

Receiving a Payment

RMS 3.0 Government Mode

POA Policy: It is required that the Contractor sends an email notification once the pay estimate is completed and marked sent to the Government in RMS 3.0. The Government marks the pay estimate received on the date of the email.

Note: For emails sent outside of normal Corps hours or on non-work days/Federal holidays, pay estimates are marked received the following business day.



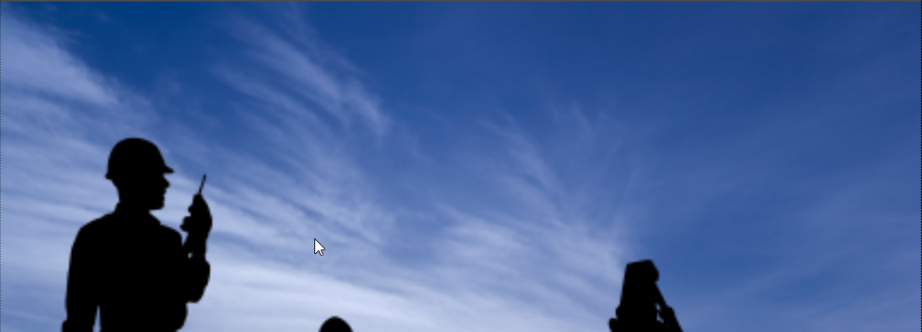
From the contract Main Menu select “Finances”.

RMS - Resident Management System

KOD014 Replace Buskin River Waterline
 [J4001410] W911KB-17-C-0017

Government Mode Home | Contract Selection | Back | Refresh | Help

Contract Menu ★ Mark As Favorite



Government Action Items			Contractor Action Items			My Action Items		
High	Medium	Low	High	Medium	Low	High	Medium	Low
0	1	83	0	0	0	0	0	0

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description Enter award description and funding sources. Contract location should be entered.	Contract Status Enter status/delay codes. Update Issues and Photo.	Contract Personnel Assign PDF and view User Roles.	Contract Documents Legacy Documents prior to PCF Interface. Use Contract File for current documents.				
Contract File Identify and send documents to PCF.	Contract Setup Determine how contract is to be managed by QA and QC staff. Setup submittal register.	P2 Projects Link RMS Contract to P2 Project.	Correspondence Create, edit, and view Letters and Memos.				
Request for Information Respond to RFI's from Contractor.	Contract User Entries Insert data for District generated macros for reporting.	Prime Contractor Identify Contractor for payment purposes and view Contractor Staffing.	Subcontractors Identify Subcontractors, POC's, and Trades.				
Contractor Insurance Track General, Auto, and Workman's Comp Insurances.	Contractor Payrolls Enter or Review Contractor Payrolls for Department of Labor reporting purposes.	Labor Interviews Conduct Labor Standard Interviews for Davis-Bacon Compliance.	Action Item Control Control selection, severity and responsible parties for contract action items.				

Client:WPF.RMS->ContractMenuView



Under Finances main screen, click “Progress Payment”.

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Contract Menu | Mark As Favorite

Government Action Items	Contractor Action Items	My Action Items
29 High	0 High	0 High
1 Medium	0 Medium	0 Medium
83 Low	0 Low	0 Low

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Finances Download CEPMS data and/or setup Contract funding.	Award CLINs Enter CLINs as they were awarded with the contract or purchase order.	Current CLINs CLINs as they may have been modified by the contract terms.	Pay Activities Pay Activity Listing and tabulations by CLIN, Contractor, and Feature of Work.				
Progress Payment Add, modify, or view Payments to the Contractor.	Contract Changes Add, modify, or view Changes that may become part of a Modification.	Contract Modifications Create, view, or modify formal Modifications that may become part of the contract.	Contractor Claims/Disputes Create or review Claims and Disputes submitted by the Contractor.				

Client:WPF.RMS->ContractMenuView



Under “Progress Payment” highlight the invoice number being received and either double click or select “Edit”.

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Government Mode Home
Contract Selection
Contract Menu

Back Refresh Help

Add Edit Delete **Progress Payments** Search X Export

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

Invoice No.	Pay Period Thru	CEFMS Approval Date	Earnings to Date	Earnings this Period	Deduction this Period	Refunds this Period	Due Contractor this Period
1	10/31/2017	11/20/2017	\$126,172.00	\$126,172.00	\$0.00	\$0.00	\$126,172.00
2	11/30/2017	12/14/2017	\$252,172.00	\$126,000.00	\$0.00	\$0.00	\$126,000.00
3	01/05/2018	01/30/2018	\$631,353.00	\$379,181.00	\$0.00	\$0.00	\$379,181.00
>	01/31/2018		\$631,353.00	\$0.00	\$0.00	\$0.00	\$0.00

Invoice 4 is in review by the Government - Numbers displayed in grid above are draft/estimate only.

Payment Status

Invoice Received	- Received	Invoice Received	Select a date [15]
Eng93 Complete	- Not Completed	Payment Due	Select a date [15]
Sent to CEFMS	- Not Completed	Date Sent	Select a date [15]
Approved in CEFMS	- Not Completed	Date Approved	Select a date [15]
Contractor Paid	- Not Completed	Date Paid	Select a date [15]

Client:WPF\RMS\Views\Finance\ProgressPaymentSelection->ProgressPaymentSelectionView



Under the “Invoice” tab, change the “Invoice Reference No.” to match Office/District Policy. Then enter in the “Invoice Receive” (click the calendar in the right hand corner and click on the correct date). Enter in the name of the Preparer and the Approver by clicking in the grey box for the Staff Lookup. In the search box, begin typing the appropriate name to shorten the list. Highlight the correct name and click “OK”.

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 [J4001410] W911K5-17-C-0017

Invoice No. 4 Invoice Reference No. 4

Pay Period From: 1/6/2018 Pay Period Thru: 1/31/2018
 Payment Invoice Date: 2/12/2018 Invoice Received: Select a date

Discount Days: 0 Discount %: 0 Enter .01 for 1%
 Final Payment?

ENG99 Remarks

Payee Office: Payee ID 1 Name 210 PACIFIC, LLC
 11112 S GARFIELD ST
 ANCHORAGE AK 99515-3443

Payment Prepared By: Select Preparer from Staff Lookup Payment Approved By: Select Approver from Staff Lookup

Signature Block Lookup

Signature Blocks Arc Export

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

Name	Title
> Clayton Harrison	Architect
Gregory Wilcox	Architect
Jeffrey Darrow	Architect
Katie Archer	Project Engineer
Ken Schneider	CH2MH Architect
Marcus Farris	Quality Assurance Representative
Mike MacEachern	AECOM Architectural
Robert Kaye	Architect
ROBERT KAYE	Architect
Robert Steinmann	Architect
Ronnie Barcak	Program Manager
Victoria Santiago	COR/Architect

OK Cancel



Click on “Document Package”.

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Government Mode Home
Contract Selection
Contract Menu

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Invoice No. 4 Invoice Reference No. 4

Invoice Requested Activity Earnings Allowed Activity Earnings Subcontractor Earnings Allowed CLIN Earnings Additional Earnings Obligations Document Package

Invoice No. 4 Invoice Reference No. 4

Pay Period From 1/6/2018 Pay Period Thru 1/31/2018

Payment Invoice Date 2/12/2018 Invoice Received Select a date

Discount Days 0 Discount % 0 Enter .01 for 1% Final Payment? Change Payment Priority Payment Terms Return for Corrections

ENG93 Remarks

Payee Office
Payee ID 1 Name STG PACIFIC, LLC
11710 S GAMBELL ST.
ANCHORAGE AK 99515-3443

Payment Prepared By Select Preparer from Staff Lookup Payment Approved By Select Approver from Staff Lookup

Name Katie Archer Name Ze Jong

Title Project Engineer Title Resident Engineer

Client:WPF\RMS-Views\Finances-ProgressPaymentEdit->ProgressPaymentEditView



Under the “Document Package”, highlight the Contractor’s “Document Package” and select “Edit”.

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Contract Selection
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Invoice No. 4 Logs Reports

Invoice Requested Activity Earnings Allowed Activity Earnings Subcontractor Earnings Allowed CLIN Earnings Additional Earnings Obligations Document Package

Invoice No. 0004 CONTRACTOR: Complete a document package for this invoice and submit it using this document package manager. The document package should include the prompt pay document and any applicable supporting documents.

Add	Title of Package	Package No.	Status
Edit	Invoice No. 0004	1	In Review
Delete			

Payment No. 0004 GOVERNMENT: Prepare a document package for this payment and complete it using this document package manager. The document package should include the ENG93 and any applicable supporting documents.

Add	Title of Package	Package No.	Status
Edit			
Delete			

Client:WPF-RMS-Views-Finances-ProgressPaymentEdit->ProgressPaymentEditView



Under “All Attachments” confirm the contractor has submitted all the contract required documents to complete the pay estimate package.

If all documentation is attached, follow the Office/District Policy for processing a pay estimate.

Note: It is recommended to wait to “Accept Package” once confirmation has been provided that the Contractor is not missing other contractual requirements that might result in a rejection of the pay estimate or the need for the pay estimate to be returned for corrections. The “Return for Corrections” button is unavailable once the document package is accepted.

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Document Package: Invoice No. 0004

All Attachments	PDF Documents	Word Documents	Excel Files	Powerpoint Files
10	8	0	0	0
	JPEG/JPG Images	Text Files	CSV Files	Email
	0	1	0	0

All Attachments

Primary	Date of the Document	Document Title	Contractor Signature	Government Signature	Status	Sharing Mode
<input type="checkbox"/>	2/12/2018 10:13:48 AM	Invoice No. 0004 - Signed Pay Request 04_KOD014.pdf	Not signed	Not signed	Document not	Shared with G
<input type="checkbox"/>	2/12/2018 10:13:37 AM	Invoice No. 0004 - Prompt Payment Certification-Invoice No.4_Signed.pdf	Attested Signa	Not signed	Document not	Shared with G
<input type="checkbox"/>	2/12/2018 10:14:56 AM	Invoice No. 0004 - PE04 Schedule Narrative.pdf	Not signed	Not signed	Document not	Shared with G
<input type="checkbox"/>	2/12/2018 10:14:51 AM	Invoice No. 0004 - KOD014 PE04.txt	Not signed	Not signed	Document not	Shared with G
<input type="checkbox"/>	2/12/2018 10:14:46 AM	Invoice No. 0004 - KOD014 PE04 Total Float Report 2-9-18.pdf	Not signed	Not signed	Document not	Shared with G
<input type="checkbox"/>	2/12/2018 10:14:38 AM	Invoice No. 0004 - KOD014 PE04 Schedule PDF.pdf	Not signed	Not signed	Document not	Shared with G
<input type="checkbox"/>	2/12/2018 10:14:33 AM	Invoice No. 0004 - KOD014 PE04 Logic Report 2-9-18.pdf	Not signed	Not signed	Document not	Shared with G
<input type="checkbox"/>	2/12/2018 10:14:26 AM	Invoice No. 0004 - KOD014 PE04 Earned Value Report 2-9-18.pdf	Not signed	Not signed	Document not	Shared with G
<input type="checkbox"/>	2/12/2018 10:14:19 AM	Invoice No. 0004 - KOD014 PE04 Activity Report 2-9-18.pdf	Not signed	Not signed	Document not	Shared with G
<input type="checkbox"/>	2/12/2018 10:14:03 AM	Invoice No. 0004 - KOD014 Buskin River Bridge PE04.xer	Not signed	Not signed	Document not	Shared with G

Document Date: 2/12/2018
 Document Title: Invoice No. 0004 - Prompt Payment Certification-Invoice No.4_Signed.pdf
 Description:

Manually signed by Contractor
 Manually signed by Government

Document Package Status: In Review

GOVERNMENT: Review, sign as appropriate and then accept or return this document package

Government Review Notes:

Contractor Notes to Government:

Buttons: Accept Package, Return for Corrections

