



Textura™

United States

Special Topics

Specified Billing

Textura User Manual 2009

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Specified Billing

Overview

Specified Billing allows the Contracting Organization to closely manage the invoicing process by entering the Subcontractor invoice and submitting it to them for signature approval. This feature may be turned on or off at any time during the project. When the option is selected at the project level the default for all new contracts is set to Specified Billing; however, the selection may be reset in Contract Maintenance prior to assigning the contract or at any point after the contract is assigned. Contracts set – or not set – to Specified Billing by project default can always be reset at the contract level.

Conditions for Specified Billing:

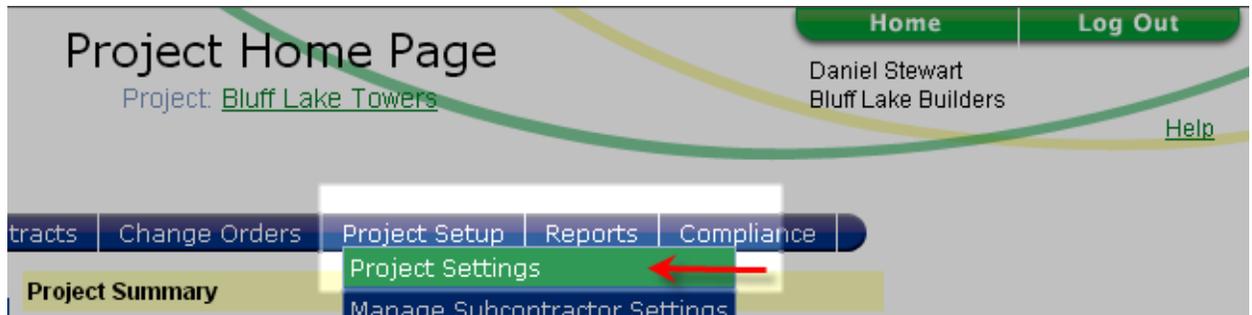
- ❖ The **Use Specified Billing** checkbox is selected on the Contract Maintenance (Settings) screen for the subcontract being invoiced.
- ❖ The Schedule of Values for the selected subcontract is in balance.
- ❖ The Specified Billing invoice documents are approved (signed) by the Subcontractor.

System Settings

Project Setting

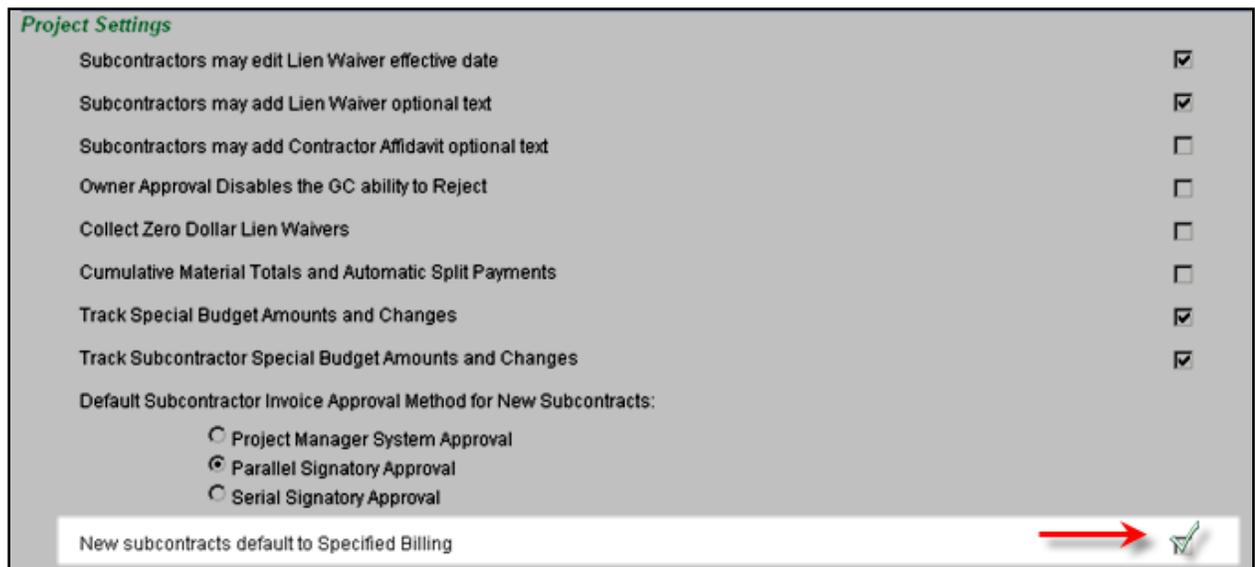
Set project default for subcontracts to Specified Billing

1. From the **Project Home Page**, select **Project Settings** under **Project Setup**.



The **Project Settings** page is displayed.

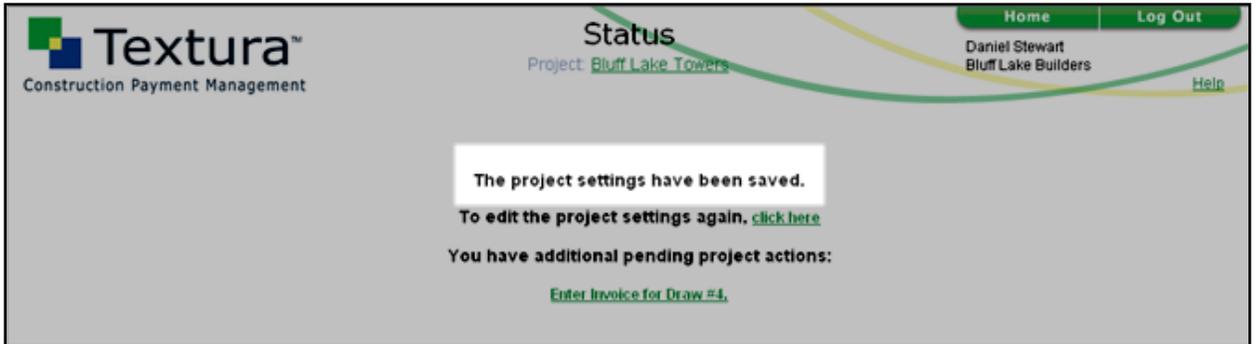
2. Place a checkmark in the box to the right of **New subcontracts default to Specified Billing**.



3. Click **Save Settings**.



A **Status** page is displayed confirming the settings are saved.



Contract Setting

Reset an existing subcontract

1. From the **Project Home Page**, select **Subcontract List** under **SoV/Subcontracts**.

The **Subcontract Listing** page is displayed.

2. Click the **Contract Number** of the subcontract to be set for Specified Billing.

Contract Number	Contract Date	Phase Code	Description	Vendor ID	Organization	Contract Currency	Subcontract Amount	Paid To Date	Retention %	Retention Held	Balance Due
123	09-Jun-2008	View	01 Concrete		ABC Concrete		10,000,000.00	1,080,000.00	12.00	120,000.00	8,920,000.00
234	09-Jun-2008	View	02 Plumbing		Burlington Plumbing		5,000,000.00	3,892,500.00	86.50	432,500.00	1,107,500.00
345	10-Jun-2008	View	03 Electrical		Fourth Lake Electricians		30,000,000.00	14,319,000.00	53.03	1,591,000.00	15,681,000.00
567	23-Jun-2008	View	Roofing		Urbana Roofing	USD	10,000,000.00	2,134,075.39	23.71	237,119.51	7,865,924.61
687	31-Jul-2008	View	Finishing		Final Touch Finishings	USD	2,500,000.00	0.00	0.00	0.00	2,500,000.00
999	18-Aug-2008	View	Surfaces		Harvard Surfaces	USD	110,000.00	0.00	0.00	0.00	110,000.00
224	18-Aug-2008	View	14 Network Infrastructure		T & C Requirements,	USD	75,000.00	13,500.00	20.00	1,500.00	61,500.00

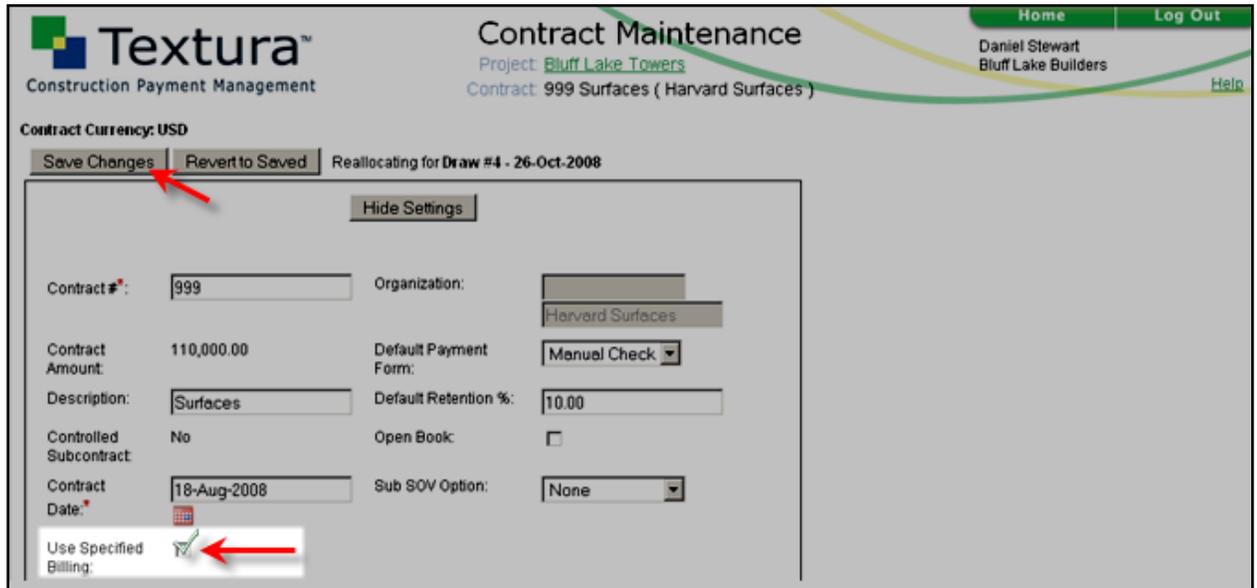
The **Contract Maintenance** page is displayed.

3. Click **Edit Settings** in the upper left corner of the page under **Save Changes** and **Revert to Saved**.

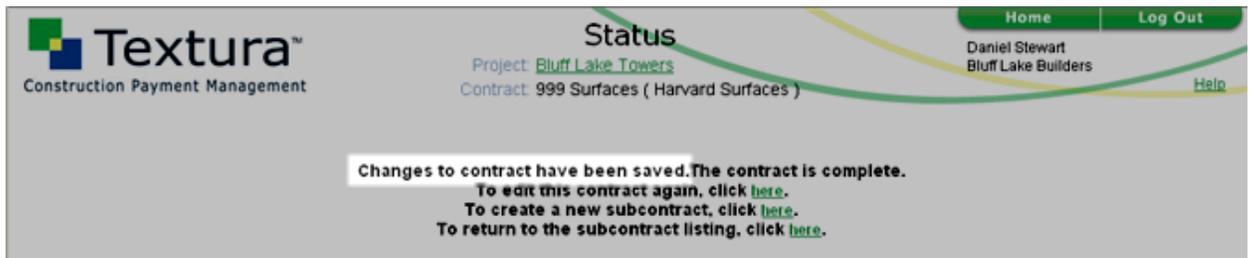


The **Contract Maintenance (Settings)** page for the selected user is displayed.

4. Place a checkmark in the box beside **Use Specified Billing**.
5. Click **Save Changes**.



A **Status** page confirms the changes to the subcontract.



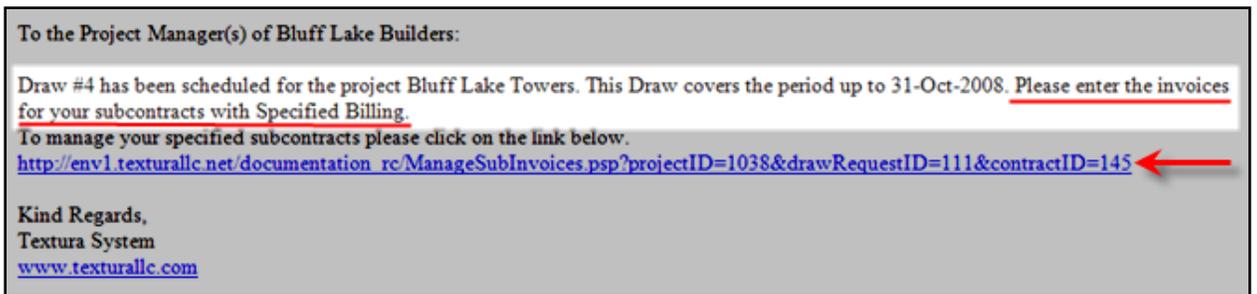
Set new subcontracts to Specified Billing

Refer to **Module 4 – Contract Administration: Create Subcontracts Manually: From Create Subcontract page: Assign the contract** or click here to view this topic.

Manage Subcontractor Invoicing

When a draw is initiated that includes one or more contracts set to Specified Billing, the Project Manager receives an **email notification** and a **Manage Sub Invoicing** action on the **Project** and **Draw Home Pages**.

Email Notification:

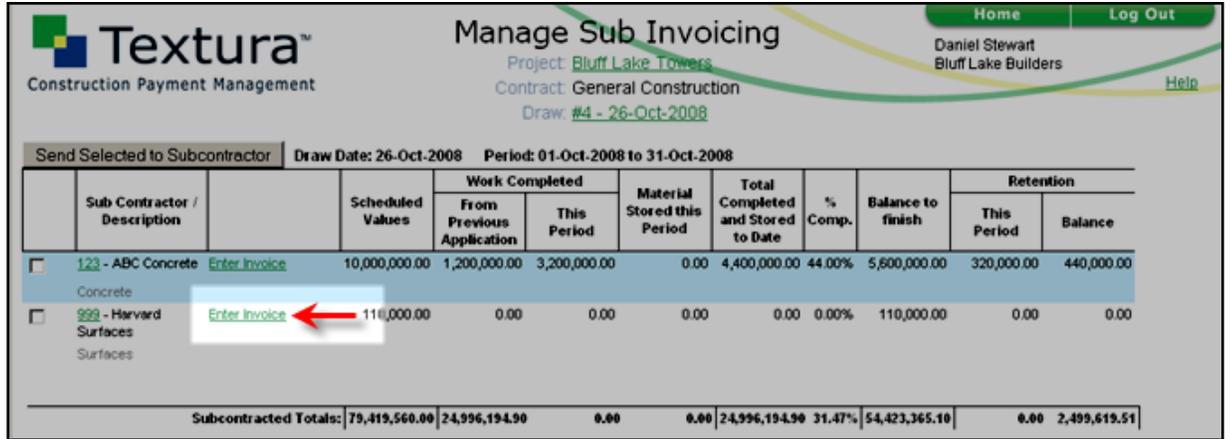


Manage Sub Invoice link:



When the email link or action is selected, the system displays the **Manage Sub Invoicing** page.

1. Click **Enter Invoice**.



	Sub Contractor / Description	Scheduled Values	Work Completed		Material Stored this Period	Total Completed and Stored to Date	% Comp.	Balance to finish	Retention	
			From Previous Application	This Period					This Period	Balance
<input type="checkbox"/>	123 - ABC Concrete Concrete	10,000,000.00	1,200,000.00	3,200,000.00	0.00	4,400,000.00	44.00%	5,600,000.00	320,000.00	440,000.00
<input type="checkbox"/>	999 - Harvard Surfaces Surfaces	110,000.00	0.00	0.00	0.00	0.00	0.00%	110,000.00	0.00	0.00
Subcontracted Totals:		79,419,560.00	24,996,194.90	0.00	0.00	24,996,194.90	31.47%	54,423,365.10	0.00	2,499,619.51



The Enter Invoice action is available only when the Subcontractor's Schedule of Values is in balance. Contracting Organizations can manage a Subcontractor's Schedule of Values and keep it in balance using Specified SoV. Click here to view this topic.

The following actions are available on the **Enter Invoice** page:

- **Save Draft** – save the billing amounts entered; invoice to be completed/sent at a later time
 - **Save & Send to Sub** – entry is complete; save and send invoice to Subcontractor for approval
 - **Revert to Saved** – repopulate the invoice with the last saved version; discard changes
 - **No Invoice This Draw** – no billing for this period; no work has been completed
2. Select **No Invoice This Draw**, if appropriate, and **skip step 3**.
 3. Enter billing amounts for the subcontract in the appropriate fields.
 - Click **Save Draft** to complete the billing later. **Skip Step 5**.
 - Click **Save & Send to Sub** to send the invoice to the Subcontractor for review and signing.

Textura™
Construction Payment Management

Enter Invoice
Project: [Bluff Lake Towers](#)
Contract: 999 Surfaces (Harvard Surfaces)
Draw: #4 - 26-Oct-2008

Home | Log Out
Daniel Stewart
Bluff Lake Builders

Contract Currency: USD. This draw allows for previously held retention billing.

Save Draft | Save & Send to Sub | Revert to Saved | No Invoice This Draw

Hide/Show Columns	% Comp	Scheduled Value	Work Completed			Total Completed And Stored To Date	Balance To Finish	Retention			
			Previous Amt	This Period Amt	Subtotal Stored This Period			This Period Amt Held	%	Prev Held	Request Previously Held
001 - floors											
Total	0.00	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00	10.00	0.00	0.00
Harvard Surfaces	0.00	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00	10.00	0.00	0.00
001a - underlayment											
Total	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00	10.00	0.00	0.00
Harvard Surfaces	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00	10.00	0.00	0.00
002 - tile											
Total	0.00	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00	10.00	0.00	0.00
Harvard Surfaces	0.00	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00	10.00	0.00	0.00
003 - counters											
Total	0.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00	10.00	0.00	0.00

For a more detailed description of Subcontractor invoice entry, refer to **Module 6 – Pay Application Process: Subcontractor Invoicing: Enter Invoice** or click here to view this topic.

A **Status** page is displayed confirming the entry and advising that the invoice has been sent to the Subcontractor, if appropriate.

Textura™
Construction Payment Management

Status
Project: [Bluff Lake Towers](#)
Contract: 999 Surfaces (Harvard Surfaces)
Draw: #4 - 26-Oct-2008

Home | Log Out
Daniel Stewart
Bluff Lake Builders

Thank you for providing your invoice details for this contract.
The invoice has been sent to the subcontractor.

[Return](#) to managing sub invoices.

Subcontractor Actions

A system email is sent to inform the Subcontractor of the change whenever the Contracting Organization resets a subcontract **to** Specified Billing or releases the subcontract **from** Specified Billing.

Note: This is an automatically generated message from the Textura System.

To the Project Manager(s) of Harvard Surfaces:

Bluff Lake Builders has selected to retain control of invoicing for the project Bluff Lake Towers and specified billing has been turned on.

Kind Regards,
Textura System
www.texturalc.com

- ❏ A subcontract set to Specified Billing at the time it is assigned does not generate a notification to the Subcontractor.

In addition, the Subcontractor receives an email notification when a draw is initiated for which the Contracting Organization will prepare their invoice.

Note: This is an automatically generated message from the Textura System.

To the Project Manager(s) of Harvard Surfaces:

Draw #4 has been scheduled for the project Bluff Lake Towers. This Draw covers the period up to 31-Oct-2008. Bluff Lake Builders will specify the invoice for your organization for this draw. You will be notified when the invoice is available for you to view and sign.

To view the draw details please click on the link below.
http://env1.texturalc.net/documentation_rc/DrawHomePage.psp?projectID=1038&drawRequestID=111&contractID=168

Kind Regards,
Textura System
www.texturalc.com

The Subcontractor also receives email notification when their invoice is ready to be viewed and approved.

Note: This is an automatically generated message from the Textura System.

To the Project Manager(s) of Harvard Surfaces:

Your invoice has been entered by Bluff Lake Builders for Draw #4 for the Project Bluff Lake Towers. It is now available for you to view.

To view the invoice details please click on the link below.
http://env1.texturalc.net/documentation_rc/SendToSigner.psp?jobTokenID=3428

Kind Regards,
Textura System
www.texturalc.com

Approve Invoice

The Subcontractor enters an **Invoice Number** (if not pre-populated) and clicks **Send to Signer**.



Textura™
Construction Payment Management

Send to Signer
Project: [Bluff Lake Towers](#)
Contract: [999 Surfaces](#)
Draw: [#4 - 26-Oct-2008](#)

Home | Log Out
Shannon McNair
Harvard Surfaces
Help

Contract Currency: USD
Draw Date: 26-Oct-2008 Period: 01-Oct-2008 - 31-Oct-2008

Project Summary as of Draw #4

Original Contract Sum	100,000.00
Net change by Change Orders	10,000.00
Contract Sum To Date	110,000.00
Total Completed To Date	5,000.00 4.55%
Retention	500.00 10.00%
Total Earned Less Retention	4,500.00
Previous Payments	0.00
Payment	4,500.00

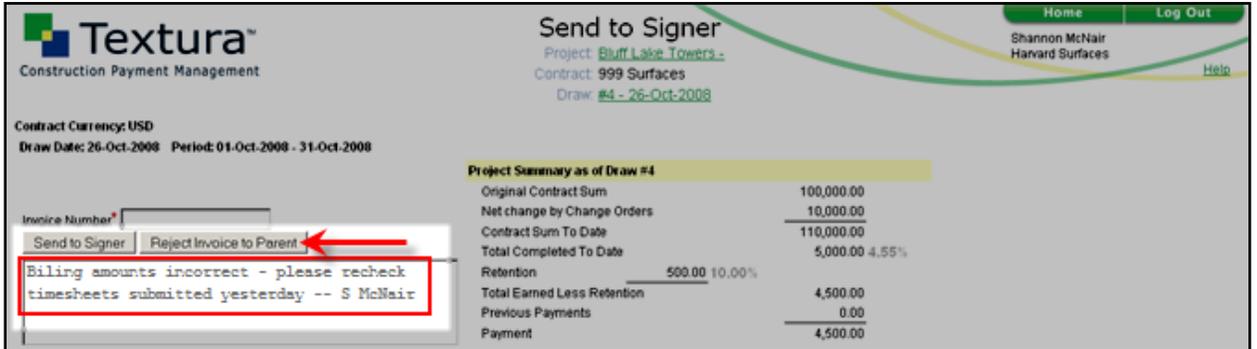
Invoice Number* 

Enter reason if rejecting.

The standard Textura™ document signing procedure is followed. Please refer to **Module 6 - Payment Application Process: Subcontractor Invoicing: Send to Signer** or click here to view this topic.

Reject Invoice

The Subcontractor enters a reason for rejecting and clicks **Reject Invoice to Parent** (the Contracting Organization).



Textura™
Construction Payment Management

Send to Signer
Project: [Bluff Lake Towers -](#)
Contract: [999 Surfaces](#)
Draw: [#4 - 26-Oct-2008](#)

Home | Log Out
Shannon McNair
Harvard Surfaces
Help

Contract Currency: USD
Draw Date: 26-Oct-2008 Period: 01-Oct-2008 - 31-Oct-2008

Invoice Number:

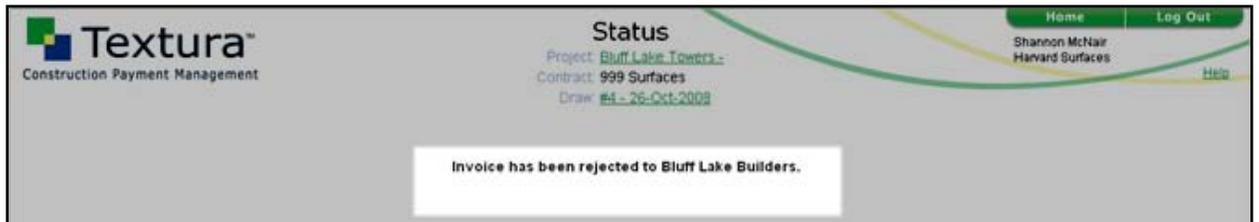
Send to Signer | **Reject Invoice to Parent**

Billing amounts incorrect - please recheck timesheets submitted yesterday -- S McNair

Project Summary as of Draw #4

Original Contract Sum	100,000.00
Net change by Change Orders	10,000.00
Contract Sum To Date	110,000.00
Total Completed To Date	5,000.00 4.55%
Retention	500.00 10.00%
Total Earned Less Retention	4,500.00
Previous Payments	0.00
Payment	4,500.00

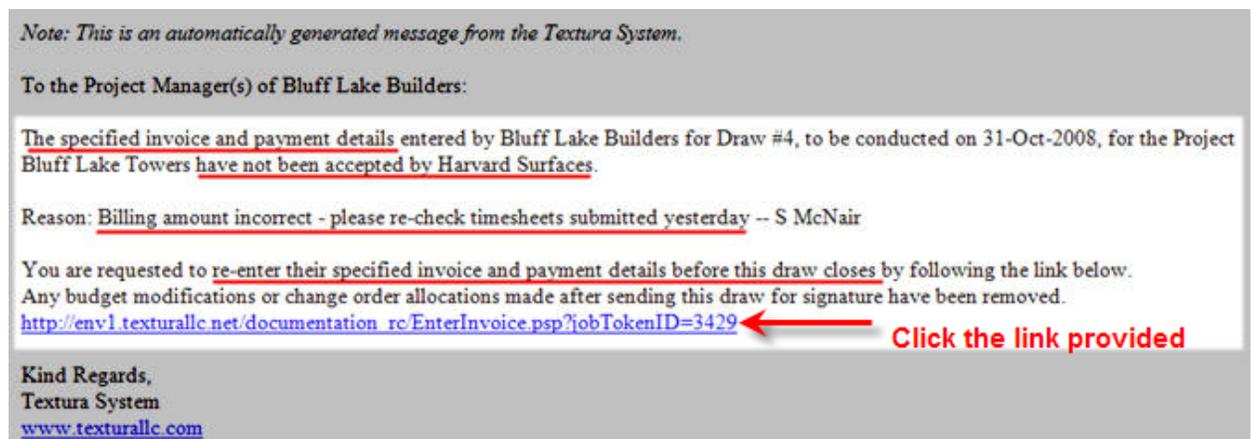
A **Status** page is displayed confirming that the invoice has been rejected.



Once the Subcontractor has rejected the invoice, it is up to the Contracting Organization to respond by making any necessary changes and resubmitting to the Subcontractor for approval.

Contracting Organization Modifies and Resubmits

The Contracting Organization receives an email notification that the Subcontractor has rejected the invoice and the reason for the rejection, if given.



Proceed with invoice updates/changes and resubmit (**Save & Send to Sub**). To view this topic, refer to **Manage Subcontractor Invoicing** or [click here](#).