

Signing a Pay Estimate

RMS 3.0 Government Mode

Note:

- The following information is just for signing an ENG Form 93
- This process will be followed after the completed review of the pay request

Contract Menu

From the Contract Menu select the "Finance" tab.

The screenshot displays the RMS - Resident Management System interface for the contract "KOD014 Replace Buskin River Waterline" (ID: [J4001410] W911KB-17-C-0017). The interface features a header with navigation options: "Government Mode Home", "Contract Selection", "Back", "Refresh", and "Help". Below the header is the "Contract Menu" section, which includes a "Mark As Favorite" button and a large background image of construction workers. The menu is organized into three main categories: "Government Action Items" (0 High, 0 Medium, 83 Low), "Contractor Action Items" (0 High, 0 Medium, 0 Low), and "My Action Items" (0 High, 0 Medium, 0 Low). Below these categories is a grid of tabs: Administration, Finances, QA/QC, Submittals, Schedules, Closeout, Import/Export, and Contract Reports. The "Finances" tab is highlighted with a blue arrow. The grid contains various action items such as "Contract Description", "Contract Status", "Contract Personnel", "Contract Documents", "Contract File", "Contract Setup", "P2 Projects", "Correspondence", "Request for Information", "Contract User Entries", "Prime Contractor", "Subcontractors", "Contractor Insurance", "Contractor Payrolls", "Labor Interviews", and "Action Item Control".

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

Finances Tab

Under the Finance Tab select "Progress Payment"

The screenshot displays the RMS - Resident Management System interface. The main header shows the contract title "KOD014 Replace Buskin River Waterline" and the ID "[4001410] W911KB-17-C-0017". Navigation buttons include "Government Mode Home", "Contract Selection", "Back", "Refresh", and "Help". The "Contract Menu" section features a background image of construction workers and three action item counters: "Government Action Items" (0 High, 0 Medium, 83 Low), "Contractor Action Items" (0 High, 0 Medium, 0 Low), and "My Action Items" (0 High, 0 Medium, 0 Low). Below these are tabs for "Administration", "Finances", "QA/QC", "Submittals", "Schedules", "Closeout", "Import/Export", and "Contract Reports". The "Finances" tab is active, showing a grid of options: "Contract Finances", "Award CLINs", "Current CLINs", "Pay Activities", "Progress Payment", "Contract Changes", "Contract Modifications", and "Contractor Claims/Disputes". The "Progress Payment" option is highlighted with an arrow.

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

Pay Invoice

Highlight and double click the progress payment needing signature

RMS - Resident Management System

KOD014 Replace Buskin River Waterline
[4001410] W911KB-17-C-0017

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		\$126,172.00	\$126,172.00	\$0.00	\$0.00	\$126,172.00

Payment Status

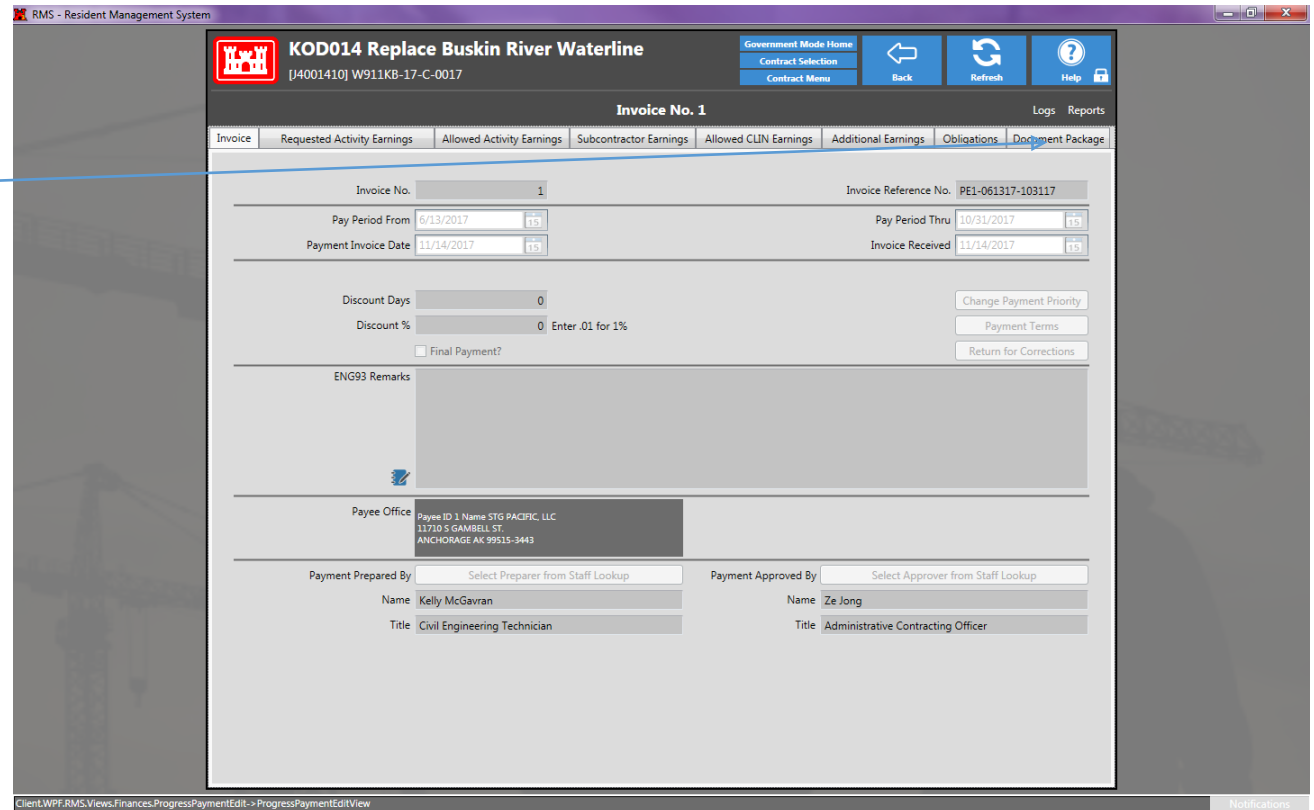
<input checked="" type="checkbox"/> Invoice Received	- Received	Invoice Received	11/14/2017	[TS]
<input checked="" type="checkbox"/> Eng93 Complete	- Completed	Payment Due	Select a date	[TS]
<input type="checkbox"/> Sent to CEFMS	- Not Completed	Date Sent	Select a date	[TS]
<input type="checkbox"/> Approved in CEFMS	- Not Completed	Date Approved	Select a date	[TS]
<input type="checkbox"/> Contractor Paid	- Payment made on time	Date Paid	Select a date	[TS]

Client:WPF.RMS.Views.Finances.ProgressPaymentSelection->ProgressPaymentSelectionView

Notifications

Inside the Invoice

Once the invoice opens, select the "Document Package" tab



RMS - Resident Management System

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

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Help

Invoice No. 1 Logs Reports

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

Invoice No. 1 Invoice Reference No. PE1-061317-103117

Pay Period From 6/13/2017 Pay Period Thru 10/31/2017

Payment Invoice Date 11/14/2017 Invoice Received 11/14/2017

Discount Days 0 Change Payment Priority

Discount % 0 Enter .01 for 1% Payment Terms

Final Payment? 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 Kelly McGavran Name Ze Jong

Title Civil Engineering Technician Title Administrative Contracting Officer

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

Government Document Package

Highlight the first Government Documents package and select "Edit"

The screenshot displays the RMS - Resident Management System interface. The main header shows the contract title "KOD014 Replace Buskin River Waterline" and the contract ID "[4001410] W911KB-17-C-0017". The page is titled "Invoice No. 1" and includes navigation tabs for "Invoice", "Requested Activity Earnings", "Allowed Activity Earnings", "Subcontractor Earnings", "Allowed CLIN Earnings", "Additional Earnings", "Obligations", and "Document Package".

Under the "Document Package" tab, there are two sections:

- Invoice No. 0001:** A contractor instruction: "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." Below this is a table with one row: "Invoice No. 0001" with a status of "Accepted".
- Payment No. 0001:** A government instruction: "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." Below this is a table with one row: "Payment No. 0001" with a status of "Not Complete".

A blue arrow points from the text "Highlight the first Government Documents package and select 'Edit'" to the "Edit" button in the "Payment No. 0001" table.

Title of Package	Package No.	Status
Invoice No. 0001	1	Accepted

Title of Package	Package No.	Status
Payment No. 0001	1	Not Complete

Signing the Eng. Form 93

Click "Sign Selected Documents"

RMS - Resident Management System

KOD014 Replace Buskin River Waterline
[4001410] W911KB-17-C-0017

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Help

Document Package: Payment No. 0001

All Attachments	PDF Documents 1	Word Documents 0	Excel Files 0	Powerpoint Files 0	Drag and Drop Attachment Files View	Generate Letter
1	JPEG/JPG Images 0	Text Files 0	CSV Files 0	Email 0		Sign Selected Documents Export Selected Documents

Add Edit Delete All Attachments Search Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode
>	11/16/2017 3:27:13 PM	Payment No. 0001 - ENG93Report.PDF	Not signed	Not signed	Document not included	Government Only

Document Date: 11/16/2017 Edit Document View Document

Document Title: Payment No. 0001 - ENG93Report.PDF

Description:

Document Package Status: Not Complete

GOVERNMENT: Attach documents, sign as appropriate and then complete this document package Complete Package

Government Notes:

Client:WPF.RMS.Views.Admin.DocumentPackage->DocumentPackageView

Notifications

Select Document to Digitally Sign

Click the white box next to the ENG93 report

Click Next

RMS - Resident Management System

KOD014 Replace Buskin River Waterline
[4001410] W911KB-17-C-0017

Government Mode Home
Contract Selection
Contract Menu
Back Refresh Help

Document Signing

RMS provides digital signature capabilities for Word documents and PDF documents. Word documents are first converted to PDF prior to signing. Select documents to sign from the list below and then click next to choose positioning to be used for digital signatures.

Select Documents to Digitally Sign (PDF and Word only) Search X Export

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

Date of the Document	Document Title
11/16/2017 3:27:13 PM	Payment No. 0001 - ENG93Report.PDF

< Back Next > Cancel

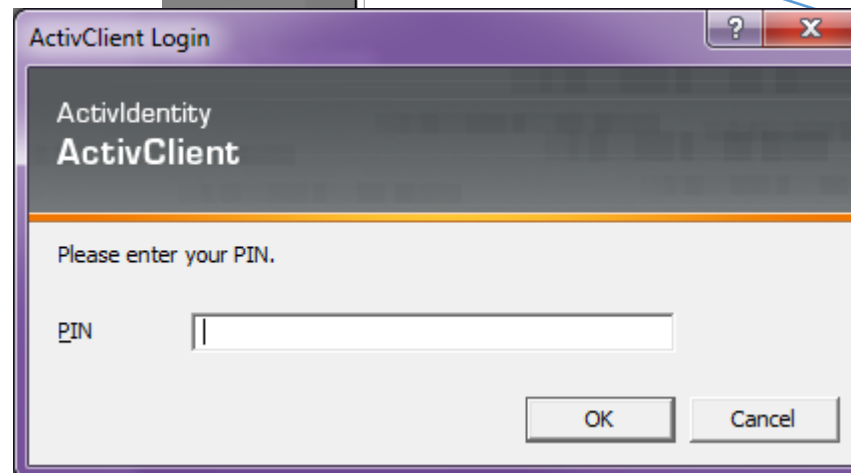
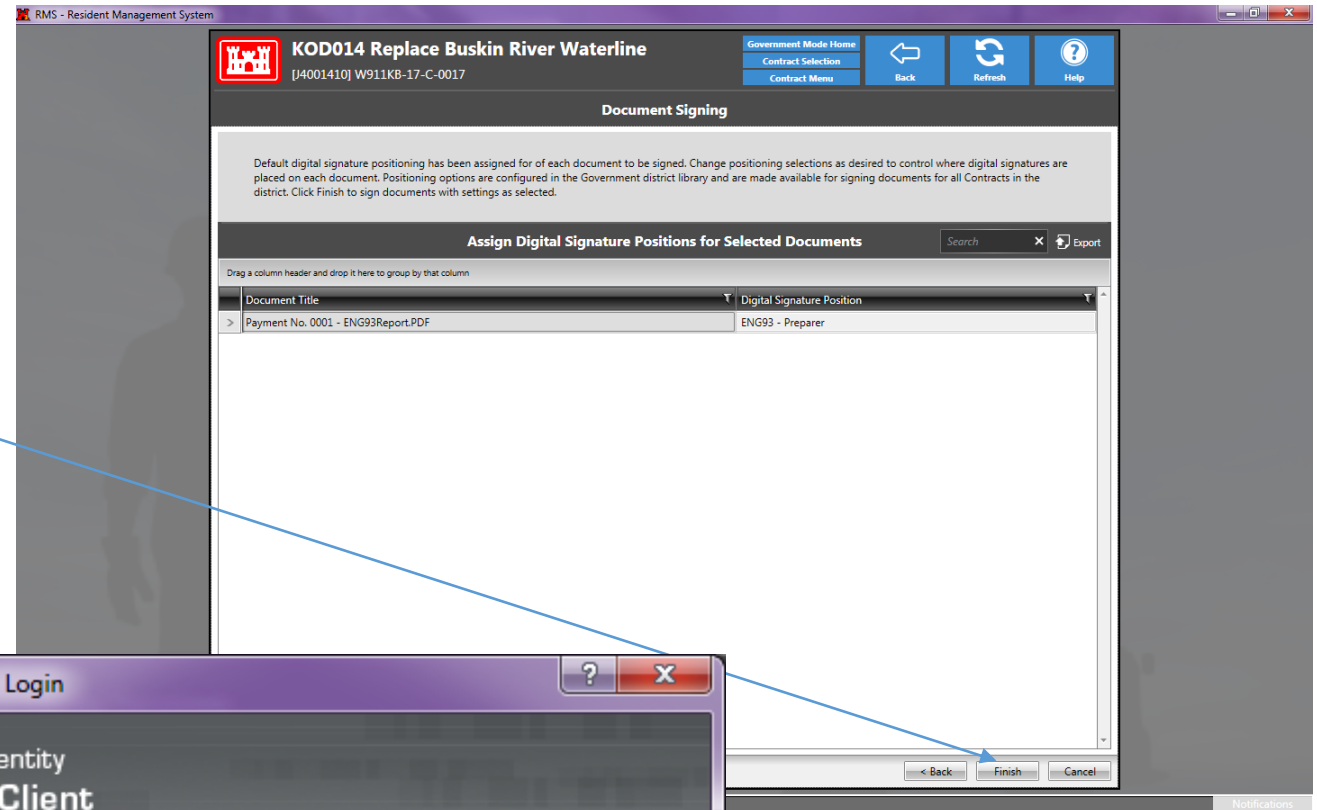
Client.WPF.RMS.Views.Admin.DocumentSigningWizard->DocumentSigningWizardView Notifications

Assign Digital Signature Position for Select Documents

RMS 3.0 will default to the ENG93-prepare

Select "Finish"

Your PIN number will be requested
Enter in the PIN and select "OK"



Government Signature Status

The Government Signature Status will show “Electronically Signed”

The ENG Form 93 is now ready to be signed by the “Approver/COR”

Follow office policy for notifying the “Approver/COR” that the ENG Form 93 is ready for signature

The screenshot displays the RMS - Resident Management System interface for a document package titled "KOD014 Replace Buskin River Waterline" with ID [4001410] W911KB-17-C-0017. The interface includes a navigation bar with "Government Mode Home", "Contract Selection", and "Contract Menu" buttons, along with "Back", "Refresh", and "Help" icons. Below this is a summary section for "Document Package: Payment No. 0001" showing counts for various document types: All Attachments (1), PDF Documents (1), Word Documents (0), Excel Files (0), Powerpoint Files (0), JPEG/JPG Images (0), Text Files (0), CSV Files (0), and Email (0). A "Generate Letter" button and "Sign Selected Documents" option are also present. The main area features a table of attachments with columns for Primary, Date of Document, Document Title, Contractor Signature Status, Government Signature Status, Status, and Sharing Mode. A single attachment is listed: "Payment No. 0001 - ENG93Report.PDF" with a date of 11/16/2017 3:27:13 PM, Contractor Signature Status of "Not signed", Government Signature Status of "Electronically Signed", and Status of "Document not included". Below the table, there are fields for Document Date (11/16/2017), Document Title (Payment No. 0001 - ENG93Report.PDF), and Description. A "Document Package Status: Not Complete" message is displayed, along with a "Complete Package" button and a "Government Notes" field. The bottom status bar shows the client path "Client\WPF\RMS.Views\Admin\DocumentPackage->DocumentPackageView" and a "Notifications" icon.

Primary	Date of Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode
>	11/16/2017 3:27:13 PM	Payment No. 0001 - ENG93Report.PDF	Not signed	Electronically Signed	Document not included	Government Only

Approver/COR Signature

Select "Sign Selected Documents"

RMS - Resident Management System

KOD014 Replace Buskin River Waterline
[4001410] W911KB-17-C-0017

Government Mode Home
Contract Selection
Contract Menu

Back Refresh Help

Document Package: Payment No. 0001

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

Drag and Drop Attachment Files Here

Generate Letter
Sign Selected Documents
Export Selected Documents

Add Edit Delete All Attachments Search Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Status	Sharing Mode
<input type="checkbox"/>	11/16/2017 3:27:13 PM	Payment No. 0001 - ENG93Report.PDF	Not signed	Electronically Signed	Document not included	Government Only

Document Date: 11/16/2017 Edit Document View Document

Document Title: Payment No. 0001 - ENG93Report.PDF

Description:

Document Package Status: Not Complete

GOVERNMENT: Attach documents, sign as appropriate and then complete this document package Complete Package

Government Notes:

Client:WPF.RMS.Views.Admin.DocumentPackage->DocumentPackageView

Approver/COR Select Documents to Digitally Sign

Click the white box next to the ENG. Form 93

Click "Next"

The screenshot shows the 'Document Signing' interface within the RMS system. The header includes the project name 'KOD014 Replace Buskin River Waterline' and a contract ID '[4001410] W911KB-17-C-0017'. Navigation buttons for 'Back', 'Refresh', and 'Help' are visible. The main content area is titled 'Select Documents to Digitally Sign (PDF and Word only)' and contains a table with the following data:

Date of the Document	Document Title
11/16/2017 3:27:13 PM	Payment No. 0001 - ENG93Report.PDF

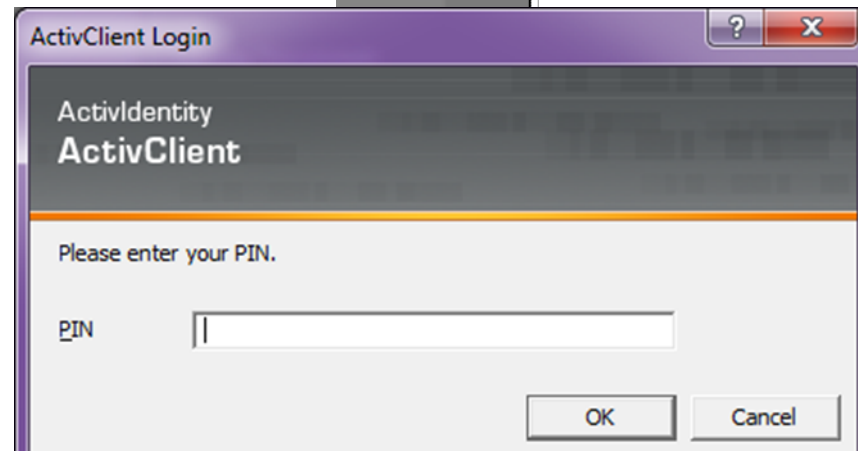
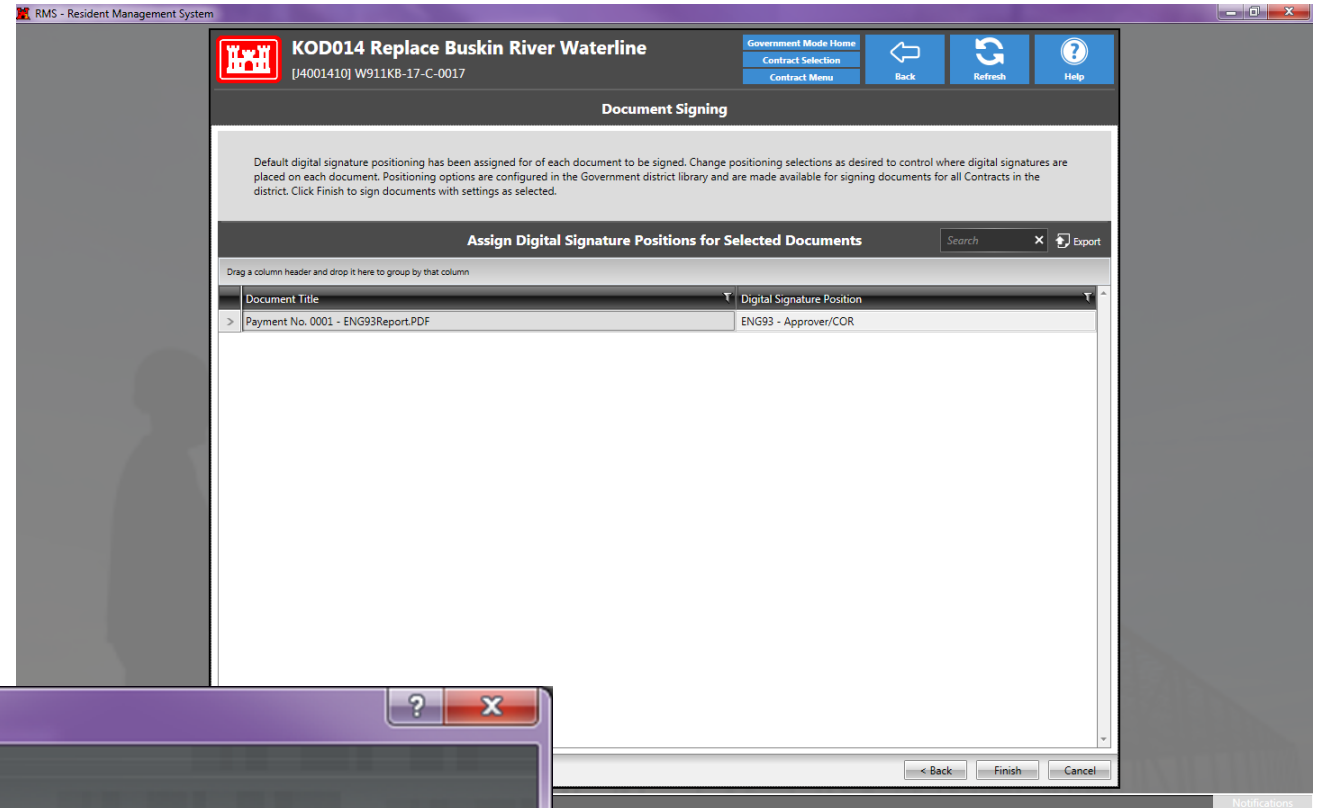
At the bottom of the interface, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue arrow from the text 'Click "Next"'. The table row is also highlighted with a blue arrow from the text 'Click the white box next to the ENG. Form 93'.

Electronic Signature

RMS will now default to “ENG 93- Approver/COR”

Click “Finish”

The prompt to enter your PIN will come up.
Enter PIN and click “OK”



After ENG Form is Signed

Once the ACO/COR has finished signing the ENG Form 93.

Click Obligations tab.

Click "Send Payment to CEFMS"

Note: sending the pay estimate to CEFMS after signing will send a signed copy of the ENG Form 93 to the Finance and Accounting Center.

The screenshot shows the RMS - Resident Management System interface for 'KOD014 Replace Buskin River Waterline'. The page is titled 'Invoice No. 1' and displays a table of 'Obligation Line Items'. The table has columns for Obligation Line Item No., Available for Earnings, Earnings by Obligation, Retainage %, Retainage This Period, Other Deductions This Period, Retainage Refund This Period, Other Refunds This Period, and Obligation This Period. The data row shows: 0001, \$3,196,435.00, \$126,172.00, 0, \$0.00, \$0.00, \$0.00, \$0.00, \$126,172.00.

Below the table, there is a summary section for 'Obligation Line Item No. 0001 KOD014 WATERLINE AND PIPE REPLACEMENT' with the following data:

Obligations in CEFMS	\$3,196,435.00	Previous Retainage	\$0.00
Previous Earnings	\$0.00	Total Retainage to Date	\$0.00
CEFMS Accrual	\$0.00	Previous Other Deduction	\$0.00
Available for Earnings	\$3,196,435.00	Total Other Deductions	\$0.00

Below this is the 'Invoice Info' section:

Total Earnings this Period	\$126,172.00	± Retainage this Period	\$0.00
Earnings by Obligation	\$126,172.00	± Other Deductions	\$0.00
Variance	\$0.00	Amount Due Contractor	\$126,172.00

On the right side, the 'Invoice Completion' section shows a checkbox for 'ENG 93 Completed' which is checked, and two buttons: 'Send Payment to CEFMS' and 'Email ENG93 to CEFMS'. A blue arrow points from the text 'Click "Send Payment to CEFMS"' to the 'Send Payment to CEFMS' button.

Warning

RMS will ask if you are sure you want to submit this invoice to CEFMS.

Selecting “Yes” will send the pay estimate to CEFMS and the prompt for your PIN number will appear. This will also send the Email to the Finance and Accounting Center.

