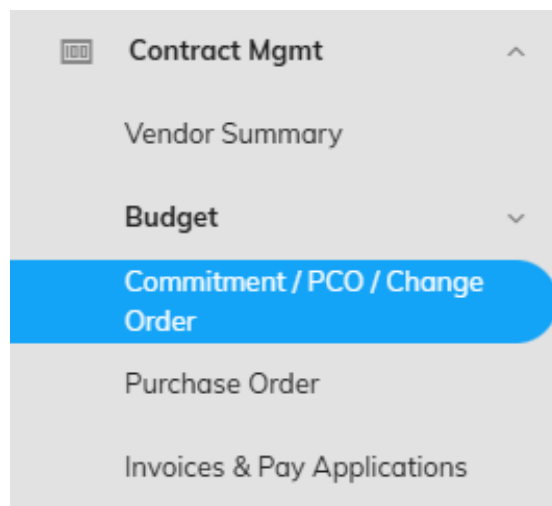


CONTRACTS

Contract Navigation

The page for contracts and change requests can be found within the left-side menu of a given project. Start by opening the section labeled Contract Mgmt. Click on the option for **Contracts/PCO/Change Order** that appears underneath.



Keep in mind that your groups instance of Projectmates may be labeled differently, but all contracts and change requests will be hosted within the Contract Mgmt. section.

The log page will initially display pending or drafted items. Using the filters for the **Type** and **Approval** columns will allow you to view different items (e.g., viewing only contracts or only viewing approved items).

What Is The Contract/PCO/Change Orders Feature?

The Contracts/PCO/CO tool is the primary way to track and manage contracts in a project, as well as any PCOs and change orders created against those contracts. The tool is flexible and can be used to manage GC contracts, AE contracts, and more.

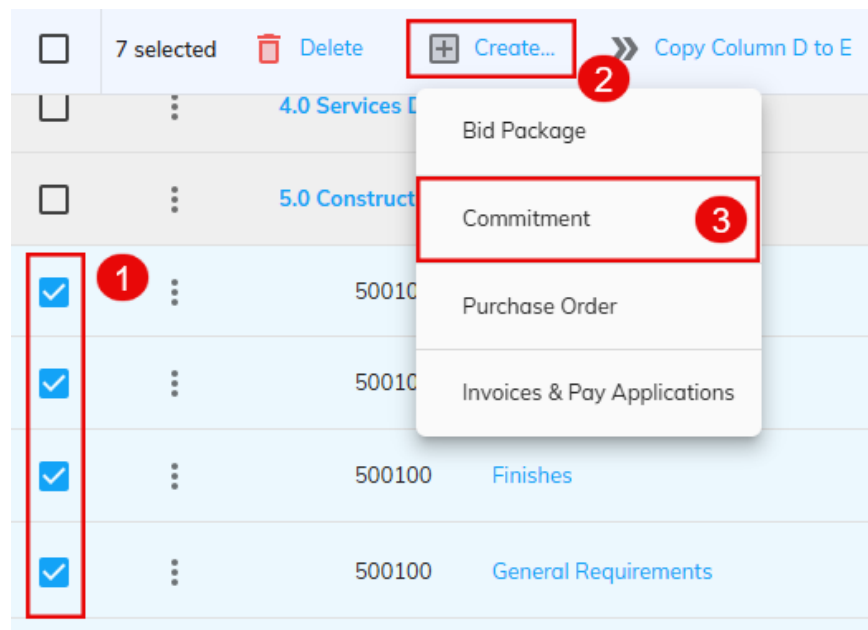
- Manage all subsequent items created against your contracts (PCOs, COs, invoices). Manage contracts with your vendors at the level of detail your organization needs.
- Lock down the schedule of values and control how much can be billed against your contracts.
- Manage all subsequent items created against your contracts (PCOs, COs, invoices).

Creating Contracts

Contracts can be created in three ways: from the project **Budget**, from the **Contract/PCO/Change Order log page**, or from an **awarded bid package**.

Creating A Contract From The Budget

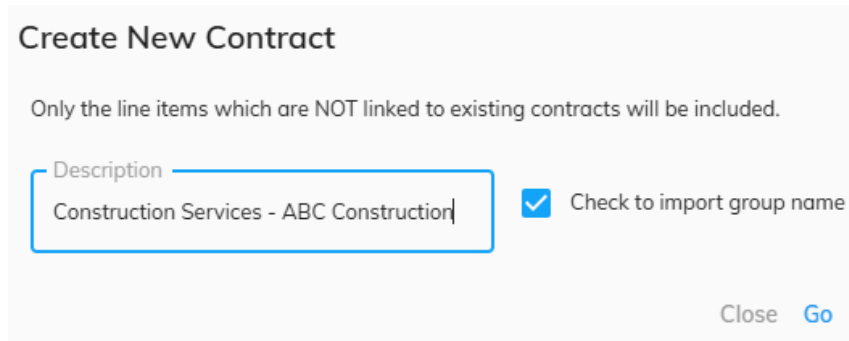
1. From the project **Budget**, check the box next to the line item(s) or sub item(s) that relate to the contract that you are creating.
2. Click on the option **+ Create** that will appear at the top of the budget
3. Choose the option for **Contract**



Note: if the item(s) you selected are already linked to a cost tracking item such as another contract, bid package, or invoice, blue dots will display on the ellipses alongside the item and you will not be able to successfully link another item.

4. Give the Contract a Description (title/name), then click **Go**.

- a. This will take you out of the budget module and into the contract module for additional setup.



Create New Contract

Only the line items which are NOT linked to existing contracts will be included.

Description

☒ Check to import group name

Close Go

You will now begin building out the Contract. Navigate through the **General, Items, Attachments and Approval** tabs using the **Save** or **Save & Next** button to complete the Contract.



← Commitments/COs

#002 Construction Services - AB...

Save Save & Next

General Items Attachments Approval Comments History

5. Under the **General** tab, fill out any information that is missing (required fields are denoted by the red asterisk *). At minimum, you will need to choose which vendor this contract is awarded to, and what the retainage is.
 - a. **Contract Item #:** The contract # field will auto populate based on the order of creation in the project, however this field can be manually adjusted to represent a custom contract number.
 - b. **Line Item Type:** Choose how you would like the SOV to appear on the items tab. Projectmates provides the option for Lump Sum or Unit Price. Users must choose one or the other.
 - c. **Awarded To:** Choose the user or contact to represent the organization that a contract is awarded to.
 - I. Award to a **User** if the vendor has a user account and will bill you directly through Projectmates.
 - II. Award to a **Contact** if the vendor is only listed as a contact, and you plan to enter invoices into Projectmates on their behalf.

- d. **Set Retainage:** Retainage is required and will automatically be withheld during invoicing. If there is no retainage for this contract, enter 0 in both retainage fields.

General

Items

Attachments

Approval

Comments

History

Commitment Item # *

002

1

Description *

Construction Services - ABC Construction

Division *

00000

Line Item Type *

☒ Lump Sum

☐ Unit Price

2

Select or Type Group *

5.0 Construction

Grand Total: \$0.00

Awarded To *

3

☒ Users with rights to this Project

☐ Contact

Type or Select...

Retainage Work Completed % *

Retainage Materials Stored % *

4

Created On Date

6. Fill out any additional fields that need to be tracked on your contract such as scope of work, key dates, or custom accounting fields.

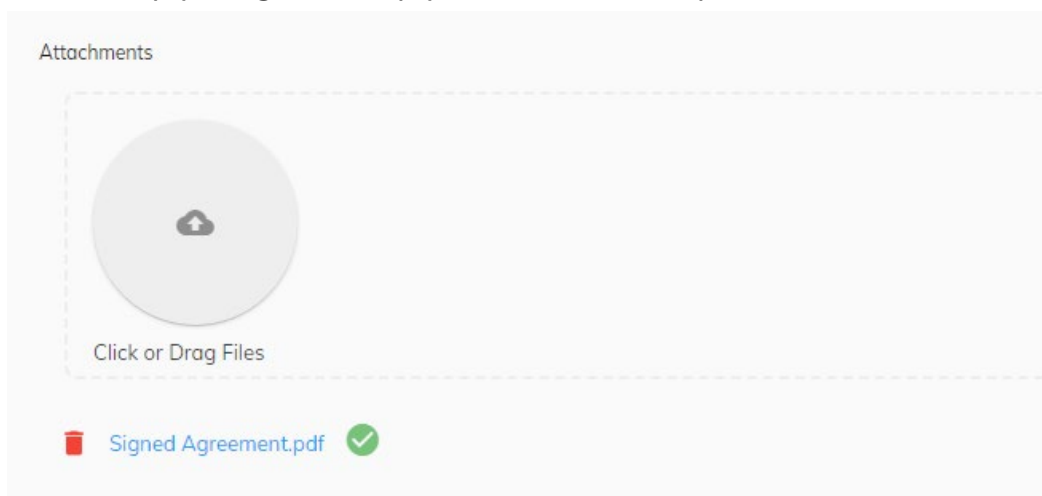
Note: Custom accounting fields filled out at the contract level will track with that contract as change requests and invoices are created against it.

7. Click **Save & Next** to commit changes and move to the Items tab.
8. Under the **Items** tab, you will find the contract line items from the budget. Enter in your contract values by editing the values in left side column.

General							Items	Attachments	Approval	Comments	History
Grand Total: \$0.00											
^	☐		Item # *	Cost Center ↔	WBS/CSI Code *	Description *	Total Amount *				
^	+	✎	5.0 Construction				0.00				
☐	⋮		001		115.2.2	Equipment	0.00				
☐	⋮		002		017.3.2	Asphalt	0.00				
☐	⋮		003		018.1.1	Demolition	0.00				
☐	⋮		004		018.1.2	Grading/Subgrade	0.00				
☐	⋮		005		110	Ceramic Tile	0.00				
☐	⋮		006		111	Finishes	0.00				
☐	⋮		007		115.1.1	Framing & Drywall	0.00				

Note: Values from column I in the budget can also feed into the contract. These values can be edited directly from the items tab and will replace the existing budget values.

9. Click **Save & Next** to move to **Attachments**.
10. In the **Attachments** tab, upload any relevant files/backup documents for this contract.
 - a. **Computer Search:** Click on the upload icon to upload files from your device.
 - b. **Drag and Drop:** If you already have your file(s) available, you can simply drag and drop your files into the space.



- Click **Save** or **Save & Next** to fully commit / upload your file(s). You want to ensure that your files appear below the attachments box which means it is successfully uploaded.

Note: Additional files may be uploaded during and after approval, but files uploaded prior to approval cannot be deleted for record.

- In the **Approval** tab, select the appropriate approval type from the drop-down menu and click **Start Approval**. The approvals available in your project will differ depending on the organization that you're working with plus the users and roles in that specific project.

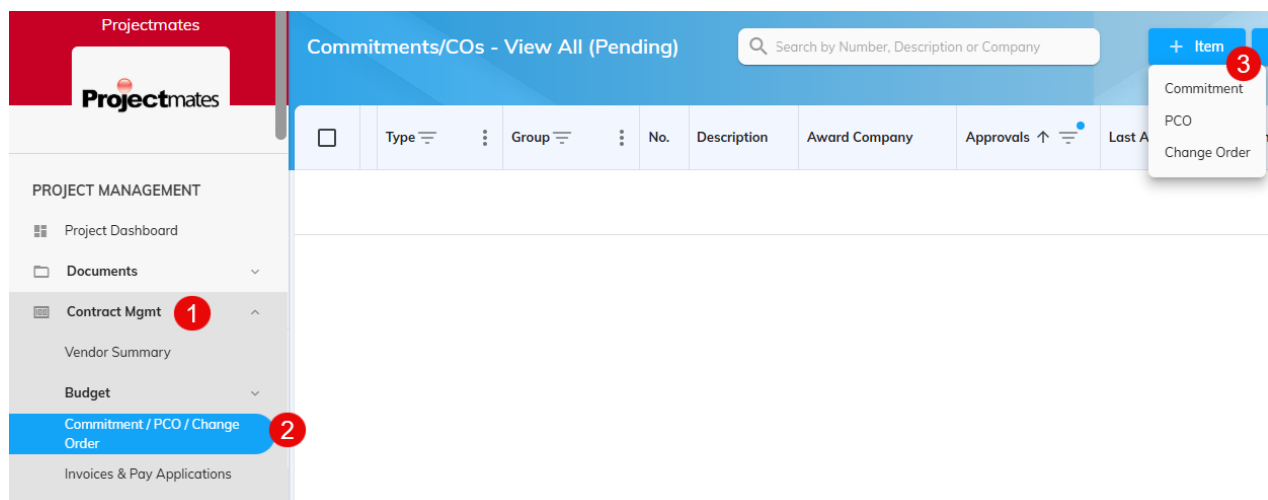
The screenshot shows the 'Approval' tab selected in a navigation bar. Below the navigation bar, there is a summary box with the following information:

Commitment Item # 002	Description Construction Services - ABC Construction	Division 00000
Line Item Type Lump sum	Category 5.0 Construction	

Below the summary box, there is a red warning icon and text: "The approval process has not started." To the right of this text are a gear icon and a question mark icon. Below the warning, there is a dropdown menu labeled "Select Approval Type" with the selected option "Construction Contract Approval - Use for GC Contracts" (marked with a red circle 1). Below the dropdown menu is a blue button labeled "Start Approval" (marked with a red circle 2).

Creating A Contract From The Log Page

- Navigate to the log page by clicking **Contract Mgmt > Contract/PCO/Change Order** on the left-side menu.
- Click on the **+ Item** button found on the upper right corner of the log, and select **Contract**.



3. You will now begin building out the Contract. Navigate through the **General, Items, Attachments and Approval** tabs using the **Save & Next** button to complete the contract.
4. Under the **General** tab, you will need to fill in all of the required fields
 - a. **Contract Item #:** The contract # field will auto populate based on the order of creation in the project, however this field can be manually adjusted to represent a custom contract number.
 - b. **Line Item Type:** Choose how you would like the SOV to appear on the items tab. Projectmates provides the option for Lump Sum or Unit Price. Users must choose one or the other.
 - c. **Awarded To:** Choose the user or contact to represent the organization that a contract is awarded to.
 - I. Award to a **User** if the vendor has a user account and will bill you directly through Projectmates.
 - II. Award to a **Contact** if the vendor is only listed as a contact, and you plan to enter invoices into Projectmates on their behalf.
 - d. **Set Retainage:** Retainage is required and will automatically be withheld during invoicing. If there is no retainage for the contract, enter 0 in both retainage fields.
5. Fill out any additional fields that need to be tracked on your contract such as scope of work, key dates, or custom accounting fields.

Note: Custom accounting fields filled out at the contract level will track with that contract as change requests and invoices are created against it.

6. Click **Save & Next** to transition to the **Items** tab
7. In the **Items** tab, you will need to manually create the line items for the contract. Items can be created in two ways. Directly in Projectmates or via an excel import.

Grand Total: \$0.00

		Item # *	Budget Code ↔	Expense Code/Object Code *	Description *	Total Amount *
Contract Items						0.00
☐	⋮	001	Type...	Type...		0.00
☐	⋮	002	Type...	Type...		0.00
☐	⋮	003	Type...	Type...		0.00

- a. **Add Line Items in Projectmates:** Line Items can be created directly within Projectmates by clicking on **+ icon**. Use this button to add as many rows as you need, and fill out the required information for each one.
- b. **Import Lines Items from Excel:** Line items can also be loaded in bulk through the **Import/Export** window. Download the **Template** xlsx file, fill out the line items of the contract based on Instructions provided within, then use the **Select** button to reimport the file to populate your PO.

	A	B	C	D	E	F	G
1	Item #	Cost Center	WBS/CSI Code	Description	Category	Total Amount	Id
2	1		0001	General Requirements	Construction	87500	
3	2		0002	Additional Services	Construction	25000	
4	3		0003	Site Monitoring	Construction	56000	
5	4		0004	Demolition	Construction	35420	
6	5		0005	Cleaning Services	Construction	12500	

8. After building the line items of your contract, you can link them back to your project budget.

Note: If your organization manages the project budget, this is an extremely important step. Your contract and any change orders and invoices against the contract will not display properly in the budget otherwise.

Grand Total: \$0.00

Item # *	Budget Code ↕	Expense Code/Object Code *	Description *	Total Amount *
Contract Items				
001	Type...	Type...		0.00
002	Type...	Type...		0.00
003	Type...	Type...		0.00

- a. Select the line items for your contract by checking the boxes next to them.
- b. Click **Link to Budget**.
- c. Choose from one of the three options:

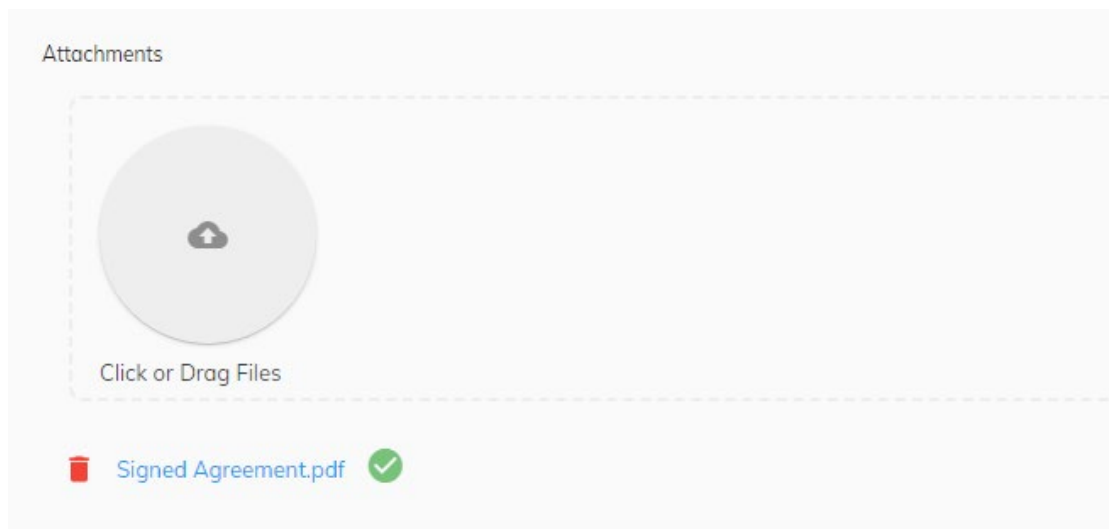
Link to Budget

☐ Create new budget line items and add links
 ☐ Add links to existing budget items
 ☐ Remove link(s) without deleting existing budget item(s)

Close

Save And Close

- I. Select **Create new budget line item and add links** if there currently isn't an appropriate budget item to house the line items of the contract. Choose which Budget thread the budget item will be created in and fill out the fields (WBS/Section, Description). A budget item will be created and your contract line items will be linked as subitems within it.
 - II. Select **Add links to existing budget items** if there is already a budget item that can house your contract line items. Select the budget thread, then the budget item you want to link to. If you selected one line item in your contract to link back, then you have the option to link it to an existing budget subitem or create a new subitem. If you selected several contract line items, then the only option will be to create new subitems for all of the PO line items.
 - III. **Select Remove link(s) without deleting existing budget item(s)** to unlink the contract line items from the current budget subitems that they are linked to. This will not remove the dollar value from the budget. The budget value will need to be edited/deleted separately from within the budget module.
9. In the **Attachments** tab, upload any relevant files/backup documentation for this contract.



10. In the **Approval** tab, select the appropriate approval type from the drop-down menu and click **Start Approval**.

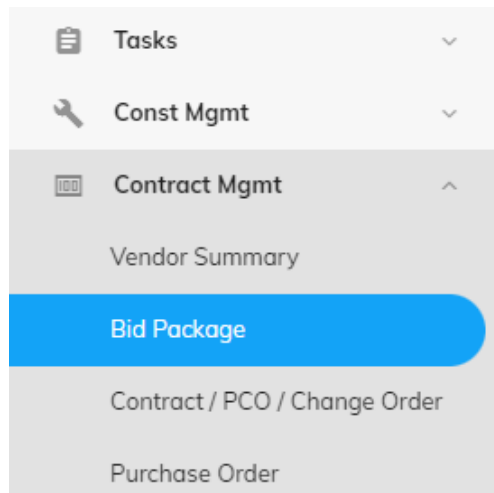
 The approval process has not started.

Select Approval Type

Construction Contracts - Use for all Construction Contracts

Start Approval

Creating A Contract From A Bid Package



1. Navigate to the Bid Package log through the left-side menu by clicking on **Contract Mgmt > Bid Package**.
2. Select a bid package that has been fully approved by checking the box next to it, and clicking **+ Contract** to create a contract. This option is only available if the bid package has been awarded, fully approved, and not yet converted into a contract. This button is also accessible inside of the bid package in its **Approval** tab.

	1 selected	 Delete	 Contract 2
☐	⋮	3.0 Construction	001 00000 General Contractor Bid Open  Pending
☒ 1	⋮	4.0 Closeout/Equipment	002 00000 Signage Package Closed and awarded  Approved Vee Signage

3. You will now begin building out the contract. A majority of it will have already been filled out with information from the awarded bid. Navigate through the **General, Items, Attachments and Approval** tabs using the **Save & Next** button to complete the contract.
4. In the **General** tab, fill out any required information that is missing (denoted by the red asterisk (*)). The contract will initially inherit the bid package's Description. This can be changed to a more appropriate contract name/description.

#003 Signage Contract - Vee Signage

Save
Save & Next

General
Items
Attachments
Approval
Comments
History

5. In the **Items** tab, verify the line items of the contract created from the awarded bid. If any negotiations occurred with the vendor post award, you can modify the contract line items here.

General	Items	Attachments	Approval	Comments	History
---------	-------	-------------	----------	----------	---------

Grand Total: \$39,000.00

+
↓
↗

^	□		Item # *	Budget Code ↕*	Expense Code/Object Code *	Description *	Total Amount *
^	+ ✎	4.0 Closeout/Equipment					39,000.00
□	⋮	001	Type...	▼	00000	▼ Exterior Signage	22,000.00
□	⋮	002	Type...	▼	00000	▼ Interior Signage	17,000.00

4. In the **Attachments** tab, upload any relevant files/backup documents for this contract.

Attachments

Click or Drag Files

🗑 Vee Signage Contract.pdf

5. In the **Approval** tab, select the appropriate approval type from the drop-down menu and click **Start Approval**.

 The approval process has not started.



Select Approval Type

Construction Contracts - Use for all Construction Contracts

Start Approval