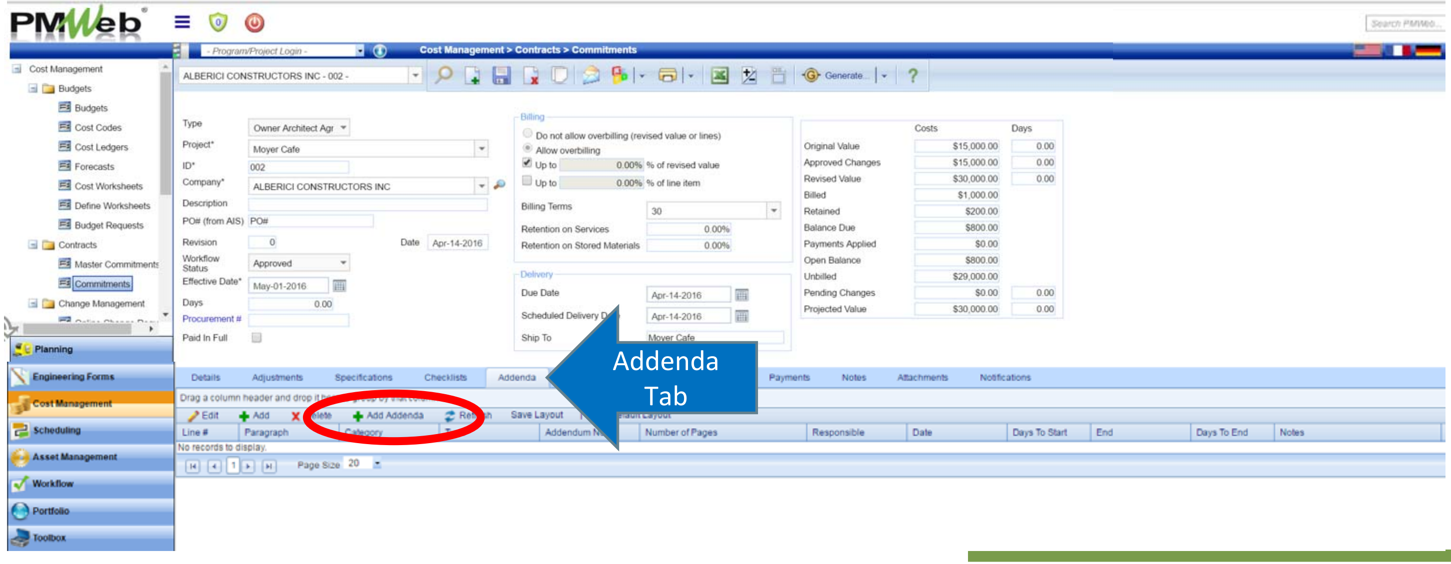
Add Commitment Details

- Cost codes will now appear on “Detail” tab
- Use shortcut: select top row; shift; bottom row; edit
- Enter cost values into the “Ext Cost” field; Update Records



Add Commitment Details

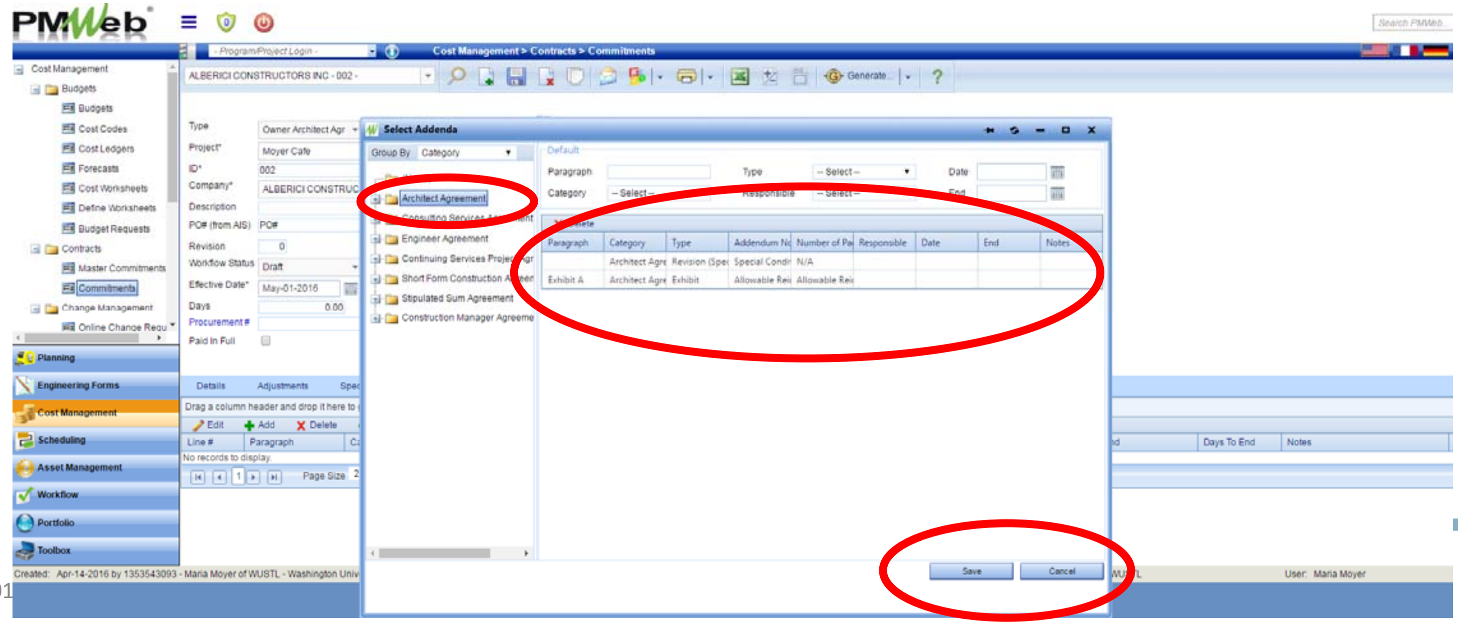
- Select “Addenda” tab and “Add Addenda”



Washington University in St. Louis
Information Technology

Add Commitment Details

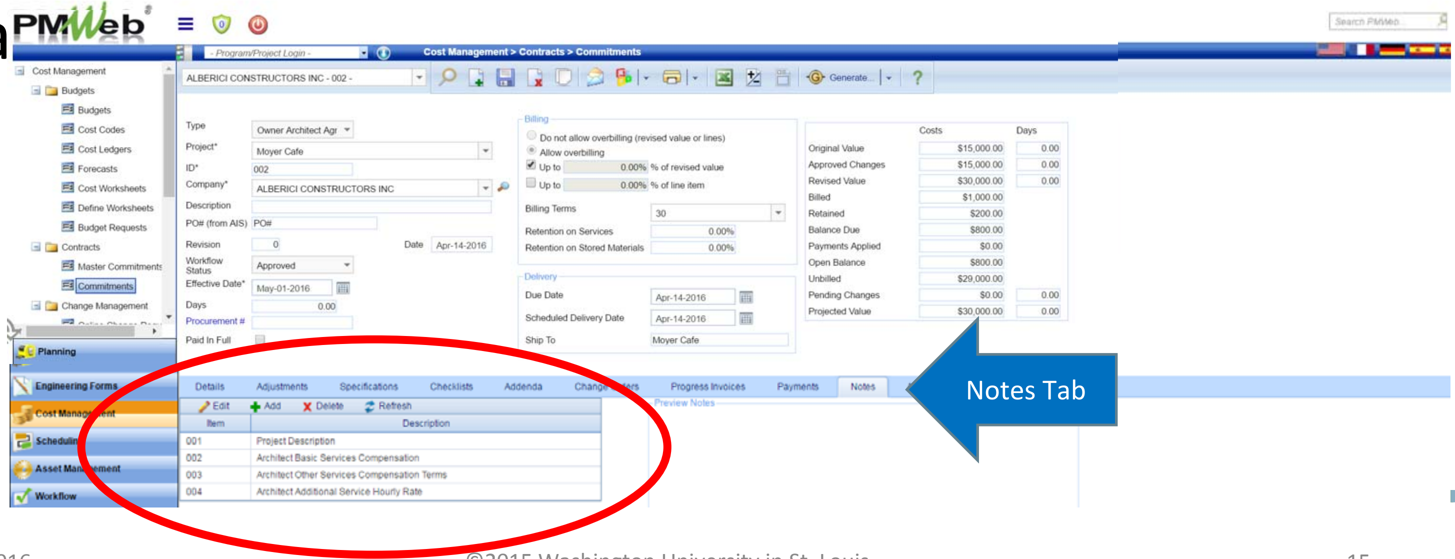
- Drag over the folder of the agreement type of the commitment
- Save



Washington University in St. Louis
Information Technology

Add Commitment Details

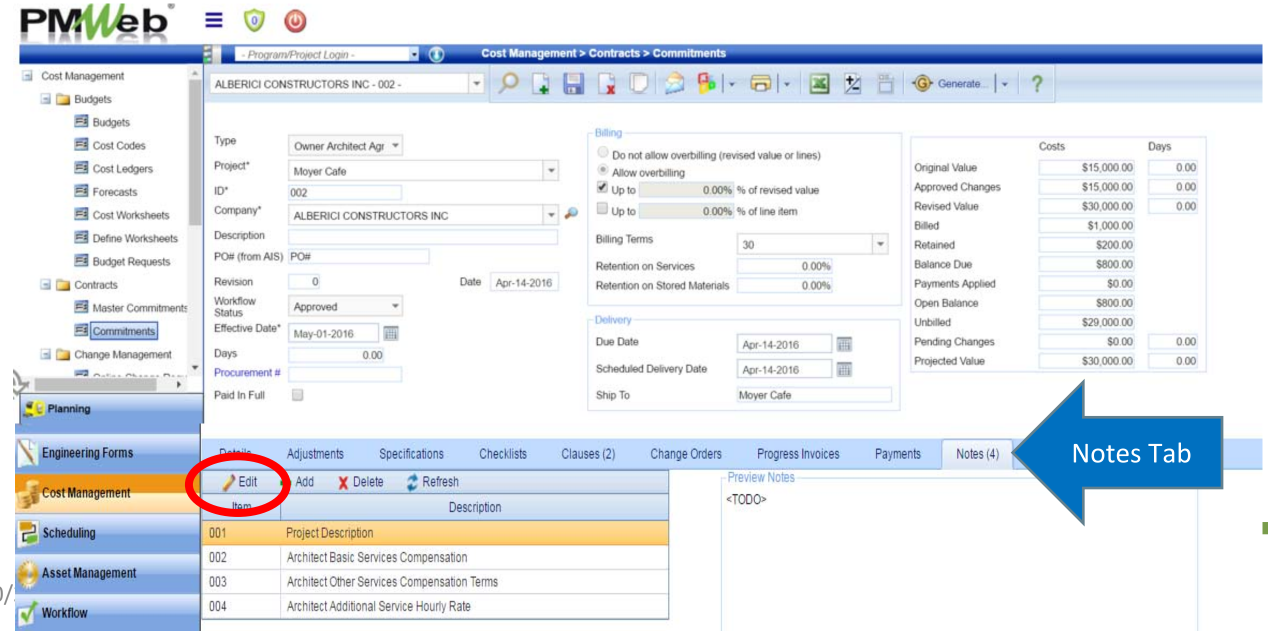
- Select "Notes" tab;
- You will populate these notes with details that will populate the contract appropriately
- a



Washington University in St. Louis
Information Technology

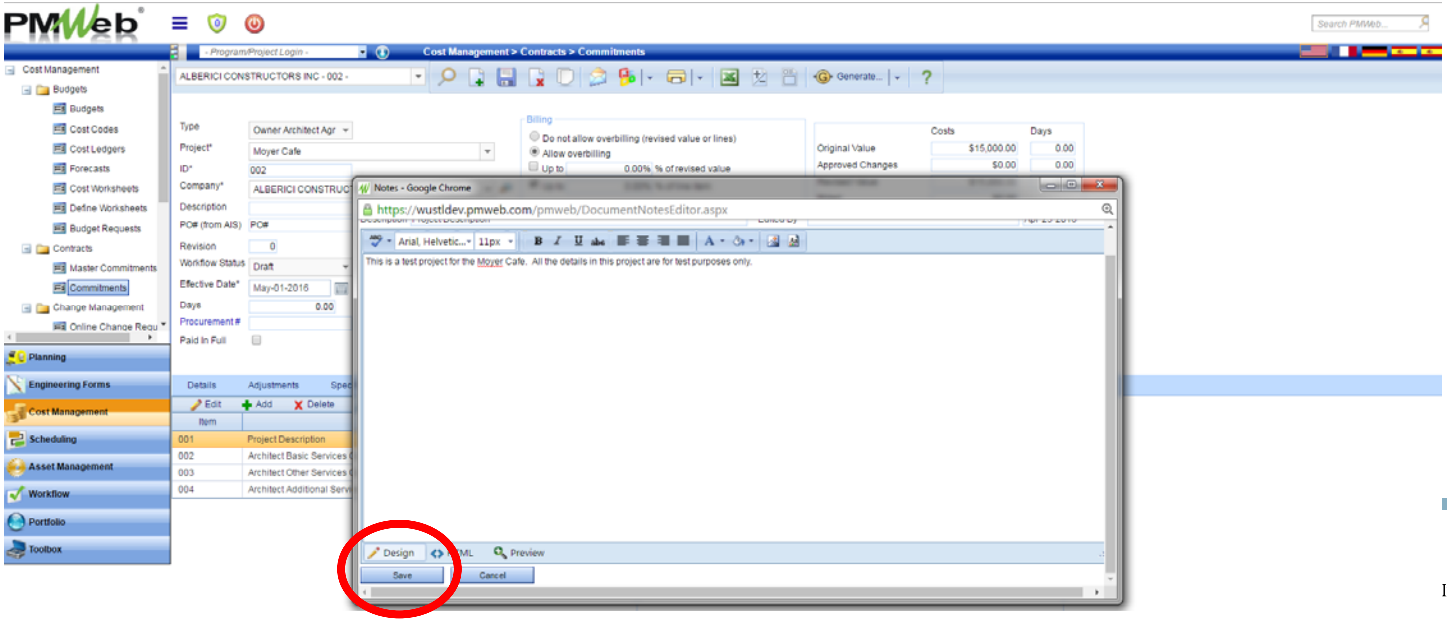
Add Commitment Details

- Select a note; select edit
- The note will open in a window (next page)
    - Complete all notes



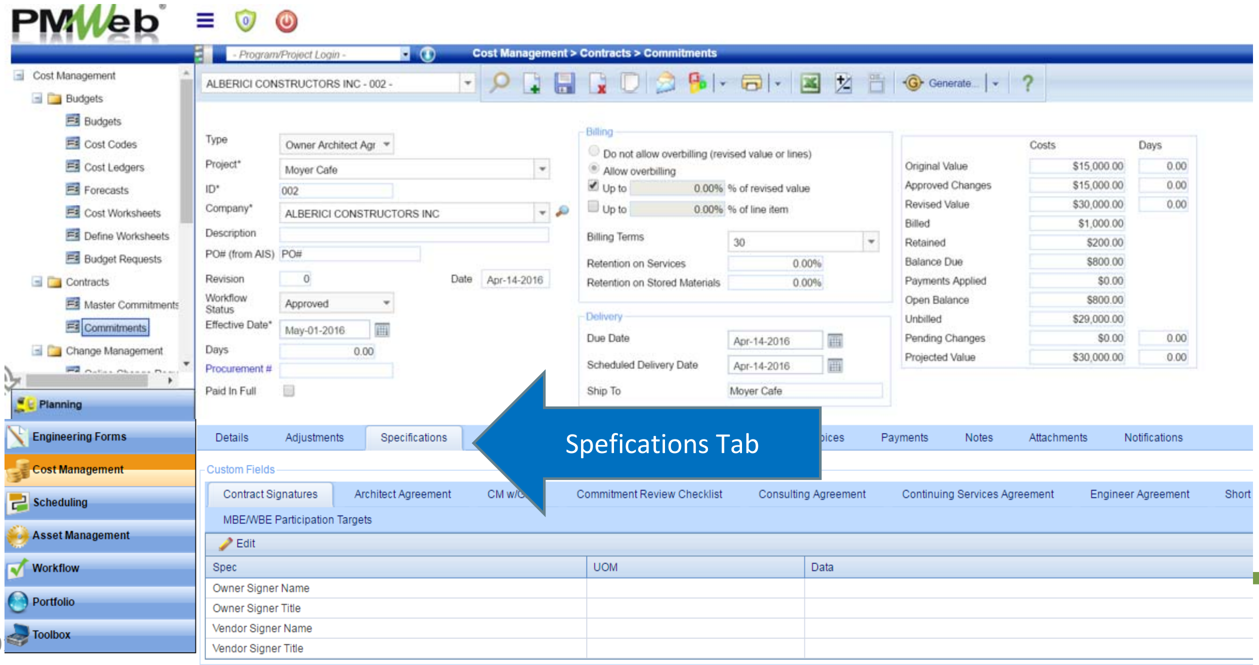
Add Commitment Details

- Delete any placeholder in the message box
- Add details to correlate with each Note header; save
  - E.g., Add the “Project Description” to that note



Add Commitment Details

- Select “Specifications” tab
- Select Contract Signatures tab



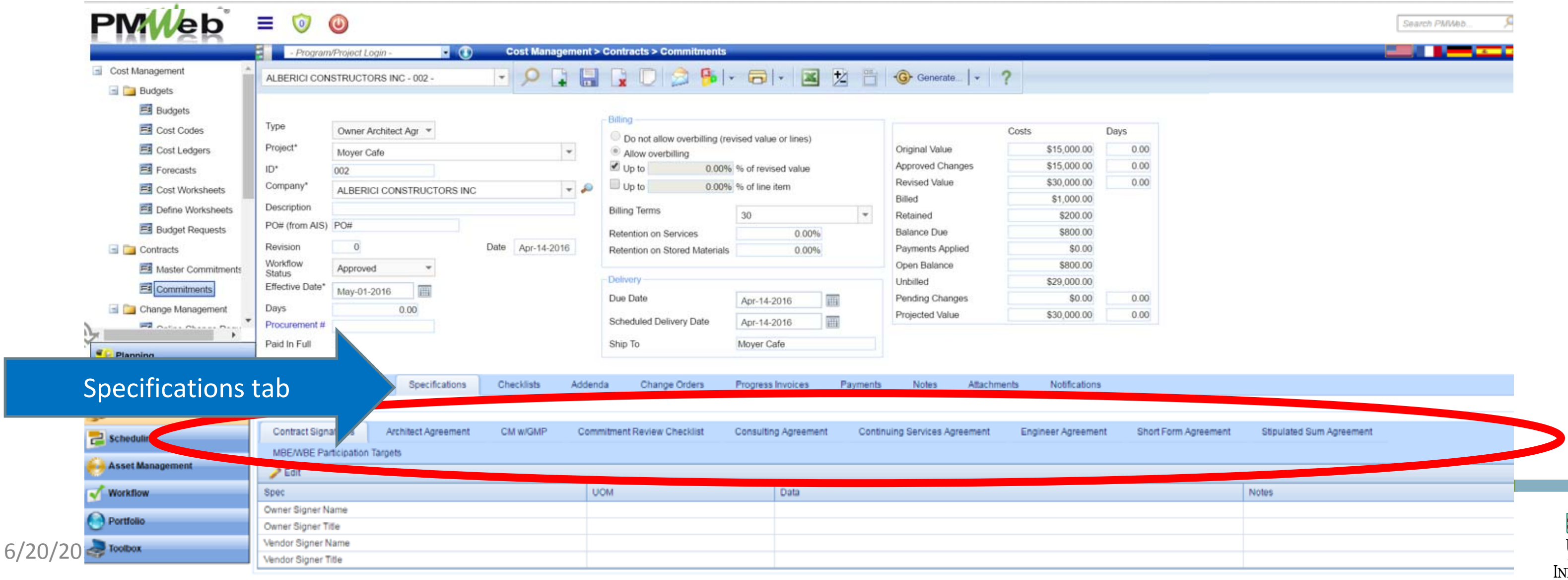
Add Commitment Details

- Use shortcut: select top row; shift; bottom row; edit
- Enter Owner Signer Name and title
  - NOTE: This will typically be the Director of Capital Projects
- Enter Vendor Signer Name and title (the person authorized to sign the contract); Update Records

Washington University in St. Louis
INFORMATION TECHNOLOGY

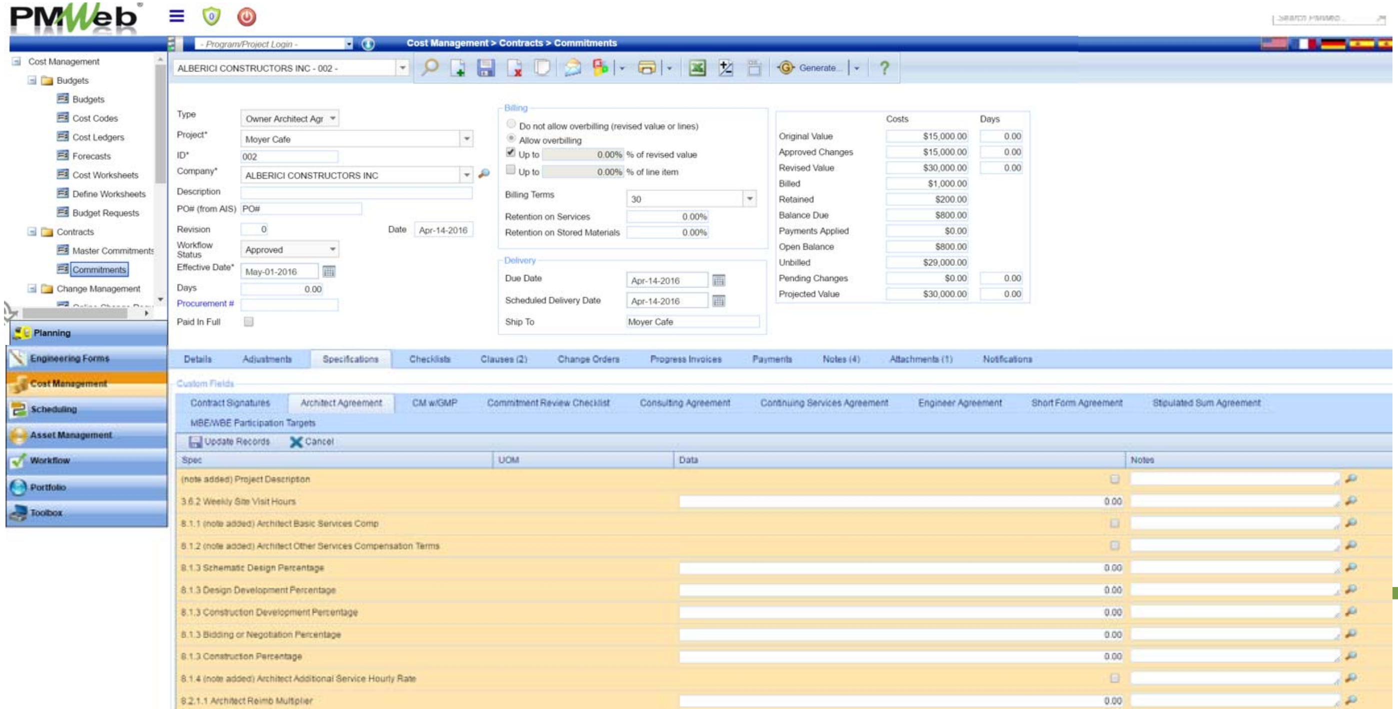
Add Commitment Details

- Select “Specifications” tab and select tab for appropriate type of agreement
- Populate details here just like for a resolution



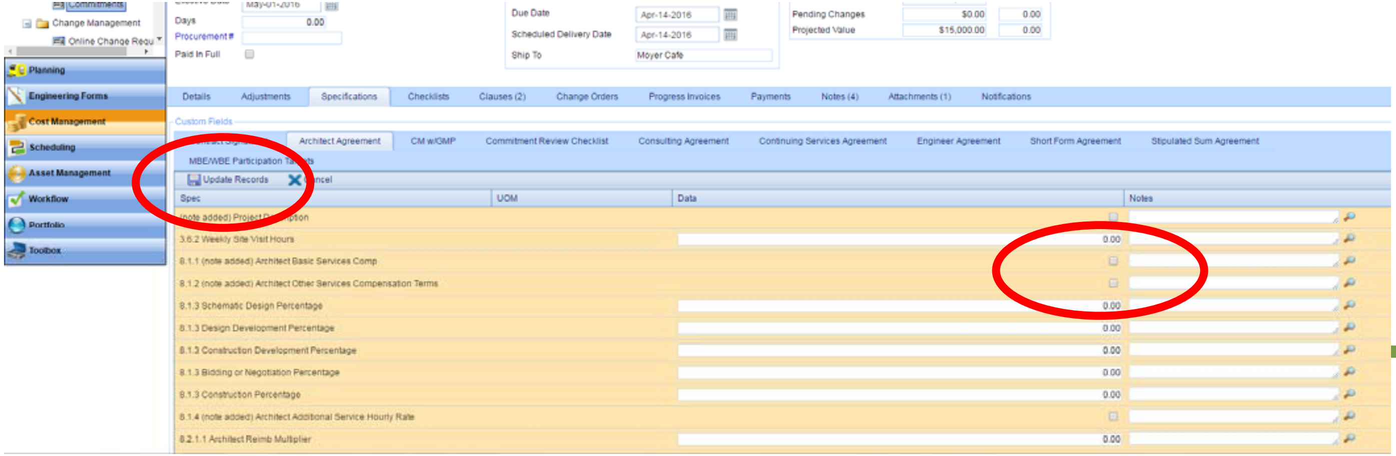
Add Commitment Details

- Use shortcut: select top row; shift; bottom row; edit
- Add contract details



Add Commitment Details

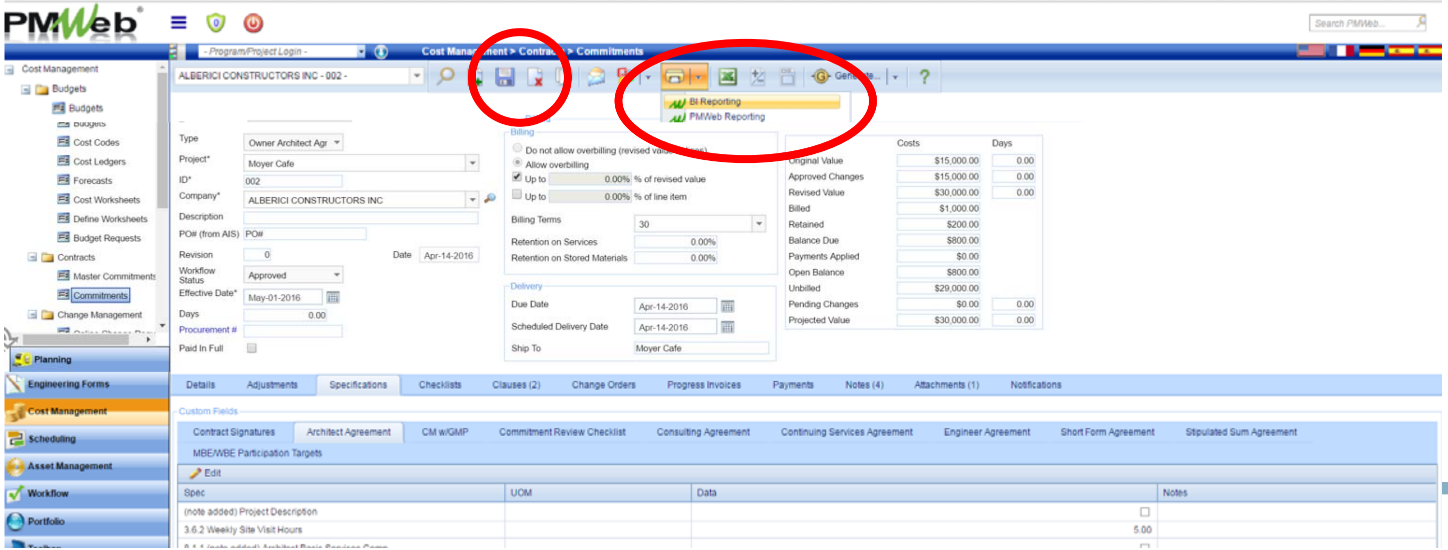
- Each line that has "(note added)" indicates a note that needs to be completed for this commitment
- Click the checkbox to denote that a note was added; add any notes that have not yet been added
- Select "Update Records" to save



Washington University in St. Louis
Information Technology

Generate Commitment Report

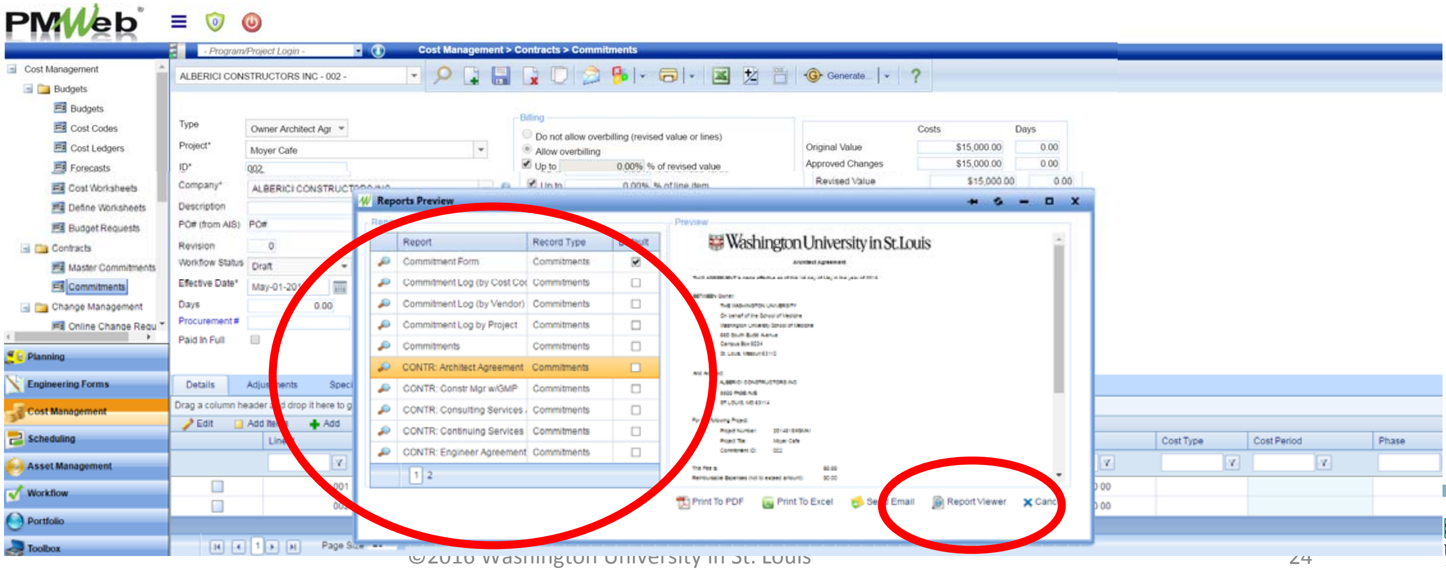
- Save the record
- Navigate to the printer icon drop down, and select BI reporting.



Washington University in St. Louis
Information Technology

Generate Commitment Report

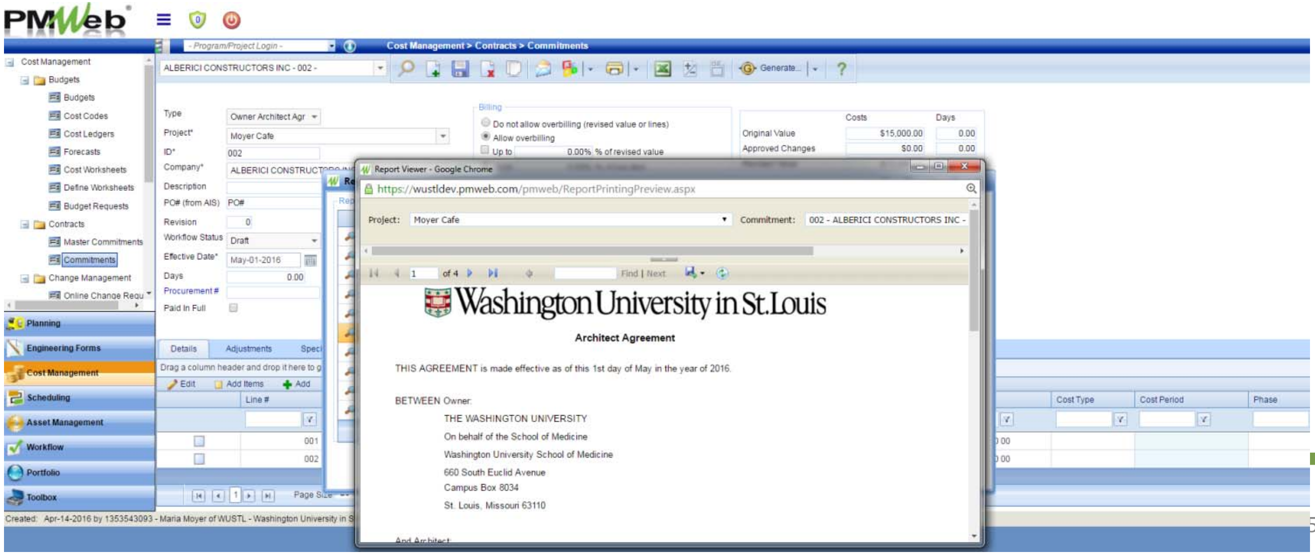
- Select appropriate contract type – click magnifying glass
- Then select Report Viewer to view entire report



Washington University in St. Louis
Information Technology

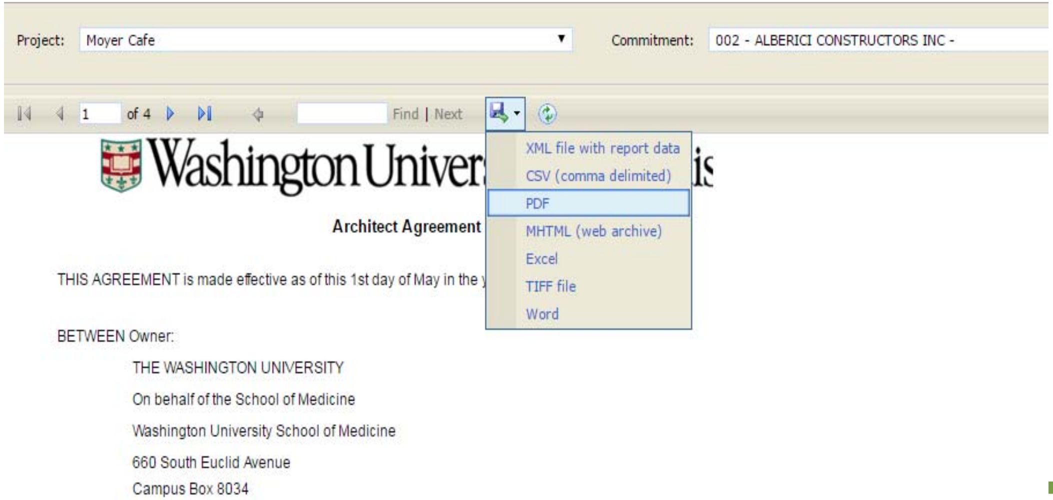
Generate Commitment Report

- Review commitment for correctness; make any changes necessary in spec fields and rerun the report
  - Note: use arrows to navigate if multiple pages
  - Note: page 3 contains info from spec fields; other pages contain information from the addenda attachments



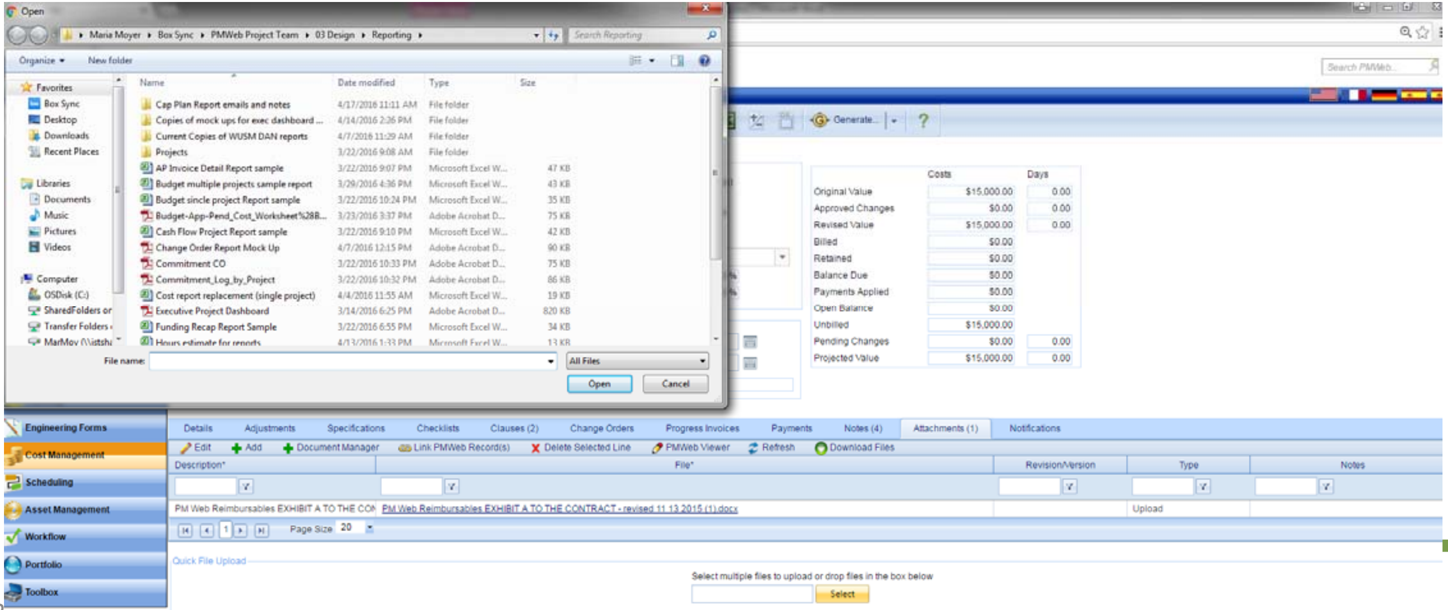
Generate Commitment Report

- Commitment contracts will be submitted through workflow as an attachment to the commitment record
- Save the commitment as a PDF to a central drive.



Generate Commitment Report

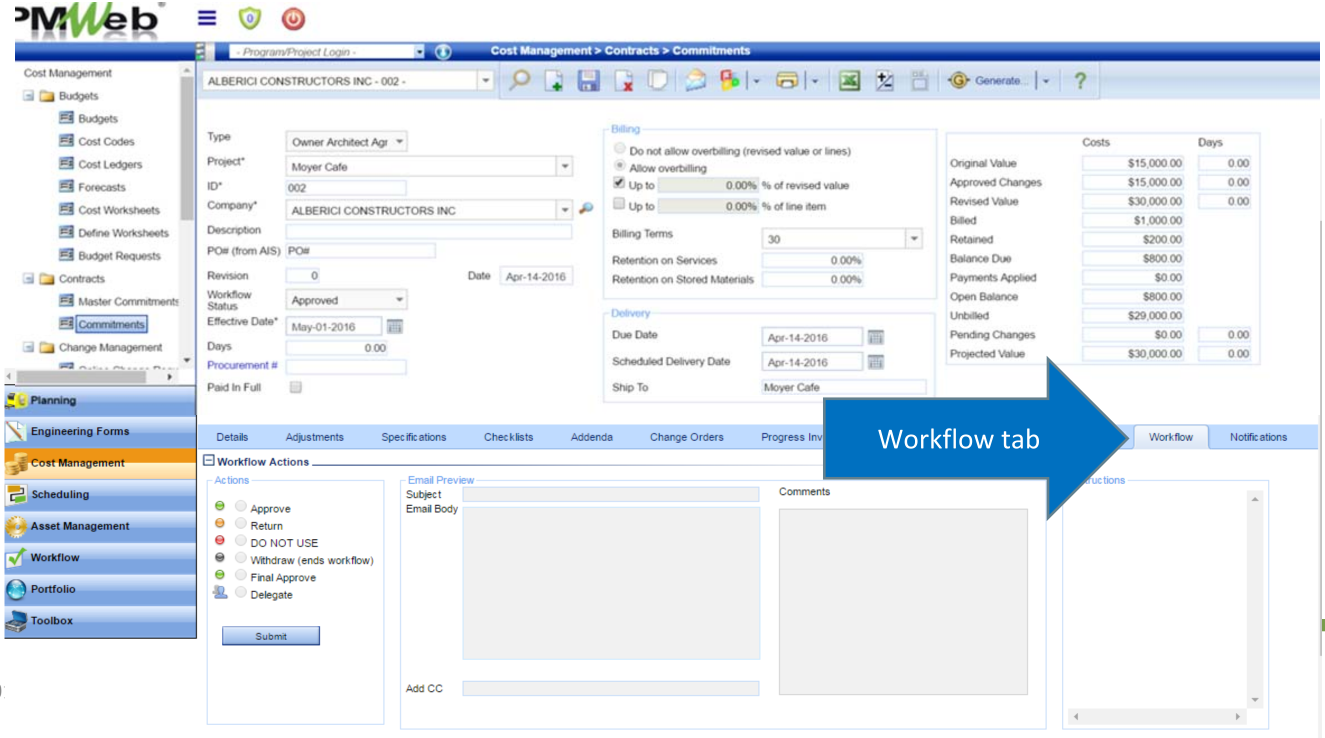
- Select “Attachments” tab and then “Select” button
- Upload the saved commitment document here



Washington University in St. Louis
Information Technology

Submit Commitment Report into Workflow

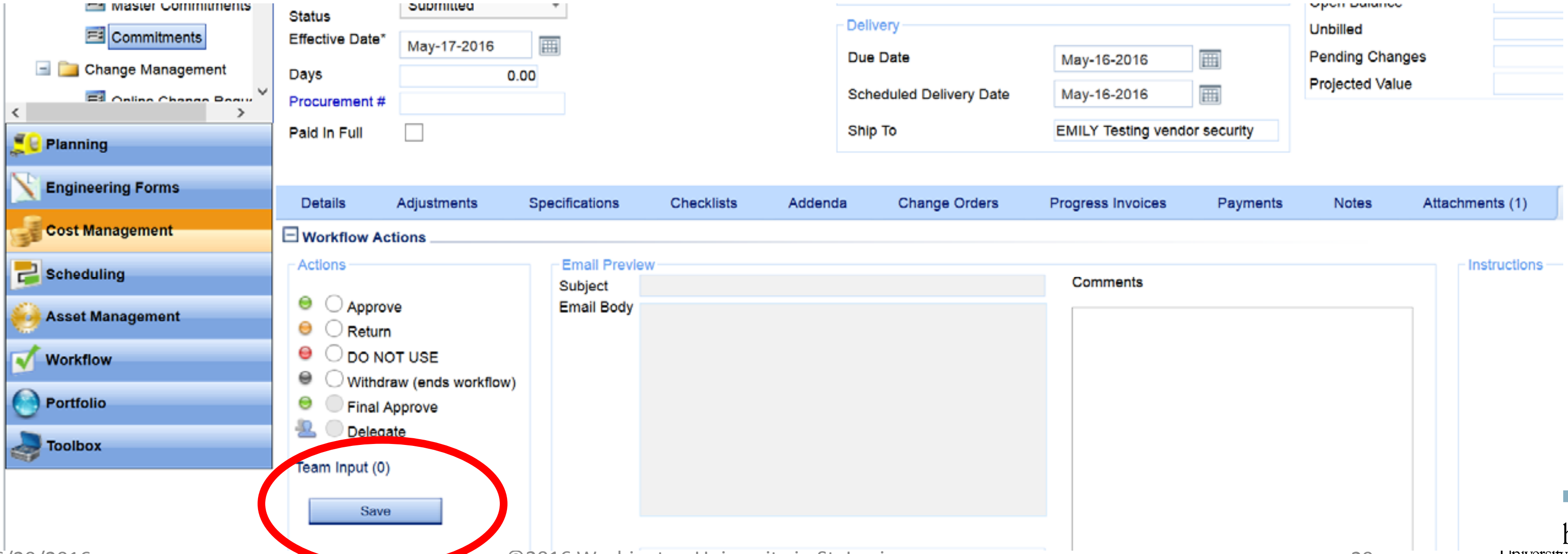
- Select the “Workflow” tab
- Select Submit



Washington University in St.Louis
Information Technology

Submit Commitment Report into Workflow

- Select Save
    - You will receive notification re: the status of the workflow



Washington University in St. Louis
Information Technology

Commitment Vendor step in Workflow

- The commitment workflow has a step for the commitment vendor
- You can see in the workflow log every step in the workflow. The PM will receive the "commitment vendor" step and delegate it to the vendor.

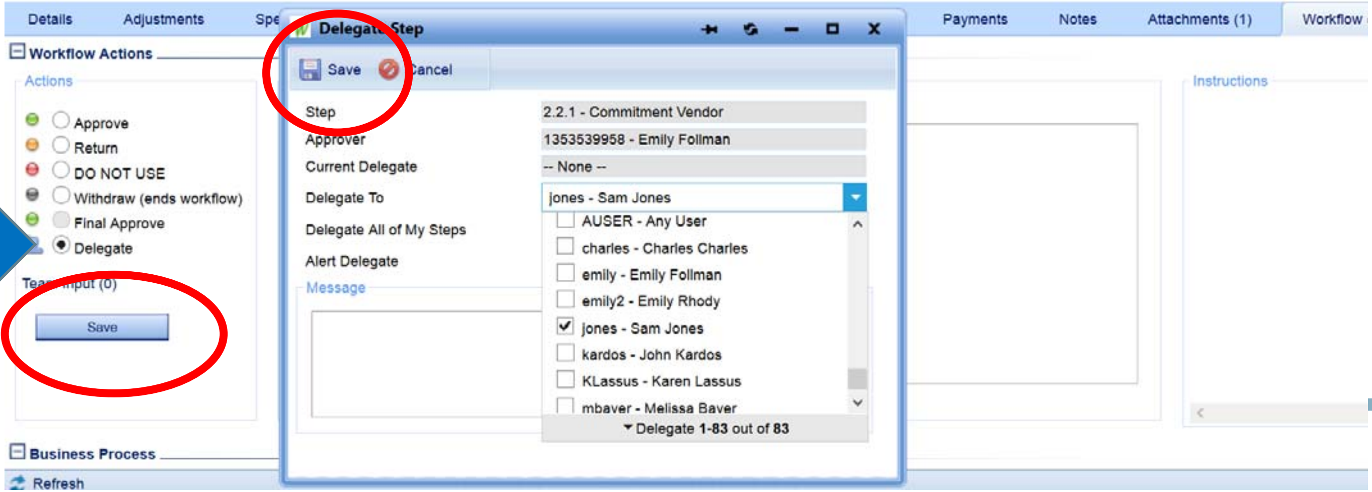
Step	Date	Role	Assignee / Condition	Comment
1	May-21-2016	Project Manager 1	Jon Smith	
2		-- APM --	Commitment < $50k	
2.1	May-26-2016	Accountant 1	Emily Follman	Approve after PO is keyed in Marketplace
2.2		-- APM --	Non PO Commitment	
2.2.1	May-31-2016	Commitment Vendor	Emily Follman	
2.2.2	Jun-05-2016	Project Manager 1	Jon Smith	
3		-- APM --	Commitment between $50k & $8(	
3.1		-- APM --	Non PO Commitment	
3.1.1	Jun-10-2016	Commitment Vendor	Emily Follman	Delegate to appropriate vendor contact for this commitment.

Commitment Vendor Role

Commitment Vendor step in Workflow

- Select "Delegate" radio button
- Select the delegate from the list in the pop up window
- Save the assignment and save the workflow step

Select Delegate



Commitment Vendor step in Workflow

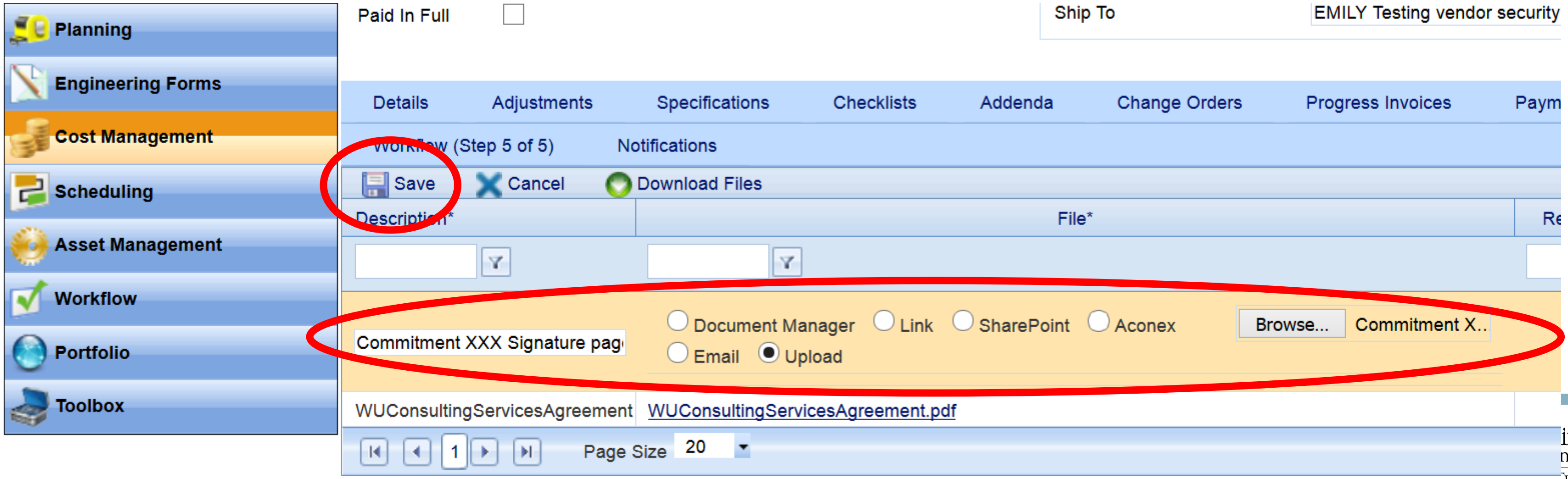
- Vendors may choose not to use PMWeb
- In this case, the PM will not delegate to the vendor, but will instead email the commitment document to the vendor for signature.
- When the signed document is returned via email, the PM will add the document to the record in PMWeb and approve it as a proxy for the vendor, sending the record on to the next step in workflow

Final Signature

- After vendor has returned the signature page of the contract (either via email or PMWeb attachment, the WU final approver/designated signatory needs to add signature to signature page
- This will be done manually for now
- Electronic signatures are coming
  - Opt in/out will be required to be performed for each esign (WU and vendor)

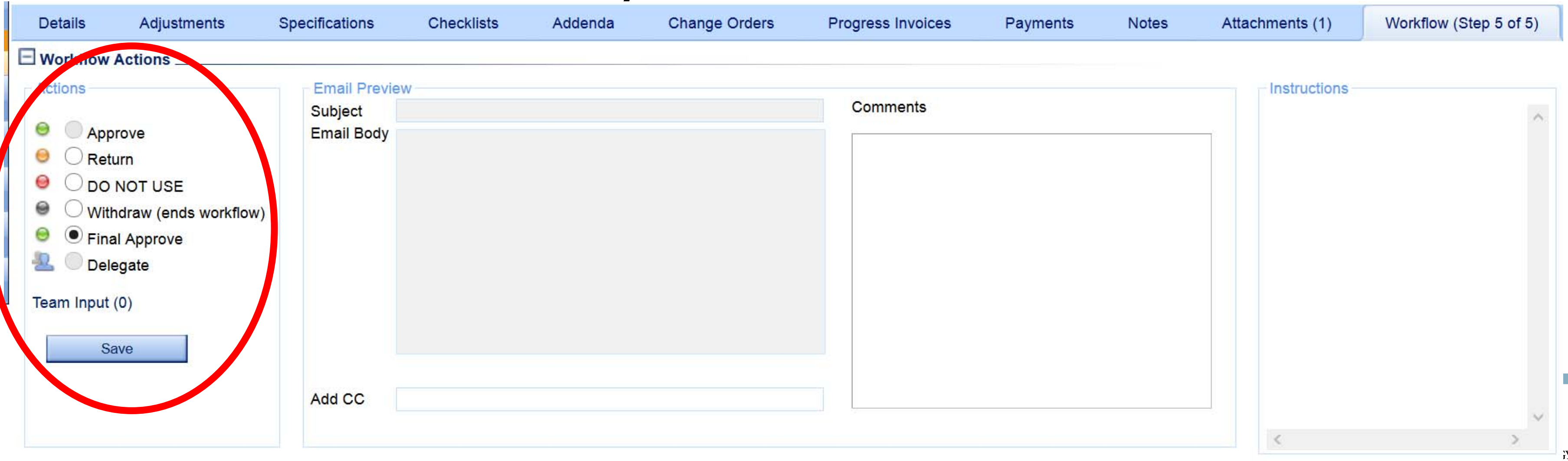
Final Signature

- Print page, WU signer will sign, and scan
- Upload to commitment record as attachment
- Save record



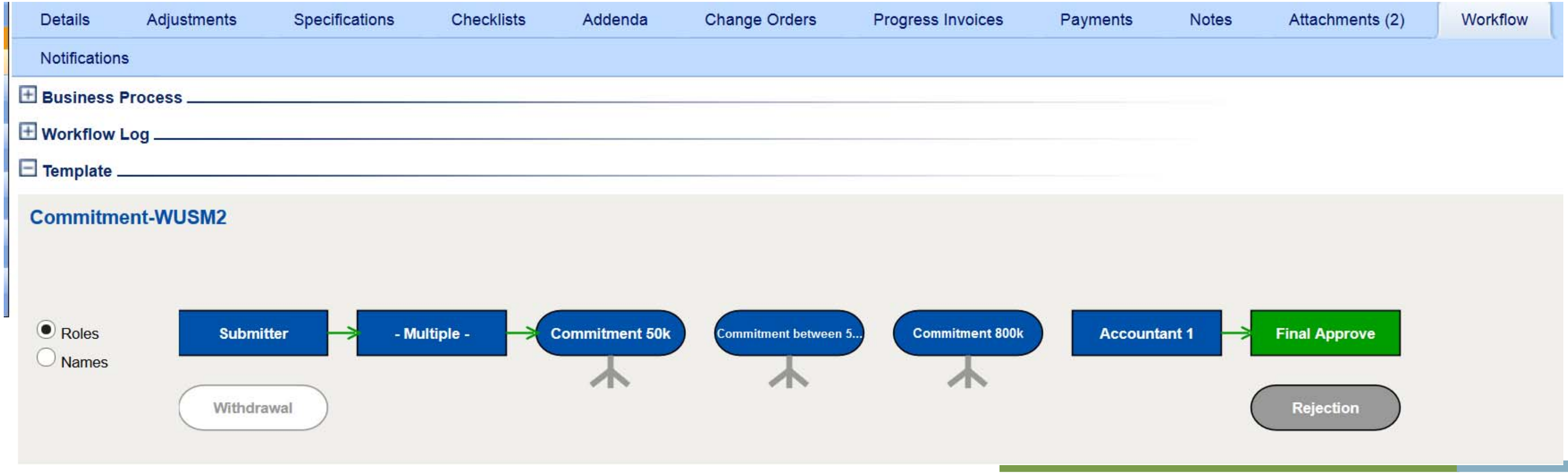
Final Approval

- Final approver will review commitment and select final approve
- Save
- Commitment is fully executed



Final Approval

- Visual workflow will show that the record has completed final approval



Washington University in St. Louis
INFORMATION TECHNOLOGY

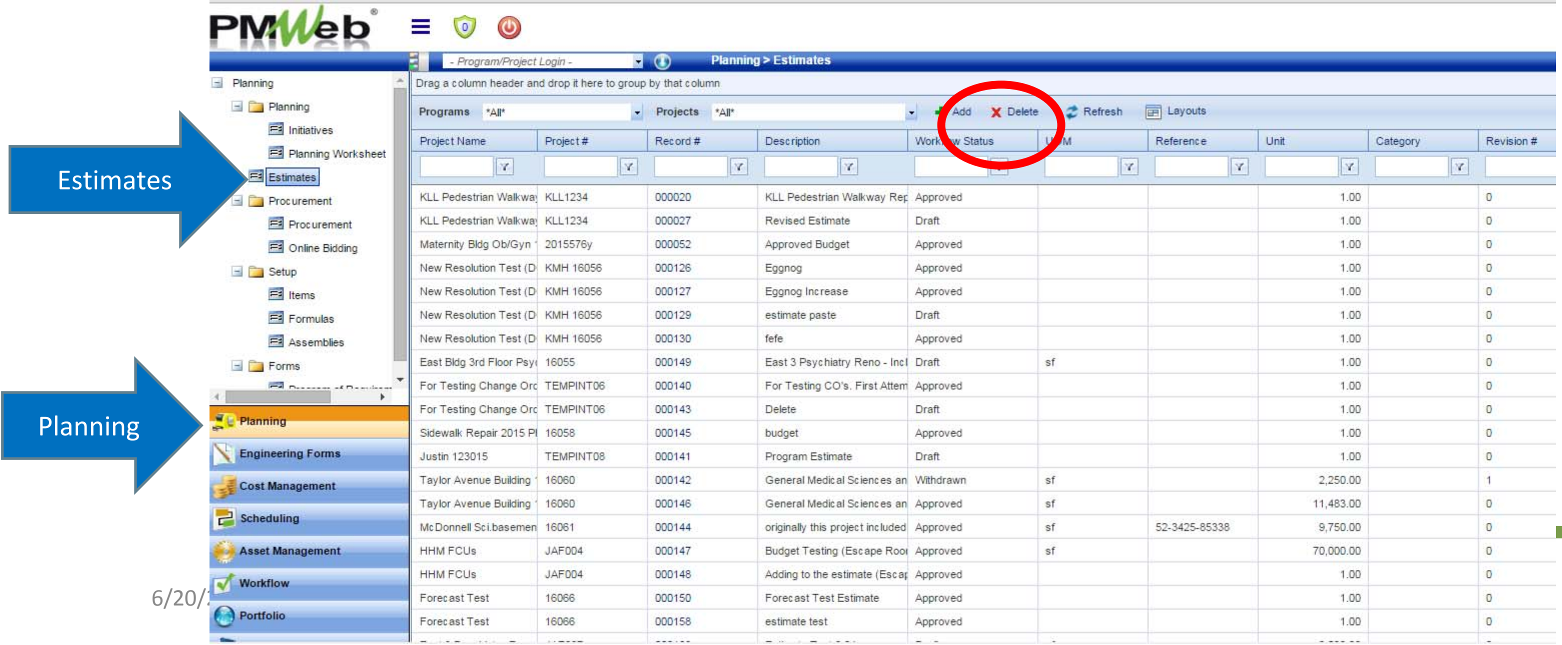
PMWeb® Training

Budget Requests – Resolution Increase

Washington University in St. Louis
Information Technology

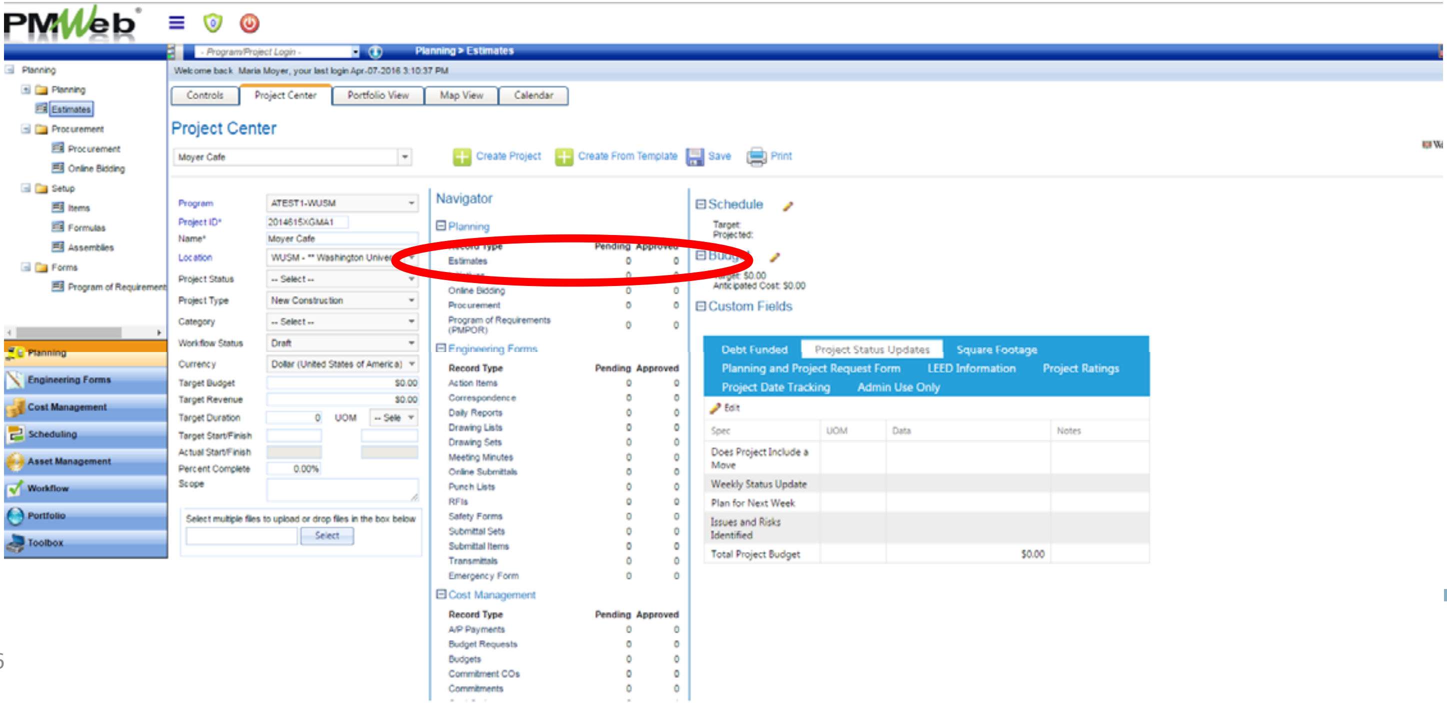
Start with a new Estimate

- Same process as initial budget – start with an estimate
- Two ways to navigate to Estimate module
  - Planning Module > Estimates sub-category



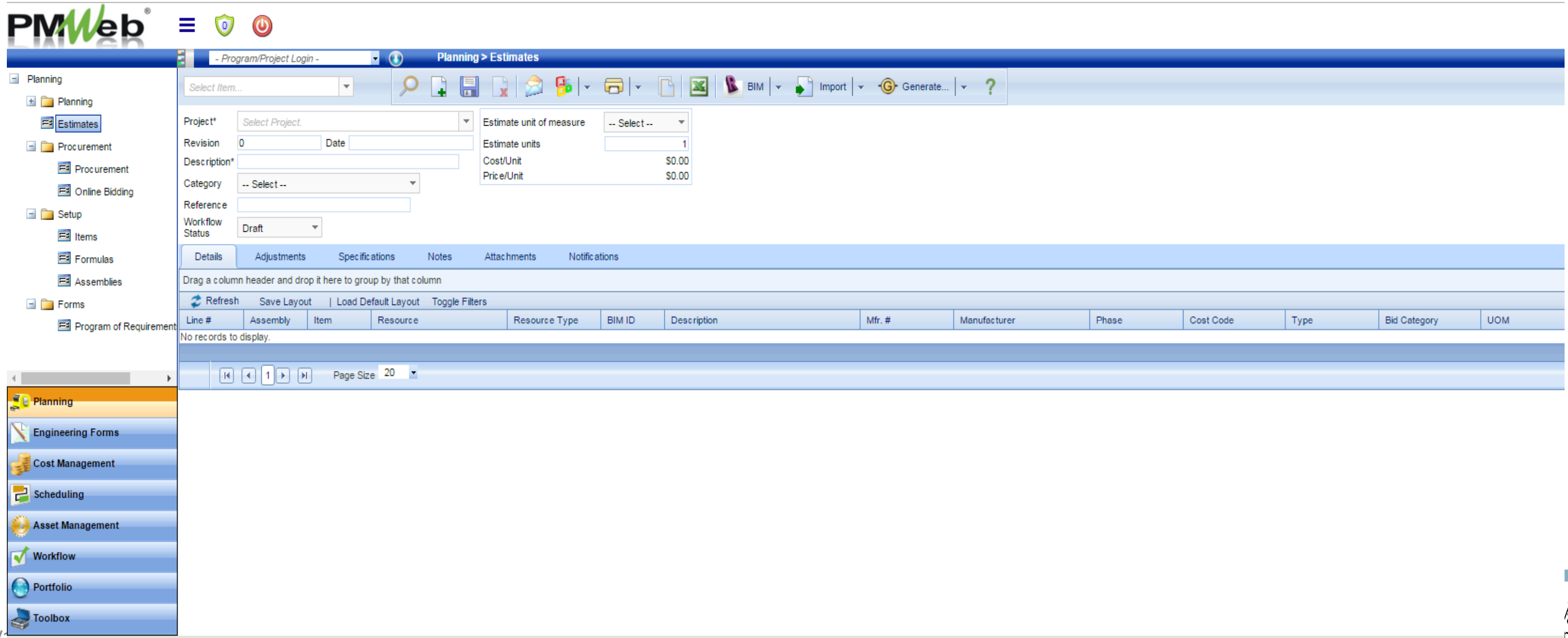
Create New Estimate for additional funds

- Two ways to navigate to Estimate module
  - Project Center > Select Estimates hyperlink



Create new estimate

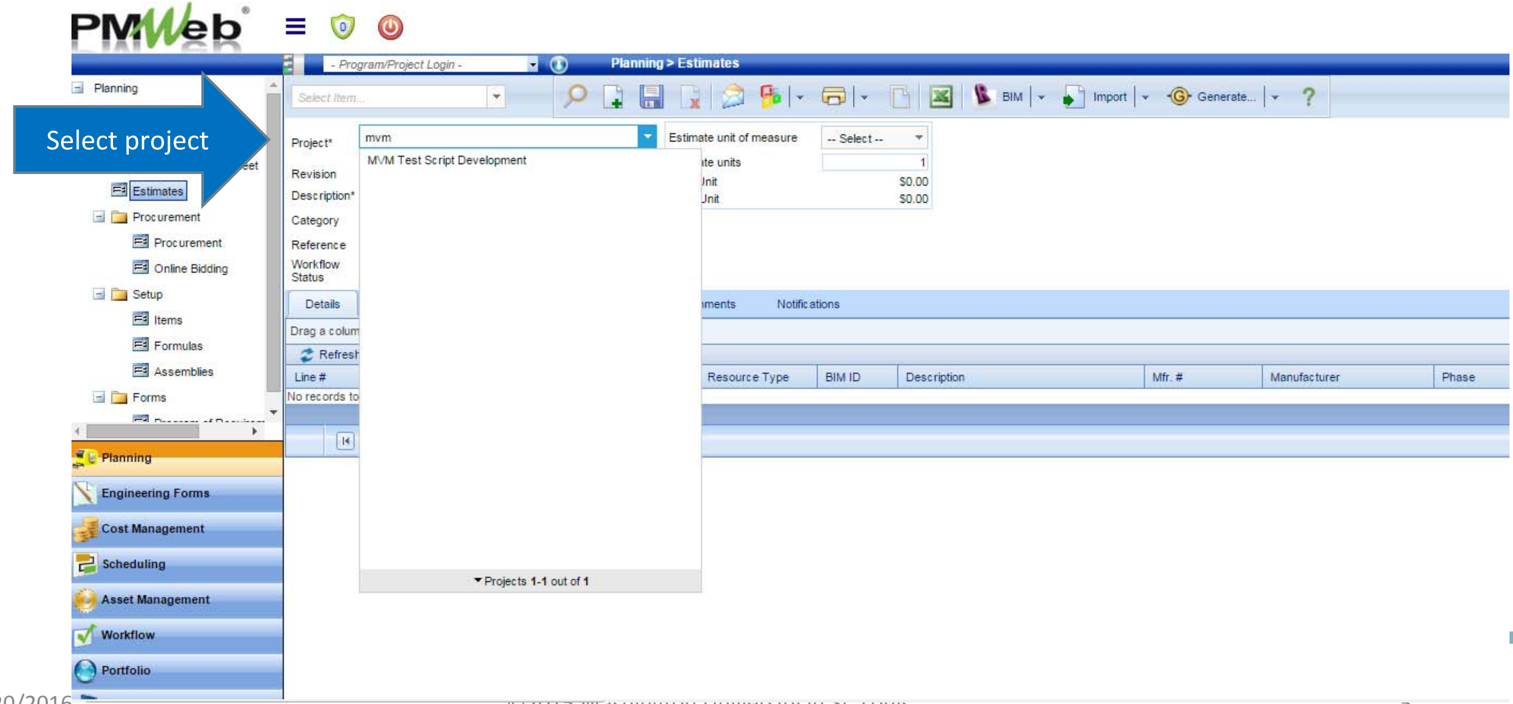
- You will be brought to a new estimate record



Washington University in St. Louis
Information Technology

Create new estimate

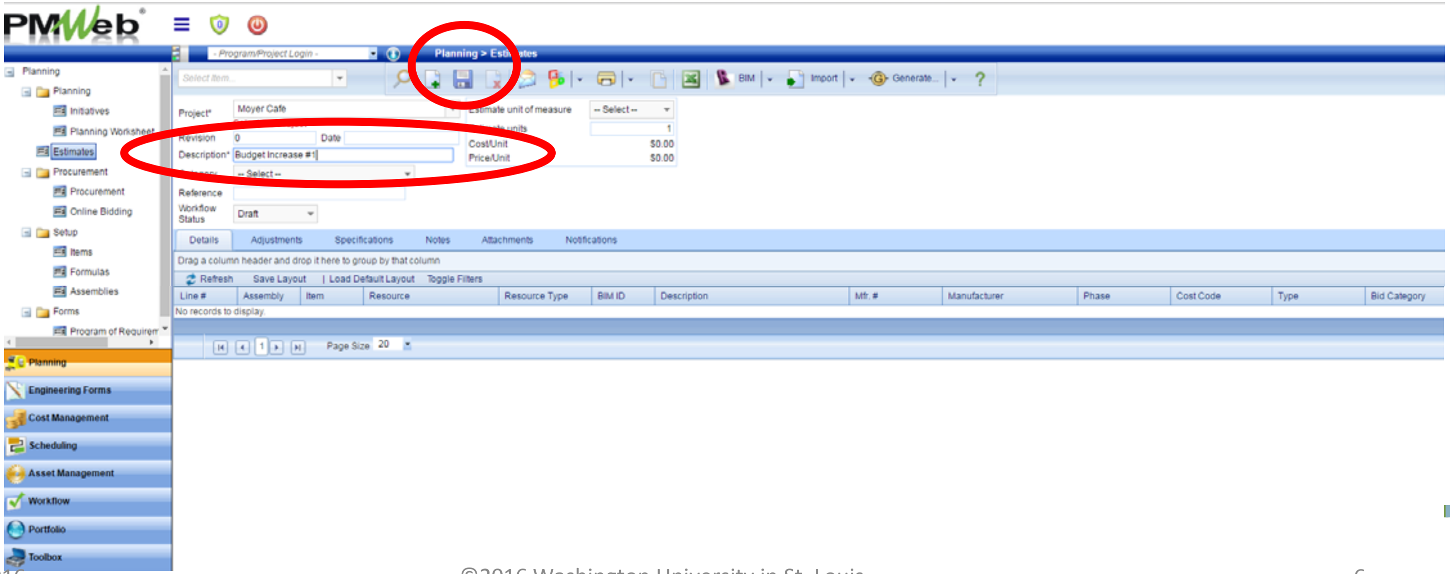
- Select your project from the list



Washington University in St. Louis
Information Technology

Create new estimate

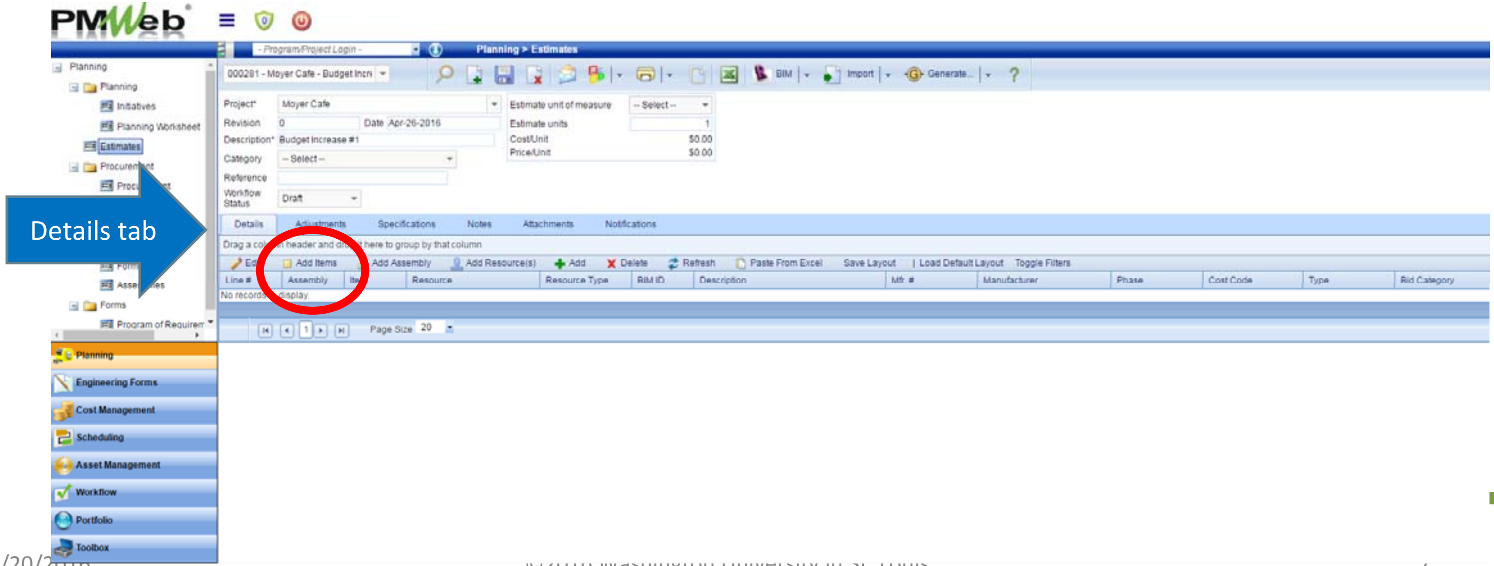
- Enter Estimate Description (only required field) and save the record



Washington University in St. Louis
Information Technology

Create new estimate

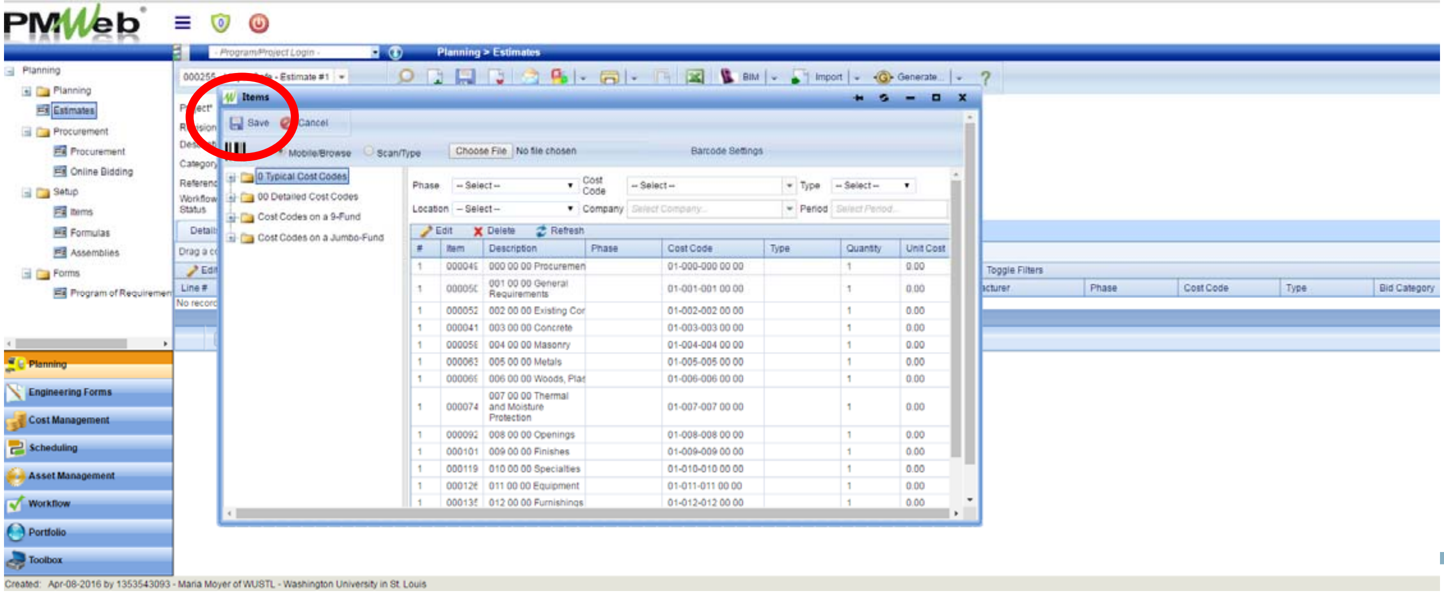
- Two ways to add cost codes and unit prices to your estimate
  - Details tab > Add Items



Washington University in St. Louis
Information Technology

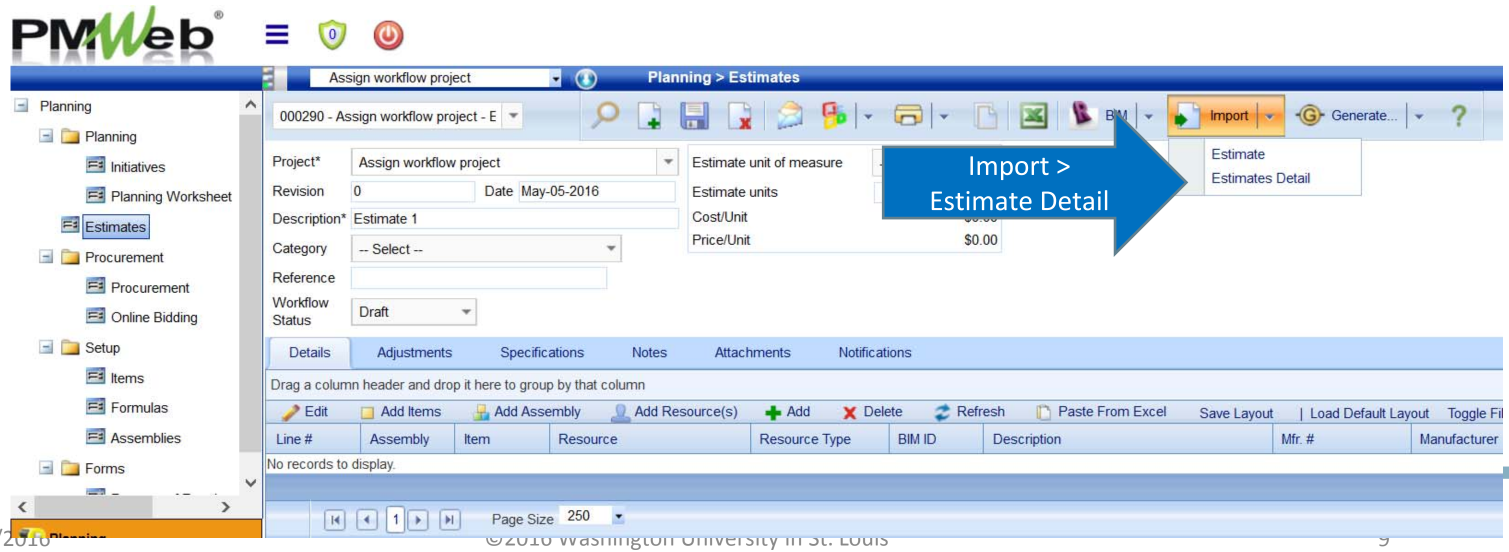
Create new estimate

- From the "items" window, drag and drop the relevant cost codes into your estimate. Save.



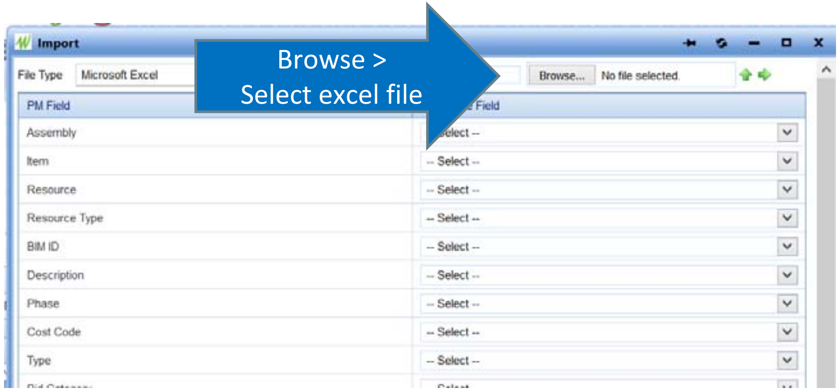
Create new estimate

- Two ways to add cost codes and unit prices to your estimate
    - Complete the estimate in an Excel template and upload

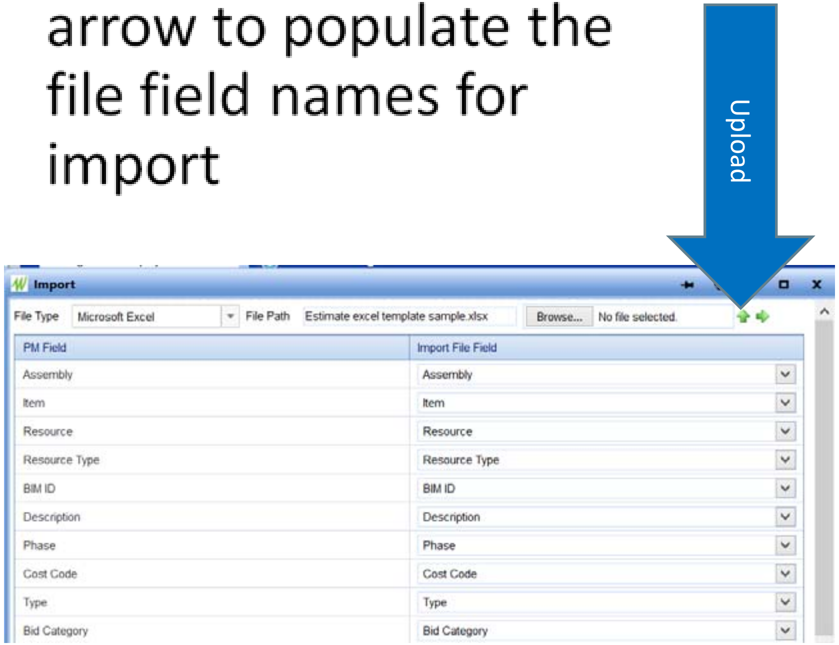


Create new estimate

- Browse to select the Excel file

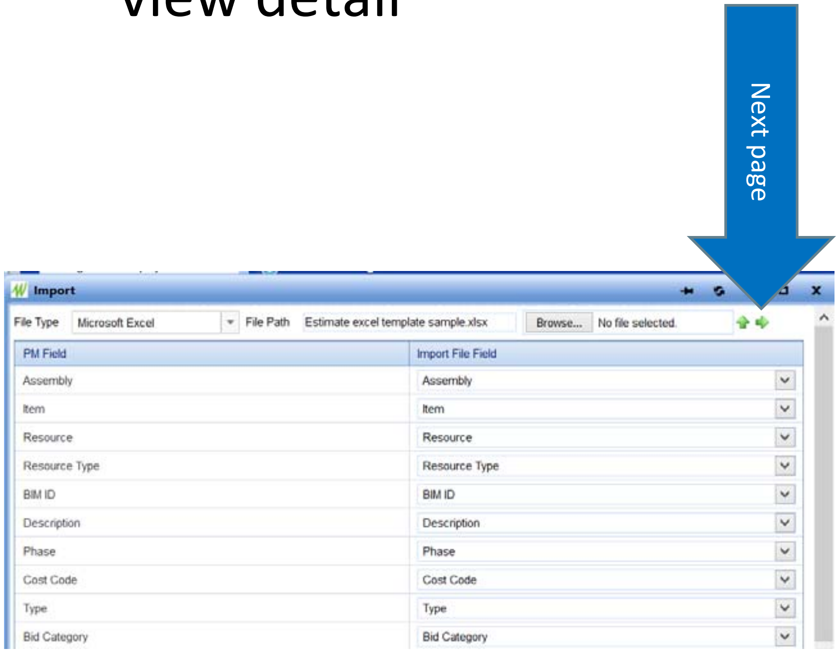


- Select the green upload arrow to populate the file field names for import

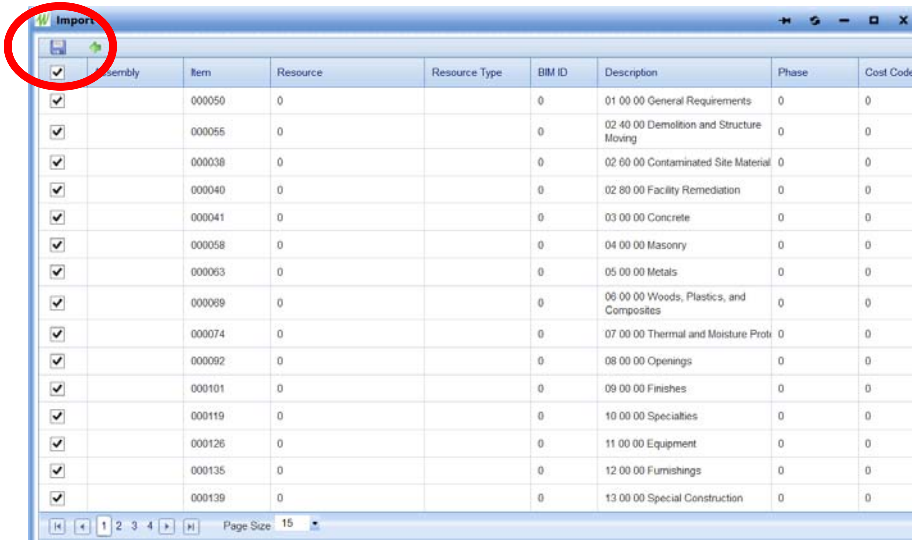


Create new estimate

- Arrow to the next page to view detail

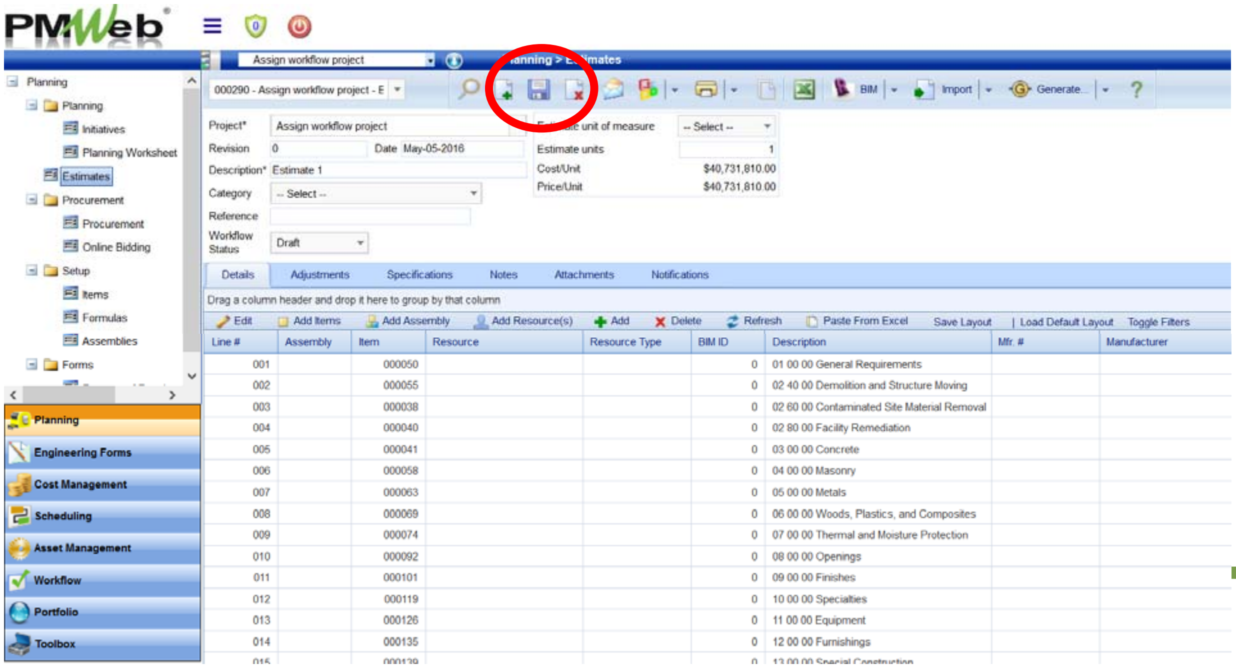


- Save the uploaded items



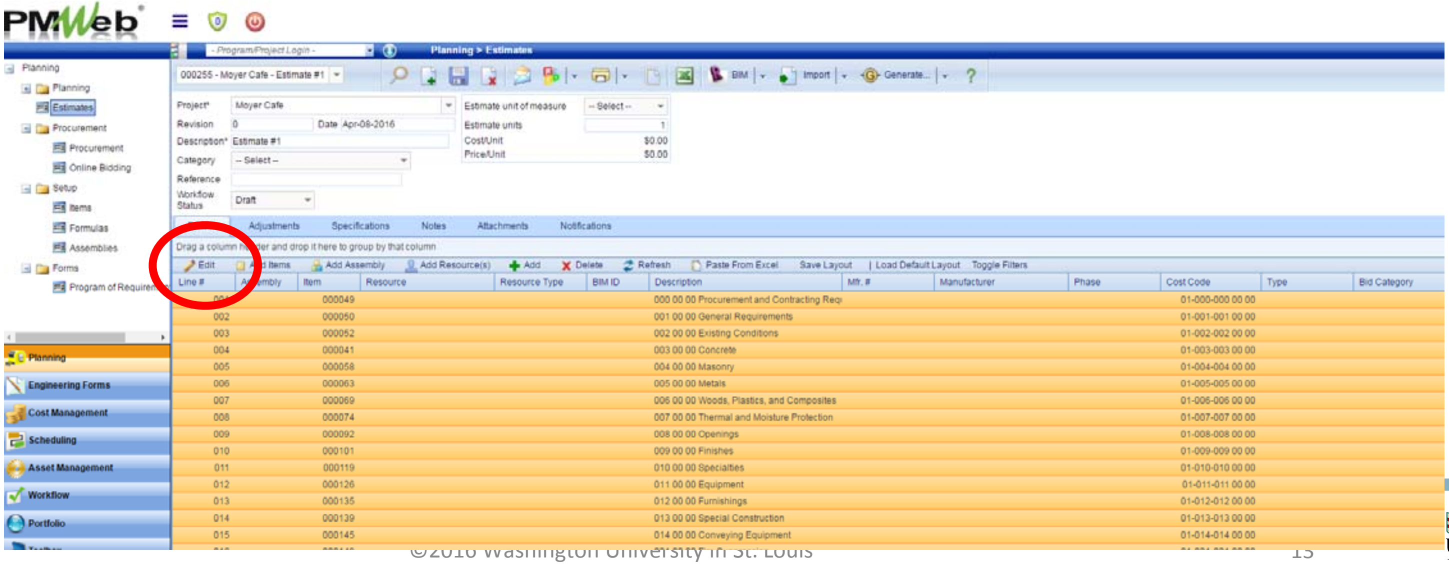
Create new estimate

- Saving the import will populate your items into the estimate. Save the record.



Add line item detail (if necessary)

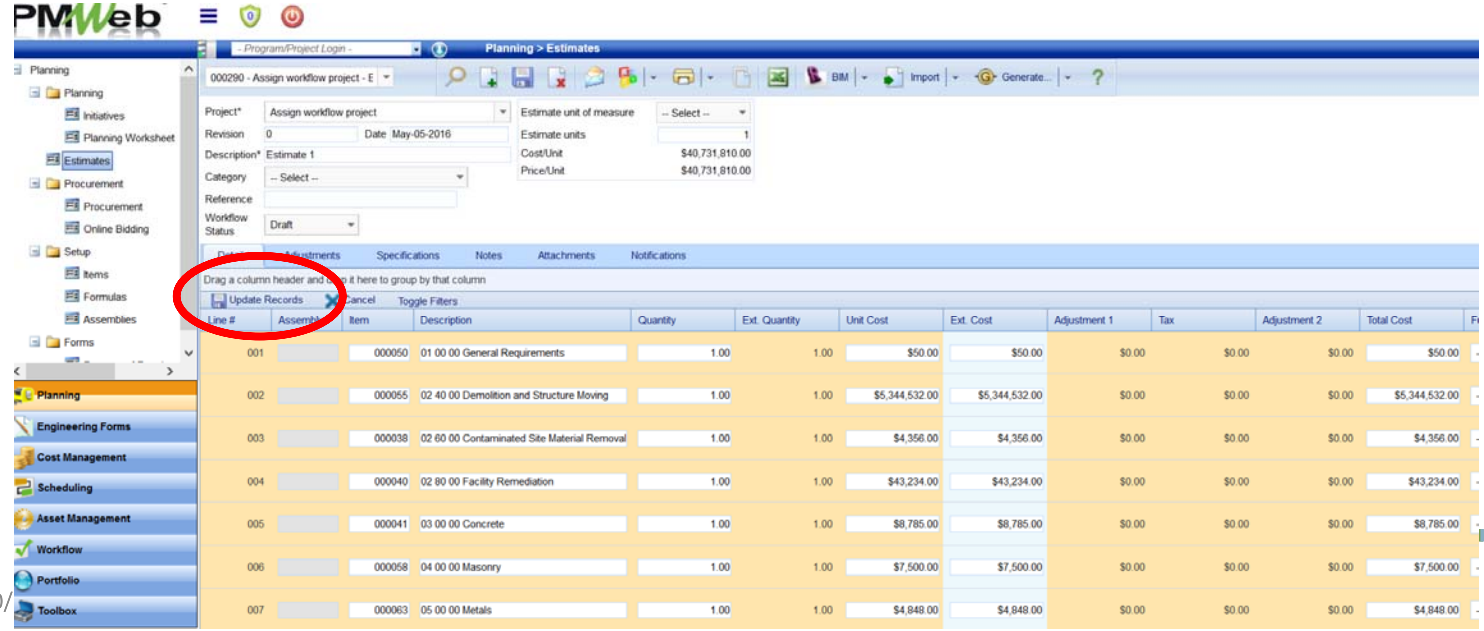
- Edit line items: Highlight the first row, press the Shift key, and select the bottom row to highlight all line items. Select edit. All items available to edit.



Washington University in St.Louis
Information Technology

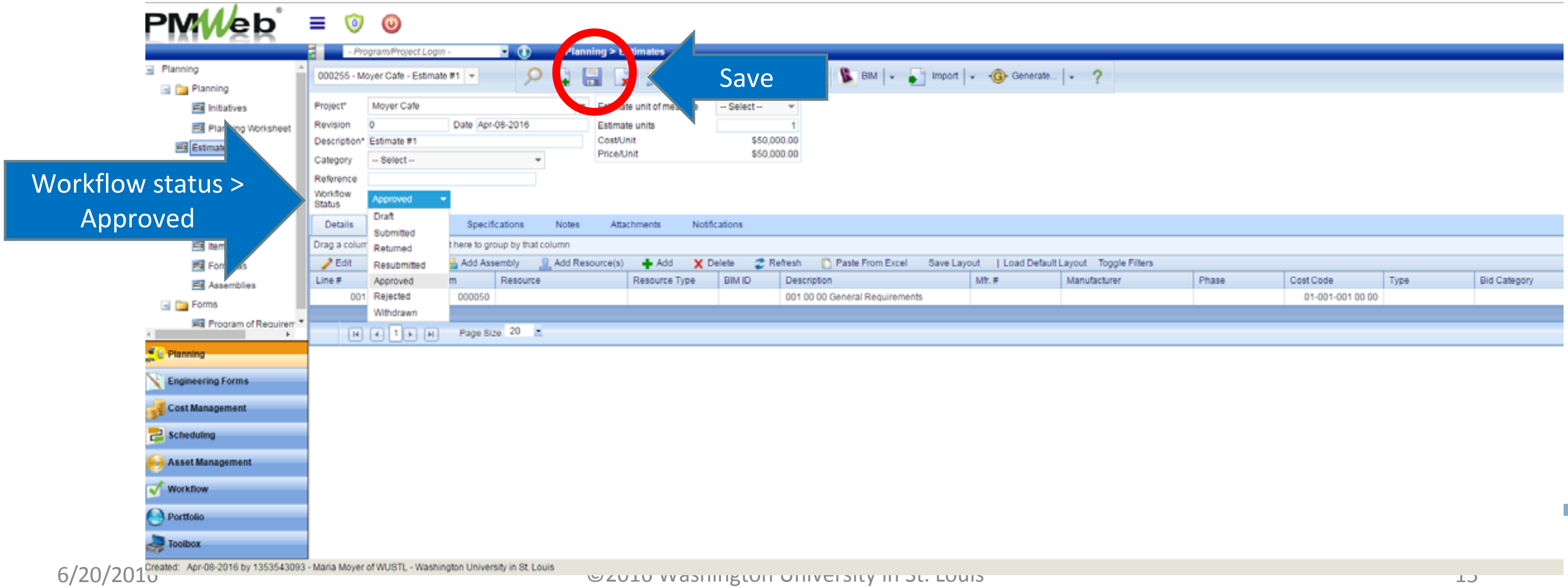
Add line item detail (if necessary)

- Add unit costs
- Save by selecting “Update Records”



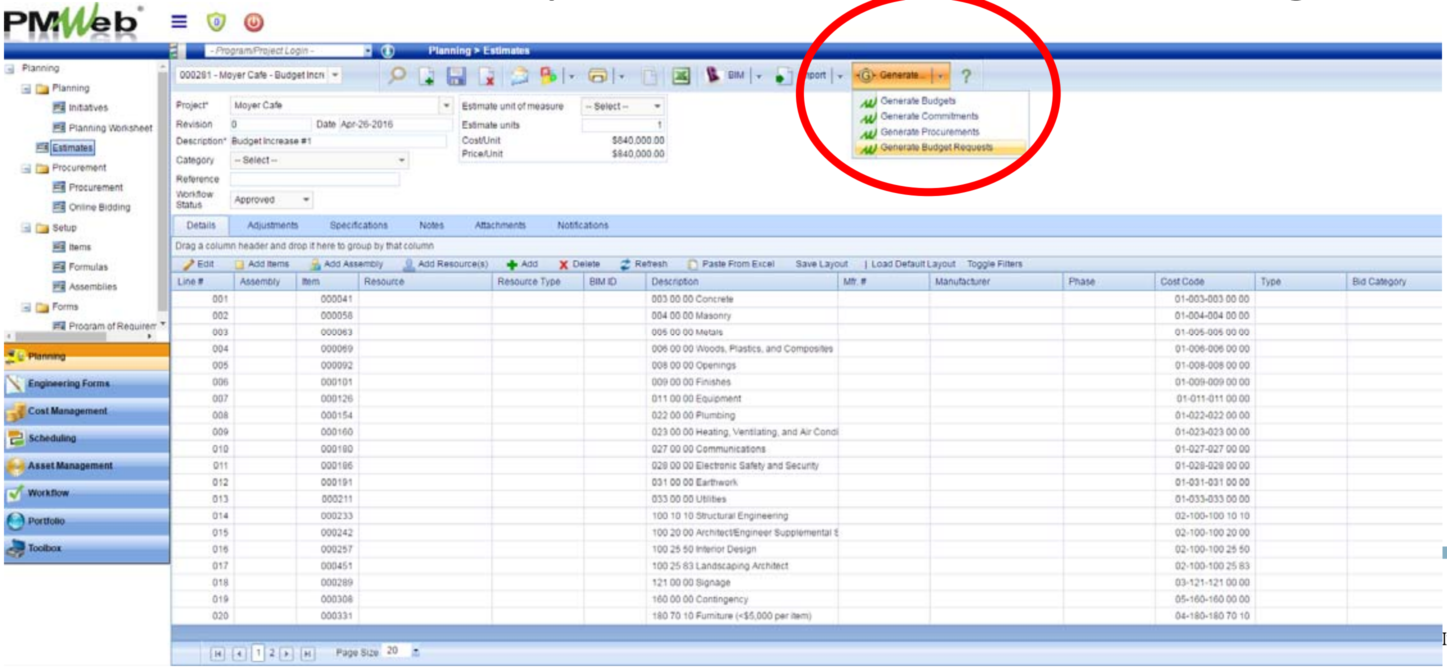
Approve and save Estimate

- Once Estimate is complete, change workflow status to “Approved” and save the record



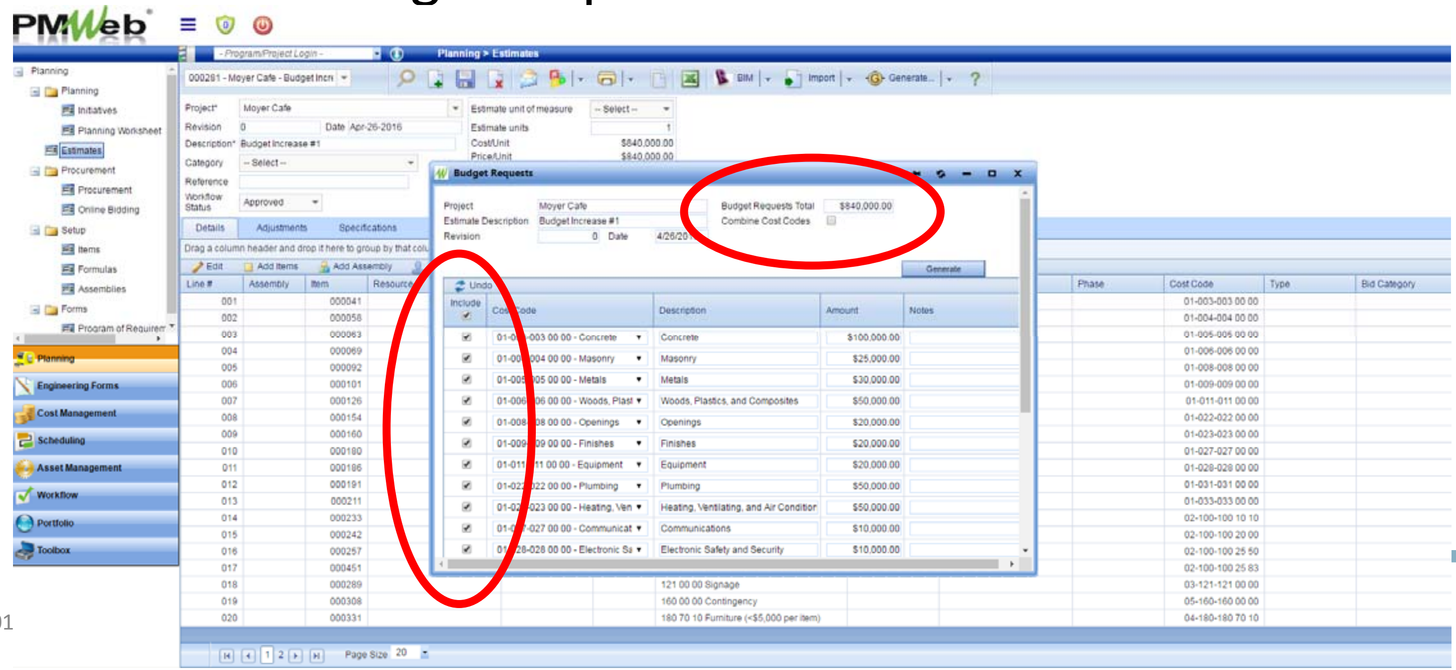
Generate Budget Requests

- Resolution Increase is always associated with budget requests record
  - Select Generate dropdown, select Generate Budget Requests

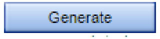


Generate Budget Requests

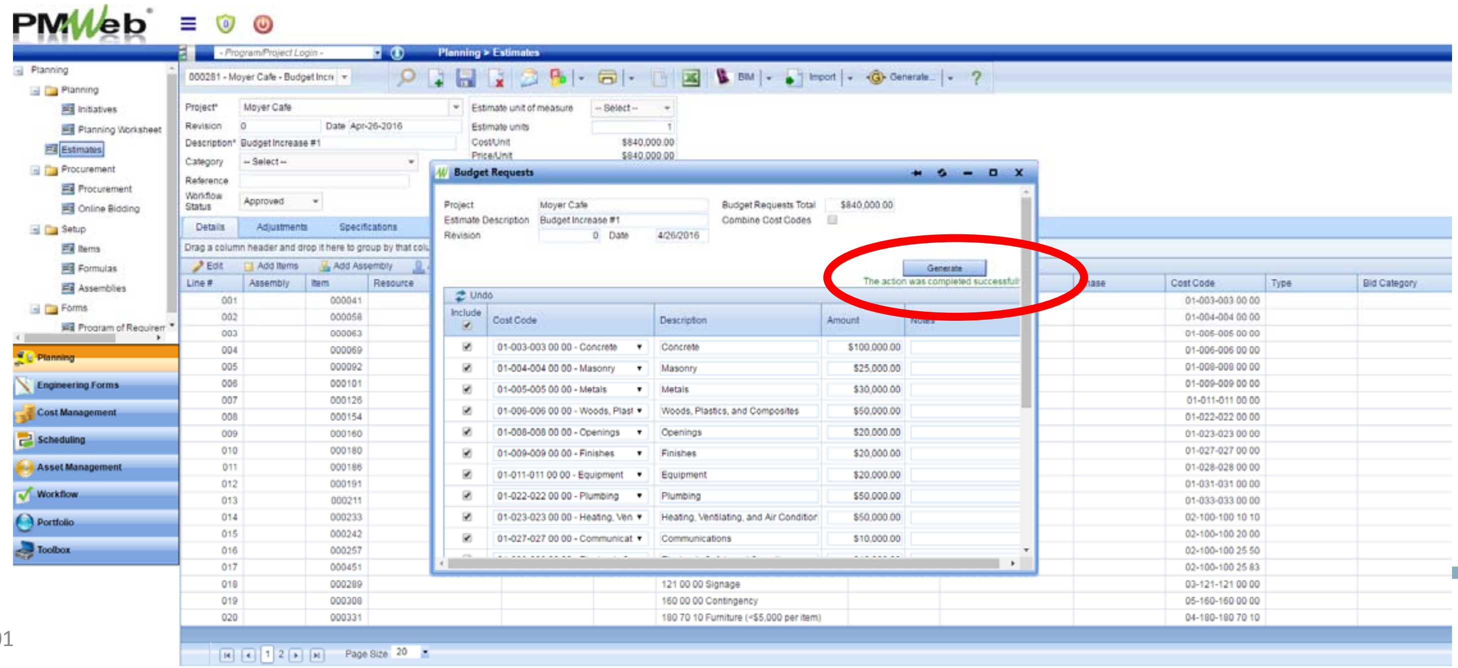
- In the popup window
  - Ensure all cost codes are selected
  - Validate budget request total matches estimate



Generate Budget Requests

- Select “Generate” button 

- Message will display when record has been generated



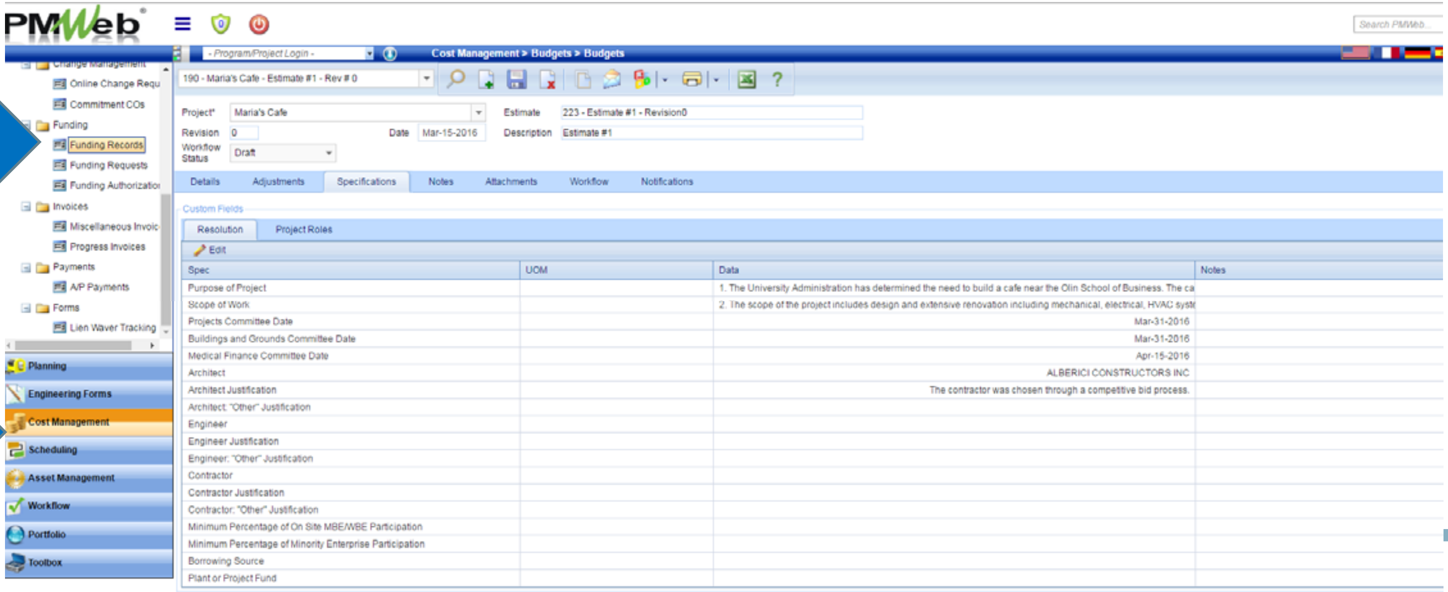
Washington University in St.Louis
Information Technology

Add Funding Source to Budget Request

- Two ways to navigate to Funding Records module
  - Cost Management > Funding Records sub-category

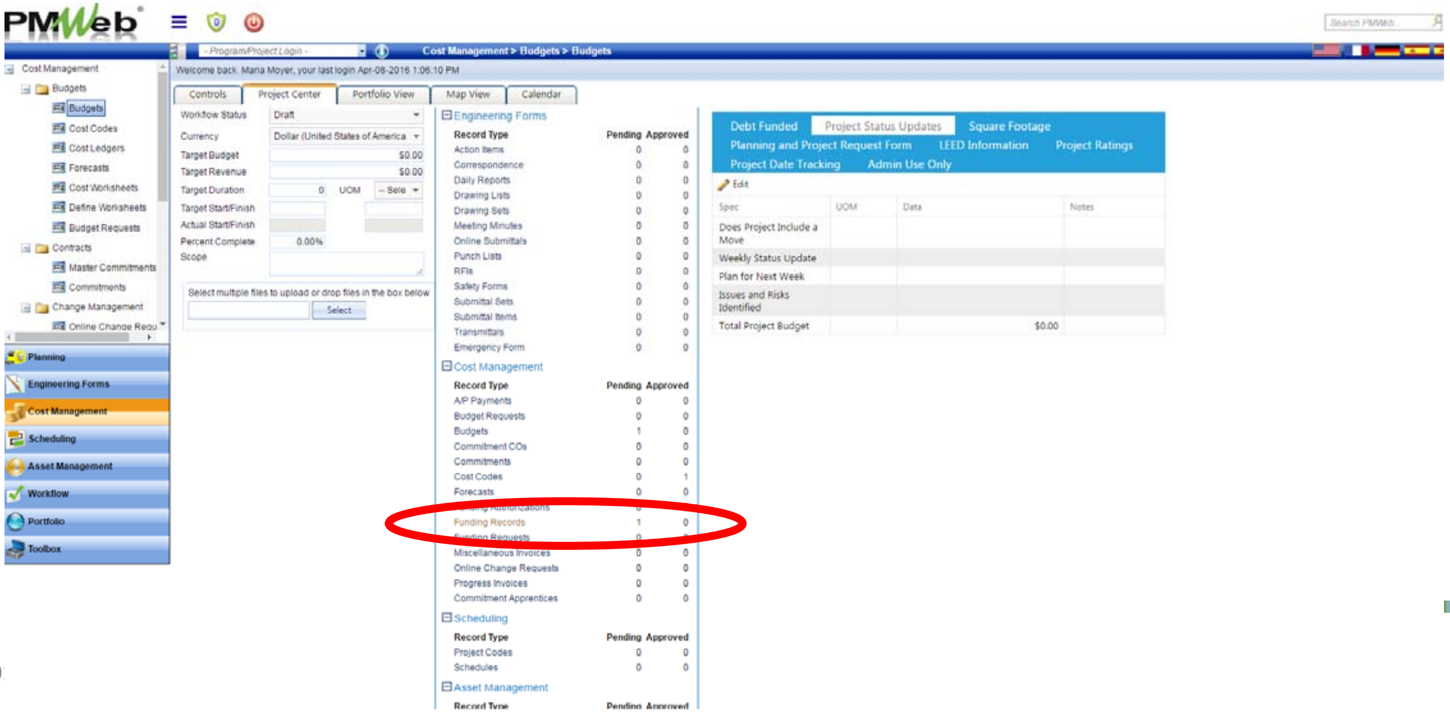
Funding Records

Cost Management



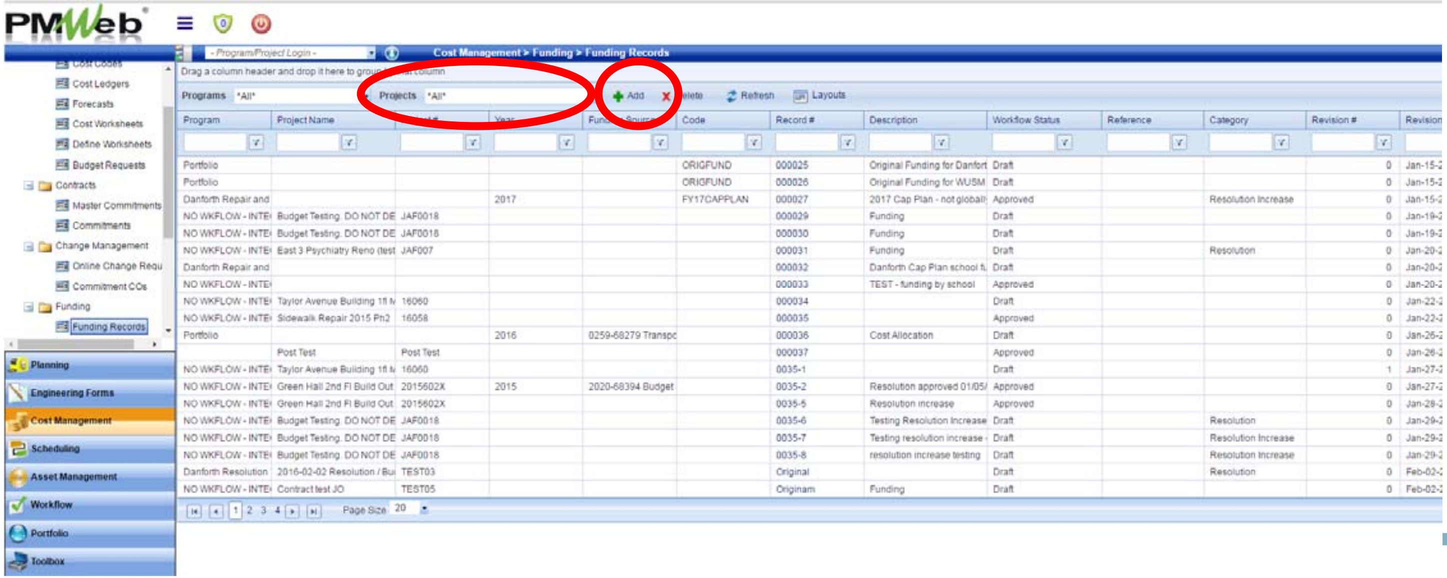
Add Funding Source to Budget Request

- Two ways to navigate to Funding Records module
  - Project Center > Select Funding Records hyperlink



Add Funding Source to Budget Request

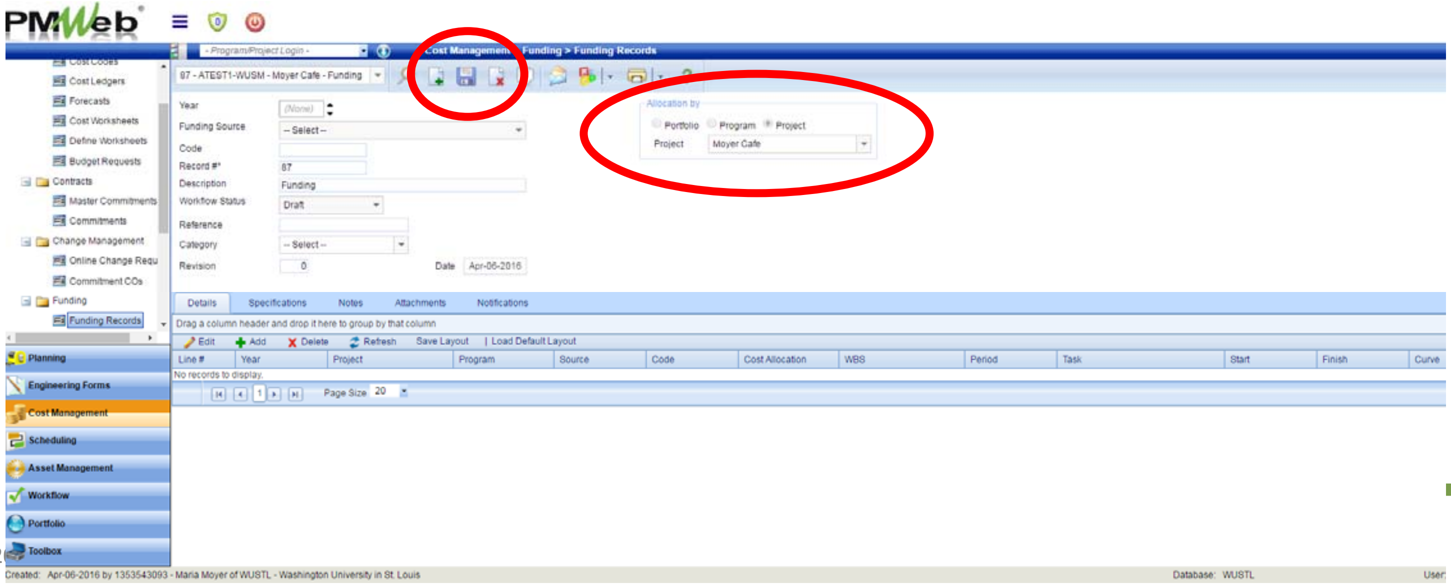
- Add a new funding record or select your project from the board



Washington University in St. Louis
Information Technology

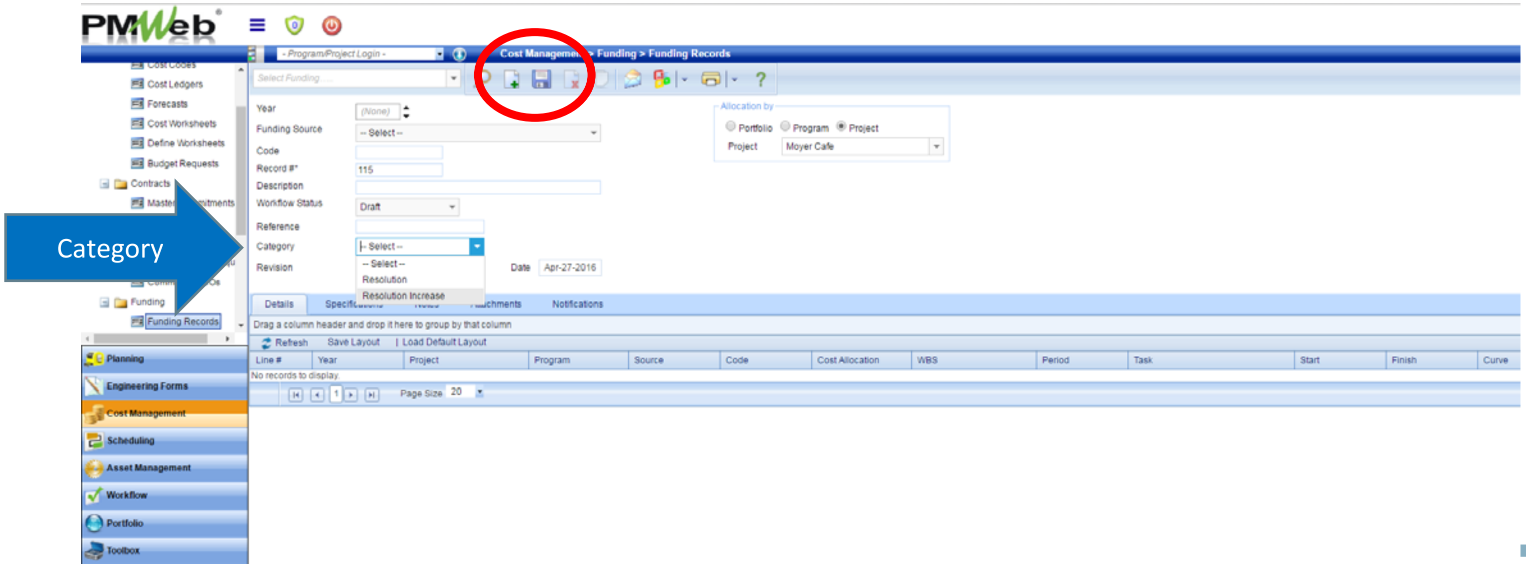
Add Funding Source to Budget Request

- Select the “Project” radio button in the “Allocation by” box
- Select your project and save



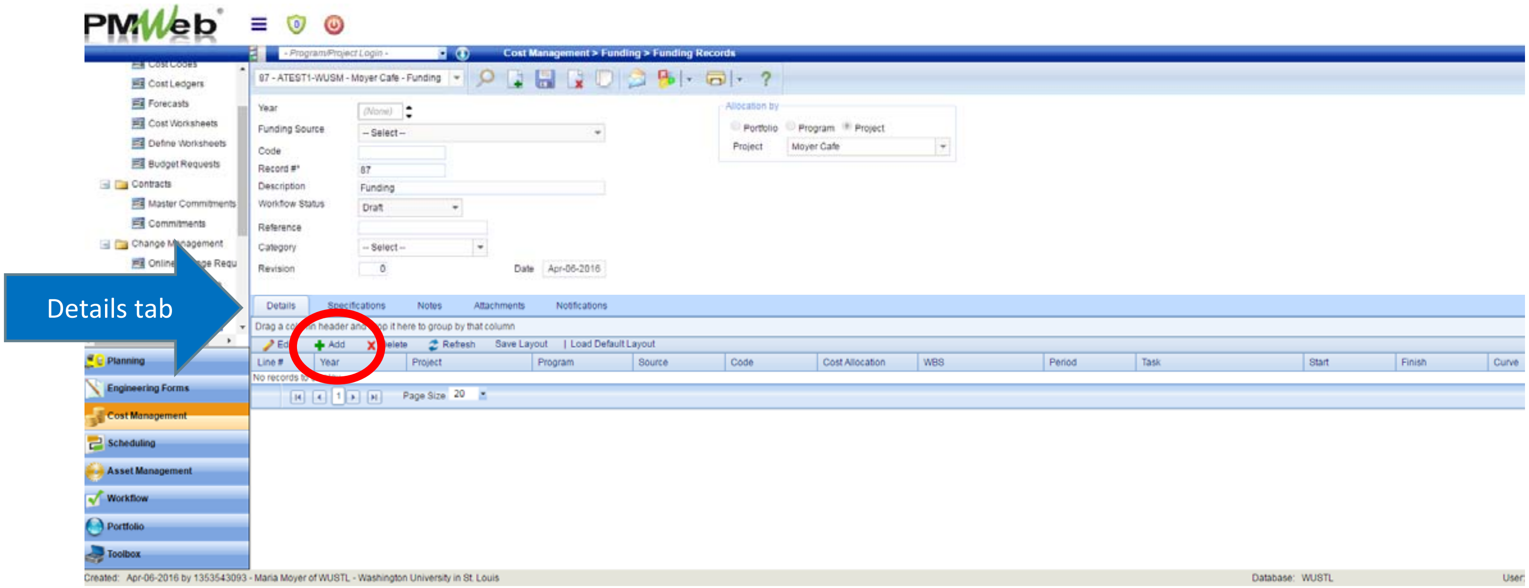
Add Funding Source to Budget Request

- Select "Resolution Increase" in the "Category" field and then click the Save icon in the top header:



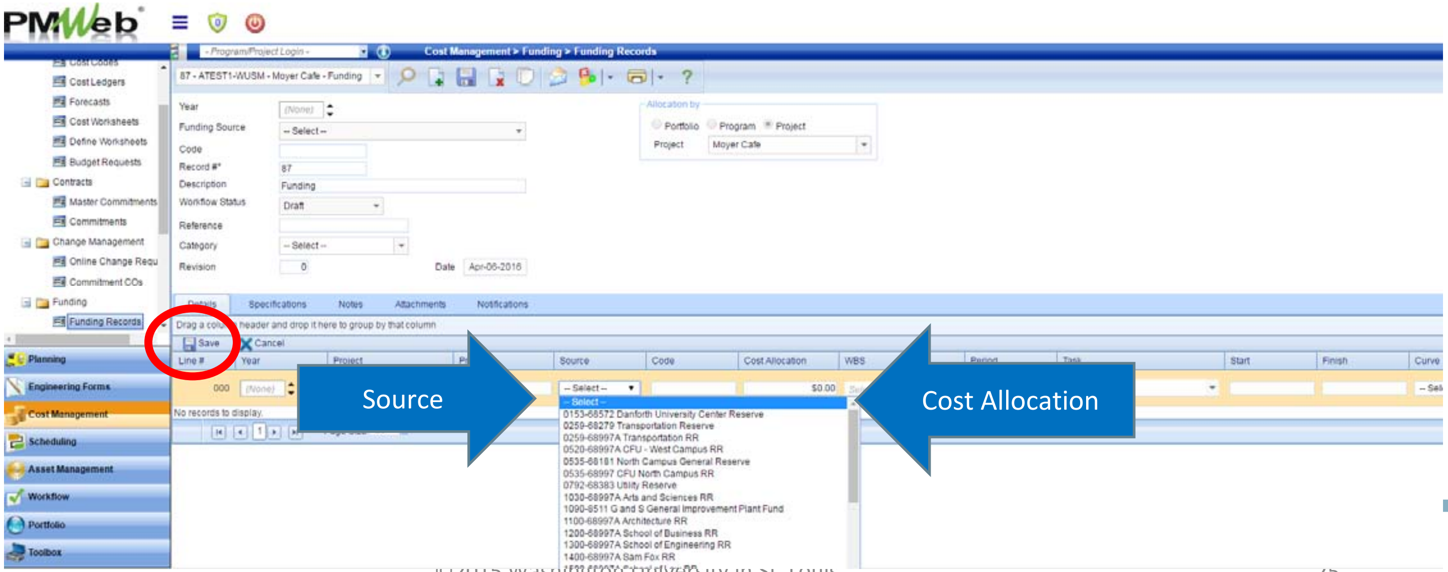
Add Funding Source to Budget Request

- On the “details” tab, select “Add”



Add Funding Source to Budget Request

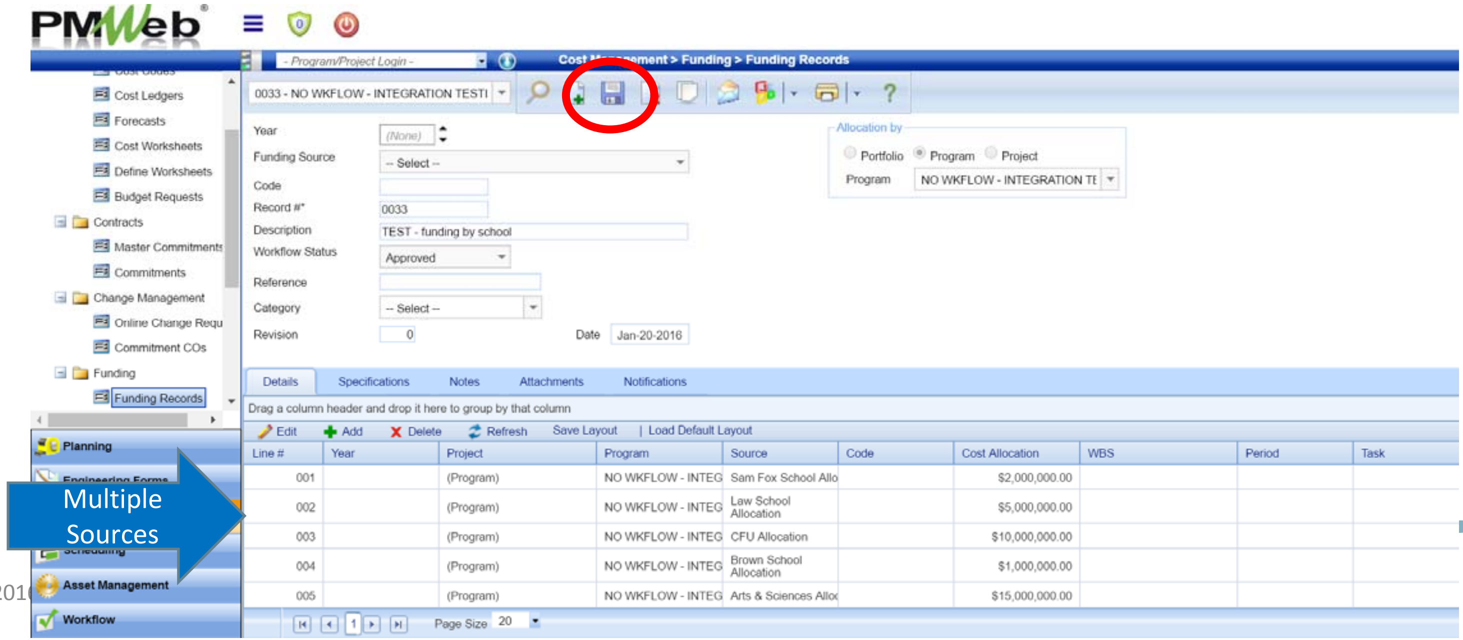
- In the “Source” field, select the Funding Source
- In the “Cost Allocation” field enter the amount that the source will fund; Save



Washington University in St. Louis
Information Technology

Add Funding Source to Budget Request

- Once all funding sources have been added, save
  - Note: There may be multiple funding sources for a project, and the Cost Allocation must add up to the budget amount

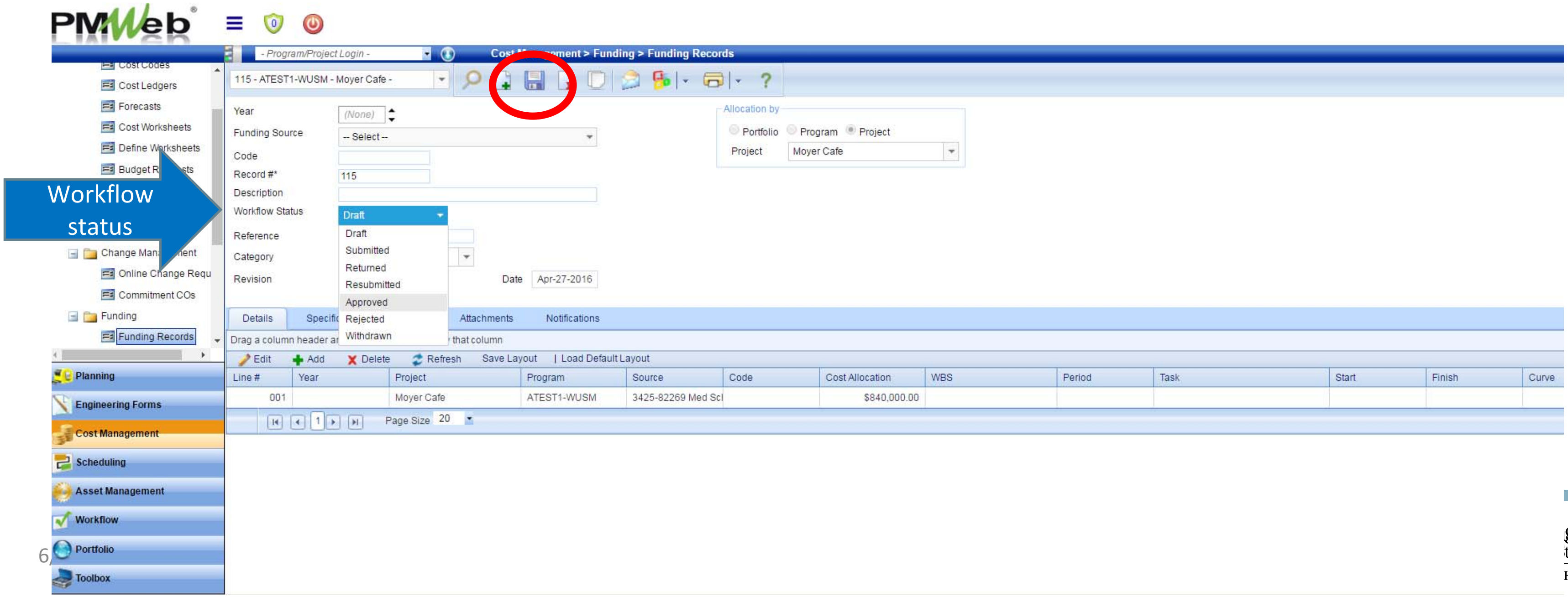


Washington University in St. Louis
INFORMATION TECHNOLOGY

Add Funding Source to Budget Request

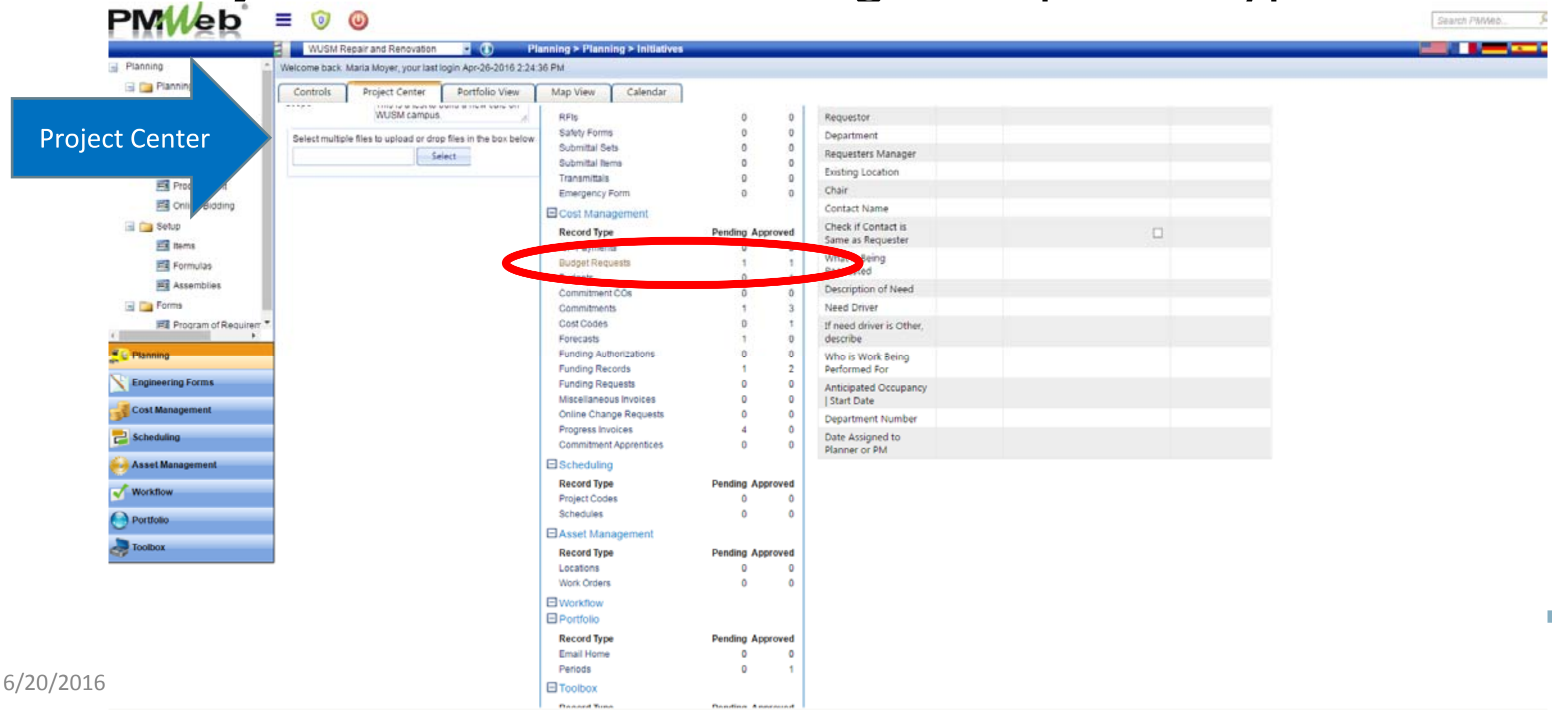
- Change the funding source workflow status to "Approved" and save

- You are ready to generate a resolution increase.



Budget Increase Resolution

- Two ways to navigate to Budget Requests module
  - Project Center > Select Budget Requests hyperlink

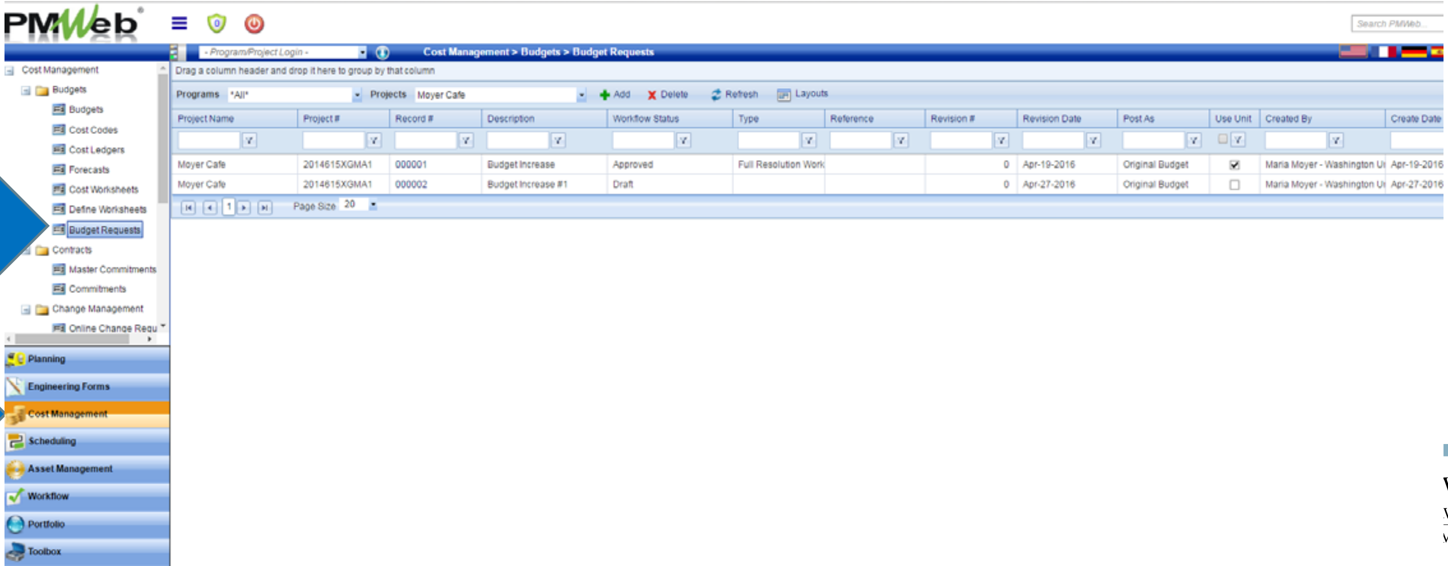


Budget Increase Resolution

- Two ways to add navigate to Budget Requests module
  - Cost Management Module > Budget Requests sub-category

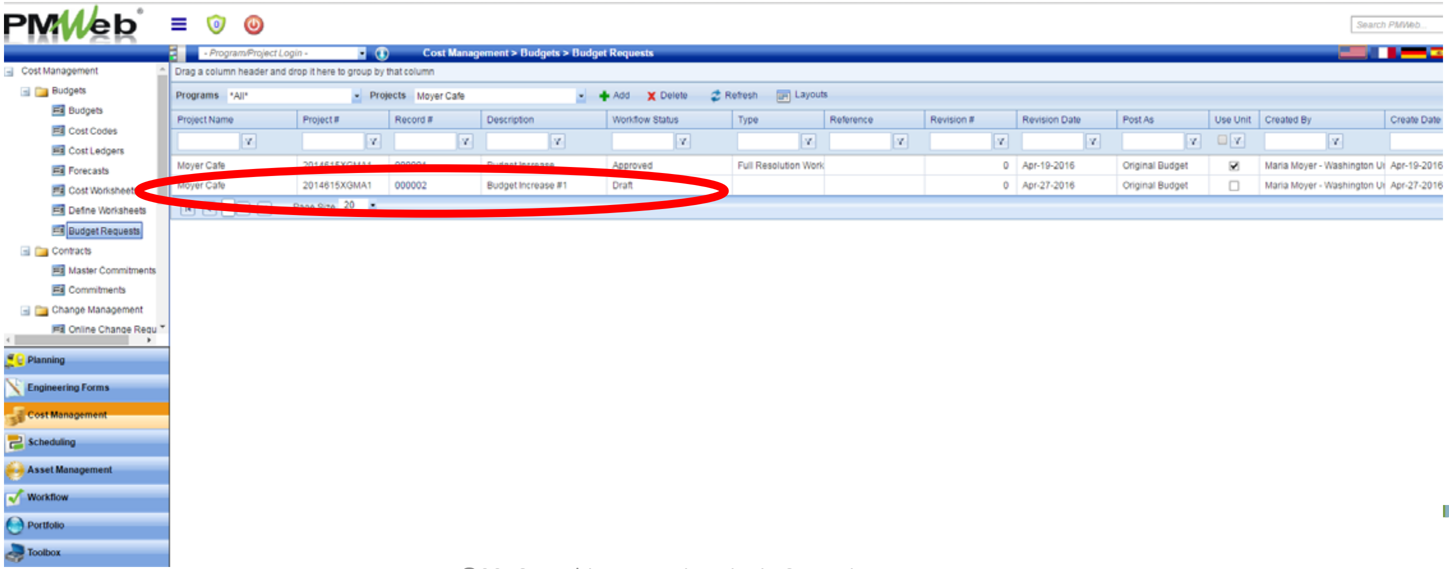
Budget Requests

Cost Management



Budget Increase Resolution

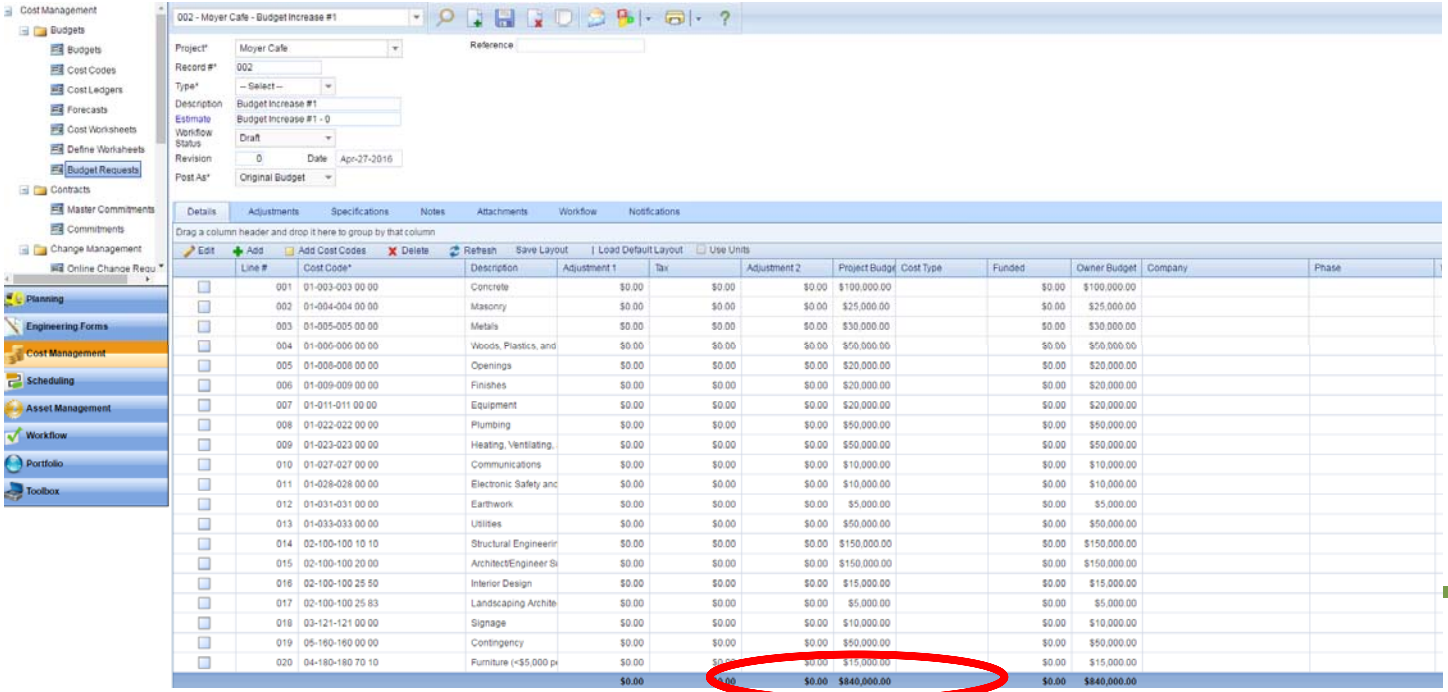
- Select the budget record that is in "Draft" mode for the budget increase



Washington University in St. Louis
INFORMATION TECHNOLOGY

Budget Increase Resolution

- Validate total “Project Budget” matches estimate that was built.

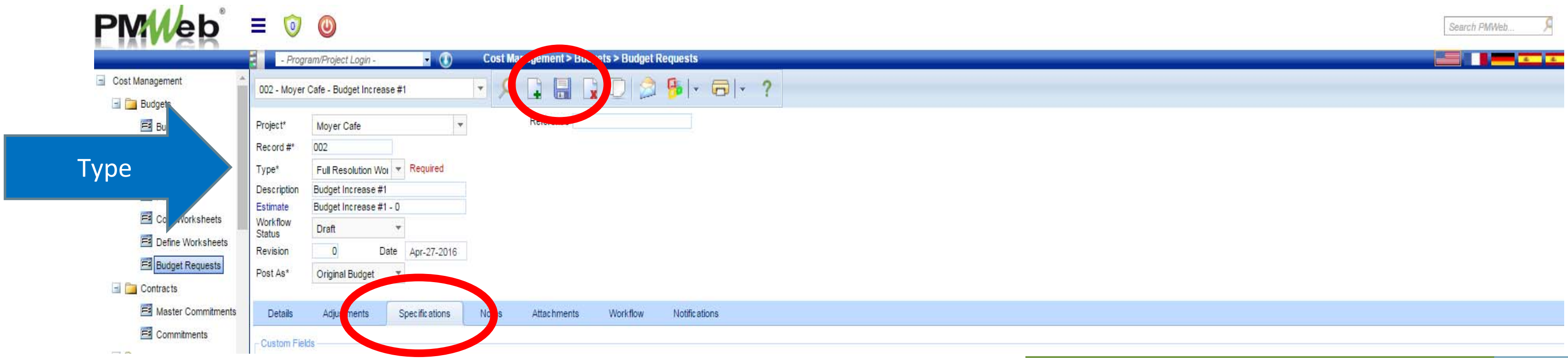


	Line #	Cost Code*	Description	Adjustment 1	Tax	Adjustment 2	Project Budge	Cost Type	Funded	Owner Budget	Company	Phase
	001	01-003-003 00 00	Concrete	$0.00	$0.00	$0.00	$100,000.00		$0.00	$100,000.00		
	002	01-004-004 00 00	Masonry	$0.00	$0.00	$0.00	$25,000.00		$0.00	$25,000.00		
	003	01-005-005 00 00	Metals	$0.00	$0.00	$0.00	$30,000.00		$0.00	$30,000.00		
	004	01-006-006 00 00	Woods, Plastics, and	$0.00	$0.00	$0.00	$50,000.00		$0.00	$50,000.00		
	005	01-008-008 00 00	Openings	$0.00	$0.00	$0.00	$20,000.00		$0.00	$20,000.00		
	006	01-009-009 00 00	Finishes	$0.00	$0.00	$0.00	$20,000.00		$0.00	$20,000.00		
	007	01-011-011 00 00	Equipment	$0.00	$0.00	$0.00	$20,000.00		$0.00	$20,000.00		
	008	01-022-022 00 00	Plumbing	$0.00	$0.00	$0.00	$50,000.00		$0.00	$50,000.00		
	009	01-023-023 00 00	Heating, Ventilating,	$0.00	$0.00	$0.00	$50,000.00		$0.00	$50,000.00		
	010	01-027-027 00 00	Communications	$0.00	$0.00	$0.00	$10,000.00		$0.00	$10,000.00		
	011	01-028-028 00 00	Electronic Safety anc	$0.00	$0.00	$0.00	$10,000.00		$0.00	$10,000.00		
	012	01-031-031 00 00	Earthwork	$0.00	$0.00	$0.00	$5,000.00		$0.00	$5,000.00		
	013	01-033-033 00 00	Utilities	$0.00	$0.00	$0.00	$50,000.00		$0.00	$50,000.00		
	014	02-100-100 10 10	Structural Engineerir	$0.00	$0.00	$0.00	$150,000.00		$0.00	$150,000.00		
	015	02-100-100 20 00	Architect/Engineer S	$0.00	$0.00	$0.00	$150,000.00		$0.00	$150,000.00		
	016	02-100-100 25 50	Interior Design	$0.00	$0.00	$0.00	$15,000.00		$0.00	$15,000.00		
	017	02-100-100 25 83	Landscaping Archite	$0.00	$0.00	$0.00	$5,000.00		$0.00	$5,000.00		
	018	03-121-121 00 00	Signage	$0.00	$0.00	$0.00	$10,000.00		$0.00	$10,000.00		
	019	05-160-160 00 00	Contingency	$0.00	$0.00	$0.00	$50,000.00		$0.00	$50,000.00		
	020	04-180-180 70 10	Furniture (<$5,000 pe	$0.00	$0.00	$0.00	$15,000.00		$0.00	$15,000.00		
				$0.00	$0.00	$0.00	$840,000.00		$0.00	$840,000.00		

Washington University in St. Louis
INFORMATION TECHNOLOGY

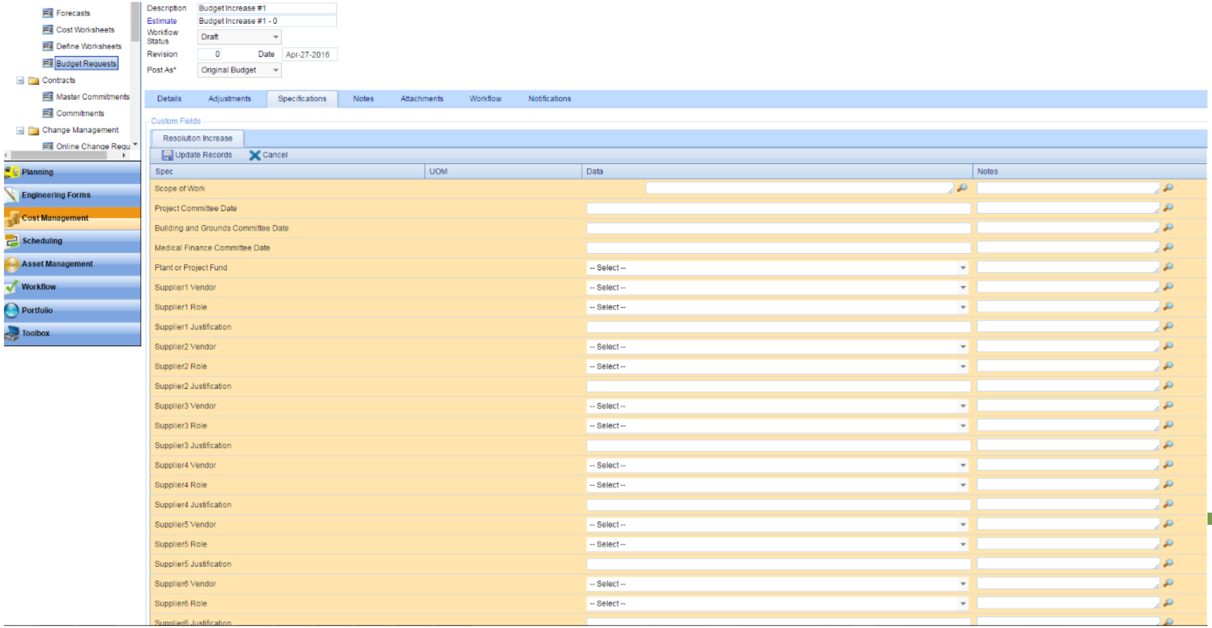
Budget Increase Resolution

- In the header of the Budget Request record, select "Full Resolution Workflow" in the Type field and Save
- Select "Specifications" tab to enter resolution specs



Add Resolution Increase Details

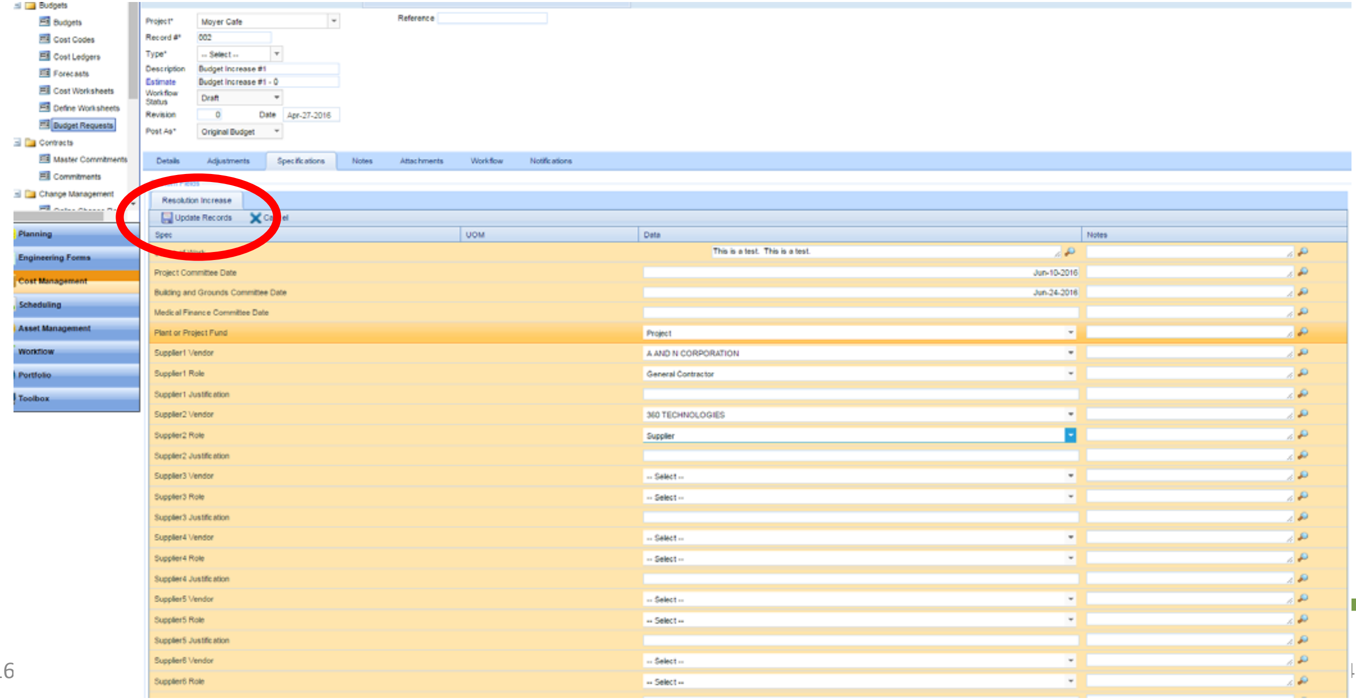
- Enter resolution increase details
- Use shortcut: select top row; shift; bottom row; edit
  - All fields available for editing



Washington University in St. Louis
Information Technology

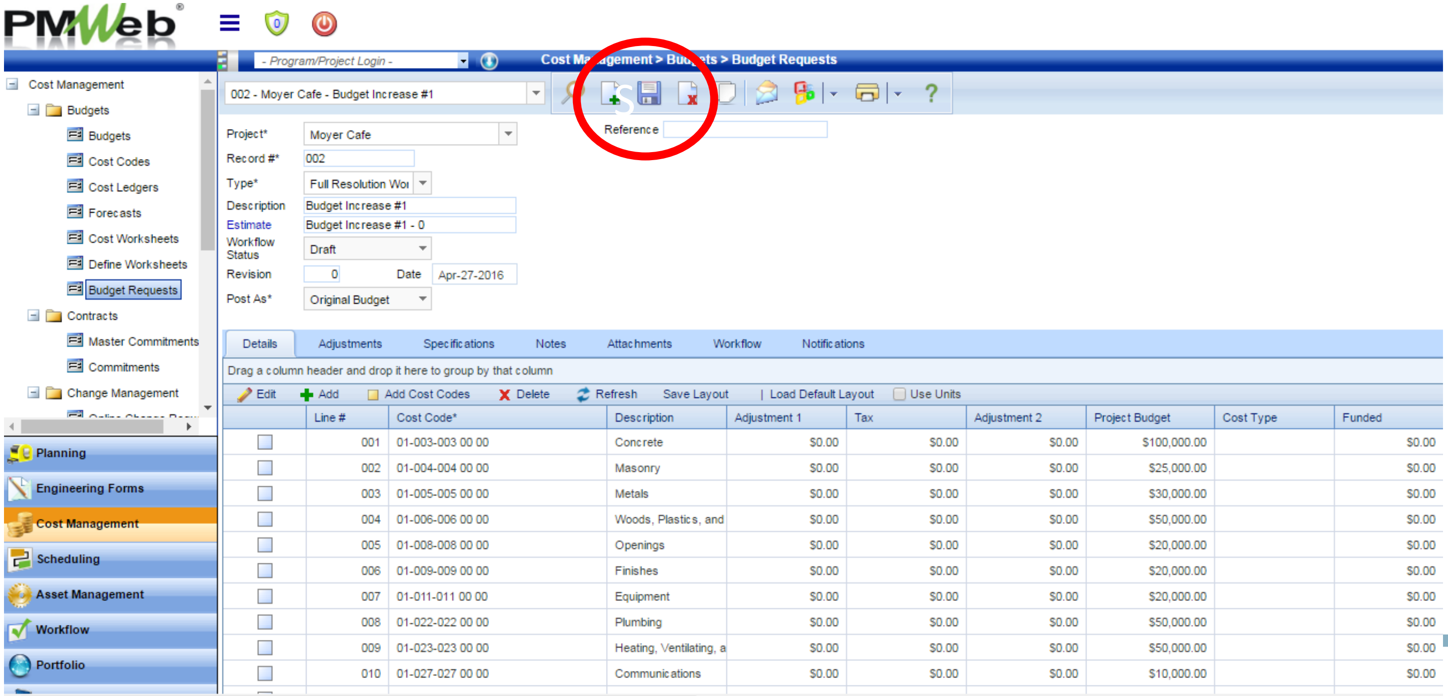
Add Resolution Increase Details

- Once all relevant fields are populated, select “Update Records”



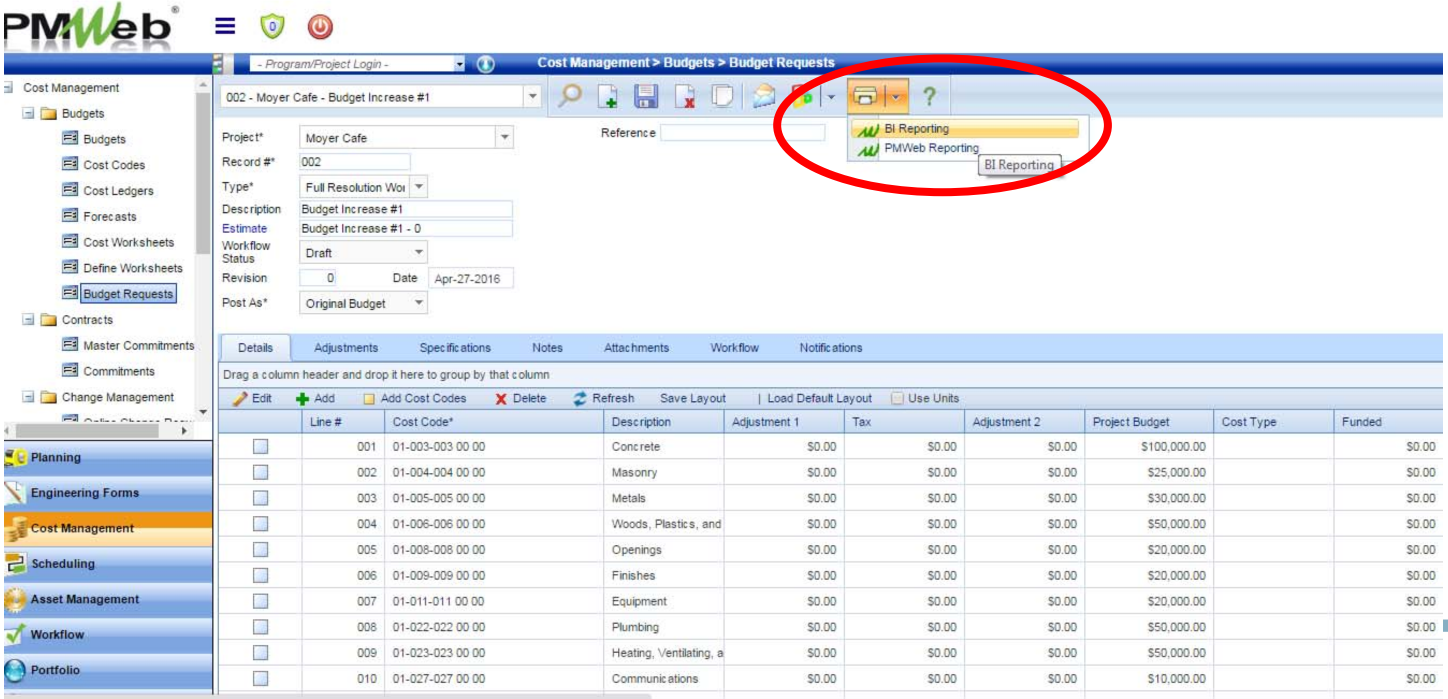
Budget Increase Resolution

- Save the budget request record



Generate Resolution Increase

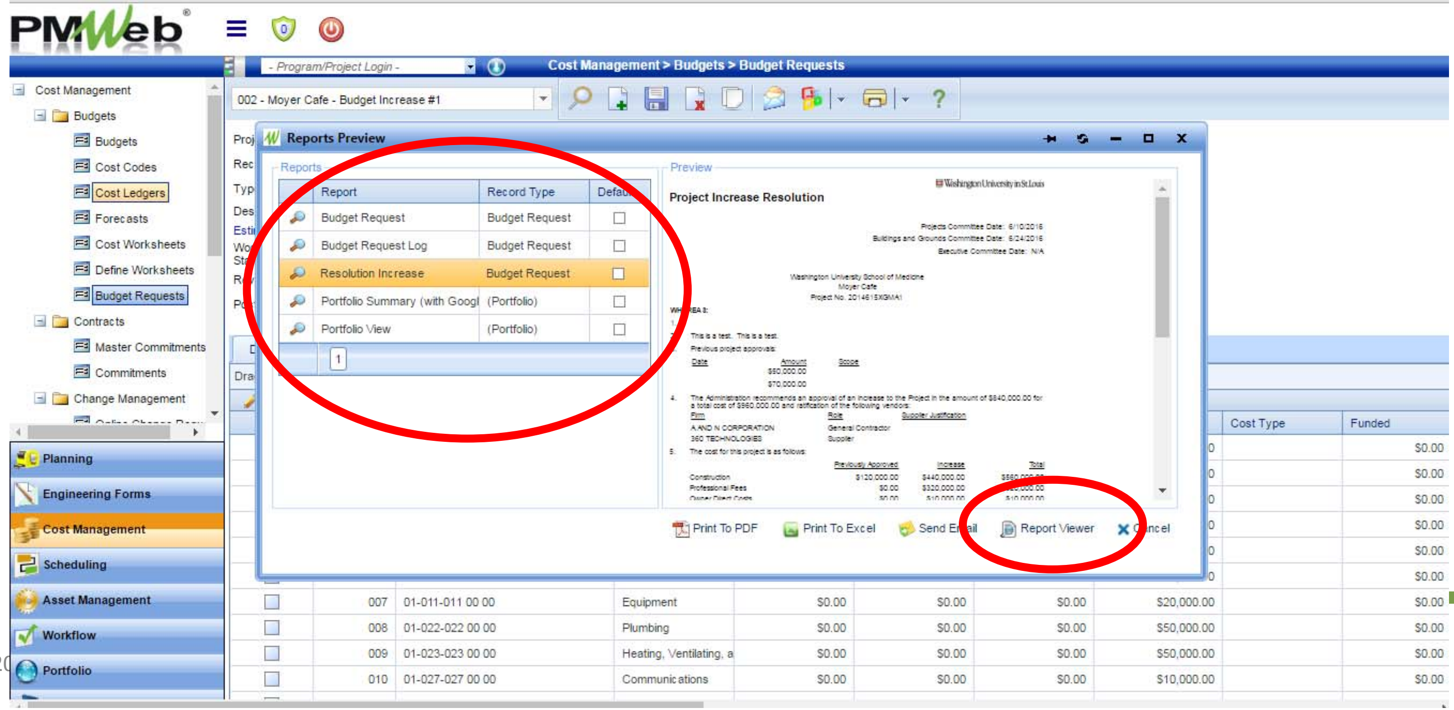
- Navigate to the printer icon drop down, and select BI reporting.



Line #	Cost Code*	Description	Adjustment 1	Tax	Adjustment 2	Project Budget	Cost Type	Funded
001	01-003-003 00 00	Concrete	$0.00	$0.00	$0.00	$100,000.00		$0.00
002	01-004-004 00 00	Masonry	$0.00	$0.00	$0.00	$25,000.00		$0.00
003	01-005-005 00 00	Metals	$0.00	$0.00	$0.00	$30,000.00		$0.00
004	01-006-006 00 00	Woods, Plastics, and	$0.00	$0.00	$0.00	$50,000.00		$0.00
005	01-008-008 00 00	Openings	$0.00	$0.00	$0.00	$20,000.00		$0.00
006	01-009-009 00 00	Finishes	$0.00	$0.00	$0.00	$20,000.00		$0.00
007	01-011-011 00 00	Equipment	$0.00	$0.00	$0.00	$20,000.00		$0.00
008	01-022-022 00 00	Plumbing	$0.00	$0.00	$0.00	$50,000.00		$0.00
009	01-023-023 00 00	Heating, Ventilating, a	$0.00	$0.00	$0.00	$50,000.00		$0.00
010	01-027-027 00 00	Communications	$0.00	$0.00	$0.00	$10,000.00		$0.00

Generate Resolution Increase

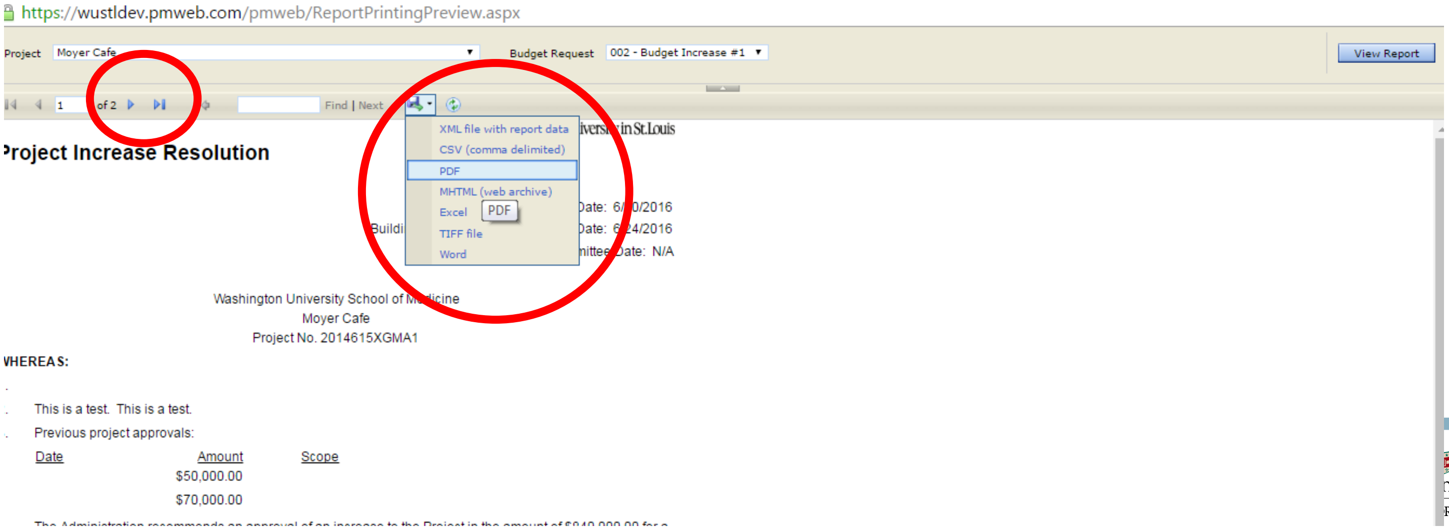
- Select “Resolution Increase” – click magnifying glass
- Then select Report Viewer to view entire report



Washington University in St. Louis
Information Technology

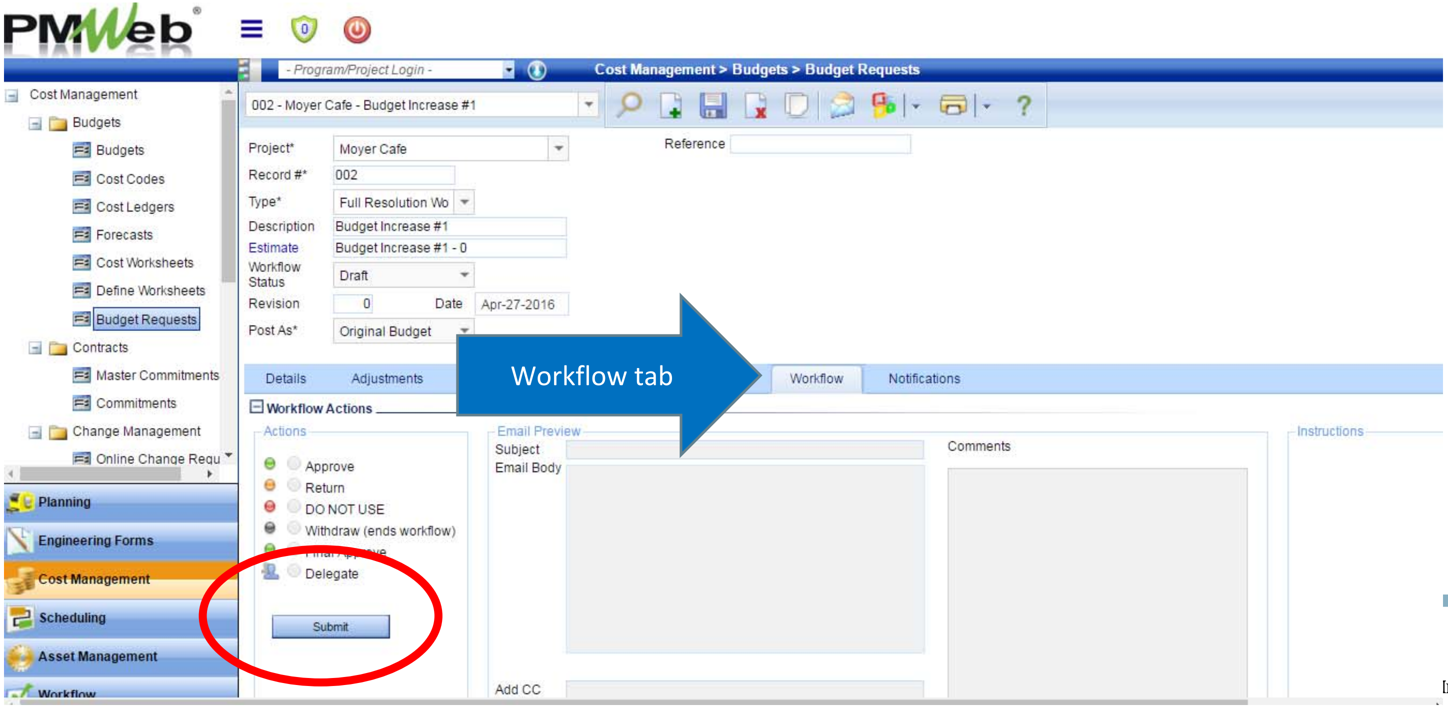
Generate Resolution Increase

- Review Resolution Increase for correctness; make any changes necessary in spec fields and rerun the report
  - Note: use arrows to navigate if multiple pages
- Save as PDF



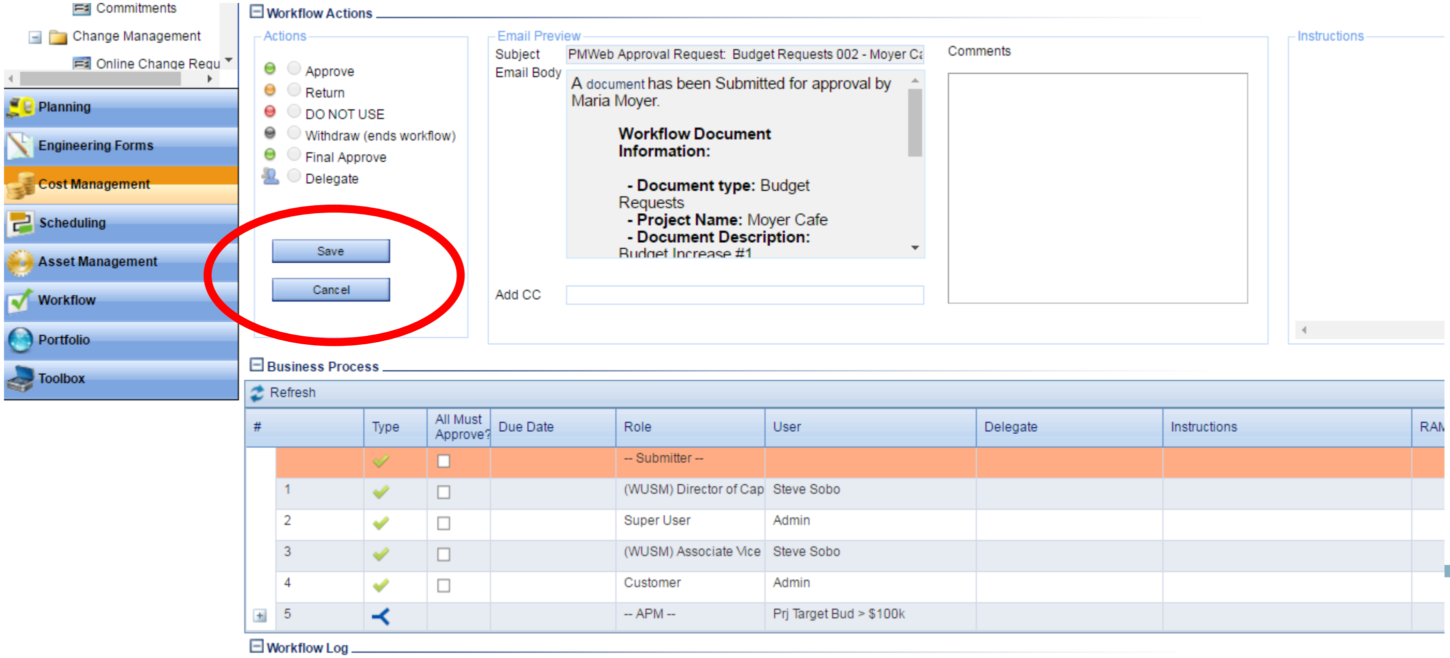
Submit Resolution Increase into Workflow

- Select the “Workflow” tab
- Select Submit



Submit Resolution Increase into Workflow

- Select Save
  - You will receive notification re: the status of the workflow

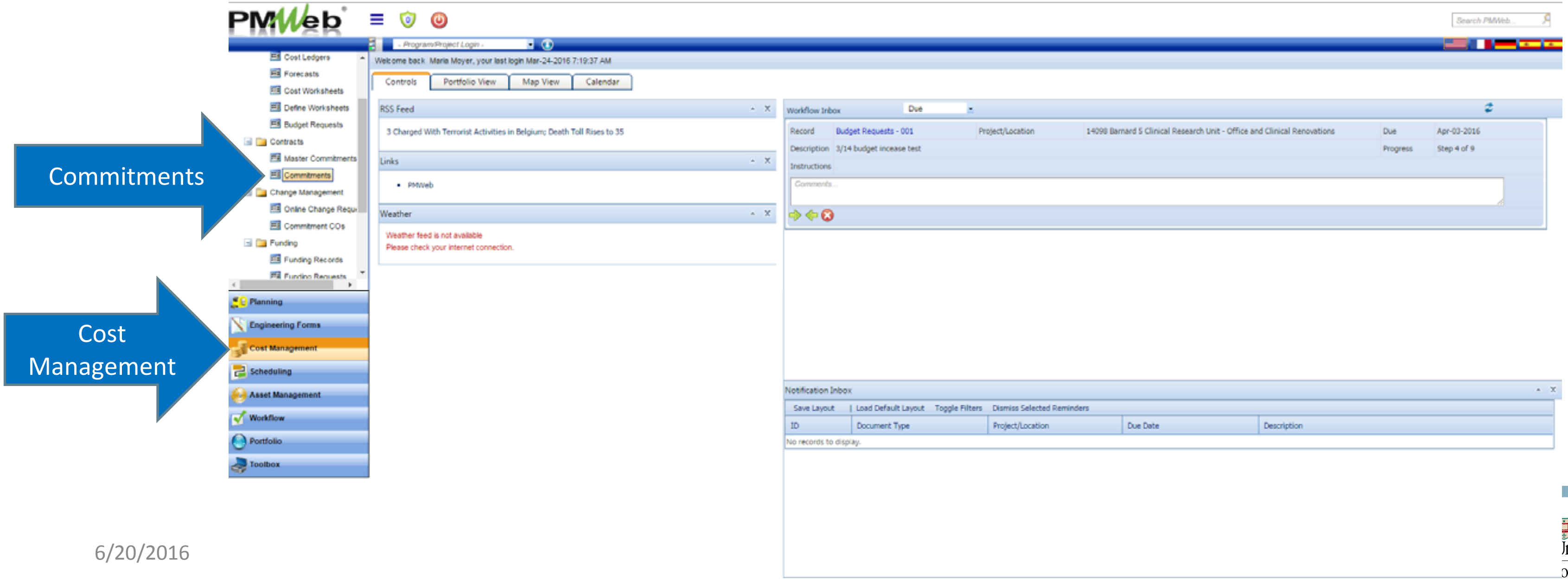


PMWeb® Training

Generate Purchase Order

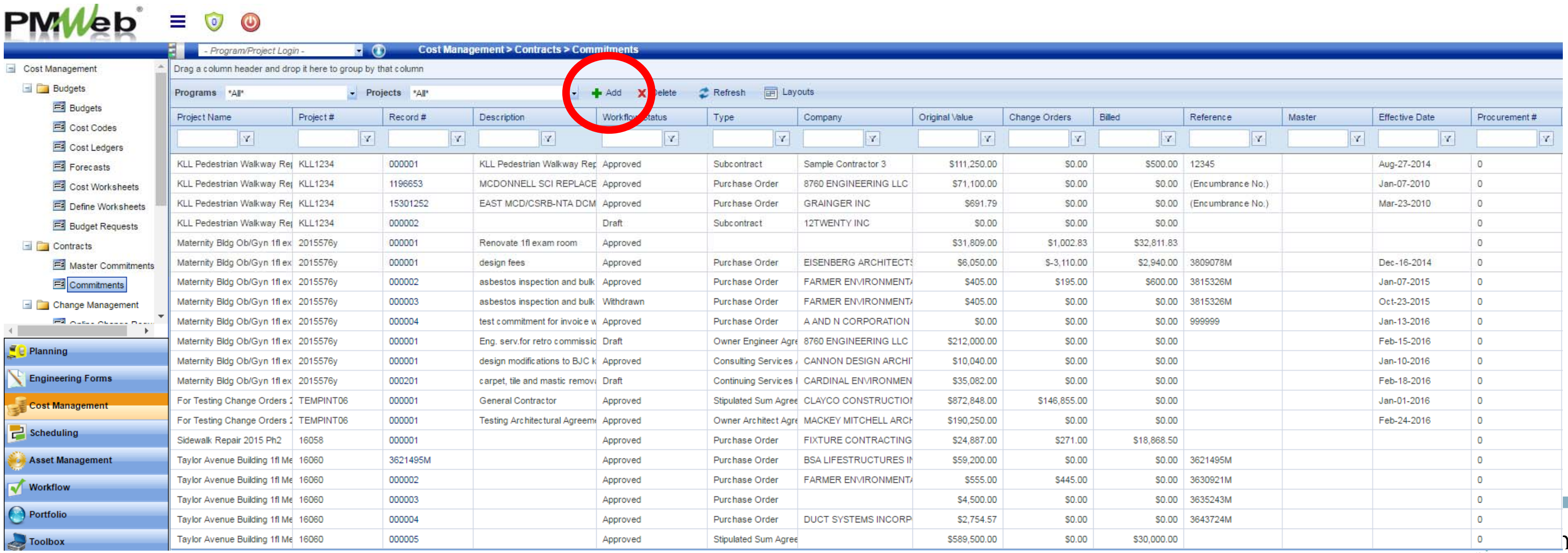
Generate Commitment - PO

- Two ways to navigate to Commitments module
  - Cost Management > Commitments sub-category



Generate Commitment - PO

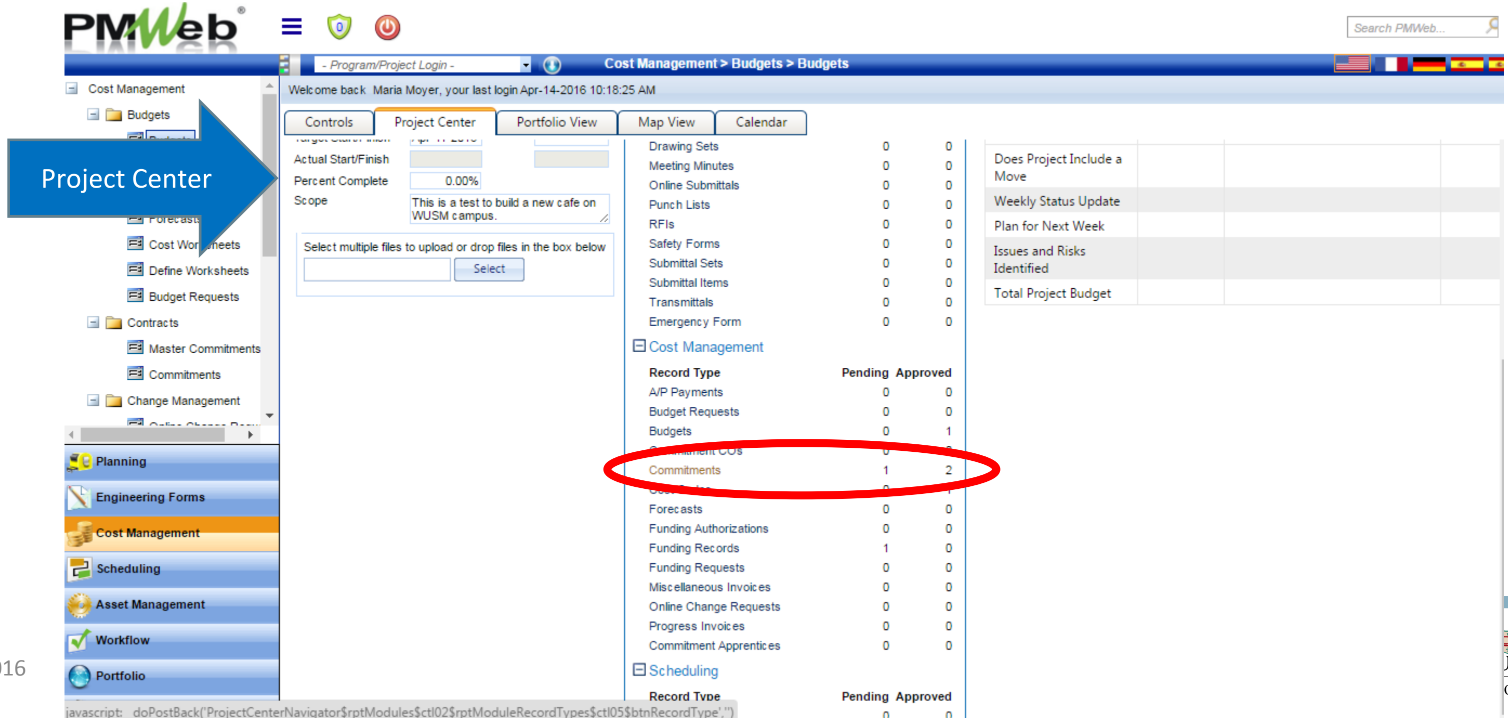
- The Commitments board will display
  - Select “Add” to create a new commitment



Washington University in St. Louis
Information Technology

Generate Commitment - PO

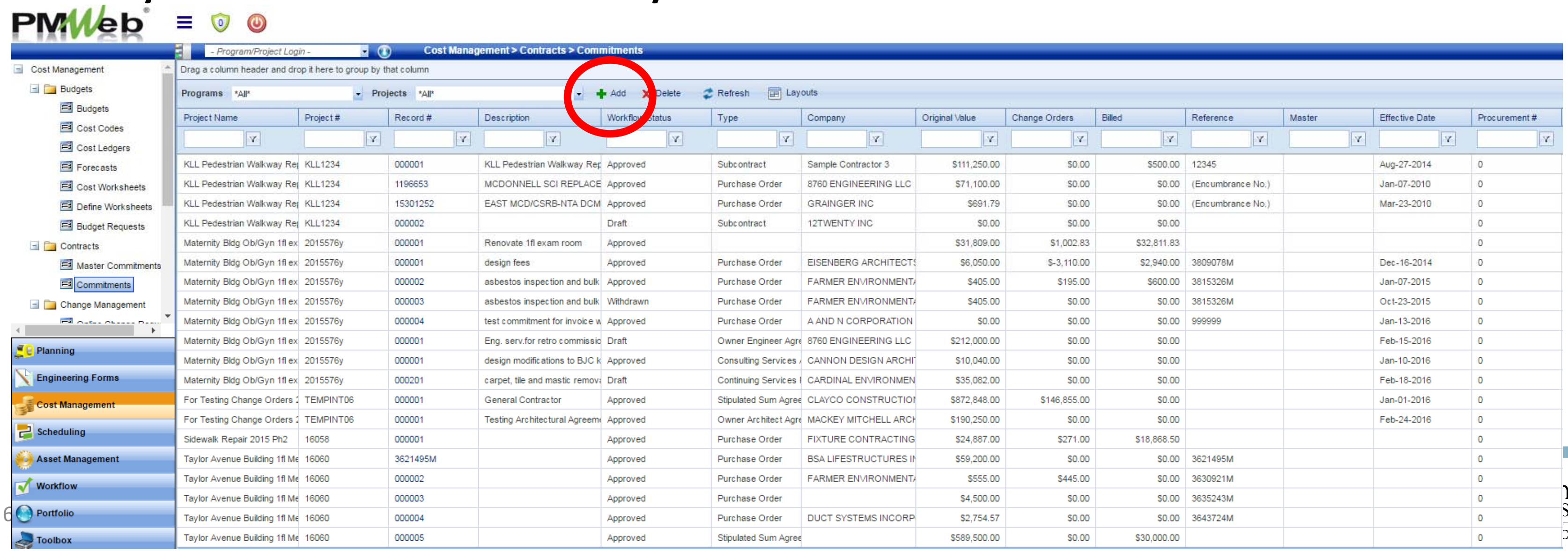
- Two ways to navigate to Commitments module
  - Project Center > Commitments hyperlink



Washington University in St.Louis
ORMATION TECHNOLOGY

Generate Commitment - PO

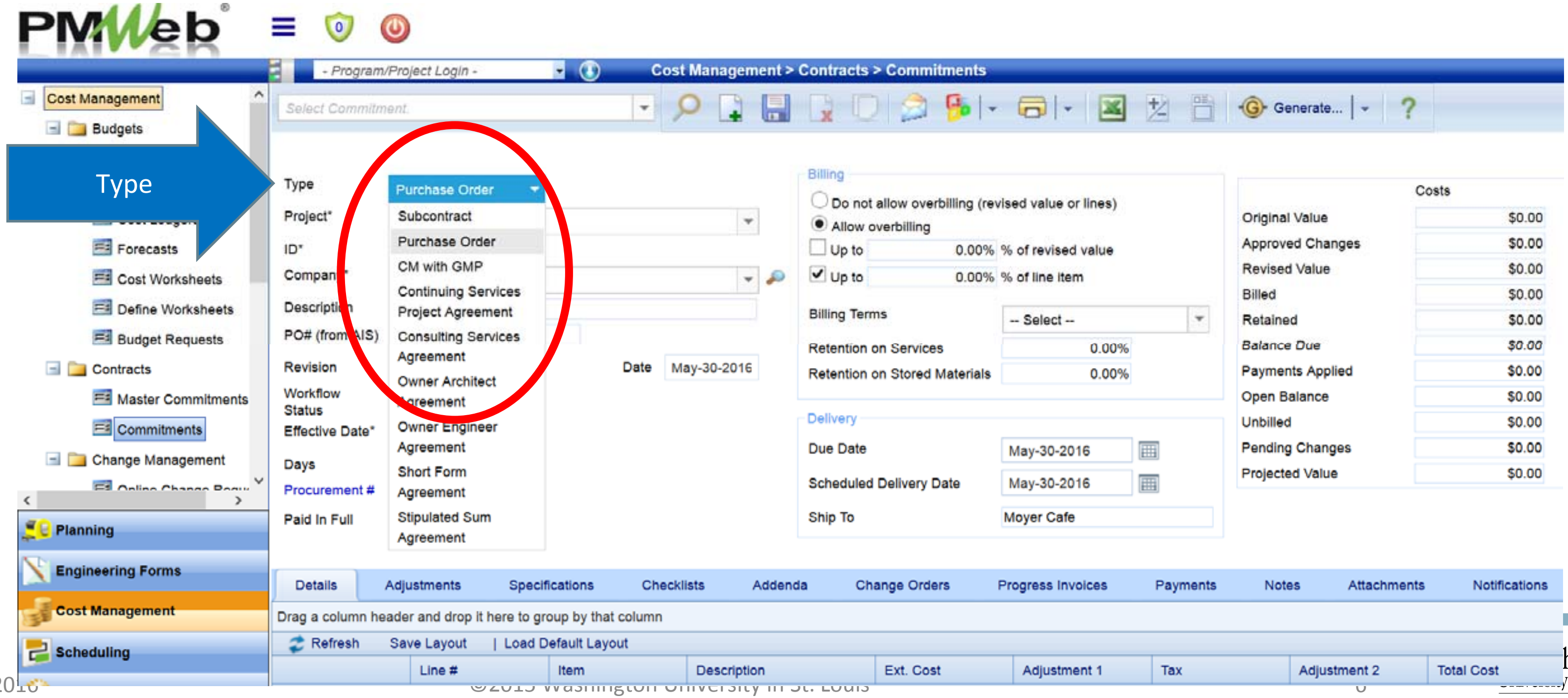
- The Commitments board will display
  - Select “Add” to create a new commitment
  - Note: if the project does not yet have any commitments, you will taken directly to a new commitment record



Project Name	Project #	Record #	Description	Workflow Status	Type	Company	Original Value	Change Orders	Billed	Reference	Master	Effective Date	Procurement #
KLL Pedestrian Walkway Re	KLL1234	000001	KLL Pedestrian Walkway Rep	Approved	Subcontract	Sample Contractor 3	$111,250.00	$0.00	$500.00	12345		Aug-27-2014	0
KLL Pedestrian Walkway Re	KLL1234	1196653	MCDONNELL SCI REPLACE	Approved	Purchase Order	8760 ENGINEERING LLC	$71,100.00	$0.00	$0.00	(Encumbrance No.)		Jan-07-2010	0
KLL Pedestrian Walkway Re	KLL1234	15301252	EAST MCD/CSRB-NTA DCM	Approved	Purchase Order	GRAINGER INC	$691.79	$0.00	$0.00	(Encumbrance No.)		Mar-23-2010	0
KLL Pedestrian Walkway Re	KLL1234	000002		Draft	Subcontract	12TWENTY INC	$0.00	$0.00	$0.00				0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000001	Renovate 1fl exam room	Approved			$31,809.00	$1,002.83	$32,811.83				0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000001	design fees	Approved	Purchase Order	EISENBERG ARCHITECTS	$6,050.00	$-3,110.00	$2,940.00	3809078M		Dec-16-2014	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000002	asbestos inspection and bulk	Approved	Purchase Order	FARMER ENVIRONMENTA	$405.00	$195.00	$600.00	3815326M		Jan-07-2015	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000003	asbestos inspection and bulk	Withdrawn	Purchase Order	FARMER ENVIRONMENTA	$405.00	$0.00	$0.00	3815326M		Oct-23-2015	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000004	test commitment for invoice w	Approved	Purchase Order	A AND N CORPORATION	$0.00	$0.00	$0.00	999999		Jan-13-2016	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000001	Eng. serv.for retro commissio	Draft	Owner Engineer Agre	8760 ENGINEERING LLC	$212,000.00	$0.00	$0.00			Feb-15-2016	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000001	design modifications to BJC k	Approved	Consulting Services	CANNON DESIGN ARCHI	$10,040.00	$0.00	$0.00			Jan-10-2016	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000201	carpet, tile and mastic remov	Draft	Continuing Services	CARDINAL ENVIRONMEN	$35,082.00	$0.00	$0.00			Feb-18-2016	0
For Testing Change Orders	TEMPINT06	000001	General Contractor	Approved	Stipulated Sum Agree	CLAYCO CONSTRUCTIO	$872,848.00	$146,855.00	$0.00			Jan-01-2016	0
For Testing Change Orders	TEMPINT06	000001	Testing Architectural Agreem	Approved	Owner Architect Agre	MACKEY MITCHELL ARCH	$190,250.00	$0.00	$0.00			Feb-24-2016	0
Sidewalk Repair 2015 Ph2	16058	000001		Approved	Purchase Order	FIXTURE CONTRACTING	$24,887.00	$271.00	$18,868.50				0
Taylor Avenue Building 1fl Me	16060	3621495M		Approved	Purchase Order	BSA LIFESTRUCTURES I	$59,200.00	$0.00	$0.00	3621495M			0
Taylor Avenue Building 1fl Me	16060	000002		Approved	Purchase Order	FARMER ENVIRONMENTA	$555.00	$445.00	$0.00	3630921M			0
Taylor Avenue Building 1fl Me	16060	000003		Approved	Purchase Order		$4,500.00	$0.00	$0.00	3635243M			0
Taylor Avenue Building 1fl Me	16060	000004		Approved	Purchase Order	DUCT SYSTEMS INCORP	$2,754.57	$0.00	$0.00	3643724M			0
Taylor Avenue Building 1fl Me	16060	000005		Approved	Stipulated Sum Agree		$589,500.00	$0.00	$30,000.00				0

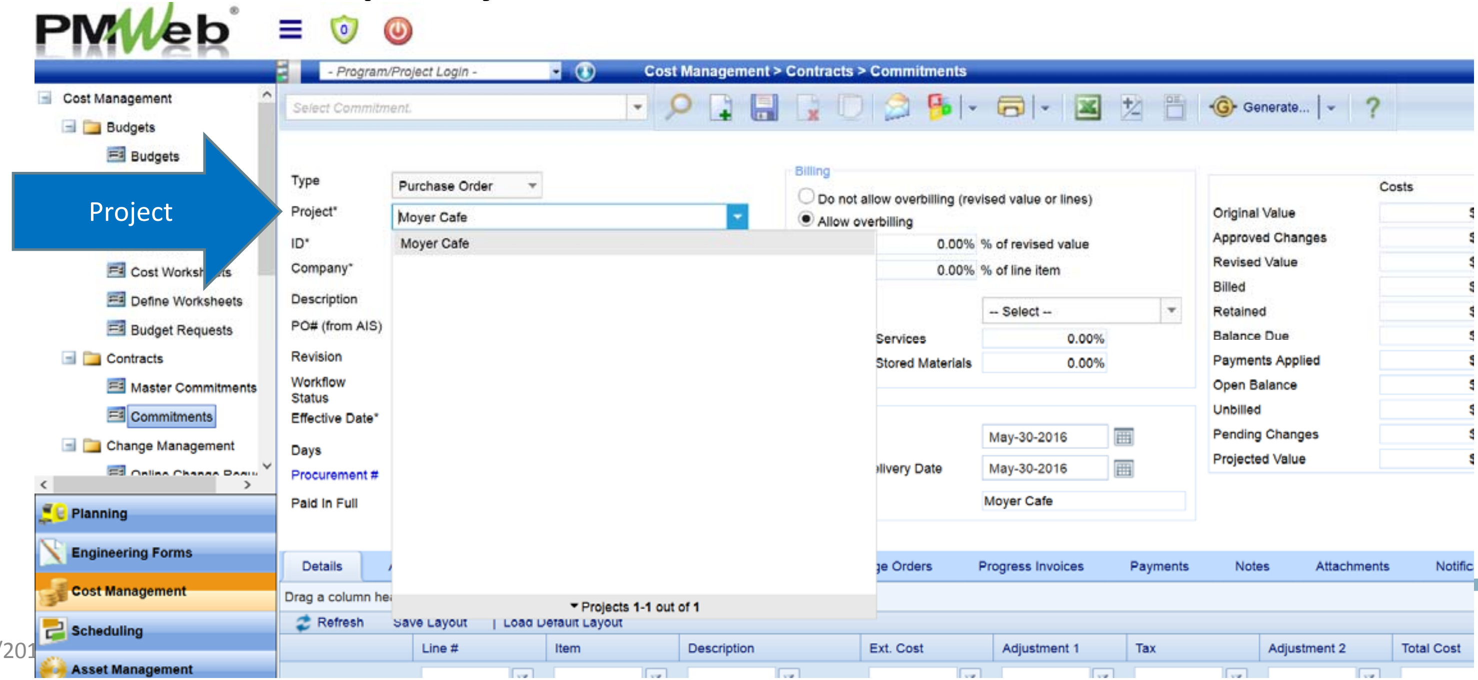
Generate Commitment - PO

- In the “Type” field select PO



Generate Commitment - PO

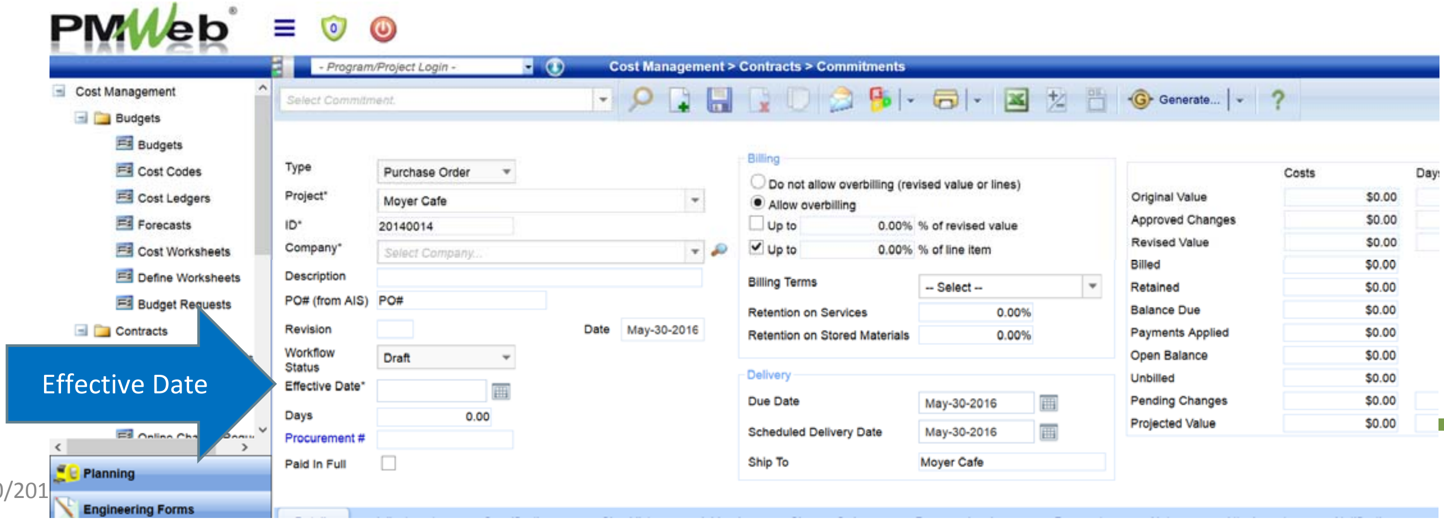
- The ID will be auto-generated
- In the “Company” field, select the vendor



Washington University in St. Louis
Information Technology

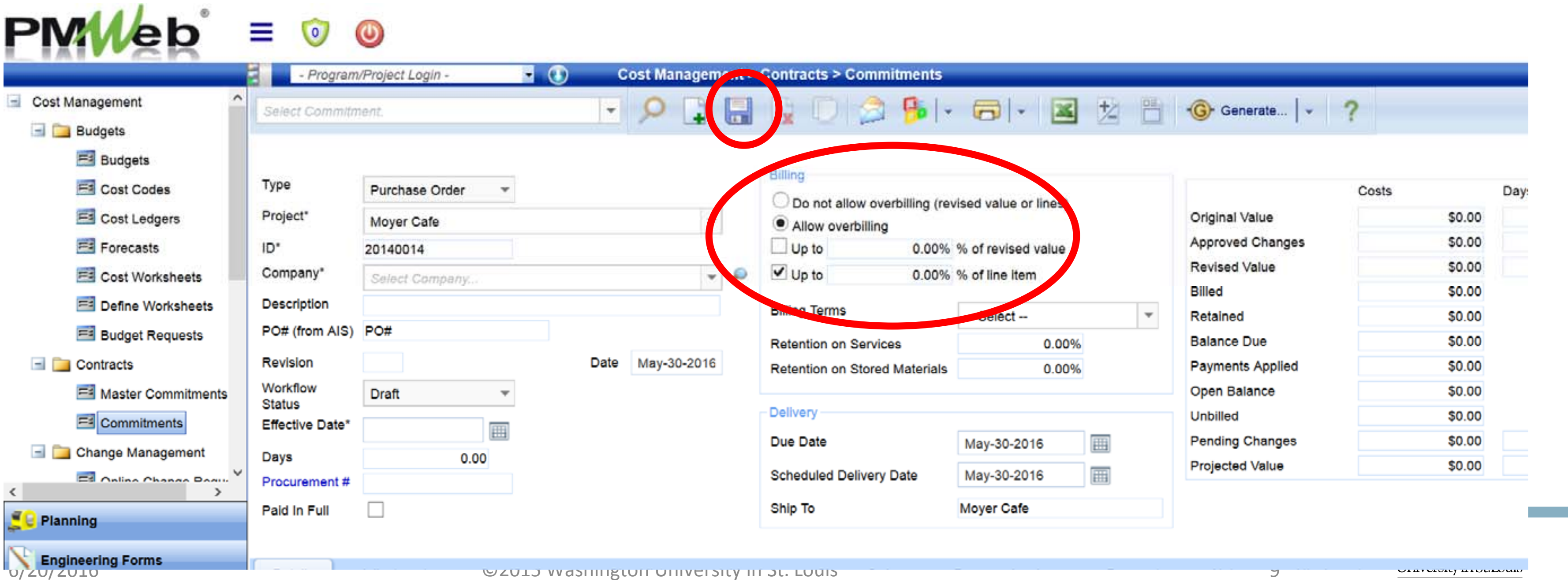
Generate Commitment - PO

- Select “Effective Date”
  - This date will populate on the contract header
- “Procurement #” field is autopoulated if a bid was involved. Otherwise this field should be NULL



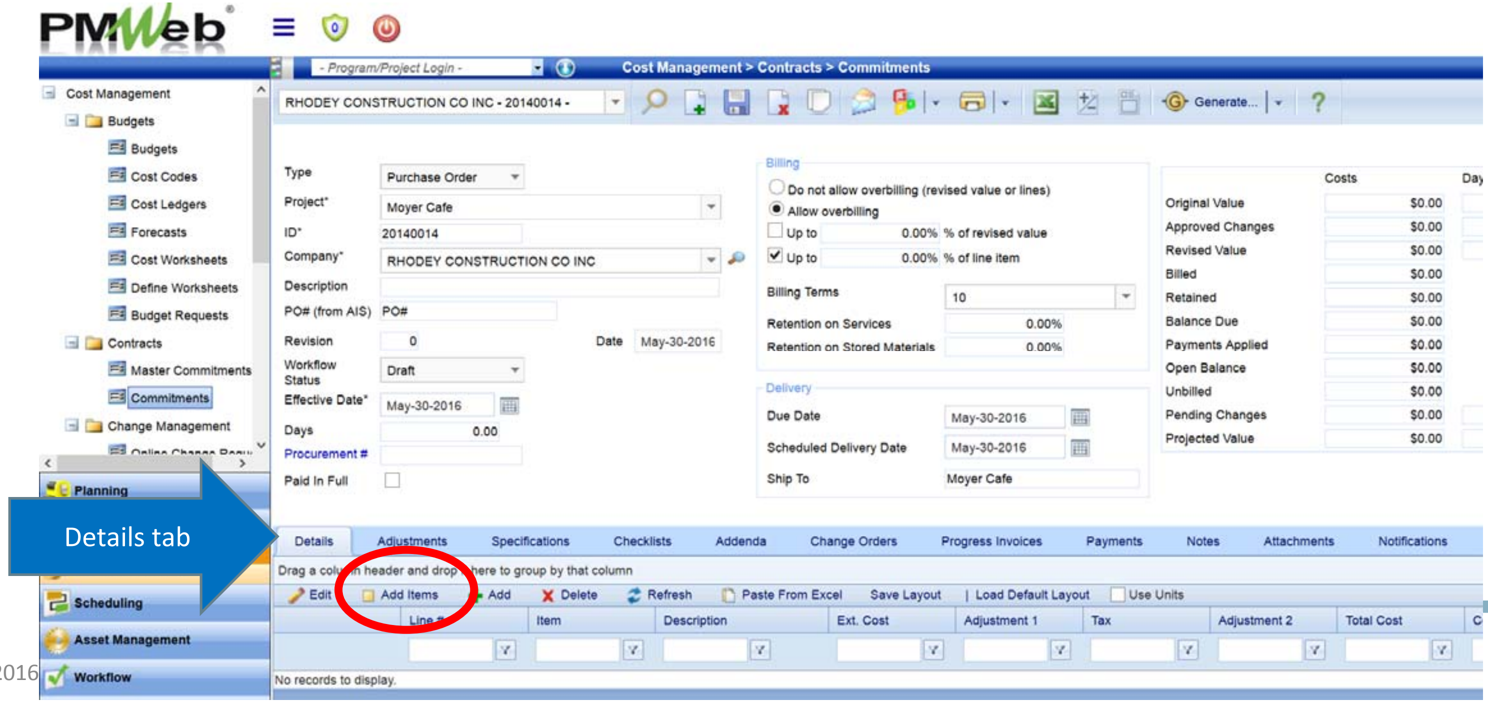
Generate Commitment - PO

- Select "Allow overbilling" radio button and "Up to XX% of the line item"; save record



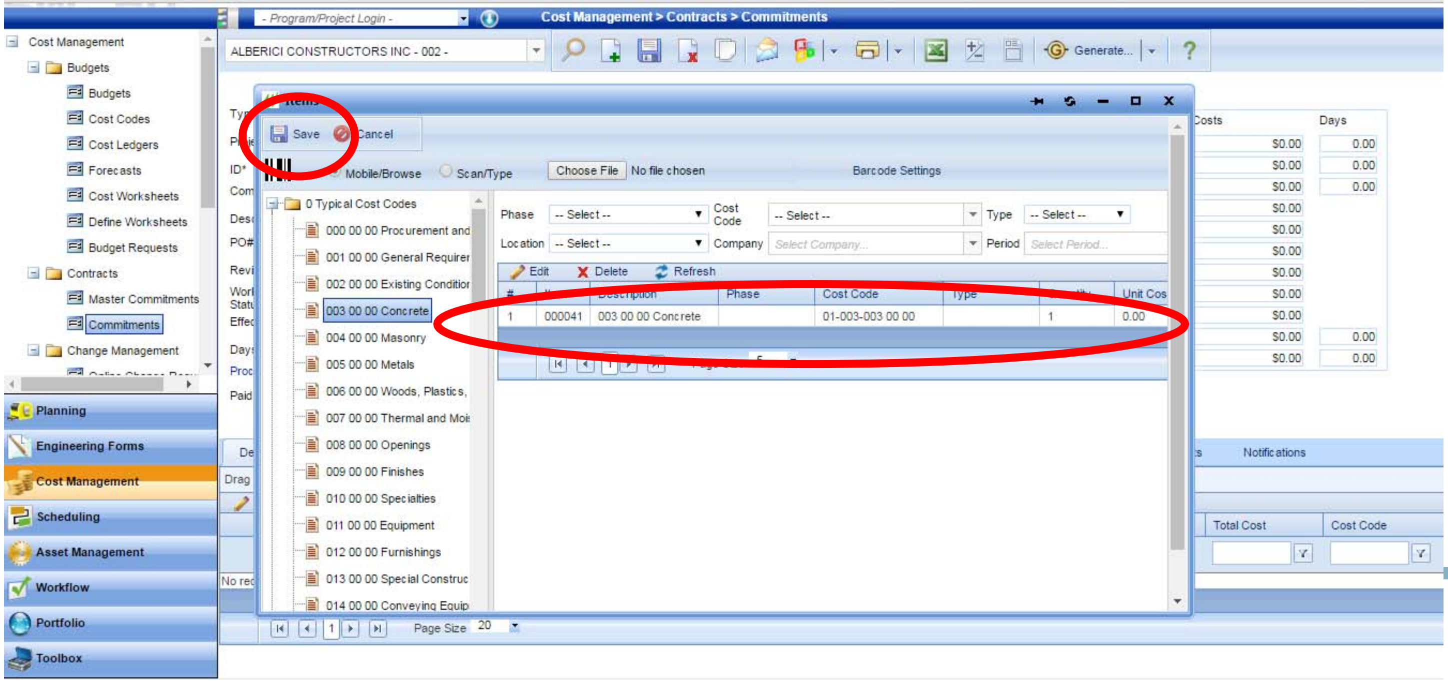
Add PO Details

- Select “Add items” to add cost codes to the commitment



Add PO Details

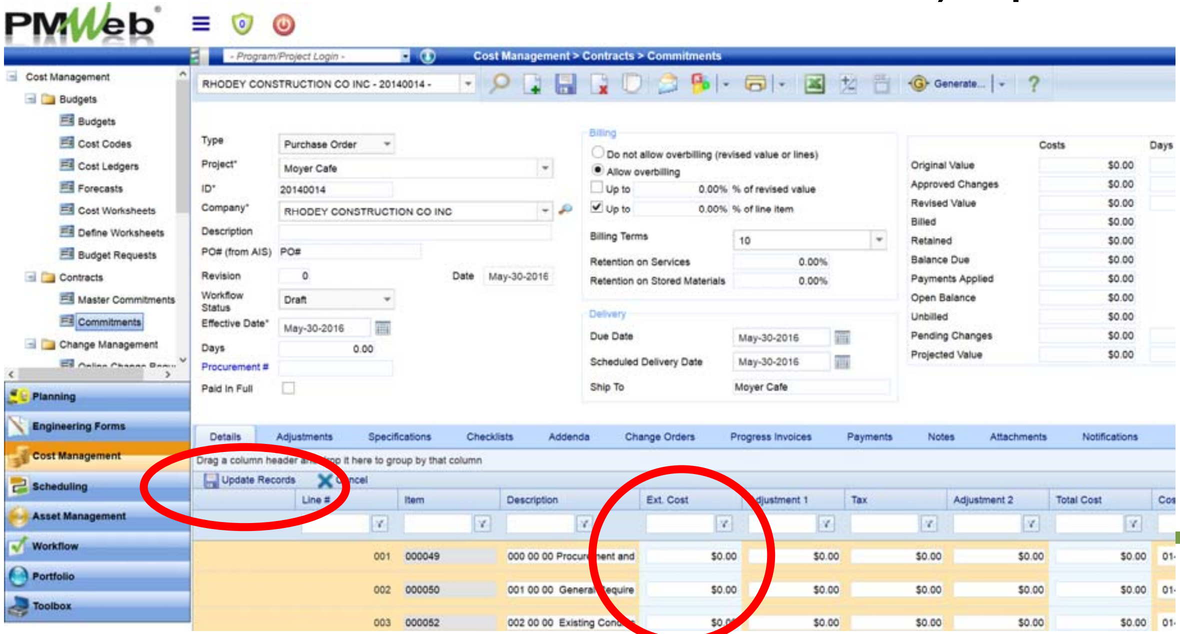
- Drag line items into the cost code window
- Save



Washington University in St. Louis
Information Technology

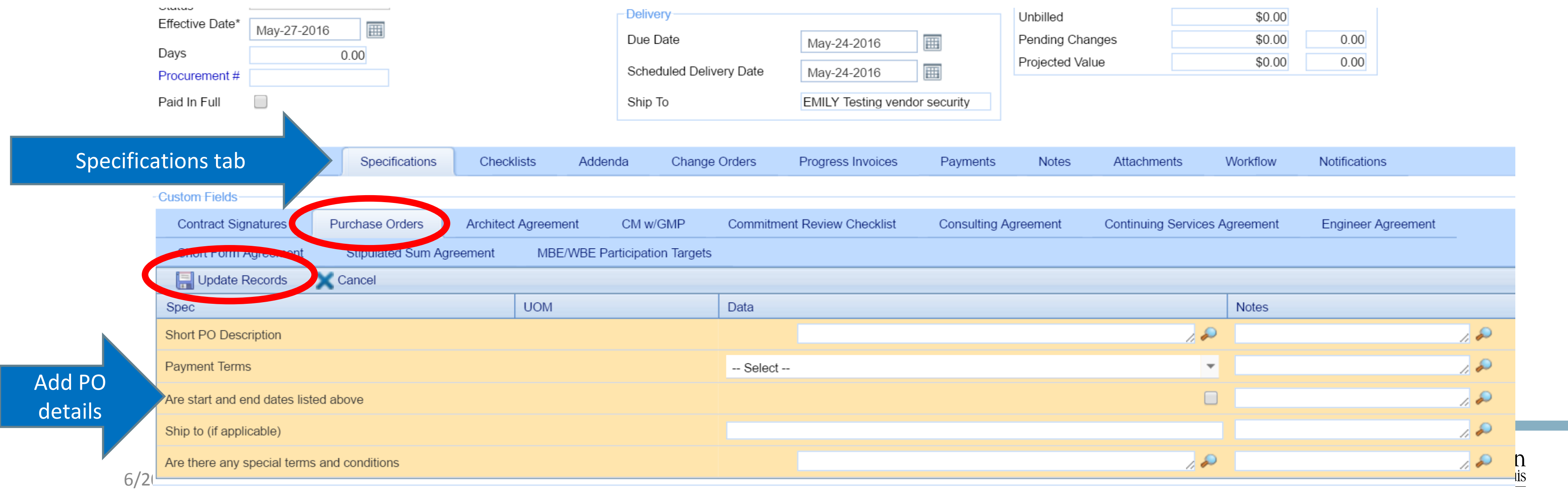
Add PO Details

- Cost codes will now appear on “Detail” tab
- Use shortcut: select top row; shift; bottom row; edit
- Enter cost values into the “Ext Cost” field; Update Records



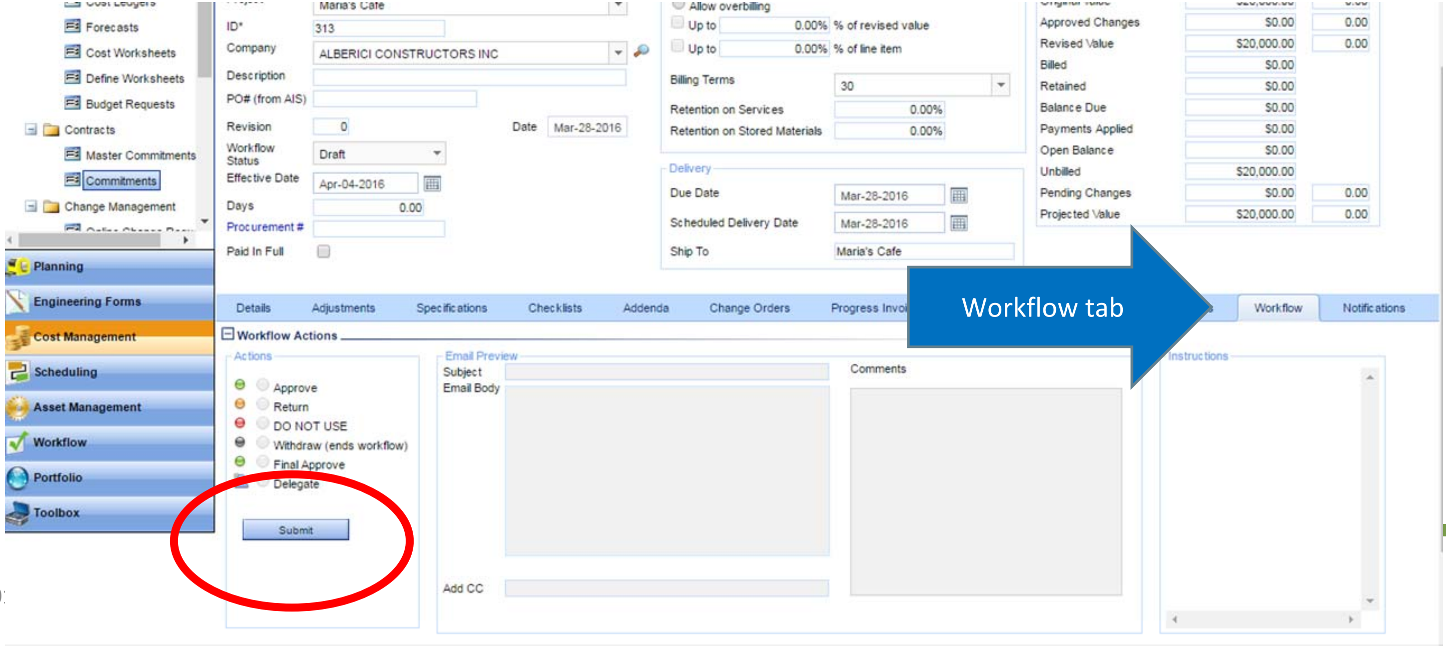
Add PO Details

- Select “Specifications” tab and select Purchase Orders
- Populate details; save by selecting “Update Records”



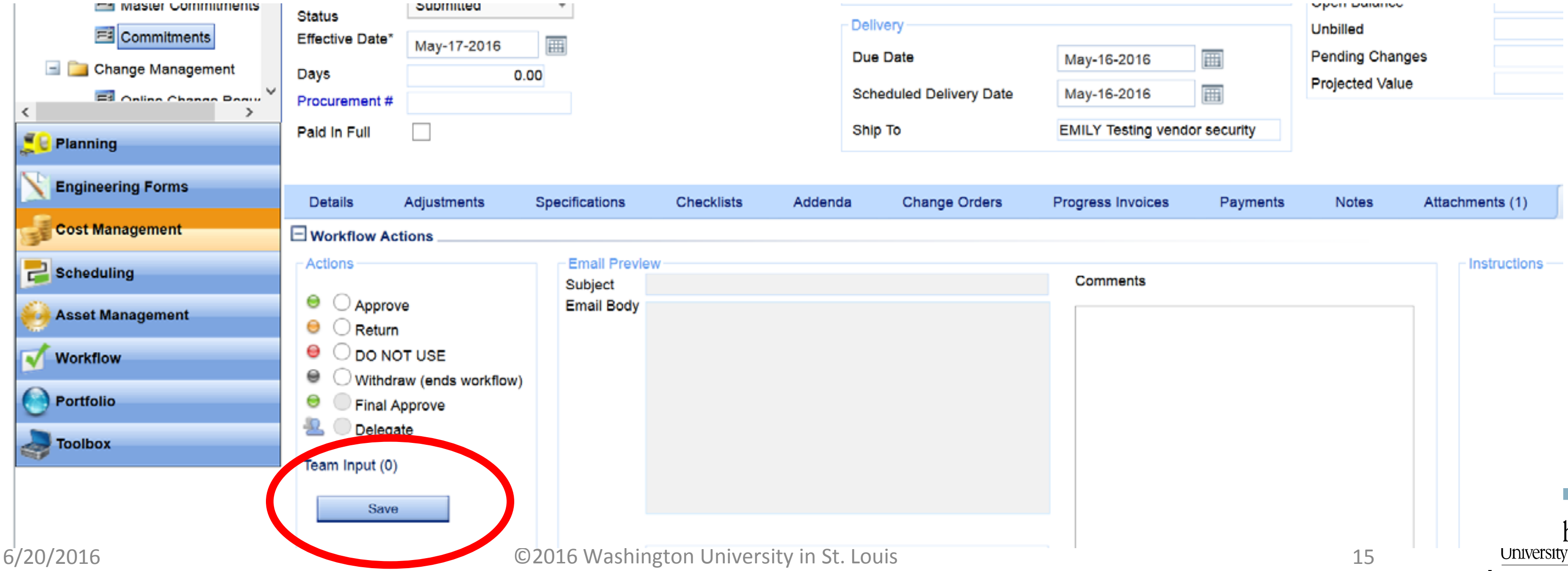
Submit PO record into Workflow

- Select the “Workflow” tab
- Select Submit



Submit PO Record into Workflow

- Select Save
  - You will receive notification re: the status of the workflow



Washington University in St. Louis
Information Technology

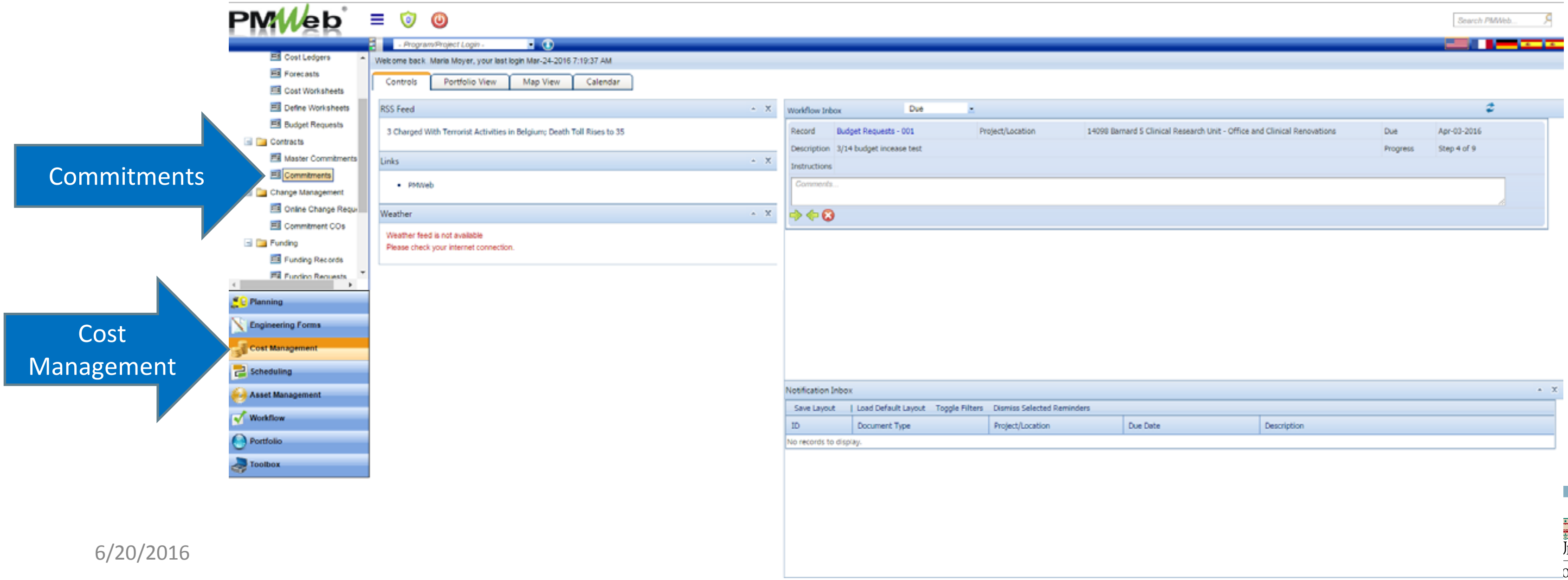
PMWeb Training

Generate Short Form Agreement

Washington University in St.Louis
INFORMATION TECHNOLOGY

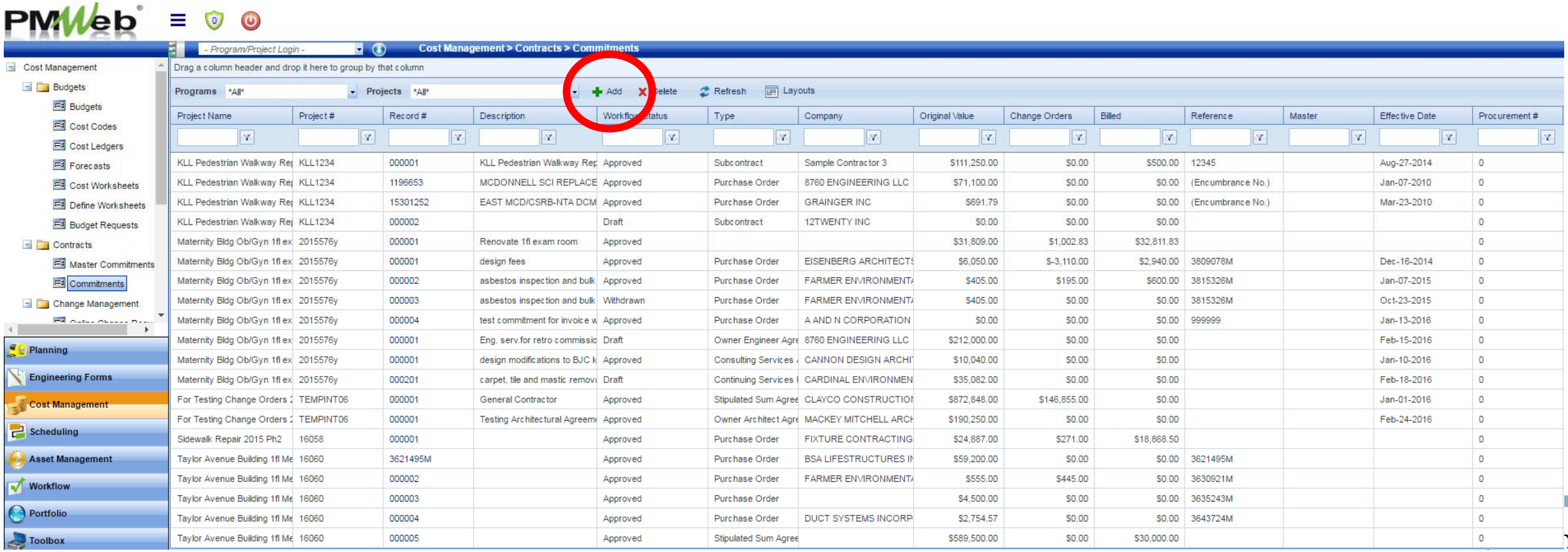
Generate Commitment – Short Form

- Two ways to navigate to Commitments module
  - Cost Management > Commitments sub-category



Generate Commitment - Short Form

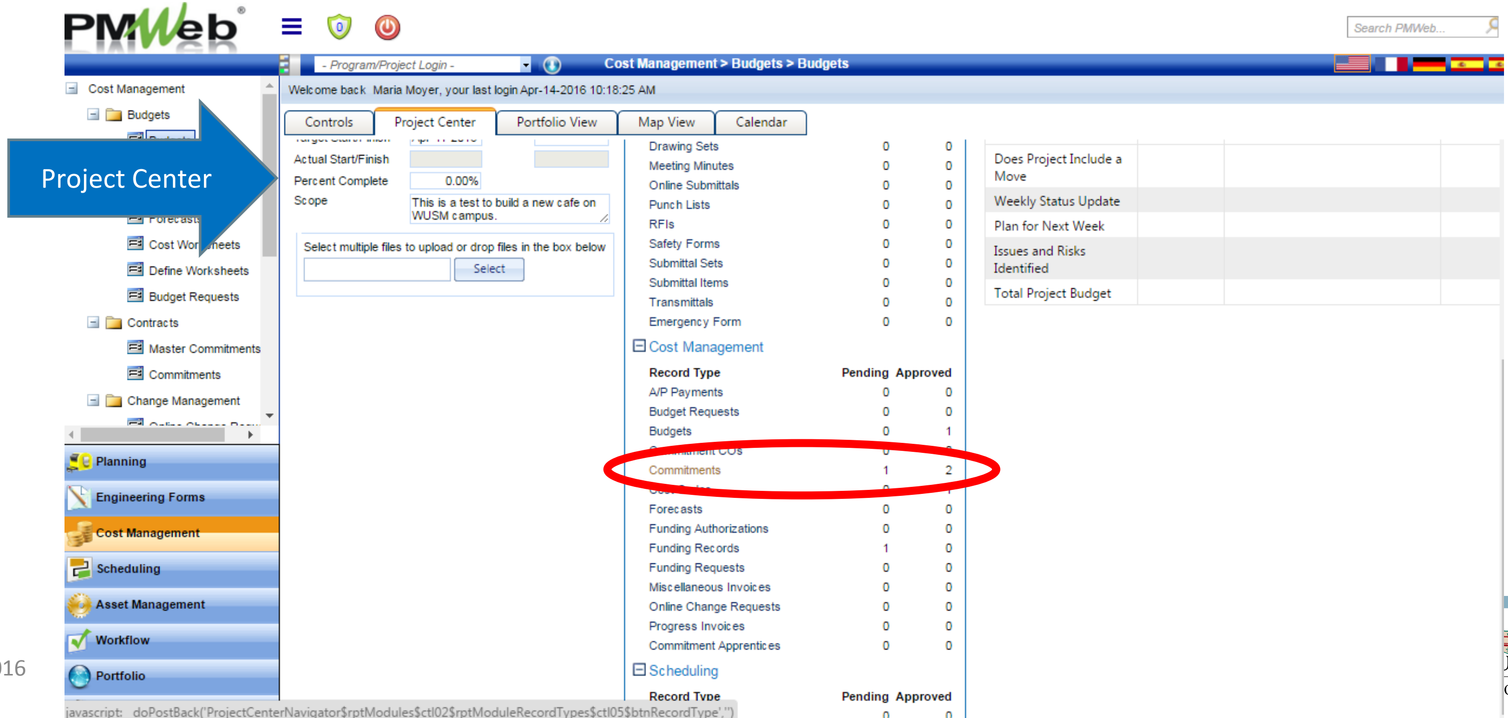
- The Commitments board will display
  - Select “Add” to create a new commitment



Project Name	Project #	Record #	Description	Workflow Status	Type	Company	Original Value	Change Orders	Billed	Reference	Master	Effective Date	Procurement #
KLL Pedestrian Walkway Rep	KLL1234	000001	KLL Pedestrian Walkway Rep	Approved	Subcontract	Sample Contractor 3	$111,250.00	$0.00	$500.00	12345		Aug-27-2014	0
KLL Pedestrian Walkway Rep	KLL1234	1196653	MCDONNELL SCI REPLACE	Approved	Purchase Order	8760 ENGINEERING LLC	$71,100.00	$0.00	$0.00	(Encumbrance No.)		Jan-07-2010	0
KLL Pedestrian Walkway Rep	KLL1234	15301252	EAST MCD/CSRB-NTA DCM	Approved	Purchase Order	GRAINGER INC	$691.79	$0.00	$0.00	(Encumbrance No.)		Mar-23-2010	0
KLL Pedestrian Walkway Rep	KLL1234	000002		Draft	Subcontract	12TWENTY INC	$0.00	$0.00	$0.00				0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000001	Renovate 1fl exam room	Approved			$31,809.00	$1,002.83	$32,811.83				0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000001	design fees	Approved	Purchase Order	EISENBERG ARCHITECTS	$6,050.00	$-3,110.00	$2,940.00	3809078M		Dec-16-2014	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000002	asbestos inspection and bulk	Approved	Purchase Order	FARMER ENVIRONMENTA	$405.00	$195.00	$600.00	3815326M		Jan-07-2015	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000003	asbestos inspection and bulk	Withdrawn	Purchase Order	FARMER ENVIRONMENTA	$405.00	$0.00	$0.00	3815326M		Oct-23-2015	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000004	test commitment for invoice w	Approved	Purchase Order	A AND N CORPORATION	$0.00	$0.00	$0.00	999999		Jan-13-2016	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000001	Eng. serv.for retro commissio	Draft	Owner Engineer Agre	8760 ENGINEERING LLC	$212,000.00	$0.00	$0.00			Feb-15-2016	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000001	design modifications to BJC k	Approved	Consulting Services	CANNON DESIGN ARCHI	$10,040.00	$0.00	$0.00			Jan-10-2016	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000201	carpet, tile and mastic remov	Draft	Continuing Services	CARDINAL ENVIRONMEN	$35,082.00	$0.00	$0.00			Feb-18-2016	0
For Testing Change Orders	TEMPINT06	000001	General Contractor	Approved	Stipulated Sum Agree	CLAYCO CONSTRUCTIO	$872,848.00	$146,855.00	$0.00			Jan-01-2016	0
For Testing Change Orders	TEMPINT06	000001	Testing Architectural Agreem	Approved	Owner Architect Agre	MACKEY MITCHELL ARCH	$190,250.00	$0.00	$0.00			Feb-24-2016	0
Sidewalk Repair 2015 Ph2	16058	000001		Approved	Purchase Order	FIXTURE CONTRACTING	$24,887.00	$271.00	$18,868.50				0
Taylor Avenue Building 1fl Me	16060	3621495M		Approved	Purchase Order	BSA LIFESTRUCTURES IN	$59,200.00	$0.00	$0.00	3621495M			0
Taylor Avenue Building 1fl Me	16060	000002		Approved	Purchase Order	FARMER ENVIRONMENTA	$555.00	$445.00	$0.00	3630921M			0
Taylor Avenue Building 1fl Me	16060	000003		Approved	Purchase Order		$4,500.00	$0.00	$0.00	3635243M			0
Taylor Avenue Building 1fl Me	16060	000004		Approved	Purchase Order	DUCT SYSTEMS INCORP	$2,754.57	$0.00	$0.00	3643724M			0
Taylor Avenue Building 1fl Me	16060	000005		Approved	Stipulated Sum Agree		$589,500.00	$0.00	$30,000.00				0

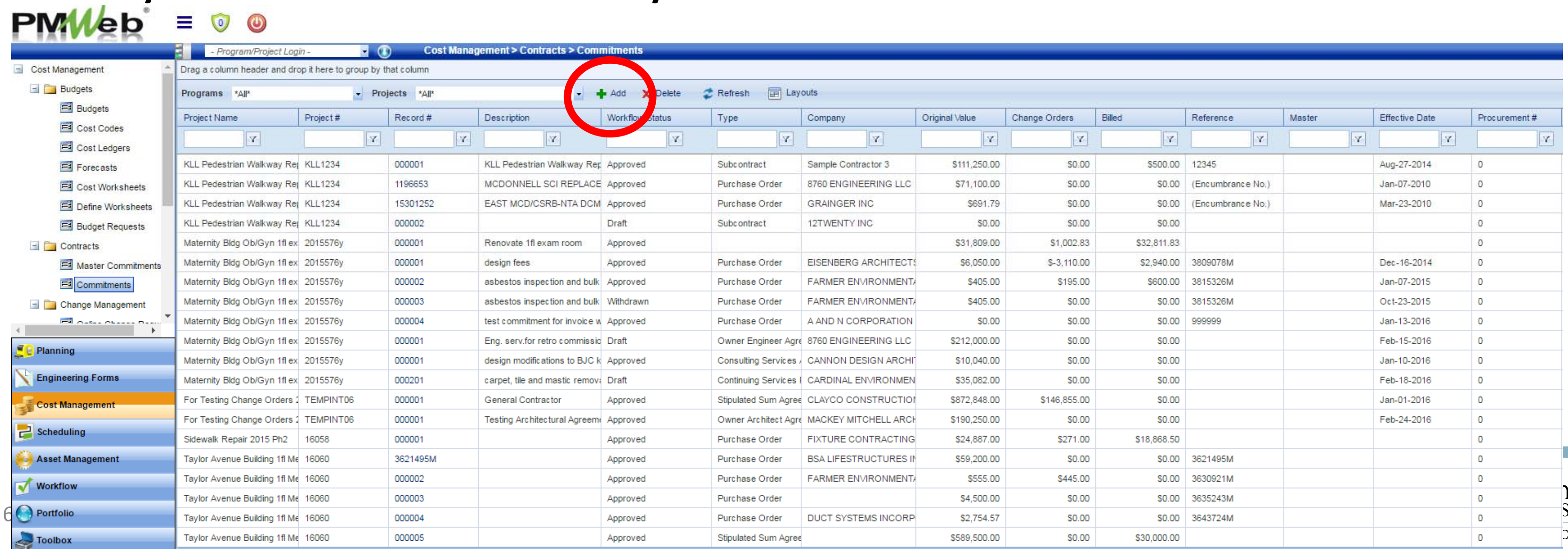
Generate Commitment - Short Form

- Two ways to navigate to Commitments module
  - Project Center > Commitments hyperlink



Generate Commitment - Short Form

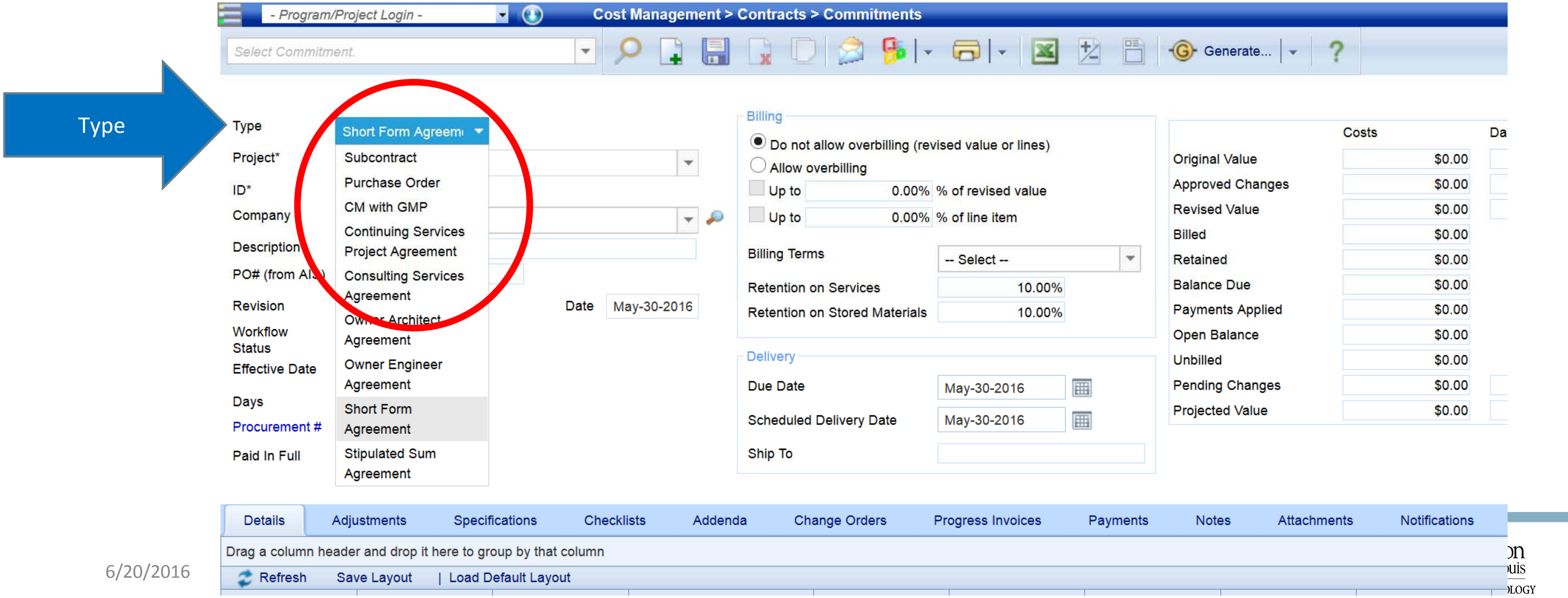
- The Commitments board will display
  - Select “Add” to create a new commitment
  - Note: if the project does not yet have any commitments, you will taken directly to a new commitment record



Project Name	Project #	Record #	Description	Workflow Status	Type	Company	Original Value	Change Orders	Billed	Reference	Master	Effective Date	Procurement #
KLL Pedestrian Walkway Rep	KLL1234	000001	KLL Pedestrian Walkway Rep	Approved	Subcontract	Sample Contractor 3	$111,250.00	$0.00	$500.00	12345		Aug-27-2014	0
KLL Pedestrian Walkway Rep	KLL1234	1196653	MCDONNELL SCI REPLACE	Approved	Purchase Order	8760 ENGINEERING LLC	$71,100.00	$0.00	$0.00	(Encumbrance No.)		Jan-07-2010	0
KLL Pedestrian Walkway Rep	KLL1234	15301252	EAST MCD/CSRB-NTA DCM	Approved	Purchase Order	GRAINGER INC	$691.79	$0.00	$0.00	(Encumbrance No.)		Mar-23-2010	0
KLL Pedestrian Walkway Rep	KLL1234	000002		Draft	Subcontract	12TWENTY INC	$0.00	$0.00	$0.00				0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000001	Renovate 1fl exam room	Approved			$31,809.00	$1,002.83	$32,811.83				0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000001	design fees	Approved	Purchase Order	EISENBERG ARCHITECTS	$6,050.00	$-3,110.00	$2,940.00	3809078M		Dec-16-2014	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000002	asbestos inspection and bulk	Approved	Purchase Order	FARMER ENVIRONMENTA	$405.00	$195.00	$600.00	3815326M		Jan-07-2015	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000003	asbestos inspection and bulk	Withdrawn	Purchase Order	FARMER ENVIRONMENTA	$405.00	$0.00	$0.00	3815326M		Oct-23-2015	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000004	test commitment for invoice w	Approved	Purchase Order	A AND N CORPORATION	$0.00	$0.00	$0.00	999999		Jan-13-2016	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000001	Eng. serv.for retro commissio	Draft	Owner Engineer Agre	8760 ENGINEERING LLC	$212,000.00	$0.00	$0.00			Feb-15-2016	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000001	design modifications to BJC k	Approved	Consulting Services /	CANNON DESIGN ARCHI	$10,040.00	$0.00	$0.00			Jan-10-2016	0
Maternity Bldg Ob/Gyn 1fl ex	2015576y	000201	carpet, tile and mastic remov	Draft	Continuing Services I	CARDINAL ENVIRONMEN	$35,082.00	$0.00	$0.00			Feb-18-2016	0
For Testing Change Orders 2	TEMPINT06	000001	General Contractor	Approved	Stipulated Sum Agree	CLAYCO CONSTRUCTIO	$872,848.00	$146,855.00	$0.00			Jan-01-2016	0
For Testing Change Orders 2	TEMPINT06	000001	Testing Architectural Agreem	Approved	Owner Architect Agre	MACKEY MITCHELL ARCH	$190,250.00	$0.00	$0.00			Feb-24-2016	0
Sidewalk Repair 2015 Ph2	16058	000001		Approved	Purchase Order	FIXTURE CONTRACTING	$24,887.00	$271.00	$18,868.50				0
Taylor Avenue Building 1fl Me	16060	3621495M		Approved	Purchase Order	BSA LIFESTRUCTURES IN	$59,200.00	$0.00	$0.00	3621495M			0
Taylor Avenue Building 1fl Me	16060	000002		Approved	Purchase Order	FARMER ENVIRONMENTA	$555.00	$445.00	$0.00	3630921M			0
Taylor Avenue Building 1fl Me	16060	000003		Approved	Purchase Order		$4,500.00	$0.00	$0.00	3635243M			0
Taylor Avenue Building 1fl Me	16060	000004		Approved	Purchase Order	DUCT SYSTEMS INCORP	$2,754.57	$0.00	$0.00	3643724M			0
Taylor Avenue Building 1fl Me	16060	000005		Approved	Stipulated Sum Agree		$589,500.00	$0.00	$30,000.00				0

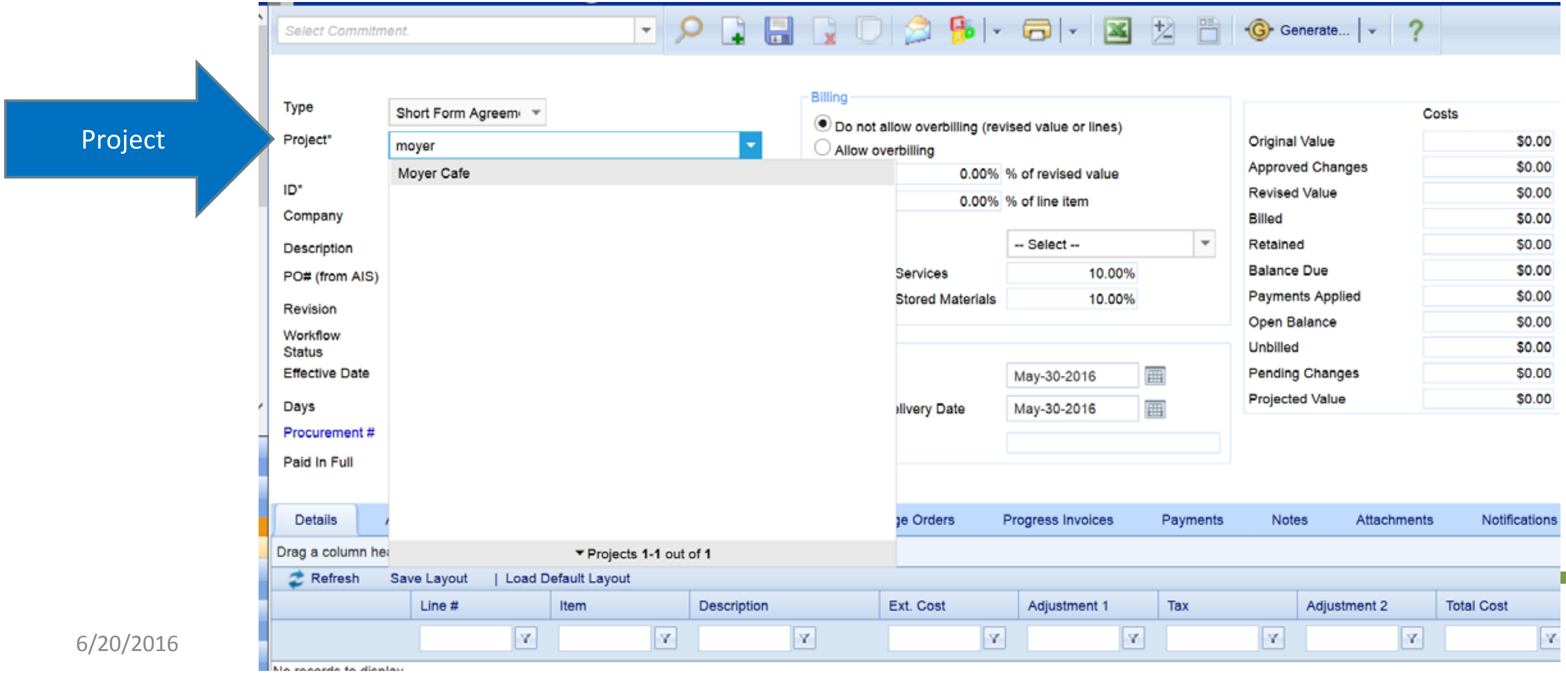
Generate Commitment - Short Form

- In the "Type" field select Short Form Agreement



Generate Commitment - Short Form

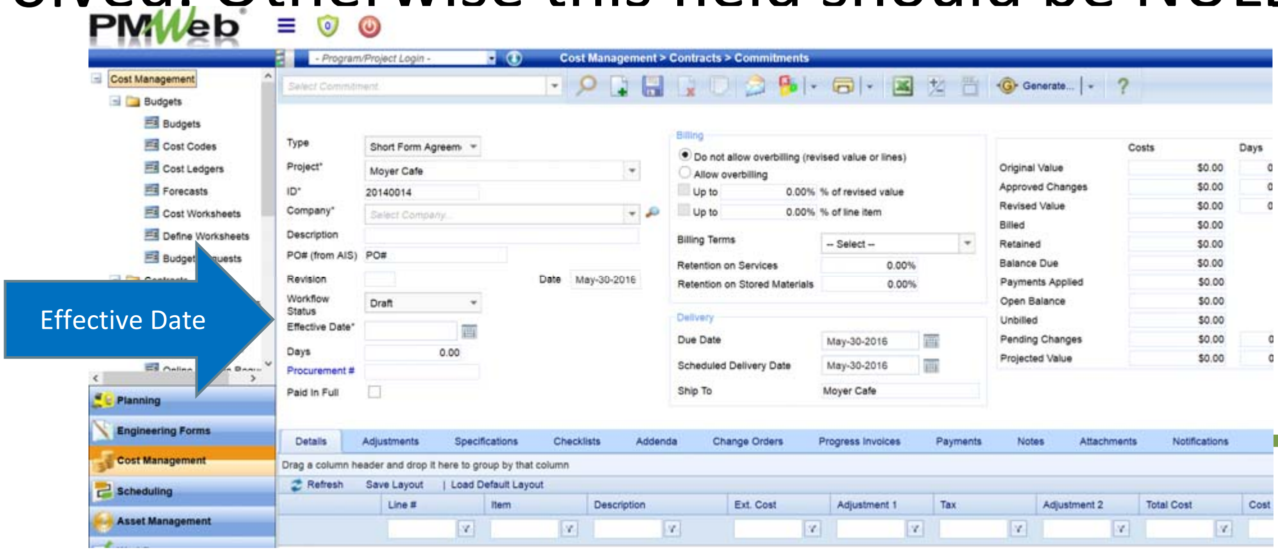
- The ID will be auto-generated
- In the "Company" field, select the vendor



Washington University in St. Louis
Information Technology

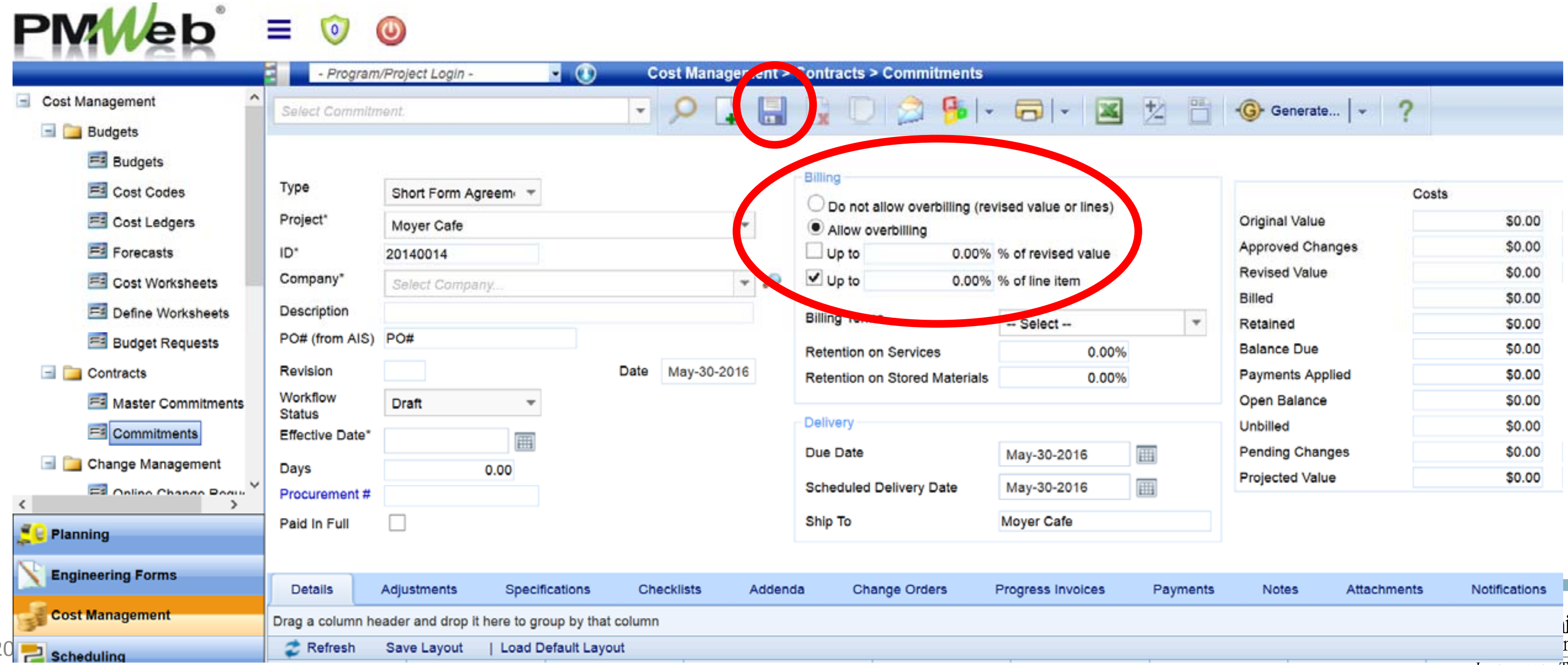
Generate Commitment - Short Form

- Select “Effective Date”
  - This date will populate on the contract header
- “Procurement #” field is autopoulated if a bid was involved. Otherwise this field should be NULL



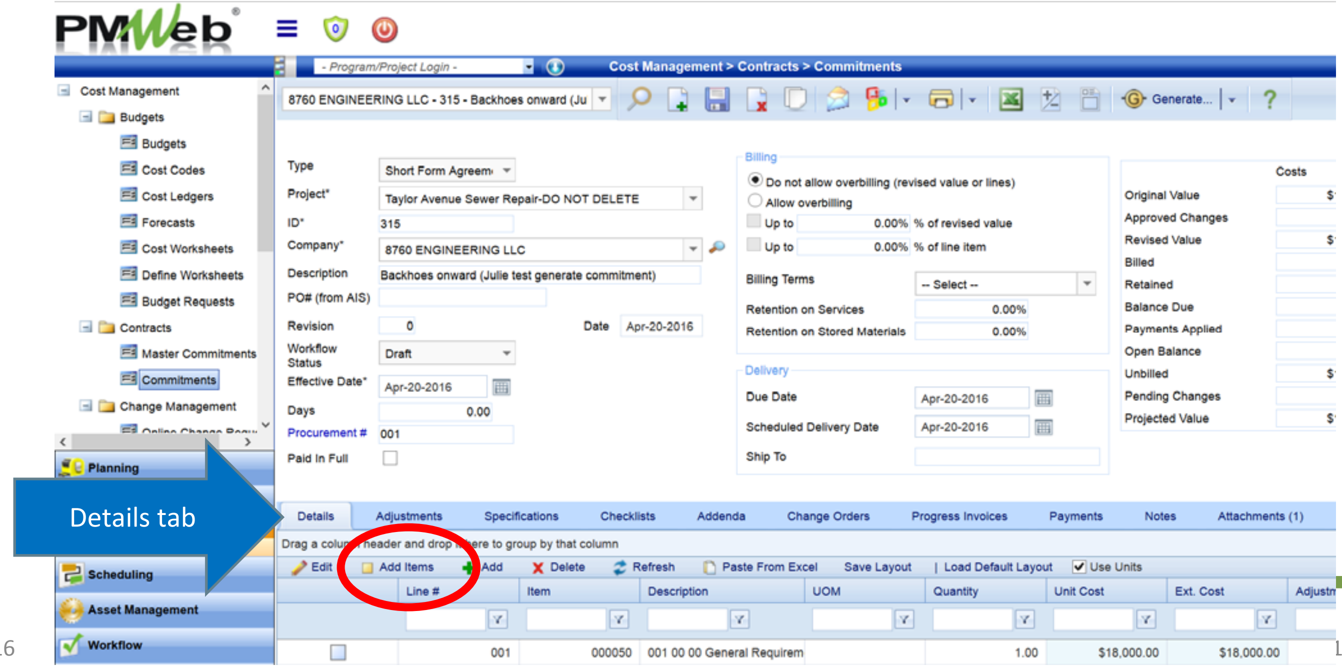
Generate Commitment - Short Form

- Select “Allow overbilling” radio button and “Up to XX% of the line item”; save record



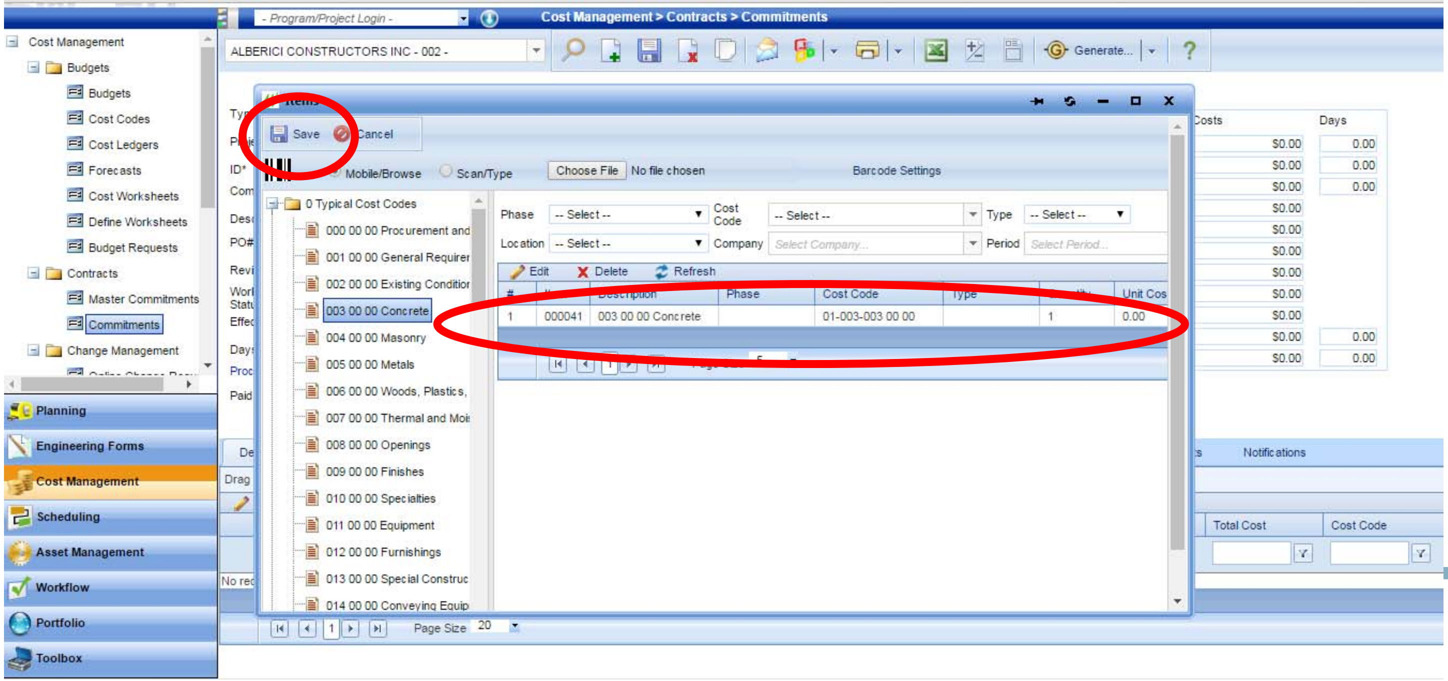
Add Short Form Details

- Select “Add items” to add cost codes to the commitment



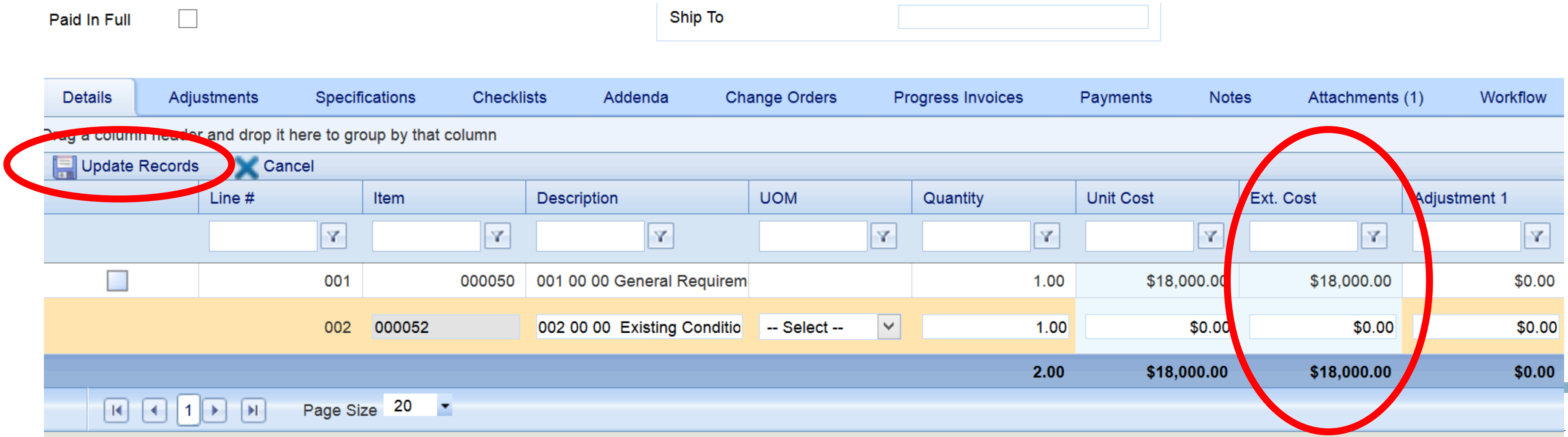
Add Short Form Details

- Drag line items into the cost code window
- Save



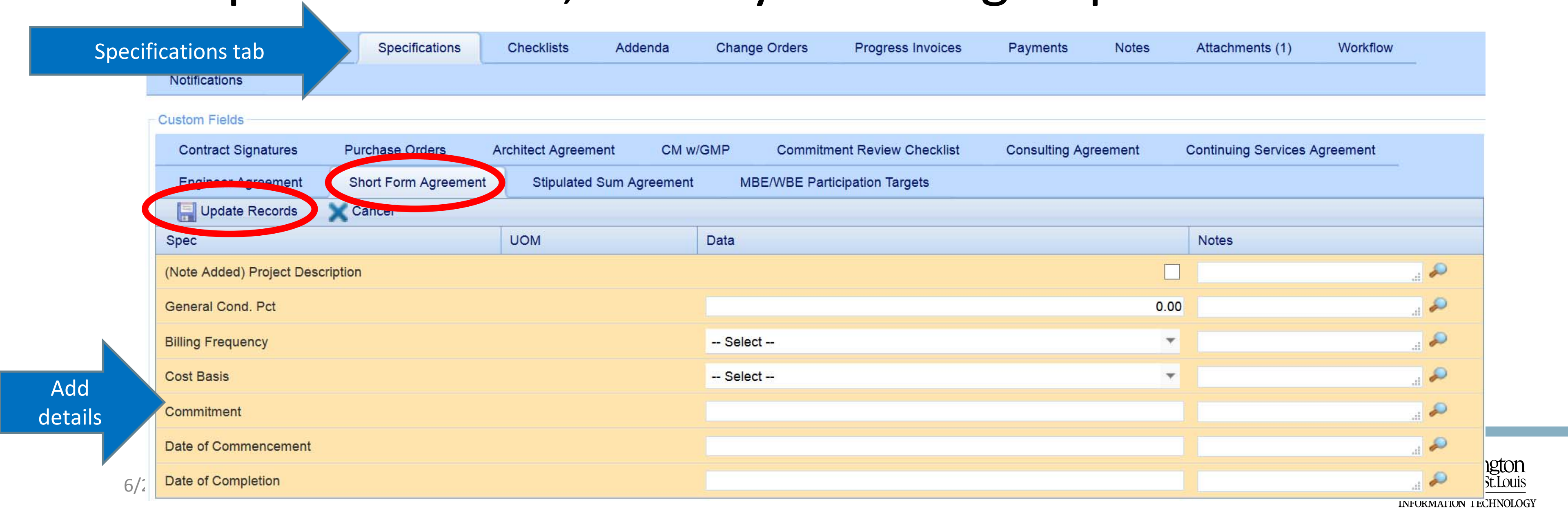
Add Short Form Details

- Cost codes will now appear on “Detail” tab
- Use shortcut: select top row; shift; bottom row; edit
- Enter cost values into the “Ext Cost” field; Update Records



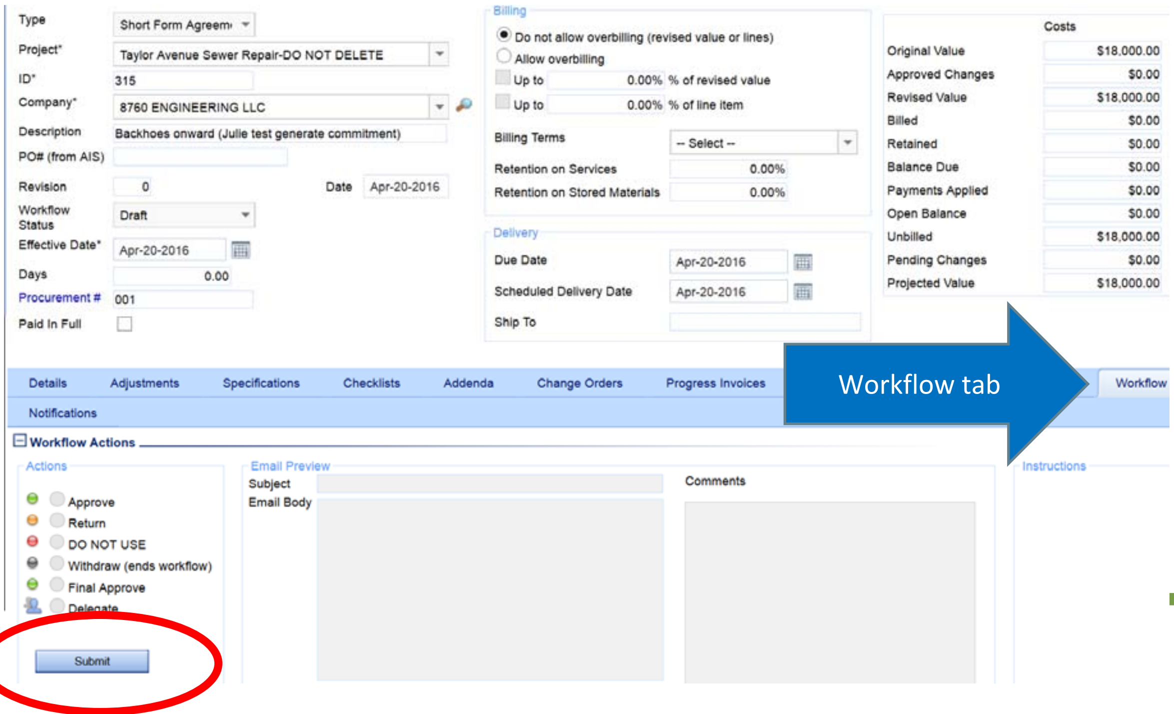
Add Short Form Details

- Select "Specifications" tab and select Short Form Agreement
- Populate details; save by selecting "Update Records"



Submit Short Form record into Workflow

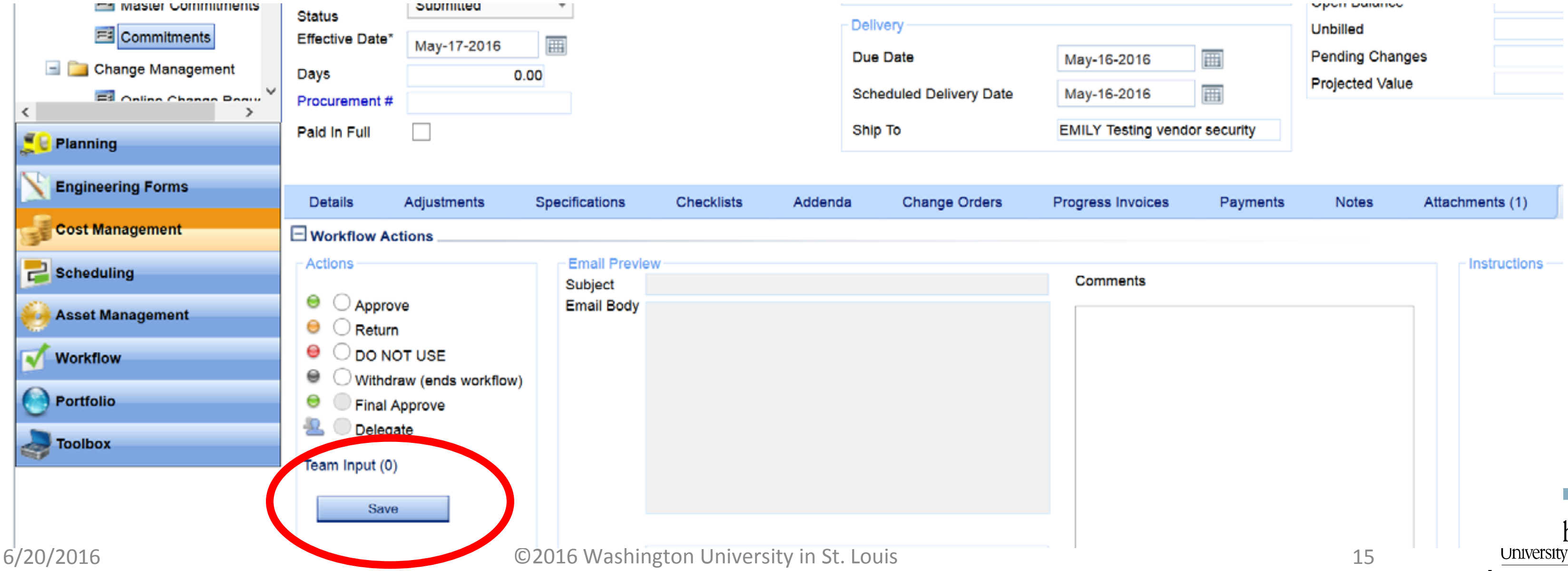
- Select the "Workflow" tab
- Select Submit



Washington University in St. Louis
Information Technology

Submit Short Form Record into Workflow

- Select Save
  - You will receive notification re: the status of the workflow



Commitment Vendor step in Workflow

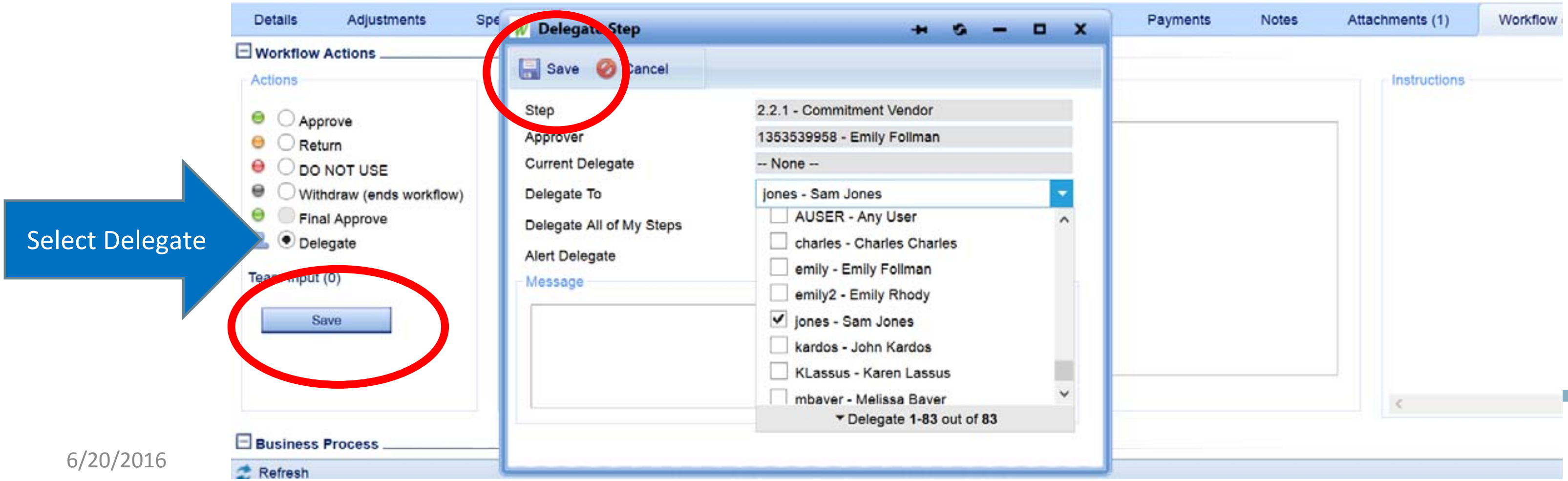
- The commitment workflow has a step for the commitment vendor
- You can see in the workflow log every step in the workflow. The PM will receive the “commitment vendor” step and delegate it to the vendor.

Step	Date	Role	Assignee / Rule	Comments
1	May-21-2016	Project Manager 1	Jon Smith	
2		-- APM --	Commitment < $50k	
2.1	May-26-2016	Accountant 1	Emily Follman	Approve after PO is keyed in Marketplace
2.2		-- APM --	Non PO Commitment	
2.2.1	May-31-2016	Commitment Vendor	Emily Follman	
2.2.2	Jun-05-2016	Project Manager 1	Jon Smith	
3		-- APM --	Commitment between $50k & $8(	
3.1		-- APM --	Non PO Commitment	
3.1.1	Jun-10-2016	Commitment Vendor	Emily Follman	Delegate to appropriate vendor contact for this commitment.

Commitment Vendor Role

Commitment Vendor step in Workflow

- Select "Delegate" radio button
- Select the delegate from the list in the pop up window
- Save the assignment and save the workflow step



Commitment Vendor step in Workflow

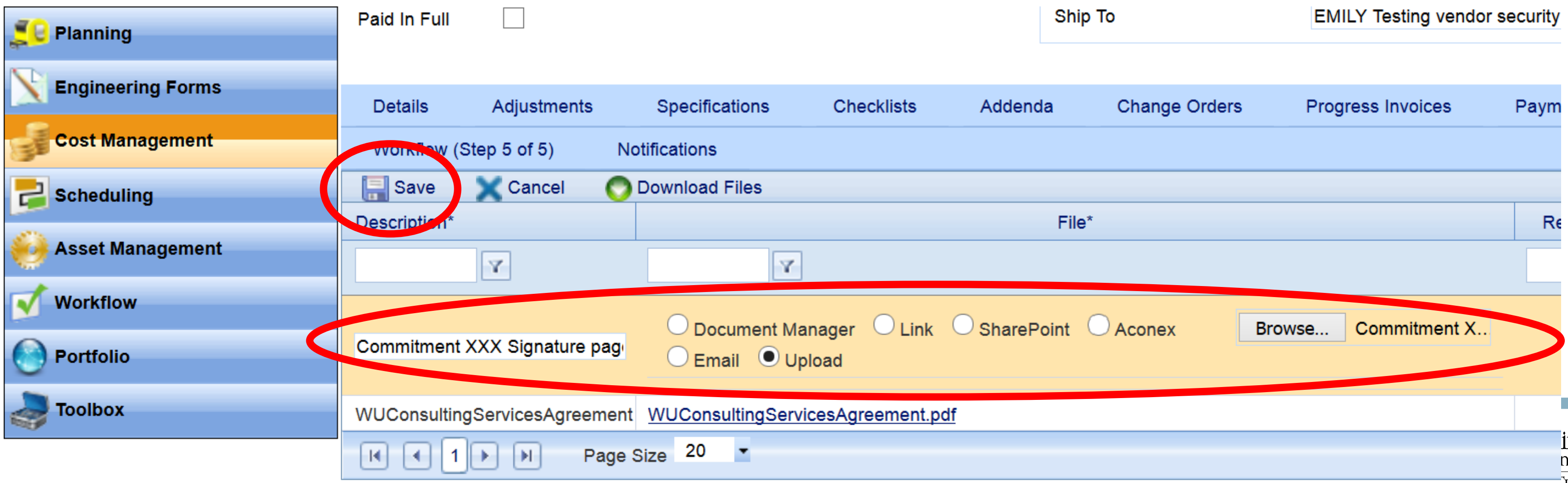
- Vendors may choose not to use PMWeb
- In this case, the PM will not delegate to the vendor, but will instead email the commitment document to the vendor for signature.
- When the signed document is returned via email, the PM will add the document to the record in PMWeb and approve it as a proxy for the vendor, sending the record on to the next step in workflow

Final Signature

- After vendor has returned the signature page of the contract (either via email or PMWeb attachment, the WU final approver/designated signatory needs to add signature to signature page
- This will be done manually for now
- Electronic signatures are coming
  - Opt in/out will be required to be performed for each esign (WU and vendor)

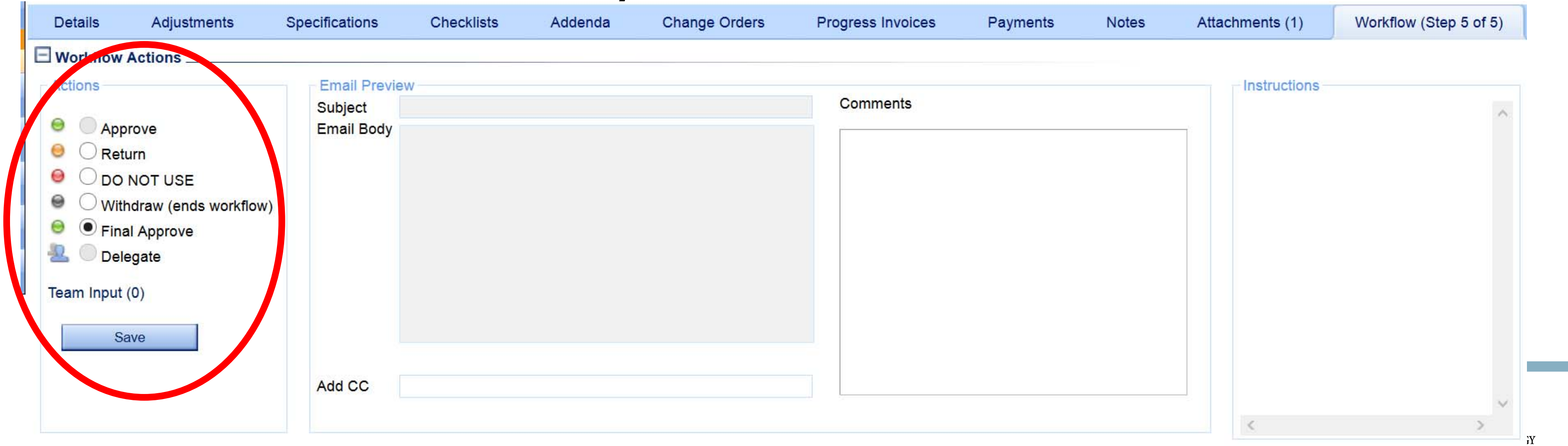
Final Signature

- Print page, WU signer will sign, and scan
- Upload to commitment record as attachment
- Save record



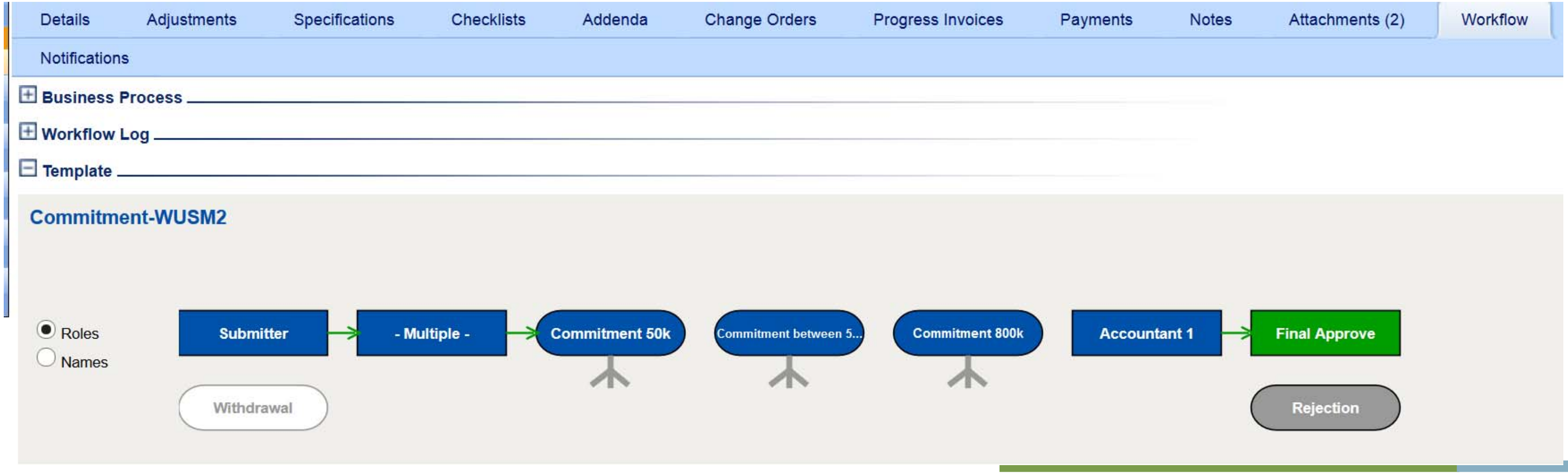
Final Approval

- Final approver will review commitment and select final approve
- Save
- Commitment is fully executed



Final Approval

- Visual workflow will show that the record has completed final approval



Washington University in St. Louis
Information Technology

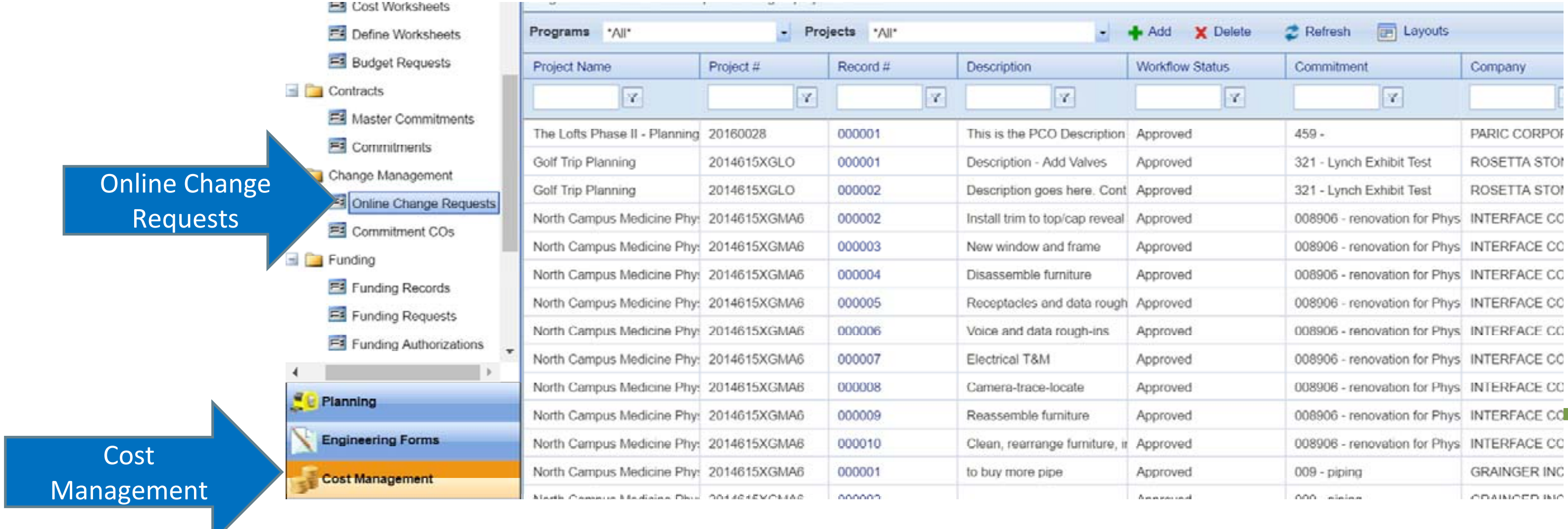
PMWeb® Training

Online Change Requests

Washington University in St. Louis
INFORMATION TECHNOLOGY

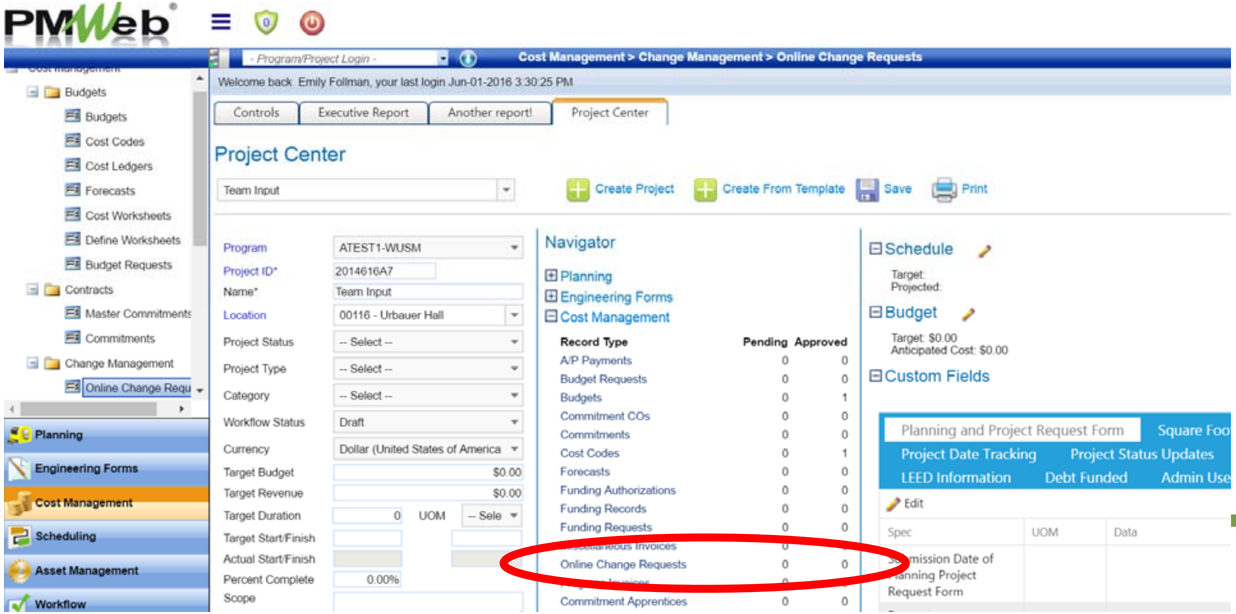
Online Change Requests

- Two ways to navigate to Online Change Requests module
    - Cost Management > Online Change Requests Records sub-category



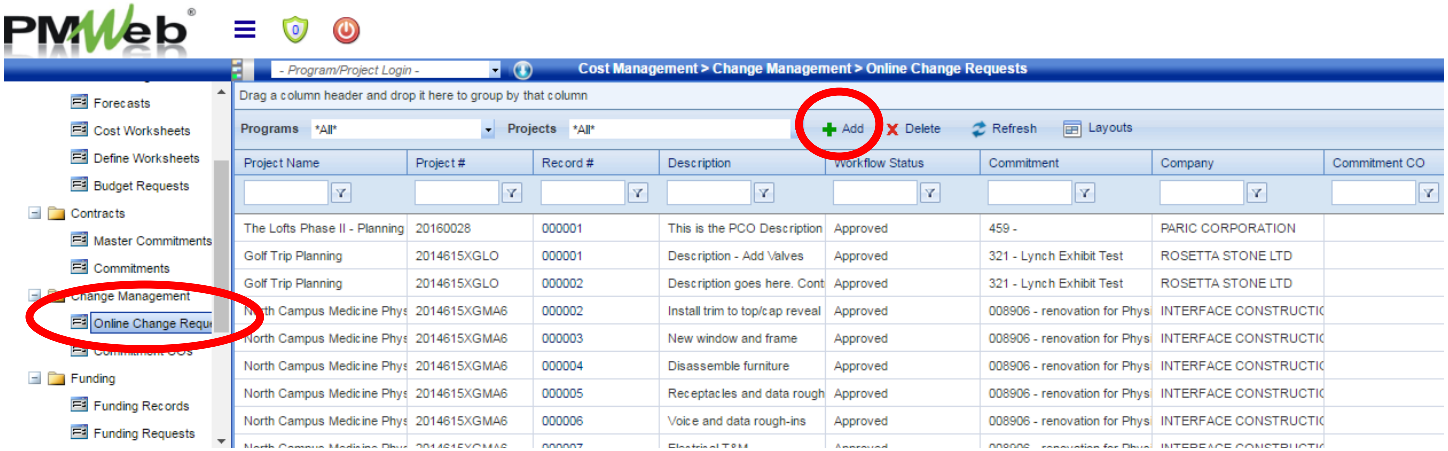
Online Change Requests

- Two ways to navigate to Online Change Requests module
  - Project Center > Select Online Change Requests hyperlink



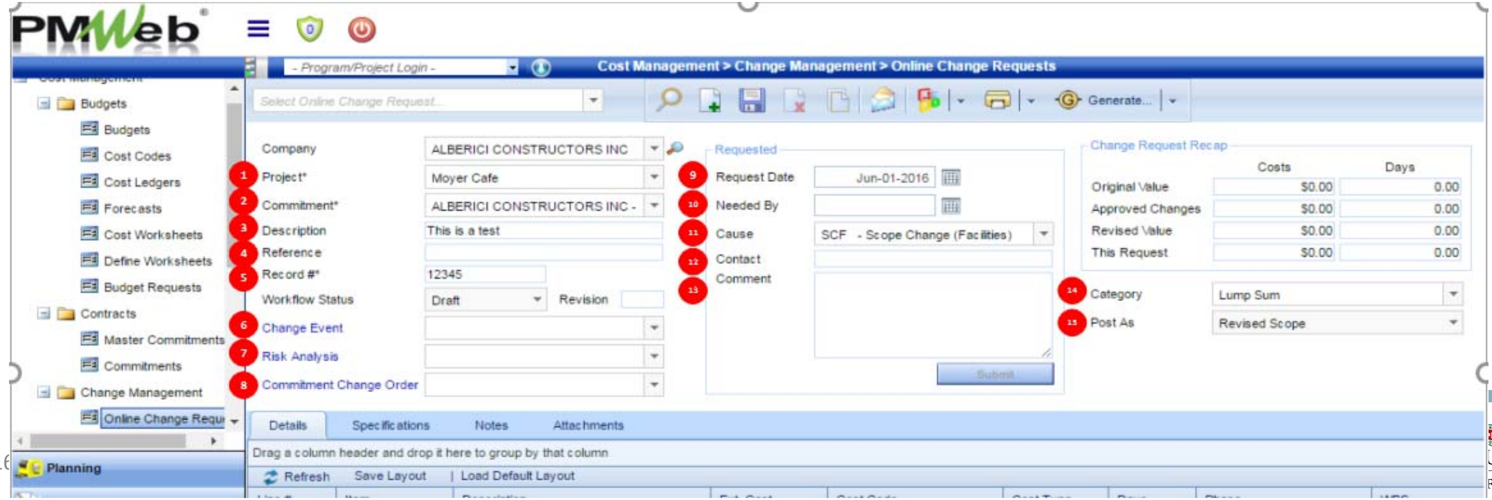
Online Change Requests

- Add a new Online Change Request record or select your project from the board



Add Online Change Requests

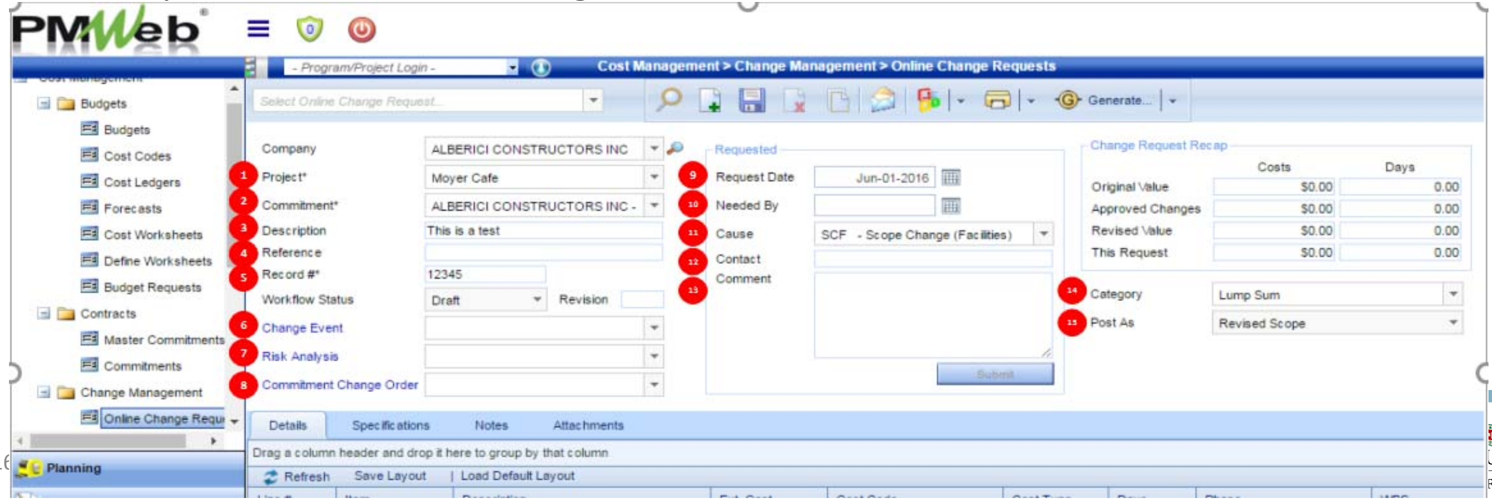
- Enter header details
    1. Project* = Select the project the Online Change Request is for
    2. Commitment* = Select the Commitment for the change – NOTE: Once this is selected, the Company field will auto-populate with the company tied to the commitment.
    3. Description* = Enter a brief explanation of the change
    4. Reference = N/A – leave NULL



Online Change Requests

- Enter header details

5. Record #* = This field will auto-populate with the next number in sequence for Online Change Requests for the commitment. <u>Change this number to the Vendor PCO#</u>
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

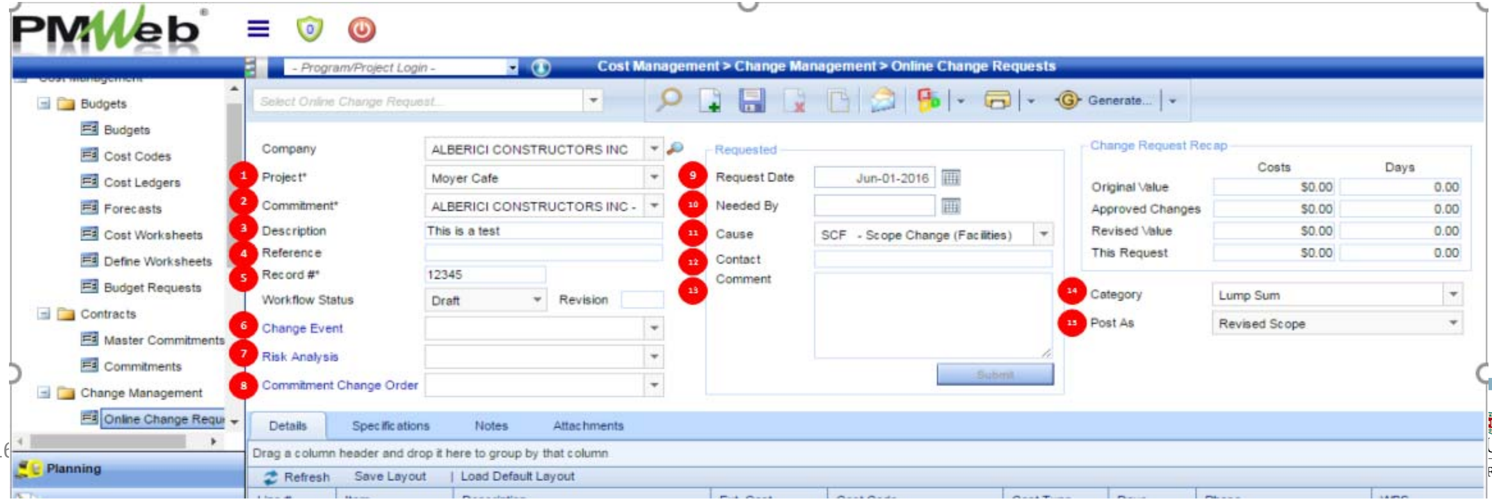


Washington University in St.Louis
INFORMATION TECHNOLOGY

Online Change Requests

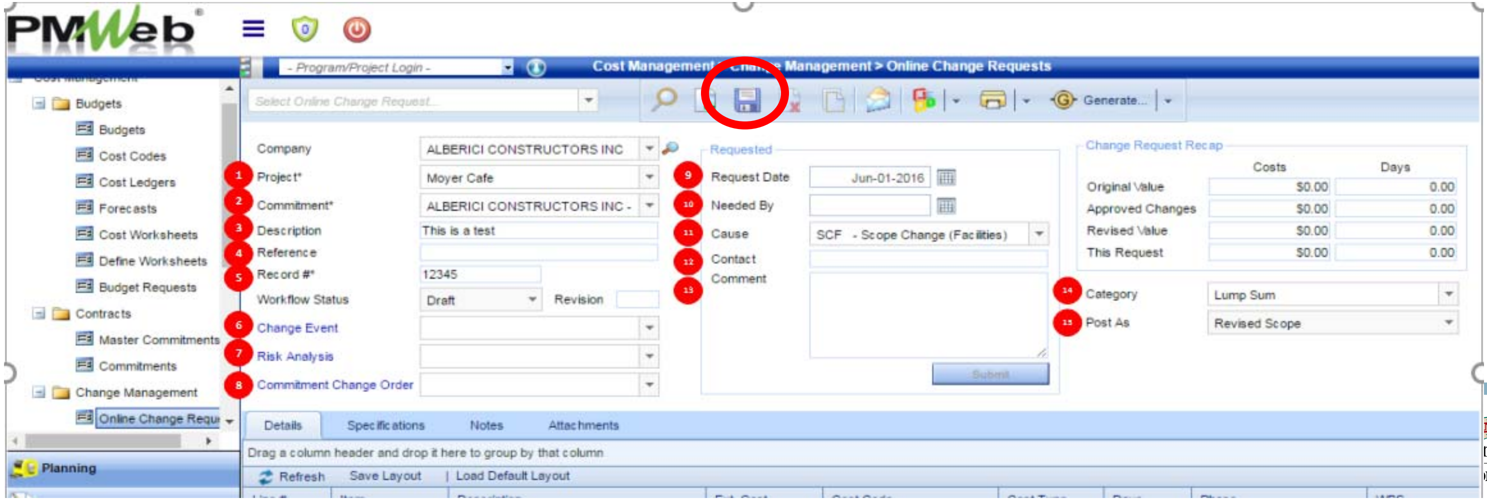
- Enter header details

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



Online Change Requests

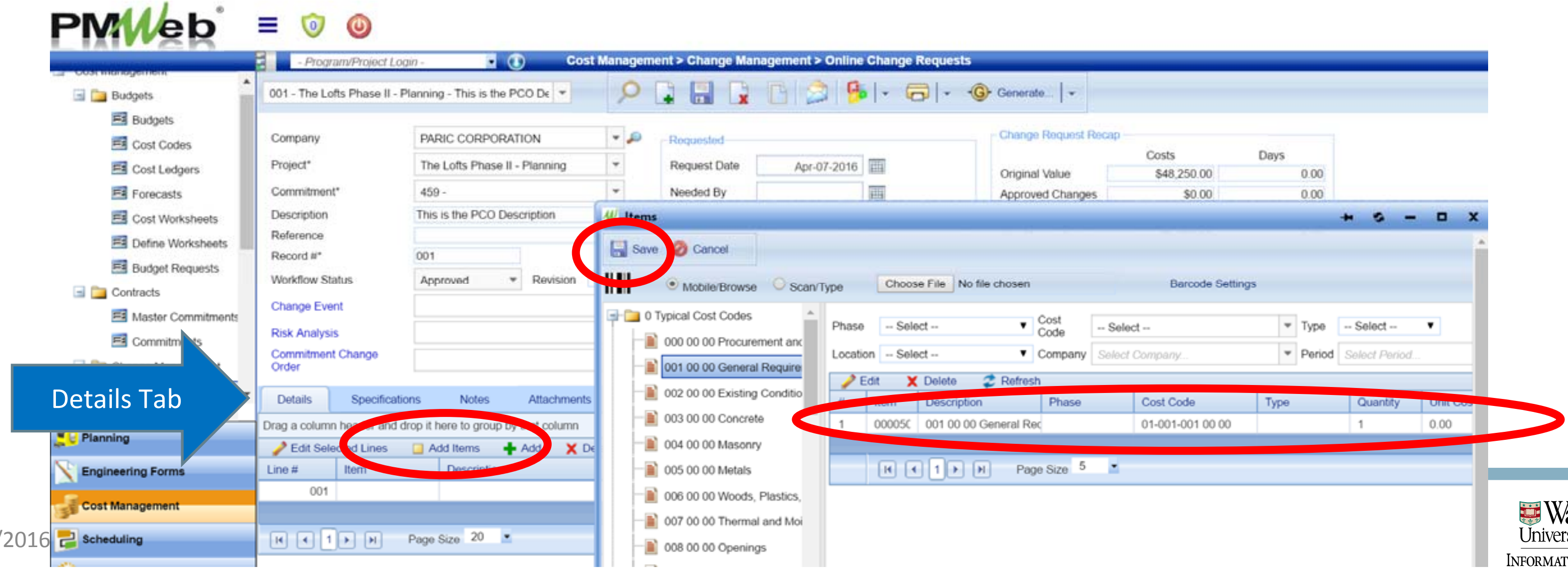
- Enter header details
  13. Comment = Not mandatory, but you can add a more details of the change in this box
  14. Category* = Select a value from the drop down – This is the terms of the cost from the contractor
  15. Post As* = Always use the default value of “Revised Scope”
- Save



Washington University in St. Louis
Information Technology

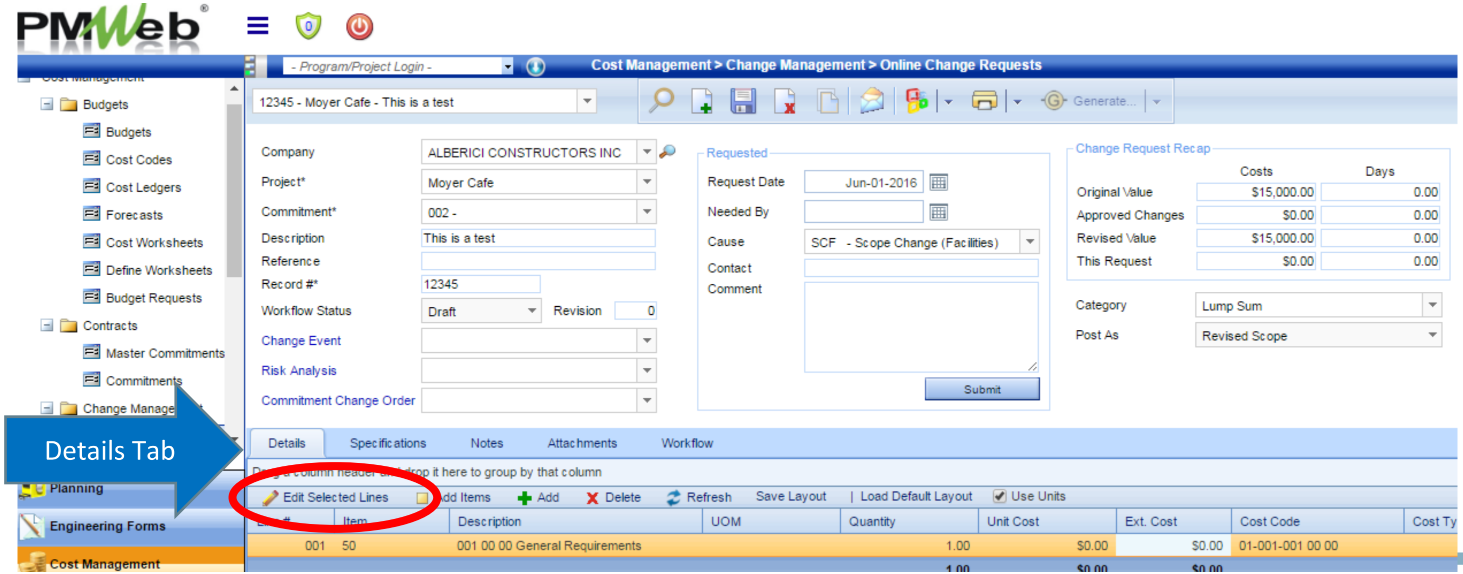
Online Change Requests

- Select "add items" to open the "items" window
- Drag over cost codes for those that are now being modified from the original commitment
- Save



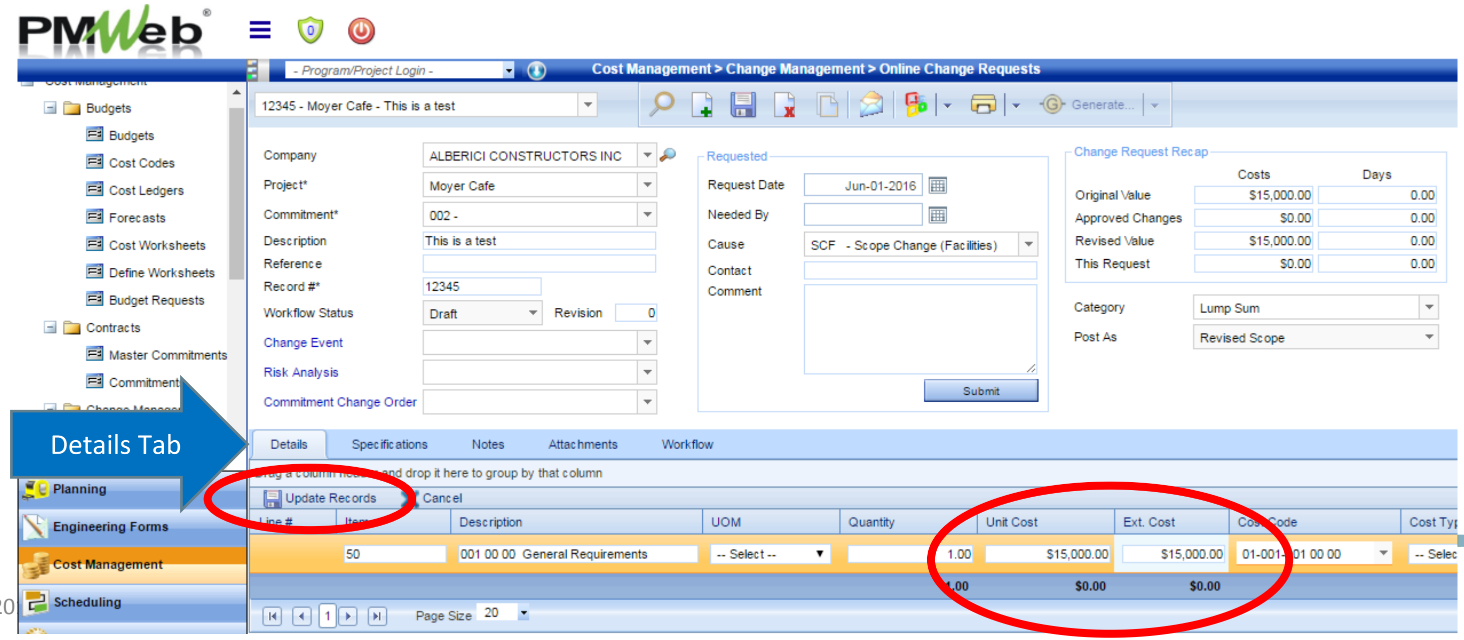
Online Change Requests

- Select “edit selected lines”
  - If multiple lines, use shortcut: select top row; shift; bottom row; edit



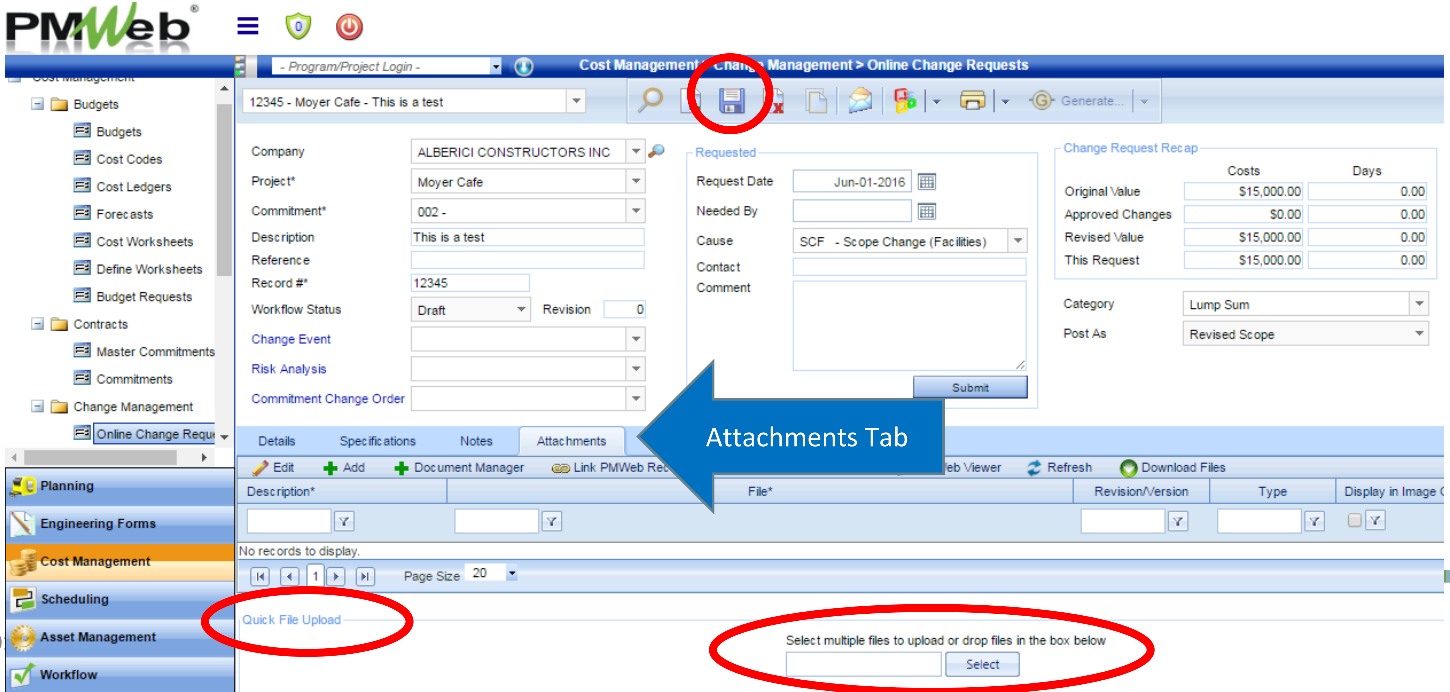
Online Change Requests

- Enter change amount in the “Unit Cost” field.
  - Ext Cost field will auto-populate with the same value
- “Update Records”



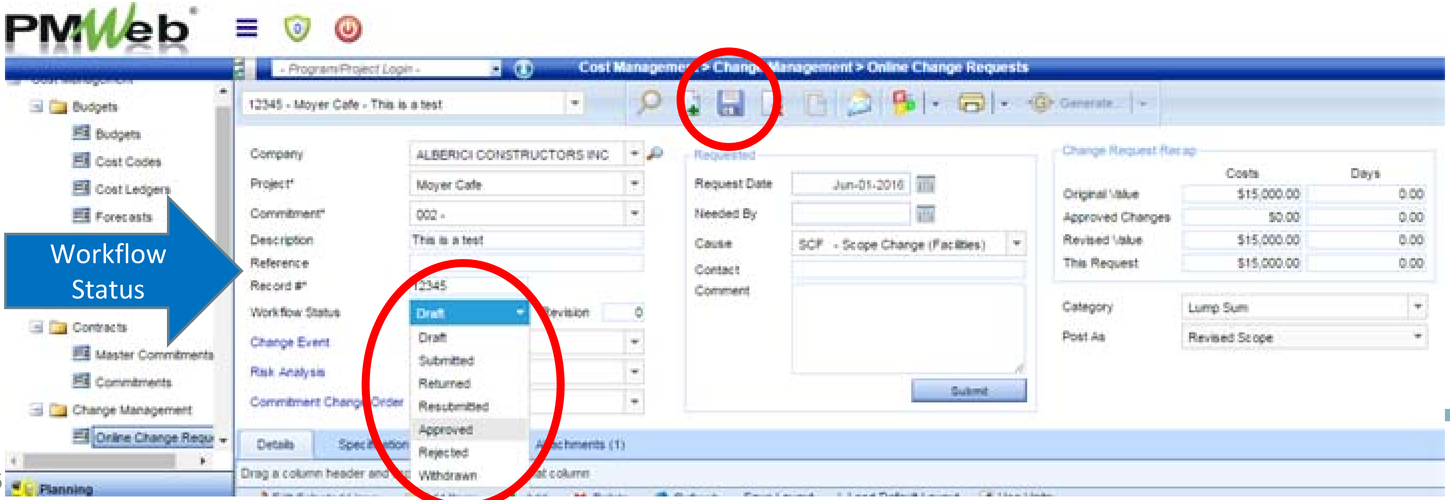
Online Change Requests

- On “Attachments” tab, use quick file upload
- Upload Contractor Back Up document that was submitted by the contractor; Save



Online Change Requests

- Change “Workflow Status” to Approved; Save
  - Online Change Requests do not require workflow
  - Setting the Workflow Status to approved is an indicator that request is complete and can be attached to a Commitment Change Order.



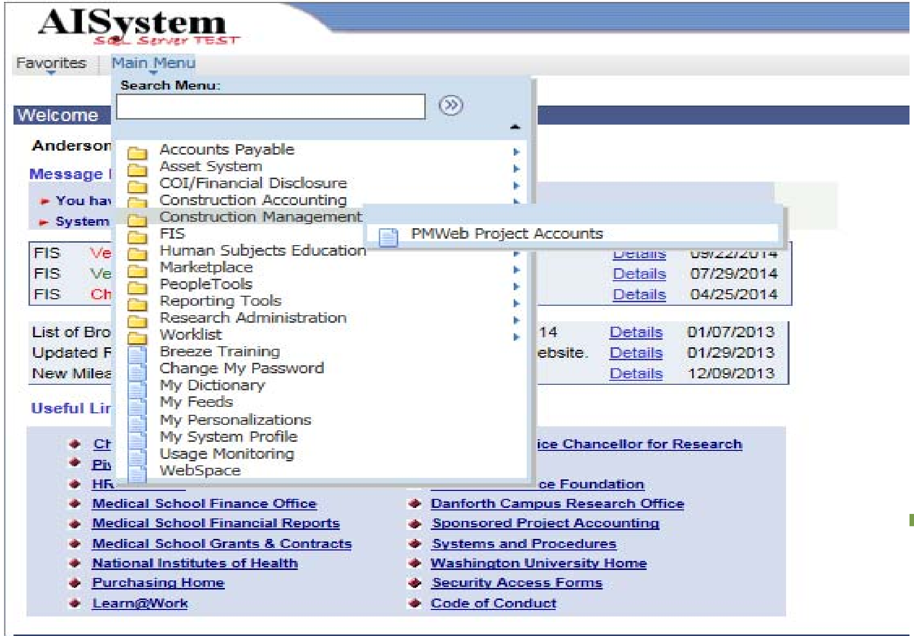
PMWeb® Training

Accountinator

Washington University in St. Louis
Information Technology

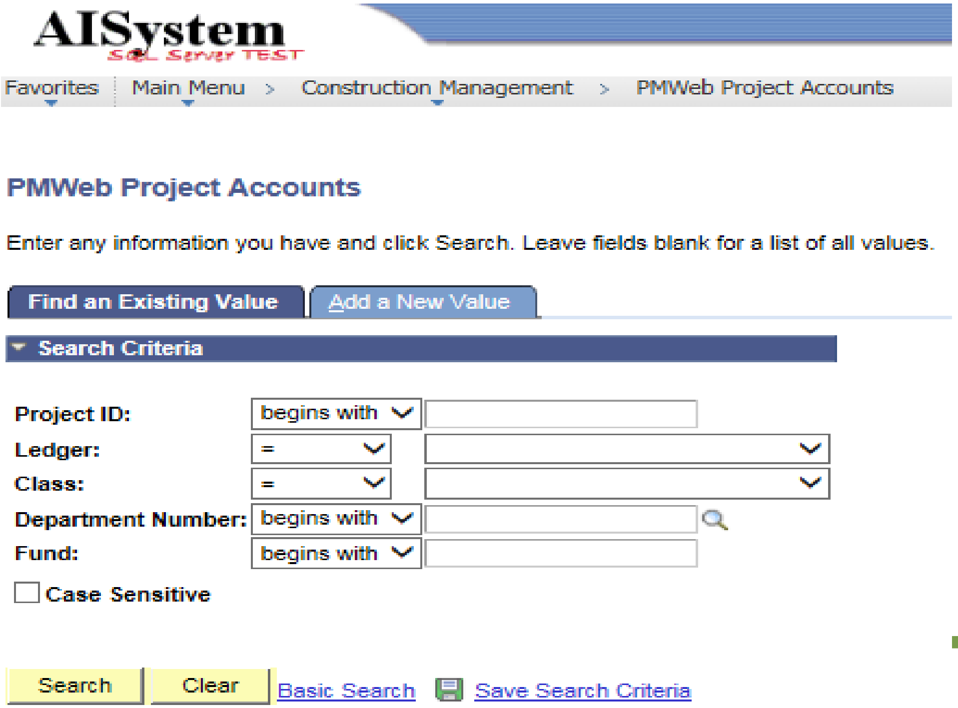
AIS “Accountinator”

- 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 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.



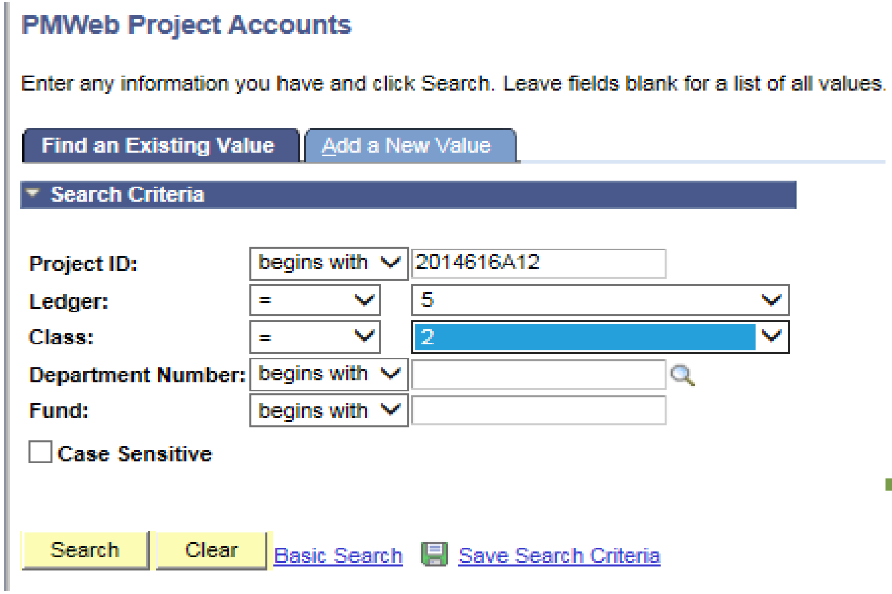
AIS "Accountinator"

- Use the screen below to search for an existing plant fund or PM Web project number, or to add a new project.



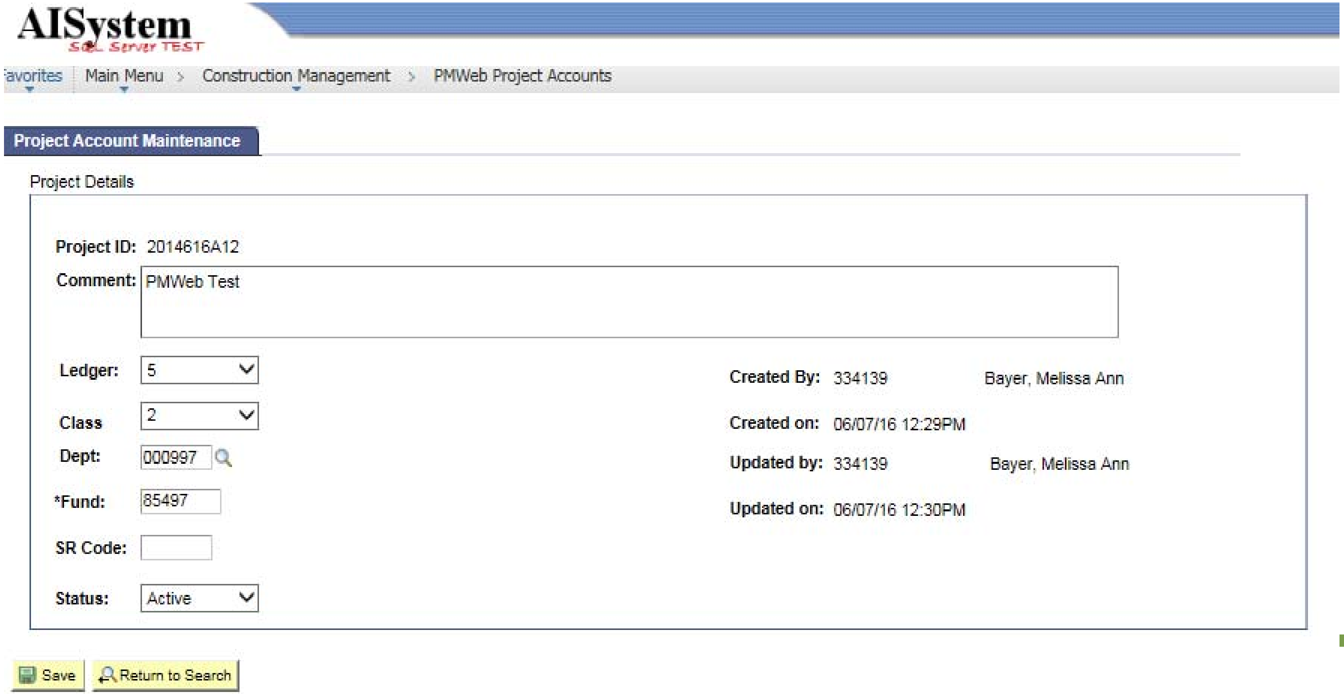
AIS “Accountinator”

- To SEARCH for the AIS plant fund number, type in the PMWeb 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 PMWeb project number.



AIS “Accountinator”

- Select “Search” and the Project Details will be displayed.



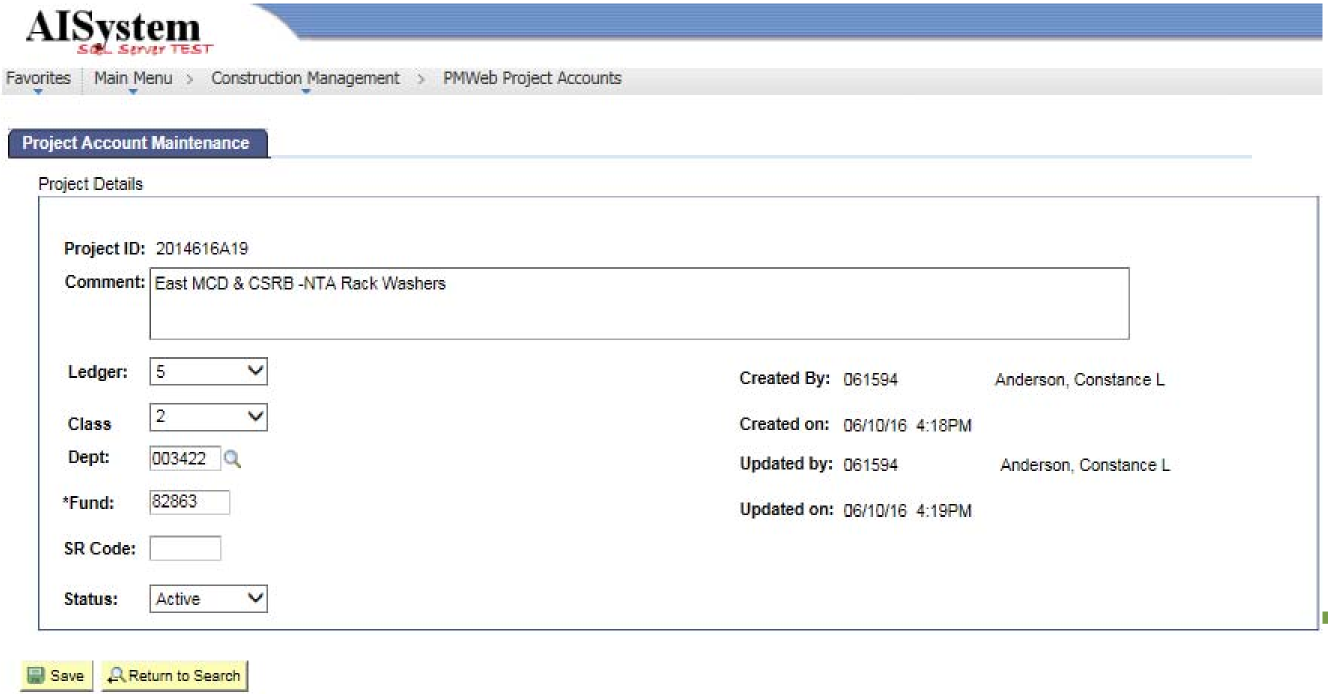
Washington University in St. Louis
Information Technology

AIS “Accountinator”

- To enter a NEW project into the Accountinator, go to the “Add a New Value” tab and enter the PM Web account number.
  - Select “Add”

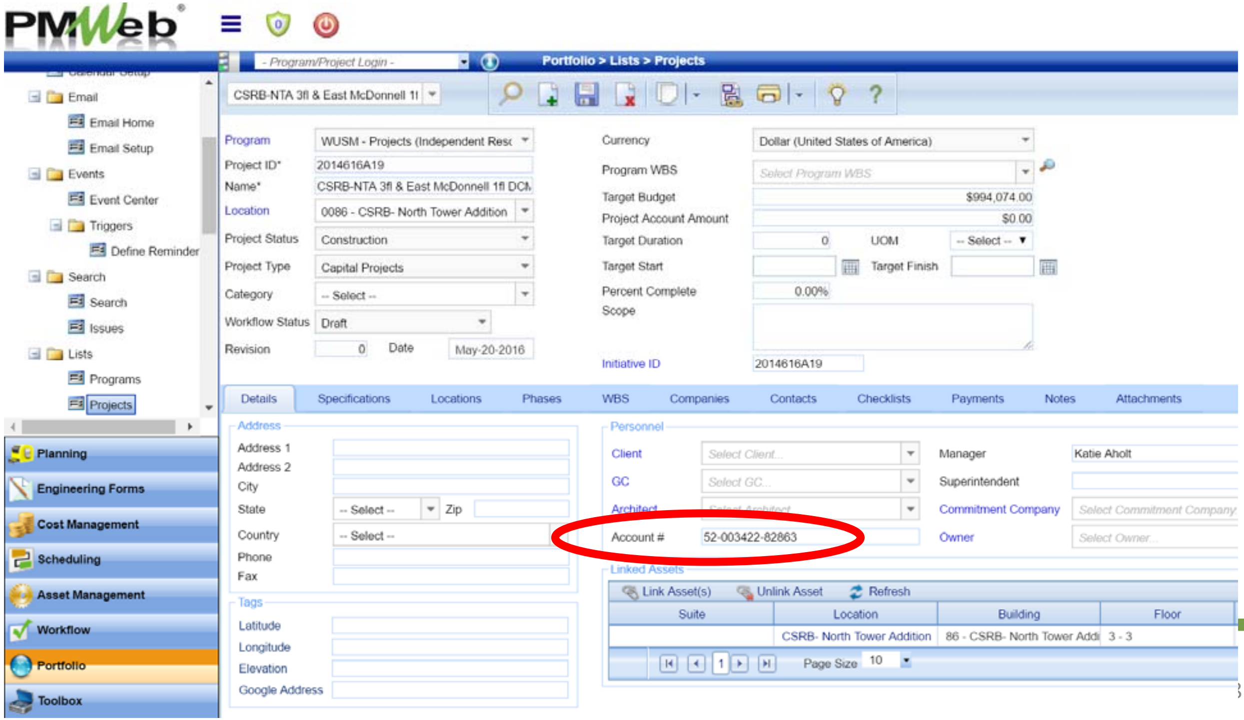
AIS "Accountinator"

- Enter project details and the related AIS plant fund number in the appropriate fields to connect the PM Web project number with the AIS plant fund number for future transactional integrations.
- Save



AIS "Accountinator"

- 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 added to the Project record in PMWeb through integration.



PMWeb® Training

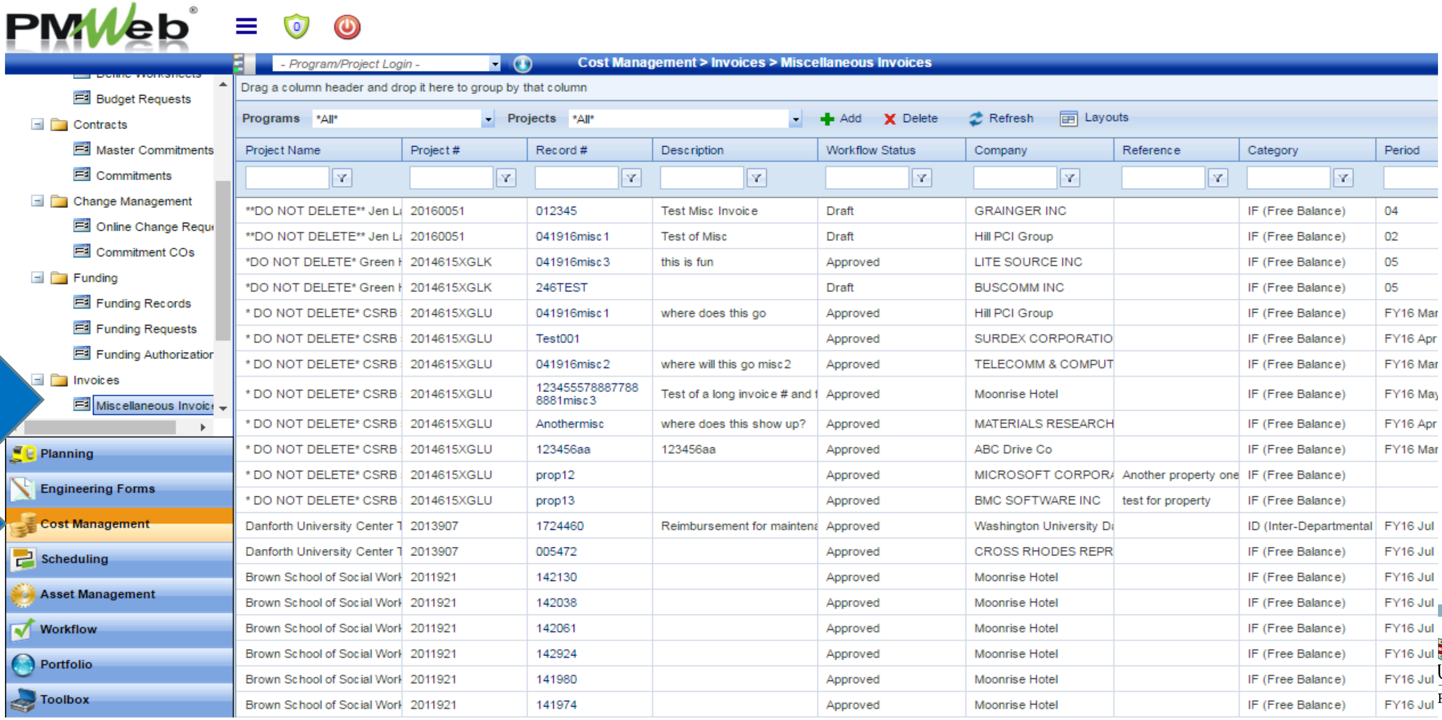
Miscellaneous Invoices

Miscellaneous Invoices

- Two ways to navigate to Misc Invoices module
  - Cost Management > Miscellaneous Invoices sub-category

Misc Invoices

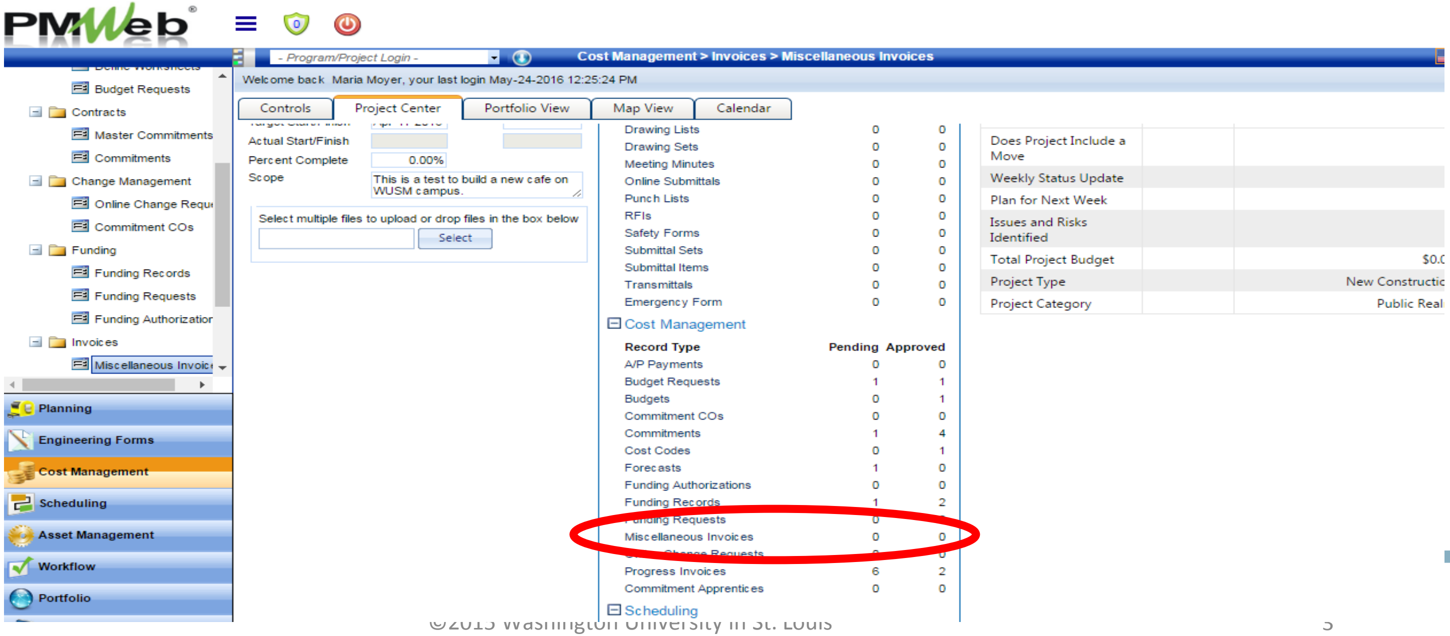
Cost Management



Project Name	Project #	Record #	Description	Workflow Status	Company	Reference	Category	Period
DO NOT DELETE Jen L	20160051	012345	Test Misc Invoice	Draft	GRAINGER INC		IF (Free Balance)	04
DO NOT DELETE Jen L	20160051	041916misc1	Test of Misc	Draft	Hill PCI Group		IF (Free Balance)	02
DO NOT DELETE Green I	2014615XGLK	041916misc3	this is fun	Approved	LITE SOURCE INC		IF (Free Balance)	05
DO NOT DELETE Green I	2014615XGLK	246TEST		Draft	BUSCOMM INC		IF (Free Balance)	05
* DO NOT DELETE* CSRB	2014615XGLU	041916misc1	where does this go	Approved	Hill PCI Group		IF (Free Balance)	FY16 Mar
* DO NOT DELETE* CSRB	2014615XGLU	Test001		Approved	SURDEX CORPORATIO		IF (Free Balance)	FY16 Apr
* DO NOT DELETE* CSRB	2014615XGLU	041916misc2	where will this go misc2	Approved	TELECOMM & COMPUT		IF (Free Balance)	FY16 Mar
* DO NOT DELETE* CSRB	2014615XGLU	123455578887788 8881misc3	Test of a long invoice # and t	Approved	Moonrise Hotel		IF (Free Balance)	FY16 May
* DO NOT DELETE* CSRB	2014615XGLU	Anothermisc	where does this show up?	Approved	MATERIALS RESEARCH		IF (Free Balance)	FY16 Apr
* DO NOT DELETE* CSRB	2014615XGLU	123456aa	123456aa	Approved	ABC Drive Co		IF (Free Balance)	FY16 Mar
* DO NOT DELETE* CSRB	2014615XGLU	prop12		Approved	MICROSOFT CORPORA	Another property one	IF (Free Balance)	
* DO NOT DELETE* CSRB	2014615XGLU	prop13		Approved	BMC SOFTWARE INC	test for property	IF (Free Balance)	
Danforth University Center T	2013907	1724460	Reimbursement for maintena	Approved	Washington University D		ID (Inter-Departmental	FY16 Jul
Danforth University Center T	2013907	005472		Approved	CROSS RHODES REPR		IF (Free Balance)	FY16 Jul
Brown School of Social Work	2011921	142130		Approved	Moonrise Hotel		IF (Free Balance)	FY16 Jul
Brown School of Social Work	2011921	142038		Approved	Moonrise Hotel		IF (Free Balance)	FY16 Jul
Brown School of Social Work	2011921	142061		Approved	Moonrise Hotel		IF (Free Balance)	FY16 Jul
Brown School of Social Work	2011921	142924		Approved	Moonrise Hotel		IF (Free Balance)	FY16 Jul
Brown School of Social Work	2011921	141980		Approved	Moonrise Hotel		IF (Free Balance)	FY16 Jul
Brown School of Social Work	2011921	141974		Approved	Moonrise Hotel		IF (Free Balance)	FY16 Jul

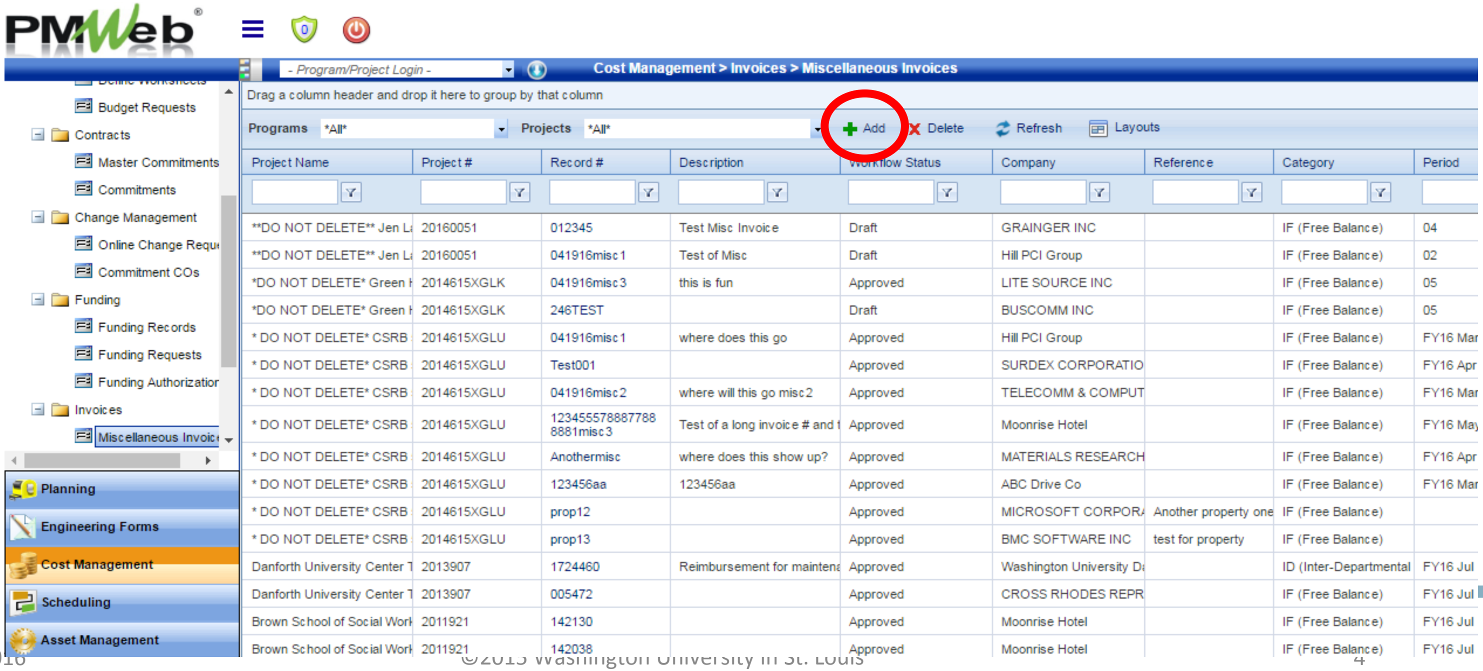
Miscellaneous Invoices

- Two ways to navigate to Misc Invoices module
  - Project Center > Select Miscellaneous Invoices hyperlink



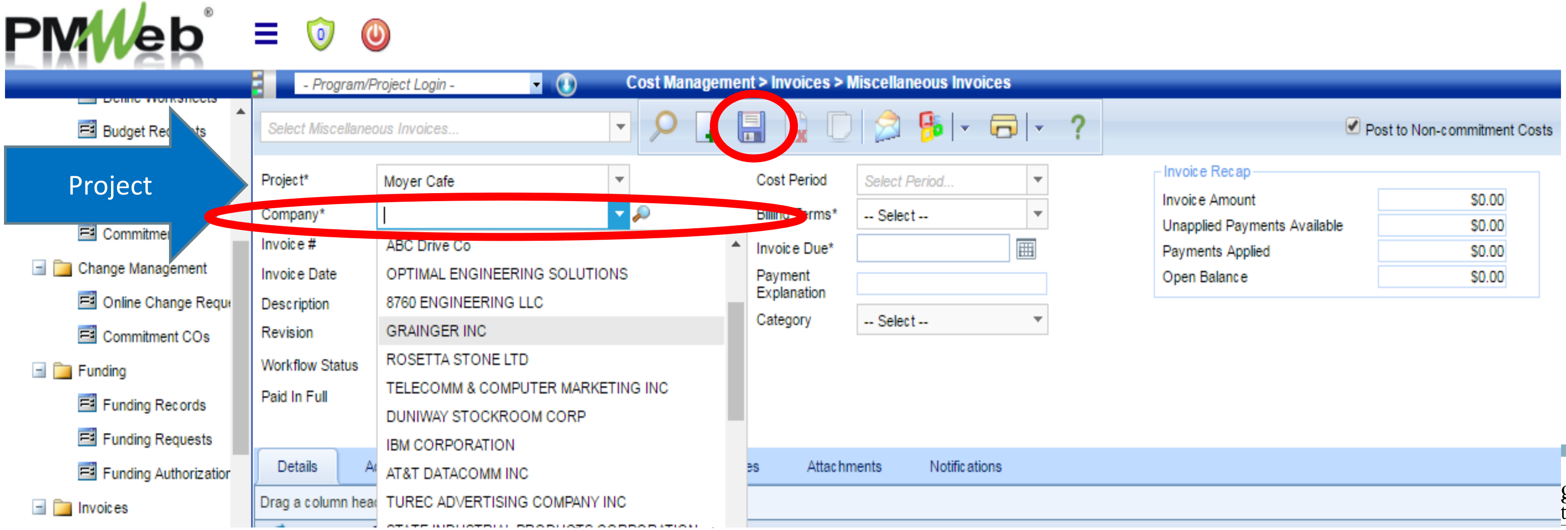
Miscellaneous Invoices

- Add a new invoice record



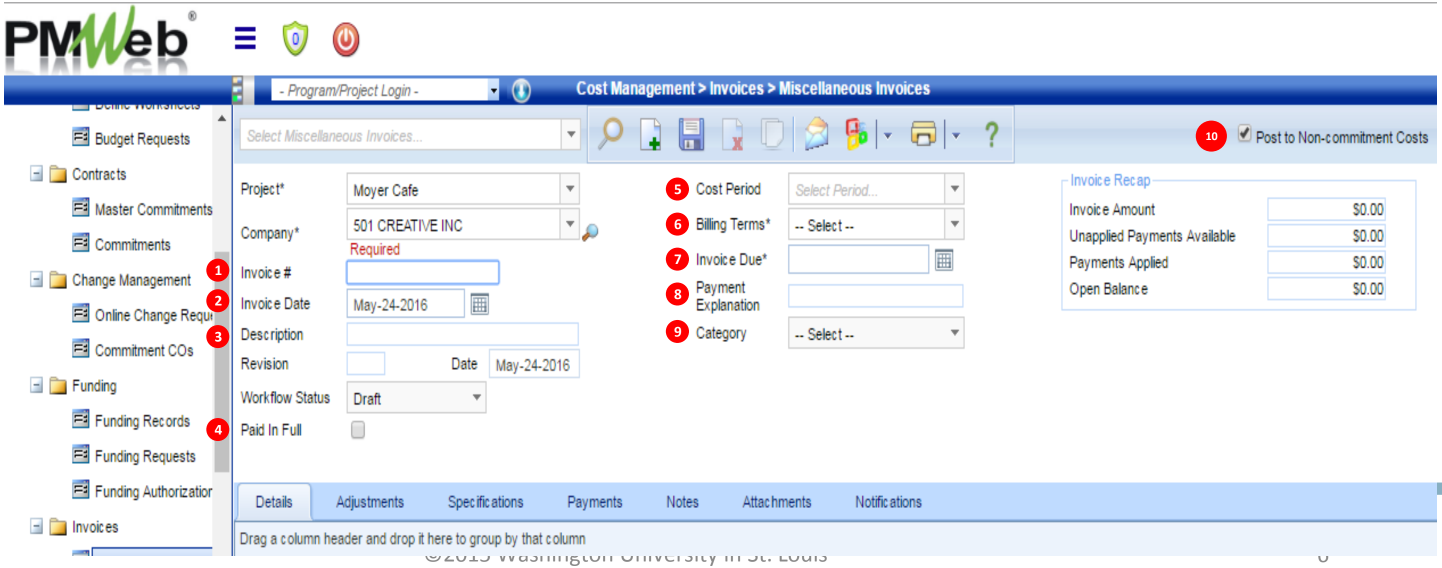
Miscellaneous Invoices

- Select the project
- Select the company
    - Type in the dropdown field or select the magnifying glass for a list; save



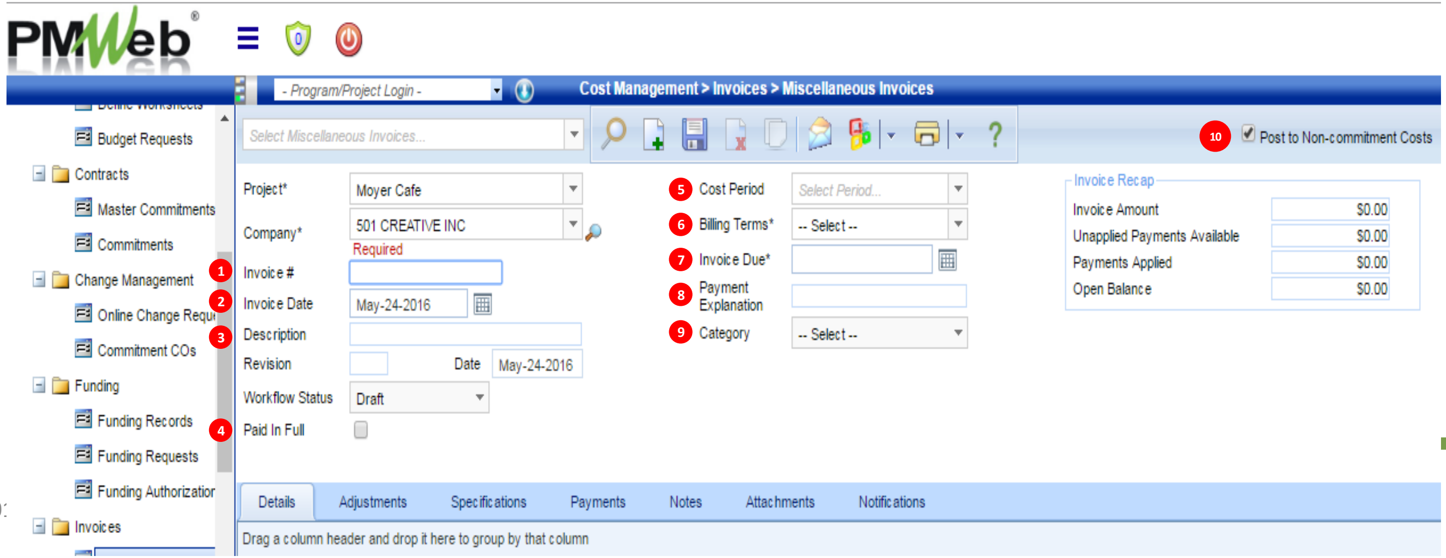
Miscellaneous Invoices

- Enter header details (many 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



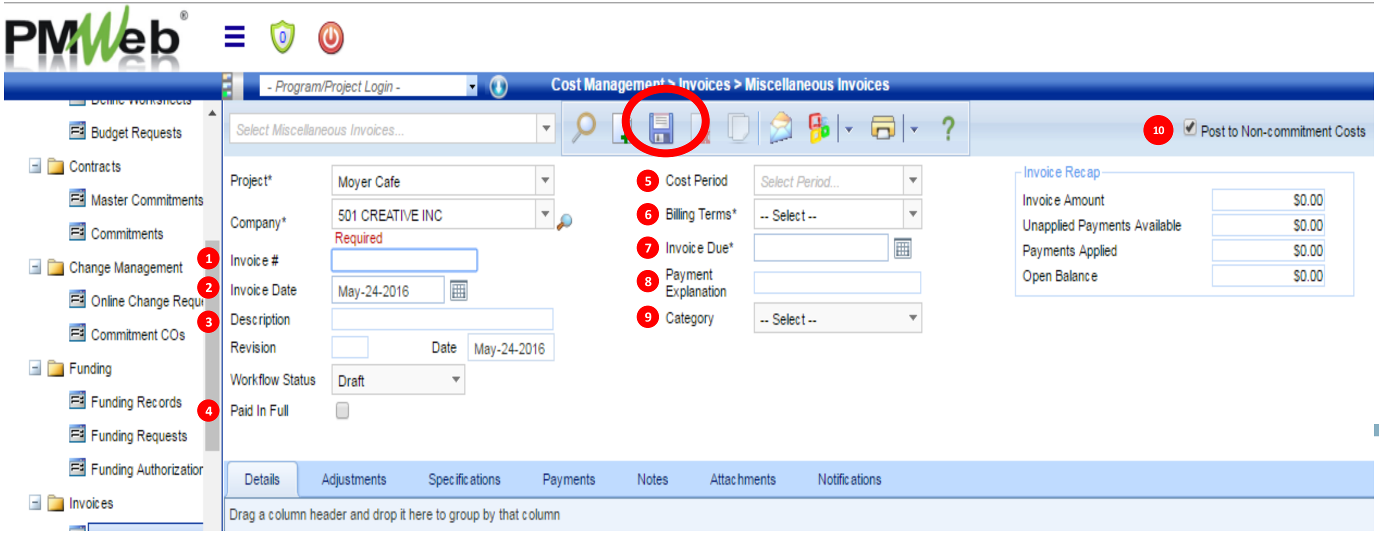
Miscellaneous Invoices

- Enter header details (many found on the Pay App for entry)
  5. Cost Period = Enter the date of which the work incurred – Data necessary for 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



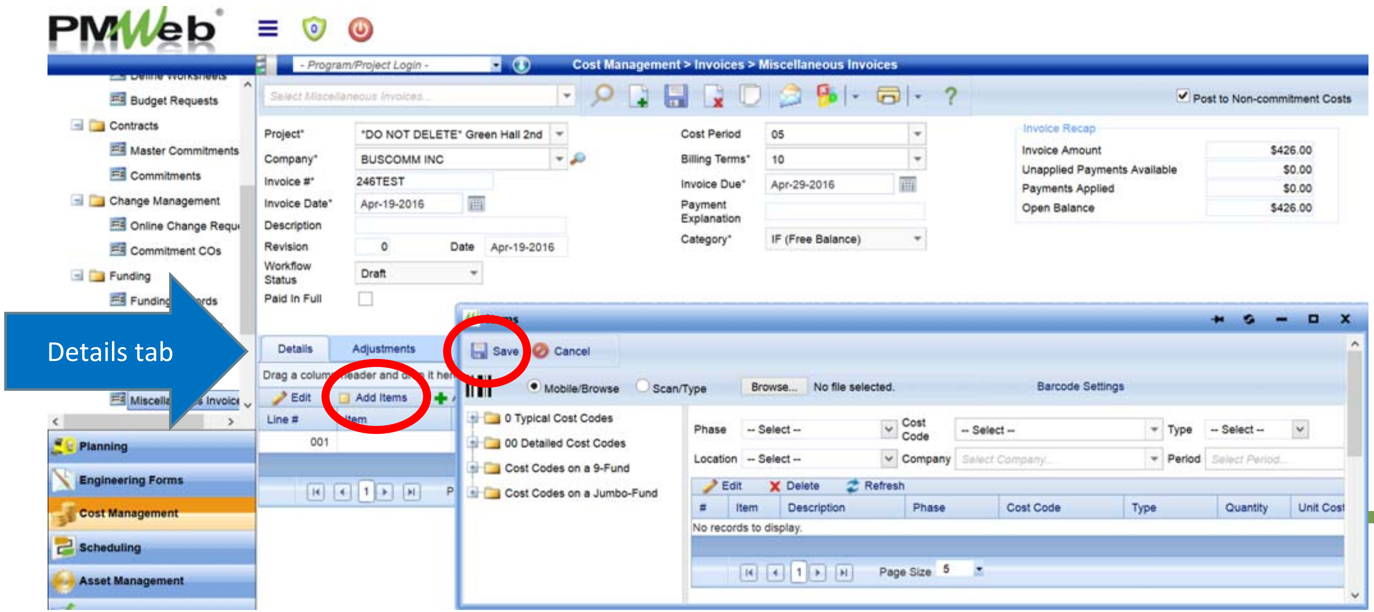
Miscellaneous Invoices

- Enter header details (many found on the Pay App for entry)
  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
- Save



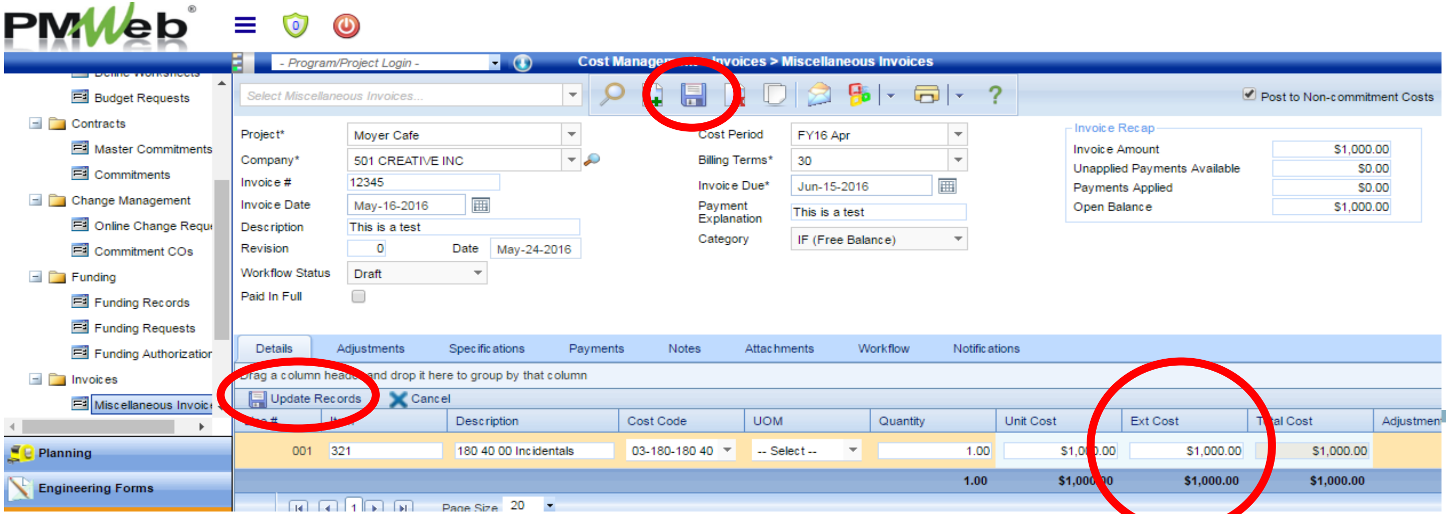
Miscellaneous Invoices

- Add details in details tab
  - Select "Add Items" and drag over appropriate cost codes; save



Miscellaneous Invoices

- Enter amounts in Ext Cost field for each cost code
  - Use shortcut: select top row; shift; bottom row; edit
  - Note: Unit Cost and Total Cost fields will auto-populate
- Select Update Records, then Save



Miscellaneous Invoices

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

Vendor Lookup

Vendor Lookup Help

Vendor Name: (Begins With) SEARS
SSN/Federal Id: (=)
Employee ID: (=)
Student ID: (=)
Vendor ID: (=)
*Active Code: (=) Active
Address Type: (=) Order and Payment Vendors

Search Clear Cancel

Find | View All | First 1-8 of 8 Last

Vendor Name	Address Line 1	Address Line 2	Address Line 3	Vendor Type	City, State/Country, Zip	Vendor ID	Addr #	Federal ID	BAA
AL SEARS	-	518 PARKWOODS AVE	-	O	SAINT LOUIS, MO, 631224605	402078	0	-	-
EMMA K SEARSON	-	CAMPUS BOX 5743	-	P	WASHINGTON UNIV, MO, 63105	357991	2	-	-
RENEE LOUISE SEARS	-	333 A NORTH BOYLE AVE	-	P	ST LOUIS, MO, 63108	366362	1	-	-
SEARS COMMERCIAL ONE	ACCT 29 074760 000	3 MID RIVERS MALL DR.	-	O	ST PETERS, MO, 63376	569273	0	*****0680	-
SEARS COMMERCIAL ONE	DEPT 53 - 0000163465	P O BOX 78042	-	P	PHOENIX, AZ, 850628042	569273	1	*****0680	-
SEARS COMMERCIAL ONE	DEPT 530000163465	P O BOX 689134	-	P	DES MOINES, IA, 503689134	569273	3	*****0680	-
SEARS PARTS AND REPAIR CENTER	-	639 B GRAVOIS BLUFFS BLVD	-	O	FENTON, MO, 63026	971647	0	*****0680	-
STEPHEN MICHAEL SEARS	-	505 S GROVE ST	-	P	URBANA, IL, 61801	387095	1	-	-

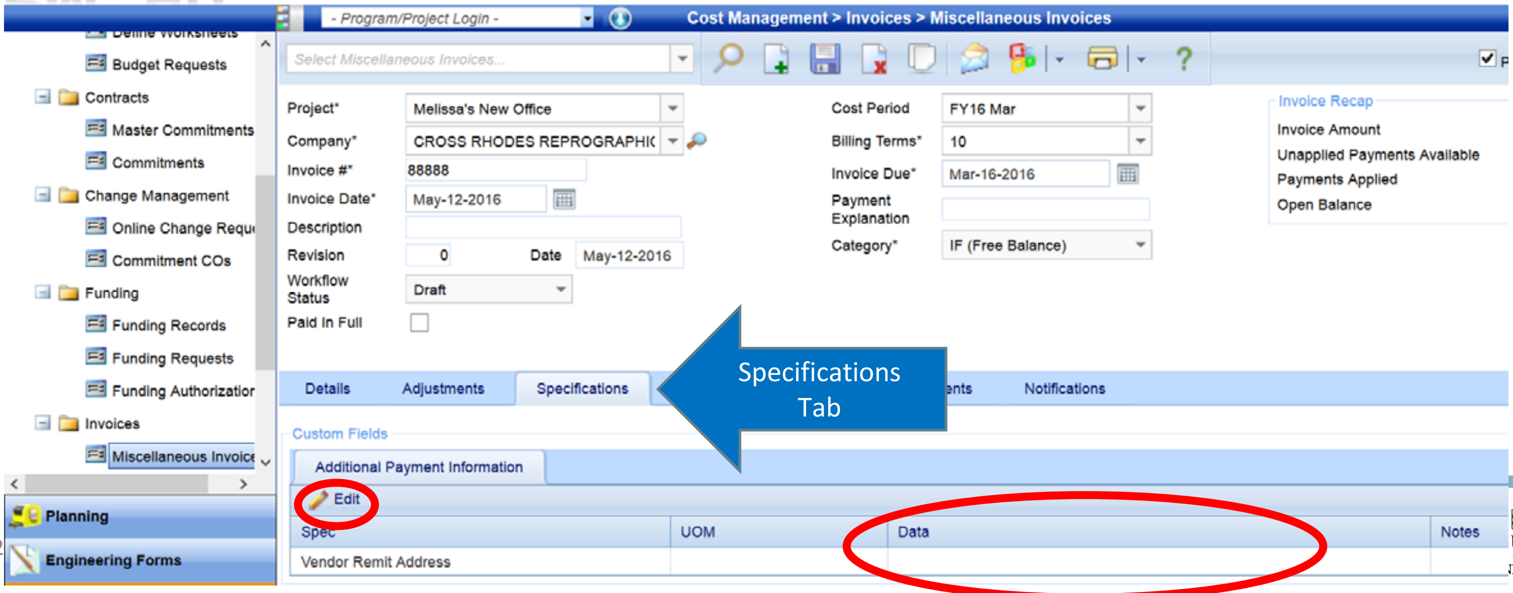
AIS vendor file

Miscellaneous Invoices

Property Accounting – Review and change remittance address (if necessary)

•Change remittance address if invoice address does not match Addr #1 in vendor file

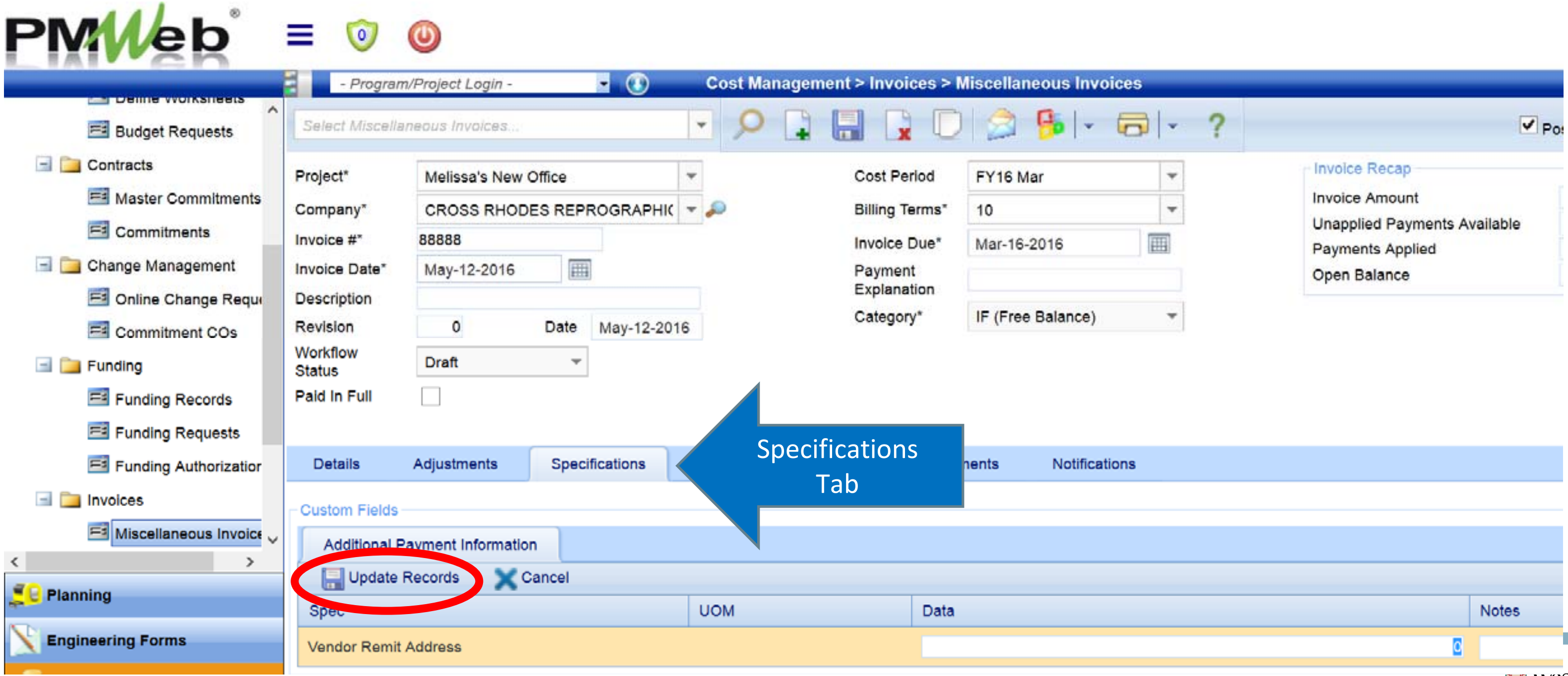
- Navigate to Specifications > Additional Payment Information
- Select line to edit, and select “Edit;” in the “Data” field, insert the number of the remittance address that matches the address on the invoice



Miscellaneous Invoices

Property Accounting – Review and change remittance address (if necessary)

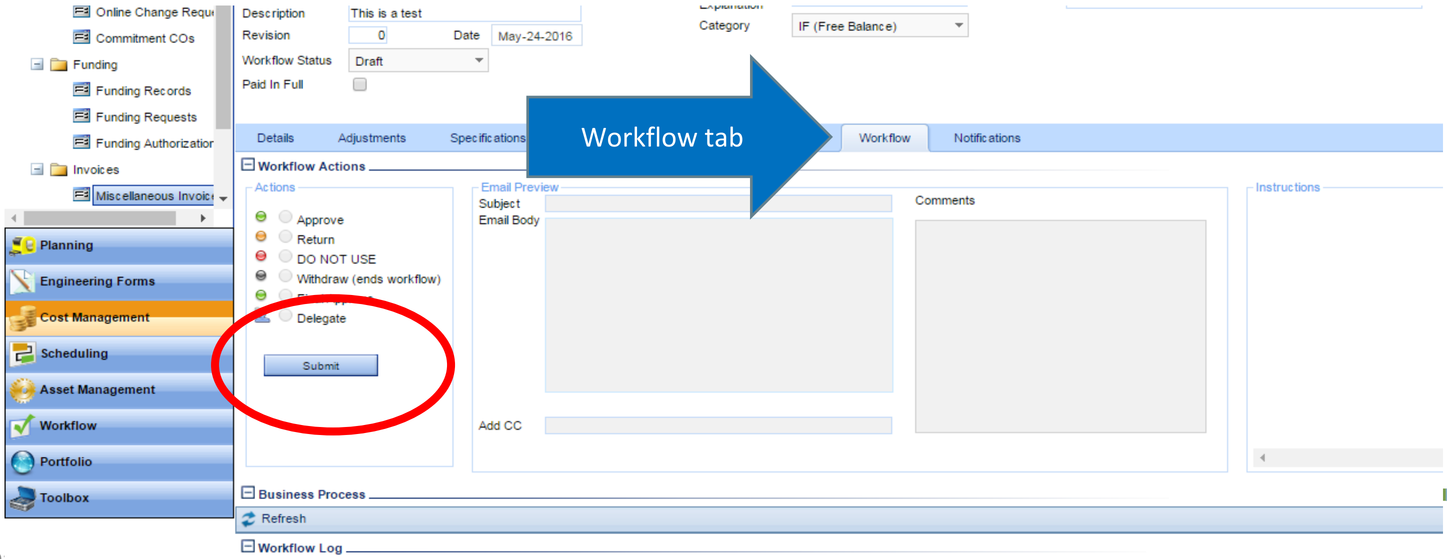
•Select "Update Records" to Save



washington University in St. Louis
INFORMATION TECHNOLOGY

Submit record into Workflow

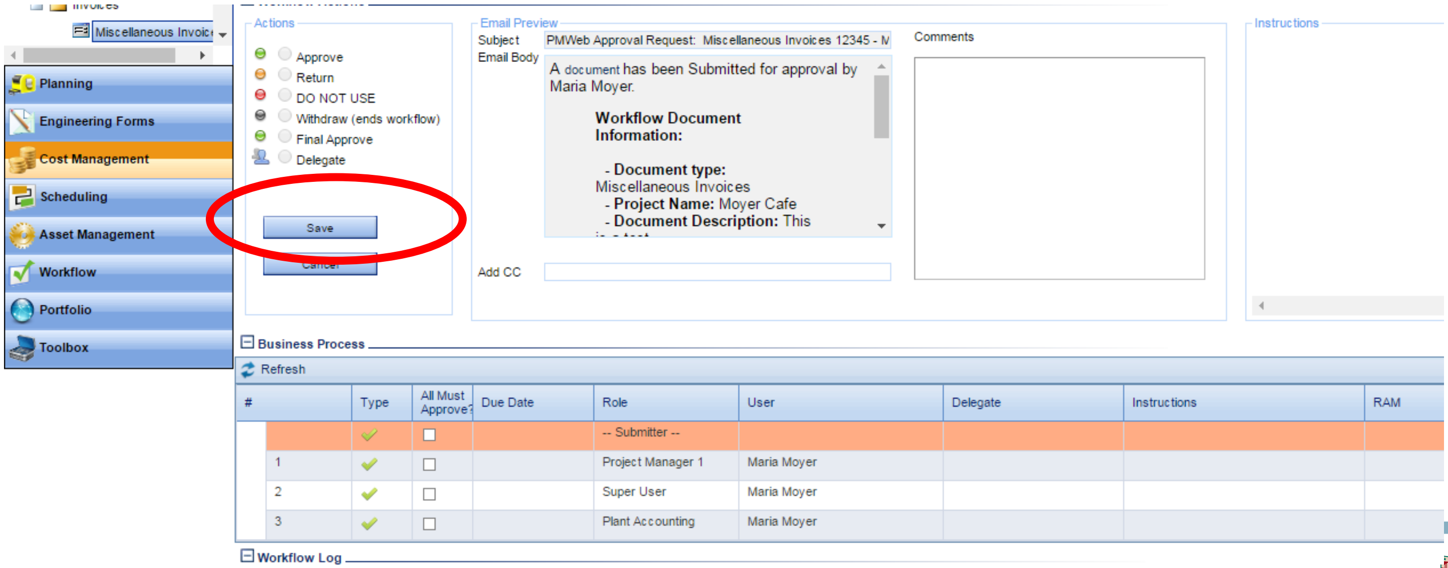
- Select the “Workflow” tab
- Select Submit



Washington University in St. Louis
Information Technology

Submit Record into Workflow

- Select Save
  - You will receive notification re: the status of the workflow



Washington University in St. Louis
Information Technology

PMWeb Training

Commitment Change Orders

Washington University in St. Louis
Information Technology

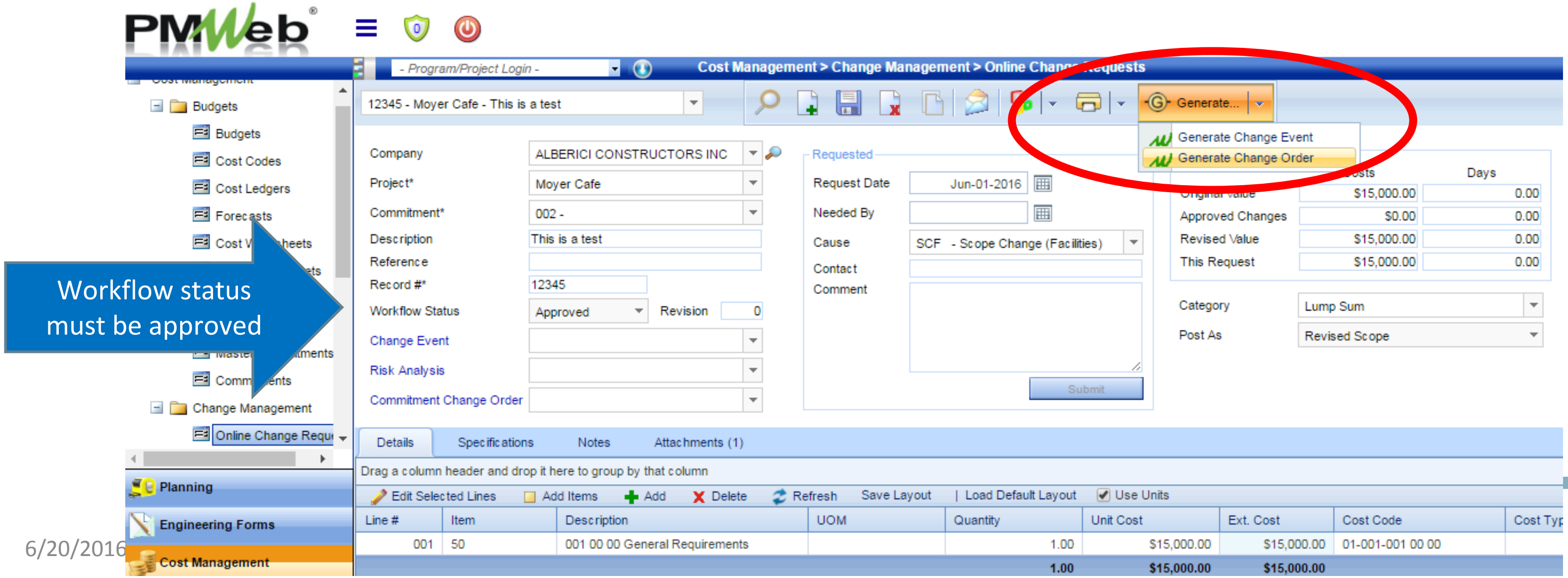
Commitment Change Orders

- Commitment Change Orders can be initiated in several different ways
  - Option 1 - Generated from an Online Change Request
  - Option 2 - An increase in goods or services on a purchase order prompts a change order to be created when there is not an existing Online Change Request
  - Option 3 - Linking multiple Online Change Requests to one Change Order

Commitment Change Orders – Option 1

Option 1 - Generate a Commitment Change Order from an Online Change Request (There must be a one to one relationship)

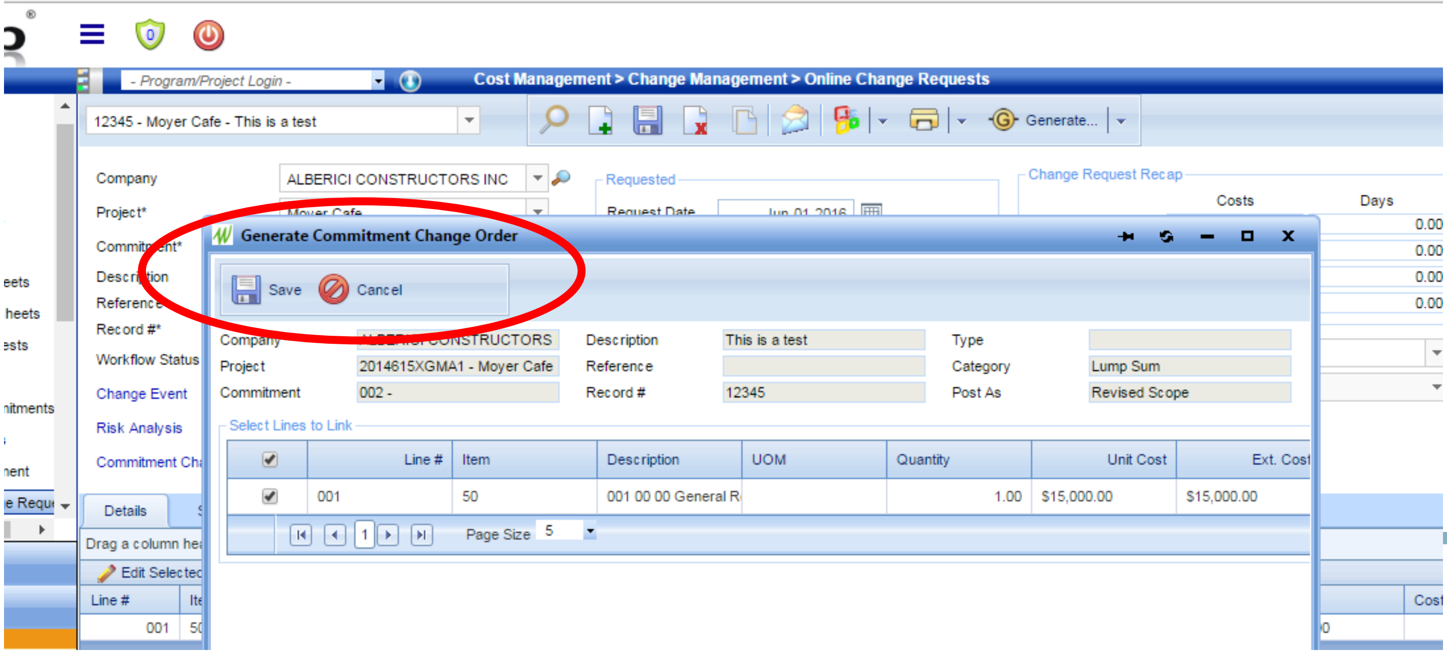
- In the Online Change Request screen, select "Generate Change Order"



Washington University in St. Louis
Information Technology

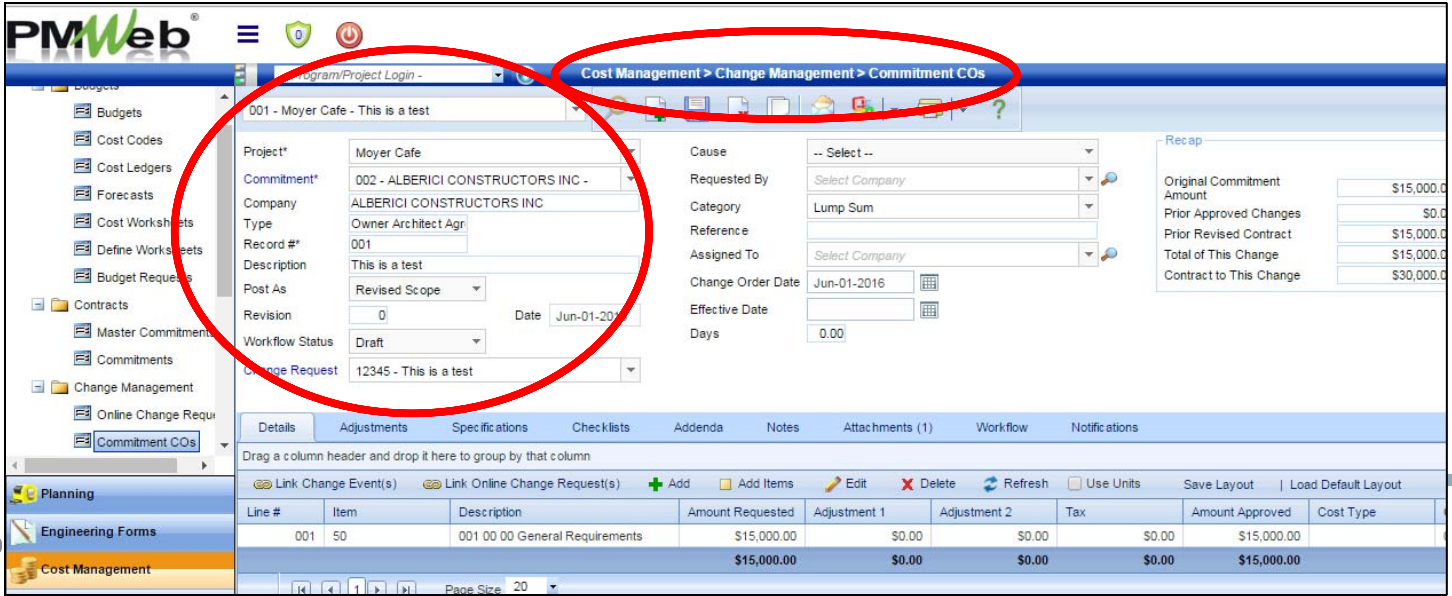
Commitment Change Orders – Option 1

- In the popup window, review line items that will be linked to the Change Order.
- Save



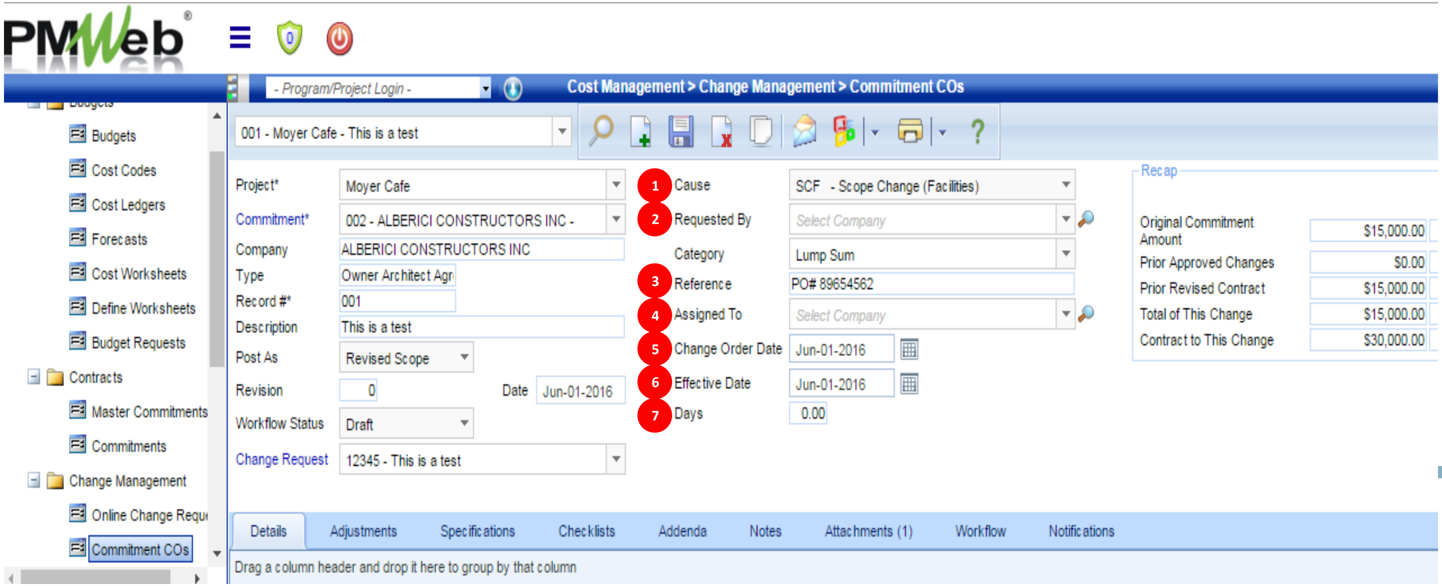
Commitment Change Orders – Option 1

- You will automatically be brought to the Commitment Change Orders screen with your record and the majority of the header details completed



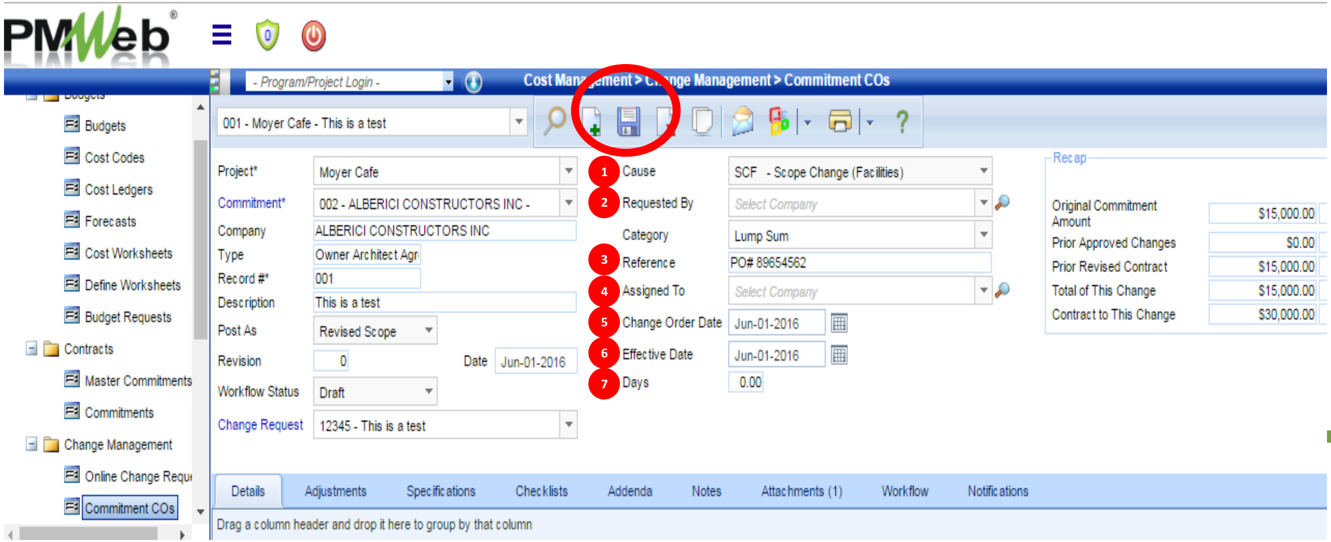
Commitment Change Orders – Option 1

- Add additional header details
  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



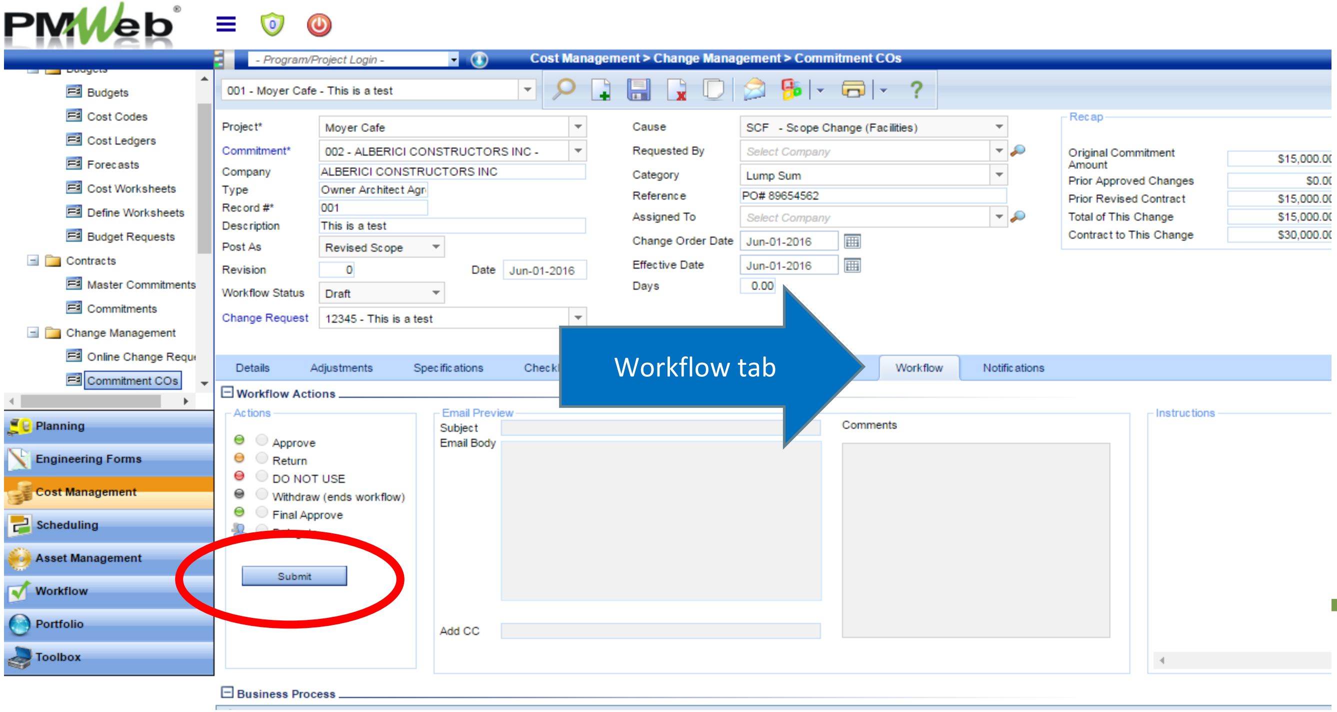
Commitment Change Orders – Option 1

- Add additional header details
  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
- Save



Submit Commitment CO into Workflow

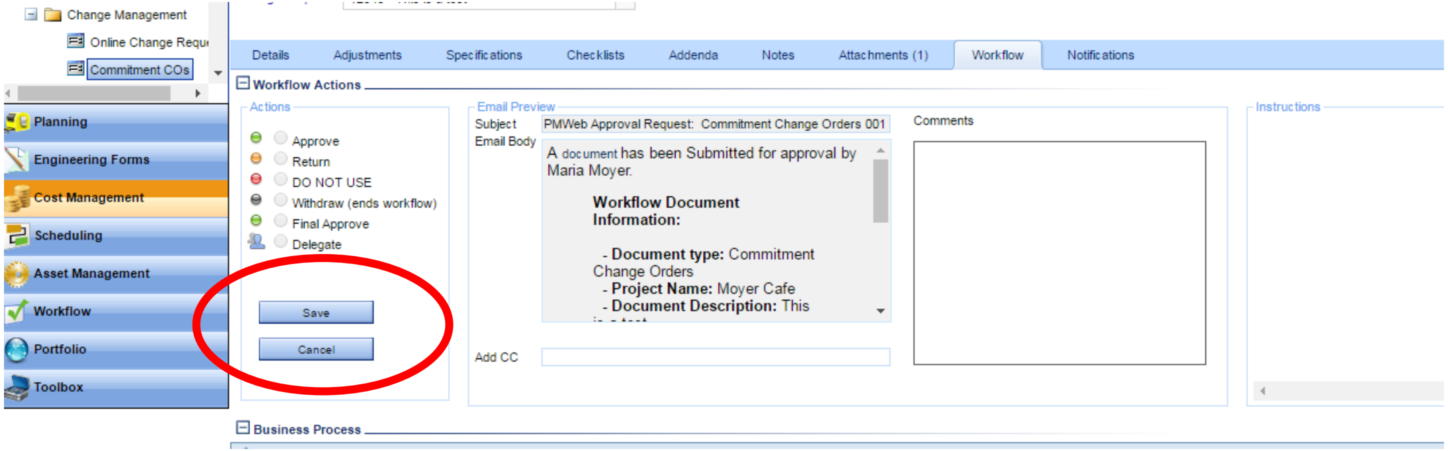
- Select the “Workflow” tab
- Select Submit



6/20/2016

Submit Commitment CO into Workflow

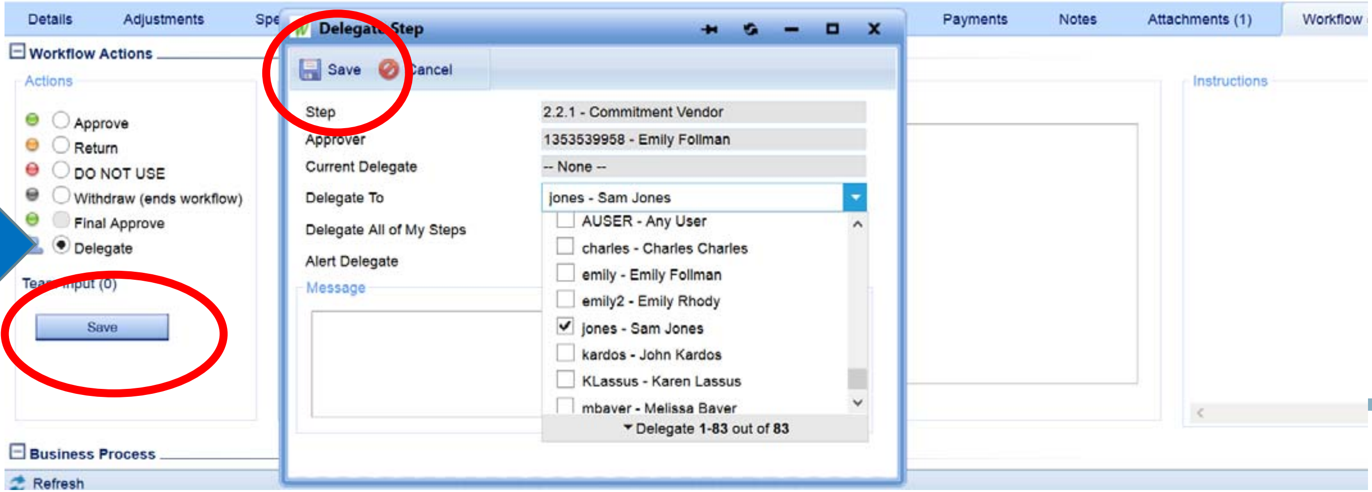
- Select Save
  - You will receive notification re: the status of the workflow



Commitment CO Vendor step in Workflow

- Select "Delegate" radio button
- Select the delegate from the list in the pop up window
- Save the assignment and save the workflow step

Select Delegate



Commitment CO Vendor step in Workflow

- Vendors may choose not to use PMWeb
- In this case, the PM will not delegate to the vendor, but will instead email the commitment document to the vendor for signature.
- When the signed document is returned via email, the PM will add the document to the record in PMWeb and approve it as a proxy for the vendor, sending the record on to the next step in workflow

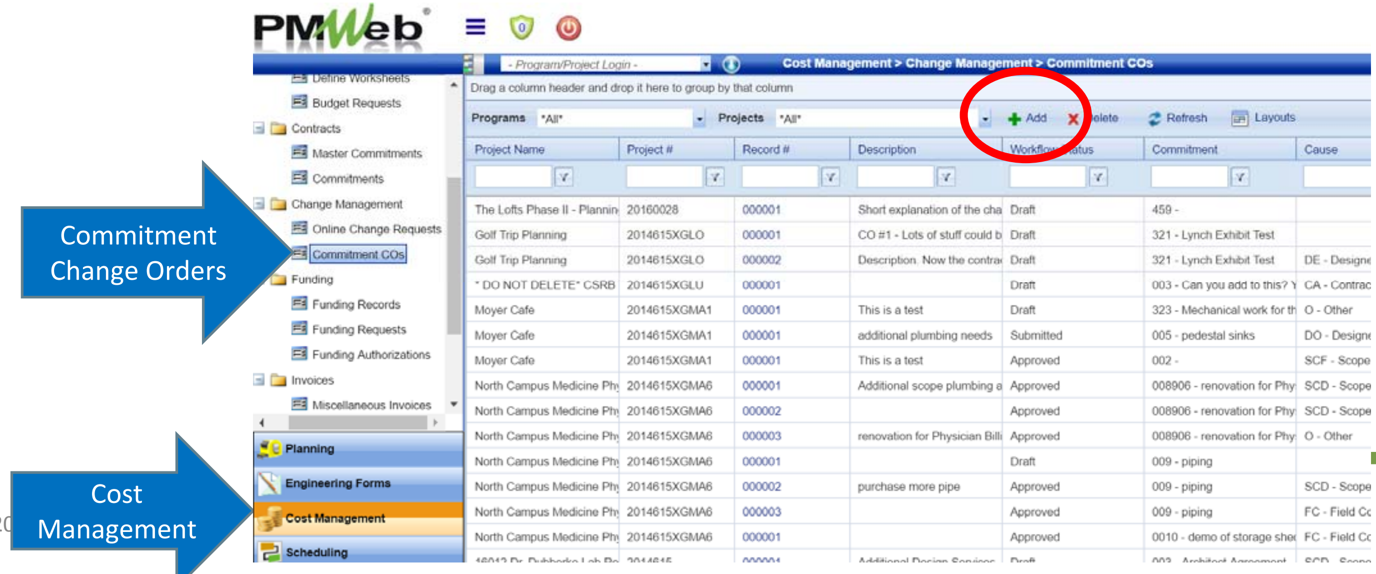
Commitment Change Orders – Option 2

Option 2 - An increase in goods or services on a purchase order prompts a change order to be created when there is not an existing Online Change Request

•Navigate to the Commitment Change Orders Module to create a new Commitment Change Order

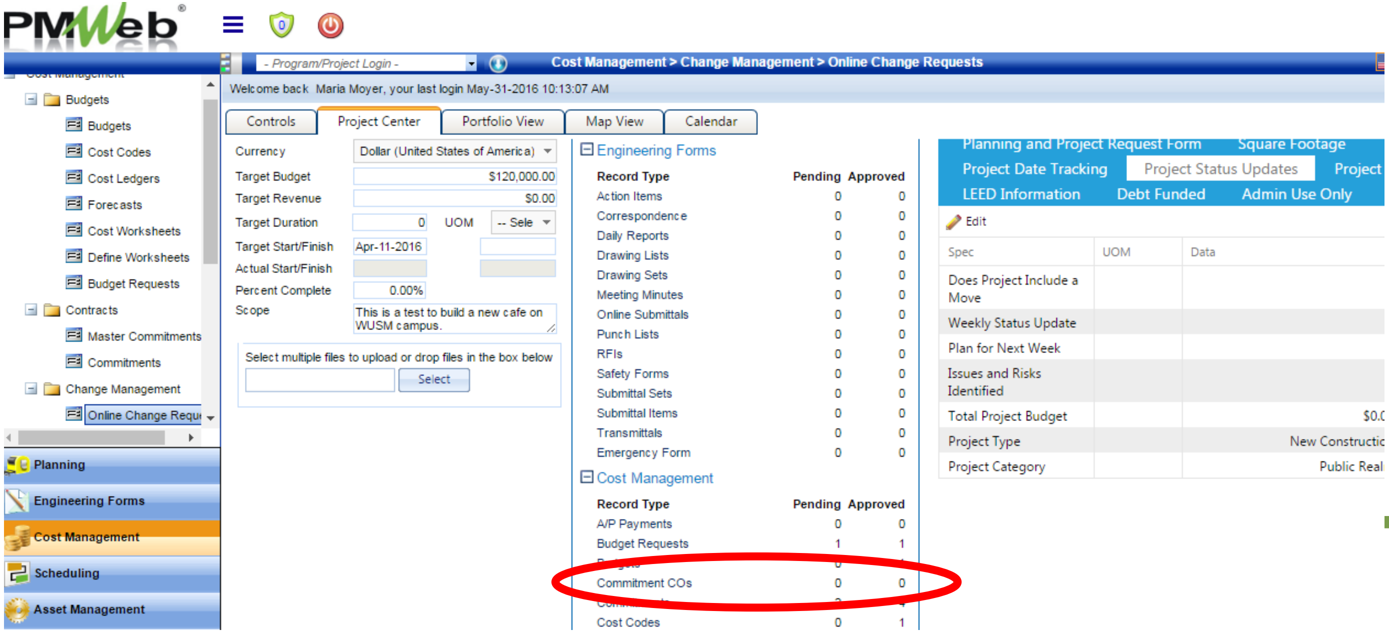
Commitment Change Orders – Option 2

- Two ways to navigate to Commitment Change Orders module
  - Cost Management > Commitment Change Order Records sub-category



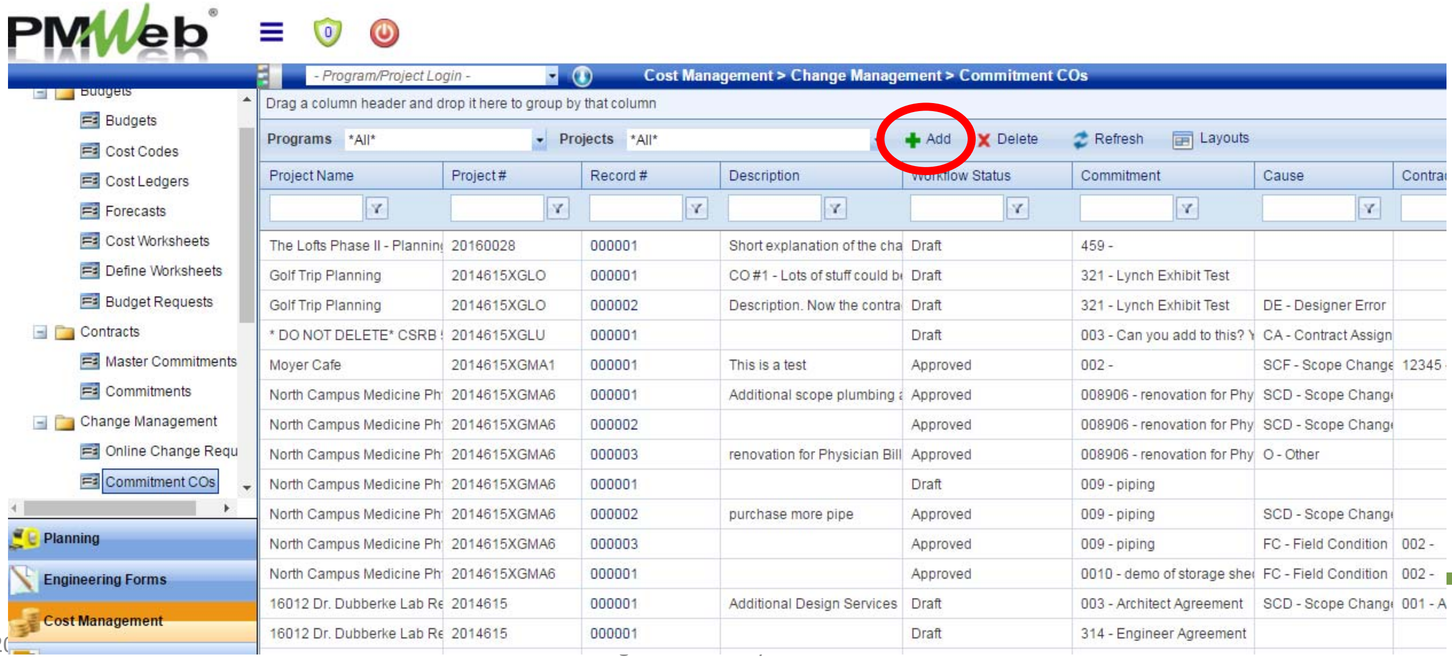
Commitment Change Orders – Option 2

- Two ways to navigate to Commitment Change Orders module
  - Project Center > Select Commitment Change Orders hyperlink



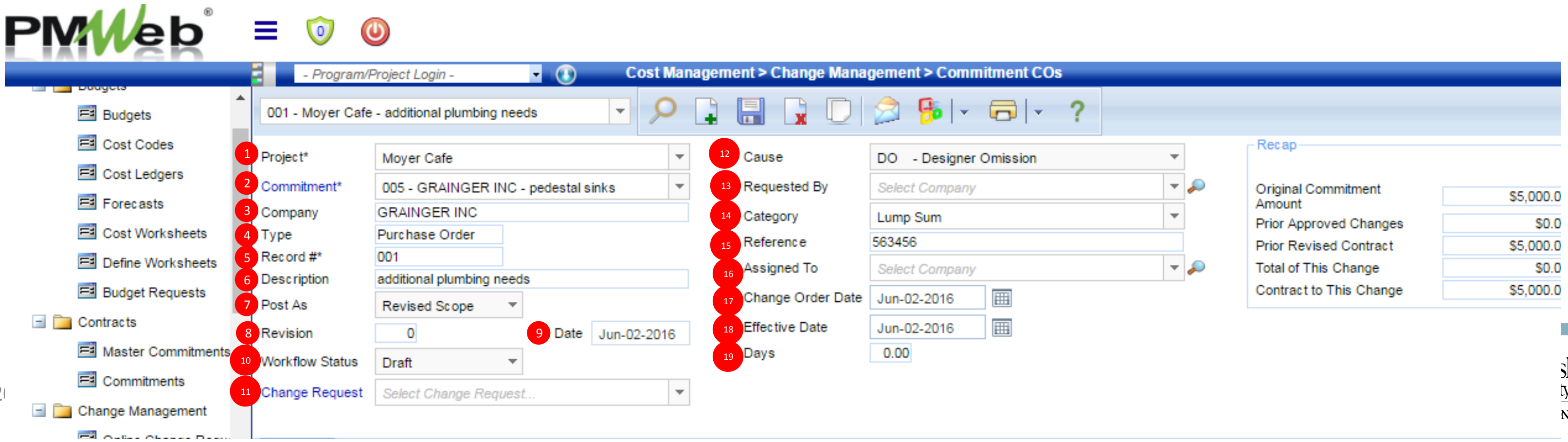
Commitment Change Orders – Option 2

- Add a new Commitment Change Order record



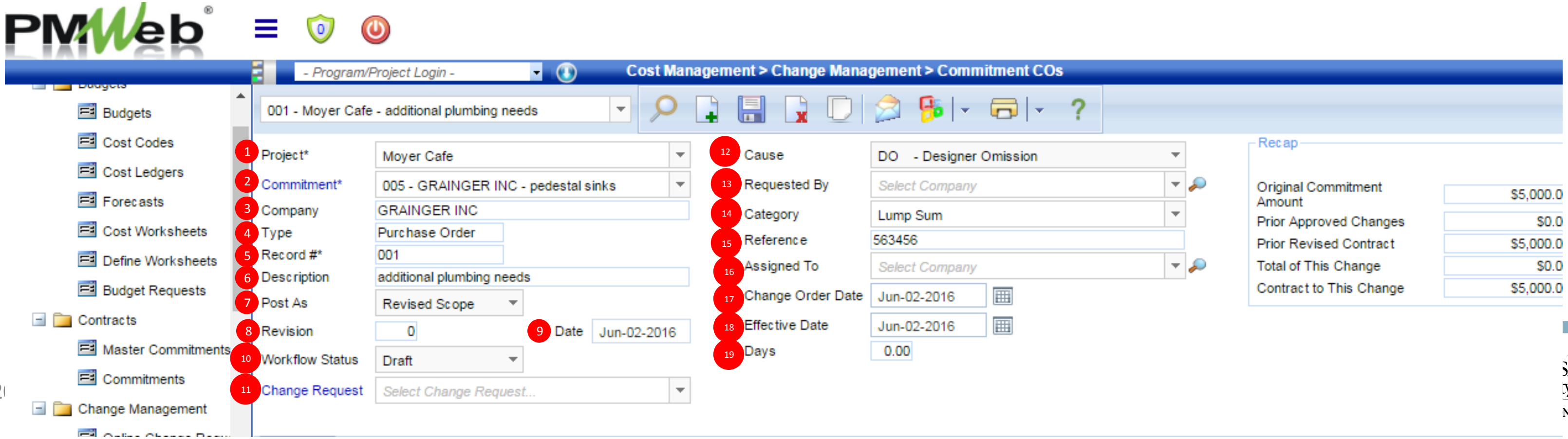
Commitment Change Orders – Option 2

- Add header details
    1. Project* = Select the project
    2. Commitment* = Select the commitment. NOTE: The next field “Company” will auto-populate based upon the commitment selected.
    3. Company = Will auto-populate once record is saved – Leave NULL for entry
    4. Type = Will auto-populate 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



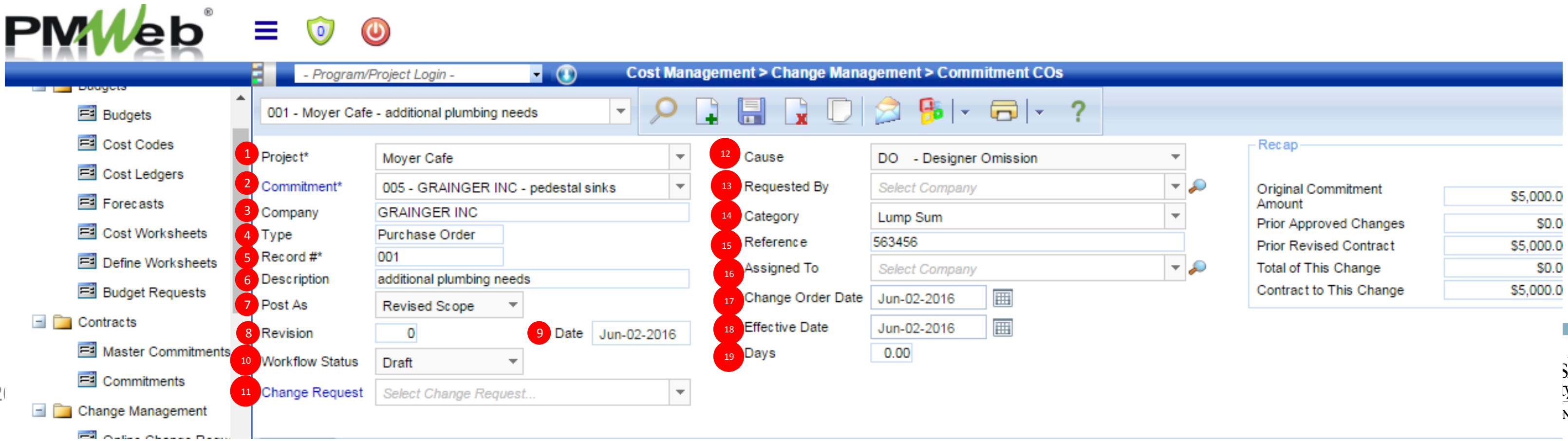
Commitment Change Orders – Option 2

- Add header details
  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



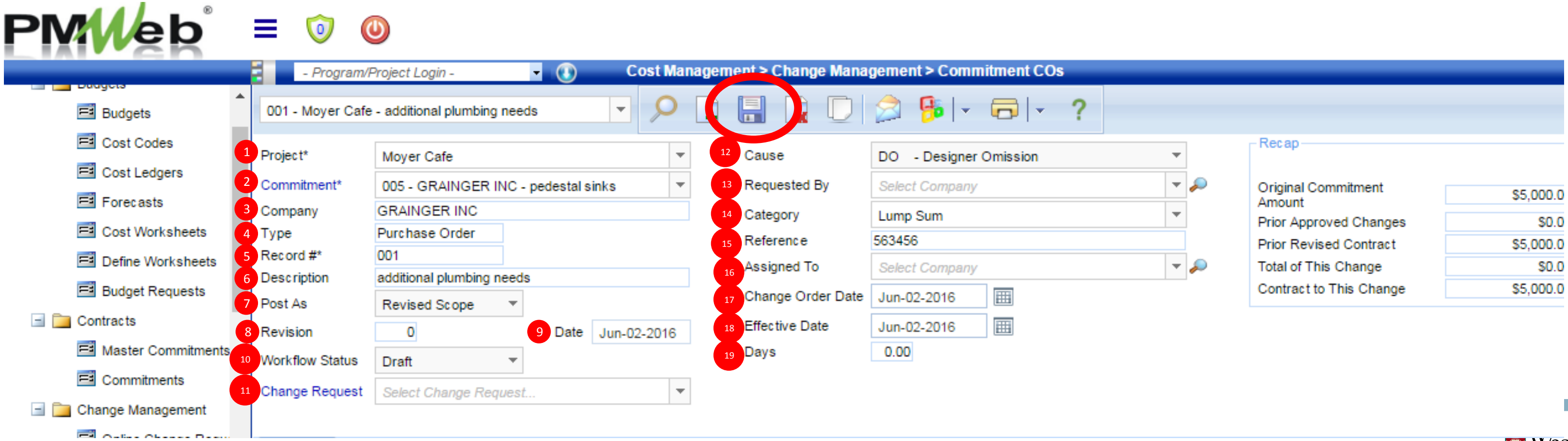
Commitment Change Orders – Option 2

- Add header details
  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



Commitment Change Orders – Option 2

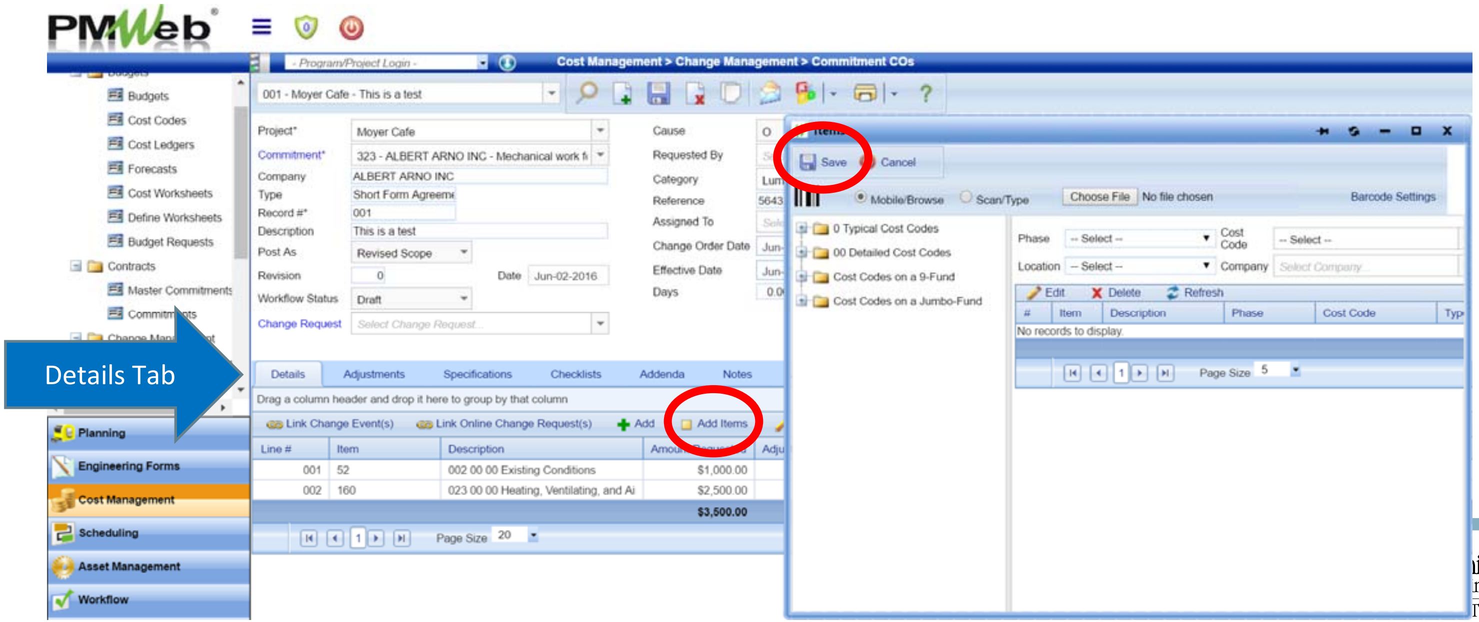
- Add header details
  18. Effective Date = Set to current date
  19. Days = If there is an agreement to a schedule change, this should be entered as an Online Change Request, which will then be linked to this Change Order and the number of days extension should be populated here
- Save



Washington University in St. Louis Information Technology

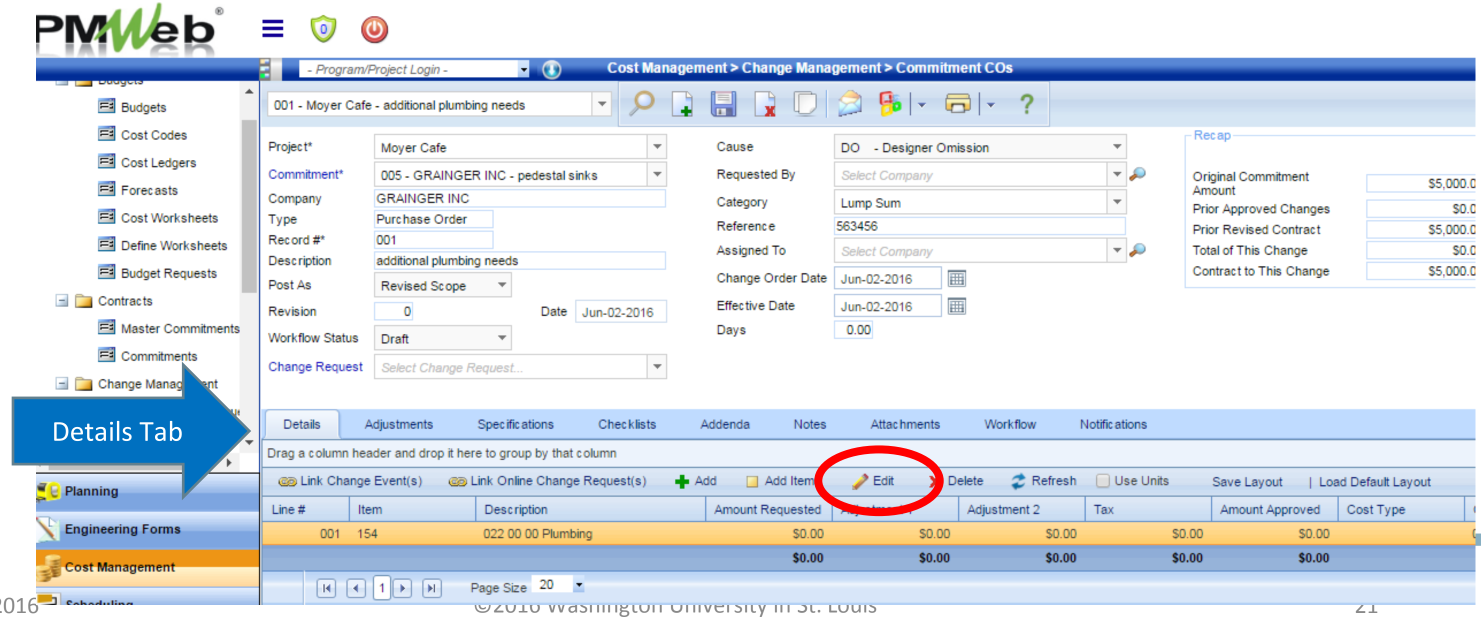
Commitment Change Orders – Option 2

- Select “add items” to open the “items” window
- Drag over cost codes for those that are now being modified from the original commitment
- Save



Commitment Change Orders – Option 2

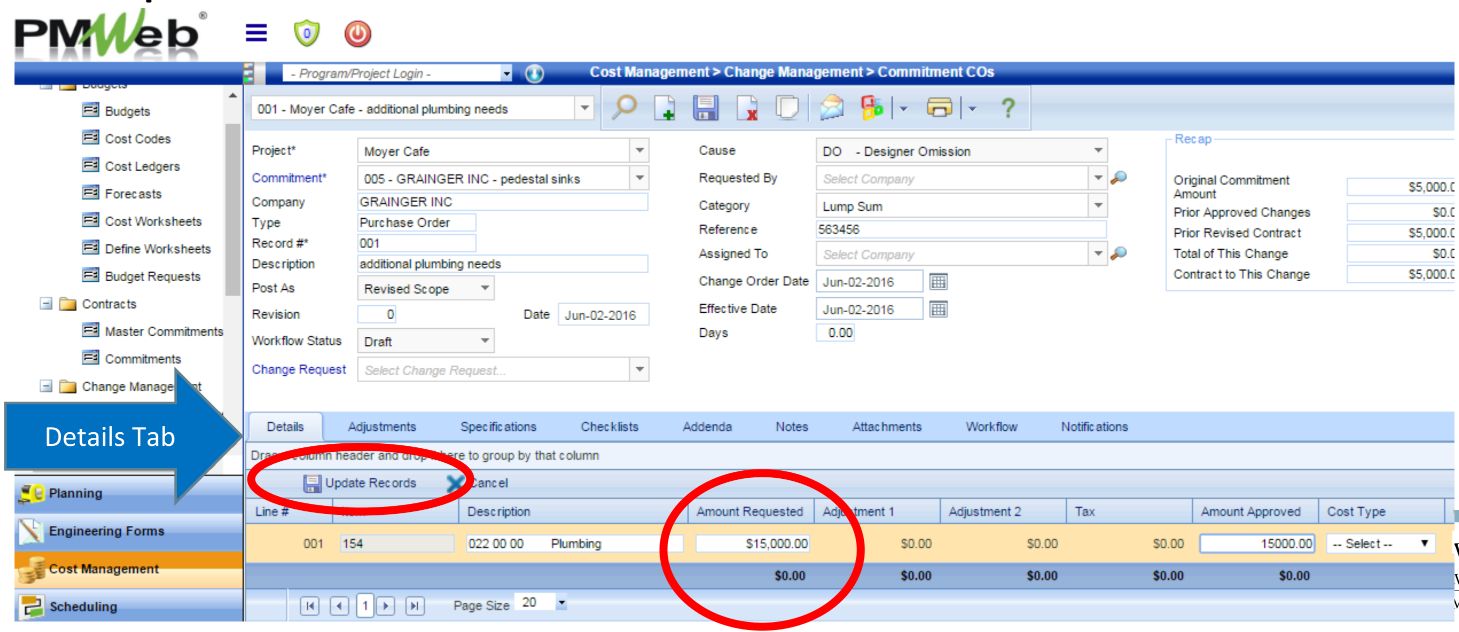
- Select “edit”
  - If multiple lines, use shortcut: select top row; shift; bottom row; edit



Washington University in St. Louis
Information Technology

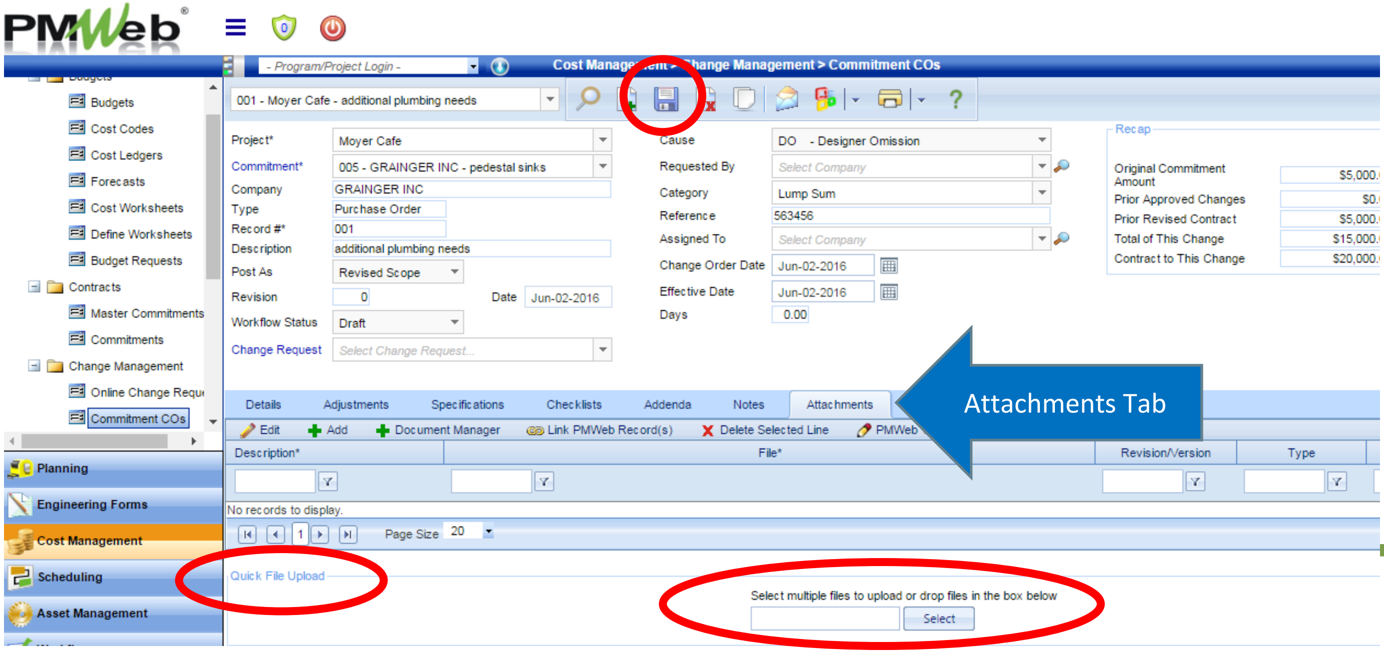
Commitment Change Orders – Option 2

- Enter the change in the “Amount Requested” field.
  - Note that the “Amount Approved” field will auto-populate with the same value.
- Select “Update Records” to save



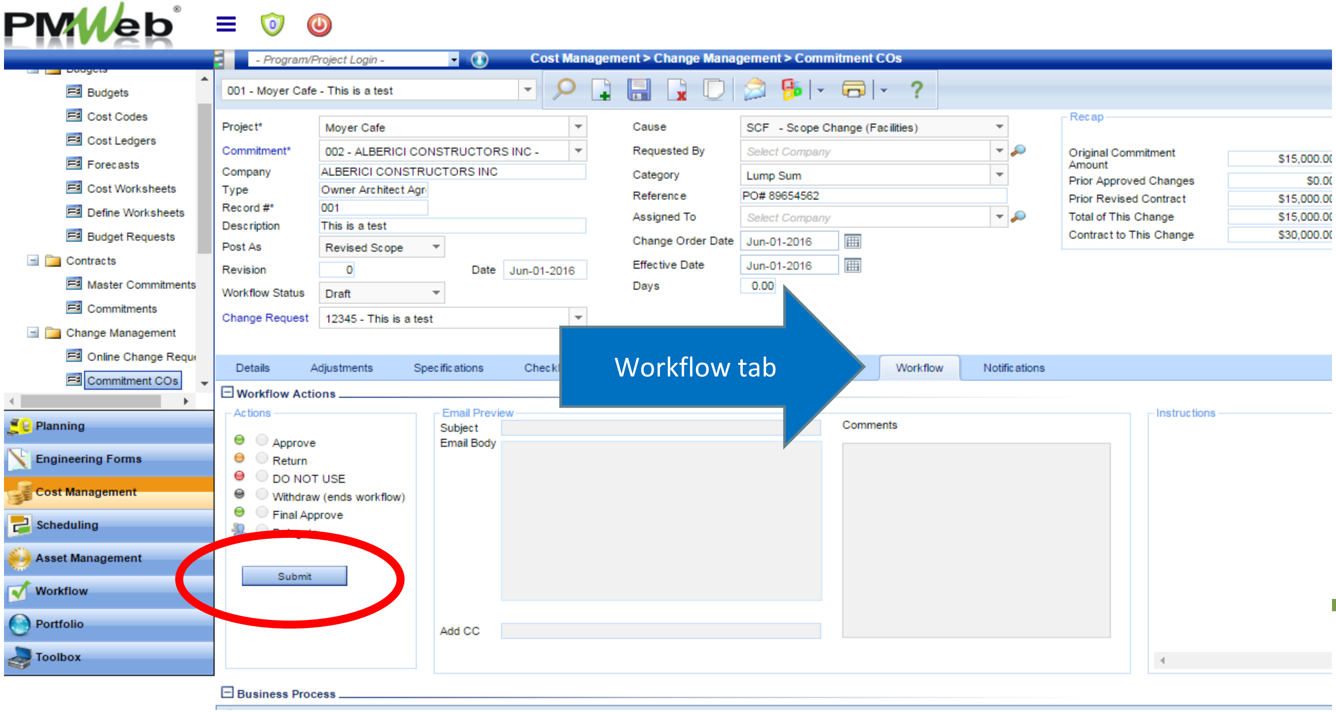
Commitment Change Orders – Option 2

- On “Attachments” tab, use quick file upload
- Upload any back-up documents
- Save



Submit Commitment CO into Workflow

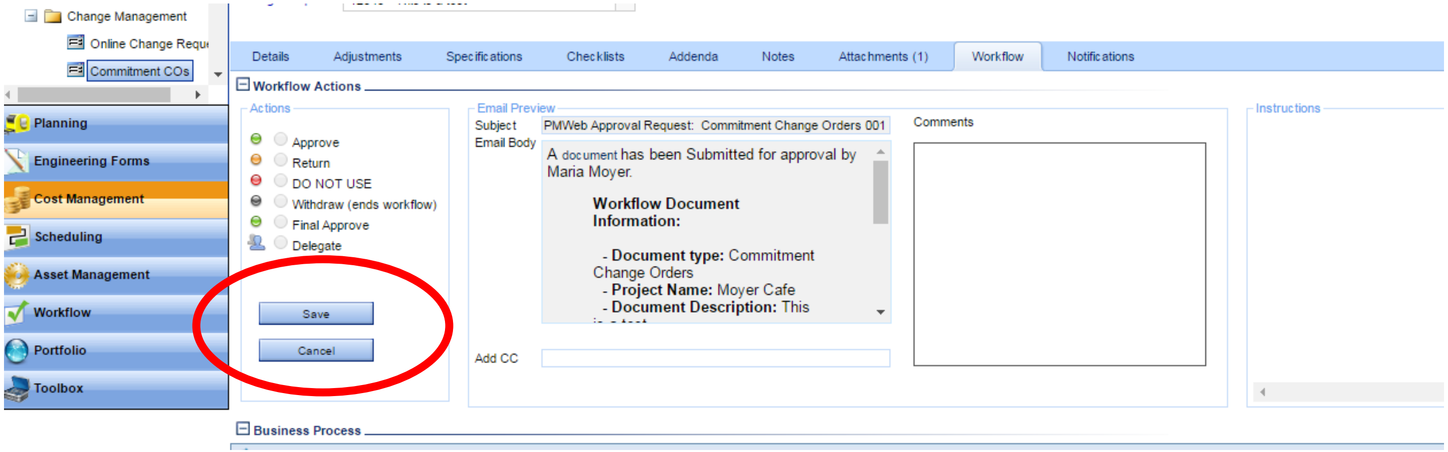
- Select the “Workflow” tab
- Select Submit



Washington University in St.Louis
Information Technology

Submit Commitment CO into Workflow

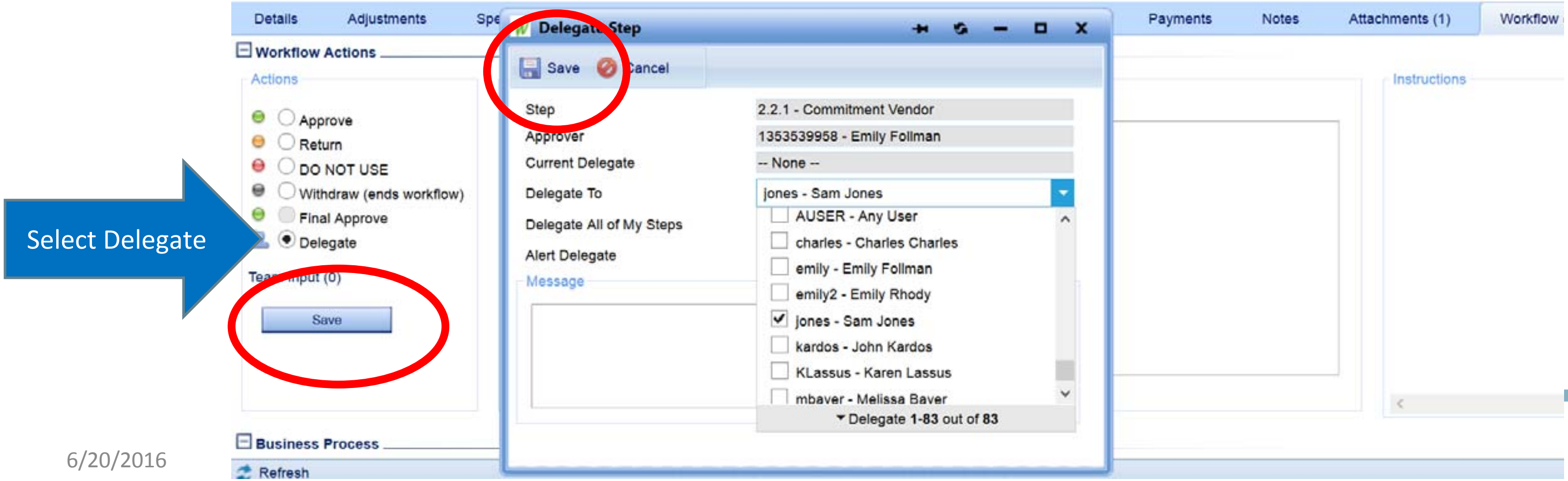
- Select Save
  - You will receive notification re: the status of the workflow



Washington University in St. Louis
Information Technology

Commitment CO Vendor step in Workflow

- Select “Delegate” radio button
- Select the delegate from the list in the pop up window
- Save the assignment and save the workflow step



Commitment CO Vendor step in Workflow

- Vendors may choose not to use PMWeb
- In this case, the PM will not delegate to the vendor, but will instead email the commitment document to the vendor for signature.
- When the signed document is returned via email, the PM will add the document to the record in PMWeb and approve it as a proxy for the vendor, sending the record on to the next step in workflow

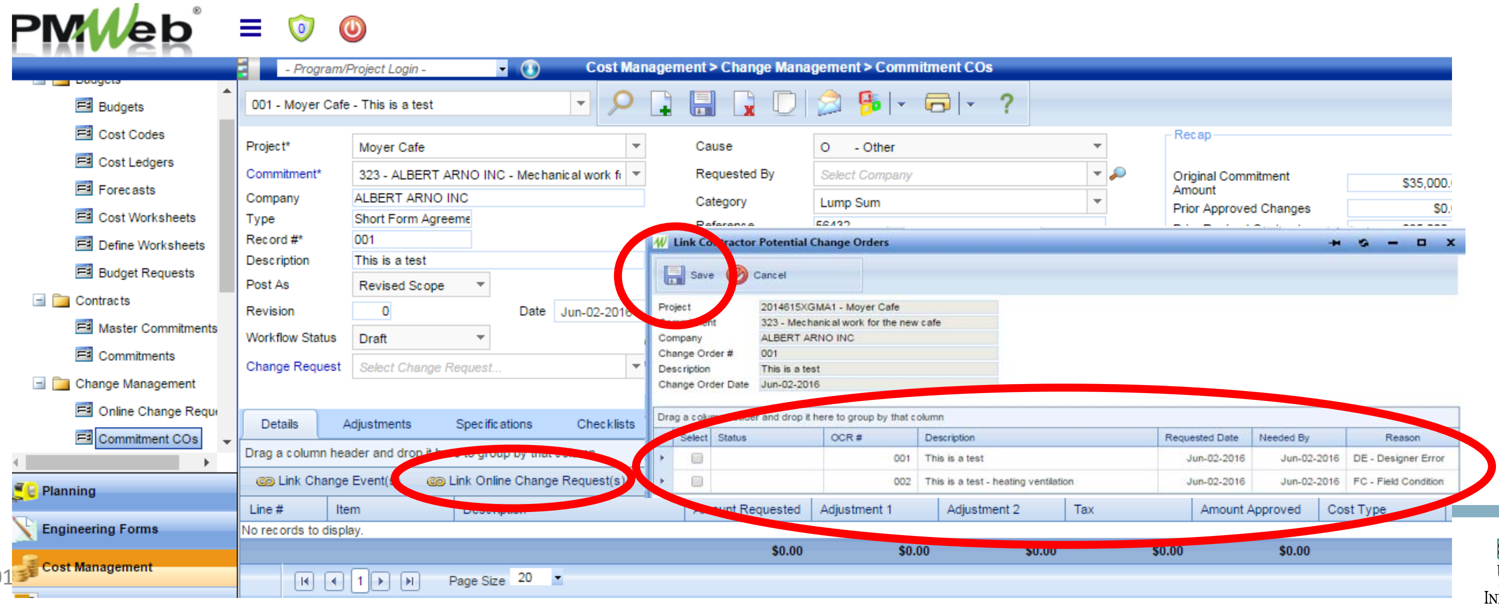
Commitment Change Orders – Option 3

Option 3 - Linking multiple existing Online Change Requests to one Commitment Change Order

- Follow the same steps as generating a Commitment Change Order without an existing Online Change Request
  - In the details section you will link any applicable Online Change Requests to the Change Order
  - Cost codes associated with those Online Change Requests's will be pulled into the Commitment Change Order

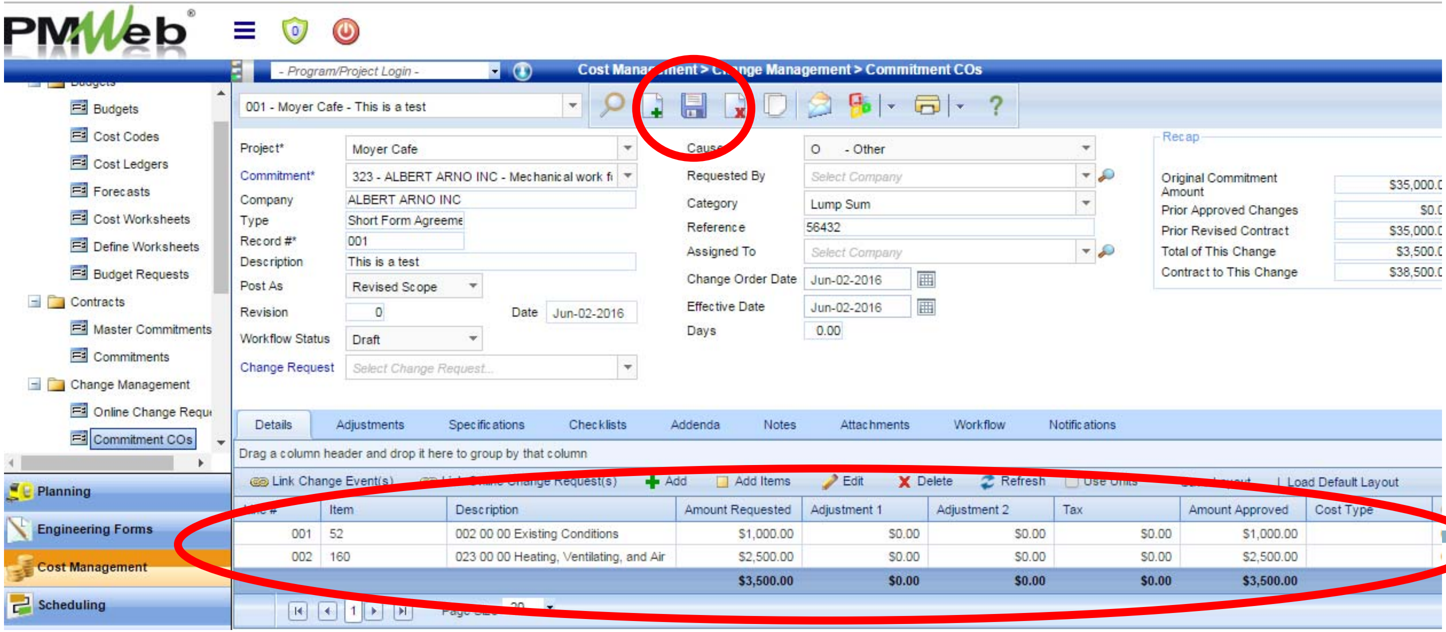
Commitment Change Orders – Option 3

- Select "Link Online Change Request(s)"
- Select from the list of existing Online Change Requests; Save



Commitment Change Orders – Option 3

- Cost codes and amounts of existing Online Change Orders are added to your details tab
- Save

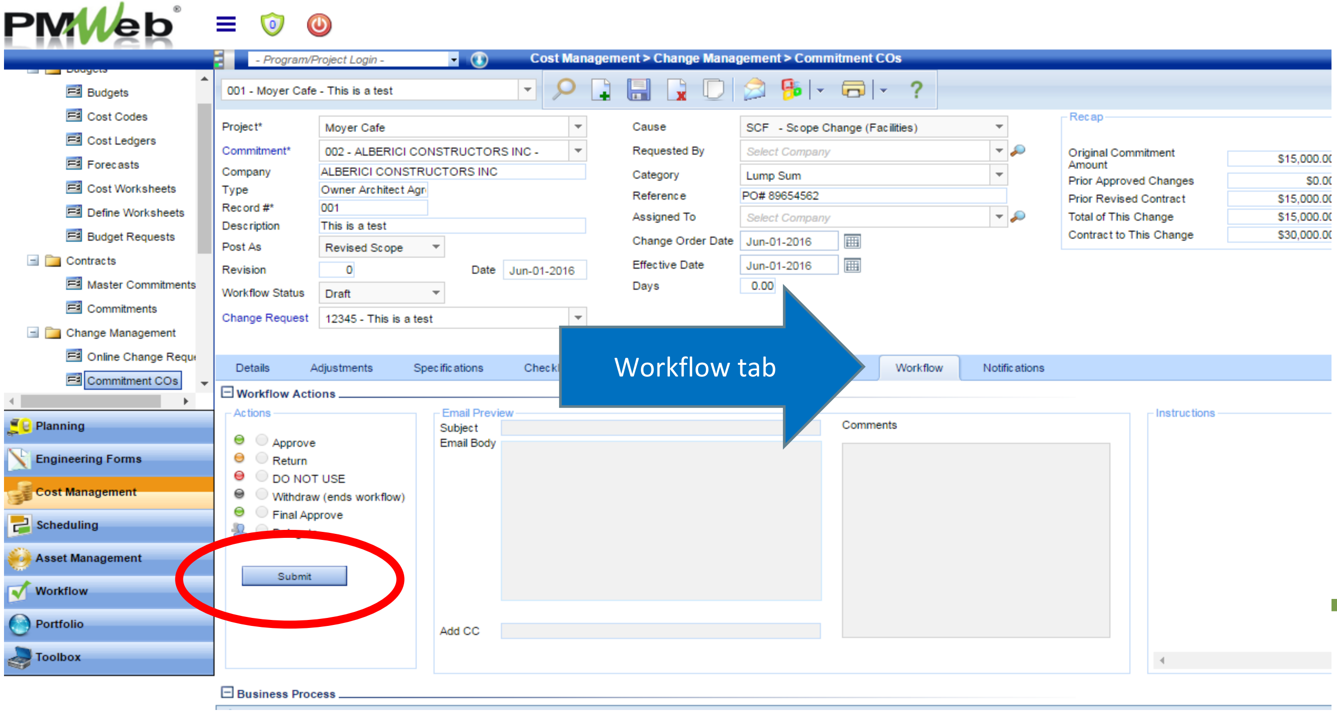


Line #	Item	Description	Amount Requested	Adjustment 1	Adjustment 2	Tax	Amount Approved	Cost Type
001	52	002 00 00 Existing Conditions	$1,000.00	$0.00	$0.00	$0.00	$1,000.00	
002	160	023 00 00 Heating, Ventilating, and Air	$2,500.00	$0.00	$0.00	$0.00	$2,500.00	
			$3,500.00	$0.00	$0.00	$0.00	$3,500.00	

Washington University in St. Louis
INFORMATION TECHNOLOGY

Submit Commitment CO into Workflow

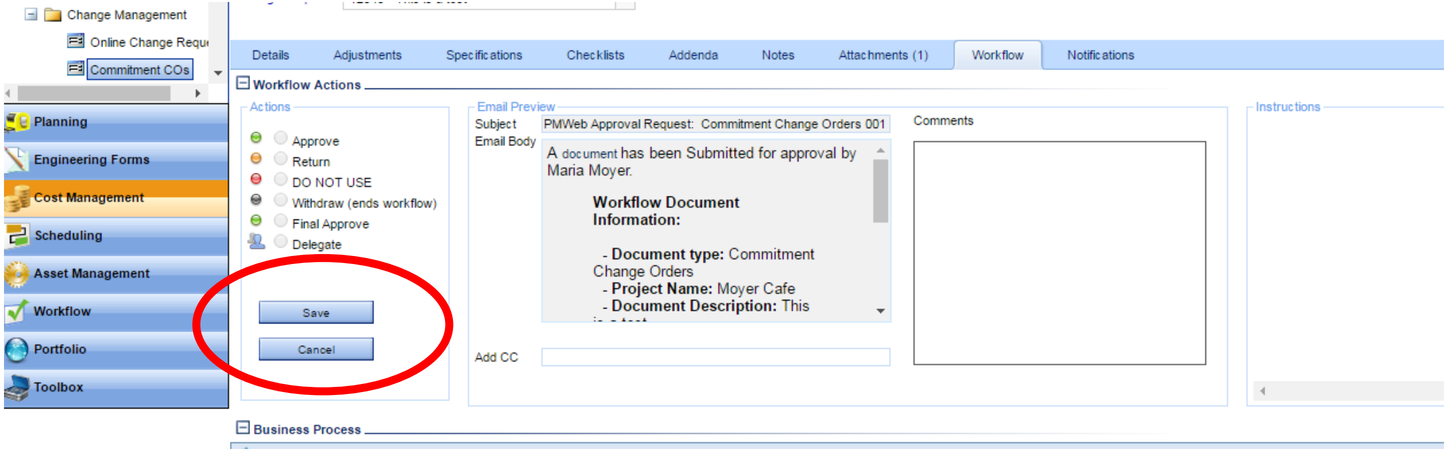
- Select the "Workflow" tab
- Select Submit



Washington University in St.Louis
Information Technology

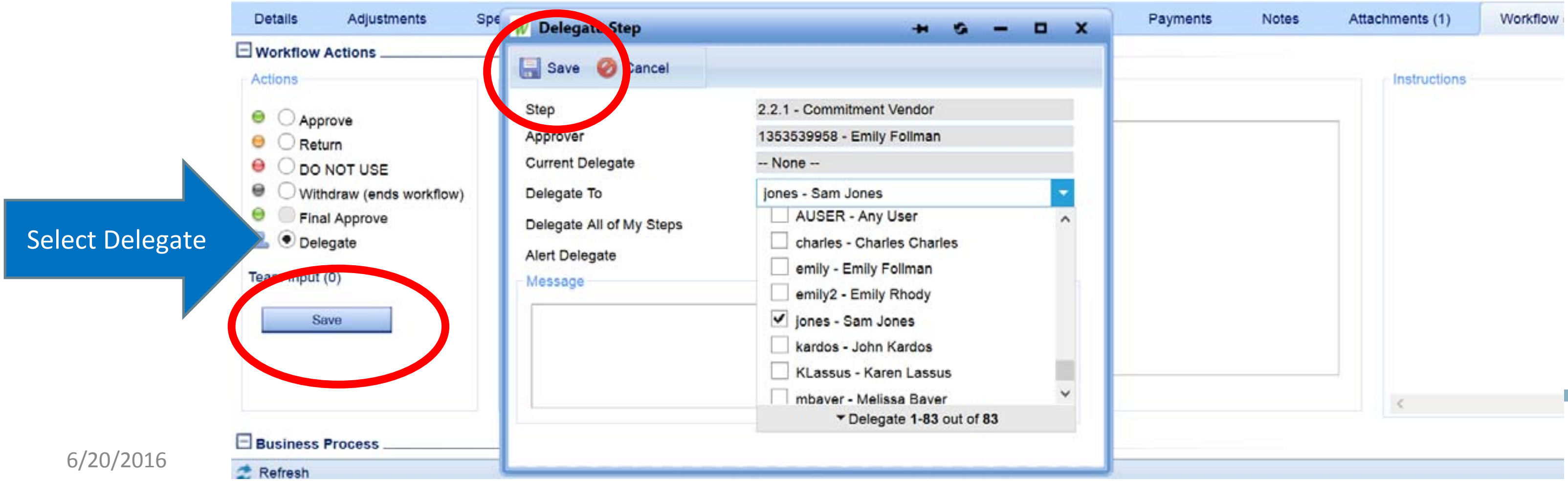
Submit Commitment CO into Workflow

- Select Save
    - You will receive notification re: the status of the workflow



Commitment CO Vendor step in Workflow

- Select "Delegate" radio button
- Select the delegate from the list in the pop up window
- Save the assignment and save the workflow step



Commitment CO Vendor step in Workflow

- Vendors may choose not to use PMWeb
- In this case, the PM will not delegate to the vendor, but will instead email the commitment document to the vendor for signature.
- When the signed document is returned via email, the PM will add the document to the record in PMWeb and approve it as a proxy for the vendor, sending the record on to the next step in workflow

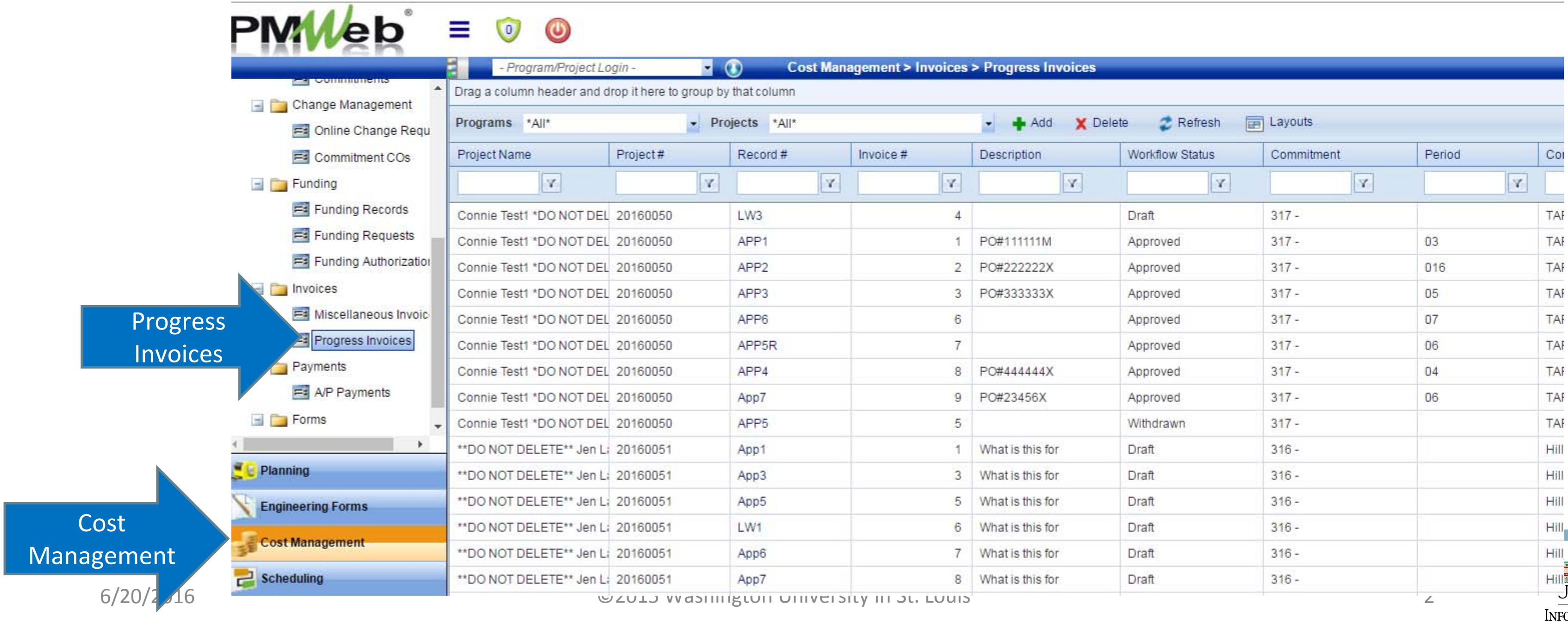
PMWeb® Training

Progress Invoices

Washington University in St. Louis
Information Technology

Progress Invoices

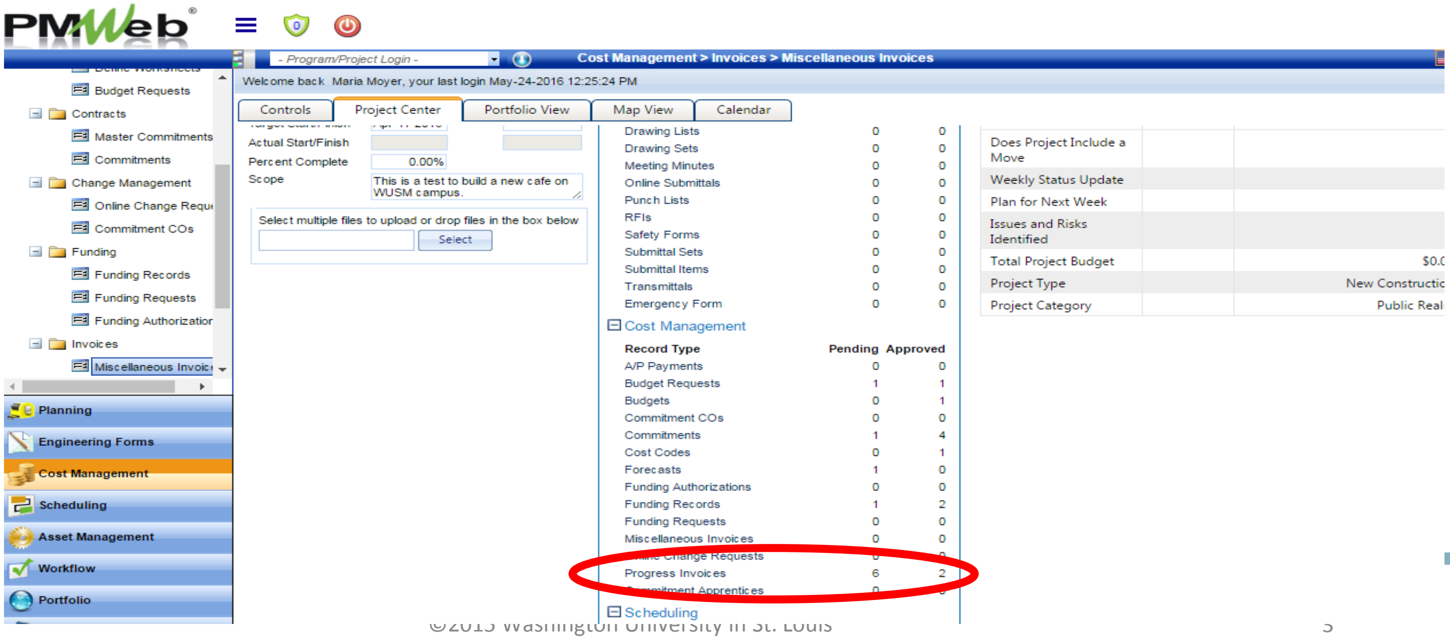
- Two ways to navigate to Progress Invoices module
  - Cost Management > Progress Invoices sub-category



Project Name	Project #	Record #	Invoice #	Description	Workflow Status	Commitment	Period	Co
Connie Test1 *DO NOT DEL	20160050	LW3	4		Draft	317 -		TAI
Connie Test1 *DO NOT DEL	20160050	APP1	1	PO#111111M	Approved	317 -	03	TAI
Connie Test1 *DO NOT DEL	20160050	APP2	2	PO#222222X	Approved	317 -	016	TAI
Connie Test1 *DO NOT DEL	20160050	APP3	3	PO#333333X	Approved	317 -	05	TAI
Connie Test1 *DO NOT DEL	20160050	APP6	6		Approved	317 -	07	TAI
Connie Test1 *DO NOT DEL	20160050	APP5R	7		Approved	317 -	06	TAI
Connie Test1 *DO NOT DEL	20160050	APP4	8	PO#444444X	Approved	317 -	04	TAI
Connie Test1 *DO NOT DEL	20160050	App7	9	PO#23456X	Approved	317 -	06	TAI
Connie Test1 *DO NOT DEL	20160050	APP5	5		Withdrawn	317 -		TAI
DO NOT DELETE Jen La	20160051	App1	1	What is this for	Draft	316 -		Hill
DO NOT DELETE Jen La	20160051	App3	3	What is this for	Draft	316 -		Hill
DO NOT DELETE Jen La	20160051	App5	5	What is this for	Draft	316 -		Hill
DO NOT DELETE Jen La	20160051	LW1	6	What is this for	Draft	316 -		Hill
DO NOT DELETE Jen La	20160051	App6	7	What is this for	Draft	316 -		Hill
DO NOT DELETE Jen La	20160051	App7	8	What is this for	Draft	316 -		Hill

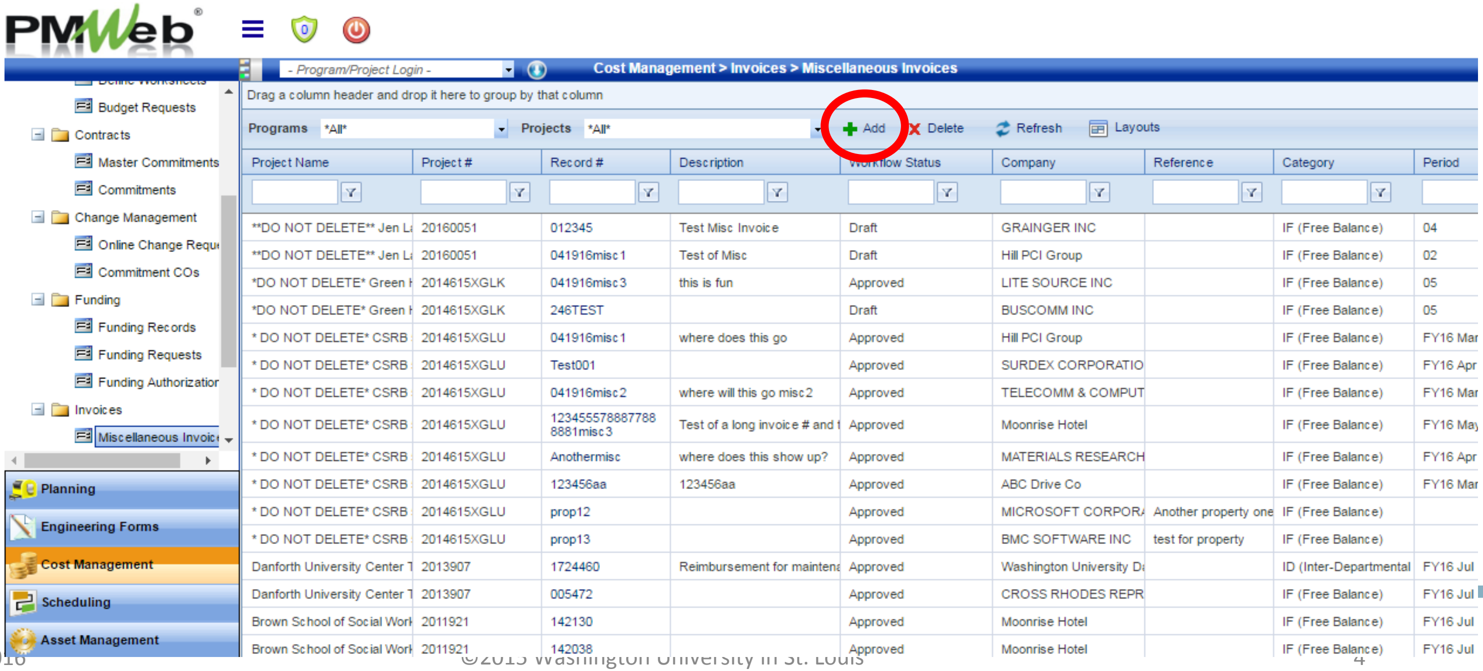
Progress Invoices

- Two ways to navigate to Progress Invoices module
  - Project Center > Select Progress Invoices hyperlink



Progress Invoices

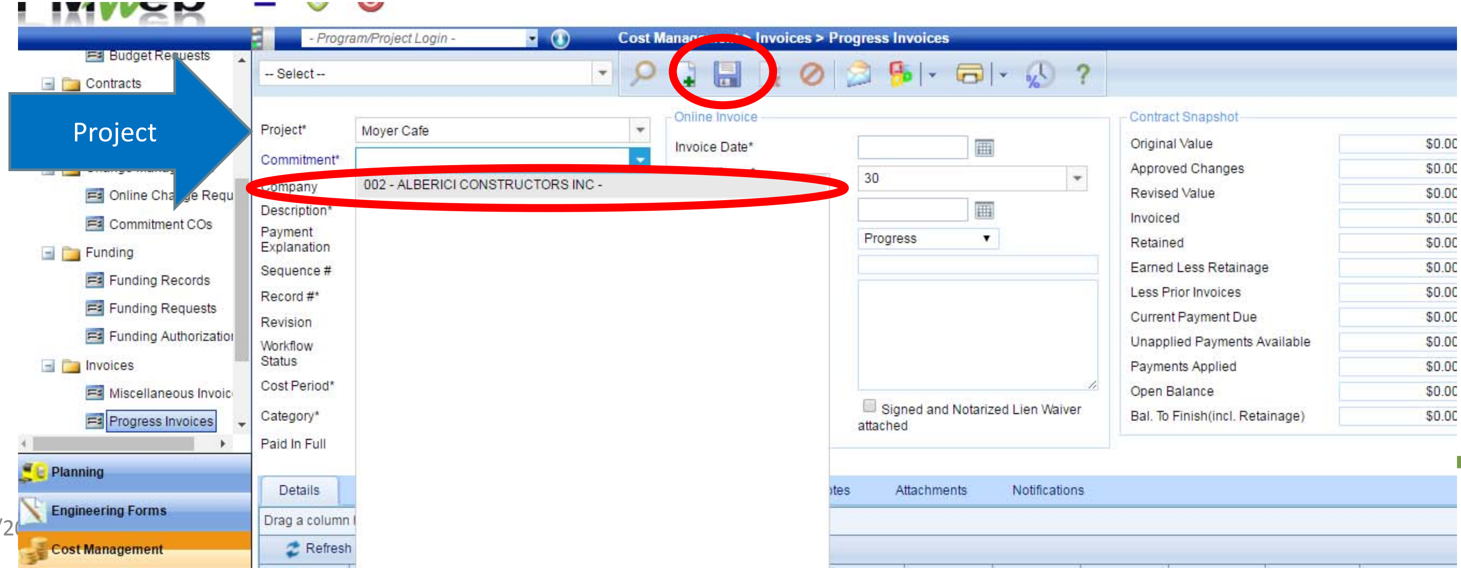
- Add a new invoice record



Washington University in St.Louis
Information Technology

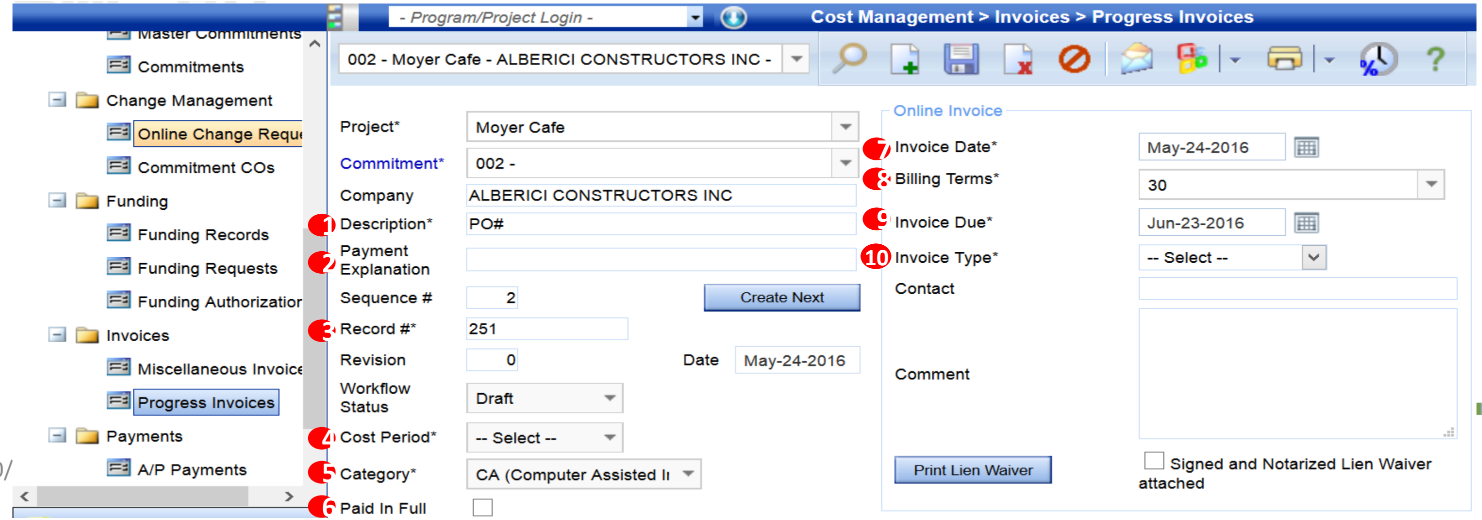
Progress Invoices

- Select the project
- Select the company
  - Type in the dropdown field or select the magnifying glass for a list; save



Progress Invoices

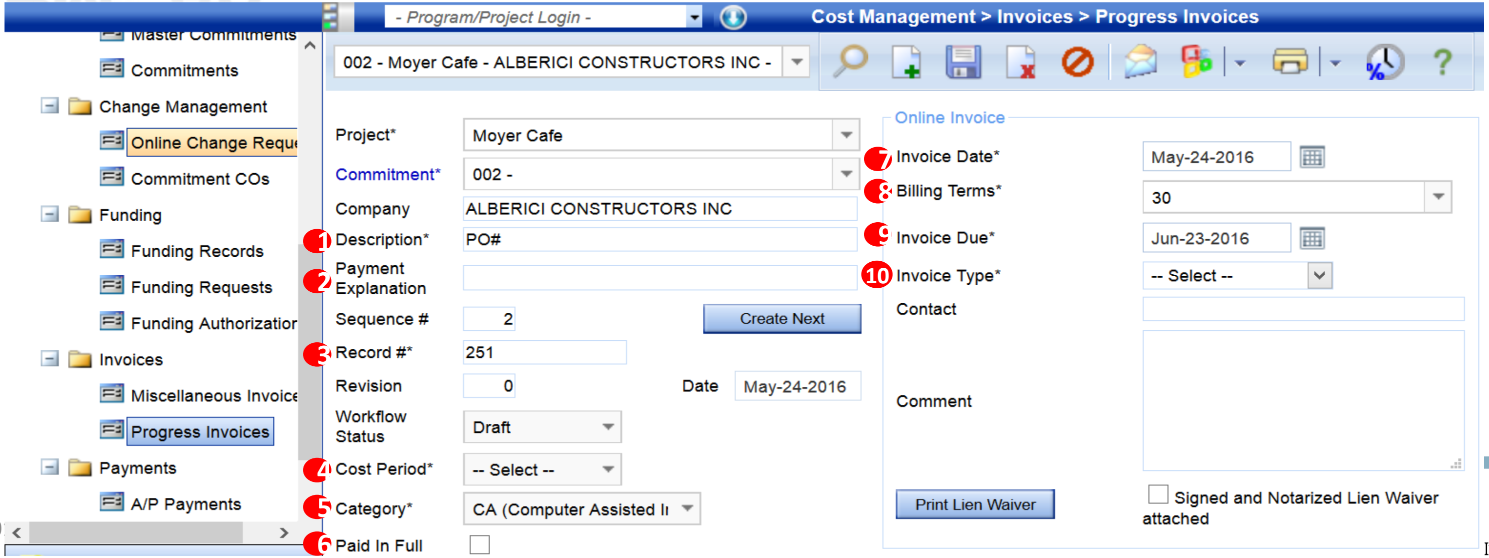
- Enter header details (many found on the Pay App for entry)
  1. Description = Text "PO#" will auto-populate in this field. Enter the PO # following this text
     - NOTE: When the PO# is entered on the first progress invoice, this will get copied over to all subsequent invoices for the same commitment.
  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)



Progress Invoices

- Enter header details (many found on the Pay App for entry)

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

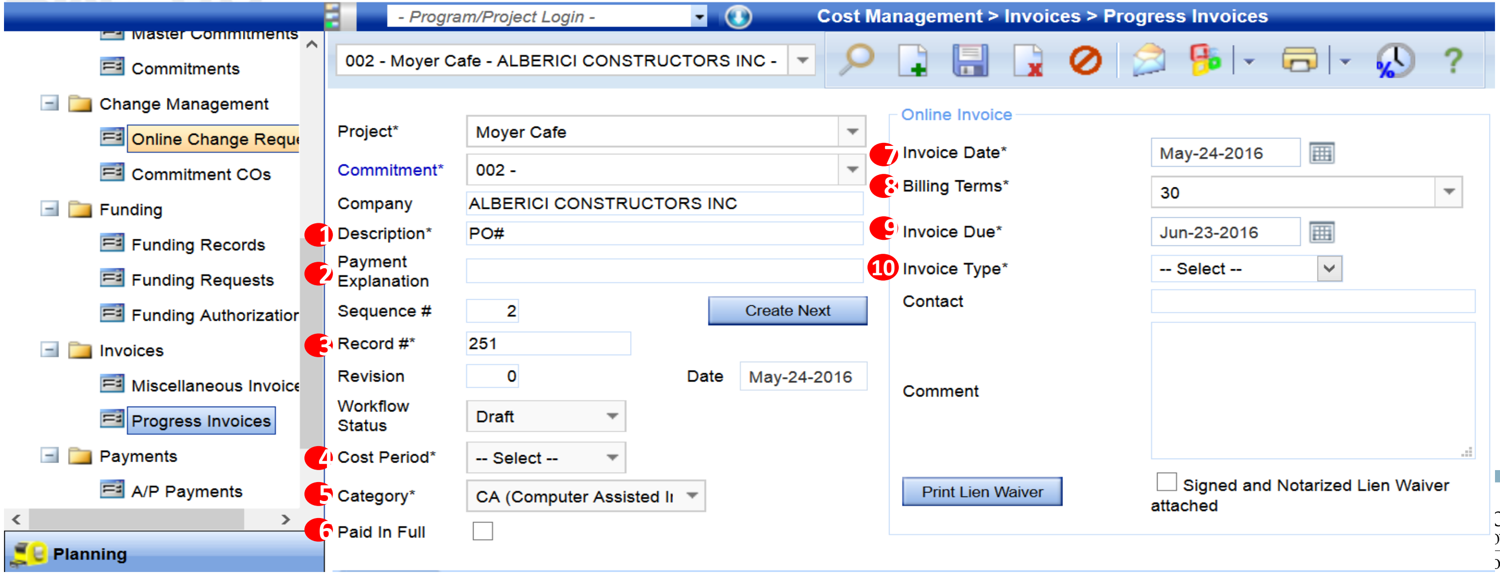


Progress Invoices

- Enter header details (many found on the Pay App for entry)

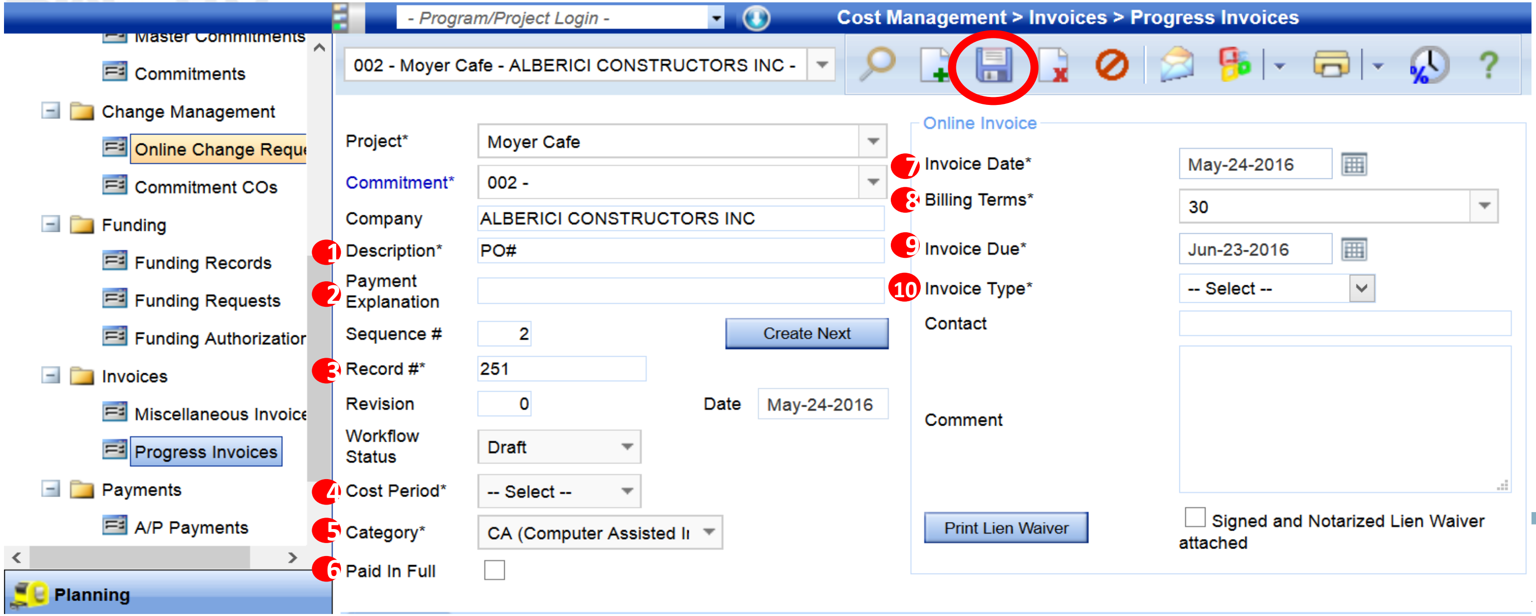
8. Billing Terms = This value represents days, and will auto populate based upon the vendor set up. If this is an MBE/WBE vendor or sub-contractor, this will auto-populate to 10; otherwise this field will be a 30. NOTE: Only Mary Price will update this field

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



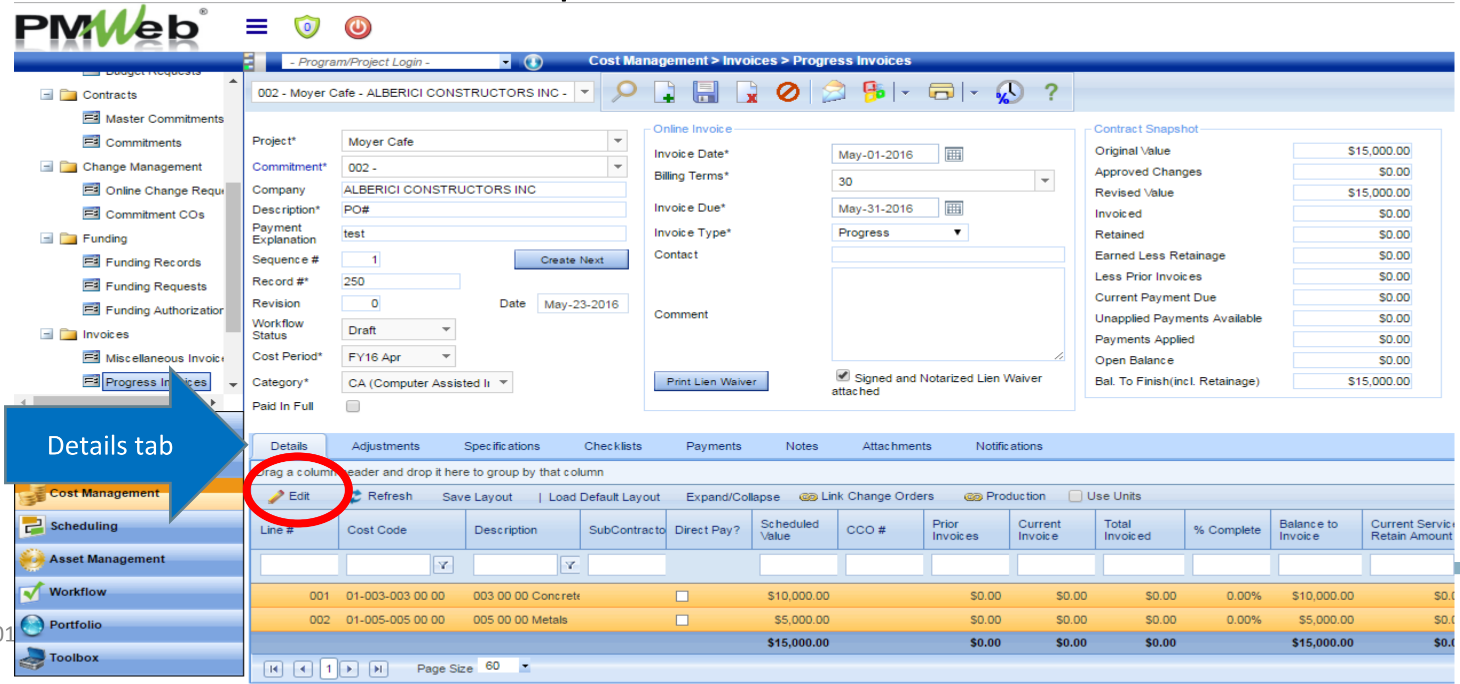
Progress Invoices

- Enter header details (many found on the Pay App for entry)
  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.
- Save



Progress Invoices

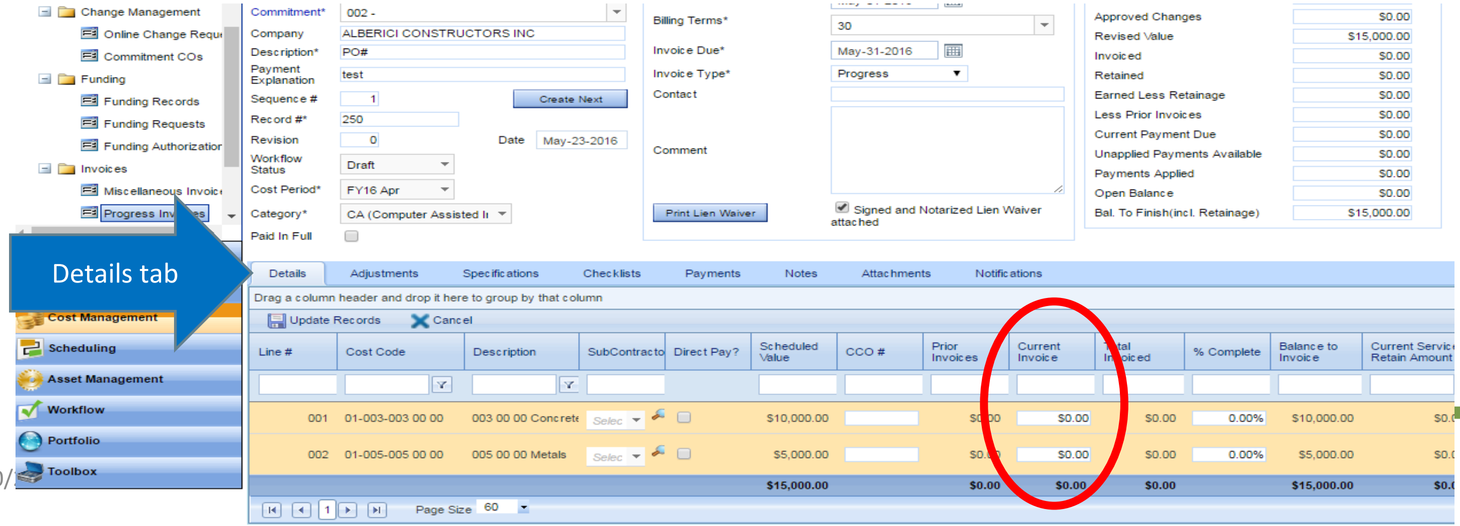
- Add details – Note: Line items from the commitment are already populated in the details record
    - Use shortcut: select top row; shift; bottom row; edit



Washington University in St.Louis
INFORMATION TECHNOLOGY

Progress Invoices

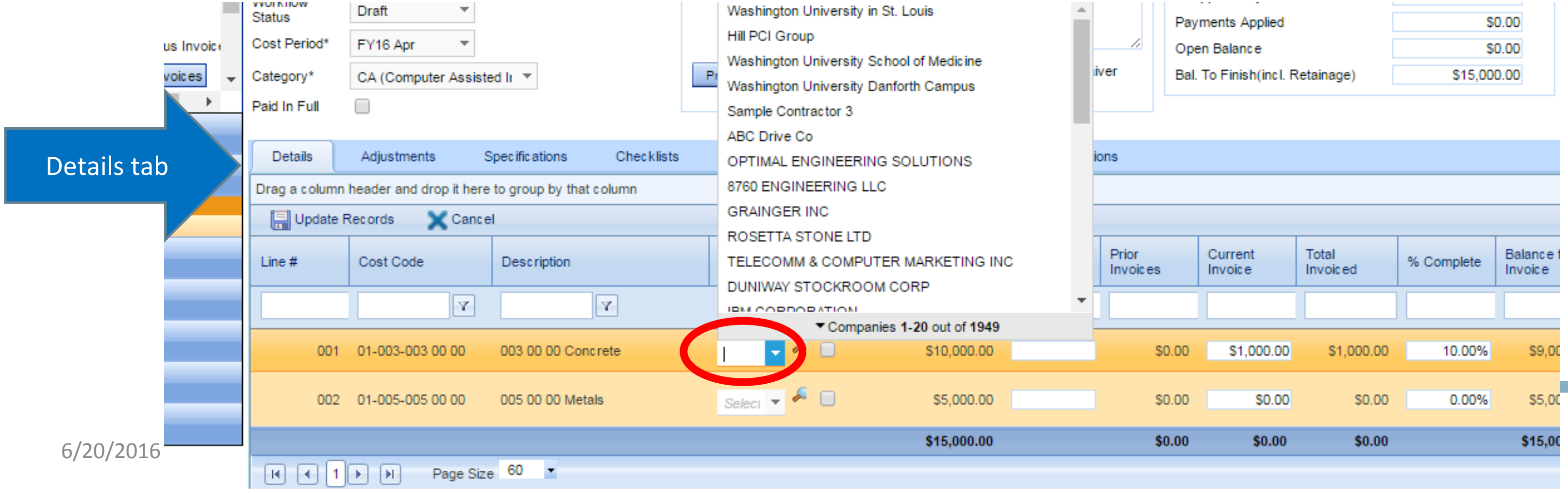
- Enter amounts in the "Current Invoice" column
  - NOTE: Only enter the costs for the line items being charged at this time
- % Complete and Balance to Invoice values will auto-calculate



Progress Invoices

Note: Next steps will typically only be entered for Pay Apps

- Two ways to look up Subcontractor
  - Drop down arrow to bring up list and search the company for that line item

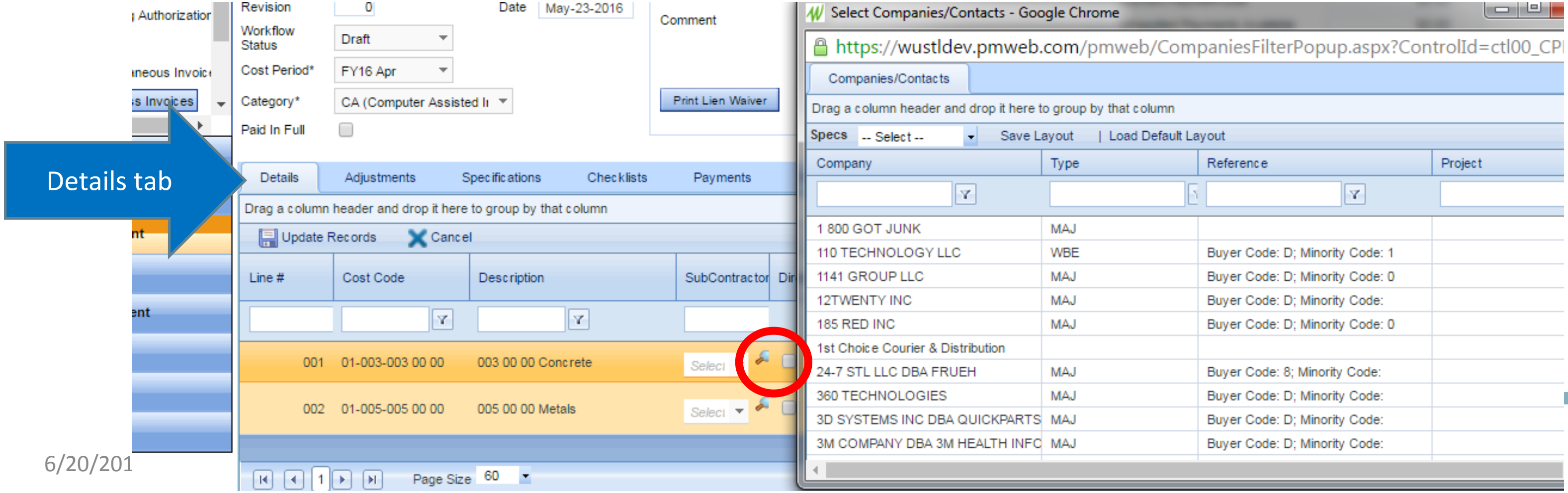


Washington University in St. Louis
INFORMATION TECHNOLOGY

Progress Invoices

Note: Next steps will typically only be entered for Pay Apps

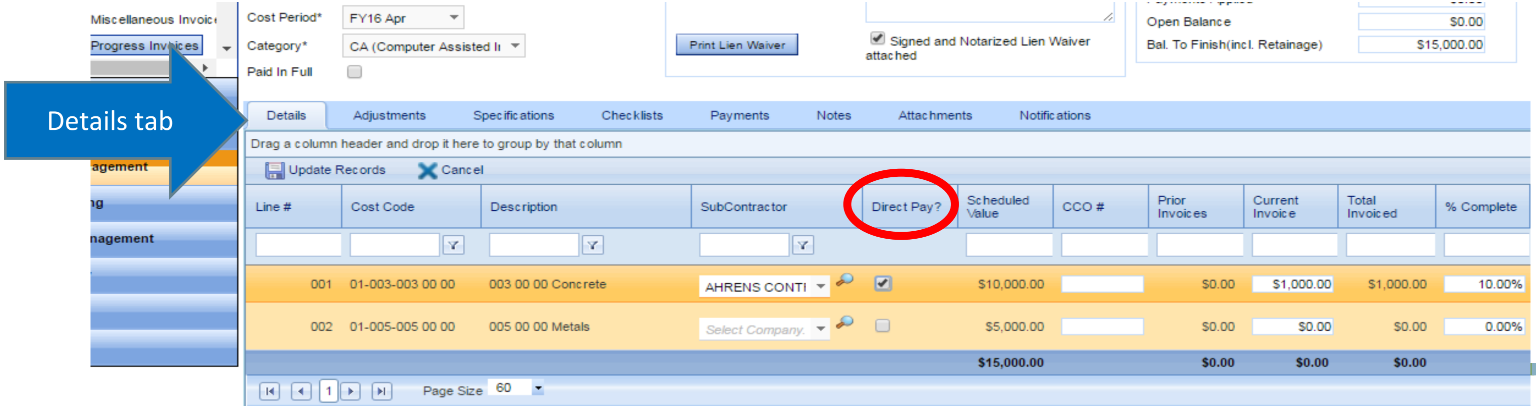
- Two ways to look up Subcontractor
  - Magnifying glass next to the “Subcontractor” field to bring up list and search the company for that line item



Progress Invoices

Note: Next steps will typically only be entered for Pay Apps

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

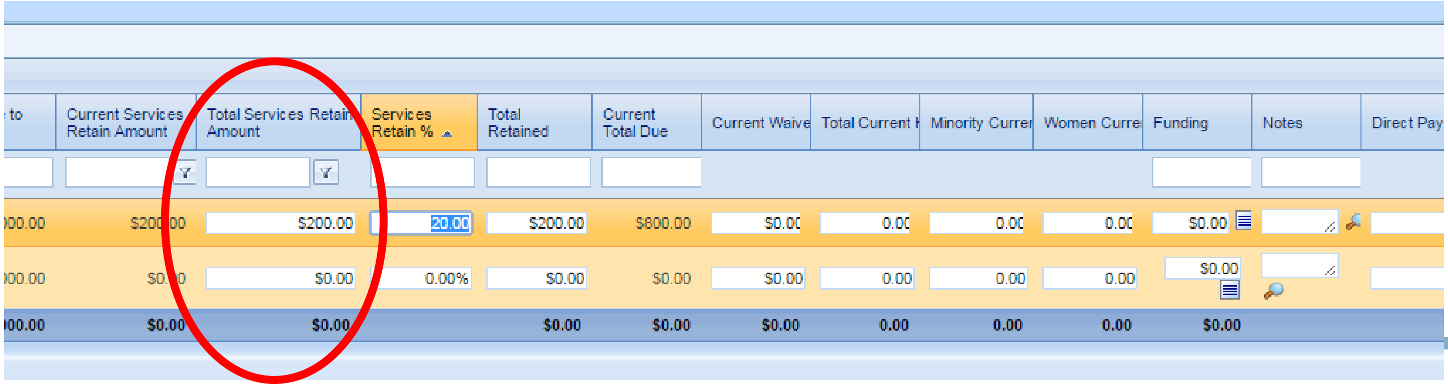


Washington University in St. Louis
Information Technology

Progress Invoices

Note: Next steps will typically only be entered for Pay Apps

- Total Services Retained Amount - Enter the Retainage 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



Washington University in St. Louis
Information Technology

Progress Invoices

Note: Next steps will typically only be entered for Pay Apps

- 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

Total Services Retain Amount	Services Retain %	Total Retained	Current Total Due	Current Waive	Total Current H	Minority Curre	Women Curre	Funding	Notes	Direct Pay Payment E	Direct Pay Remit Addre
$200.00	20.00%	$200.00	$800.00	$0.00	20.00	5.00	5.00	$0.00		1234567	
$0.00	0.00%	$0.00	$0.00	$0.00	0.00	0.00	0.00	$0.00			0
$0.00		$0.00	$0.00	$0.00	0.00	0.00	0.00	$0.00			0.00

Progress Invoices

Note: Next steps will typically only be entered for Pay Apps

•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)

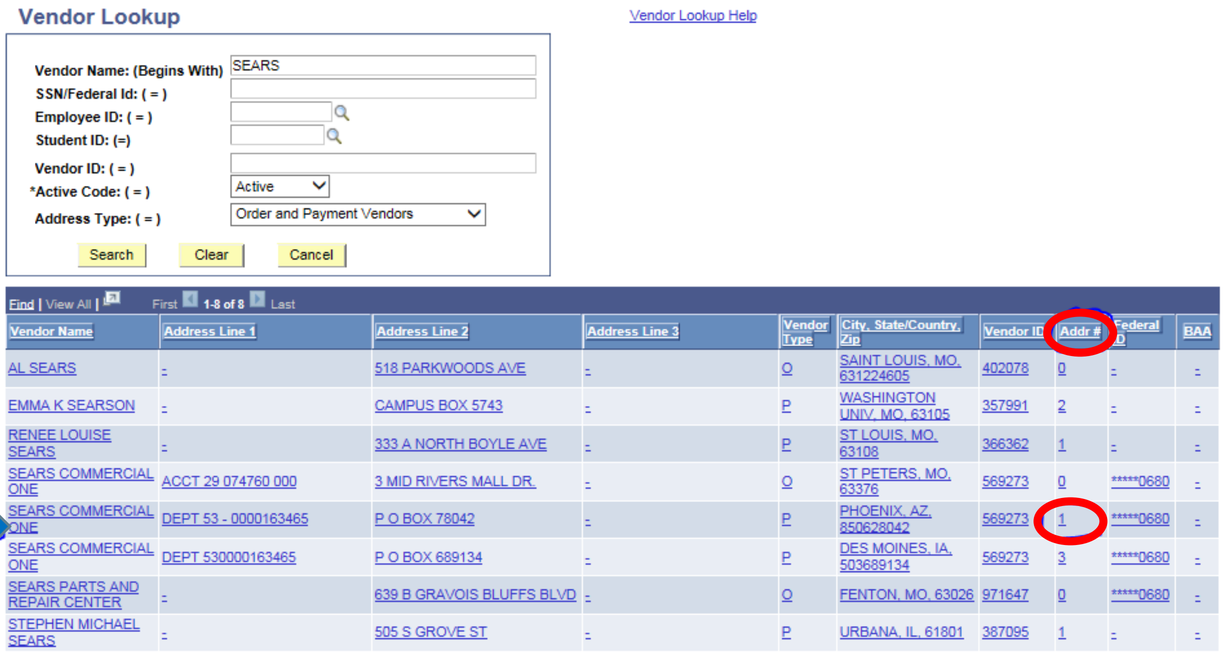
•Direct Pay Remit Address - This is utilized if the remit address for the sub is anything other than the primary vendor address on file. This field will only be updated by Property Accounting.

Total Services Retain Amount	Services Retain %	Total Retained	Current Total Due	Current Waive	Total Current I	Minority Curre	Women Curre	Funding	Notes	Direct Pay Payment Ex	Direct Pay Remit Addre
$200.00	20.00%	$200.00	$800.00	$0.00	20.00	5.00	5.00	$0.00		1234567	
$0.00	0.00%	$0.00	$0.00	$0.00	0.00	0.00	0.00	$0.00			0
$0.00		$0.00	$0.00	$0.00	0.00	0.00	0.00	$0.00			0.00

Progress Invoices

Property Accounting – Review and change remittance address (if necessary)

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



Vendor Lookup

Vendor Lookup Help

Vendor Name: (Begins With) SEARS
SSN/Federal Id: (=)
Employee ID: (=)
Student ID: (=)
Vendor ID: (=)
*Active Code: (=) Active
Address Type: (=) Order and Payment Vendors

Search Clear Cancel

Find | View All | First 1-8 of 8 Last

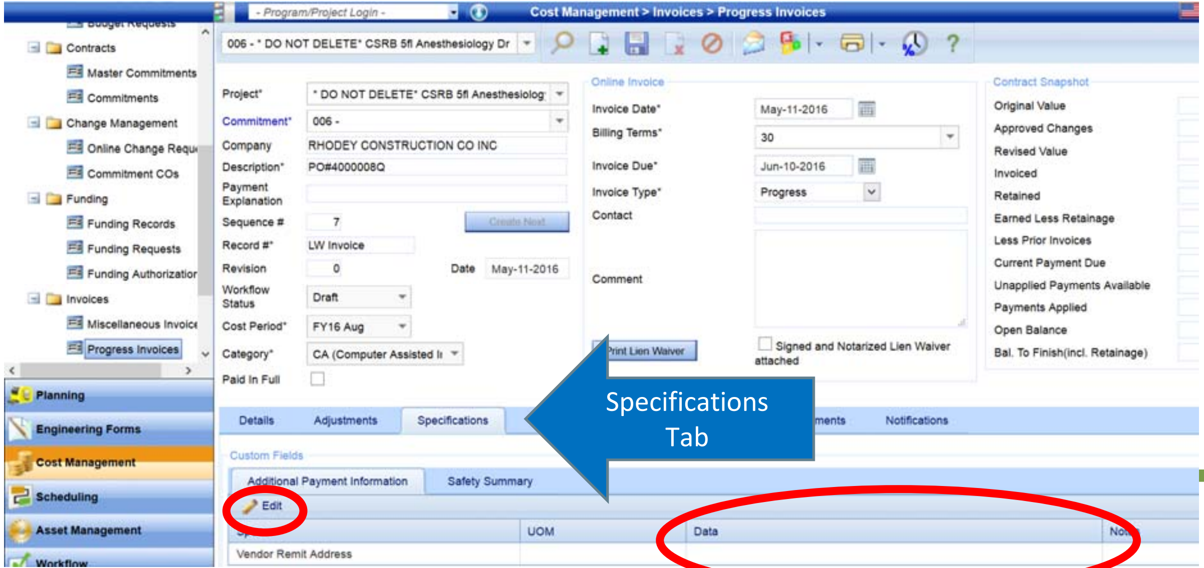
Vendor Name	Address Line 1	Address Line 2	Address Line 3	Vendor Type	City, State/Country, Zip	Vendor ID	Addr #	Federal ID	BAA
AL SEARS	-	518 PARKWOODS AVE	-	O	SAINT LOUIS, MO, 631224605	402078	0	-	-
EMMA K SEARSON	-	CAMPUS BOX 5743	-	P	WASHINGTON UNIV, MO, 63105	357991	2	-	-
RENEE LOUISE SEARS	-	333 A NORTH BOYLE AVE	-	P	ST LOUIS, MO, 63108	366362	1	-	-
SEARS COMMERCIAL ONE	ACCT 29 074760 000	3 MID RIVERS MALL DR.	-	O	ST PETERS, MO, 63376	569273	0	*****0680	-
SEARS COMMERCIAL ONE	DEPT 53 - 0000163465	P O BOX 78042	-	P	PHOENIX, AZ, 850628042	569273	1	*****0680	-
SEARS COMMERCIAL ONE	DEPT 530000163465	P O BOX 689134	-	P	DES MOINES, IA, 503689134	569273	3	*****0680	-
SEARS PARTS AND REPAIR CENTER	-	639 B GRAVOIS BLUFFS BLVD	-	O	FENTON, MO, 63026	971647	0	*****0680	-
STEPHEN MICHAEL SEARS	-	505 S GROVE ST	-	P	URBANA, IL, 61801	387095	1	-	-

AIS vendor file

Progress Invoices

Property Accounting – Review and change remittance address (if necessary)

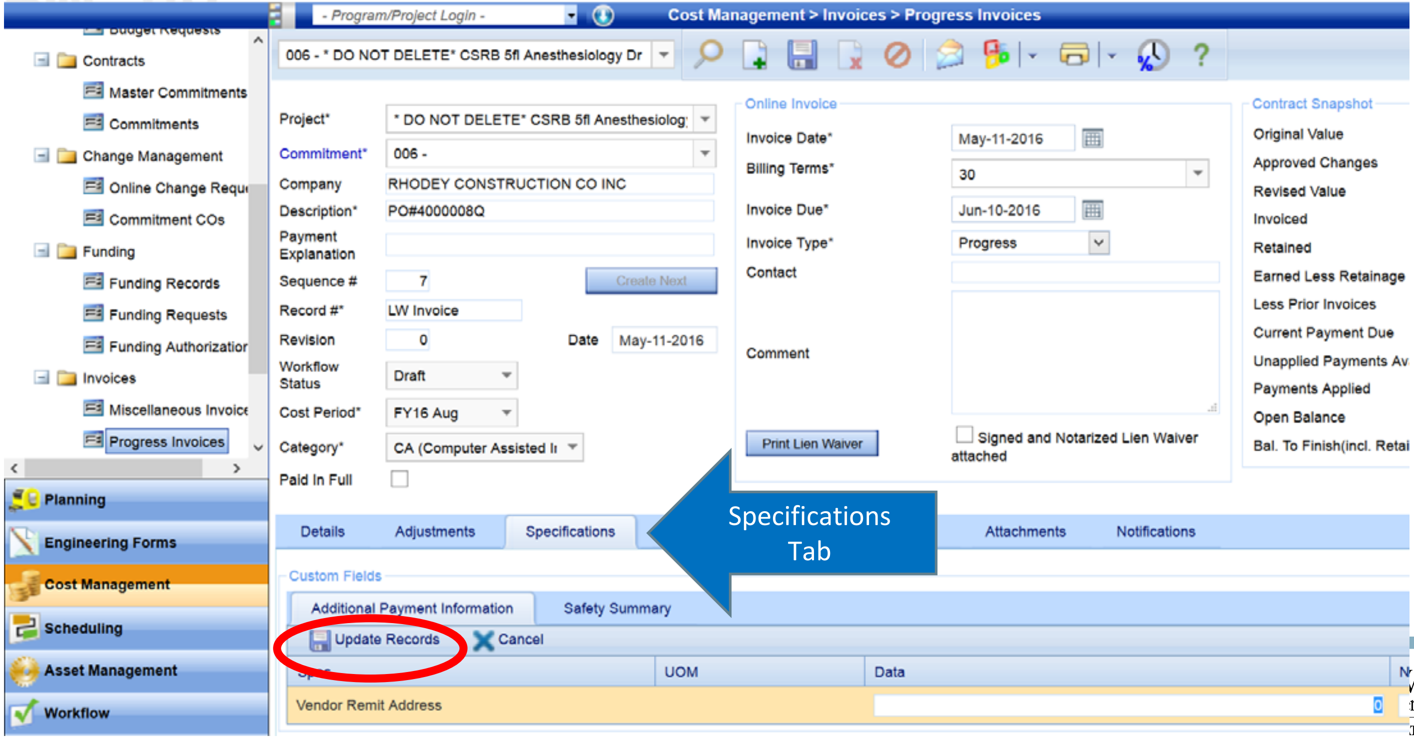
- Change remittance address if invoice address does not match Addr #1 in vendor file
  - Navigate to Specifications > Additional Payment Information
  - Select line to edit, and select “Edit;” in the “Data” field, insert the number of the remittance address that matches the address on the invoice



Progress Invoices

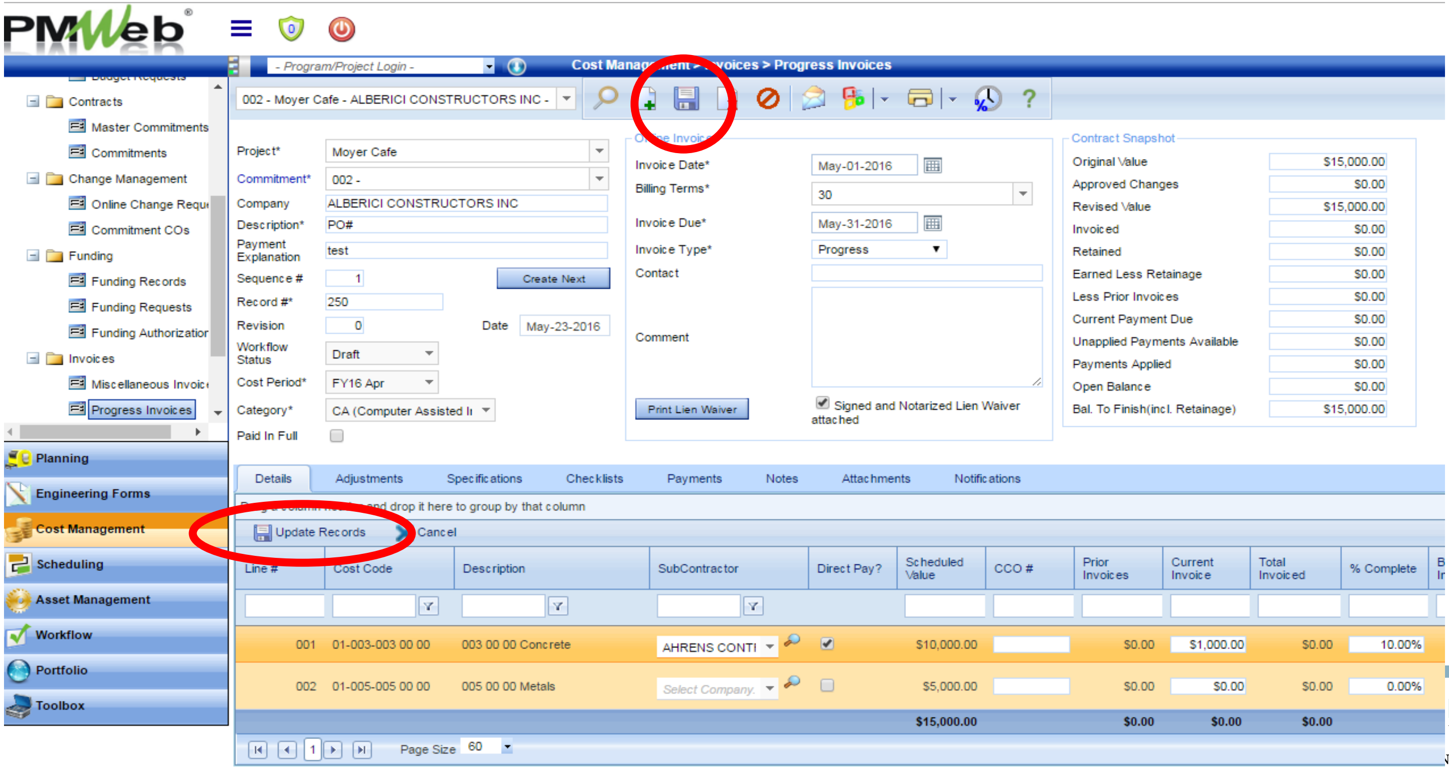
Property Accounting – Review and change remittance address (if necessary)

- Select "Update Records" to Save



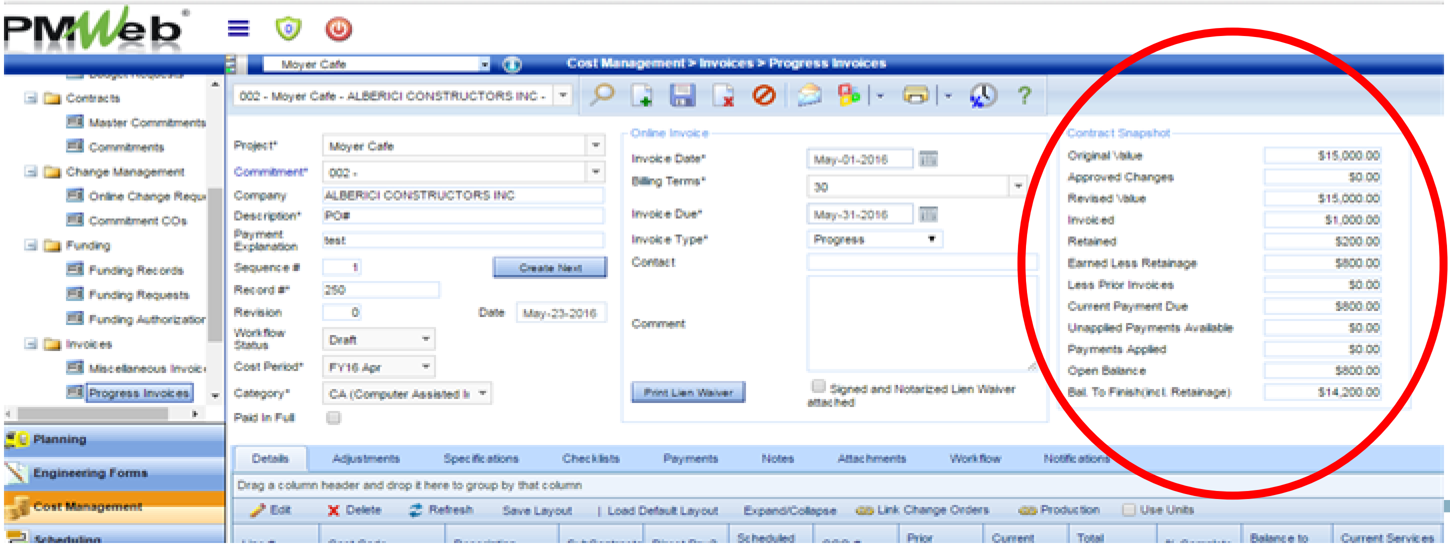
Progress Invoices

- When complete, update records and save



Progress Invoices

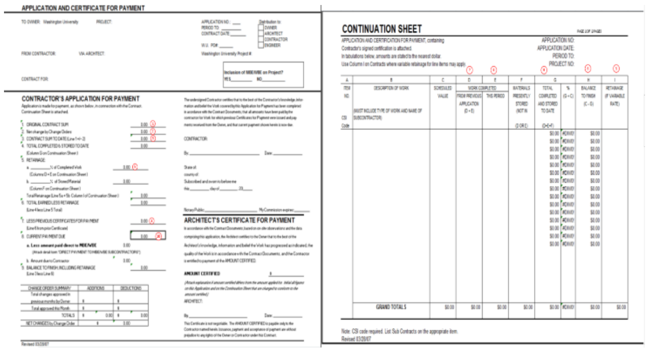
- All values and associated calculations saved to the invoice can be viewed in the “Contract Snapsnot” box in the header of the screen:

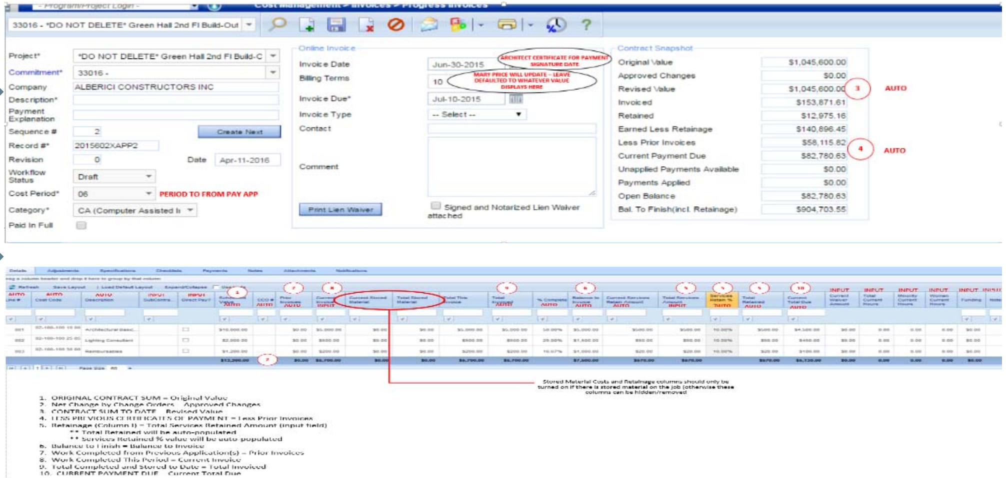


Washington University in St. Louis
INFORMATION TECHNOLOGY

Progress Invoices

- A detailed field mapping of the Payment Application and the PMWeb Progress Invoice is available in the training manual

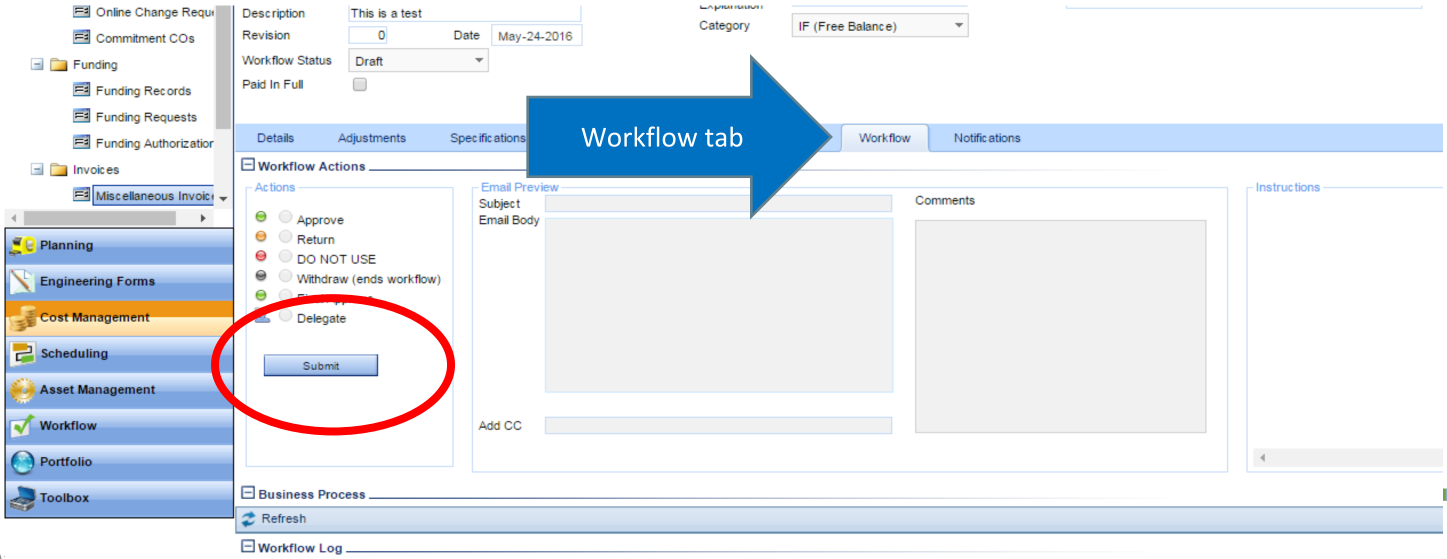




Washington University in St. Louis
INFORMATION TECHNOLOGY

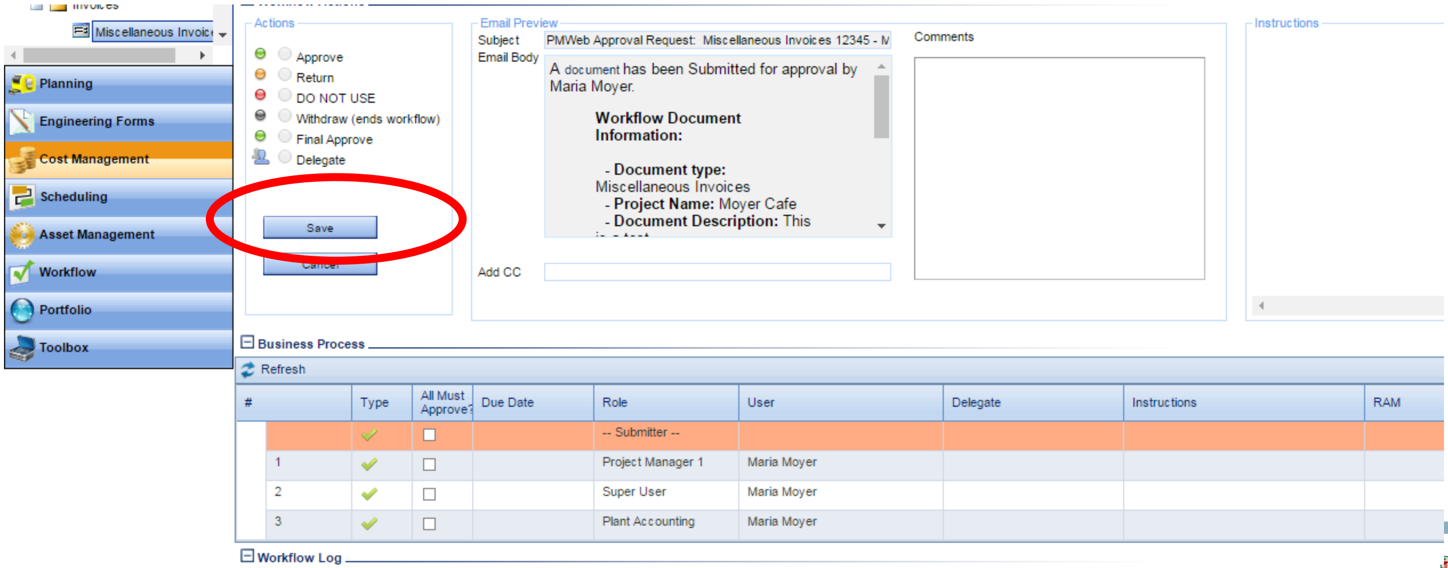
Submit record into Workflow

- Select the “Workflow” tab
- Select Submit



Submit Record into Workflow

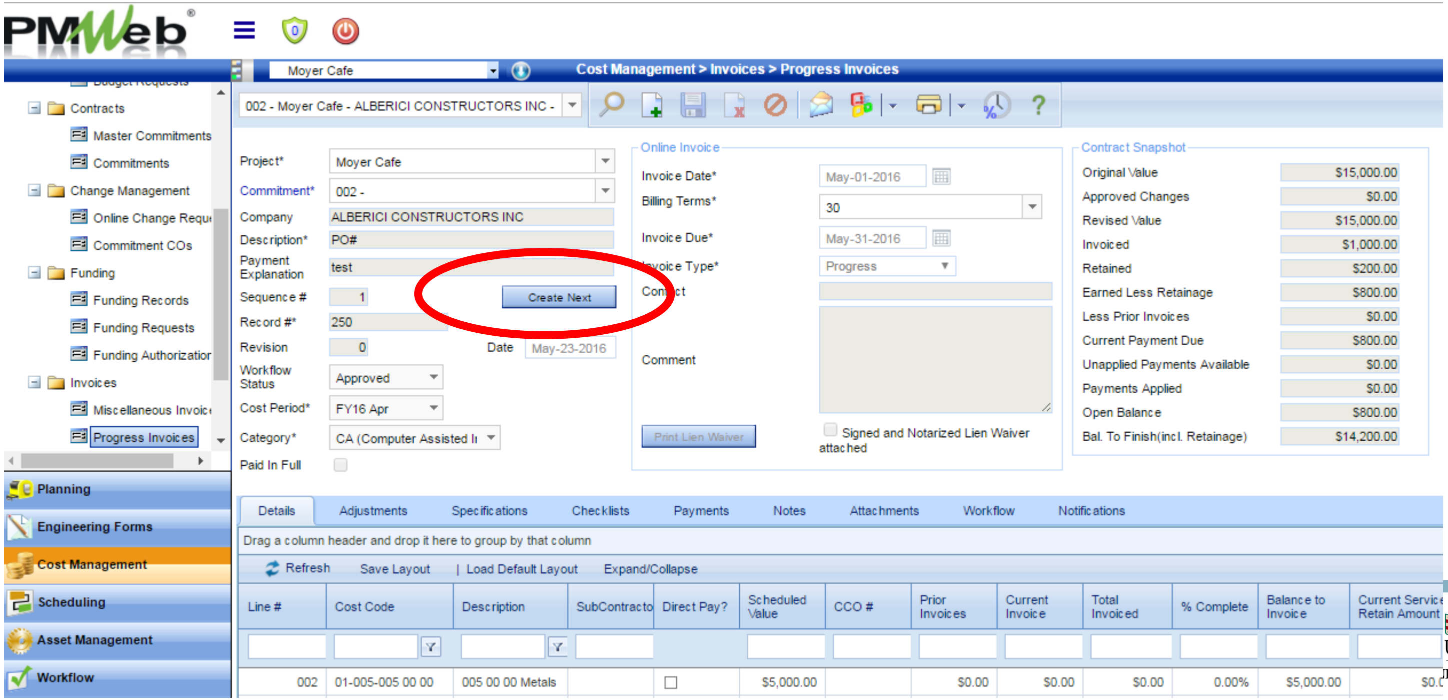
- Select Save
  - You will receive notification re: the status of the workflow



Washington University in St. Louis
Information Technology

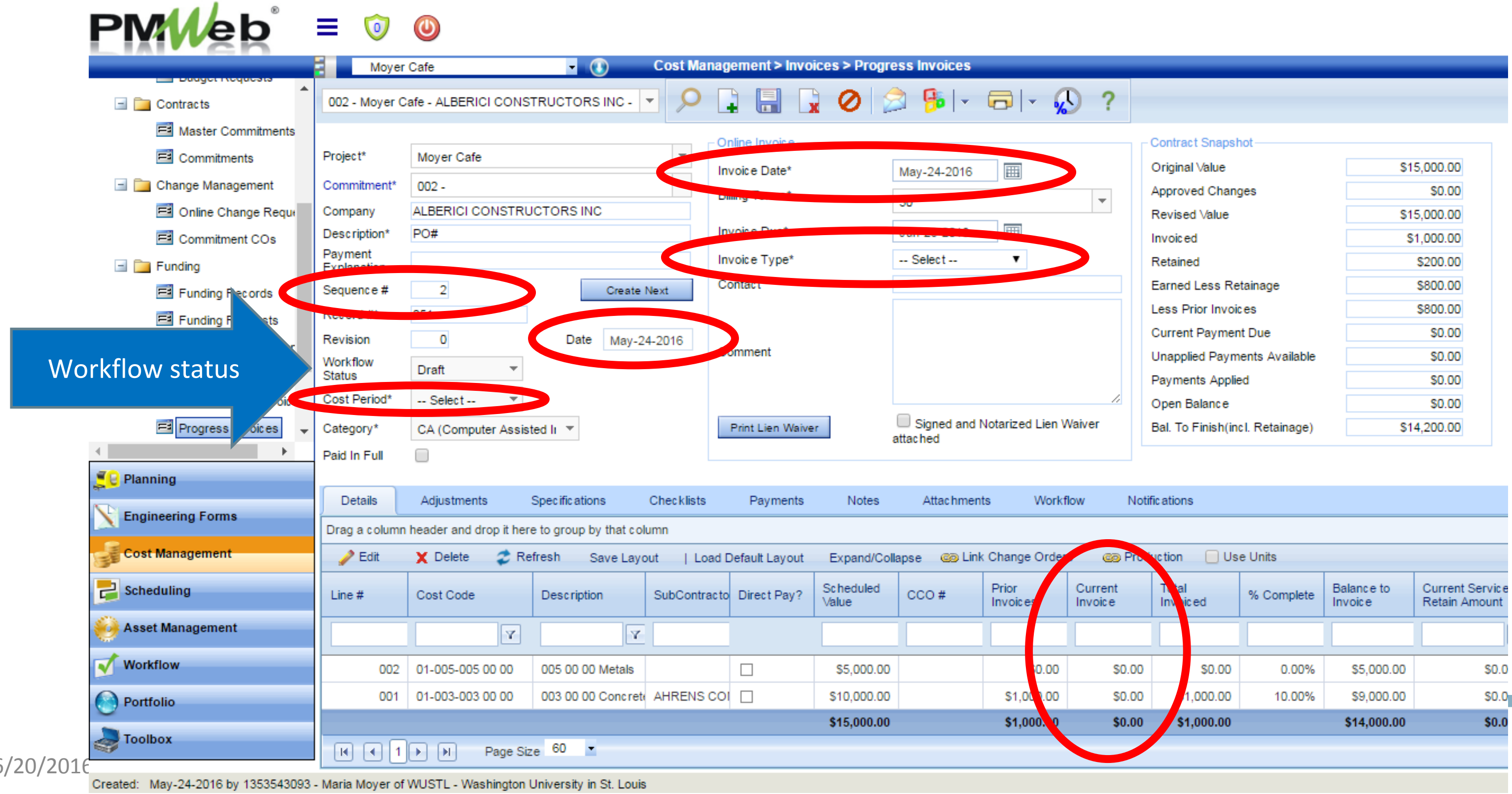
Subsequent Progress Invoices

- For subsequent invoices on the same commitment, you can follow the same steps as noted or navigate to the previous invoice and click the “Create Next” button on the header



Subsequent Progress Invoices

- Note fields for editing in new progress invoice



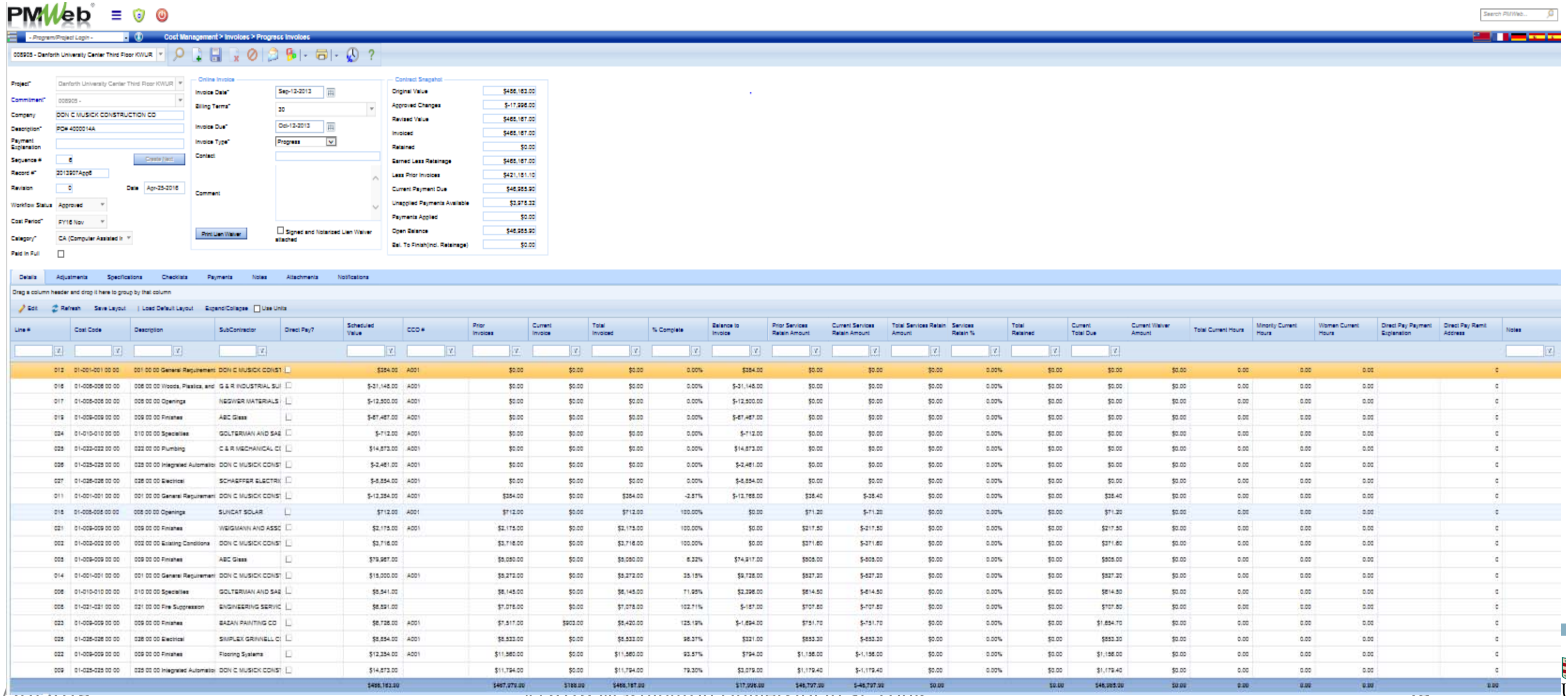
Column Cleanup for Progress Invoices

- The details screen includes 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)

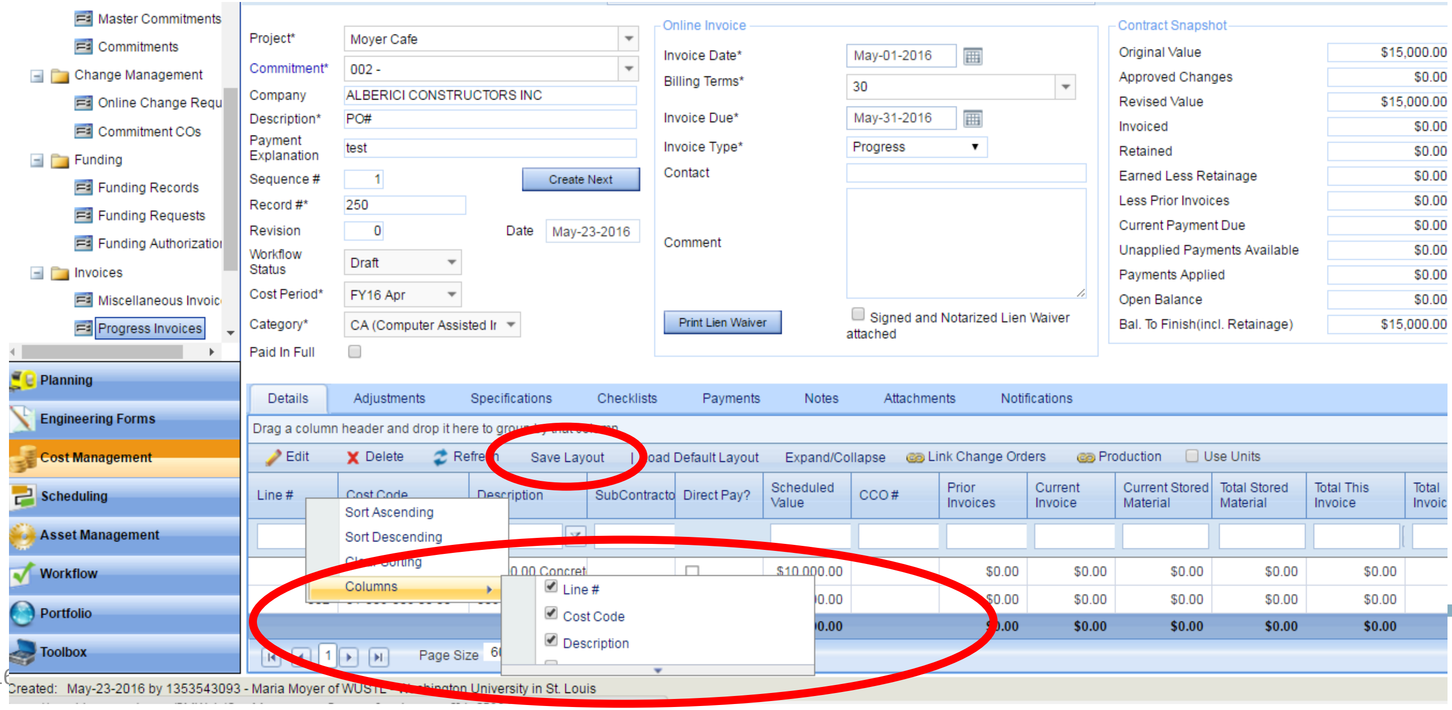
Column Cleanup for Progress Invoices

- The details screen includes 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:



Column Cleanup for Progress Invoices

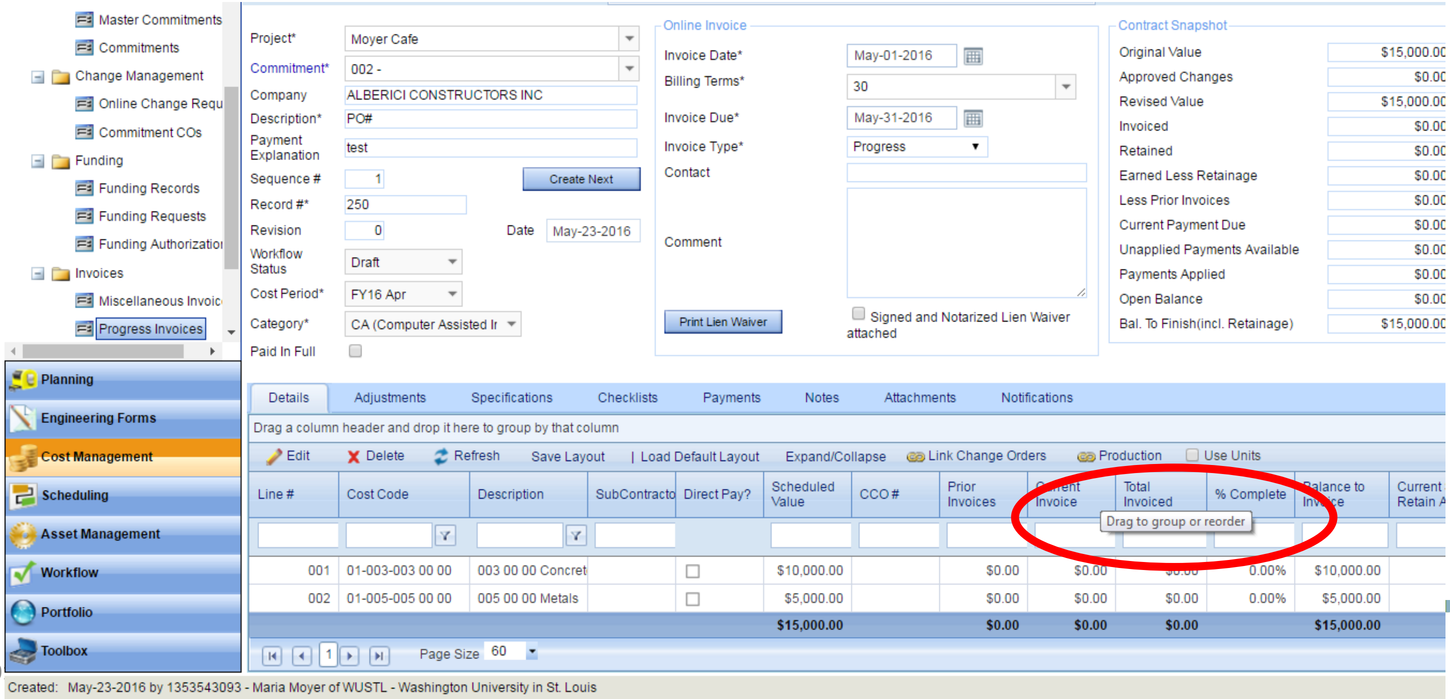
- To hide columns, Right Click on s column, go to the "Columns" value and view all of the columns that are present. Uncheck any column that is not on the list; Save Layout



Washington University in St.Louis
Information Technology

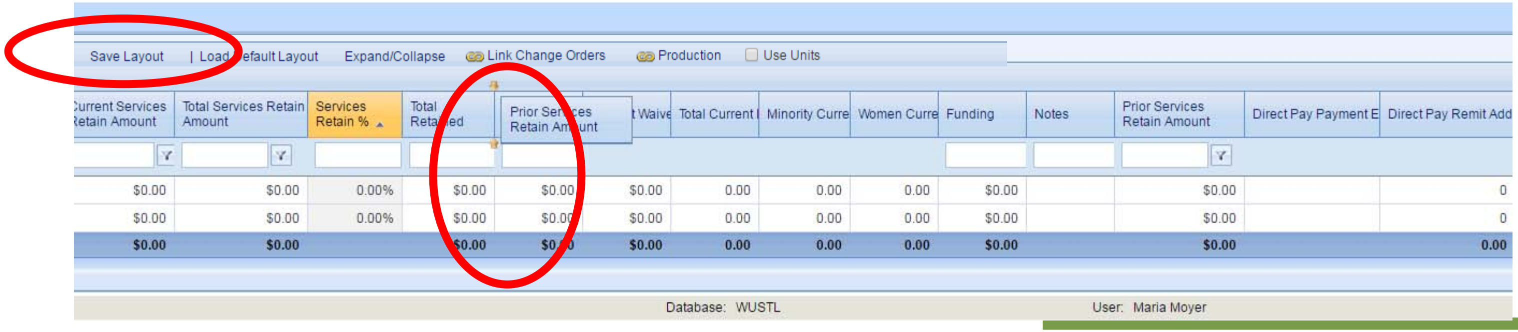
Column Cleanup for Progress Invoices

- To reorder columns, 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."



Column Cleanup for Progress Invoices

- Click and drag the column to the area where you want to drop that column. Two yellow arrows will display to direct you to where to drop the column
- Save Layout



Washington University in St.Louis
INFORMATION TECHNOLOGY

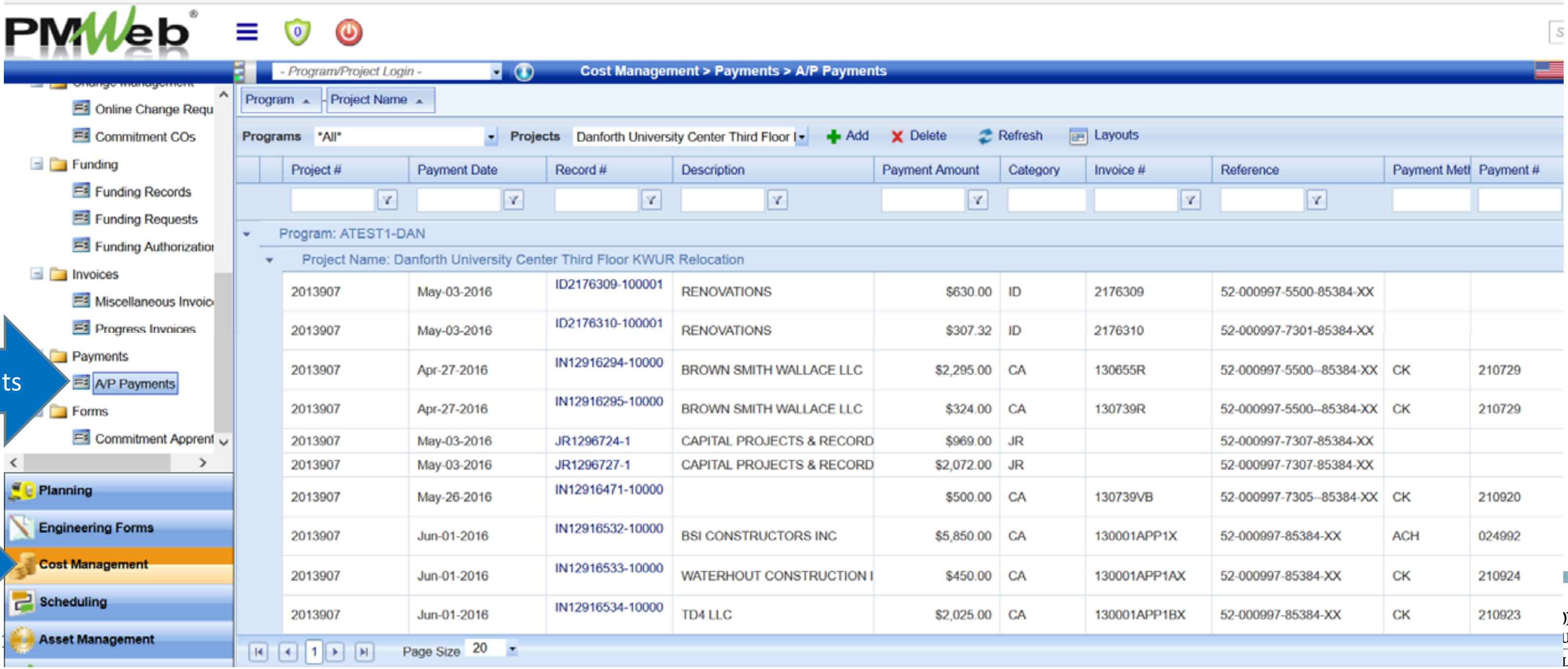
PMWeb® Training

A/P Payments

Washington University in St. Louis
Information Technology

A/P Payments

- Two ways to navigate to A/P Payments module
  - Cost Management > A/P Payments sub-category

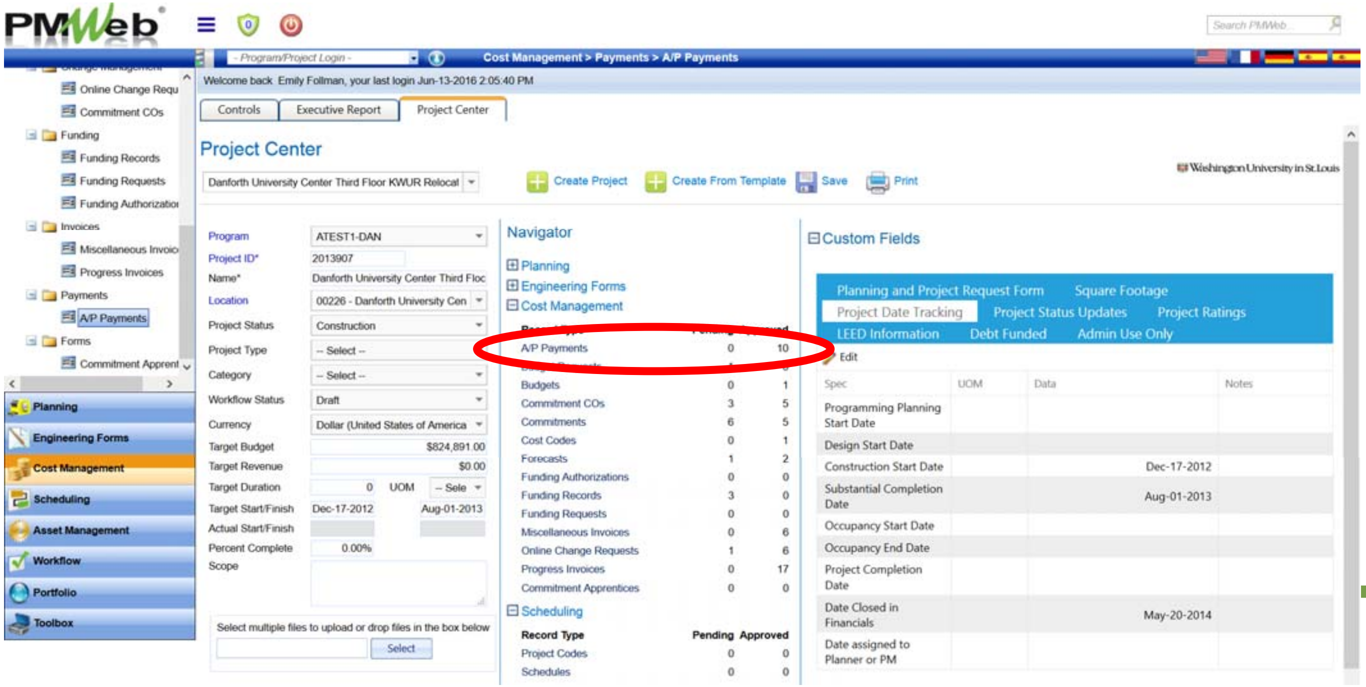


A/P Payments

Cost Management

A/P Payments

- Two ways to navigate to A/P Payments module
  - Project Center > Select A/P Payments hyperlink

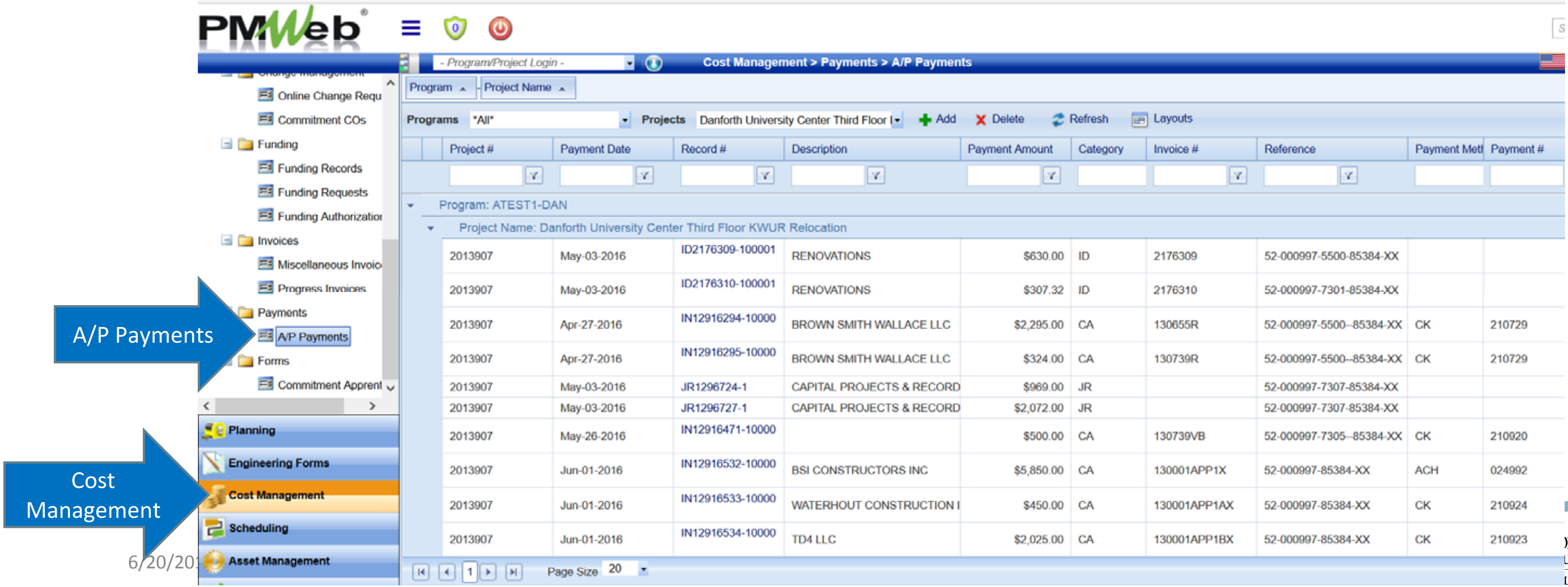


A/P Payments

- Payments that have been made in AIS are brought into PMWeb via an integration program.
- Payments that are associated with an progress or miscellaneous invoice in PMWeb are tied to the invoice record

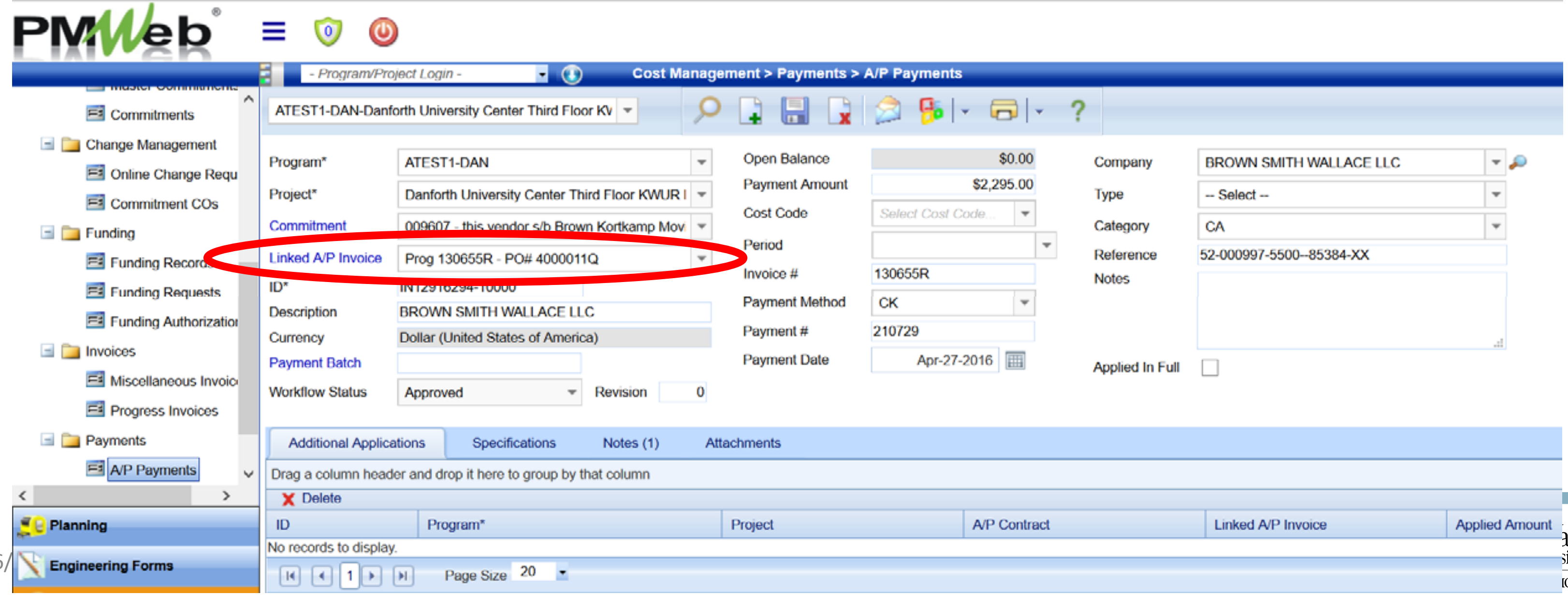
A/P Payments

- To review payment information, select the payment from the A/P Payment board



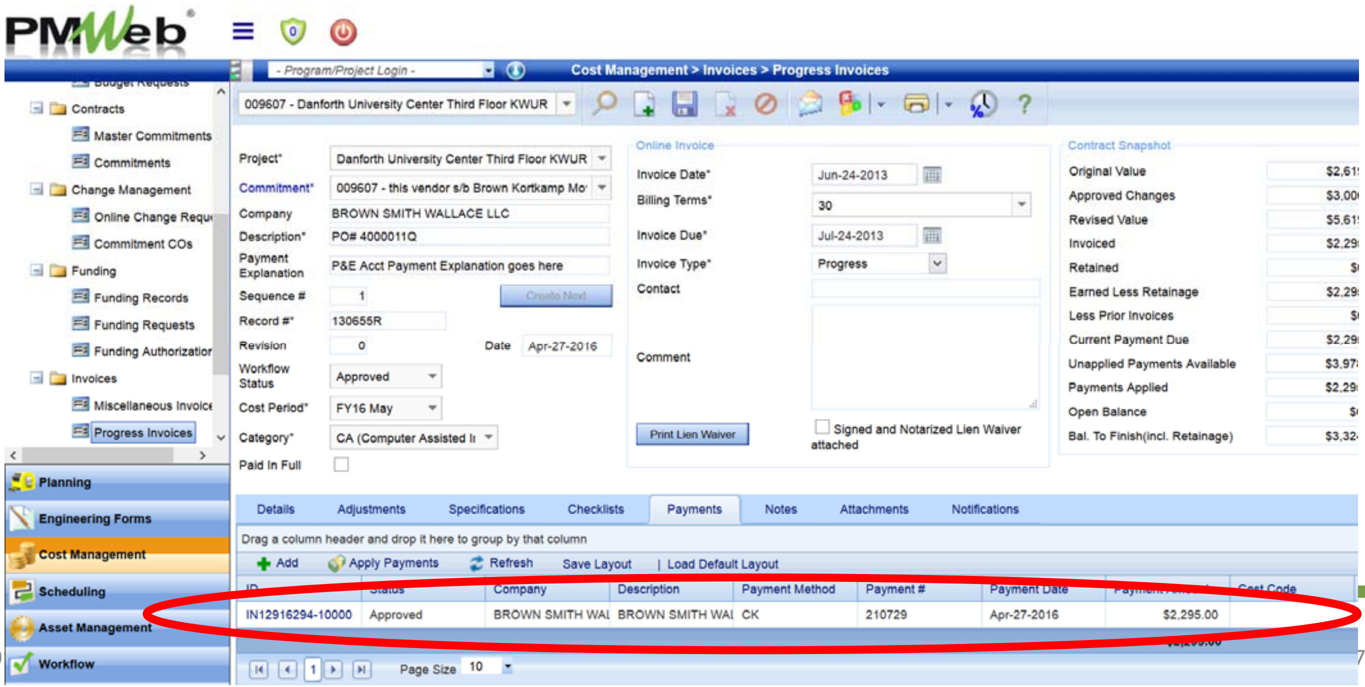
A/P Payments

- A/P Payments associated with an invoice
  - Linked invoice information appears in the payment screen
  - This link will take you directly to the associated invoice



A/P Payments

- From the invoice screen, link to the A/P payment record
  - Payments Tab > Payment ID



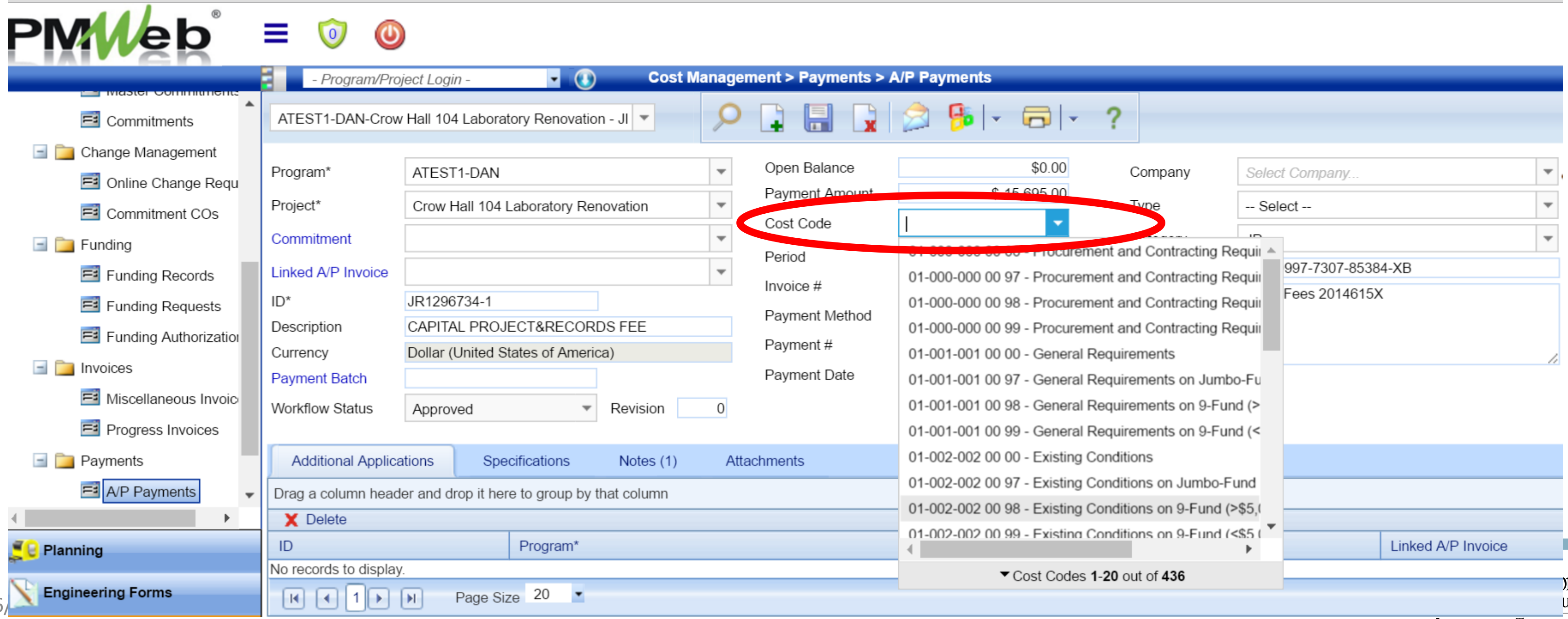
Washington University in St.Louis
INFORMATION TECHNOLOGY

A/P Payments

- Payments that are not associated with an invoice in PMWeb (journals, etc) are not tied to an invoice record and need to be manually tagged with a cost code

A/P Payments

- Tag non-invoice payments with a cost code
  - Select the cost code in the cost code field from the dropdown



PMWeb Training

Project Closeout

Washington University in St. Louis

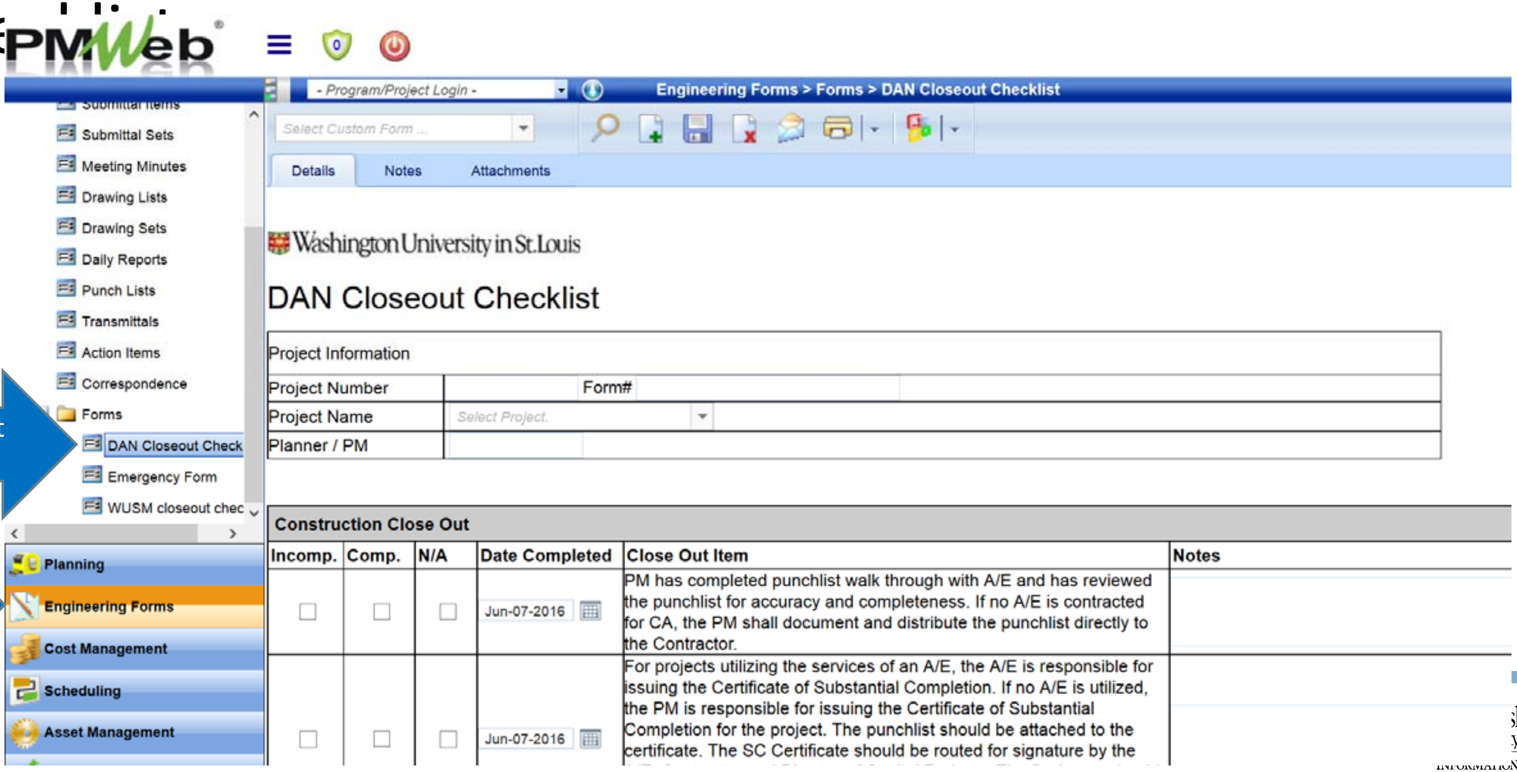
Information Technology

Project Closeout Checklist

- Use the project closeout checklist to manage the project closeout process
- Each campus has a different closeout checklist
  - DAN Closeout Checklist
  - WUSM Closeout Checklist

DAN Project Closeout Checklist

- Navigate to Engineering Forms > DAN Closeout Checklist

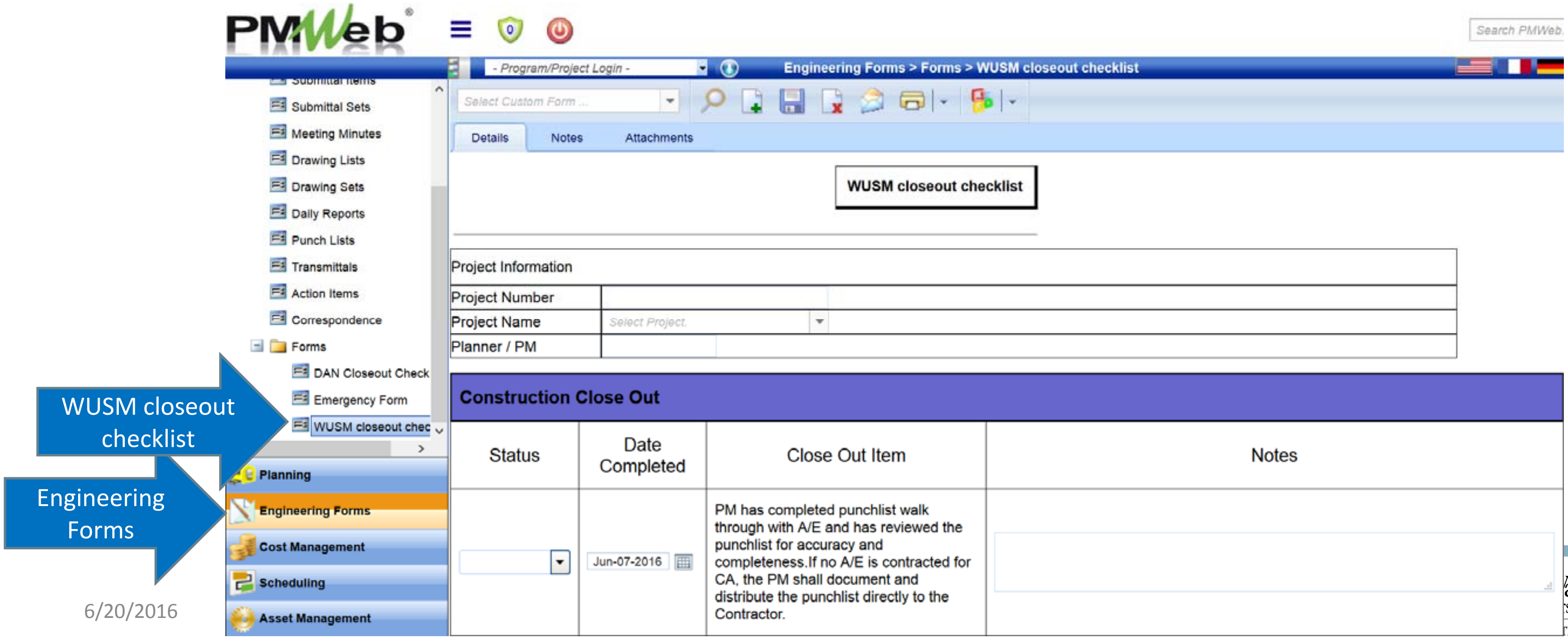


DAN closeout checklist

Engineering Forms

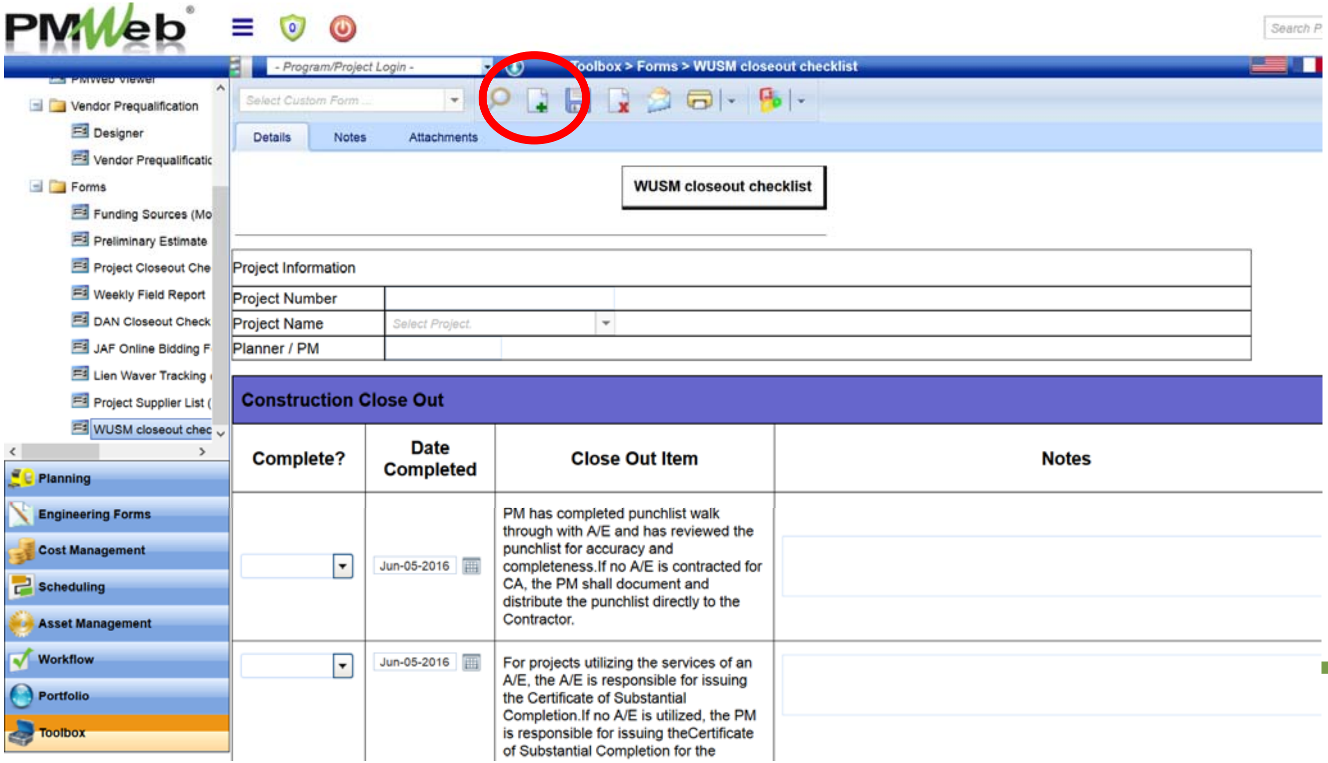
WUSM Project Closeout Checklist

- Navigate to Engineering Forms > WUSM Closeout Checklist



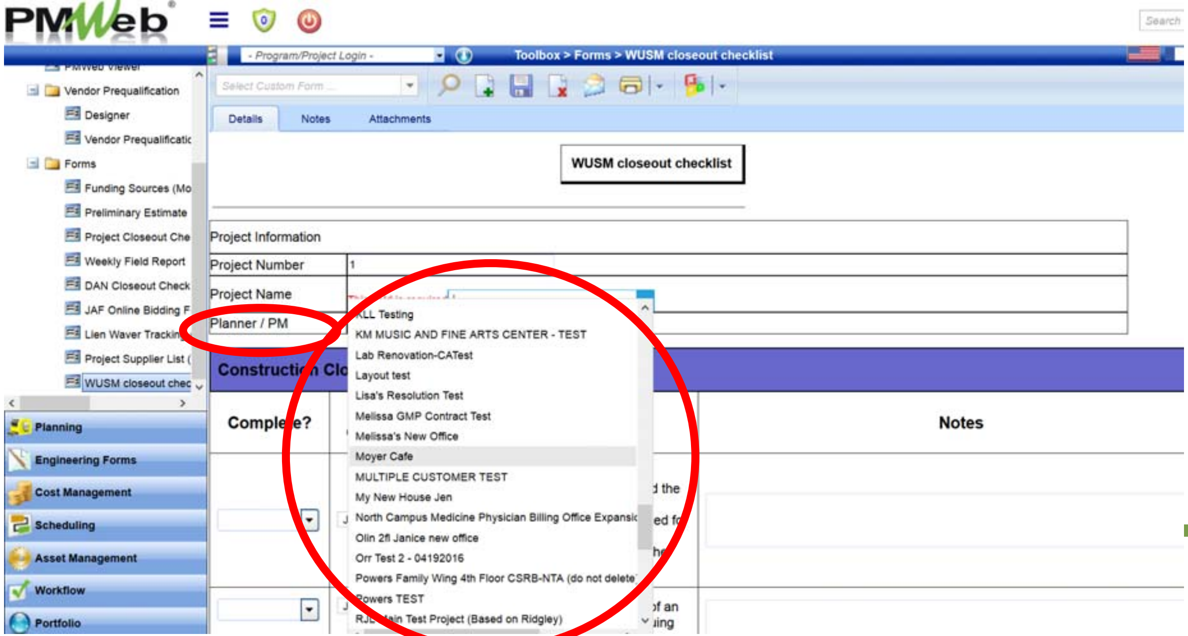
Project Closeout Checklist

- Select the add icon to add a new closeout checklist



Project Closeout Checklist

- Select the project name from the project dropdown
- Enter Planner/Project Manager name



Project Closeout Checklist

- Both WUSM and DAN closeout checklists have multiple sections and items:
  - Construction Closeout
  - Documentation Closeout
  - Financial Closeout
  - WUSM only – WUSM specific closeout items

Project Closeout Checklist

- 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
- Each item has a date field to update the date completed, if applicable

DAN Project Closeout Checklist

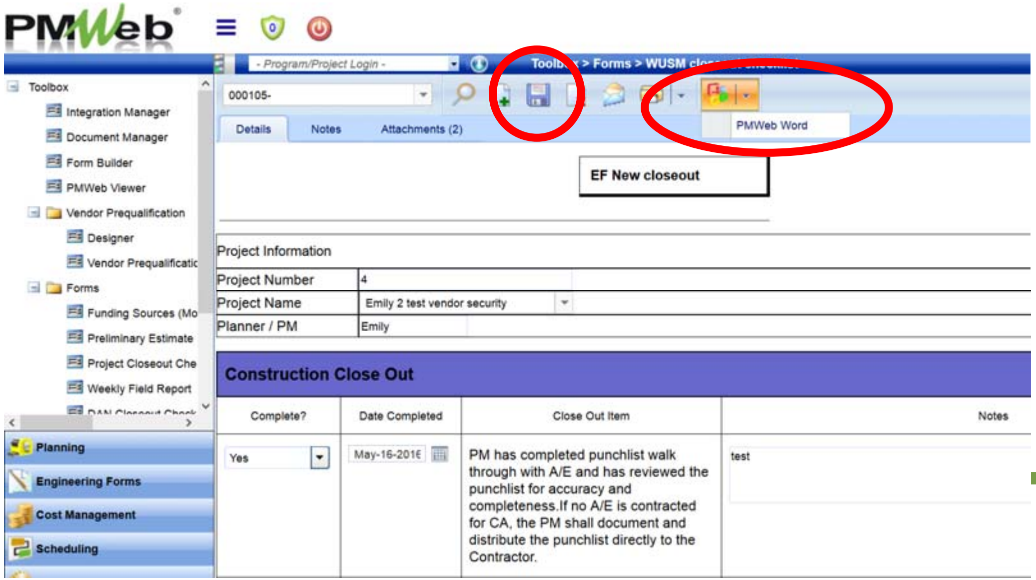
- DAN Closeout Checklist Roles and Responsibilities
- PM
  - Complete the checklist
  - Submit checklist into workflow for approval by appropriate parties.
  - Each predefined role will receive notification to log into PMWeb and approve the closeout checklist

WUSM Project Closeout Checklist

- WUSM Closeout Checklist Roles and Responsibilities
  - Records Coordinator
    - Create closeout checklist in PMWeb upon receipt of substantial completion certificate from the PM
    - Notify PM that the form has been created
    - Update status of any items they assisted with
  - PM
    - Update any remaining closeout item fields and dates for time sensitive or critical activities.
    - If PM requires a hard copy, print the checklist using PM Web Word (instructions following this slide)
    - Once complete, submit the closeout checklist into workflow.

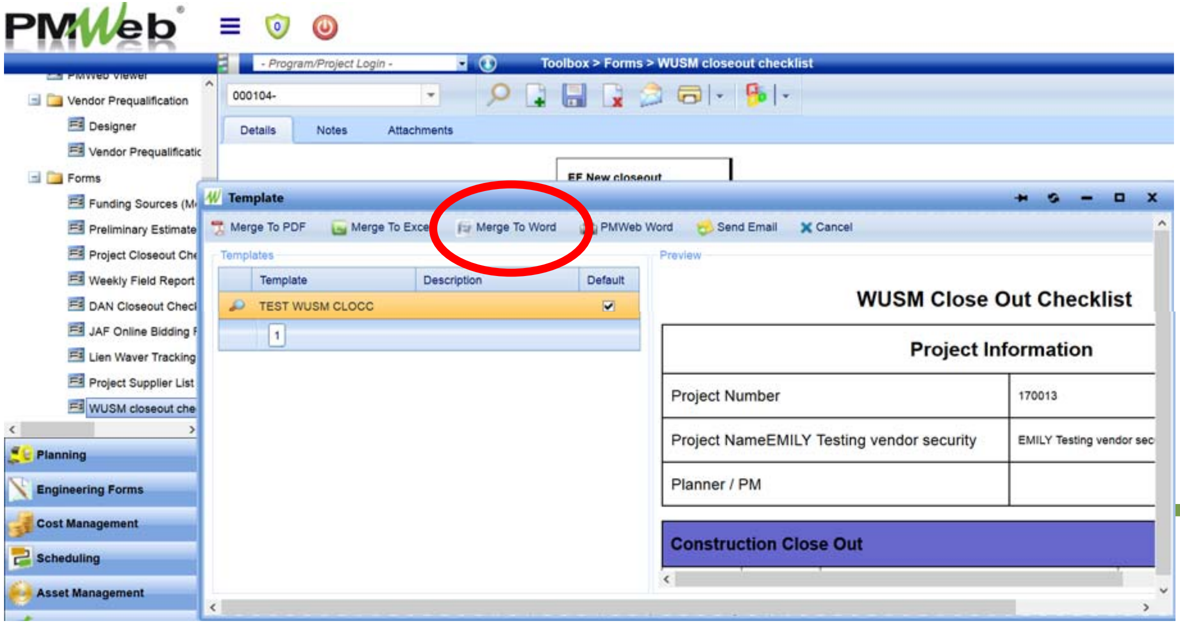
WUSM Project Closeout Checklist

- Print WUSM Closeout Checklist
  - Save closeout checklist for current project
  - Select PMWeb word icon > PMWeb Word



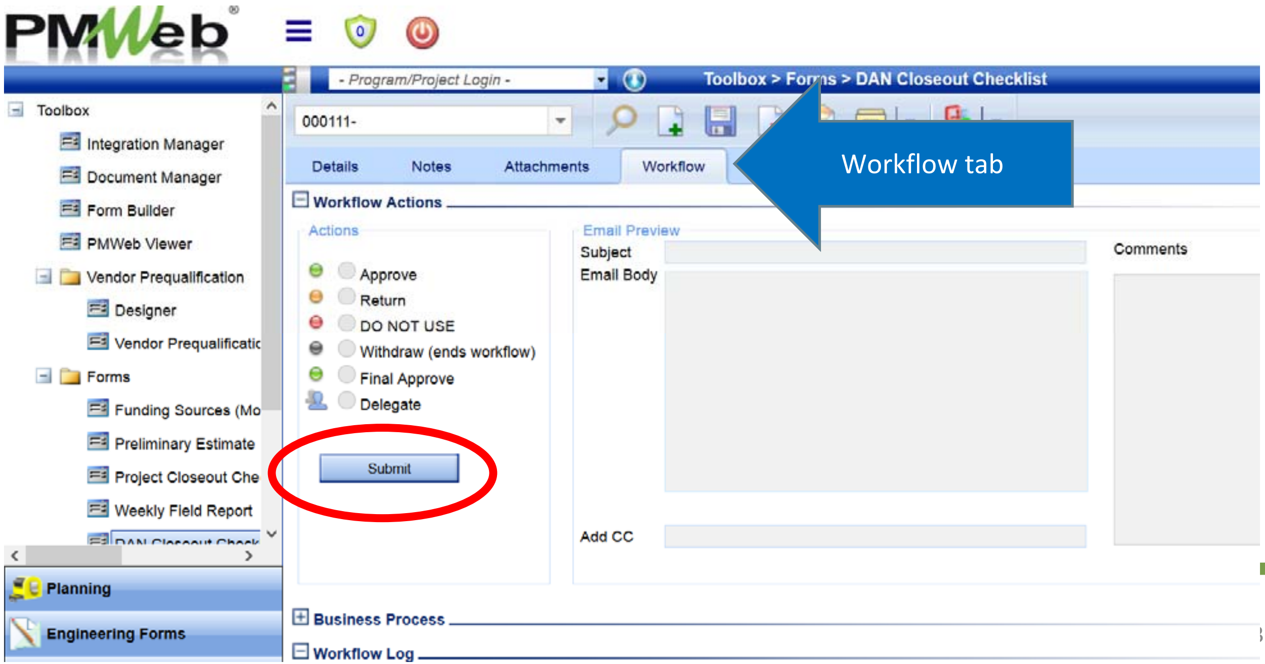
WUSM Project Closeout Checklist

- Print WUSM Closeout Checklist
  - The report viewer window will open
  - Select application to open and save/print document



Submit Closeout Checklist into Workflow

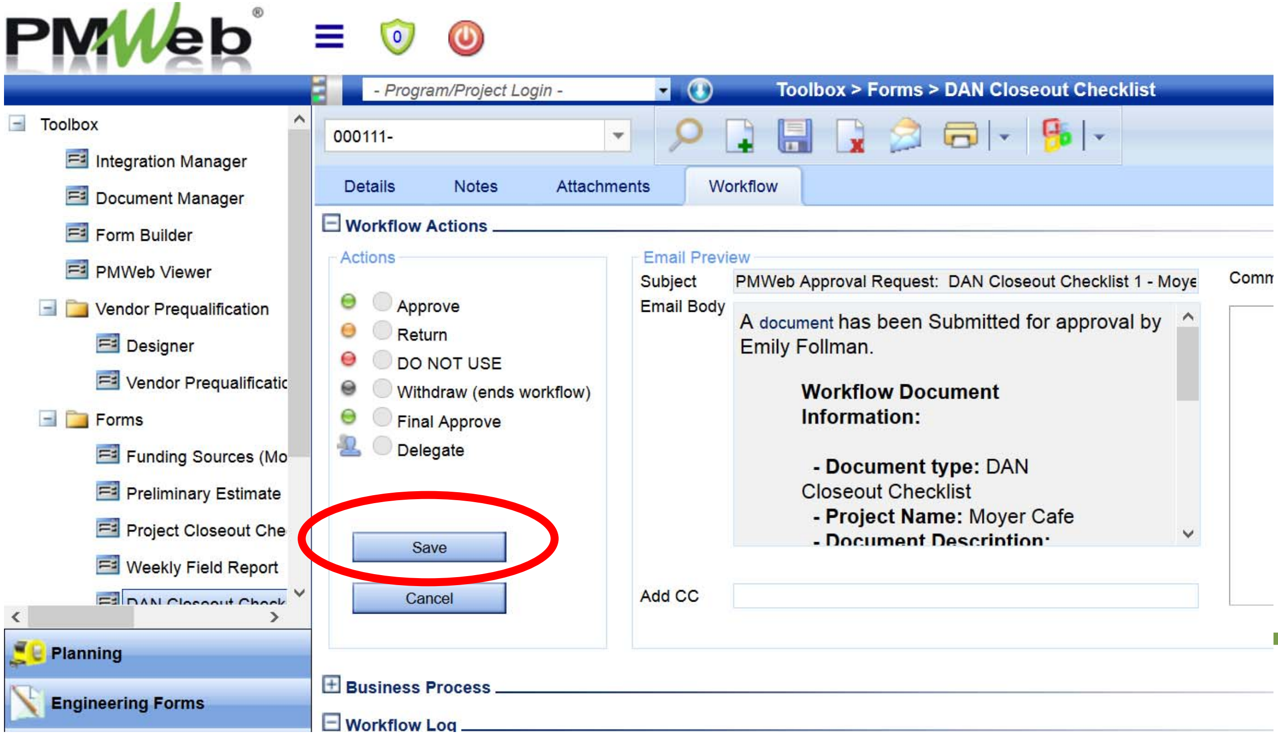
- Select the "Workflow" tab
- Select Submit



Washington University in St. Louis
INFORMATION TECHNOLOGY

Submit Closeout Checklist into Workflow

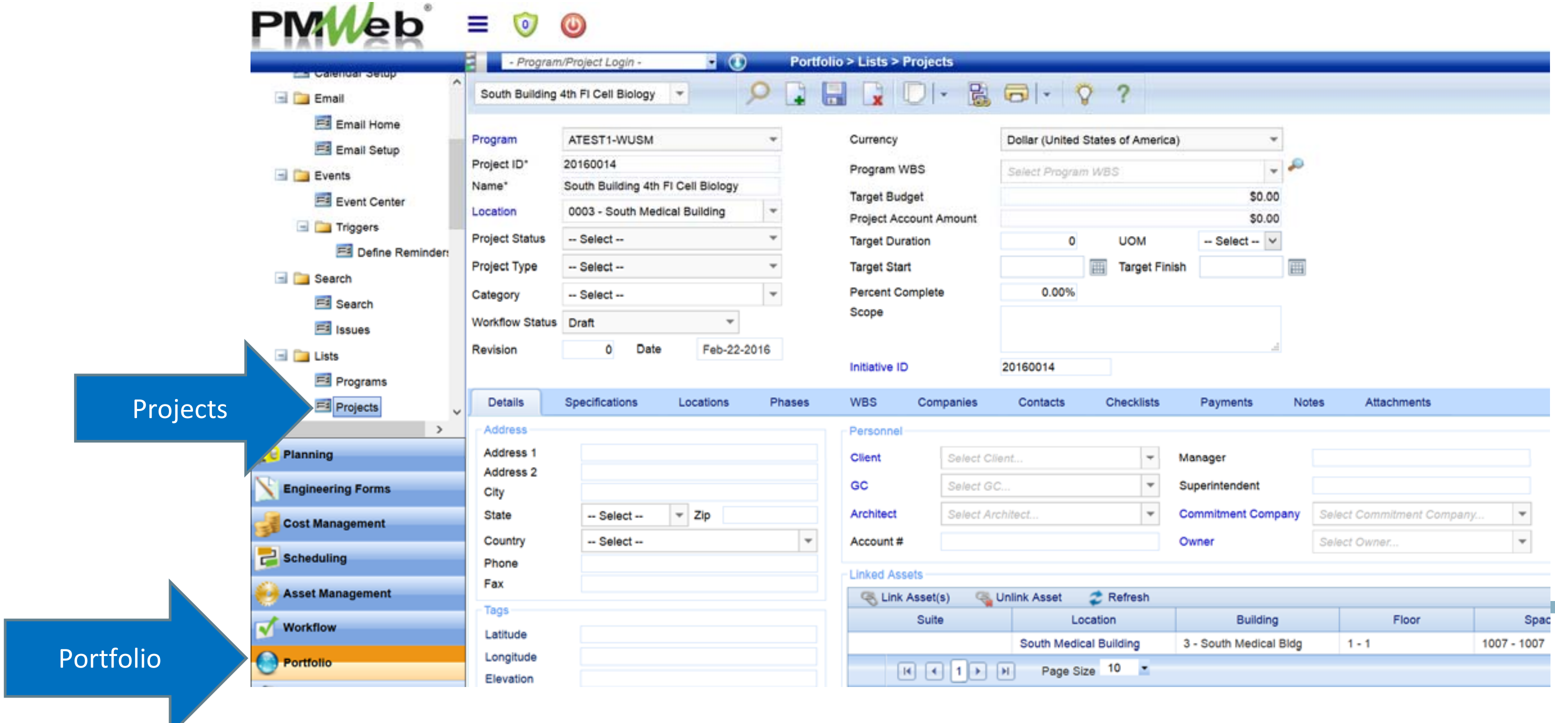
- Select Save
  - You will receive notification re: the status of the workflow



Washington University in St. Louis
INFORMATION TECHNOLOGY

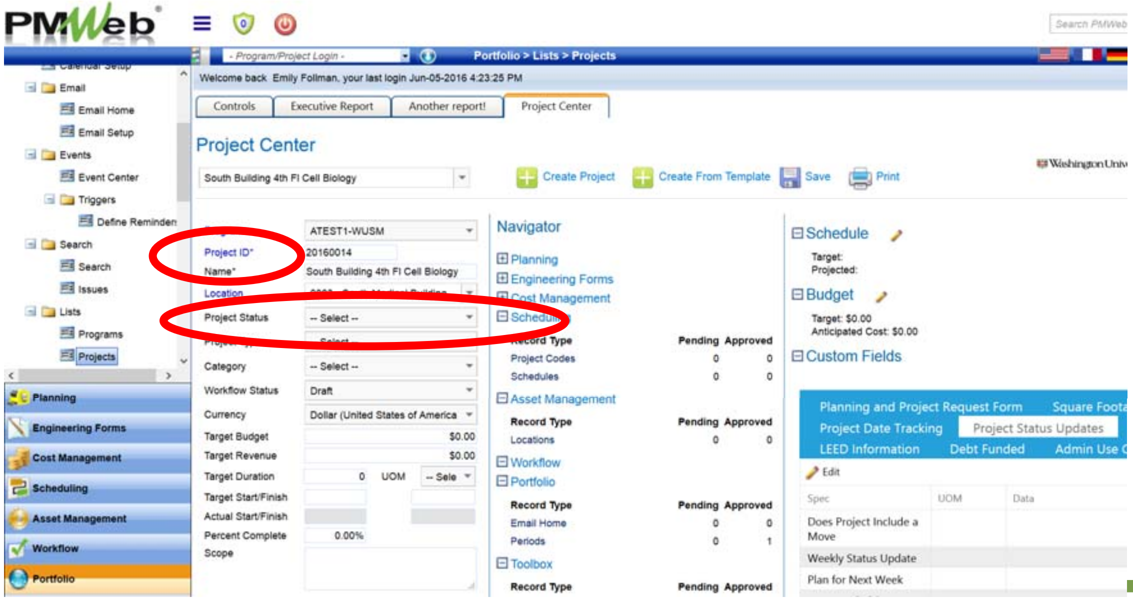
Project Closeout Status

- Two ways to navigate to Projects module
  - Portfolio > Project Records sub-category



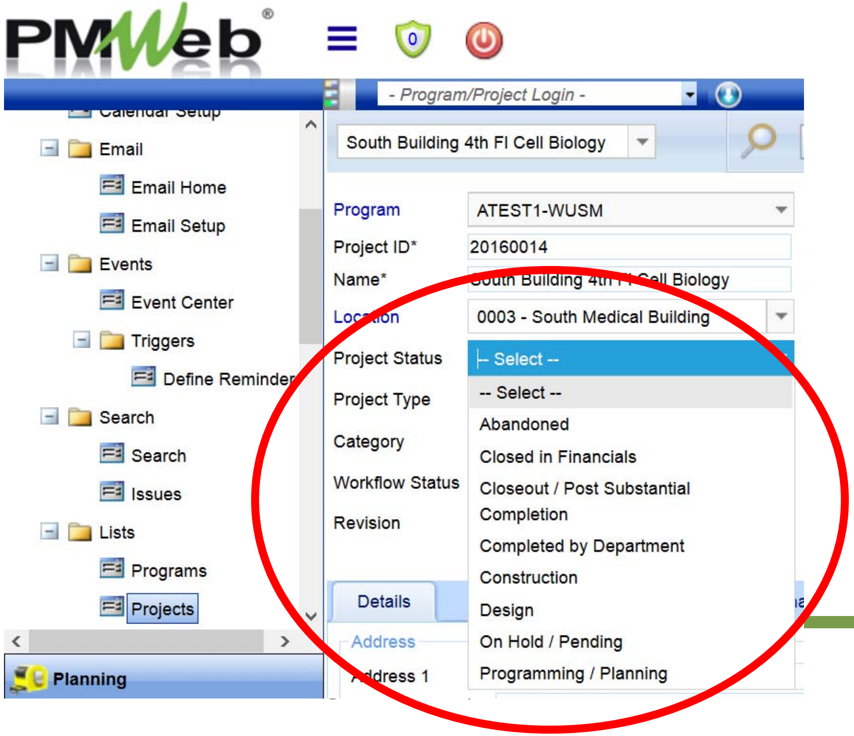
Project Closeout Status

- Two ways to navigate to Projects module
  - Project Center > Select Project ID hyperlink



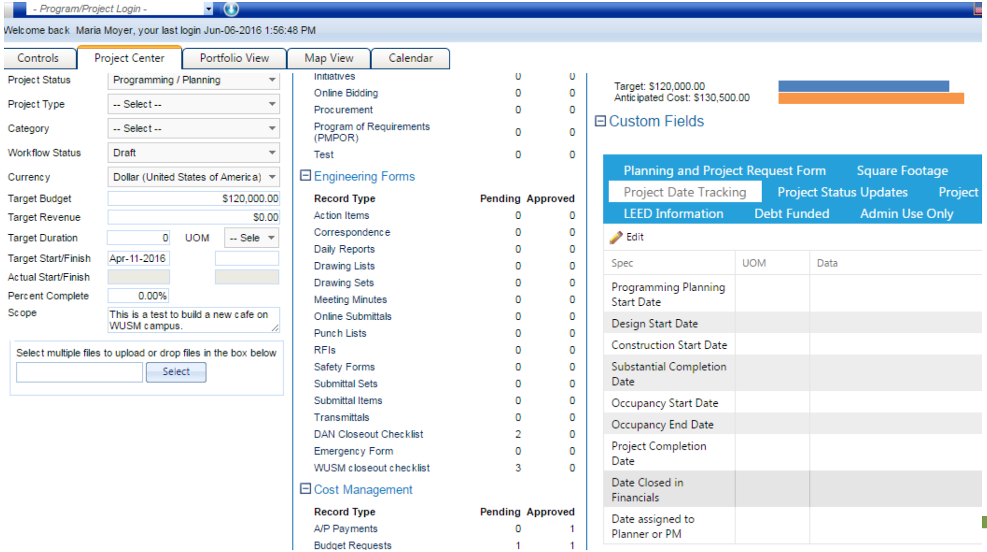
Project Closeout Status

- Note the choices for project status; update status on the project record



Project Closeout Status

- Note the dates for project date tracking; update status on the “Project Date Tracking” tab on the project record



Washington University in St. Louis
Information Technology

Project Closeout Status

- Danforth Roles / Responsibilities
  - PM
    - Upon achieving substantial completion, PM to change the Project Status to “Closeout / Post Substantial Completion”
    - Update date in “Project Date Tracking” tab
  - Accounting
    - When final accounting approval is complete, accountant role to change the Project Status to “Closed in Financials”
    - Update date in “Project Date Tracking” tab

Project Closeout Status

- WUSM Roles and Responsibilities
  - PM
    - Notify Records Coordinator of project closeout status
    - Update date in “Project Date Tracking” tab
  - Records Coordinator
    - Change project status to Closeout/Post Substantial Completion upon receipt of the substantial completion certificate
    - Update date in “Project Date Tracking” tab
    - Note: if this is Phase 1 of a multiphase project that has remaining phases to be completed, Records Coordinator will not select as noted above