

**US Army Corps  
of Engineers ®**

**RESIDENT MANAGEMENT SYSTEM  
USER MANUAL**

**Government Manual Vol 2**

**RMS 3.0**

**Version 6.1**

# US Army Corps of Engineers

RMS Center

Kansas City, Kansas, USA

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## 6.0 FINANCES

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

The Finances tab of RMS for the Government Mode contains 8 modules:

**Contract Finances** - Set up the contract's finances, funding accounts, and obligations. Initiating a CEFMS Download happens here.

**Award CLINs** - Enter CLINs as awarded with the contract or purchase order here.

**Current CLINs** - The current status of CLINs after modifications/changes.

**Pay Activities** - Where the Contractor enters activity data to line up with the Government's CLINs.

**Progress Payment** - Where the Contractor requests payment on activity items and the Government approves/returns for corrections. These Progress Payments usually happen monthly.

**Contract Changes** – Creation of changes that may become part of modifications.

**Contract Modifications** - Create and manage modifications that may become part of the contract.

**Contractor Claims/Disputes** - View claims and disputes submitted by the Contractor.

### 6.1 Contract Finances

Contract Finances can be found in the **Contract Menu | Finances** tab, as shown below.

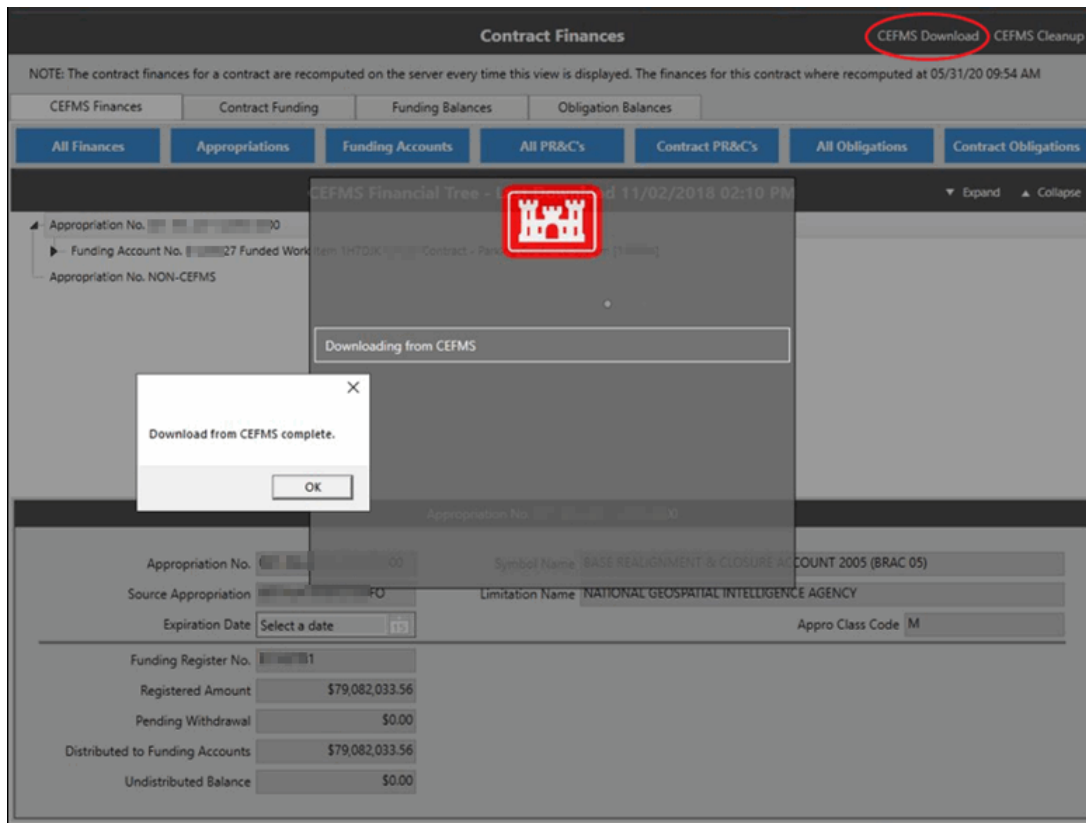
Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
<b>Contract Finances</b> <i>Download CEFMS data and/or setup Contract funding.</i>		<b>Award CLINs</b> <i>Enter CLINs as they were awarded with the contract or purchase order.</i>		<b>Current CLINs</b> <i>CLINs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

**Note:** The **Contract Finances** module updates from CEFMS every time a user opens this module.

## 6.1.1 CEFMS Finances

Once the Contract Description information has been completed and the Actual Award date has been entered into the Milestone Schedule screen, CEFMS Finances data can now be downloaded into RMS to set up the finances for the contract. To download from CEFMS, the Contract Number must match the Obligation Number in CEFMS exactly, including any dashes. For example, if CEFMS has W912DR-11-D-0018 with a Delivery Order Number of 0002 and the RMS user enters a Contract Number of W912DR11D0018 and a Delivery Order Number of 0002.

CEFMS finances will not be downloaded. This must be corrected before CEFMS finances will be downloaded, please see the section on Contract Description in Vol 1 of the Government manual for how to enter the correct contract and Delivery Order Number in RMS.



Once the download is completed, the funding elements from CEFMS can be viewed on the top half of the screen. Use the blue sort tiles at the top of the screen to sort/filter the data to be viewed on this screen.

A review of individual Appropriations is located on the bottom section of the screen when scrolling down through the items. The ability to see what funds are truly available can also be viewed. The following screens show how RMS displays the funding data from CEFMS.

Click on the [Expand](#) button to expand the Contract Finances tree and click on any element to see more details on the lower half of the screen.

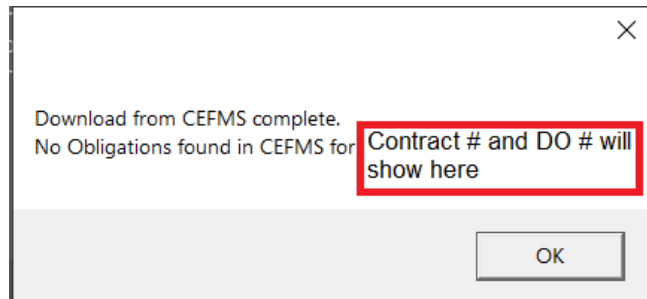
The screenshot displays the 'Contract Finances' interface. At the top, there are links for 'CEFMS Download' and 'CEFMS Cleanup'. Below this is a navigation bar with tabs: 'All Finances', 'Appropriations', 'Funding Accounts', 'All PR&C's', 'Contract PR&C's', 'All Obligations', and 'Contract Obligations'. The 'Contract Obligations' tab is selected. The main area shows a 'CEFMS Financial Tree - Last Download 05/31/2020 04:56 PM'. A tree view lists various funding accounts and PR&C lines. One obligation is highlighted in yellow: 'Obligation No. W912DR-11-D-0018 Line Item No. 0002'. Below the tree, a detailed view of this obligation is shown, including fields for 'Obligation No.', 'Delivery Order No.', 'Unit of Measure', 'Obligation Line Item No.', 'Obligation Title', 'Quantity', 'Unit Price', 'Amount', 'PR&C No.', 'PR&C Description', 'Ordering Work Item', 'Method of Accomplishment', 'Ordering WI Name', and 'MOA Title'.

### 6.1.2 CEFMS Download / CEFMS Cleanup

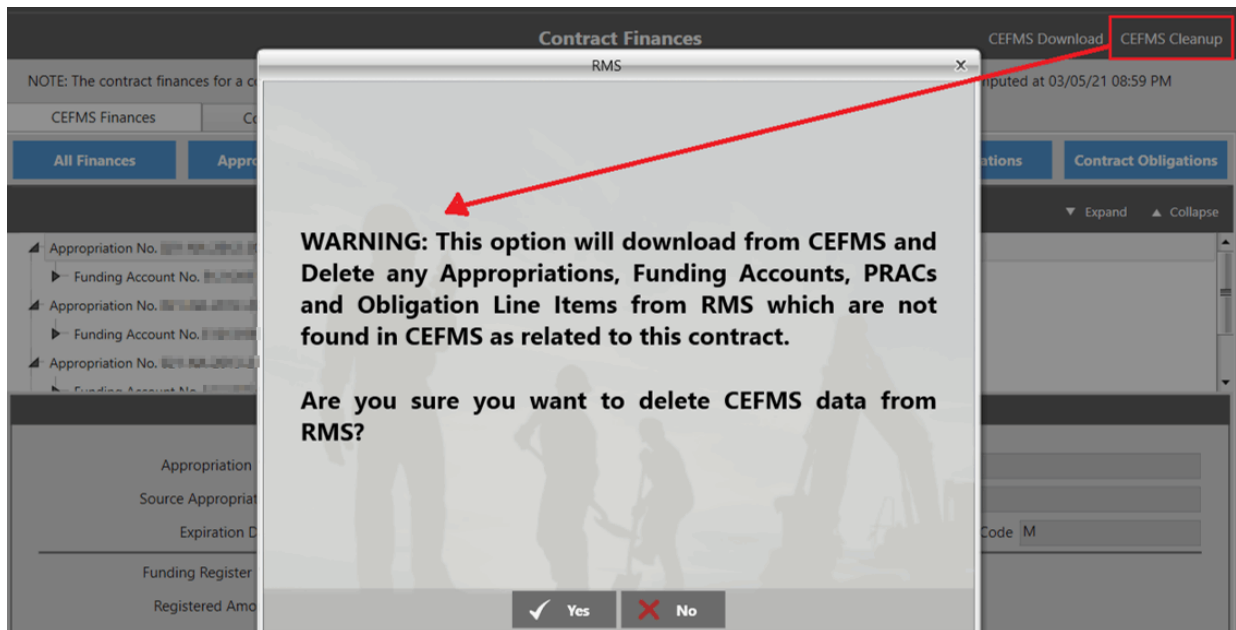
*CEFMS Cleanup* and *CEFMS Download* are two distinct functions. *CEFMS Cleanup* will remove financial items that no longer exist in CEFMS. For example, if CEFMS no longer has an Obligation for this contract, it will be removed. The standard *CEFMS Download* will retain financial items even if the items are removed from CEFMS.

This screenshot shows the 'Contract Finances' interface with a 'Download from CEFMS' dialog box open. The dialog box has a title bar with a close button and contains the text 'Download from CEFMS complete.' and an 'OK' button. A red arrow points from the 'CEFMS Download' button in the top right corner of the interface to the dialog box. Another red arrow points from a red square icon (containing a castle) in the tree view to the dialog box. The background interface is dimmed, showing the same navigation and tree view as the previous screenshot.

**Note:** If the Delivery Order Number and/or Contract Number in RMS do not match EXACTLY what is in CEFMS (including trailing spaces, dashes, or hyphens in the same location, etc.), then the message will change to let users know that no obligations were found in CEFMS for that Contract Number/Delivery Order number combination. If this occurs, users will need to verify the Contract Number and Delivery Order Number in RMS match CEFMS exactly, then try to download again.



A warning is displayed when performing [CEFMS Cleanup](#), as it can remove financial items that may no longer exist in CEFMS.



Upon clicking [Yes](#) in the pop-up window displayed above, RMS will prompt the user to authenticate credentials before confirming that the cleanup has been completed. Upon clicking [No](#), RMS will return the user back to the Contract Finances screen.

## 6.1.3 Contract Funding

**Contract Finances** CEFMS Download CEFMS Cleanup

NOTE: The contract finances for a contract are recomputed on the server every time this view is displayed. The finances for this contract were recomputed at 05/31/20 09:54 AM

CEFMS Finances **Contract Funding** Funding Balances Obligation Balances

Add Edit Delete **Funding Accounts** Search Export

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

Funding Account No.	Work Item	Program Type	Work Item Name	Award Contract	Current Contract
7	K	BRAC	C3120-Contract - Parking Guidance System [129394]	\$3,359,694.00	\$3,921,831.45
NC0001	NC0001		Money to work with for testing	\$0.00	\$500,000.00
Totals:				\$3,359,694.00	\$4,421,831.45

**Funding Account**

Funding Account No. 7 Work Item 1H7DJK

Work Item Name C3120-Contract - Parking Guidance System [129394]

Program Type Base Realignment and Clos

P2 Project ID 94 Project Title BELVOIR, NGA Campus Incr-1

P2 Task Code 20 Task Name CONTRACT - PARKING GUI

On the [Contract Funding](#) tab, users can add and view the funding accounts associated with the contract. There are two types of funding accounts available to add to RMS: a CEFMS account or a Non-CEFMS account.

### 6.1.3.1 Adding Non-CEFMS Contract Funding

If the contract is funded outside of CEFMS, then users will need to click on the [Add](#) button and chose the [Add Non CEFMS Funding Account](#).

**Contract Finances** CEFMS Download CEFMS Cleanup

NOTE: The contract finances for a contract are recomputed on the server every time this view is displayed. The finances for this contract were recomputed at 05/31/20 09:54 AM

CEFMS Finances Contract Funding Funding Balances Obligation Balances

**Add** Edit Delete **Funding Accounts** Search Export

Add CEFMS Funding Account by that column

**Add Non CEFMS Funding Account**

Account No.	Work Item	Program Type	Work Item Name	Award Contract	Current Contract
-------------	-----------	--------------	----------------	----------------	------------------

Once the Funding Account edit view is displayed, users will need to enter/update the following information:

**Work Item Name:** Name of the account or description of the account

**Program Type:** Choose the program type associated with the Funds added.

**S&A rate:** If applicable, add the S&A rate applicable to the contract.

**Award Contract:** Enter the correct dollar amount.

**Contract Obligations for Payment:** This will usually be equal to the Award Contract value, but if not, enter the correct dollar amount.

The P2 Project ID/Task Code can also be selected by clicking on the [Select P2 Projects](#) button, which will display the [Project Table](#) lookup.

Non CEFMS Funding Account			
<b>Funding Account Information</b>			
Funding Account No.	NC0004	Work Item Name	
Program Type	<Not Set>		
Funding Appropriation	Basic Funding Appro	S&A Rate	0
Source Appropriation	Basic Source Appro	CEFMS Fund Type	
<b>Associated Project Information</b>			
P2 Project ID	Project Title		
P2 Task Code	Task Name		
<input type="button" value="Select P2 Project"/>			
<b>Financial Information</b>			
Award Contract	\$0.00	Contract Obligations for Payment	\$0.00
		Paid to Date	\$0.00
		Available for Payment	\$0.00

### 6.1.3.2 CEFMS Contract Funding

For a CEFMS-funded contract, the funding account will be added after the [CEFMS Download](#) has completed. Once the funding account is listed in the [Contract Funding](#) tab, double click on any of the accounts listed to open the Contract Funding edit view.

A CEFMS Work Item must be set up for each kind of money (funding source) used to fund the contract. The Project Manager usually accomplishes this in one of two methods; 1) created in P2, which in turn, creates in CEFMS or 2) created in CEFMS. In either case, the Work Items are downloaded from CEFMS into RMS. The Work Items are then downloaded from CEFMS into RMS following award of the contract, and then periodically whenever finances change on a contract (payments made to a Contractor, modifications issued, PR&Cs issued, etc.).

Initially, this screen would not have any Work Items listed; it would be blank. Unique CEFMS Work Items identify each contract, and each Work Item is, or has, a Parent Work Item. From these Work Items, funding accounts are set up for making Progress Payments to the Contractor and for tracking available funds.

To get the financial data from CEFMS, RMS will go to the Funding Registers and download the appropriation data. Then, RMS will go to the Funding Accounts to get the authorized amount for each of the funding accounts used on the contract.

The screen displays rolled-up information depicting how the funding for a particular contract is distributed. Enter the Award Contract amount for each of the Funding Accounts. Non-CEFMS or CEFMS Funding Account information can be entered.

The total Award value of the contract is split among the available funding accounts by entering a value into the [Award Contract](#) field for each funding account listed.

The ORIGINAL contract amount is the AWARDED contract amount, plus OPTIONS exercised at award time. When options that were originally identified are exercised, it is considered as part of

the original contract amount and time. Therefore, options exercised do not count against COST/TIME growth. As options are exercised, the ORIGINAL contract amount will include the option exercised.

**CEFMS Funding Account**

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**Funding Account Information**

Funding Account No. [XXXXXXXXXX]	Work Item Name BAY AREA OFFICE MILCON S&A		
Program Type <b>MILCON - Military Construction</b>			
Funding Appropriation [XXXXXXXXXX]	Basic Funding Appro [XXXXXXXXXX]	S&A Rate	0
Source Appropriation [XXXXXXXXXX]	Basic Source Appro [XXXXXXXXXX]	CEFMS Fund Type	D

---

**Associated Project Information**

P2 Project ID [XXXXXXXXXX]	Project Title WRAMC, Pkg 2A, Building 49		
P2 Task Code [XXXXXXXXXX]	Task Name CONTRACT - BLDG 49 DESIGN		
<input type="button" value="Select P2 Project"/>			

---

**Financial Information**

	Obligations for Payment	\$0.00
	Paid to Date	\$0.00
	Available for Payment	\$0.00

The Program Type can be selected from the lookup provided by clicking on the blue tile next to the title *Program Type*. The P2 Project ID/Task Code can be selected by clicking on the *Select P2 Projects* button, which will display the lookup shown below. The Award Contract Amount for the Funding Account should be set in the screen above, as well.

Resident Management System

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**Project Table Lookup**

**Project Tables** Search [X] Export

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

	Project ID	Project Name	Task Code	Task Name
>	[XXXXXXXXXX]	HPCC-2 - Increment 2	[XXXXXXXXXX]	HPCC-2 - INCREMENT 2 CONSTR CONTRACT
	[XXXXXXXXXX]	HPCC-2 - Increment 3 - FY14	[XXXXXXXXXX]	HPCC-2 - INCR 3 - CONSTR CONTRACT

### 6.1.4 Project Funding

If the contract is set up to track funding at the project level in *Contract Setup*, there will be an additional *Project Funding* tab where to enter the funding for the P2 Projects associated with the contract.

**Contract Finances** CEFMS Download CEFMS Cleanup

NOTE: The contract finances for a contract are recomputed on the server every time this view is displayed. The finances for this contract were recomputed at 05/31/20 09:47 AM

CEFMS Finances	Contract Funding	Project Funding	Funding Balances	Obligation Balances
----------------	------------------	-----------------	------------------	---------------------

---

**Project Tables** Search [X] Export

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

	Project ID	Project Name	Task Code	Task Name	Award Contract	Current Contract
>	[XXXXXXXXXX]	HPCC-2 - Increment 2	[XXXXXXXXXX]	HPCC-2 - INCREMENT 2 CONSTR CONTRACT	\$126,000,000	\$126,023,248
	[XXXXXXXXXX]	HPCC-2 - Increment 3 - FY14	[XXXXXXXXXX]	HPCC-2 - INCR 3 - CONSTR CONTRACT	\$438,689,000	\$438,689,000

**Project Funding**

Project ID: <input type="text" value=""/>	Project Name: <input type="text" value="HPCC-2 - Increment 2"/>
Task Code: <input type="text" value=""/>	Task Name: <input type="text" value="HPCC-2 - INCREMENT 2 CONSTR CONTRACT"/>
Award Contract: <input type="text" value="\$126,000,000.00"/>	

### 6.1.5 Funding Balances

The screen displayed below is one of the most important screens in RMS Finances. It shows what is available in CEFMS, including the Award Contract Amount and any Modifications issued to-date.

The screen can be likened to a checkbook. It shows what RMS is anticipating to obligate against the contract (like writing a check that has not cleared the Bank – CEFMS is the bank) and what funds are available in CEFMS. Approved Changes are deducted from the available CEFMS Funds. Unfunded Proposed Changes are included to show whether there are sufficient funds available.

**Contract Finances** CEFMS Download   CEFMS Cleanup

NOTE: The contract finances for a contract are recomputed on the server every time this view is displayed. The finances for this contract were recomputed at 05/31/20 09:54 AM

CEFMS Finances
Contract Funding
Funding Balances
Obligation Balances

**Funding Balances** ▼ Expand   ▲ Collapse

Contract

- Funding Account No.  Funded Work Item -Contract - Parking Guidance System [4]
- Funding Account No. NC0001 Funded Work Item NC0001 Money to work with for testing

Contract

Award Contract	\$3,359,694.00	Total Available for Contract	\$4,817,316.77
Completed Modifications	\$1,062,137.45	Current Contract	\$4,421,831.45
Current Contract	\$4,421,831.45	Balance after funding Contract	\$395,485.32
Authorized Amount in CEFMS	\$4,817,513.23	Approved Changes-Status (5)	\$374,936.55
PR&C's not for this Contract	\$196.46	Balance after funding (5) Changes	\$20,548.77
Total Available for Contract	\$4,817,316.77	Proposed Changes-Status (4)	\$0.00
PR&C's for this Contract	\$4,817,316.77	Balance after funding (4) Changes	\$20,548.77
Available for Request in CEFMS	\$0.00		

## 6.1.6 Obligation Balances

The screen below displays the amount of funds that are remaining and available for Payments.

**Contract Finances** CEFMS Download CEFMS Cleanup

NOTE: The contract finances for a contract are recomputed on the server every time this view is displayed. The finances for this contract were recomputed at 05/31/20 09:54 AM

CEFMS Finances Contract Funding Funding Balances **Obligation Balances**

**Obligation Balances** Expand Collapse

Contract 8 0002

- Funding Account 7 Funded Work Item 0-Contract - Parking Guidance System [10004]
  - Obligation No. 8 0002 Line Item No. 0001 PARKING GUIDANCE SYSTEM IN THE AMOUNT OF \$3,369,69
  - Obligation No. 8 0002 Line Item No. 0002 SPACE SENSORS
  - Obligation No. 8 0002 Line Item No. 0003 CHANGE AC - EXTERIOR SIGNS COLOR DELAY CLAIM
  - Obligation No. 8 0002 Line Item No. 0004 CHANGE AD - EXTERIOR SIGNS POWER AND DYNAMIC MESSA
  - Obligation No. 8 0002 Line Item No. 0005 CHANGE AE - INTERIOR SIGNS/SENSOR CHANGES AND ATT
  - Obligation No. 8 0002 Line Item No. 0006 CHANGE AF - ADDED CONDUIT AND TRENCHING FOR EXTER
  - Obligation No. 8 0002 Line Item No. 0007 CHANGE AG - TRAFFIC CONTROL AND SYSTEM PROGRAMMING
  - Obligation No. 8 0002 Line Item No. 0008 CHANGE AH - ADDITIONAL TRAFFIC DELINEATORS & SYSTE
- Funding Account NC0001 Funded Work Item NC0001 Money to work with for testing
  - Obligation No. 8 0002 Line Item No. NC0001

Current Contract		Payment Thru Invoice No. 19	
Current Contract Amount	\$4,421,831.45	Payment To Date	\$4,676,633.25
Amount Obligated in CEFMS	\$5,817,415.00	Withholdings	\$12,496.40
Additional Obligation Required	-\$1,395,583.55	Total Earnings to Date	\$4,689,129.65
		Amount Obligated in CEFMS	\$5,817,415.00
		Total Earnings to Date	\$4,689,129.65
		Cefms Accrual	\$0.00
		Balance Available For Earnings	\$1,128,285.35

## 6.2 Award CLINs

[Award CLINs](#) screen can be loaded in [Contract Menu / Finances](#). These are currently referred to as CLINs (formerly called Bid Items).

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

To fully comply with the DFARS, RMS supports and enforces SubCLIN numbering. This has some major impacts on the way RMS handles CLINs and the way those CLINs are funded.

When constructing the Award document in the Army Contract Writing System (ACWS), it is generally recommended that CLINS are priced to include the *Unit Price*, *Quantity*, and *Amount*. Do not include a Funding source on this priced CLIN. Use an Info SubCLIN to represent each line of accounting (Funding source). Include additional Info SubCLINS for each funding source.

CLIN	CLIN Description	Award Amount	Award Obligations
> 0001	CLIN 0001	\$2,991,230.15	\$2,991,230.15
0001AD	subCLIN 0001	\$307,320.00	\$307,320.00
0005	CLIN 0005, 2-4 deleted	\$50.00	\$50.00
0006	CLIN 0006	\$15,000.00	\$15,000.00
0007	CLIN 0007	\$23,000.00	\$23,000.00

Award Contract / Award Obligations			
Funding Account No.	Work Item	Award Contract	Award Obligations
> NC0001	NC0001	\$3,336,600.15	\$3,336,600.15

Award Contract / Award CLINs	
<b>Award Contract</b>	<b>\$3,336,600.15</b>
<b>Award CLINs</b>	<b>\$3,336,600.15</b>
<b>Variance</b>	<b>\$0.00</b>

*A Priced Parent CLIN* will include Unit Price, Unit of Measure, Quantity and CLIN Amount. If a Priced CLIN is funded by one Obligation Line Item, the Priced Parent CLIN may be funded directly. When a Priced Parent CLIN is funded by multiple Obligation Line Items, separate Information SubCLINS must be added for each Obligation Line Item. These Information SubCLINS are entered without unit price, unit of measure, or quantity. SubCLINS simply identify the Obligation Line Item and obligation amount required to pay for the Parent CLIN.

*An Information Parent CLIN* is used when there is a need to have different unit prices for parts of a CLIN. An Information Parent CLIN can have multiple Priced SubCLINS when the elements of Unit Price, Unit of Measure, or Quantity differ for the same Parent CLIN. For example, if there was a Parent CLIN for Excavation, the Priced SubCLIN could be used to indicate the first 100 tons of material at \$40.00 / CY and use another Priced SubCLIN to indicate the next level of tonnage, say, 100 – 500 tons would be priced at \$35.00 / CY.

## 6.2.1 Adding an Award CLIN

To add a new Award CLIN, click on the [Add](#) button.

**Award CLINs**

**Add New Award Contract Line Item (CLIN)**

A Priced Parent CLIN can be associated with information subCLINs. Each associated information subCLIN can be linked to a different obligation line item. If you need to fund a CLIN with multiple funding sources, then you must use a Priced Parent CLIN. Priced parent CLINs are always 4 numeric digits (i.e. 0001, 0002).

Priced subCLINs can only be funded with a single funding source. Priced subCLINs should be used when a single funding source is sufficient and the subCLIN has some meaningful connection to the parent CLIN. Priced subCLINs are always numbered with 4 numeric digits followed by 2 letters (i.e. 0001AA, 0002AB).

Note that these rules are imposed by the DFARS - they are not RMS rules. Ideally, the contract should be properly decomposed into CLINs by contracting and loaded into RMS based upon the official contract CLINs.

Add new Priced Parent CLIN  
 Add new Priced subCLIN

< Back   **Next >**   Cancel

Choose either the parent or subCLIN option, then click on [Next](#).

**Parent CLIN** Enter a unique and valid CLIN number for the new Priced Parent CLIN below. Priced parent CLINs must be 4 numeric digits (i.e. 0001, 0002).

New Priced Parent CLIN: 0009

Unit of Measure: <Not Set>

**subCLIN** Enter a unique and valid CLIN number for the new Priced subCLIN below. Priced subCLINs must be 4 numeric digits followed by 2 letters (i.e. 0001AA, 0002AB).

New Priced subCLIN: 0009AA

Unit of Measure: <Not Set>

< Back   **Finish**   < Back   **Finish**

**1. Update number**

**2. Select Unit of Measure**

**3. Click Finish**

**CLIN Unit of Measure Lookup**

**CLIN Units of Measure**

Unit ID	Description	Quantity or Amount
F7	Feet and Decimal	Quantity
<b>F1</b>	<b>Thousand Cubic Feet Per Day</b>	Quantity
F4	Tons	Quantity
F9	Fibers/Cubic Centimeter of Air	Quantity
FA	Fahrenheit	Quantity
FB	Fields	Quantity
FC	1000 Cubic Feet	Quantity
FD	Million Particles/Cubic Foot	Quantity
FE	Track Foot	Quantity
FF	Hundred Cubic Meters	Quantity
FG	Transdermal Patch	Quantity
FH	Micromolar	Quantity
FL	Flake Ton	Quantity
FM	Million Cubic Feet	Quantity
FO	Fluid Ounce	Quantity
FP	Pounds per Sq. Ft.	Quantity
FR	Feet Per Minute	Quantity
FS	Feet Per Second	Quantity
FT	Foot	Quantity

OK   Cancel   Clear Selection

Once all the information has been added and the *Finish* button is clicked, RMS will take the user to the Award CLIN Edit View as shown in the image below. The header on the Award CLIN screen will reflect the type of CLIN selected. The image below shows the view for creation of a Priced Parent CLIN.

Each CLIN must be funded with one or more Obligation Line Items from CEFMS. The initial Award Amount of the CLIN is set once the CLIN is added. To add CLINS, click the *Add* button on the Award CLIN screen, or after Award, it can be created within the CLINs Modifications.

Award CLIN			
<b>Priced Parent CLIN 0011</b>			
Description	Testing		
Unit of Measure	69 - Test Specific Scale		
Award Unit Price	\$300,000.00	Award Contract Amount	\$13,567,087.00
Award Quantity	1	Sum of All Award CLINs	\$1,155,000.00
Award Amount	\$300,000.00	Variance	\$12,412,087.00
<input type="checkbox"/> CLIN pricing complete - ready to fund			

When adding a CLIN, the *Description* and *Award Amount* must be entered. When finished, click the *CLIN pricing complete – ready to fund* checkbox. Then click the *Funding* button to enter the Obligation Funding for the CLIN.

**Note:** If the contract is set up to preplan obligations, there will be an additional *Preplan Obligations for this CLIN* checkbox that must be checked before the *Funding* button can be clicked.

Award CLIN			
<b>Priced Parent CLIN 0007</b>			
Description	CLIN 0007		
Unit of Measure	JA - Job		
Award Unit Price	\$23,000.00	Award Contract Amount	\$0.00
Award Quantity	1	Sum of All Award CLINs	\$3,336,600.15
Award Amount	\$23,000.00	Variance	-\$3,336,600.15
<input checked="" type="checkbox"/> CLIN pricing complete - ready to fund			
<input type="checkbox"/> Preplan Obligations for this CLIN			

Contract with Funding set for project level.

### Award CLIN

**Priced Parent CLIN 0006**

Description: Construct 5 ft building line (Milcon )(SPS 000601/000602)(Oblig 000601/000602)

Unit of Measure: JA - Job

Award Unit Price	\$11,607,000.00	Award Contract Amount	\$73,887,726.00
Award Quantity	1	Sum of All Award CLINs	\$73,887,726.00
Award Amount	\$11,607,000.00	Variance	\$0.00

CLIN pricing complete - ready to fund

This CLIN is a Priced Parent CLIN. It can be funded by one or more obligation line items. The current funding for this CLIN is displayed below. To modify the funding or to change the funding SubCLIN numbers, click the funding button to the right.

**Funding**

SubCLIN	Funding Account	Work Item	PR&C / Line No.	Obligation Description	Obligation Line Item	Obligation Amount	CEFMS Unit of Measure

Award Contract / Award Obligations			
Funding Account No.	Work Item	Award Contract	Award Obligations
> G6250926	61C9J4	\$51,978,371.00	\$51,892,375.00
G6253837	61C9J4	\$18,882,965.00	\$18,968,961.00
G6257974	6D8CKL	\$0.00	\$0.00
G6257975	6D8CKL	\$0.00	\$0.00

CLIN 0006 Details	
CLIN 0006 Amount	\$11,607,000.00
CLIN 0006 Obligations	\$11,607,000.00
Variance	\$0.00

Contract with Funding set for Funding account level

Enter the different types of funding on the available Obligations for the CLIN. Enter the appropriate amounts on each obligation line item on the funding view to fully fund the CLIN.

Priced Parent CLIN funding view:

### Award CLIN 0006 Funding

This is a priced parent CLIN which can be funded with multiple SubCLINs/Obligations Lines. Enter funding amounts on obligation line items below to fully fund this CLIN. Funding amounts must equal the amount of the CLIN. Because this is planned funding, amounts entered are not limited to the amount available on each obligation line item. After funding is balanced, hit next and RMS will create a SubCLIN for each obligation line used to fund this CLIN. You can change the proposed SubCLIN needed on the next screen.

Funding Account	Work Item	PR&C / Line No.	Obligation Description	Obligation Line Item	Obligation Amount	Unit of Measure
> G6253837	61C9J4	W59XQG21787697 / 3	Design Security Campus	0001	\$0.00	JA
> G6250926	61C9J4	W59XQG21787697 / 1	Construct Security Campus	0002	\$0.00	JA
> G6250926	61C9J4	W59XQG21787697 / 1	Construct Indoor Firing Range	0003	\$0.00	JA
> G6253837	61C9J4	W59XQG21787697 / 3	Construct Military Working Dog Kennel	0004	\$0.00	JA
> G6253837	61C9J4	W59XQG21787697 / 3	Construct Storage/Mobility Warehouse	0005	\$0.00	JA
> G6250926	61C9J4	W59XQG21787697 / 1	Funding FY 20	000601	\$11,600,075.00	JA
> G6253837	61C9J4	W59XQG21787697 / 3	Funding FY22	000602	\$6,925.00	JA
> G6253837	61C9J4	W59XQG21787697 / 3	OPPD for Construction of Electrical Site	0007	\$0.00	JA

Award Contract / Award Obligations				
Funding Account No.	Work Item	Award Contract	Award Obligations	Obligations for Payment
> G6250926	61C9J4	\$51,978,371.00	\$51,892,375.00	\$51,840,499.00
G6253837	61C9J4	\$18,882,965.00	\$18,968,961.00	\$18,972,559.00
G6257974	6D8CKL	\$0.00	\$0.00	\$0.00

CLIN 0006 Details	
CLIN 0006 Amount	\$11,607,000.00
CLIN 0006 Obligations	\$11,607,000.00
Variance	\$0.00

1. Enter the amounts for the correct obligation line item in the **Obligations Amount** column until the variance at the bottom is \$0.00.

2. Click Next.

### Award CLIN 0006 Funding

RMS has created suggested SubCLIN numbers for the funding of this CLIN as per the DFAR requirements. Modify the SubCLIN numbers as needed and then hit next to complete the funding process and save all changes. Note that all SubCLIN numbers must all start with 0006 for this CLIN

Proposed SubCLINs for funding this CLIN							
SubCLIN	Funding Account	Work Item	PR&C / Line No.	Obligation Description	Obligation Line Item	Obligation Amount	Unit of Measure
> 000601	G6250926	61C9J4	W59XQG21787697 / 1	Funding FY 20	000601	\$11,600,075.00	JA
> 000602	G6253837	61C9J4	W59XQG21787697 / 3	Funding FY22	000602	\$6,925.00	JA

3. Review the summary of changes, then click *Finish* if correct or *Back* to make changes.

< Back
Finish

### Award CLIN

#### Priced Parent CLIN 0006

Description: Construct 5 ft building line (Milcon )(SPS 000601/000602)(Oblig 000601/000602)

Unit of Measure: **JA - Job**

Award Unit Price	\$11,607,000.00	Award Contract Amount	\$73,887,726.00
Award Quantity	1	Sum of All Award CLINs	\$73,887,726.00
Award Amount	\$11,607,000.00	Variance	\$0.00

CLIN pricing complete - ready to fund

This CLIN is a Priced Parent CLIN. It can be funded by one or more obligation line items. The current funding for this CLIN is displayed below. To modify the funding or to change the funding SubCLIN numbers, click the funding button to the right.

Funding

Obligations for this CLIN							
SubCLIN	Funding Account	Work Item	PR&C / Line No.	Obligation Description	Obligation Line Item	Obligation Amount	CEFMS Unit of Measure
> 000601	G6250926	61C9J4	W59XQG21787697 / 1	Funding FY 20	000601	\$11,600,075.00	JA
> 000602	G6253837	61C9J4	W59XQG21787697 / 3	Funding FY22	000602	\$6,925.00	JA

Award Contract / Award Obligations			
Funding Account No.	Work Item	Award Contract	Award Obligations
> G6250926	61C9J4	\$51,978,371.00	\$51,892,375.00
G6253837	61C9J4	\$18,882,965.00	\$18,968,961.00
G6257974	6D8CKL	\$0.00	\$0.00
G6257975	6D8CKL	\$0.00	\$0.00

CLIN 0006 Details	
<b>CLIN 0006 Amount</b>	<b>\$11,607,000.00</b>
<b>CLIN 0006 Obligations</b>	<b>\$11,607,000.00</b>
<b>Variance</b>	<b>\$0.00</b>

Until the Obligation Balances equal the Funding Account for the Current Contract, an error will be displayed on the Obligations Balances tab found in the Contract Finances module. Edit the [Contract Funding Account](#) and add the amount for the Award CLIN that is being added.

Contract Finances CEFMS Download CEFMS Cleanup

NOTE: The contract finances for a contract are recomputed on the server every time this view is displayed. The finances for this contract were recomputed at 06/15/22 04:16 PM

CEFMS Finances    Contract Funding    Funding Balances    **Obligation Balances**

Obligation Balances ▼ Expand ▲ Collapse

- ▶ Contract [REDACTED] 7
  - ▶ Funding Account [REDACTED] 2 Funded Work Item [REDACTED] G 0-LRE Resources [REDACTED] 5
  - ▶ Funding Account [REDACTED] 9 Funded Work Item [REDACTED] 7 0-GLRI funds for Q3 2020 [REDACTED] 40
  - ▶ Funding Account [REDACTED] 1 Funded Work Item [REDACTED] G 0-Non-Fed Contract Funds [REDACTED] 5
  - ▶ Funding Account [REDACTED] 5 Funded Work Item [REDACTED] H 0-Coordination [REDACTED]
  - ▶ Funding Account [REDACTED] 9 Funded Work Item [REDACTED] 4 A-2021 EPA Non Federal Funding [REDACTED] 5
  - ▶ Funding Account [REDACTED] 1 Funded Work Item [REDACTED] 3 2021 EPA Federal Funding [REDACTED] 5
  - ▶ Funding Account [REDACTED] 8 Funded Work Item [REDACTED] G 0-LRE Resources [REDACTED]

---

Contract [REDACTED] 7

	<b>Payment Thru Invoice No. 7</b>
Payment To Date	\$13,153,909.72
Withholdings	\$0.00
Total Earnings to Date	\$13,153,909.72
Amount Obligated in CEFMS	\$15,129,455.22
Total Earnings to Date	\$13,153,909.72
Cefms Accrual	\$0.00
Balance Available For Earnings	\$1,275,870.20

ERROR: CLIN Obligations are not balanced with Current Contract

On the **Contract Funding** tab, edit the Funding Account or add new Funding.

## 6.2.2 Add Contract Funding Amounts to the Award Contract.

Contract Finances CEFMS Download CEFMS Cleanup

NOTE: The contract finances for a contract are recomputed on the server every time this view is displayed. The finances for this contract were recomputed at 06/15/22 04:16 PM

CEFMS Finances    **Contract Funding**    Funding Balances    Obligation Balances

Funding Accounts Export

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

Funding Account No.	Work Item	Program Type	Work Item Name	Award Contract	Current Contract
[REDACTED] 2	[REDACTED] G	BRAC	A2710-LRE Resources [460325]	\$11,003,128.00	\$11,003,128.00
[REDACTED] 9	[REDACTED] 7		A2640-GLRI funds for Q3 2020 [404640]	\$1,563,959.00	\$1,563,959.00
[REDACTED] 1	[REDACTED] G		A3080-Non-Fed Contract Funds [460325]	\$1,000,000.00	\$1,000,000.00
[REDACTED] 5	[REDACTED] H		A2650-Coordination [404640]	\$0.00	\$0.00
[REDACTED] 9	[REDACTED] 4		2021A-2021 EPA Non Federal Funding [460325]	\$0.00	\$0.00
[REDACTED] 1	[REDACTED] 3		2021B-2021 EPA Federal Funding [460325]	\$0.00	\$0.00
[REDACTED] 8	[REDACTED] G		A2710-LRE Resources [460325]	\$0.00	\$0.00
<b>Totals:</b>				\$13,567,087.00	\$13,567,087.00

---

Funding Account

Funding Account No. [REDACTED] 2	Work Item [REDACTED] G
Work Item Name A2710-LRE Resources [460325]	
Program Type	
P2 Project ID	Project Title
P2 Task Code	Task Name

**CEFMS Funding Account**

---

**Funding Account Information**

Funding Account No. [REDACTED]2	Work Item Name A2710-LRE Resources [REDACTED]5		
Program Type	BRAC - Base Realignment and Closure		
Funding Appropriation [REDACTED]0	Basic Funding Appro [REDACTED]2	S&A Rate	0
Source Appropriation [REDACTED]0	Basic Source Appro [REDACTED]2	CEFMS Fund Type	A

---

**Associated Project Information**

P2 Project ID	Project Title		
P2 Task Code	Task Name		
<input type="button" value="Select P2 Project"/>			

---

**Financial Information**

Award Contract	\$11,003,128.00	Obligations for Payment	\$10,979,296.00
		Paid to Date	\$9,837,588.45
		Available for Payment	\$1,141,707.55

The above screens detail setting up Award CLINS. When adding amounts to the contract after Award, this is done through Modifications and the Award amounts of CLINS should not change. Do not add the additional amounts to Award CLINS after Award, but add it to the CLIN amounts in the Modification which is detailed later.

### 6.3 Current CLINs

The **Current CLINs** module can be found in the **Finances** tab.

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

The module view shows all the CLINs for the entire contract including Award CLINs or CLINs created by Modifications to the contract. Details of the CLIN can be found on the lower half of the screen when selecting the CLIN in the upper part of the screen.

This will show the Award amounts as well as any Modification price changes to the CLIN. While the Award CLIN view shows only the Award CLINs, the Current CLINs view shows both Award and CLINs added after Award.

Current CLINs			
CLIN	Description	Current Quantity	Current Amount
> 0003	Option 1, Diesel Generator	1.00 Lump Sum - LS	\$0.00
0004	Options 2, 3, 4	1.00 Lump Sum - LS	\$0.00
0005	Add soil for leveling of parking lot	5.00 1000 Cubic Feet - FC	\$5,000.00
0006		1.00 -	\$500,000.00
0007		1.00 Job - JA	\$0.00
0009	Testing	.00 Test Specific Scale - 69	\$0.00
0010	Testing	.00 Test Specific Scale - 69	\$0.00
0011	Testing	1.00 Test Specific Scale - 69	\$300,000.00

CLIN 0003 History		
Description	CLIN Quantity	CLIN Amount
R00001 Option 1, Diesel Generator	1.00 LS	\$0.00

Current Contract / Current CLINs	
Current Contract	\$13,567,087.00
Current CLINs	\$805,000.00

Double-clicking on a CLIN will bring up the funding information for that CLIN as shown in the screen below.

Current CLIN							
<b>Priced Parent CLIN 0007</b>							
Description: OPPD for Construction of Electrical Site (Milcon)(SPS 0007)(Oblig 0007)							
Unit of Measure: JA - Job							
Award Unit Price: \$725,000.00		Award Contract Amount: \$73,887,726.00					
Award Quantity: 1		Sum of All Award CLINs: \$73,887,726.00					
Award Amount: \$725,000.00		Variance: \$0.00					
<input checked="" type="checkbox"/> CLIN pricing complete - ready to fund							
This CLIN is a Priced Parent CLIN. It can be funded by one or more obligation line items. The current funding for this CLIN is displayed below. To modify the funding or to change the funding SubCLIN numbers, click the funding button to the right.							
<b>Funding</b>							
Obligations for this CLIN							
SubCLIN	Funding Account	Work Item	PR&C / Line No.	Obligation Description	Obligation Line Item	Obligation Amount	CEFMS Unit of Measure
> 000701	G6253837	61C9J4	W59XQG21787697 / 3	OPPD for Construction of Electrical Site	0007	\$725,000.00	JA

Award Contract / Award Obligations			
Funding Account No.	Work Item	Award Contract	Award Obligations
> G6250926	61C9J4	\$51,978,371.00	\$51,892,375.00
G6253837	61C9J4	\$18,882,965.00	\$18,968,961.00
G6257974	6D8CKL	\$0.00	\$0.00
G6257975	6D8CKL	\$0.00	\$0.00

CLIN 0007 Details	
CLIN 0007 Amount	\$725,000.00
CLIN 0007 Obligations	\$725,000.00
Variance	\$0.00

Clicking the **Funding** button will display the Mult-Funding view to show further details regarding Obligations for the selected CLIN.

**Current CLIN 0007 Funding**

This is a priced parent CLIN which can be funded with multiple SubCLINs/Obligations Lines. Enter planned funding amounts on obligation line items below to fully fund this CLIN. Funding amounts must total to the amount of the CLIN. Because this is planned funding, amounts entered are not limited to the current funding available on each obligation line item. After funding is balanced, hit next and RMS will create a proposed SubCLIN for each obligation line used to fund this CLIN. You can change the proposed SubCLIN numbers as needed on the next screen.

Obligations for this CLIN					
Funding Account	Work Item	PR&C / Line No.	Obligation Description	Obligation Line Item	Obligation Amount
> G6253837	61C9I4	W59XQGS21787697 / 3	Design Security Campus	0001	\$0.00
> G6250926	61C9I4	W59XQGS21787697 / 1	Construct Security Campus	0002	\$0.00
> G6250926	61C9I4	W59XQGS21787697 / 1	Construct Indoor Firing Range	0003	\$0.00
> G6253837	61C9I4	W59XQGS21787697 / 3	R20005 FINAL DOG KENNEL AND CANOPY CHGS	0009	\$0.00

Award Contract / Award Obligations				
Funding Account No.	Work Item	Award Contract	Award Obligations	Obligations for Payment
> G6250926	61C9I4	\$51,978,371.00	\$51,892,375.00	\$51,840,499.00
G6253837	61C9I4	\$18,882,965.00	\$18,968,961.00	\$18,972,559.00
G6257974	6D8CKL	\$0.00	\$0.00	\$0.00

CLIN 0007 Details	
CLIN 0007 Amount	\$725,000.00
CLIN 0007 Obligations	\$725,000.00
Variance	\$0.00

Cancel

## 6.4 Pay Activities

The Contractor's Pay Activities are in **Contract Menu / Finances** tab of a contract.

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

The next step in setting up the finances in RMS is to enter the Contractor's Construction (Pay) Activities. The easiest way to accomplish this is to import the Activities electronically through the NAS in the Import/Export area (See *Government Manual Volume 3, Section 11.8: Network Analysis Schedule (NAS)* for more information).

**Activities**

Activities	CLINs	Contractors	Features
<b>All Activities</b>		<b>Activities with no CLIN / Invalid CLIN</b>	
<b>1916</b>		<b>44</b>	

**Pay Activities** Search  Export

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

Activity ID	Description	CLIN	Amount
> 0006	Testing Pay Activity Created During Invoice	0007	\$0.00
0007	Field Office Grading and Access Road	0007	\$35,864.00
20MW-100	Grade Building Pad - East Wing	0001	\$139,500.00
20MW-210	Install Crane Road For Steel	0001	\$256,000.00
20MW-220	20MW - Structure Ready For Ste	0001	\$0.00
20NE-480	Install Exterior Precast North	0001	\$236,000.00
20NE-500	Install Exterior Precast North	0001	\$636,000.00
20NE-530	Install Roofing North Side	0001	\$843,940.00
20NE-570	Install Exterior Precast North	0001	\$336,000.00
20NE-750	Roof Blocking, Trimout & Compl	0001	\$348,000.00
20NEP-208	Contractor - Pre-Final Inspect	0001	\$95,000.00
20NEP-211	Contractor - Punchlist Correct	0001	\$71,400.00

CLIN / Contract Balance				
<b>CLIN 0007</b>		\$35,864.00	<b>Current Contract</b>	\$564,712,248.00
<b>Sum of Activities</b>		\$35,864.00	<b>Sum of All Activities</b>	\$566,058,402.00
<b>Variance</b>		\$0.00	<b>Variance</b>	-\$1,346,154.00

The four tabs in this area show:

- All Activities in the **Activities** tab.
- CLINs with a count of the activities linked to each CLIN in the **CLINs** tab.
- Contractors with a count of the activities linked to each Contractor in the **Contractors** tab.
- Features of Work with a count of the activities linked to each Feature in the **Features** tab.

This allows quick access to the Activities based on the association with these items.

### 6.4.1 Activities

Initially, the data table will display the list of all activities that have been added to RMS. Click on the blue **All Activities** button at the top of the screen to see all the existing activities or the **Activities with no CLIN / Invalid CLIN** button to see the activities that are not currently assigned to a valid CLIN.

Activities																
Activities	CLINs	Contractors	Features													
All Activities		Activities with no CLIN / Invalid CLIN														
86		83														
Add Edit Delete Activities with no CLIN / Invalid CLIN Search Export																
Drag a column header and drop it here to group by that column																
Activity ID	Description	CLIN	Amount													
A100000	Submit APP		\$0.00													
A100020	Submit Project Schedule		\$0.00													
A100030	Submit Quality Control Plan		\$0.00													
A100040	Submit EPP		\$0.00													
A100050	Submit Generator PD		\$0.00													
> A100060	Submit Building Design/PD		\$0.00													
A100070	Submit FDN and CONC SD		\$0.00													
A100080	Submit CMU Wall Design		\$0.00													
A100090	Submit Gen Commish Plan		\$0.00													
A100100	Submit Fence/Gate SD		\$0.00													
A100110	Submit Elect Comp SD/PD		\$0.00													
A100120	Submit Concrete Mix Design		\$0.00													
A100130	Submit Excavation Plan		\$0.00													
A100140	Review APP		\$0.00													
A100150	Review Generator PD		\$0.00													
A100160	Review Concrete Mix Design		\$0.00													
A100170	Review Excavation Plan		\$0.00													
A100180	Review Project Schedule		\$0.00													
CLIN / Contract Balance <table border="1"> <tbody> <tr> <td>&lt;No CLIN&gt;</td> <td>\$0.00</td> <td>Current Contract</td> <td>\$10,907,167.00</td> </tr> <tr> <td>Sum of Activities</td> <td>\$0.00</td> <td>Sum of All Activities</td> <td>\$30,634,297.00</td> </tr> <tr> <td>Variance</td> <td>\$0.00</td> <td>Variance</td> <td>-\$19,727,130.00</td> </tr> </tbody> </table>					<No CLIN>	\$0.00	Current Contract	\$10,907,167.00	Sum of Activities	\$0.00	Sum of All Activities	\$30,634,297.00	Variance	\$0.00	Variance	-\$19,727,130.00
<No CLIN>	\$0.00	Current Contract	\$10,907,167.00													
Sum of Activities	\$0.00	Sum of All Activities	\$30,634,297.00													
Variance	\$0.00	Variance	-\$19,727,130.00													

The **CLIN / Contract Balance** section at the bottom is a summary that provides a quick and easy means to identify discrepancies between CLIN/Contract Amounts and activity values. Discrepancies will be shown in RED as a **Variance**. Discrepancies must be resolved before attempting to create a Progress Payment request.

### 6.4.1.1 Balancing CLINs vs Budgeted Activity Cost

Since the Government pays on an activity percent complete basis, RMS enforces a relationship between CLINs (Deliverables due at the end of the job) and Pay Activity Budgeted Cost (the value of the work that it takes to provide that CLIN). A certain number of activities must be associated with a specific CLIN so the total budgeted cost of those activities is equal to the current value of the CLIN. If CLINs and Activities are out of balance the earnings percentages are meaningless and the Government would likely pay too much or too little on the invoice. Therefore, RMS will not allow a Progress Payment to be started or processed if the activity totals do not match the CLIN amounts linked to those activities.

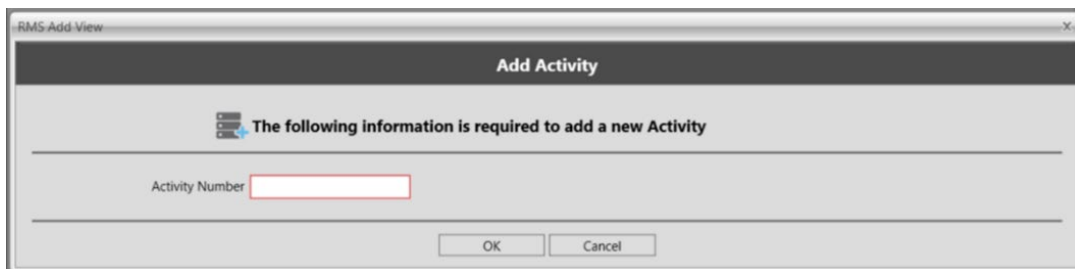
There are two reasons the activities may be out of balance with the CLIN amounts. One reason Activities may no longer be established with valid CLINs, is when the Contractor imports a NAS file that changes the CLINs linked to Activities. The scheduler should correct this by producing another, corrected NAS export, since the CLINs for a contract are fixed and cannot be changed by the Contractor. This is also a common cause for variances in the Activities, especially when a Contractor puts in the next Pay Request and finds all the original Activities have negative amounts. Once the scheduler returns to using the original CLINs/Activities IDs and imports the new NAS file, these things will be brought back into balance. This is one of the most common tech support issues in [Finances](#).

Another reason Activities may not balance with CLINs is due to contract modifications. When a modification is completed in RMS, office engineering staff should always advise the Contractor of any CLIN changes so the scheduler can adjust the activity structure and budgeted cost in the schedule accordingly. Office engineering staff should also take care not to complete a modification in RMS while a Progress Payment is in the process of being completed.

Activity imbalances can be corrected by either the Government adding new activities in the Pay Activities tab of the modification (discussed in [Contract Modifications section](#)), or the Contractor can update these manually in the Pay Activities module directly. However, if the contract is using NAS imports to update the schedule, it is best practice to have the Contractor update the schedule and do a new import of that schedule. This is to prevent negative values on a Progress Payment, as well as, further imbalances of pay activities to linked CLINs.

## 6.4.2 Add/Edit an Activity

To manually add or adjust the individual Activities from the [Pay Activities | Activities](#) tab, select either the [Add](#) or [Edit](#) button at the top of the screen, as appropriate. If manually adding an activity, an [Activity Number](#) must be entered. Activities can also be deleted from this screen by using the [Delete](#) button.



The screenshot shows a dialog box titled "RMS Add View" with a sub-header "Add Activity". The main content area contains the text "The following information is required to add a new Activity" followed by a text input field labeled "Activity Number". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Add activities for each CLIN until the Sum of Activities equals the amount designated for the CLIN. Continue through all CLINs until the Sum of Activities equals the amount of the contract.

#### 6.4.2.1 Mandatory Entry Elements for Pay Activities

RMS will function properly financially if only the *Activity #*, *CLIN* and *Activity Amount* is completed, the other fields on this screen are also extremely useful. These other fields are required for other tracking purposes to ensure that the contract is progressing properly. It is encouraged to complete all fields accurately. The following three (3) items must be completed.

**Description:** Enter a brief description of the activity into the Description. This field allows for up to 50 characters in length. However, when using the SDEF feature, the SDEF truncates the field to about 35 characters. Therefore, make sure to only use the first 35 characters so that the description appears properly after being imported from the SDEF import (be sure to use the same description in the scheduling software).

**CLIN:** The *CLIN* field lookup should be selected to choose the appropriate CLIN. The Quantity field just below will automatically populate, based on prior entry of the CLINs.

**Activity Amount:** The Amount of the activity is entered here. If a Quantity Item were chosen, this field would be inactive, requiring entry of the Quantity.

**Activity R00005**

---

**Basic Activity Information**

Activity #  Description

Subcontractor

Feature

Duration  days Phase  Area

Work Category

---

**CLIN Assignment and Pricing**

Activity Amount

CLIN

Quantity  Lump Sum - LS

This activity is linked to an amount only CLIN. You can enter the amount of the activity. The quantity is considered to be 1

**CLIN Information**

CLIN 0004	\$149,901.00
Sum of Activities	\$149,901.00
Variance	\$0.00

Other fields that are very beneficial to completed are listed below.

**Subcontractor:** The Subcontractor field is a lookup field that pulls from the *Subcontractor* module. This information should be entered by the Contractor and linked to either the Prime (Prim) or one of the Subcontractors working on the contract.

**Feature:** The Feature of the activity is also a lookup field that pulls from the *Features of Work* Module. While multiple activities can be linked to a single feature, multiple features cannot be linked to a single activity. Ensure the most appropriate feature is linked to the activity if tracking FOWs (Features of Work) in the contract.

**Work Category:** The Work Category of the activity is pulled from the District Library's Work Categories module. If NAS imports are being used, make sure the Contractor knows which Work Categories can be used with the scheduler's activities.

### 6.4.2.2 Dredging Contract Pay Activities

If the contract is set up to use dredging, additional tabs will be available at the top of the Activity Edit View showing **General Information** (where pay activity information is added), **Before Dredging Survey**, **After Dredging Survey**, and **Comments**.

In the **Before Dredging Survey** and **After Dredging Survey** tabs, the Contractor can add the Survey Type, Start/Finish dates of the Survey, Scheduled/Actual Through dates of the Survey, and performance information like depth estimates/actuals and quantity.

The **Comments** tab is where Contractors can add any comments that need to be seen by the Government.

#### Before Dredging Survey

**Activity 0001**

General Information
Before Dredging Survey
After Dredging Survey
Comments

**Basic Survey Information**

Survey Start Date:   Before Dredging Survey Thru Date:   Before Dredging Survey Type:

**Performance Information**

Before Dredging Project Depth <input type="text" value="0"/>	Before Dredging Project Quantity <input type="text" value="0"/>
Before Dredging Advance Maintenance Depth <input type="text" value="0"/>	Before Dredging Advance Maintenance Quantity <input type="text" value="0"/>
Before Dredging Allowable Depth <input type="text" value="0"/>	Before Dredging Allowable Quantity <input type="text" value="0"/>
	Before Dredging Survey Total <input type="text" value="0"/>

**Geometry Information - Before Survey**

**Coordinates**

Latitude	Longitude

### After Dredging Survey

**Activity 0001**

General Information

Before Dredging Survey

After Dredging Survey

Comments

**Basic Survey Information**

After Dredging Survey Start Date:       
 After Dredging Survey Thru Date:       
 After Dredging Survey Type:

**Performance Information**

After Dredging Project Depth: <input type="text" value="0"/>	After Dredging Project Quantity: <input type="text" value="0"/>
After Dredging Advance Maintenance Depth: <input type="text" value="0"/>	After Dredging Advance Maintenance Quantity: <input type="text" value="0"/>
After Dredging Allowable Depth: <input type="text" value="0"/>	After Dredging Allowable Quantity: <input type="text" value="0"/>

**Geometry Information - After Survey**

**Coordinates**

Latitude	Longitude

Total CY Dredged

BD Total Qty:

AD Total Qty:

Total C Y Dredged:

Copy Before Dredging Geometry

### Comments

**Activity 0001**

General Information

Before Dredging Survey

After Dredging Survey

Comments

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

Title	Date / Time	Type

Title:

Date / Time:

Comment Type:

Comment:

### 6.4.3 Deleting Activities

It is sometimes necessary to delete one or more Pay Activities. When using an SDEF file, this action should be performed in the scheduling program to avoid activity inconsistencies between the scheduling program and RMS. However, when the schedule is manually entered and edited in RMS, several deletion options are available.

To delete a single activity, To delete a single Activity, select/highlight the Activity to be Deleted, click on the Delete widget, then select Delete Record from the dropdown. Users will be prompted to confirm this action before it takes place.

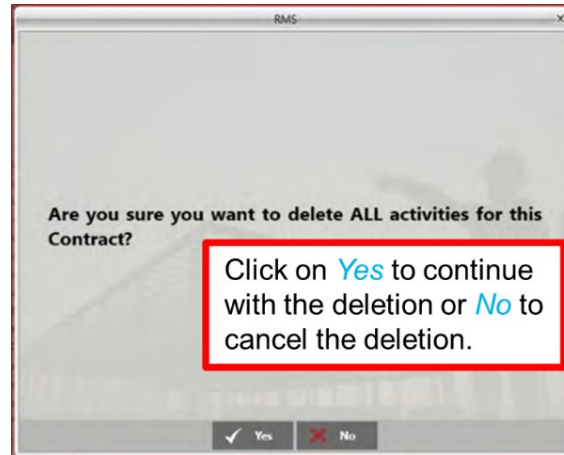
The screenshot shows the 'Activities' section of the RMS interface. At the top, there are tabs for 'Activities', 'CLINs', 'Contractors', and 'Features'. Below these, there are two summary boxes: 'All Activities' with a count of 17, and 'Activities with no CLIN / Invalid CLIN' with a count of 0. The 'Pay Activities' section is visible, with a search bar and an 'Export' button. A 'Delete' button is circled in red, and a dropdown menu is open, showing options: 'Delete Record', 'Enable Multiple Delete', and 'Delete All Activities'. The 'Delete Record' option is selected. Below the dropdown, a table lists activities with columns for 'Description', 'CLIN', and 'Amount'. The 'Delete Confirmation' dialog box is open, displaying the activity details: 'Activity #: 0012' and 'Description: Post Borrow Area Survey'. It has two buttons: 'Yes - Delete this item' and 'No - Cancel the deletion'. A red box highlights the instruction: 'Click on Yes to continue with the deletion or No to cancel the deletion.'

**Caution:** Once an Activity is deleted, it cannot be undone, so consider these actions carefully before executing any deletion operations.

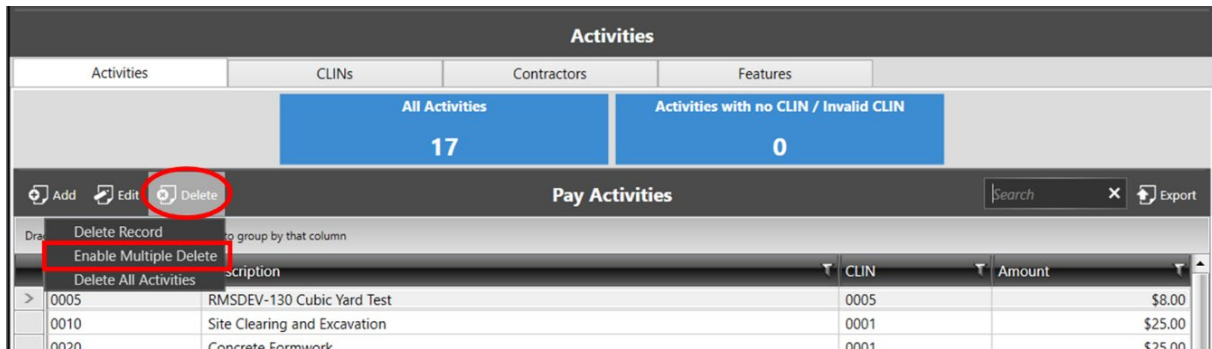
To delete all the Activities in one step, click on the [Delete](#) button, then select [Delete All Activities](#) from the dropdown.

This screenshot is similar to the previous one, showing the 'Activities' section. The 'Delete' button is circled in red, and the dropdown menu is open, with 'Delete All Activities' selected. The table below shows the same list of activities as in the previous screenshot.

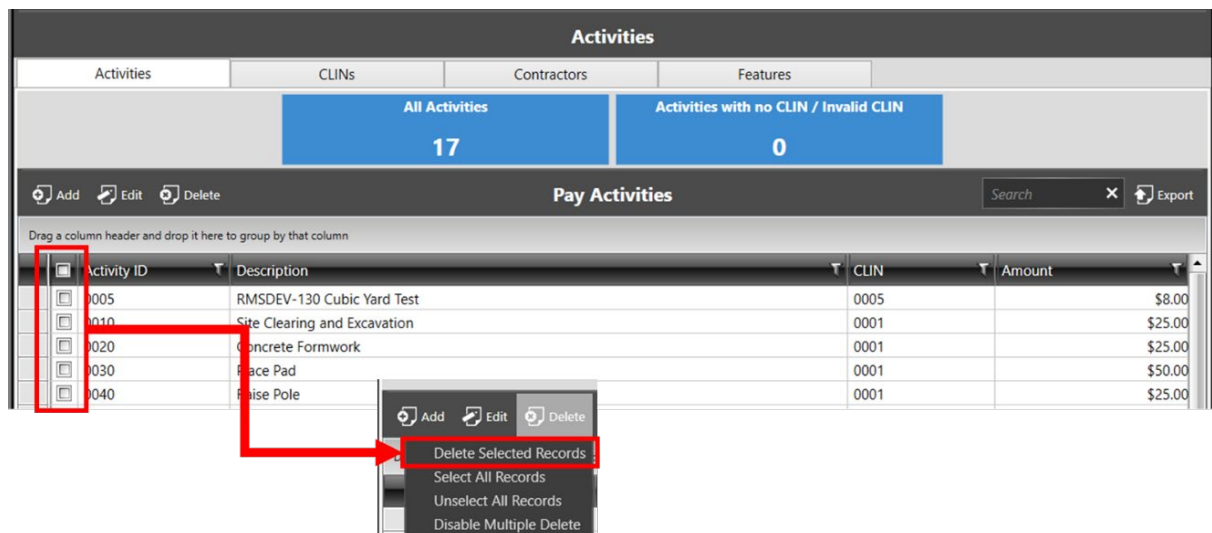
Users will be prompted to confirm this action before it takes place.



To delete more than one activity at a time, click on the *Delete* button, then select *Enable Multiple Delete* from the dropdown.



The Pay Activities screen will regenerate with a checkbox for each activity. Place a checkmark on all the activities to be deleted, click on the *Delete* button again, then select *Delete Selected Records* from the dropdown.



Notice there are three other options in this dropdown. Another way to delete all the Activities in the schedule is by selecting *Select All Records* from this dropdown, RMS will automatically

place a checkmark on all the Activities in the schedule. Click on the *Delete* widget again, then select *Delete Selected Records* from the dropdown.

If activities are mistakenly selected, click on the mistaken activity again to remove the checkmark, or select *Unselect All Records* and RMS will remove all the previously placed checkmarks.

If activity deletion is no longer needed or desired, select *Disable Multiple Delete*. RMS will return to the previous Pay Activities screen, and the checkboxes will disappear.

**Note:** Deleting activities will invariably affect the sum of all activities resulting in a variance in both CLIN and Contract Activity totals. New activities will need to be added to make up the difference and/or the value of remaining activities will need to be adjusted to zero out the variances. Do not forget that this will need to be done before attempting to create a Progress Payment request.

CLIN / Contract Balance			
CLIN 0001	\$7,970,500.00	Current Contract	\$7,997,358.80
Sum of Activities	\$7,944,500.00	Sum of All Activities	\$7,971,358.80
Variance	\$26,000.00	Variance	\$26,000.00

### 6.4.4 CLINs

Select the *CLINs* tab to see the list of all current CLINs, including those added by modification. This is a quick way to see which CLINs are unbalanced, which may be due to a new CLIN having been added or modified. A key sign of an unbalanced CLIN is that the *Sum of Activities* assigned to the CLIN does not equal the *Current Contract* amount for the CLIN.

Activities						
Activities	CLINs	Contractors	Features			
All Clins		Balanced Clins		Unbalanced Clins		
9		8		1		

CLINs						
CLIN	CLIN Description	Number of Activities	Current Contract	Sum of Activities	Status	
> 0001	NGA Parking Guidance System	19	\$3,734,630.55	\$3,734,630.55	Balanced	
0002	Exterior Signs Color Change Delay Claim	1	\$139,184.45	\$139,184.45	Balanced	
0003	Ext Signs Power and Dynamic Messaging	1	\$180,695.00	\$180,695.00	Balanced	
0004	Int Sign/Sensor Changes and Attic Stock	1	\$149,901.00	\$149,901.00	Balanced	
0005	Added Cndt Run & Trenching to Ext Signs	1	\$92,357.00	\$92,357.00	Balanced	
0006	Traffic Ctrl and Syst Prog Enhancements	1	\$407,915.00	\$407,915.00	Balanced	
0007	Additional Traffic Control and Syst-PROG	1	\$112,732.00	\$112,732.00	Balanced	
0009	test	0	\$0.00	\$0.00	Balanced	
0010	Parking Guidance System part 2	0	\$300,000.00	\$0.00	Unbalanced	

## 6.4.5 Contractors

The **Contractors** tab presents a look at some of the successes and shortcomings of the Contractors' scheduling efforts. The view displays how many activities were assigned to each Contractor and if NO activities have been assigned to a Contractor. The screen also shows how many activities do not have a Contractor assigned to do the work. By using the **Edit** button or double-clicking the Activity, details of each line can be viewed and corrections can be made on the Activities screen itself.

**Activities**

Activities	CLINs	Contractors	Features
All Contractors		Contractors Linked to Pay Activities	Contractors not Linked to Pay Activities
2		1	1

**Subcontractors**

Activity Count	Contractor Full Name	Responsibility Code	Trade	Subcontract Amount
1	Alan Smallwood Excav	PRIM	<Not Set>	\$0.00

**Activities Linked to XYZ GENERAL**

Activity ID	Description	CLIN	Resp Code	Amount
0001	TEST	0004	PRIM	\$0.00

## 6.4.6 Features

The **Features** tab likewise shows how many activities have been assigned to each Feature of Work, or if none have been assigned. It does not make sense to create a Feature of Work and then neglect to assign activities to it. An Activity Hazard Analysis (AHA) is required to be prepared for each Feature of Work and without activities associated with it, the AHA would be incomplete. Use the **Edit** button to view the details and make corrections or adjustments as needed. Navigation back to the Pay Activity input screen is available if needed.

**Activities**

Activities	CLINs	Contractors	Features
All Features		Features Linked to Pay Activities	Features not Linked to Pay Activities
3		1	2

**Features of Work**

Activity Count	Feature Title	Feature ID
0	CONCRETE, CAST-IN-PLACE	E1000044
1	EARTHWORK - EXCAVATION	E1000046
0	LABORATORY EQUIPMENT	E1000045

**Activities Linked to EARTHWORK - EXCAVATION**

Activity #	Description
0001	TEST

\*\*\* TEST \*\*\*  
[E1000214] W911X20C0017

Government Mode Home  
Contract Selection  
Contract Menu

Back Refresh Log Out Help

### Activity 0001

**Basic Activity Information**

Activity # 0001 Description TEST

Subcontractor PRIM - Alan Smallwood Excav

Feature EARTHWORK - EXCAVATION

Duration 1 days Phase 1 Area 1

Work Category <Not Set>

**CLIN Assignment and Pricing**

Activity Amount \$0.00

CLIN 0004 - Options 2, 3, 4

Quantity 1 Lump Sum - LS

This activity is linked to an amount only CLIN. You can enter the amount of the activity. The quantity is considered to be 1

CLIN Information	
CLIN 0004	\$0.00
Sum of Activities	\$0.00
Variance	\$0.00

## 6.5 Progress Payment

The **Progress Payment** module is used for processing construction Contractor payment requests. **Progress Payments** are in **Contract Menu | Finances**.

**Note:** Civil and military funding must be on separate invoices. To ensure that no obligations/pay requests are rejected due to mixed fund types, it is best practice to know the fund type on the funding accounts linked to obligations. This can be verified in both CEFMS and RMS.

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

The Progress Payments view is used to review or add pay periods.

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	Invoice Generated From
15	10/31/2012	11/20/2012	\$5,686,210.60	\$0.00	\$0.00	\$341.10	\$341.10	RMS
16	11/30/2012	12/14/2012	\$6,805,697.60	\$1,119,487.00	\$0.00	\$0.00	\$1,119,487.00	RMS
17	12/31/2012	01/28/2013	\$11,276,312.60	\$4,470,615.00	\$0.00	\$0.00	\$4,470,615.00	RMS
18	01/31/2013	02/13/2013	\$12,698,376.95	\$1,422,064.35	\$0.00	\$0.00	\$1,422,064.35	RMS
19	02/28/2013	03/15/2013	\$13,705,065.43	\$1,006,688.48	\$0.00	\$0.00	\$1,006,688.48	RMS
20	03/31/2013	04/12/2013	\$14,884,231.74	\$1,179,166.31	\$117,916.64	\$0.00	\$1,061,249.67	RMS
21	04/30/2013	05/13/2013	\$16,235,456.91	\$1,351,225.17	\$0.00	\$0.00	\$1,351,225.17	RMS
22	05/31/2013	06/18/2013	\$17,055,446.75	\$819,989.84	\$0.00	\$0.00	\$819,989.84	RMS
23	06/30/2013	07/17/2013	\$17,733,377.10	\$677,930.35	\$0.00	\$140,380.64	\$818,310.99	RMS
24	07/31/2013	08/13/2013	\$18,404,739.81	\$671,362.71	\$0.00	\$0.00	\$671,362.71	RMS
25	08/30/2013	09/11/2013	\$18,820,236.44	\$415,496.63	\$0.00	\$0.00	\$415,496.63	RMS
26	09/30/2013	10/11/2013	\$19,090,623.08	\$270,386.64	\$0.00	\$0.00	\$270,386.64	RMS
27	10/31/2013	11/15/2013	\$19,218,487.50	\$127,864.42	\$0.00	\$0.00	\$127,864.42	RMS
28	11/30/2013	12/17/2013	\$19,287,833.20	\$69,345.70	\$0.00	\$0.00	\$69,345.70	RMS
29	12/31/2013	01/08/2014	\$19,390,252.90	\$102,419.70	\$0.00	\$0.00	\$102,419.70	RMS
30	02/28/2014	04/14/2014	\$19,595,446.69	\$205,193.79	\$0.00	\$0.00	\$205,193.79	RMS
31	07/31/2014	08/18/2014	\$20,163,178.00	\$567,731.31	\$54,792.51	\$0.00	\$512,938.80	RMS

Payment Status

<input checked="" type="checkbox"/> Invoice Received	- Received	Invoice Received	9/5/2013
<input checked="" type="checkbox"/> Eng93 Complete	- Completed	Payment Due	9/19/2013
<input checked="" type="checkbox"/> Sent to CEFMS	- Completed	Date Sent	9/11/2013
<input checked="" type="checkbox"/> Approved in CEFMS	- Completed	Date Approved	9/11/2013
<input checked="" type="checkbox"/> Contractor Paid	- Payment made on time	Date Paid	9/12/2013

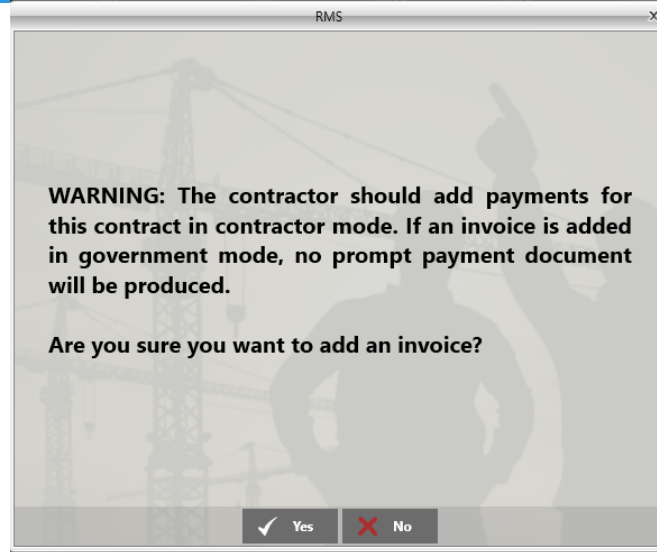
This process begins with the Contractor requesting a payment. However, if the contract is set up to allow the Government to add Contractor data, then clicking the **Add** button at the top of the screen is the starting point.

**Note:** The Government should only be entering pay request information for the Contractor sparingly, if at all.

If a payment already exists, it may be reviewed and edited from this location.

RMS will accommodate processing a payment and a refund on the same ENG Form 93. Be aware that the disbursement may be split at 14 days (payment) and 30 days (refund).

If the Government creates a payment, a warning screen pops up indicating that the Contractor should normally add payments and that there will be no Prompt Payment document produced if proceeding to create the invoice.



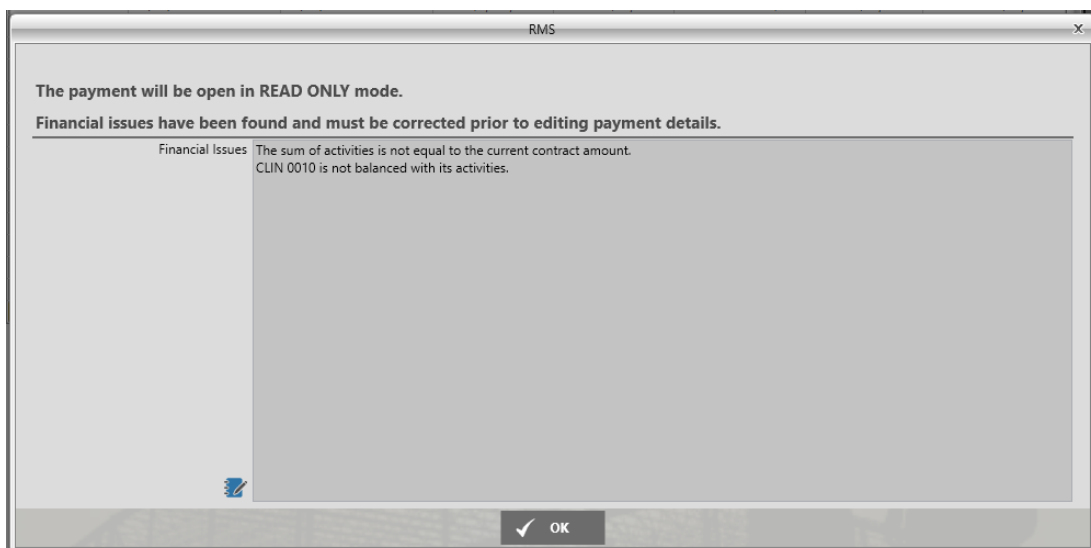
**Note:** Prior to making any Progress Payment, verify that all finances are properly balanced, including CLIN's and Contractor Activities.

To balance the Progress Payment, several things need to be considered. All RMS Finances need to line up from the Funding Accounts, Obligations, CLINs, down to the Activities. The Obligations need to have enough funds to pay the invoice. All the CLINs need to have Obligation Funding. All the current Contractor Activities need to total up to the Current Contract Amount of all the CLINs. Within the Progress Payment, Activity amounts need to total up to the CLIN amount.

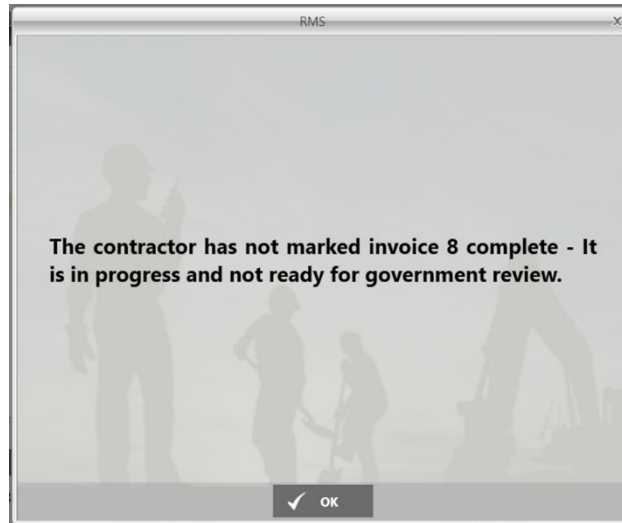
If an invoice was generated from CEFMS, as indicated in the *Invoice Generated From* column on the *Progress Payment* view (listing of all Progress Payments), then the payment must be balanced before the Contractor starts a new invoice. See [Section 6.5.13 Balancing Invoices](#) for instructions on balancing invoices generated from CEFMS.

Finally, everything must be funded by Obligation Line Items on the final tab.

If there are financial imbalances in RMS, the Pay Request may be in read-only mode until these are fixed.

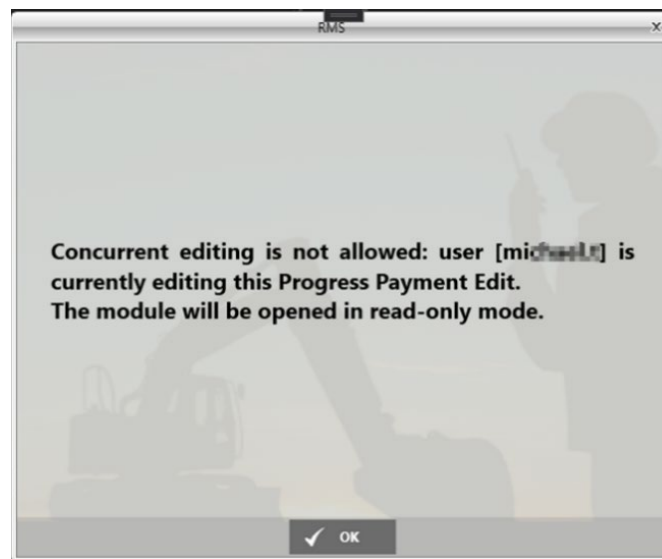


Likewise, if the Contractor has not marked the invoice complete, it is still in, the Government will not be able to view the Progress Payment.

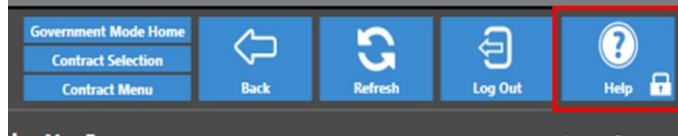


The Government should get the Prompt Payment Certificate and payment request from the Contractor. In some cases, the Government may need to add a Pay Request. There are locks that prevent both the Government and Contractor from having the edit capability for a Pay Request. Once a Contractor has started a payment, the Contractor is in control of it until the payment is submitted to the Government and vice versa. After the Contractor submits the Pay Request to the Government it is under the Government's control.

Furthermore, there are locks prohibiting this area from being edited by two different users at the same time. If a user opens a Progress Payment while another user is editing that Progress Payment, a Concurrent Editing warning will appear to notify the user that payment will open as read-only.



A padlock icon will also appear in the [Help](#) tile at the top of the screen when the payment opens as read-only. No padlock icon will show for the user editing the payment.



**Note:** If a user gets disconnected from network access while editing a Progress Payment, the lock should remain in place for 15 minutes before it is automatically removed. If the user reconnects before the 15-minute window expires, the lock will only be removed when the user exits the payment naturally.

**Note:** Contact the District Administrator to receive assistance with removing the lock on a Progress Payment. Please see *Government Manual Volume 1*, Section 3.2.9 on removing locks on Progress Payments.

Status messages appear in **red** when a Payment is highlighted. The status message below indicates the Contractor has marked invoice 25 complete and it is ready for Government review.

**Progress Payments**

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	Invoice Generated From
1	06/03/2022	06/03/2022	\$300,000.00	\$300,000.00	\$0.00	\$0.00	\$300,000.00	RMS
2	07/02/2022	07/02/2022	\$300,000.00	\$0.00	\$0.00	\$0.00	\$0.00	RMS
3	09/30/2022	09/30/2022	\$750,000.00	\$450,000.00	\$4,500.00	\$0.00	\$445,500.00	RMS
4	03/03/2023	03/03/2023	In Process	In Process	In Process	In Process	In Process	RMS

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

**Payment Status**

<input checked="" type="checkbox"/> Invoice Received	- Received	Invoice Received	3/3/2023
<input type="checkbox"/> Eng93 Complete	- Not Completed	Payment Due	Select a date
<input type="checkbox"/> Sent to CEFMS	- Not Completed	Date Sent	Select a date
<input type="checkbox"/> Approved in CEFMS	- Not Completed	Date Approved	3/3/2023
<input type="checkbox"/> Contractor Paid	- Not Completed	Date Paid	Select a date

Confirmation

**CEFMS Settlement Date:** There are two different scenarios in which this date will display in the **Payment Status** section: (1) before the first payment has been initiated for the contract and (2) when the final payment for the contract is selected. If a CEFMS Settlement Date is available in CEFMS, then the Final Payment Due Date will be based off of that date. If there is no Contract Settlement Date entered in CEFMS, then the due date will be based on the Invoice Received date. The image below depicts the final payment for the contract being selected.

Payment Status			
✓ Invoice Received	- Received	Invoice Received	4/12/2022 15
✓ Eng93 Complete	- Completed	30th day after settlement date Payment Due	5/12/2022 15
✓ Sent to CEFMS	- Completed	Date Sent	4/20/2022 15
✓ Approved in CEFMS	- Completed	Date Approved	4/21/2022 15
✓ Contractor Paid	- Payment made on time	Confirmation	Date Paid 4/27/2022 15
CEFMS Settlement	4/12/2022 15		

### 6.5.1 Processing a Progress Payment from the Contractor

In accordance with FAR 52.232-5, payments under Fixed-Price Construction Contracts, RMS has provided the screens to accommodate the information specified to be furnished by the Prime Contractor relative to any Subcontractor used on the contract.

Key items to be provided on Subcontractors:

1. Listing the amount for work accomplished by each subcontractor.
2. Listing the total amount of each subcontract. (1st Tier Only)
3. Listing the amount previously paid to each subcontractor (includes any deductions against the subcontract, per the Prompt Payment Act (PPA)).

Often Contractors can be reluctant (or even refusing) to indicate the Contract Amount of the associated Subcontractors. Reasons vary for Prime Contractors. Some Prime Contractors are fearful the Government will determine too much overhead or profit is being taken and send deductive change orders. Other Prime Contractors may like to 'live' off the Subcontractor money. To resolve this conflict with a Prime Contractor, simply point out the FAR requirement and refuse to pay until the Prime Contractor complies. Prime Contractors have been barred from Government work due to violations of the Prompt Payment Act (PPA).

Screens are available to provide data for Assignments and Notification of Defective Invoice. The Prompt Payment Certification should also be included as part of the Subcontractor's Pay Request.



**Prompt Payment Certification**

03 Feb 2023

Prompt Payment Certification and Supporting Data For Contractor Payment Invoice				
(1) Contract No.: [REDACTED]		(2) Location and Description of Work: CEFMS ENG03 TEST 0108		(3) Estimate No.: 7
(5) Contractor Official (name and address) to whom payment is to be sent: [REDACTED]		(6) Discount Terms: 0 Days 0 Percent		
(7) If Notice of Assignment has been filed, enter name of Assignee to whom payment is to be sent:		(8) Name, Title, phone number, and mailing address of person to be notified in event of a defective invoice:		
(9) Subcontractor Name	(10) Total Amount Subcontracted	(11) Previous Subcontractor Payments (Excluding Deductions)	(12) Subcontractor Amount Included in this Payment Estimate (Excluding Deductions)	(13) ** Subcontractor Earnings Deductions by Contractor (Total to Date)
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

\*\* A written notice of any withholding shall be issued to a subcontractor (with a copy to the Contracting Officer) of any such issued by the Contractor specifying (1) the amount to be withheld, (2) the specific causes for the withholding under the terms of the subcontract, and (3) the remedial actions to be taken by the subcontractor in order to receive payment of the amount withheld. Attach copy of notification to pay estimate. Reference FAR 52.232-27(g).

I hereby certify, to the best of my knowledge and belief, that:

- (1) The amounts requested are only for performance in accordance with specifications, terms, and conditions of the contract;
- (2) All Payments due to subcontractors and suppliers from previous payments received under the contract have been made, and timely payments will be made from the proceeds of the payments covered by this certification, in accordance with subcontract agreements and the requirements of Chapter 39 or Title 31, United States, Code; and
- (3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.
- (4) This certification is not to be construed as final acceptance of a subcontractor's performance.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed Name and Title \_\_\_\_\_

Page 1 of 2

Sorted by Activity No.



US Army Corps  
of Engineers

### Prompt Payment Certification

03 Feb 2023

Activity No.	Activity Title	Activity Amount	Total Previous Earnings	% Earning To Date	Total Earnings To Date	Earnings This Period
0001	0001	\$200,000.00	\$125,000.00	63%	\$125,000.00	\$0.00
0003	0003	\$900,000.00	\$65,000.00	8%	\$65,000.00	\$0.00
0005	0005	\$900,000.00	\$115,000.00	13%	\$115,000.00	\$0.00
0007	0007	\$50,000.00	\$1,000.00	2%	\$1,000.00	\$0.00
0009	0009	\$25,000.00	\$2,000.00	8%	\$2,000.00	\$0.00
0011	0011	\$25,000.00	\$3,000.00	12%	\$3,000.00	\$0.00

	Total Previous Earnings	% Earning To Date	Total Earnings To Date	Earnings This Period
<b>Total Requested Activity Earnings</b>	\$311,000.00	16%	\$311,000.00	\$0.00
Stored Material Included In Activity Earnings	\$311,000.00			
Additional Stored Material not Included In Activity Earnings	\$1,100.00		\$1,200.00	\$100.00
Preparatory Work not Included In Activity Earnings	\$0.00		\$0.00	\$0.00
Performance and Payment Bond not included in Activity Earnings	\$0.00		\$0.00	\$0.00
Less Subcontractor Deductions held by Prime	\$0.00		\$0.00	\$0.00
<b>Total Requested Amount</b>	\$312,100.00	16%	\$312,200.00	\$100.00

## 6.5.2 Contractor’s Pay Request Worksheet

Each pay period a Contractor’s Pay Request worksheet (aka, Gig Sheet) can be printed from the Contract Reports menu. This worksheet shows the total amount for each activity, what has been paid and any outstanding items that might impede or impact the amount the Contractor requested. This should be reviewed prior to making any final determination on the amount of the pay request to be processed.

The Contractor’s Pay Request Worksheet is accessed from the [Contract Reports](#) menu.

The screenshot shows the 'Contract Reports' interface. At the top, there are seven categories with their respective counts: All Reports (83), Administration Reports (11), Financial Reports (24), QA/QC Reports (29), Submittal Reports (6), Schedule Reports (8), and Closeout Reports (5). Below this is a search bar and an 'Export' button. The main area is a list of reports grouped by 'Report Menu'. The 'FINANCE' group is expanded, showing a list of reports. The 'Contractor Pay Request Worksheet' is highlighted in yellow. The columns are Report Title, Report Menu, Author, and Developed By.

Report Title	Report Menu	Author	Developed By
Activity Earnings by Invoice	FINANCE	RMS Center	RMS Center
Activity Summary by CLIN	FINANCE	RMS Center	RMS Center
Activity Total Earnings	FINANCE	RMS Center	RMS Center
Basic Change Document	FINANCE	RMS Center	RMS Center
Cancelled Changes	FINANCE	RMS Center	RMS Center
Change Request Contractor Proposal Only	FINANCE	RMS Center	RMS Center
Change Request Modification Funding	FINANCE	RMS Center	RMS Center
Change Request Register with Gov't Estimate	FINANCE	RMS Center	RMS Center
CLIN Cost by Feature of Work	FINANCE	RMS Center	RMS Center
CLIN Cost by Obligation Line Item	FINANCE	RMS Center	RMS Center
CLIN History	FINANCE	RMS Center	RMS Center
Completed Modifications	FINANCE	RMS Center	RMS Center
Contractor Claims	FINANCE	RMS Center	RMS Center
<b>Contractor Pay Request Worksheet</b>	<b>FINANCE</b>	<b>RMS Center</b>	<b>RMS Center</b>
Current CLINs	FINANCE	RMS Center	RMS Center
ENG Form 93 - Payment Estimate	FINANCE	RMS Center	RMS Center
Funding Balance	FINANCE	RMS Center	RMS Center
Mod Routing Slip	FINANCE	RMS Center	RMS Center
Obligations for Continuing Funded Contracts	FINANCE	RMS Center	RMS Center
Progress Payment History	FINANCE	RMS Center	RMS Center
Projected Activity Monthly Placement	FINANCE	RMS Center	RMS Center
Prompt Payment Certification Report	FINANCE	RMS Center	RMS Center
SF30	FINANCE	RMS Center	RMS Center

The worksheet report will provide a detailed listing of all items that are outstanding or delinquent on a given Activity. For example, if the Contractor is missing payrolls or insurance the worksheet will list those Contractors. The Contractor is also able to print out this worksheet from the Contractor Module prior to requesting payment.

### 6.5.3 Invoice Tab

The **Invoice** tab of the Progress Payment provides overall information about the invoice.

**Invoice No. 2** Logs Reports

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

Invoice No.  Invoice Reference No.

Pay Period From   Pay Period Thru

Payment Invoice Date   Invoice Received

Discount Days

Discount %

Final Payment?

ENG93 Remarks

Payee Office

Payment Prepared By  Payment Approved By

Name  Name

Title  Title

**Revision History**

Revision Date	Action	Revised By
> 9/20/2024 2:25:28 AM UTC	Submit	

**Note:** Revision History can be found at the bottom of the **Invoice** tab. This will capture actions taken on the Progress Payment in CM and GM (Submit, Return, Accept). Select a revision entry and click the **View** button or double click a revision entry to open a read-only view of the Progress Payment before the listed action was taken.

**Invoice Reference No.:** RMS automatically indicates the next sequential number. However, it may be changed at this point if required.

**Pay Period From/Thru:** Insert the dates that the pay period covers at this point. Typically, the Thru date does not extend past the legal completion date of the contract. Therefore, at the end of the payment cycle, there may be multiple pay periods with the same From/Thru dates.

**Invoice Dated/Received:** It is very important that the dates inserted here are accurately entered. These dates determine the interest accruing date, in accordance with the Prompt Payment Act, if appropriate (the payment terms that established the interest-due dates is taken from the Contract Setup screen).

**Change Payment Priority:** This selection is used to determine in which order to utilize the Obligation funds. If the Contract Line Item (CLIN) is funded by more than one Obligation Line

Item, the higher priority (lower number) will be consumed first. To change this, click the [Change Payment Priority](#) button.

Obligation Payment Priorities							
Obligation Line Item No.	Obligation Title	Approved Amount	Previous Earnings	CEFMS Accruals	Available Payment	Payment Priority	
> 0001	PARKING GUIDANCE SYSTEM IN THE AMOUNT OF \$3,369,69	\$3,359,694.00	\$3,359,694.00	\$0.00	\$0.00	1	
0002	SPACE SENSORS	\$374,936.55	\$374,936.55	\$0.00	\$0.00	1	
0003	CHANGE AC - EXTERIOR SIGNS COLOR DELAY CLAIM	\$139,184.45	\$139,184.45	\$0.00	\$0.00	1	
0004	CHANGE AD - EXTERIOR SIGNS POWER AND DYNAMIC MESSA	\$180,695.00	\$180,695.00	\$0.00	\$0.00	1	
0005	CHANGE AE - INTERIOR SIGNS/SENSOR CHANGES AND ATT	\$149,901.00	\$149,901.00	\$0.00	\$0.00	1	
0006	CHANGE AF - ADDED CONDUIT AND TRENCHING FOR EXTEI	\$92,357.00	\$92,357.00	\$0.00	\$0.00	1	
0007	CHANGE AG - TRAFFIC CONTROL AND SYSTEM PROGRAMMIN	\$407,915.00	\$407,915.00	\$0.00	\$0.00	1	
0008	CHANGE AH - ADDITIONAL TRAFFIC DELINEATORS & SYSTE	\$112,732.00	\$112,732.00	\$0.00	\$0.00	1	

**Payment Terms:** Click the [Payment Terms](#) button to see the Payment Terms set by the Obligations on a per Line basis.

Obligation Payment Terms					
Obligation Line Item No.	Obligation Title	Payment Terms	Refund Terms	Final Terms	
> 0001	PARKING GUIDANCE SYSTEM IN THE AMOUNT OF \$3,369,69		14	30	30
0002	SPACE SENSORS		30	30	30
0003	CHANGE AC - EXTERIOR SIGNS COLOR DELAY CLAIM		14	30	30
0004	CHANGE AD - EXTERIOR SIGNS POWER AND DYNAMIC MESSA		14	30	30
0005	CHANGE AE - INTERIOR SIGNS/SENSOR CHANGES AND ATT		14	30	30
0006	CHANGE AF - ADDED CONDUIT AND TRENCHING FOR EXTER		14	30	30
0007	CHANGE AG - TRAFFIC CONTROL AND SYSTEM PROGRAMMING		14	30	30
0008	CHANGE AH - ADDITIONAL TRAFFIC DELINEATORS & SYSTE		14	30	30

**Final Payment:** If processing the payment that represents the FINAL payment, this box is checked to establish the payment period and interest accrual if applicable. This box will also trigger the ENG Form 93 to reflect the proper format for a final payment and release.

**Discount Days/Percent:** Occasionally, a Contractor will offer an incentive to the Government if payment time is decreased from that which is required by the contract. If the Contractor does offer such a discount, it is important that it be flagged to ensure the payment is released to take maximum advantage of the discount.

**ENG 93 Form Remarks:** This area may include considerations for deducting earnings from the Contractors pay request, or it may include the standard language for a Final Payment as determined by the District policies.

**Payment Prepared / Approved By:** To select a Preparer and Approver, use the respective buttons, [Select Preparer from Staff Lookup](#) and [Select Approver from Staff Lookup](#). Signature blocks that are prepared in the initial stages of setting up the user's RMS staff record will be listed in the lookups. However, if no Signature Block was added or if the user is not in RMS, the user will not show up in this list. Therefore, the name and title of a Preparer and/or an Approver can be entered manually in the [Name](#) and [Title](#) text boxes.

**Note:** Some individuals may have multiple signature blocks.

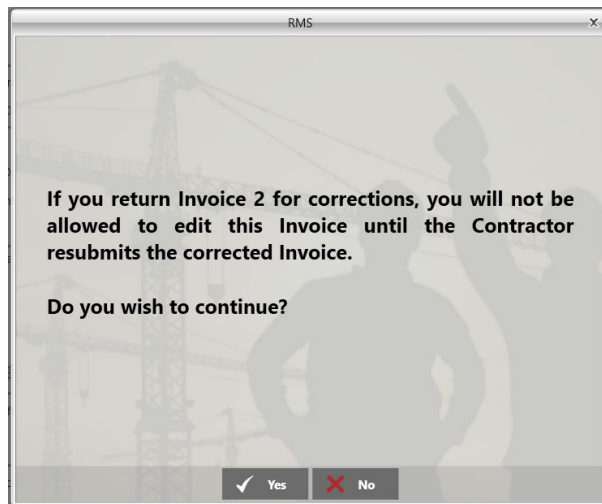
**Payee Office:** Click the blue address box to select from a list of Payee Office addresses that is downloaded from the Vendor in CEFMS. If the address does not appear, it will need to be entered into CEFMS and then downloaded into RMS with the CEFMS Download unless the contract is a non-CEFMS contract. In this latter case, it is added in the Prime Contractor view.

## 6.5.4 Returning a Progress Payment from the Contractor

If the Government finds areas that need changed by the Contractor, the process is very simple. Click the [Return for Corrections](#) button. This will allow the Government to return the Progress Payment back to the Contractor to allow further editing and resubmission.

The screenshot shows the 'Invoice No. 2' form. At the top, there are tabs for 'Invoice', 'Requested Activity Earnings', 'Allowed Activity Earnings', 'Subcontractor Earnings', 'Allowed CLIN Earnings', 'Additional Earnings', 'Obligations', and 'Document Package'. The form contains several input fields and buttons. A red arrow points to the 'Return for Corrections' button, which is highlighted with a red box. Other buttons include 'Change Payment Priority' and 'Payment Terms'. The 'Final Payment?' checkbox is unchecked. The 'ENG93 Remarks' field is empty. The 'Payee Office' section shows a warning message: 'Payee ID 2 Name AnyContractor Name 123 Anywhere St. AnyCity CA 99999 r/n EFT does not exist'. At the bottom, there are fields for 'Payment Prepared By' and 'Payment Approved By', each with a 'Select Preparer from Staff Lookup' and 'Select Approver from Staff Lookup' dropdown menu, and 'Name' and 'Title' input fields.

A warning is posted that indicates if a payment is returned to the Contractor, that invoice will be locked, and edits will not be allowed until the Contractor resubmits the invoice.



**Note:** Invoices can be returned to the Contractor for corrections after being sent to CEFMS, if no approvals have occurred in CEFMS. If the [Return for Corrections](#) button is greyed out (not click-able), then the invoice has already been either fully or partially approved in CEFMS.

## 6.5.5 Requested Activity Earnings Tab

Invoice No. 2 Logs Reports

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

All Activities  
**30**

Activities not Fully Paid  
**29**

Activities with Earnings this Period  
**0**

Copy Previous Activity Earnings

**Requested Activity Earnings - Activities with Earnings this Period**
Search  ×

Pay Activity		Previous Total Earnings			Total Requested To Date			Invoice No. 2
Activity No.	Description	Previous %	Previous Qty	Previous Amount	Requested %	Requested Qty	Requested Amount	Requested This Period
Totals:								

Activity Info	
Unit Price	
Activity Total Quantity	
Activity Total Amount	

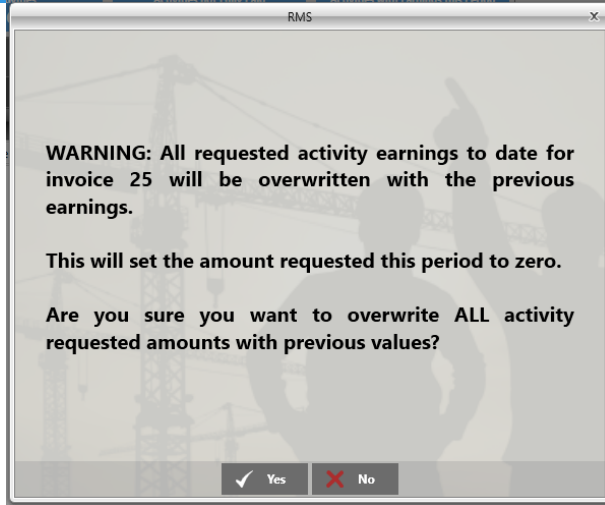
Requested on Invoice No. 2	
Activity Earnings this Period	\$0.00
Additional Earnings this Period	\$0.00
Total Earnings this Period	\$0.00

The next tab in Progress Payments is the [Requested Activity Earnings](#) tab. This tab displays what the Contractor is requesting. It displays views of [All Activities](#), or a subset of Activities based on [Activities not Fully Paid](#), or [Activities with Earnings this Period](#) when clicking the blue buttons at the top of the screen.

If the Government chooses to create a payment directly in CEFMS then only obligation earnings are known for that invoice, RMS will open Allowed Activity Earnings screen in a special mode to allow Government to specify Activity Earnings for the payment. Once Activity Earnings are equal to Obligation Earnings for the pay period the payment screen will resume normal function. Invoice earnings are cumulative so Government must ensure all invoices paid directly from CEFMS have balanced activity earnings specified before attempting to generate a payment out of RMS for the contract.

**Note:** If Contractor deletes or reduces the actual cost of an activity ID previously paid, RMS will withhold earnings from the current request to recoup the value. The Contractor will need to create new activities or readjust activity values to offset the negative value. If the contract is setup to use SDEF files, the Contractor should make the corrections from the scheduling software and then import a new SDEF file into RMS to apply corrections rather than manually editing activities directly from requested earnings.

The [Copy Previous Activity Earnings](#) button in the upper right allows the Government to overwrite all Activity Earnings with the previous Pay Request earnings. This allows all earnings this pay period to be reset to zero and restart. A warning is displayed indicating that this will overwrite all Requested Earnings this period.



### 6.5.6 Allowed Activity Earnings Tab

The **Allowed Activity Earnings** tab is the main screen for the Government to update Activity amounts. The amounts can be set for each Activity by entering in an Allowed percentage, Quantity, or Amount. The Previous Amount will be subtracted from the Allowed Amount to show the amount Allowed This Period. Additional Earnings this Period are also displayed in the lower right to provide the Total Earnings this Period for this Invoice. Once again, the **Copy Requested Activity Earnings** button in the upper right has the same functionality described in the previous section.

Invoice No. 2										Logs	Reports
Invoice	Requested Activity Earnings	Allowed Activity Earnings	Subcontractor Earnings	Allowed CLIN Earnings	Additional Earnings	Obligations	Document Package				
All Activities		Activities not Fully Paid		Activities with Earnings this Period		Copy Requested Activity Earnings					
8		5		0							
Allowed Activity Earnings - All Activities										Search	Export
Pay Activity		Previous Total Earnings			Total Allowed To Date			Invoice No. 2			
Activity No.	Description	Previous %	Previous Qty	Previous Amount	Allowed %	Allowed Qty	Allowed Amount	Allowed This Period			
> 0001	Pay Activity 1	20	0.20	\$20,000.00	20	0.20	\$20,000.00	\$0.00			
0002	Pay Activity 2	20	0.20	\$20,000.00	20	0.20	\$20,000.00	\$0.00			
0003	Pay Activity 3	20	0.20	\$20,000.00	20	0.20	\$20,000.00	\$0.00			
0004	Pay Activity 4	20	0.20	\$20,000.00	20	0.20	\$20,000.00	\$0.00			
0006		0	0	\$0.00	0	0	\$0.00	\$0.00			
0007	TestQtyCLIN	0	0	\$0.00	0	0	\$0.00	\$0.00			
0009	Pay Activity 9	20	0.20	\$9,800.00	20	0.20	\$9,800.00	\$0.00			
5	Test	0	0	\$0.00	0	0	\$0.00	\$0.00			
				Totals:	\$89,800.00		\$89,800.00	\$0.00			
CLIN 0001 Activity No. 0001 Pay Activity 1					Allowed on Invoice No. 2						
Activity Total Quantity		1		LS	Activity Earnings this Period		\$0.00				
Activity Total Amount		\$100,000.00			Additional Earnings this Period		\$0.00				
					Total Earnings this Period		\$0.00				

### 6.5.7 Subcontractor Earnings Tab

The **Subcontractor Earnings** tab reports the earnings that the Contractor has entered for each Subcontractor. Listed here is the total amount subcontracted, previous Subcontractor payments, payments for this payment, and the total to date deducted. If needed, the Government can resynchronize this list of Subcontractors when balancing invoices by clicking on the **Sync** button.

Invoice No. 2						Logs	Reports
Invoice	Requested Activity Earnings	Allowed Activity Earnings	Subcontractor Earnings	Allowed CLIN Earnings	Additional Earnings	Obligations	Document Package
<input type="button" value="Sync"/> Attempt to synchronize current subcontractor payment history with previous invoices.							
Subcontractor Earnings							
<input type="checkbox"/> Update Previous Subcontractor Payments							
Drag a column header and drop it here to group by that column							
Subcontractor Name	Amount Subcontracted	Previous Subcontractor Payments (Excluding Deductions)	Subcontractor Amount Included in this Payment Estimate	Subcontractor Earnings Deducted By Contractor (Total to Date)			
> 1st Electric, Inc.	\$254,000.00	\$0.00	\$0.00	\$0.00			
Building Concepts of America	\$601,676.00	\$0.00	\$0.00	\$0.00			
Capital Commissiong	\$90,000.00	\$0.00	\$0.00	\$0.00			

### 6.5.8 Allowed CLIN Earnings Tab

The **Allowed CLIN Earnings** tab is informational and read only. It lists the totals of all the Activities rolled up into the CLIN level. To change these amounts, do this at the Activity level on the **Allowed Activity Earnings** tab.

Invoice No. 2											Logs	Reports
Invoice	Requested Activity Earnings	Allowed Activity Earnings	Subcontractor Earnings	Allowed CLIN Earnings	Additional Earnings	Obligations	Document Package					
CLIN Earnings												
Drag a column header and drop it here to group by that column												
CLIN	CLIN Description	Previous Total Earnings			Total Allowed To Date			Invoice No. 2				
CLIN	CLIN Description	Previous %	Previous Qty	Previous Amount	Allowed Percent	Allowed QTY	Allow Amount for CLIN	Allowed This Period				
> 0001	CLIN 1	20	0	\$20,000.00	20	20	\$20,000.00	\$0.00				
0002	CLIN 2	20	0	\$20,000.00	20	20	\$20,000.00	\$0.00				
0003	CLIN 3	20	0	\$20,000.00	20	20	\$20,000.00	\$0.00				
0004	CLIN 4	20	0	\$20,000.00	20	20	\$20,000.00	\$0.00				
0006		0	0	\$0.00	0	0	\$0.00	\$0.00				
0007	TestQtyCLIN	0	0	\$0.00	0	0	\$0.00	\$0.00				
0009	Gold Plated Toilets	20	0	\$9,800.00	20	20	\$9,800.00	\$0.00				
				Totals:	\$89,800.00		\$89,800.00	\$0.00				
CLIN 0001 CLIN 1					Allowed on Invoice No. 2							
Unit Price		\$100,000.00			Activity Earnings this Period		\$0.00					
CLIN Total Quantity		1 LS			Additional Earnings this Period		\$0.00					
CLIN Total Amount		\$100,000.00			Total Earnings this Period		\$0.00					

## 6.5.9 Additional Earnings Tab

The **Additional Earnings** tab is built around Previous, Totals to Date, and the current invoice amounts in separate columns.

Invoice No. 2					Logs	Reports	
Invoice	Requested Activity Earnings	Allowed Activity Earnings	Subcontractor Earnings	Allowed CLIN Earnings	Additional Earnings	Obligations	Document Package
<b>Additional Earnings</b>							
<b>Activity Earnings</b>		<b>Previous Total Earnings</b>	<b>Total Earnings To Date</b>	<b>Invoice No. 2</b>	<b>Estimated Stored Materials Included in Activity Earnings</b>		
Total Allowed Activity Earnings to Date		\$89,800.00	\$89,800.00	\$0.00	\$0.00		
<b>Additional Allowed Earnings not included in above Activity Earnings</b>							
Additional Earnings are not enabled for this Contract. If additional stored materials, preparatory work or performance and payment bond are required for this Contract enable Additional Earnings in Contract Setup.							
<b>Subcontractor Deductions</b>							
Less Subcontractor Deductions held by Prime		\$0.00	\$0.00	\$0.00			
<b>Sum of Allowed Earnings to Date</b>							
Total Allowed Earnings		\$89,800.00	\$89,800.00	\$0.00			
STANDARD CALCULATION: Use Total to Date values <input type="checkbox"/> Total Allowed Earnings for this Pay Period Entered							
Note: CEFMS will not approve payments \$100M or over in U.S. Dollars							

To track Stored Materials that are included as part of the Contractor's Activities, while having the amount not to reflect as a part of percent progress, then enter the amount at the top of the screen.

To access the **Additional Allowed Earnings** sections above, make sure the Progress Payments – Allow Additional Earnings not included in Activity Earnings checkbox is checked in **Contract Setup | Payment/Modifications** tab.

Contract Setup					
Administration/Funding	Payment/Modifications	Quality Assurance	Submittals/Schedule	Dredging	CUI
<b>Obligations for Payment</b>					
Obligation Line Item No.	Obligation Title	Oblig Line Item Days	Refund Payment Days	Final Payment Days	
> NC0001		14	30	30	
NC0002		14	30	30	
<b>Payment</b>					
<input checked="" type="checkbox"/> Progress Payments - Allow Additional Earnings not included in Activity Earnings <input type="checkbox"/> Include All Activities on Prompt Payment Document					
Default Calculation Method <input type="text"/>					
<b>ACO Modifications</b>					

These Additional Allowed Earnings will increase the Total Allowed Earnings to Date, while the Subcontractor Deductions held by Prime will decrease the Total Allowed Earnings.

### 6.5.10 Obligation Calculation Methods

The **Additional Earnings** tab also includes a drop-down selectable list of obligation calculation methods. This will change how the program automatically computes the distribution of CLIN amounts to be paid on Obligations. The **STANDARD CALCULATION** method uses Total to Date values and tries to re-proportion the CLINs to make up for past manual changes on the Obligation view. The **STANDARD CALCULATION** method tries to keep the proportion of Obligations accurate, so money does not run out. If preferred, use the Obligation amounts for the CLINs in the current pay request regardless of past disproportionate Obligations, choose the **PERIODIC CALCULATION** method. Click on the dropdown list to see a lengthy description of the methods and select the appropriate one.

**Invoice No 2 - Calculation Method**

RMS supports two methods for computing the amount to be paid on obligation line items for an invoice. The basic difference is in how the calculation attempts to honor the setup of CLIN distribution to obligation line items. The first method applies that distribution using total to date while the second uses only information for the current period. A more detailed explanation follows:

**STANDARD:** RMS will use total to date values and current allocations for CLINS/Obligations. This approach will lead to an overall payment calculation which most accurately reflects the amount that should be paid on each obligation based on all information available to date. This calculation method will make up for previous invoices/calculations that do not match the current planned distribution among CLINS/Obligations. While this may lead to the usage of obligations in the current period that appear to not match the expected usage, it is the most accurate usage of the overall setup and will lead to reaching the setup distribution over time. This is the recommended/default calculation method.

**PERIODIC:** RMS will ignore total to date values and will only use values for this period to allocate CLIN payment to obligations. This option isolates the individual payment and will not make up for any discrepancies from prior invoices. While this option may be more likely to meet expected obligation usage for the current invoice, it will not adjust calculations to honor the overall/total to date setup for CLINS/obligations.

STANDARD CALCULATION: Use Total to Date Values  
 PERIODIC CALCULATION: Use only amounts this Period

Once completed with the **Activity Earnings**, **Subcontractor deductions**, and **Additional Earnings**, check the **Total Allowed Earnings for this Pay Period Entered** checkbox on the **Additional Earnings** tab. Uncheck this box to modify anything on earlier tabs in Progress Payments. Checking this box will lock in these earnings before being obligated.

**Invoice No. 2** Logs Reports

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

**Additional Earnings**

Activity Earnings	Previous Total Earnings	Total Earnings To Date	Invoice No. 2	Estimated Stored Materials Included in Activity Earnings
Total Allowed Activity Earnings to Date	\$89,800.00	\$89,800.00	\$0.00	\$0.00

**Additional Allowed Earnings not included in above Activity Earnings**

Additional Earnings are not enabled for this Contract. If additional stored materials, preparatory work or performance and payment bond are required for this Contract enable Additional Earnings in Contract Setup.

**Subcontractor Deductions**

Less Subcontractor Deductions held by Prime	\$0.00	\$0.00	\$0.00
---	--------	--------	--------

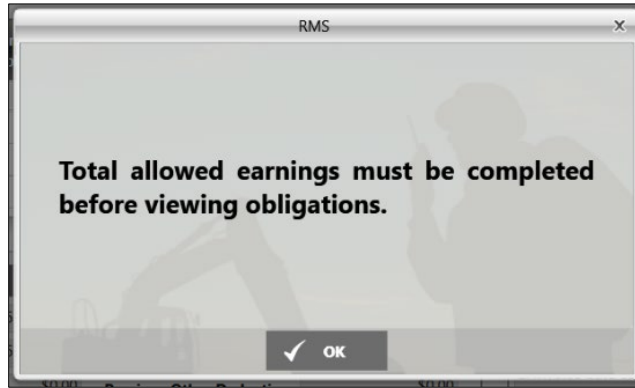
**Sum of Allowed Earnings to Date**

Total Allowed Earnings	\$89,800.00	\$89,800.00	\$0.00
------------------------	-------------	-------------	--------

STANDARD CALCULATION: Use Total to Date values  Total Allowed Earnings for this Pay Period Entered

Note: CEFMS will not approve payments \$100M or over in U.S. Dollars

**Note:** The checkbox on the bottom right (marked in red) needs to be checked before going on any further. This generates the reports and data for the next tab (**Obligations**) so that the payment can be completed.



### 6.5.11 Obligations Tab

The **Obligations** tab provides the capability to distribute the earnings across any number of Obligation Line Items. If an attempt to make a payment that exceeds the available funds is made, RMS will display a warning message on the lower right: **Obligation line item 0001 is over obligated.**

Invoice No. 2 Logs Reports

---

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

**Obligation Line Items** Search X Export

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

Obligation Line	CEFMS Accruals	Available for Earnings	Earnings by Obligation	Retainage %	Retainage This Period	Other Deductions This Period	Retainage Refund This Period	Other Refunds This Period	Obligation This Period	Obligation Payment Status
> 0001	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No funds available
0002	\$91,080.90	\$197,342.24	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No earnings this period
0003	\$0.00	\$1,331,185.91	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No earnings this period
0004	\$0.00	\$311,848.30	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No earnings this period
0005	\$0.00	\$197,370.86	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No earnings this period
0006	\$0.00	\$105,000.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No earnings this period
0007	\$12,738.60	\$101,513.29	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No earnings this period
0008	\$88,835.67	\$1.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Review accruals
NC0001	\$0.00	\$3,188,418.38	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No earnings this period
		\$192,655.17	\$5,432,679.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

**Obligation Line Item No. NC0001**

Obligations in CEFMS	\$0.00	Previous Retainage	\$0.00
Previous Earnings	\$40,000.00	Total Retainage to Date	\$0.00
CEFMS Accrual	\$0.00	Previous Other Deduction	\$0.00
Available for Earnings	\$160,000.00	Total Other Deductions	\$0.00

**Invoice Completion**

No Errors

ENG 93 Completed

**Invoice Info**

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

A summary of the available funds for each line item is displayed in the lower left of the **Obligations** tab when the line item is selected. The total available funds for earnings are the difference between the obligations in CEFMS, the previous earnings, and the *current* accruals in CEFMS.

**Note:** Even though the total available for earnings amount does not include the current CEFMS accruals, RMS allows users to allocate up to the total of the current CEFMS accruals plus the available for earnings amounts for payment. For example, if line item 1 has a CEFMS accrual of \$1,200 and an available for earnings of \$45,000, then the total amount that can be allocated to pay the Contractor on this line item is the sum of the two, or \$46,200.

000003 MODIFICATION NUMBER P00001			
Obligations in CEFMS	\$867,852.33	Previous Retainage	\$0.00
Previous Earnings	\$867,852.33	Total Retainage to Date	\$0.00
CEFMS Accrual	\$0.00	Previous Other Deduction	\$0.00
Available for Earnings	\$0.00	Total Other Deductions	\$0.00

If an attempt is made to pay the Contractor less than the amount paid in the previous pay period(s), RMS will provide a warning message. Negative payments are not allowed.

The program will use the Calculation Method selected in the **Additional Earnings** tab to automatically populate the Obligation Earnings. These calculations can be overridden by manually entering amounts in the **Earnings by Obligation** column. A Retainage percent, Other Deductions, and Refunds may be entered in the respective columns, as well.

**Note:** Users sometimes confuse CLINs and Obligation Lines. Both are similarly numbered but reflect two different things. A CLIN is a deliverable, due to the Government at the completion of contract. An Obligation Line is a source of funding that can be used to pay for contractual obligations. Multiple obligations can be used to fund a single CLIN (if the CLINs are Parent Priced). For example, one CLIN could be funded out of a combination of Federal funds on one Obligation Line and Local Sponsor funds on a different Obligation Line. When using the Pre-Plan Obligations calculation method which obligations pay for what CLINs is specified in the Funding screens Award CLINs and in the Release MOD tab.

When entering **Retainage %** values, no more than six digits may be entered after the decimal, and the maximum value that may be entered is 10%. Warnings will display as shown in the examples below if improper input is attempted.

Available for Earnings	Earnings by Obligation	Retainage %
\$91,080.90	\$197,342.24	0
\$0.00	\$1,331,185.91	0

Available for Earnings	Earnings by Obligation	Retainage %
		1.1234567

Max 6 digits to the right of the decimal.

Available	Earnings by	Retainage %
	Obligation	
	Max retainage is 10%.	11
\$197,342.24	\$0.00	0

The *Total Earnings This Period* in the lower part of the screen should match the *Earnings by Obligation* amount.

**Invoice No. 5** Logs Reports

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

**Obligation Line Items** Search X Export

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

Obligation Line	CEFMS Accruals	Available for Earnings	Earnings by Obligation	Retainage %	Retainage This Period	Other Deductions This Period	Retainage Refund This Period	Other Refunds This Period	Obligation This Period	Obligation Payment Status
0006	\$0.00	\$105,000.00	\$106,000.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$106,000.00	Over obligated
0007	\$12,738.60	\$101,513.29	\$114,251.89	0	\$0.00	\$0.00	\$0.00	\$0.00	\$114,251.89	Over obligated
0008	\$88,835.67	\$1.00	\$88,836.67	0	\$0.00	\$0.00	\$0.00	\$0.00	\$88,836.67	Review accruals
NC0001	\$0.00	\$3,188,418.38	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No earnings this period
	\$192,655.17	\$5,432,679.98	\$2,436,916.77		\$0.00	\$0.00	\$0.00	\$0.00	\$2,436,916.77	

**Obligation Line Item No. 0001 WORK REQUIRED TO REMOVE RIP RAP**

Obligations in CEFMS	\$143,880.00	Previous Retainage	\$0.00
Previous Earnings	\$143,880.00	Total Retainage to Date	\$0.00
CEFMS Accrual	\$0.00	Previous Other Deduction	\$0.00
Available for Earnings	\$0.00	Total Other Deductions	\$0.00

**Invoice Info**

Total Earnings this Period	\$2,436,916.77	± Retainage this Period	\$0.00
Earnings by Obligation	\$2,436,916.77	± Other Deductions	\$0.00
Variance	\$0.00	Amount Due Contractor	\$2,436,916.77

**Invoice Completion**

4 Errors, 7 Warnings

Errors:

1. Pay period from date cannot be later than pay period thru date.
2. Invoice received date cannot be earlier than invoice date.
3. Invoice received date cannot be earlier than pay period from date.
4. Obligation line item 0006 is overobligated.

Warnings:

ENG 93 Completed

There are extensive error checks to minimize the rejection of the invoices included with RMS. Earnings cannot exceed available funds, nor can the Government try to pay the Contractor a net Negative Earnings this Period. A few example errors are shown above. All errors must be corrected before completing the payment.

Once there is no variance and there are no errors, check the *ENG 93 Completed* checkbox. This will generate the ENG 93 as well as the Payment Calculations document and include both in a Document Package for the invoice.

Invoice No. 2												Logs	Reports
Invoice	Requested Activity Earnings	Allowed Activity Earnings	Subcontractor Earnings	Allowed CLIN Earnings	Additional Earnings	Obligations	Document Package						
<b>Obligation Line Items</b>													
Drag a column header and drop it here to group by that column													
Obligation Line	CEFMS Accruals	Available for Earnings	Earnings by Obligation	Retainage %	Retainage This Period	Other Deductions This	Retainage Refund This	Other Refunds This	Obligation n This Period	Obligation Payment Status			
> 0001	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No funds available		
0002	\$91,080.90	\$197,342.24	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No earnings this period		
0003	\$0.00	\$1,331,185.91	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No earnings this period		
0004	\$0.00	\$311,848.30	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No earnings this period		
0005	\$0.00	\$197,370.86	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No earnings this period		
0006	\$0.00	\$105,000.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No earnings this period		
0007	\$12,738.60	\$101,513.29	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No earnings this period		
0008	\$88,835.67	\$1.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Review accruals		
NC0001	\$0.00	\$3,188,418.38	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No earnings this period		
Total	\$192,655.17	\$5,432,679.98	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				

Obligation Line Item No. 0001 WORK REQUIRED TO REMOVE RIP RAP			
Obligations in CEFMS	\$143,880.00	Previous Retainage	\$0.00
Previous Earnings	\$143,880.00	Total Retainage to Date	\$0.00
CEFMS Accrual	\$0.00	Previous Other Deduction	\$0.00
Available for Earnings	\$0.00	Total Other Deductions	\$0.00

Invoice Info			
Total Earnings this Period	\$0.00	± Retainage this Period	\$0.00
Earnings by Obligation	\$0.00	± Other Deductions	\$0.00
Variance	\$0.00	Amount Due Contractor	\$0.00

Invoice Completion	
No Errors	
<input type="checkbox"/> ENG 93 Completed	

### 6.5.12 Document Package Tab

As mentioned above, the ENG 93 and Payment Calculations documents are included in the Document Package when the ENG 93 is completed in the **Obligations** tab. The ENG 93 document should be signed for all invoices and is required to be signed as part of sending the final payment to CEFMS for the contract. Additional documents may be added to either the Government or Contractor Document Packages and signed, as well. Remember that documents added to the Contractor Document Package can be viewed by the Contractor and those added to the Government Document Package can only be viewed by the Government.

Invoice No. 2												Logs	Reports
Invoice	Requested Activity Earnings	Allowed Activity Earnings	Subcontractor Earnings	Allowed CLIN Earnings	Additional Earnings	Obligations	Document Package						
Invoice No. 0002 <b>CONTRACTOR:</b> 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.													
Accept	Add	Prompt Pay Signed	Title of Package	Status	No.								
Return	Edit	>	Invoice No. 0002	In Review	1								
Delete		←	Invoice No. 0002(2)	In Review	2								
Payment No. 0002 <b>GOVERNMENT:</b> 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.													
Complete	Add	ENG 93 Signed	Title of Package	Status	No.								
Edit		>	Payment No. 0002	Not Ready	1								
Delete													
<input type="button" value="Send Payment to CEFMS"/>													

After checking the [ENG 93 Completed](#) checkbox, the [Document Package](#) tab will be displayed.

**Note:** The Contractor and Government Document Packages (Contractor on the top, Government in the middle) will both be shown here.

When the Prompt Payment Invoice document has been signed, the Contractor Document Package will display a key icon in the [Prompt Pay Signed](#) column of the Document Package table as shown below.

Accept	Add	Prompt Pay Signed	Title of Package	Status	No.
			Invoice No. 0002	In Review	1
			Invoice No. 0002(2)	In Review	2

The Contractor Document Package will contain the Prompt Payment Invoice document and may or may not be digitally or physically signed by the Contractor. See the [Contractor Signature Status](#) column in the Document Package view as shown below.

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status
<input checked="" type="checkbox"/>	6/23/2023 12:28:57	Prompt Payment Inv.5 - Prompt Payment.pdf	Electronically Signed	Not Signed

**Individual File Information**

Date of the Document: 8/21/2024  
 Signed By: \_\_\_\_\_  
 Document Title: Prompt Payment Inv.5 - Prompt Payment.pdf  
 Description: \_\_\_\_\_

Manually signed by Contractor  
 Manually signed by Government

**Document Package**

GOVERNMENT: Review, sign as appropriate, then accept or return this document package.  
 Government Review Notes: \_\_\_\_\_

Buttons: Accept Package, Return for Corrections

The Government Document Package will contain a Payment Calculation document explaining how the invoice was funded (this report will only be generated if the Standard Calculation option was used to calculate the obligations tab) as well as the ENG 93. The [Primary](#) column in the Document Package will contain a checked checkbox to signify the most current version of the ENG 93.

**Note:** If needed, the [Primary](#) checkbox can be checked on different iterations of the auto-generated ENG 93.

**Document Package: Payment No. 0005**

<b>All Attachments</b> 2	PDF Documents 2	Word Documents 0	Excel Files 0	Powerpoint Files 0
	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

Edit **All Attachments** Search X Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	
>	<input checked="" type="checkbox"/>	4/4/2024 1:47:03 PM	Payment No. 0005 - ENG93Report.pdf	Not Signed	Not Signed
	<input type="checkbox"/>	4/4/2024 1:45:46 PM	Payment No. 0005 - Payment Calculations.PDF	Not Signed	Not Signed

**Any attachments that are CUI uploaded to the RMS application should include CUI markings. Attachments may be used in the management of contracts and will be stored in USACE databases. When CUI marked documents are printed or downloaded and disseminated CUI handling requirements should be followed. If needed, a CUI cover sheet is available in the RMS Admin report area.**

**Individual File Information**

Date of the Document: 5/5/2025 Signed By: \_\_\_\_\_

Document Title: Payment No. 0005 - ENG93Report.pdf

Description: \_\_\_\_\_

Manually signed by Contractor  
 Manually signed by Government

Edit Document  
View Document  
Save Document to File

**Document Package**

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

Government Review Notes: \_\_\_\_\_

RMS allows digital signatures on the ENG 93. Click the *Sign Selected Documents* button:

**Document Package: Payment No. 0005**

<b>All Attachments</b> 2	PDF Documents 2	Word Documents 0	Excel Files 0	Powerpoint Files 0
	JPEG/JPG Images 0	Text Files 0	CSV Files 0	Email 0

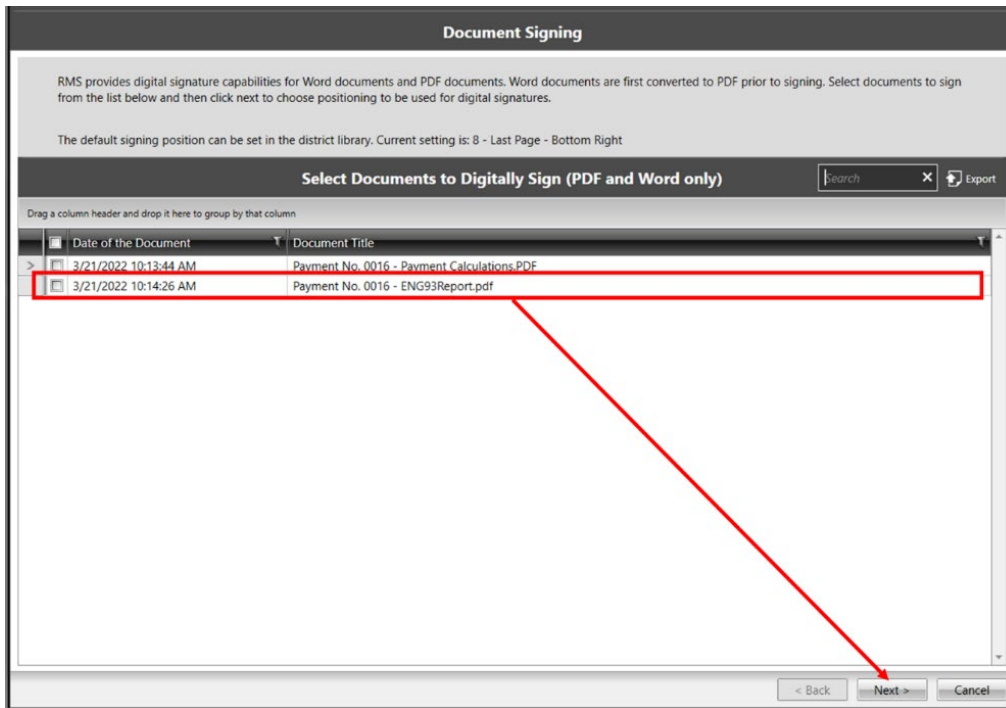
Drag and Drop Attachment Files Here

Generate Letter  
**Sign Selected Documents**  
Export Selected Documents

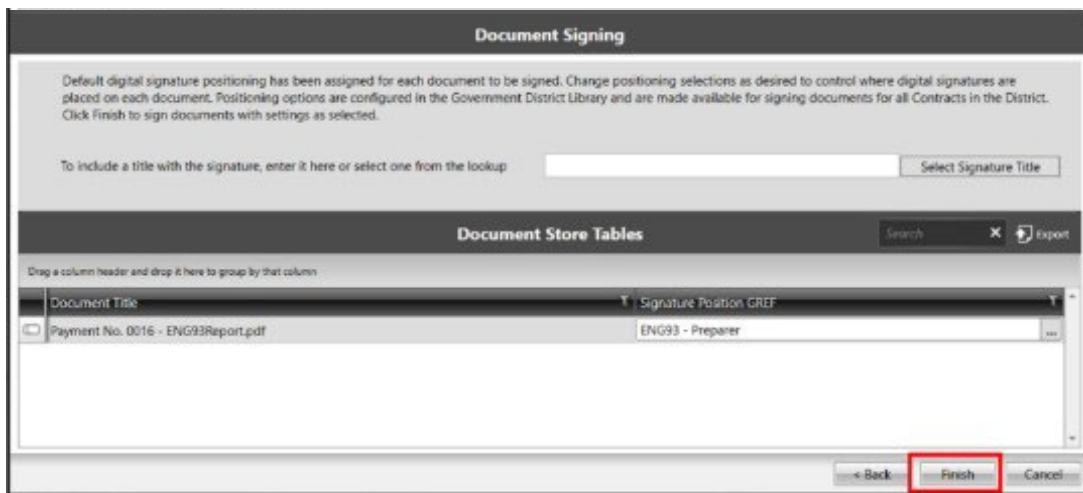
Edit **All Attachments** Search X Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	
>	<input checked="" type="checkbox"/>	4/4/2024 1:47:03 PM	Payment No. 0005 - ENG93Report.pdf	Not Signed	Not Signed
	<input type="checkbox"/>	4/4/2024 1:45:46 PM	Payment No. 0005 - Payment Calculations.PDF	Not Signed	Not Signed

A Document Signing screen will appear as shown below. Select the ENG 93, then click *Next*:



Choose a Signature Title if desired, then click *Finish* to initiate the signature process (see below):



**Note:** Signing this document again will initiate the ENG 93 Approver/COR Digital Signature position (see below). If signing as the Approver/COR, follow the same signature process again.

RMS will prompt the user to authenticate credentials when signing the document(s).




Once all the signatures are completed, remember to click the *Complete Package* button in the Document Package screen.

**Document Package**

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

Government Review Notes



The [Complete](#) button is also available outside the Document Package. This button will complete all existing Document Packages that contain documents and delete any empty document packages all at once.

Payment No. 0002      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.

Complete   Add   Edit   Delete

ENG 93 Signed	Title of Package	Status	No.
>	Payment No. 0002	Not Ready	1

The Contractor cannot see the Government Document Package. To have the Contractor sign a copy of the ENG 93, save a copy of the document outside of RMS and then manually add a copy of the ENG 93 to a Contractor Document Package or facilitate the signing of the ENG 93 to the Contractor outside of RMS.

**Invoice No. 2** Logs   Reports

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

Invoice No. 0002      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.

Accept   Add   Prompt Pay Signed   Title of Package   Status   No.

Return   Edit   >   Invoice No. 0002   In Review   1


Delete   ←   Invoice No. 0002(2)   In Review   2

---

Payment No. 0002      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.

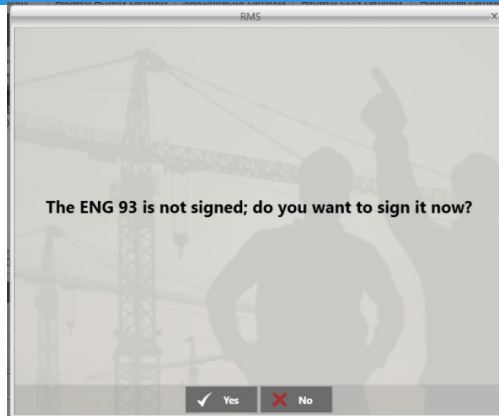
Complete   Add   Edit   Delete

ENG 93 Signed	Title of Package	Status	No.
>	Payment No. 0002	Accepted	1

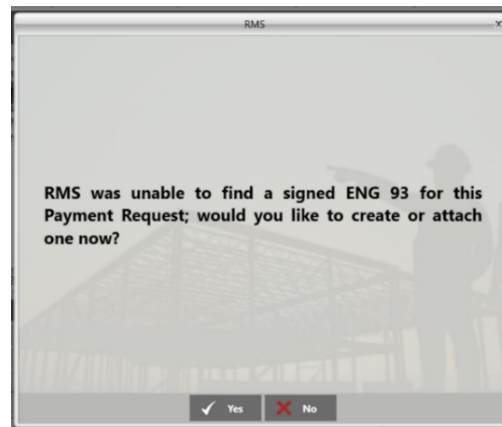
Send Payment to CEFMS 

Finally, the [Send Payment to CEFMS](#) button can be clicked to complete the Progress Payment and send the latest digitally signed ENG 93 will be to CEFMS. Once this button has been clicked and RMS finishes updating, the payment will be available for viewing in CEFMS.

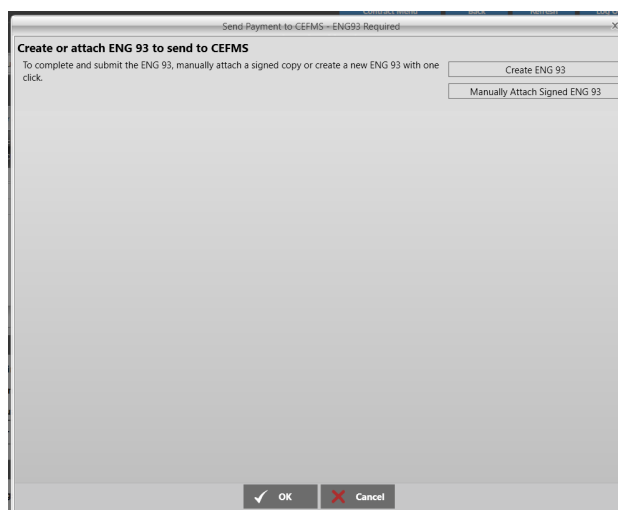
If an ENG 93 is found but is unsigned, then RMS will prompt the user to sign the ENG 93 when the user clicks on the [Send Payment to CEFMS](#) button. To sign, the user will need to authenticate, and the ENG 93 will be signed with the user's credentials. Once the signing process is completed, the payment will be sent to CEFMS.



If no ENG 93 was found in the Government Document Package, then RMS will display a popup, warning the user that no signed ENG 93 was found, as seen below:



Clicking the [No](#) button will return the user back to [Document Package](#) tab of the Progress Payment. Clicking on the [Yes](#) button will display an RMS prompt that will ask the user to choose either [Create ENG 93](#) or [Manually Attach Signed ENG 93](#).



If [Create ENG 93](#) is selected, RMS will generate an ENG 93 and display a preview. Clicking the [OK](#) button will confirm the ENG 93 creation.

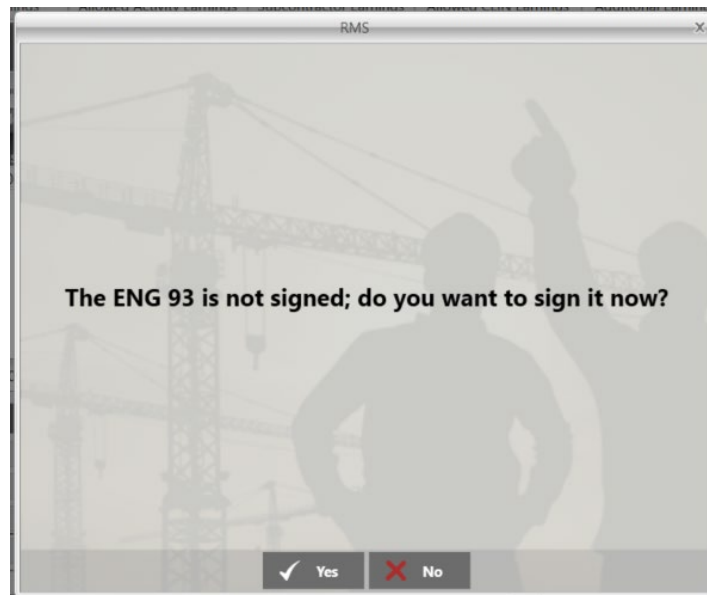
Send Payment to CEFMS – ENG93 Required

**Create or attach ENG 93 to send to CEFMS**

To complete and submit the ENG 93, manually attach a signed copy or create a new ENG 93 with one click.

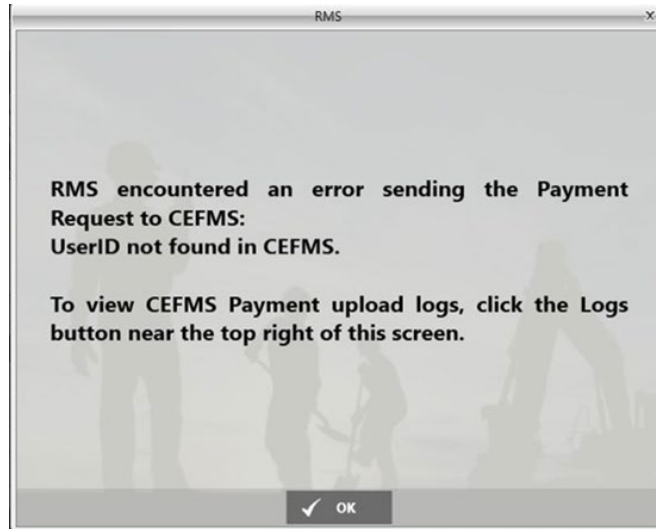
US ARMY CORPS OF ENGINEERS					
PAYMENT ESTIMATE - CONTRACT PERFORMANCE					
For use of this form, see ER37-1-30: the proponent agency is CERM-FC.					
2. CONTRACTOR AND ADDRESS Testing 1234 Test St. Test Testing, AL 12345				3. CONTRACT NUMBER	4. DISTRICT
5. DESCRIPTION OF WORK Test Contract For Payment Explanation			6. APPROPRIATION AND PROJECT NON-CEFMS		7. REQUIRED CO
8. LOCATION		9. PERIOD COVERED BY THIS ESTIMATE (YYYYMMDD) FROM 20230301 THRU 20230328			10. JOB ORDER N
12. a.		b. CONTRACT			
ITEM NUMBER	DESCRIPTION	(1) QUANTITY AND UNIT	(2) UNIT PRICE	(3) AMOUNT	QUAN
	CONTRACT AMOUNT (contract line items - see attached sheets)			\$1,000,000.00	

RMS will prompt the user to sign the ENG 93 after creation of the ENG 93 is completed. Clicking on the [Yes](#) button will digitally sign the ENG 93 once the user's credentials have been entered.

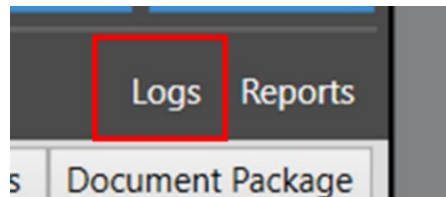


If [Manually Attach Signed ENG 93](#) is selected, RMS will prompt the user to add the file from the user's file explorer. The user is then prompted to choose the staff member who signed the document. Once the staff member has been chosen, a preview of the unsigned document will display. Click [OK](#) to add the signed document to the invoice's Document Package.

The user completing the payment must have a valid UPASS account for the CEFMS District Database that is set in [Contract Setup | Administration/Funding](#) tab for the contract.



The [Logs](#) button in the top right corner of the screen can be used to view the log of CEFMS uploads.



Double-click on the desired CEFMS upload to view the [CEFMS Payment Upload File](#). This will show the details for any errors that may have occurred during the invoice's CEFMS upload.

CEFMS Payment Upload Logs for ALL Invoices	
Date	Log Title
03/28/2023	CEFMS Payment Upload File Mar 28, 2023 06:22 PM
03/28/2023	CEFMS Payment Upload File Mar 28, 2023 06:22 PM
07/08/2021	CEFMS Payment Upload File Jul 08, 2021 11:38 AM
> 07/08/2021	CEFMS Payment Upload File Jul 08, 2021 10:16 AM





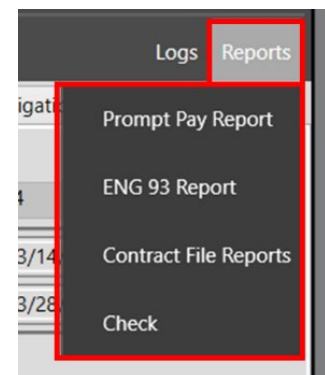
Back on the Progress Payments Selection View, progress will be shown for each payment selected. Progress from the invoice received through the Date Paid:

Payment Status			
✓ Invoice Received	- Received	Invoice Received	5/30/2020 15
✓ Eng93 Complete	- 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	- Payment made on time	Date Paid	Select a date 15

This completes the Progress Payment Process.

**Note:** The **Contract Notification Control** module, found in volume 1 of the Government manual, is a good way to know when a Progress Payment has been completed by the Contractor. This way, users will not need to check the contracts daily to see if the payment has been submitted by the Contractor. The Contractor can also use this module to know when the Government has either completed or rejected a Progress Payment.

**Note:** Use the **Reports** button to view the documents associated with the invoice. The reports displayed using this option will not show any signatures and will display what is currently in RMS at the time of viewing.

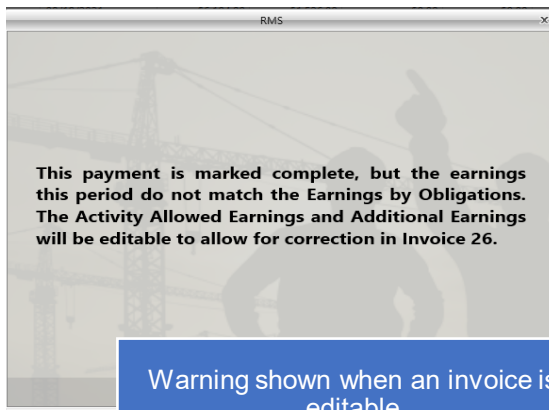


### 6.5.13 Balancing Invoices

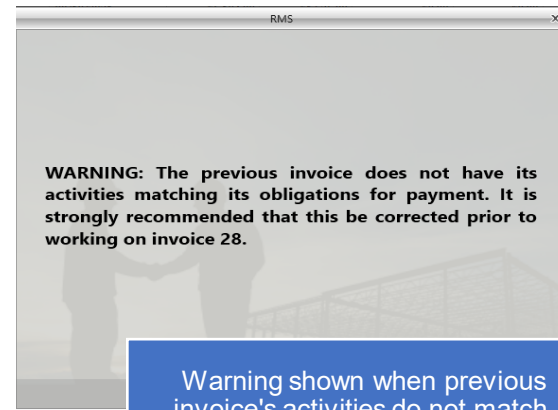
Whether an invoice is generated from CEFMS or sent from RMS to CEFMS, then deleted from RMS and downloaded from CEFMS, it will not have any dollar value assigned to activities until the invoice has been synced to the contract. To sync the invoice to the activities in the contract (referred to as balancing), open the first payment that was entered in CEFMS, as indicated in the *Invoice Generated From* 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	Invoice Generated From
1	04/14/2023	04/25/2023	\$282,640.82	\$282,640.82	\$0.00	\$0.00	\$282,640.82	RMS
2	04/30/2023	05/25/2023	\$551,103.60	\$268,462.78	\$0.00	\$0.00	\$268,462.78	CEFMS
3	05/31/2023	06/16/2023	\$751,107.23	\$200,003.63	\$0.00	\$0.00	\$200,003.63	RMS
4	06/03/2023	06/03/2023	\$751,501.61	\$394.38	\$0.00	\$0.00	\$394.38	RMS

When balancing invoices, the lowest numbered invoice must be balanced first. This can be accomplished by viewing an invoice that is both editable, as described in the left image below, and does not indicate the previous invoice's activities do not match, as described in the right image below.



Warning shown when an invoice is editable



Warning shown when previous invoice's activities do not match.

After locating the first editable invoice, navigate to the *Allowed Activity Earnings* tab.

**Invoice No. 26** Logs Reports

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

All Activities: 0
Activities not Fully Paid: 0
Activities with Earnings this Period: 0
Copy Requested Activity Earnings

**Allowed Activity Earnings - All Activities** Search X Export

Pay Activity		Previous Total Earnings			Total Allowed To Date			Invoice No. 26
Activity No.	Description	Previous %	Previous Qty	Previous Amount	Allowed %	Allowed Qty	Allowed Amount	Allowed This Period
Totals:								

**Activity Info**

Unit Price:

Activity Total Quantity:

Activity Total Amount:

**Allowed on Invoice No. 26**

Activity Earnings this Period: -\$38,795.00

Additional Earnings this Period: \$0.00

Total Earnings this Period: -\$38,795.00

This payment is marked complete. Total Earnings this Period should Equal \$1,619.00

**Push Resync Activities twice** Resync Activities

Then, click on the [Resync Activities](#) button at the bottom right of the displayed screen once. Wait for RMS to finish loading, then click the button again to display all the pay activities in the [Allowed Activity Earnings - All Activities](#) data grid section as shown below.

**Invoice No. 26** Logs Reports

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

All Activities: 3
Activities not Fully Paid: 1
Activities with Earnings this Period: 0
Copy Requested Activity Earnings

**Allowed Activity Earnings - All Activities** Search X Export

Pay Activity		Previous Total Earnings			Total Allowed To Date			Invoice No. 26
Activity No.	Description	Previous %	Previous Qty	Previous Amount	Allowed %	Allowed Qty	Allowed Amount	Allowed This Period
0001	WATER AND SEWER TESTING SERV	100	1	\$18,312.00	100	1	\$18,312.00	\$0.00
0002	Water and Sewer Testing services p	100	1	\$18,864.00	100	1	\$18,864.00	\$0.00
0003	water and testing services paid	8	1	\$1,619.00	8	1	\$1,619.00	\$0.00
Totals:								
				\$38,795.00			\$38,795.00	\$0.00

**Activity Info**

Unit Price:

Activity Total Quantity:

Activity Total Amount:

**Allowed on Invoice No. 26**

Activity Earnings this Period: \$0.00

Additional Earnings this Period: \$0.00

Total Earnings this Period: \$0.00

This payment is marked complete. Total Earnings this Period should Equal \$1,619.00

Resync Activities

Finally, the correct dollar amounts that were previously entered must be added into the

appropriate cells of the *Allowed Amount* column for each *Activity No.* within the *Total Allowed To Date* section. These dollar amounts can either come directly from CEFMS or from the previously submitted Prompt Pay Report found in the *Contract File* module for the invoice.

**Critical Note:** Please ensure that all activities have been updated to reflect what has already been entered within CEFMS.

If the activity did not have any payments applied to this invoice, and the previous earnings did not copy to the *Allowed Amount* column, then copy the value from the *Previous Amount* column within the *Previous Total Earnings* section to the *Allowed Amount* column within the *Total Allowed To Date* section.

For example, if the *Previous Amount* (PA) = 0 and no new payments then *Allowed Amount* (AA) = 0 or PA = \$x.xx and new payment = \$0 then AA = \$x.xx

Pay Activity		Previous Total Earnings		Total Allowed To Date			Invoice No. 82
Activity No.	Description	Previous %	Previous Qty	Previous Amount	Allowed %	Allowed Qty	Allowed This Period
210070	Shop Drawing - Comments Receiv	0	0	\$0.00	0	0	\$0.00
210080	Install monorail - HNGR B3/Z3	100		\$2,568.00	100	1	\$2,568.00
210090	Installation - Fall Protection	98	0.98	\$45,226.02	98	0.98	\$45,226.02
210100	Column Earthing HB4	100		\$7,975.00	100	1	\$7,975.00
210110	Earth Strip Installation HB4-	100		\$9,880.00	100	1	\$9,880.00
210120	Light fixture installation-B4	100		\$86,800.00	100	1	\$86,800.00
210130	Earth Pit Installation HB4- H	100		\$20,962.00	100	1	\$20,962.00
210190	Readiness of Civil Works HB4	0	0	\$0.00	0	0	\$0.00
21020	Procure Reinf Steel WS	0	0	\$0.00	0	0	\$0.00
Totals:				\$248,350,409.98			\$248,350,409.98

CLIN 0013 Activity No. 210000 Submission of Product Data SEW		Allowed on Invoice No. 82	
Activity Total Quantity	1 LS	Activity Earnings this Period	\$0.00
Activity Total Amount	\$0.00	Additional Earnings this Period	\$0.00
		Total Earnings this Period	\$0.00

*This payment is marked complete. Total Earnings this Period should Equal \$247,744.97*

If the listed *Activity No.* was paid a dollar amount within this invoice, then take the *Previous Amount* value from the *Previous Total Earnings* section, and add it to the total amount that was requested on this invoice. Place that new total in the *Allowed Amount* column within the *Total Allowed To Date*.

For example: if PA = 0 and new payment = \$y.yy then AA = \$y.yy or, if PA = \$x.xx and new payment = \$y.yy then AA = (\$x.xx + \$y.yy).

**Invoice No. 26** Logs Reports

---

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

All Activities 3
Activities not Fully Paid 1
Activities with Earnings this Period 1
Copy Requested Activity Earnings

**Allowed Activity Earnings - All Activities** Search X Export

Pay Activity		Previous Total Earnings			Total Allowed To Date			Invoice No. 26
Activity No.	Description	Previous %	Previous Qty	Previous Amount	Allowed %	Allowed Qty	Allowed Amount	Allowed This Period
0001	WATER AND SEWER TESTING SERV	100	1	\$18,312.00	100	1	\$18,312.00	\$0.00
0002	Water and Sewer Testing services p	100	1	\$18,864.00	100	1	\$18,864.00	\$0.00
> 0003	water and testing services paid	8	1	\$1,619.00	17	2	\$3,238.00	\$1,619.00
Totals:				\$38,795.00			\$40,414.00	\$1,619.00

$\$1,619.00 + \text{Previous Amount} = \text{Allowed Amount}$

If the amount requested for activity 0003 is \$1,619.00 then add that amount to the **Previous Amount** and place that total in the **Allowed Amount** column.

CLIN 0001 Activity No. 0003 water and testing services paid

Unit Price	\$1,619.00
Activity Total Quantity	12 MO
Activity Total Amount	\$19,428.00

Allowed on Invoice No. 26

Activity Earnings this Period	\$1,619.00
Additional Earnings this Period	\$0.00
Total Earnings this Period	\$1,619.00

This payment is marked complete. Total Earnings this Period should Equal \$1,619.00 Resync Activities

Repeat the previous two steps outlined above until the **Totals** value for the **Allowed this Period** column (located in the bottom right of the data grid) equals the red displayed dollar amount in the bottom left of the view.

**Invoice No. 26** Logs Reports

---

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

All Activities 3
Activities not Fully Paid 1
Activities with Earnings this Period 1
Copy Requested Activity Earnings

**Allowed Activity Earnings - All Activities** Search X Export

Pay Activity		Previous Total Earnings			Total Allowed To Date			Invoice No. 26
Activity No.	Description	Previous %	Previous Qty	Previous Amount	Allowed %	Allowed Qty	Allowed Amount	Allowed This Period
0001	WATER AND SEWER TESTING SERV	100	1	\$18,312.00	100	1	\$18,312.00	\$0.00
0002	Water and Sewer Testing services p	100	1	\$18,864.00	100	1	\$18,864.00	\$0.00
> 0003	water and testing services paid	8	1	\$1,619.00	17	2	\$3,238.00	\$1,619.00
Totals:				\$38,795.00			\$40,414.00	\$1,619.00

The **Totals Allowed this Period** should match the red **Total Earnings this Period** amount.

CLIN 0001 Activity No. 0003 water and testing services paid

Unit Price	\$1,619.00
Activity Total Quantity	12 MO
Activity Total Amount	\$19,428.00

Allowed on Invoice No. 26

Activity Earnings this Period	\$1,619.00
Additional Earnings this Period	\$0.00
Total Earnings this Period	\$1,619.00

This payment is marked complete. Total Earnings this Period should Equal \$1,619.00 Resync Activities

Once the *Totals* value for the *Allowed this Period* column is equal to the red dollar amount indicated at the bottom left of the view, click the *BACK* button to commit all changes and updates to the database. Repeat the steps listed above for the next invoice that requires balancing.

## 6.6 Contract Changes

Contract Changes are in [Contract Menu | Finances](#).

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

### 6.6.1 Overview

*For military projects:* When an appropriation is made, contingency funds are generally allocated to cover modifications that arise. As modifications are proposed and funding entered, the necessary funds are automatically subtracted from the available amount and added to the unawarded estimated amount (for status 5 mods). When a modification is designated as Complete (status 6 mods), the funding amount is added to the award contract amount.

*For civil projects:* Contingency funds are not generally allocated for the contract. When modifications need to be funded; additional money is added to the contract.

RMS looks at modifications in four distinct parts:

- The first part defines the change and tracks actions before the change becomes an official contract modification. During this time, RMS refers to the change by the Change Request Number, using the Office Prefix Code for Change Requests and a sequential number. The Prefix Code for Change Requests is identified on the Office/Office Description screen as shown below.
- The second part begins once all actions on the Change Request are complete.
- The third part adds the Reference Number and creates the modification package.
- The fourth part is the identification of the package through ACWS, referred to as PD<sup>2</sup> (Procurement Desktop Defense), which will provide the A or P modification number.

**Note:** Army Contract Writing System (ACWS) is the system of record for Modifications.

## 6.6.2 Prefix Code for Change Requests

In the *Office Description* viewed within the *Local Office* menu, the default Prefix for Change Request numbers can be set. All Change Requests will default to those first two characters in the Change Request Numbers when adding Change Requests for contracts within the office. This provides a method for each Office to have its own Prefix Code.

The screenshot shows the 'Office Description - TestOfficePaul' form. The 'Prefix Code for Change Requests' field is highlighted with a red box. The form contains the following fields and values:

Field	Value
Parent Office	T2 Baltimore Test District
Office Symbol	TOP
Office Name	TestOfficePaul
Address Line 1	
Address Line 2	
Address Line 3	
Office Manager	<Not Set>
Office Type	RESIDENT OFFICE
Position Title	
Office Phone	
Office Fax	
Select location on map	
Office Latitude	
Office Longitude	
P2 Org	<Not Set>
Set P2 Org	
Prefix Code for Change Requests	
Time Zone	
Daylight Saving Time?	<input type="checkbox"/>
CPARS Focal Point	<Not Set>
Alternate CPARS Focal Point	<Not Set>
PD <sup>2</sup> Coordinator	<Not Set>

## 6.6.3 Contract Change Requests

A *Change Request* is generated in anticipation of a potential or real Modification to the Contract. The process generates what is known as a Basic Change Document (BCD). The BCD describes the change, the reason it is necessary, the initial estimated cost and time impact and may also be used to evaluate AE liability if Design Errors or Omissions cause the change.

The process of adding a Change Request includes following logical steps and tracking to completion. In the example screen below, all steps have been completed, as is indicated by the presence of the green checkmarks on the bottom section of the screen.

Add
 Edit
 Delete
 
Change Requests


 Export
 Copy

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

Change Request No	Change Request Title	Reason Code	Status	Reference No	Change Amount	Change Amount (US)	Change Days	Mod Age
> 00001	Weather Time Extension Feb 24 - Feb 24	E	5		0.00 EU	\$0.00	10	0
00002-1	Some required change	I	4		0.00 EU	\$0.00	0	0

Change Request Status

	Amount	Time
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <span style="color: green; font-weight: bold;">✔</span> </div> <div> <b>Basic Change Document</b> - Completed 03/26/2024                      Plans - Not Required                      Specifications - Not Required                      Government Estimate - Not Required                      Contractor Proposal - Not Required                      Negotiations - Not Required                 </div> </div>	0.00 EU	10
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <span style="color: green; font-weight: bold;">✔</span> </div> <div> <b>Funding (5)</b> - Initiated                 </div> </div>	0.00 EU	10
Remarks <input style="width: 100%;" type="text"/>		

A new Change Request can be added by clicking the [Add](#) button on the above screen. Several options for which type of change request to create will be presented.

The [Add a new Single Part Change Request](#) option will be the default selection. Multiple Part Change Requests can be initiated in two separate ways: [Add new First Part of an Unpriced Change Order](#) or [Add new First Part of a Multiple Part Change Request \(other than Unpriced](#)

*Change Order*). These Multiple Part options will allow certain elements to be copied into successive Change Request parts to minimize typing.

If creating a *Single Part Change Request* or the *First Part of an Unpriced Change Order/Multiple Part Change Request*, the default *Change Request No* generated and the *Reason Code* selection will be presented.

**Note:** The default *Change Request No* generated will automatically contain the prefix from the Office Information. In the above image, “TT” is the prefix that comes from the Office Information. Refer to the section on [Prefix Code for Change Requests](#) discussed previously.

If creating a *Subsequent Update to the NTE of an existing Unpriced Change Order/Part (2,3,...) of a Multiple Part Change Request* or a *Definization Modification for an existing Unpriced Change Order* to copy information from a previous Multiple Part Change Request, the linked

Change Request must be selected along with the [Reason Code](#). More information on [Reason Codes](#) provided in the [Modification Reason Code](#) section below.

**Add New Change Request**

Select the change request that this subsequent part will be attached to then select a valid reason code. The new subsequent part will be numbered automatically. If you do not see the part you are looking for, go back, open the desired change request and uncheck the "final part" checkbox.

Select one of the Available Multipart Changes	
Change Request No	Change Request Title
TT016-1	Change Request Part 1
TT017-1	Change Part 1

Reason Code: <Not Set>

< Back Finish

If creating a [Change Request for Weather Modification](#), specific dates for the Weather Modification must also be selected. If a Specification section applies to this Change Request, the use the [Select a Specification](#) button to choose the appropriate Specification.

**Add New Change Request**

Prior weather mods through 04/30/2022 covered on Modification R00011

**Create Weather Modification covering Contract Period**

From: 5/1/2022 [15]

Through: 2/29/2024 [15]

Enter a unique and valid Change Request Number for the new weather change below and date range. Reason code will be set to E.

Change Request No: TT015

Specification Section: [Greyed out]

Select a Specification

Clear Selection

< Back Finish

The Modification Reason Code for all Change Request types (except Change Requests for Weather Modification) must be selected from the *Reason Code* lookup field.

Code	Mod Reason	Reason Type	Category
1	Engineering Changes	Engineering Changes	Controllable
4	User Changes, Discretionary	User Requested	Uncontrollable
5	Contract Options	Other Changes	Option
6	Miscellaneous Changes	Other Changes	Uncontrollable
7I	Differing Site Condition - Type I Subsurface	Construction Changes	Uncontrollable
7II	Differing Site Condition - Type II Unknown Physical Condition	Construction Changes	Uncontrollable
8	Value Engineering Change	Other Changes	Controllable
9	Administrative Change	Other Changes	Uncontrollable
A	Adverse Security Conditions	Other Changes	Uncontrollable
E	Excusable Delay for No Fault	Other Changes	Uncontrollable
G	Government Furnished Property	Other Changes	Controllable
I	Incremental Definition of Work	Other Changes	Uncontrollable
Q	Variations in Estimated Quantities	Other Changes	Uncontrollable
R	Revaluation - Foreign Currency	Other Changes	Uncontrollable
S	Suspensions of Work	Other Changes	Controllable
T	Termination of Work	Other Changes	Controllable
V	Construction Changes	Construction Changes	Controllable
Y	COVID-19 Deviation Safer Fed. Workforce (Vaccine Mandate)	Other Changes	Uncontrollable
Z	COVID-19	Other Changes	Uncontrollable

### 6.6.3.1 Modification Reason Codes

RMS requires use of a Modification Reason Code to indicate the cause, justification, explanation, and necessity for issuance of a design or construction contract change request and subsequent contract modification. Contract modifications may include numerous change requests and subitems for these change requests. Within the BCD in RMS, each individual change request in the must use the same reason code. When change requests are combined in a final modification to the contract, the various - change requests may contain different reason codes. Reason codes apply to Design-Build (D-B) contracts in the same application to other types of construction contracts.

Modification Reason Codes are divided into 3 categories as follows:

#### Option

(5) - Contract Option

#### Controllable

(1) - Engineering Changes

(8) - Value Engineering Change

(G) - Government Furnished Property

(S) - Suspensions of Work

(T) - Termination of Work

(V) - Construction Changes

#### Uncontrollable

- (4) - User Changes, Discretionary
- (6) - Miscellaneous Changes
- (7I) - Differing Site Conditions – Type I Subsurface
- (7II) - Differing Site Conditions – Type II Unknown Physical Condition
- (9) - Administrative Change
- (A) - Adverse Security Conditions
- (E) - Excusable Delay for No Fault
- (I) - Incremental Definitization of Work
- (Q) - Variations in Estimated Quantities
- (R) - Revaluation – Foreign Currency
- (Z) - COVID-19
- (Y) - COVID-19 Deviation Safer Fed. Workforce (Vaccine Mandate)

The Reason Code Lookup is from the [System Library | Modification Reason Codes](#).

#### Things to consider:

When using the mod reasons codes that are **Controllable** or **Uncontrollable**, if there is a time impact on the change request, which is then executed as a mod, RMS will not change how the original [Contract Required Completion](#) date is calculated in the [Schedules | Milestone Schedule](#) module. It will continue to calculate the original [Contract Required Completion](#) date adding the [Award Duration](#) to the [NTP Acknowledge](#) actual date. The time impact associated with the change request, when executed, will be added to the Current Duration and will be shown as time growth on the project when viewing/printing reports.

When using Modification Reason Codes [Contract Option](#) (5) or [Incremental Definitization of Work](#) (I), RMS *will* change how the original [Contract Required Completion](#) date is calculated in the [Schedules | Milestone Schedule](#) module. What that means is the [Award Duration](#) showing in the [Milestone Schedule](#) module will NOT have time added to it, but the originally calculated [Contract Required Completion](#) date *will* reflect the time added in the mod. In this case, it will now calculate the original [Contract Required Completion](#) date by adding the [Award Duration](#) plus the [NTP Acknowledge](#) actual date plus the [Award Options](#) or [Incremental Definitization of Work](#) Mod Durations.

**Note:** This is important to understand to ensure that time added via a [Contract Option](#) or [Incremental Definitization of Work](#) mod is not mistakenly entered into RMS twice. Additionally, when executing a modification that starts from a change request with a Modification Reason Code for [Contract Option](#) or [Incremental Definitization of Work](#), the contract will not reflect any time growth on reports related to this contract, as the time is being added to the base award duration by using this Modification Reason Code.

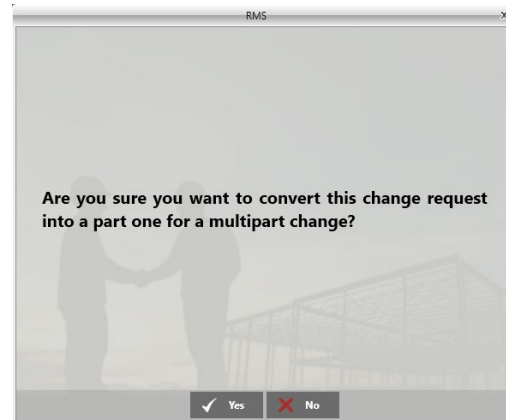
Once these are set, click [Finish](#) to enter the edit view for the Change Request.

### 6.6.3.2 Inception Tab

Inception	Description	Potential Design Def.	Status/Funding	Claims/Disputes	Change Request Package
Change Request 00002 <span style="float: right;">BCD</span>					
Change Request No	00002		Change Request Title: Additional Required Materials		
Inception	3/6/2023		Agency Code	C - C - Corps of Engineers (All Levels)	
Discretionary Change Approved	3/10/2023		Reason Code	I - Incremental Definition of Work	
Mod Required Date	4/5/2023		Mod Type Code	B - B-Bilateral Mod, In Scope	
Date Cancelled	Select a date		Mod Action By	JSM <span>Select Staff</span>	
Requested By Name	Alexander [Name]		<span>Select Staff</span>		
Requested By Title	Project Manager				
Recommended By Name	Chang [Name]		<span>Select Staff</span>		
Recommended By Title	Civil Engineer				
Approved By Name	ANTHONY [Name]		<span>Select Staff</span>		
Approved By Title	Contracting Officer's Representative				
<span>Convert to part 1 of multi-part change</span>					

Above is the view of a single part change request.

**Note:** Change requests can be converted into a multipart change request. Click the button to convert the change and the Change Request is copied into other parts, saving time typing. This will add “-1” to the end of the Change Request Number. For example, CR010 will change to CR010-1. A warning shows asking the user to confirm the conversion as this is irreversible, as seen on the right.



**Change Request T2XX001-1** BCD

Inception	Description	Potential Design Def.	Status/Funding	Claims/Disputes	Change Request Package
Change Request No: T2XX001-1			Change Request Title: <input type="text"/>		
Inception	Select a date	<input type="text" value="15"/>	<input type="checkbox"/> Convert to single part change?		
Discretionary Change Approved	Select a date	<input type="text" value="15"/>	Agency Code: C - C - Corps of Engineers (All Levels)		
Mod Required Date	Select a date	<input type="text" value="15"/>	Reason Code: 9 - Administrative Change		
Date Cancelled	Select a date	<input type="text" value="15"/>	Mod Type Code: B - B-Bilateral Mod, In Scope		
Mod Action By: HC			<input type="button" value="Select Staff"/>		
Requested By Name: <input type="text"/>			<input type="button" value="Select Staff"/>		
Requested By Title: <input type="text"/>					
Recommended By Name: <input type="text"/>			<input type="button" value="Select Staff"/>		
Recommended By Title: <input type="text"/>					
Approved By Name: <input type="text"/>			<input type="button" value="Select Staff"/>		
Approved By Title: <input type="text"/>					

Above is the view of the first part of a multipart change request.

**Note:** If this change request is the first part of a multipart change request, and no subsequent parts have been added, the *Convert to single part change?* checkbox can be used to convert the Change Request to a single part Change Request.

**Change Request 00002-2** BCD

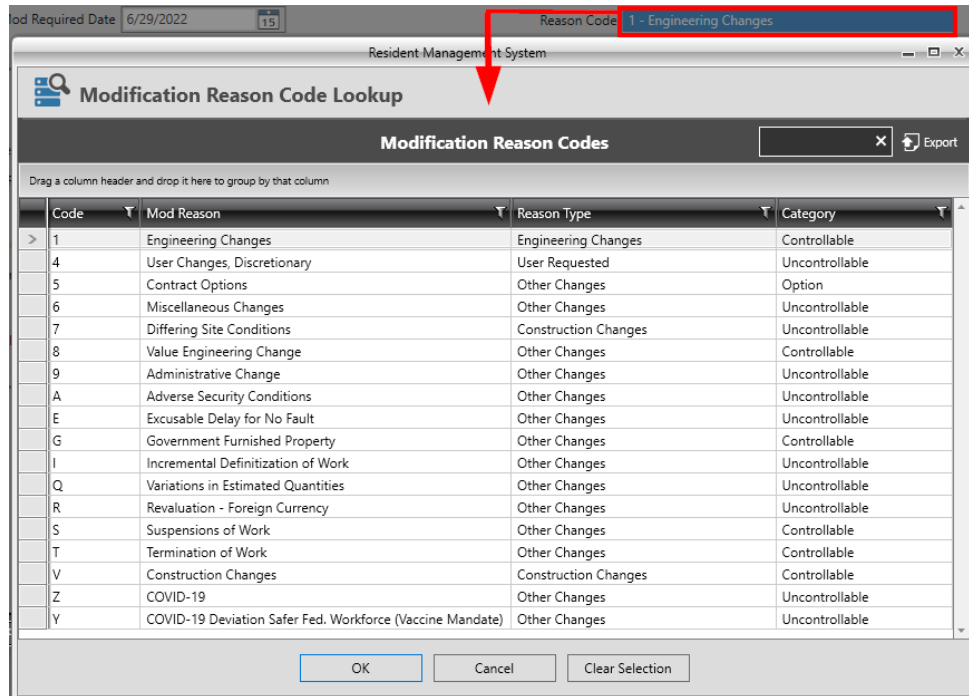
Inception	Description	Potential Design Def.	Status/Funding	Claims/Disputes	Change Request Package
Change Request No: 00002-2			Change Request Title: Additional Required Materials		
Inception	Select a date	<input type="text" value="15"/>	<input type="checkbox"/> Is this the final part of this multipart change?		
Discretionary Change Approved	Select a date	<input type="text" value="15"/>	Agency Code: C - C - Corps of Engineers (All Levels)		
Mod Required Date	Select a date	<input type="text" value="15"/>	Reason Code: 8 - Value Engineering Change		
Date Cancelled	Select a date	<input type="text" value="15"/>	Mod Type Code: B - B-Bilateral Mod, In Scope		
Mod Action By: JSM			<input type="button" value="Select Staff"/>		
Requested By Name: Alexander P...			<input type="button" value="Select Staff"/>		
Requested By Title: Project Manager					
Recommended By Name: Chang Lee			<input type="button" value="Select Staff"/>		
Recommended By Title: Civil Engineer					
Approved By Name: ANTHONY			<input type="button" value="Select Staff"/>		
Approved By Title: Contracting Officer's Representative					

Above is the view of a subsequent part of a multipart change request.

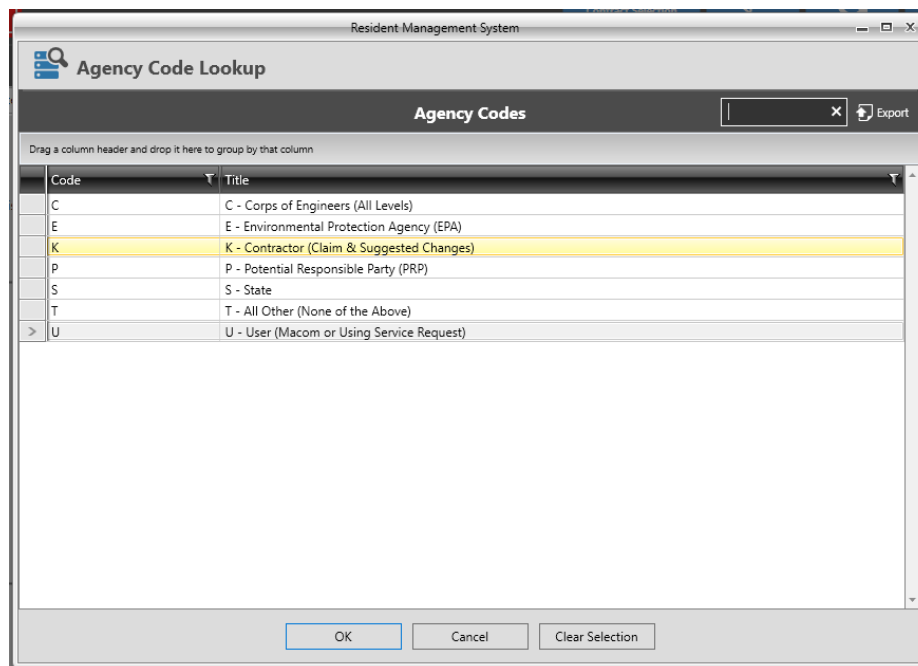
**Note:** If this change request is the final part of a multipart change request, make sure to check the *Is this the final part of this multipart change?* checkbox.

The top portion of the screen is completed first by giving the Change Request a title, then entering the *Inception* date and/or a *Discretionary Change Approved* date and other codes using the lookups as shown below.

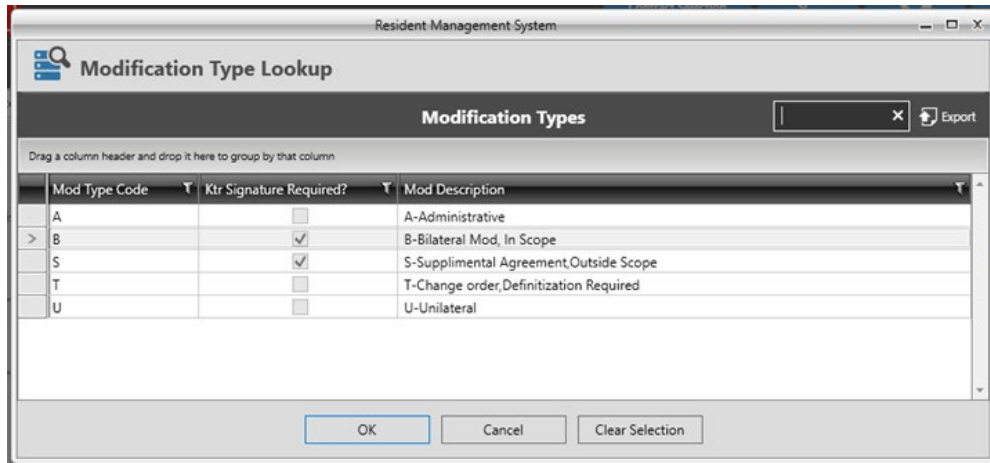
If needed, the *Reason Code* can be edited by clicking on the blue lookup field for the *Reason Code* field on the *Inception* tab.



The *Agency Code* lookup provides the Originating Agencies table from the System Library (*System Library / Agency Codes*).



The type of Modification being created can be edited by using the *Modification Type* lookup.



**Note:** If creating the *First Part of an Unpriced Change Order* or a *Subsequent Update to the NTE of an existing Unpriced Change Order*, the *Modification Type* code cannot be changed from its default selection.

### 6.6.3.3 Mandatory Modifications/User Requests (Military)

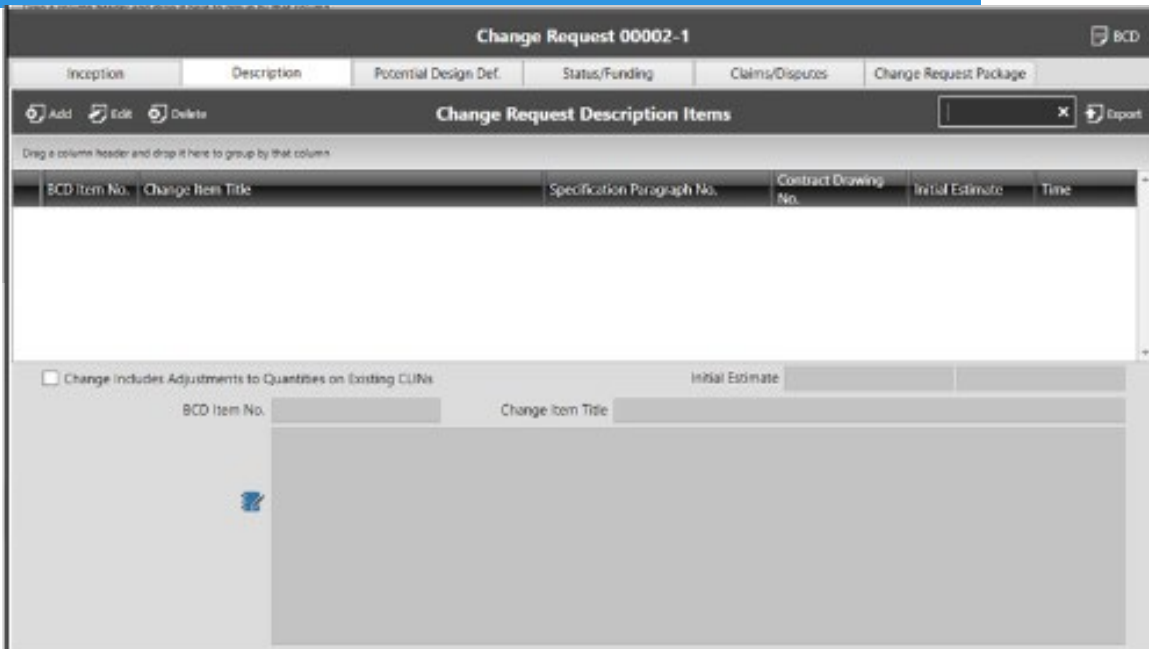
Modifications can be classified into two categories.

**Mandatory modifications:** Modifications that are required to make a complete and operable facility. The Corps has authority to initiate all mandatory modifications, provided funds are available.

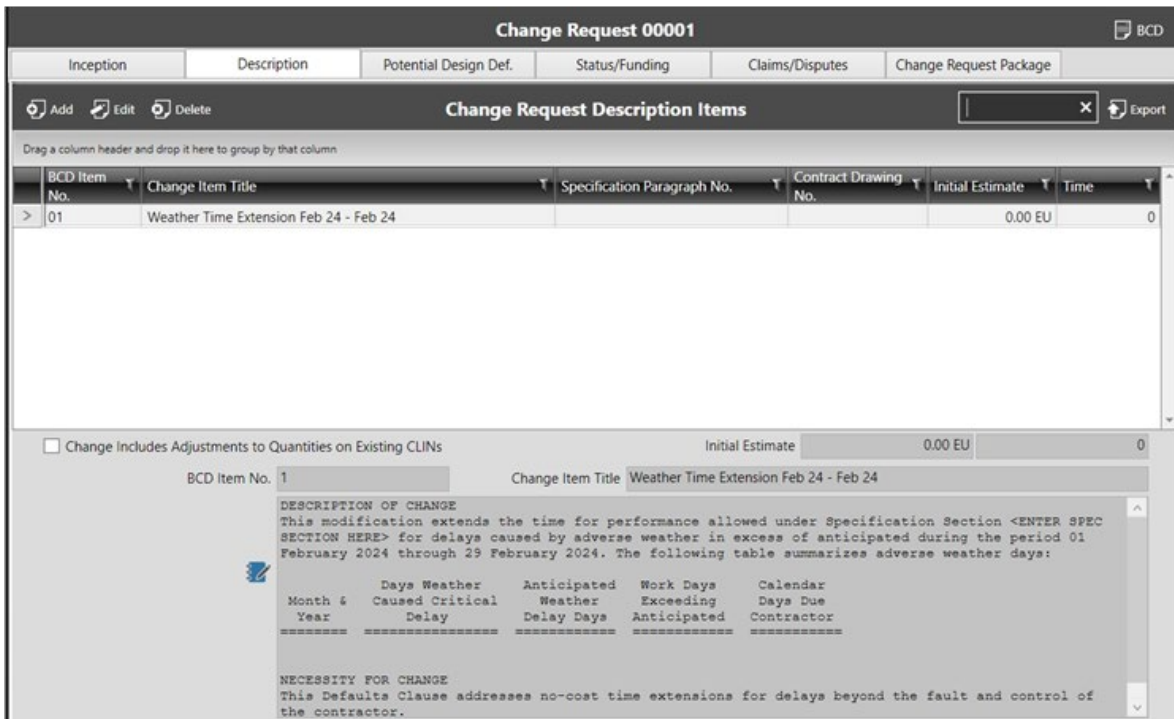
**User Requests:** Modifications which may not be mandatory, but which improve efficiency or operations, maintainability, or aesthetics. User requests on contracts with reimbursable funds can be initiated provided the funding authority has given approval and funds are available.

### 6.6.3.4 Description Tab

The *Description* tab shows the items entered with the accumulated totals for each item. All the information on this screen is entered from either selecting the *Add* button to add a new BCD item, or the *Edit* button to modify an existing item. An item can be deleted by selecting it and using the *Delete* button.



**Note:** if the change request was created for a weather modification, the description tab will be prepopulated with the necessary BCD item basics already entered similar to the below image.



If adding a new BCD item, enter the *BCD Item No.* in the prompt provided or leave the default value.

BCD Item No.	Change Item Title	Specification Paragraph No.	Contract Drawing No.	Initial Estimate	Time
> 01	Additional Required Fencing			\$7,500.00	15

Change Includes Adjustments to Quantities on Existing CLIN

Initial Estimate: \$7,500.00, Time: 15

BCD Item No. 1 Change Item Title Additional Required Fencing

**DESCRIPTION OF CHANGE**  
Install of additional fencing for back border of facility

**CHANGE IN DRAWINGS**  
EG-106, 107, 110 and E-201 through 203

**CHANGE IN SPECIFICATIONS**  
None

**NECESSITY FOR CHANGE**  
Using Agency revised the Parking Garage zoning and configuration. hence site conditions differ form design conditions and the FGS must be modified to accommodate the following changes.

When users add a new BCD Item or double click on one to edit it, the BCD Item Edit view is displayed, as shown below. For some of the entry fields in this view, longer descriptions are allowed. Those entries include a special editor with the notebook and pen icon, as seen below. When editing those sections, there will be an *Insert Standard Text* button in the upper right from which to choose standard texts. A Library for these items can be maintained in the *District Library | Standard Text* view.

**Change Item No.:** When adding an item, this number will be automatically generated by RMS, but it can be edited by the user, if needed.

**Change Item Title:** This field can be used to add a title for the BCD Item.

**Spec. Paragraph No.:** This field can be used to specify a Specification Paragraph Number with which this BCD Item is associated.

**Contract Drawing No.:** This field can be used to specify a Contract Drawing Number or Numbers with which this BCD Item is associated.

**Initially Estimate:** This field can be used to enter the initial estimate for the BCD Item.

**Note:** This field will be disabled if the BCD Item is a Quantity Variation.

**Phase Times:** This field is used to add time extensions in days to the contract.

**Note** if the contract has multiple phases, users will need to add the time to the correct phase for the contract duration.

**Description of Change:** The detailed Description of Change should be carefully entered. It will be used in supporting documents, such as the RFP, PNM and BCD. The Description of Change should be carefully reviewed and, if necessary, changed to reflect the actual scope of work following final negotiations. For ease of reading, the description should be entered in upper and lower case.

**Change in Drawings/Specifications:** These optional fields may be used if actual changes are being made to the contract documents and additional explanation or verbiage is desired.

**Necessity for Change:** The Necessity for Change is primarily for the BCD and not usually provided to the Contractor. Contract modifications may originate because of unexpected delays in performance, excessive variations in estimated unit price quantities of work, differing site conditions, or actions of the Government in connection with necessary or beneficial occupancy, work suspensions, etc., for which adjustments in the contract price and/or time are due under specific clauses contained in the contract. Other change orders may be initiated to provide for physical changes to the contract facilities or structures pursuant to the Changes clause. Such changes to the original contract requirements usually generate from three primary sources:

1. Design or approved criteria changes.
2. Field changes arising from field conditions, errors and/or omissions in plans and specifications.
3. Using Service requests.

The first two sources listed above are normally considered mandatory changes if necessary for operability. These changes may result from design errors or deficiencies. The third source, *Using Service* requests, may not be essential to the functional operation of the facility. Refer to the District's policy for authority to initiate user requested changes.

Checking the *Change Includes Adjustments to Quantities on Existing CLINs* checkbox on the previous screen, adds a special BCD Item that provides the *Quantity Variation* button in addition to the other elements.

**BCD Item Edit**

Change Item No.

Change Item Title

Initial Estimate

Spec. Paragraph No.

Contract Drawing No.

BCD Item Time by Phase		
>	Phase	Phase Time
	00	0

Description of Change

Change in Drawings

Change in Specifications

Necessity for Change

This allows changes to quantities of a CLIN. One common way users have set up contracts is to create the CLINs that will be certainly be used later in the contract with a zero quantity and then later fund the CLIN through a modification. Click the [Quantity Variation](#) button to display all the Quantity CLINs and add or change the Quantity of existing CLINs.

Quantity Variation - Changes in CLIN Quantity										
CLIN	Description	Unit Price	Unit	Previous Amount	Change Amount	Revised Amount	Previous Quantity	Change in Quantity	Revised Quantity	
> 0011	Perimeter Shield	\$1,000.00	FT	\$0.00	\$10,000.00	\$10,000.00	0	10	10	
Totals:				\$0.00	\$10,000.00	\$10,000.00				

### 6.6.3.6 Potential Design Deficiency Tab

Change Request 00001					
Inception	Description	Potential Design Def.	Status/Funding	Claims/Disputes	Change Request Package
<b>Potential Design Deficiency</b>					
<p>Architect-Engineer (AE) contractors shall be responsible for the professional quality, technical accuracy, and coordination of all services required under their contracts. An AE firm may be liable for Government costs resulting from errors or deficiencies in designs furnished under its contract. Therefore, when a modification to a construction contract is required because of an error or deficiency in the services provided under an AE contract, the AE contracting officer (with the advice of technical personnel and legal counsel) shall consider the extent to which the AE contractor may be reasonably liable.</p> <p>The following questions should be completed by a Project Engineer with knowledge of the change and the potential for design deficiency. Once the answers to the questions are reviewed and concurred by the Administrative Contracting Officer (ACO), the form will be forwarded to the AE Contracting Officer for further action. Reference EP 715-1-7 (current as of 29 February 2012).</p> <p>A. Is the construction change a Code 1 Engineering Change? If yes, proceed to Question B. <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>B. Could the construction change be attributable to an error or omission by the AE contractor? If yes, provide summary. <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>C. If Yes to Question B, what are the potential damages that the government may suffer because of the error or omission?</p>					

If the contract change is due to an AE liability, then that information can be entered here in the [Potential Design Deficiency](#) tab. Per FAR clause 52.236-23, the “Responsibility of the Architect-Engineer Contractor” means that an A-E firm is responsible for the quality of its products and services and is liable for damages to the Government caused by its negligence or breach of contractual duty.

Due to FAR clause 36.608, 36.609, and 52.236-23 and EP 715-1-7 requirements, this tab allows the addition of AE liability information to be displayed on the BCD report. Typical examples of A-E liability are when, due to an A-E design error or deficiency, modification of an ongoing construction contract is required or there is a design-related failure after construction. An A-E firm may also be liable for Government damages arising from failure to design within the funding limitations (FAR 36.609-1 and 52.236-22) or to comply with the contract schedule or technical provisions. In all such instances, FAR 36.608 directs the KO to “consider the extent to which the architect-engineer Contractor may be reasonably liable,” and to “enforce the liability and collect the amount due, if the recoverable cost will exceed the administrative cost involved or is otherwise in the Government’s interest.” For more information on filling out this tab, see the FAR and EP clause referenced. Those references are also listed in the guidance text provided at the top of the screen.

If **No** is selected, no memo boxes will be displayed for the prompts on the tab view.

If **Yes** is selected for questions A and B, the text boxes for **Description of Potential Damages** will enable so that further information can be added as needed for each prompt.

The screenshot shows a web form titled "Change Request 00001" with a "BCD" icon in the top right corner. The form is divided into several sections:

- Questions A and B:**
  - A. Is the construction change a Code 1 Engineering Change? If yes, proceed to Question B. (Radio buttons: Yes selected, No unselected)
  - B. Could the construction change be attributable to an error or omission by the AE contractor? If yes, provide summary. (Radio buttons: Yes selected, No unselected)
- Description of change:** A large text area for entering details.
- Description of Potential Damages:** A text area for describing potential damages, with a blue pencil icon indicating it is enabled.
- Question C:** C. If Yes to Question B, what are the potential damages that the government may suffer because of the error or omission? (Radio buttons: Yes selected, No unselected)
- Description of change:** A second large text area for entering details.
- Description of Potential Damages:** A second text area for describing potential damages, with a blue pencil icon indicating it is enabled.
- Estimated cost of potential damages:**
  - Preliminary Estimated Construction costs (dollars): \$100.00 (with a blue pencil icon)
  - Preliminary Estimated Ancillary costs (dollars): \$25.00 (with a blue pencil icon)
  - Total Estimated Costs: \$125.00
- Estimated cost description:** Two text areas for describing the costs, with blue pencil icons.

Section 4 of the BCD report will contain any information entered within this tab.

### 6.6.3.5 Status/Funding Tab

After each required item is completed and entered in the **Description** tab, the Change Request Status and other requirements to accompany the BCD can be viewed and tracked in the **Status/Funding** tab. The Funding Account(s) used for the Change Request funding will also be entered on this tab.

As the Change Request's lifecycle progresses, it may be determined that approvals, plans, specifications, etc. are also required in addition to the BCD. In the **Change Request Status** section, checkboxes are available to accurately reflect the information for what is required.

**Change Request 00002-2** BCD

Inception	Description	Potential Design Def.	Status/Funding	Claims/Disputes	Change Request Package	
<b>Change Request Status</b>						
Required	Date Requested	Date Required	Date Completed	Action Required by	Amount	Time
<input checked="" type="checkbox"/> BCD Required? <span style="border: 1px solid red; padding: 2px;">?</span>			6/26/2024 <span style="border: 1px solid gray; padding: 2px;">15</span>		\$0.00	0
<input checked="" type="checkbox"/> Funds Request Required? <span style="border: 1px solid gray; padding: 2px;">?</span>	Select a date <span style="border: 1px solid gray; padding: 2px;">15</span>	Select a date <span style="border: 1px solid gray; padding: 2px;">15</span>	Select a date <span style="border: 1px solid gray; padding: 2px;">15</span>			
<input checked="" type="checkbox"/> Approval Required? <span style="border: 1px solid gray; padding: 2px;">?</span>	Select a date <span style="border: 1px solid gray; padding: 2px;">15</span>	Select a date <span style="border: 1px solid gray; padding: 2px;">15</span>	Select a date <span style="border: 1px solid gray; padding: 2px;">15</span>	<Not Set>		
<input checked="" type="checkbox"/> Plans Required? <span style="border: 1px solid gray; padding: 2px;">?</span>	Select a date <span style="border: 1px solid gray; padding: 2px;">15</span>	Select a date <span style="border: 1px solid gray; padding: 2px;">15</span>	Select a date <span style="border: 1px solid gray; padding: 2px;">15</span>	<Not Set>		
<input checked="" type="checkbox"/> Specs Required? <span style="border: 1px solid gray; padding: 2px;">?</span>	6/18/2024 <span style="border: 1px solid gray; padding: 2px;">15</span>	6/26/2024 <span style="border: 1px solid gray; padding: 2px;">15</span>	6/26/2024 <span style="border: 1px solid gray; padding: 2px;">15</span>	<Not Set>		
<input checked="" type="checkbox"/> Govt Est Required? <span style="border: 1px solid gray; padding: 2px;">?</span>	Select a date <span style="border: 1px solid gray; padding: 2px;">15</span>	Select a date <span style="border: 1px solid gray; padding: 2px;">15</span>	Select a date <span style="border: 1px solid gray; padding: 2px;">15</span>	<Not Set>	\$0.00	0
<input checked="" type="checkbox"/> Proposal Required? <span style="border: 1px solid gray; padding: 2px;">?</span>	Select a date <span style="border: 1px solid gray; padding: 2px;">15</span>	Select a date <span style="border: 1px solid gray; padding: 2px;">15</span>	Select a date <span style="border: 1px solid gray; padding: 2px;">15</span>		\$8,500.00	30
<input checked="" type="checkbox"/> Negotiations Required? <span style="border: 1px solid gray; padding: 2px;">?</span>			Select a date <span style="border: 1px solid gray; padding: 2px;">15</span>		\$7,900.00	20
Negotiated Amount					\$7,900.00	20
<b>Change Request Funding</b>						
Funding Account	Funded Work Item	Funding Account Title	Available Amount	Change Amount		
259	903L6L	1-Budget - Indirect	\$51,055.94	\$7,900.00		
196	D6K369	1-Program of (all other)	\$90,896.24	\$0.00		
Change Request Status: (5) - Approved			Change Request Amount: \$7,900.00			
Funds Status (optional): <Not Set>			Variance: \$0.00			
Create BCD						

Upon selecting each checkbox for the required elements, date fields will appear so that the *Date Requested*, *Date Required*, and *Date Completed* can be entered for those that apply. For some requirements, the *Action Required by* field can be used to select the individual responsible for the applicable requirement. The *Amount* and *Time* figures for the Change Request can be edited for the *Gov Est Required?*, *Proposal Required?*, and *Negotiations Required?* checkboxes.

As highlighted in the image above, information help boxes accompany each of these options and provide guidance when each option may be required for a Change Request. To make these appear, hover over the box with the question mark, as seen on the right.

**Required**

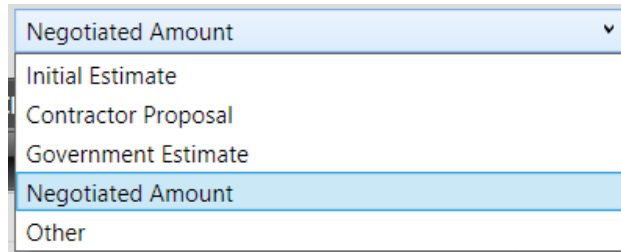
BCD Required? ?

**BCD Required?**

Required for the following situations:

1. Change Orders & Modifications – When a contract modification (bilateral or unilateral) significantly impacts performance, cost, or schedule.
2. Requests for Equitable Adjustments (REA) – A BCD is needed to substantiate the contractor's claim and provide justification for increased costs or time extensions.
3. Differing Site Conditions – If a contractor encounters unforeseen site conditions that affect contract performance.
4. Government-Directed Changes – When the government issues a directive under the Changes Clause (FAR 52.243-4) that alters the contract.
5. Force Majeure or Excusable Delays – If a contractor seeks additional time due to unforeseeable events beyond their control.
6. Defective Specifications or Government-Provided Information – When design errors or missing details in government-furnished information lead to additional costs.
7. Cardinal Changes – If the requested change is so significant that it alters the nature of the original contract, requiring high-level approval.

In the dropdown box at the bottom of the **Change Request Status** section, select an option to determine how the total amount for the Change Request should be considered: as an **Initial Estimate** (default), a **Contractor Proposal**, a **Government Estimate**, a **Negotiated Amount**, or **Other**. The Other option can be used if an amount of a time change was not previously entered anywhere else in this change request.



**Note** that if the contract has multiple phases, the time column will only display an ellipses button. Click this button to update the time change for the correct phase.

The Funding Accounts listed in the **Change Request Funding** section directly affect which PRACs and Obligation Line items are available to fund the Modification later. To edit the amount for the associated Funding Account(s), double click in the **Change Amount** field and enter the amount.

Change Request Funding				
Funding Account	Funded Work Item	Funding Account Title	Available Amount	Change Amount
259	903L6L	1-Budget - Defense (RFI 193)	\$51,955.94	\$7,000.00
>	196	D6K369	1-Request Amount	\$900.00

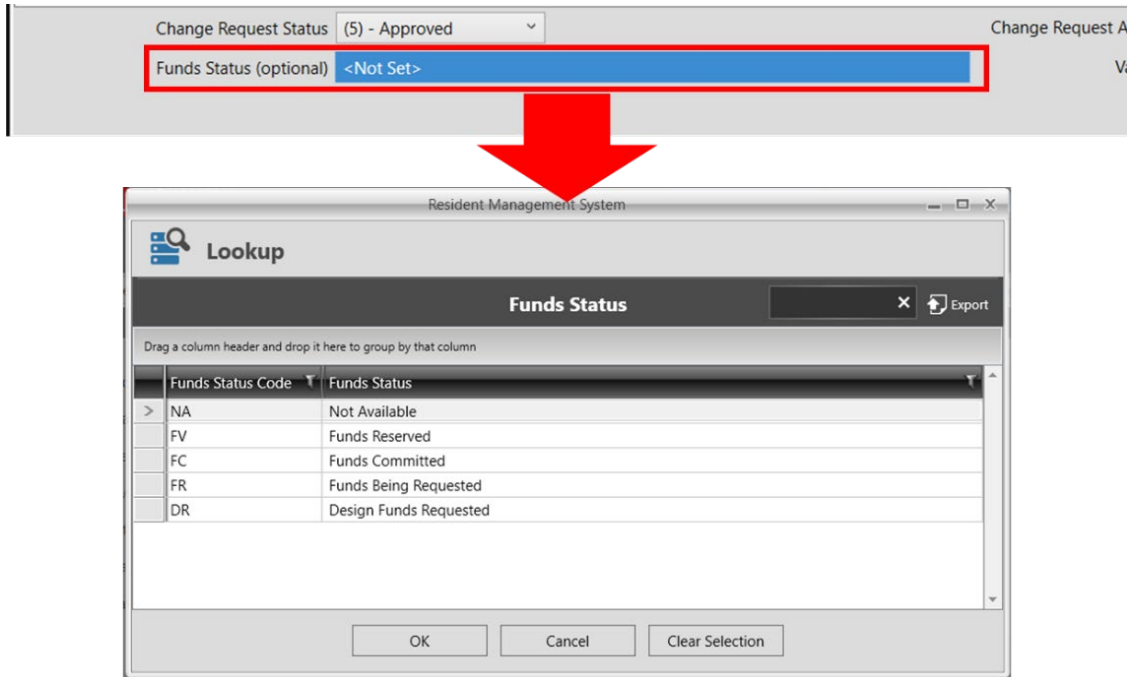
**Warning:** Please ensure that the correct amounts are entered for the right Funding Account. Funds can be split up to multiple funding accounts if that is how the accounts were setup in CEFMS. Any discrepancies have the potential to negatively impact Modifications and Progress Payments for the contract.

Once all the information for the Change Request has been entered in both sections, the **Change Request Status** can be set to **(4) – Proposed** (Draft, not ready) or **(5) – Approved** (Ready to link to a Modification).

Once the **BCD Required?** date has been entered, users can click on the **Create BCD** button to add the BCD document to the **Change Request Package** tab. After the initial version has been created, the **Create BCD** button will reflect the next version of the BCD being created.

Change Request Status	(5) - Approved	Change Request Amount	\$20,000.00
Funds Status (optional)	<Not Set>	Variance	\$200,000.00
			Create BCD Version 2

The *Funds Status* field is an optional selection available to reflect the status of the funds determined for the Change Request.



The *Funds Status* selected from the lookup will display in Part B. 2. on the BCD as shown below:

PART B. 1. CONTROL DATES					2. FUNDS STATUS	
ITEM REQUIRED	YES	NO	DATE REQUIRED	ACTION REQUIRED BY		
PLANS		X			FUNDS RESERVED	<input type="checkbox"/>
SPECIFICATIONS		X			FUNDS COMMITTED	<input type="checkbox"/>
COST ESTIMATE		X			NOT AVAILABLE	<input type="checkbox"/>
MODIFICATION	X				FUNDS BEING REQUESTED	<input type="checkbox"/>
					DESIGN FUNDS REQUESTED	<input type="checkbox"/>

The Change Request will be made available for addition to Contract Modifications once all the *Date Completed* fields for the selected requirements have been entered, and the *Change Request Status* has been changed to *(5) - Approved*. The Change Request can be linked to a Contract Modification by itself, or it can be included with other Change Requests to form a completed Modification Package.

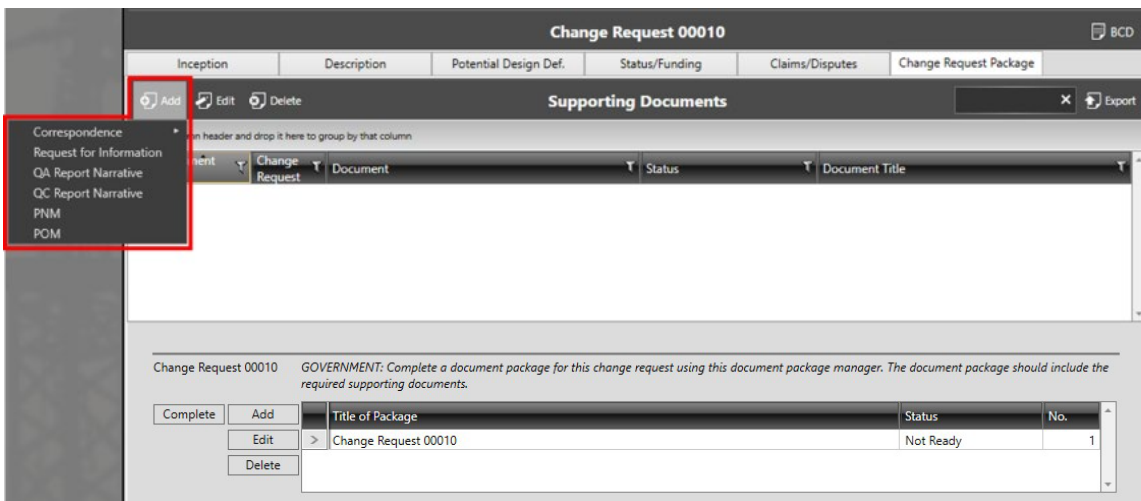
### 6.6.3.6 Claims/Disputes Tab

The *Claims/Disputes* tab shows and allows editing of any Claims that are associated with this Change Request. For further information, see the section below for Contractor Claims.

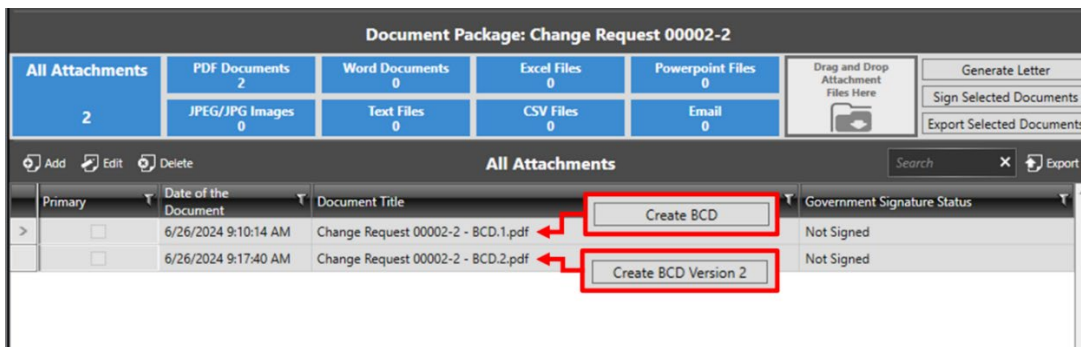


### 6.6.3.7 Change Request Package Tab

The **Change Request Package** tab is where all the documents associated with the Change Request can be edited or viewed. This tab contains a grid to add supporting documents to the Change Request. As depicted in the **Add** menu below, the only documents that can be added to the **Supporting Documents** grid are limited to specific types of documents that are already stored and/or created in RMS.

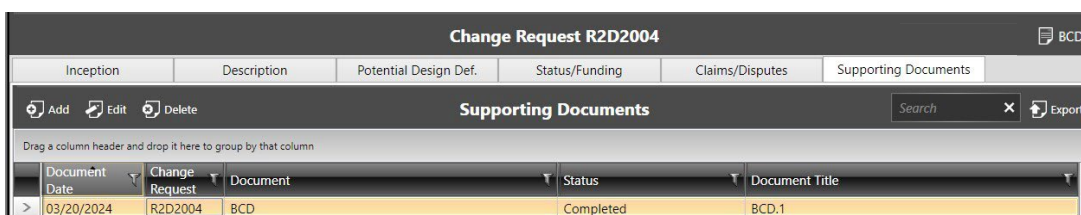


While the PMN and POM types can be added, those documents will be placed in the Document Package instead of in the **Supporting Documents** section. All other documents can be added via the Document Package at the bottom. Additionally, when the **Create BCD** button is clicked in the **Status/Funding** tab, any BCD versions that are created will automatically be stored in a Document Package.



### 6.6.3.8 Supporting Documents Tab

Change Requests created before the release of patch 466 will still have the **Supporting Documents** tab. This tab can be used to edit or view the documents associated with those Change Requests.



## 6.7 Contract Modifications

Contract Modifications are in [Contract Menu | Finances](#).

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

### 6.7.1 Overview

This section furnishes instructions for processing construction contract modifications. It is recommended that users review and follow the guidelines as prescribed in the user’s District. If a procedure or recommendation herein conflicts with the District policies, please be sure to follow the District’s policies in completing the task.

### 6.7.2 Contract Modifications

A modification allows the Government to add or change information and/or requirements of the contract.

Add
 Edit
 Delete
 
Contract Modifications


 Export

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

Ref No.	Mod No.	Title	Mod/Sign Date	Mod Amount	Mod Days	Completed in RMS
> R00001	P00003	Exercise Options CLIN 0008	08/23/2018	\$40,000.00	0	Yes
R00002	P00001	Executive Order 13706	03/20/2018	\$0.00	0	Yes
R00003	P00002	Add page PS-3 to contract	08/09/2018	\$0.00	0	Yes
R00004	P00004	Forged Steel Valves	09/21/2018	\$0.00	0	Yes
R00005	P00005	Decommissioning Monitoring Well	10/05/2018	\$3,300.00	0	Yes
R00006	P00006	Revised Exterior/Interior Conditions NTP	09/14/2018	\$15,000.00	0	Yes
R00007	P00007	15kV Aluminum Primary Cable	10/15/2018	\$0.00	0	Yes
R00008	P00008	Add Sani-Lav Wash Sink	01/30/2019	\$17,050.00	0	Yes
R00009	P00009	UFC 3-110-03 EPDM 90 mil Thickness Pt. 1	04/03/2019	\$8,170.00	0	Yes
R00010	P00010	Revised Exterior/Interior Conditions	04/19/2019	\$154,604.00	15	Yes
R00011	P00011	Lighting Control System	05/02/2019	\$12,441.00	0	Yes
R00012	P00012	Unsat. Material Excavation and BF	05/23/2019	\$20,000.00	0	Yes
R00013	P00013	Excavation and Handling Revisions	06/17/2019	\$60,615.33	0	Yes
R00014	P00014	Welding Bay Floor Finish	06/18/2019	-\$559.00	0	Yes

Modification Status

	Amount	Time
PR&C Requested	- Completed	
SF30 Signed	- Completed	
Funds Obligated	- Completed	
Activities Balanced	- Completed	
RMS Modification	- Completed, included in Current Contract	\$40,000.00    0
Remarks: This mod was done contracting. The mod package will not have all the information. Reference PCF		

Like the Change Request, to add a Modification, follow logical steps and track the Modification until it is complete. The example screen above shows numerous Modification packages. The Modification Status at the bottom of the screen reflects the current progress of the entire effort for the Modification package.

**Note:** The Modification Number will be assigned by ACWS following completion of all signatures and processing through ACWS.

**Note:** The official contract can only be changed in ACWS and that executing a modification in RMS only applies to the contract in RMS and does not officially change the awarded contract.

In accordance with the FAR, Modifications signed by an ACO will begin with the letter “A”, and those signed by the Contracting Officer (Procurement Officer) will begin with the letter “P”.

The screenshot shows a dialog box titled "RMS Add View" with a sub-header "Add Modification". Below the header, it states "The following information is required to add a new Modification". There is a text input field labeled "Ref No." containing the value "R00029". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

### 6.7.2.1 SF30-1 Tab

Once a modification is added or opened for editing/viewing, the **SF30** button will be available in the top right corner of the screen. This button will allow users to see a consolidated view of the text entered in the modification for the SF30 at the time of viewing.

The screenshot shows the header of a modification view. The title is "Modification No. A00002 R00002 Additional Monitoring of Building 600". In the top right corner, there is a button labeled "SF30" with a document icon, which is highlighted with a red box.

The text from this view can be copied and pasted, as needed. This view can also be exported to the Excel, Word, PDF, and/or Text file formats using the **Export** button.

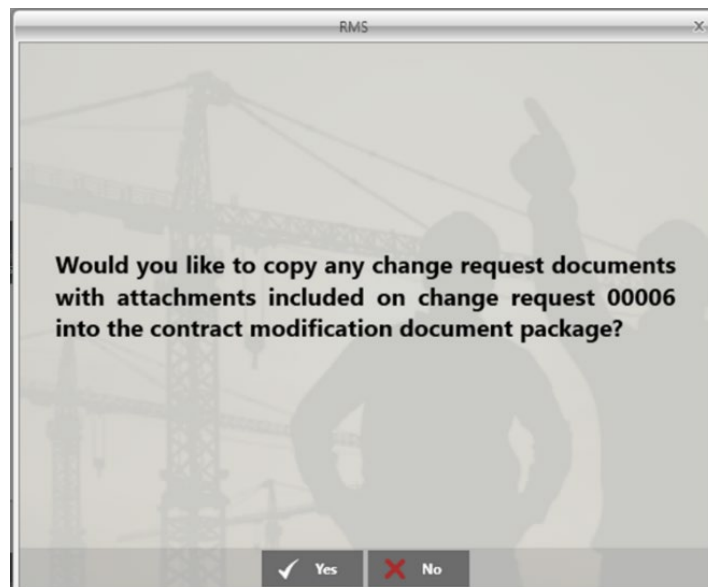
The screenshot shows the main content area of the SF30 view. The title is "Modification No. A00002 R00002 modify duct bank desing". The content includes sections for "DESCRIPTION OF AMENDMENT/MODIFICATION", "BLOCK 13E. CONTRACTOR SIGNATURE", "ACCOUNTING AND APPROPRIATION DATA", "THIS CHANGE ORDER IS ISSUED PURSUANT TO", "A. SCOPE OF WORK", "B. CHANGE IN CONTRACT PRICE", and "C. CHANGE IN CONTRACT TIME". In the top right corner, there is an "Export" button with a document icon, highlighted with a red box. Below the main content, an "Export SF30" dialog box is open, showing options to export to Excel, Word, PDF, and Text. The "Export" button in the main view is connected to the "Export SF30" dialog box by a red arrow.

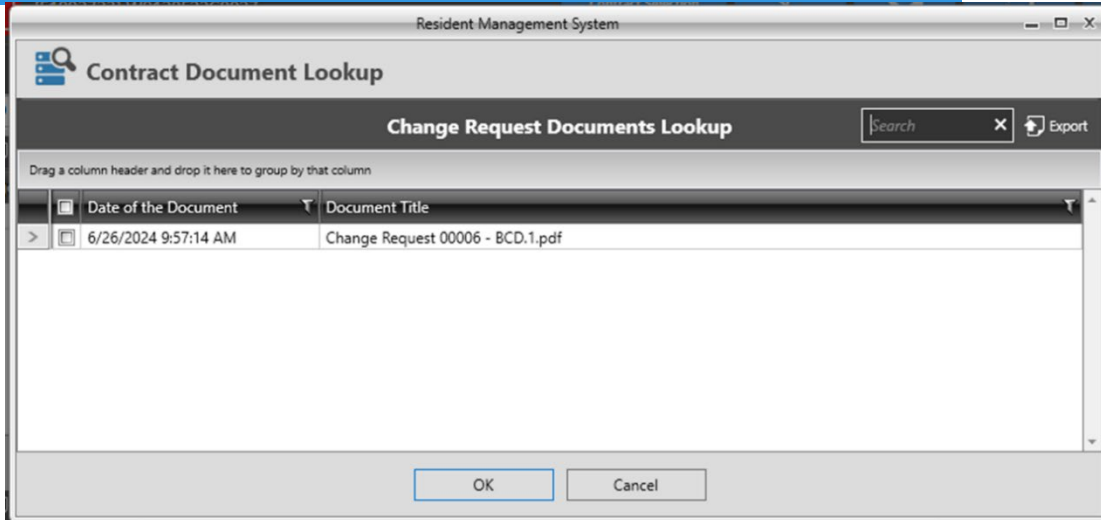
The official SF30 report cannot be printed from RMS. ACWS is the contracting official system for creating SF30s, and only SF30s from ACWS are considered as valid contract modification award documents.

Modification No. R00007 Steel Beam Revision							SF30	
SF30 - 1	SF30 - 2	SF30 - 3	Release Mod	Pay Activities	Mod Package	Supporting Documents		
<div style="border: 1px solid red; padding: 2px;">Copy Change Request Documents</div> Change Requests included in this Modification								
Change Request No	Change Request Title	Change Days	Change Amount					
> BD	Steel Beam Revision	0	\$3,487.00					
						Modification Amount	\$3,487.00	
Contract Line Items changed by this Modification								
CLIN	CLINs changed by R00007	Amount	Unit of Measure					
> 0011	Chg DB-Steel Beam Revised Section D/SF201	\$3,487.00	LS					
						Sum of CLIN changes	\$3,487.00	
Funding for this Modification								
Funding Account	Title	Funded Amount	PR&C Amount					
							Modification Funding	\$0.00

There are four things that can be accomplished from this screen:

**Change Requests to be included on this Modification** One or more existing Change Requests can be selected to be included in this new Modification package by clicking on the **Add** button. Upon making the Change Request selection(s), RMS will provide the option to copy all supporting documents from the change request into the Modification Package. Buttons are also available to edit and/or delete the change request(s) that have been added to the modification.





**Copy Change Request Documents:** This option is provided if the user chooses to copy the documents from the linked Change Request's *Document Package* documents to the modification's *Mod Package*'s *Document Package*.

**Note:** Documents that are copied into the Modification will be added in a new Document Package in the *Mod Package* tab.

**Contract Line Items changed by the Modification:** A CLIN equal to the Modification can be automatically added, a New CLIN can be manually added, or an existing Lump Sum CLIN can be revised. The latter will present a listing of the existing CLINS to choose from. Use the *Delete* button to delete the CLIN(s) added.

**Funding for this Modification:** The PR&C Line Item(s) connected to the funding account selected in the Change Request for the modification can be edited.

#### 6.7.2.2 SF30-2 Tab

**SF30 Block 2:** The Modification Number entered initially (i.e., R00019) will be replaced via ACWS when the Modification is completed by Contracting. However, in almost all cases, the Contractor will use this temporary number and may not be aware of the final number.

**Note:** To ensure proper documentation, enter the ACWS Mod Number as soon as it is available.

**SF30 Block 4:** The Requisition number is typically the PR&C number and will be automatically populated by RMS in most cases. It may be changed if desired or needed.

**SF30 Block 12:** The Accounting and Appropriation Data memo field is an optional field if required by the District or this modification. If using the notebook icon to pop out the text box, click on the

**Standard Text** button to access a lookup that may include standard wording if this feature is used in the District Library.

**Modification No. R00008 R00008 Enacting contract Option A** SF30

SF30 - 1    SF30 - 2    SF30 - 3    Release Mod    Pay Activities    Mod Package

**SF30 Block 2**  
Modification No.  *Note: The modification number entered here must match the mod number assigned by PD<sup>2</sup>*

**SF30 Block 4**  
Requisition No.

**SF30 Block 12**  
Accounting and Appropriation Data  
(Optional Additional Notes)

**SF30 Block 13**

A. Issue Pursuant to    FAR Clause(s)  
 B. Administrative Changes       
 C. Supplemental Agreement       
 D. Other

**Block 13 E. Important**  
 Contractor Signature Required

**SF30 Block 14**  
Modification Title

**SF30 Block 13:** Select the way the Modification is being issued and select the appropriate FAR Clause(s) from the lookup provided, if needed. FAR Clause selection is not required nor displayed for options **B. Administrative Changes** and **D. Other**.

**SF30 Block 13**

A. Issue Pursuant to  
 B. Administrative Changes  
 C. Supplemental Agreement  
 D. Other

**SF30 Block 13**

A. Issue Pursuant to  
 B. Administrative Changes  
 C. Supplemental Agreement  
 D. Other   

**SF30 Block 13 E. Important:** Indicate whether the Contractor will be required to sign the Modification.

**SF30 Block 14:** The last section of the tab includes the entry for the Modification Title. This block (14) is continued on the next tab. If more than one change request is selected to add to the modification, verify that the title of the change reflects the basic scope of work of each item, if possible. The title should be easy to understand and use keywords that may help with identification.

## 6.7.2.3 SF30-3 Tab

**SF30 Block 14** (continued): The first two memo fields are for entry of optional notes on the contract price and time and should reflect issues that were discussed or addressed during negotiations of the modification with the Contractor. Use the remaining memo fields for comments related to the change in schedule and entering a closing statement. The closing statement should reflect the District or Office policies. A lookup is available in the Edit screen to import statements already prepared. These can be found in the District Library, under Standard Text. The *Exclude standard time text on the SF30* checkbox can be used with modifications where there is a change in the contract duration. By checking this box, the change to the duration of the contract will be excluded from the form.

**SF30 Block 15A:** At the bottom of the screen, indicate the name and title of the Contractor representative that will sign this modification.

**SF30 Block 16A:** At the bottom of the screen, indicate whether the Contracting Officer or the Administrative Contracting Officer will sign this Modification and use the lookup to populate the fields.

### 6.7.2.4 Release Mod Tab

**Modification No. A00008 R00008 Enacting contract Option A** SF30

SF30 - 1   SF30 - 2   SF30 - 3   Release Mod   Pay Activities   Mod Package

**Modification Funded with PR&C in CEFMS**

Modification funded with PR&C in CEFMS

**Modification Signature**

Contractor Signature Required

Sent to Contractor: Select a date [15]   Date Due Back: Select a date [15]   Signed by Contractor: Select a date [15]

Government Signature Date: Select a date [15]

**Sign SF30 and record signature dates**

This screen is to record the administrative progress of the modification. A PR&C must be obtained from CEFMS for funding, and all required signatures must be entered with the appropriate date fields completed before the [CLIN changes / Obligations for payment](#) section will display.

When date entries are made in this section, it is assumed that the CEFMS approvals and certifications are completed simultaneously. Enter the date the Government (CO or ACO) signed the Modification.

When the [Contractor Signature Required](#) checkbox is checked, the [Sent to Contractor](#), [Date Due Back](#), and [Signed by Contractor](#) date fields will be displayed.

When the [Government Signature Date](#) and the [Signed by Contractor date](#), if required, are entered, RMS will present the following screen.

**Modification No. R00007 Steel Beam Revision** SF30

SF30 - 1   SF30 - 2   SF30 - 3   Release Mod   Pay Activities   Mod Package   Supporting Documents

**Modification Funded with PR&C in CEFMS**

Modification funded with PR&C in CEFMS

**Modification Signature**

Contractor Signature Required

Sent to Contractor: 9/7/2023 [15]   Date Due Back: 9/7/2023 [15]   Signed by Contractor: 9/7/2023 [15]

Government Signature Date: 10/5/2012 [15]

**CLIN Changes / Obligations for Payment**

CLIN	CLIN Title	Amount	Obligation Amount	Unit of Measure
> 0011	Chg DB-Steel Beam Revised Section D/SF201	\$3,487.00	\$3,487.00	LS

Total CLIN Changes: \$3,487.00  
Total Obligations: \$3,487.00  
Variance: \$0.00

**Modification Completion**

Modification funded with Obligations in CEFMS

**Record Obligation in CEFMS,  
then Link Obligation Line Items to CLINs in RMS for Payment.**

To enter the funding, double-click the CLIN line(s) or highlight the line(s) and click the *Edit* button. This will reveal the Funding screen for the selected CLIN.

**Modification R00007 CLIN 0011 Funding**

**Priced Parent CLIN 0011**

CLIN Description: Chg DB-Steel Beam Revised Section D/SF201      Unit of Measure: LS - Lump Sum

Unit Price: \$3,487.00  
 Quantity: 1  
 Amount: \$3,487.00

This CLIN is a Priced Parent CLIN. It can be funded by one or more obligation line items. The current funding for this CLIN is displayed below. To modify the funding or to change the funding SubCLIN numbers, click the funding button to the right. Funding

**Obligations for this CLIN**

SubCLIN	Funding Account	Work Item	PR&C / Line No.	Obligation Description	Obligation Line Item	Obligation Amount	Unit of Measure
> 001102	E1208599	G62JJ3	W81W3G02375858 / 11	R00007-CHG BD: STL BEAM REV SECT D/SF20	00007	\$3,487.00	LS

**PRAC Obligations for this Modification**

PRAC Number	PRAC Line Number	PR&C Mod Amount	Obligations Amount	Variance	
> W81W3G02375858		11	\$3,487.00	\$3,487.00	\$0.00

CLIN 0011 Amount: \$3,487.00

CLIN 0011 Obligations: \$3,487.00

Variance: \$0.00

This view shows the SubCLIN, PR&C / Line No., Obligation Description, Obligation Line Item, and Obligation Amount. Click the *Funding* button to further edit these amounts.

**Modification R00008 CLIN 0008 Funding**

This is a priced parent CLIN which can be funded with multiple SubCLINs/Obligations Lines. Enter planned funding amounts on obligation line items below to fully fund this CLIN. Funding amounts must total to the amount of the CLIN. Because this is planned funding, amounts entered are not limited to the current funding available on each obligation line item. After funding is balanced, hit next and RMS will create a proposed SubCLIN for each obligation line used to fund this CLIN. You can change the proposed SubCLIN numbers as needed on the next screen.

Show only obligation line items for PRACS which fund Modification R00008  
 Show all obligation line items

**Obligations for this CLIN**

Funding Account	Work Item	PR&C / Line No.	Obligation Description	Obligation Line Item	Obligation Amount
> R00008		R00007 / 1		R00007	\$140,000.00

**PRAC Obligations for this Modification**

PRAC Number	PRAC Line Number	PR&C Mod Amount	Obligations Amount	Variance	
> R00008		1	\$140,000.00	\$140,000.00	\$0.00

**R00008/CLIN 0008 Details**

R00008/CLIN 0008 Amount: \$140,000.00

R00008/CLIN 0008 Obligations: \$140,000.00

Variance: \$0.00

< Back    Next >    Cancel

The above image is what is displayed when a Parent CLIN is being edited. A subCLIN funding option will only allow users to select the correct CLIN, not add any dollar amounts.

Enter the appropriate amounts on each obligation line item to fully fund the modification. Often CLINs and Obligation Line items are one for one however this is not always true. In the case of a Parent Priced CLIN multiple obligation lines can be used to split fund a single CLIN. Priced SubCLINs have funding restrictions as mentioned earlier in this section.

**Note** that if the Obligation Line Item needed for this modification does not show in this view, that means that either the wrong funding account was selected on the Change Request [Status/Funding](#) tab, or an incorrect PR&C was selected from [Funding for this Modification](#) section in the [SF30-1](#) tab. To correct these, click on the [Show all obligation line items](#) radio button. Get the funding and PR&C information for that line item and update the funding accounts and PR&Cs in the corresponding fields. If the funding and PR&C selections are not correct, it will cause incorrect calculations for distributing fundings using the standard calculations option on all future Progress Payments.

For questions regarding funding, consult the PM or examine the Contract Finances screen to view descriptions of the different funding elements from CEFMS.

Click on the SubCLIN entry and change it if needed. Then click the [Finish](#) button on the lower right. This will bring users back to the Funding screen. Click the [Back](#) button to return to the Release Mod Tab View. Once the CLIN(s) are all Funded, check the [Modification funded with Obligations in CEFMS](#) checkbox.

**Modification R00008 CLIN 0008 Funding**

RMS has created suggested SubCLIN numbers for the funding of this CLIN as per the DFAR requirements. Modify the SubCLIN numbers as needed and then hit next to complete the funding process and save all changes. Note that all SubCLIN numbers must all start with 0008 for this CLIN

Proposed SubCLINs for funding this CLIN						
SubCLIN	Funding Account	Work Item	PR&C / Line No.	Obligation Description	Obligation Line Item	Obligation Amount
> 000801	NC 0001		NC 0001 / 1		NC0001	\$140,000.00

**Modification No. R00007 Steel Beam Revision** SF30

SF30 - 1    SF30 - 2    SF30 - 3    Release Mod    Pay Activities    Mod Package    Supporting Documents

---

**Modification Funded with PR&C in CEFMS**

Modification funded with PR&C in CEFMS

---

**Modification Signature**

Contractor Signature Required

Sent to Contractor: 9/7/2023 15    Date Due Back: 9/7/2023 15    Signed by Contractor: 9/7/2023 15

Government Signature Date: 10/5/2012 15

---

**CLIN Changes / Obligations for Payment**

CLIN	CLIN Title	Amount	Obligation Amount	Unit of Measure
> 0011	Chg DB-Steel Beam Revised Section D/SF201	\$3,487.00	\$3,487.00	LS

Total CLIN Changes: \$3,487.00

Total Obligations: \$3,487.00

Variance: \$0.00

---

**Modification Completion**

Modification funded with Obligations in CEFMS

Modification Completed - Include this Modification in Current Contract

Modification not complete - Activities should be balanced after modification completion

To finish the Modification and apply the changes to the contract, check the *Modification funded with Obligations in CEFMS* checkbox first (see above). Then, check the *Modification Completed – Include this Modification in Current Contract* checkbox (see below). Until this is done, none of the dollars or days will be included in the Current Contract. When checking this box, a warning will be displayed that Activities are still required to balance prior to making any payments.

**Modification No. R00007 Steel Beam Revision** SF30

SF30 - 1    SF30 - 2    SF30 - 3    Release Mod    Pay Activities    Mod Package    Supporting Documents

---

**Modification Funded with PR&C in CEFMS**

Modification funded with PR&C in CEFMS

---

**Modification Signature**

Contractor Signature Required

Sent to Contractor: 9/7/2023 15    Date Due Back: 9/7/2023 15    Signed by Contractor: 9/7/2023 15

Government Signature Date: 10/5/2012 15

---

**CLIN Changes / Obligations for Payment**

CLIN	CLIN Title	Amount	Obligation Amount	Unit of Measure
> 0011	Chg DB-Steel Beam Revised Section D/SF201	\$3,487.00	\$3,487.00	LS

Total CLIN Changes: \$3,487.00

Total Obligations: \$3,487.00

Variance: \$0.00

---

**Modification Completion**

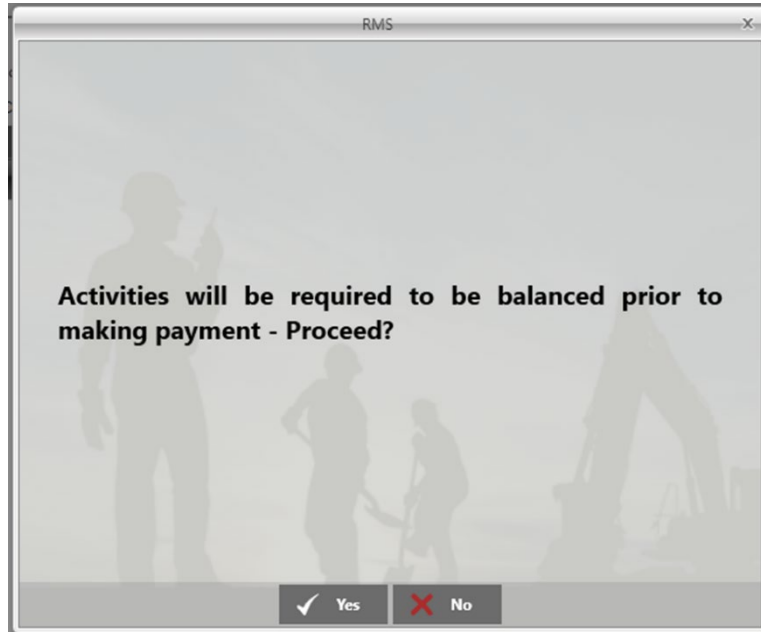
Modification funded with Obligations in CEFMS

Modification Completed - Include this Modification in Current Contract

The following CLINs changed by this modification have unbalanced activities: 0011

Once the Modification is completed, inform the Contractor of any CLIN or activity changes including number, description, and amount so that the Contractor can make the appropriate changes to the schedule.

A popup message will appear when the modification is completed by checking the [Modification Completed – Include this Modification in Current Contract](#) box:



Proceed to the [Pay Activities](#) tab to enter the Activity Amounts.

The Government can edit pay activities to cover the value of the Mod or allow the Contractor to import schedule changes from an SDEF file that will balance the schedule.

**Note:** It is recommended that if the contract is using an SDEF file, that the Contractor updates the pay activities with the needed changes to balance this modification and prevent deletion or double work with the next import.

### 6.7.2.5 Pay Activities Tab

**Modification No. A00008 R00008 Enacting contract Option A** SF30

SF30 - 1    SF30 - 2    SF30 - 3    Release Mod    **Pay Activities**    Mod Package

**CLINs Changed by this Modification** Export

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

CLIN	CLIN Description	CLIN Amount	Sum of Activities	Variance	Status
> 0008	Enacting contract Option A	\$140,000.00	\$140,000.00	\$0.00	Balanced

CLIN / Contract Balance	
<b>CLIN 0008</b>	\$140,000.00
<b>Sum of Activities</b>	\$140,000.00
<b>Variance</b>	\$0.00

Users can edit the Activities for the CLINs by either double-clicking the CLIN Line(s) or highlighting the line(s) and clicking the *Edit* button. This will present a view with all the Activities currently assigned to the CLIN.

**Pay Activities for CLIN 0008** Search    Export

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

Activity ID	Description	CLIN	Amount
> 0008	Enacting contract Option A	0008	\$140,000.00

CLIN / Contract Balance	
<b>CLIN 0008</b>	\$140,000.00
<b>Sum of Activities</b>	\$140,000.00
<b>Variance</b>	\$0.00

To include other Activities that are not currently linked to the CLIN, click the *Add* button and choose to Automatically add an activity to balance this CLIN, Add a New Activity, or Assign Existing Activities to this CLIN.

**Pay Activities for CLIN 0008** Search    Export

Automatically add an activity to balance this CLIN

Add New Activity

Assign Existing Activities to this CLIN

Activity ID	Description	CLIN	Amount
> 0008	Enacting contract Option A	0008	\$140,000.00

In rare cases, activities may need to be deleted to balance a CLIN. To delete Activities, select the Activity and click the [Delete](#) button.

### 6.7.2.6 Mod Package Tab

Modification No. A00008 R00008 Enacting contract Option A SF30

SF30 - 1 | SF30 - 2 | SF30 - 3 | Release Mod | Pay Activities | **Mod Package**

Mod Package will be completed and loaded into PCF from outside RMS

Modification R00008 - A00008 *GOVERNMENT: Complete a document package for this Mod Package section using this document package manager. The document package should include the required supporting documents.*

Add	Edit	Delete	Title of Package	Status	No.
			Modification R00008 -	Not Ready	1

Mod Package Complete

The [Mod Package](#) is for the collection of documents that accompany this Modification. Use the [Mod Package will be completed outside of RMS](#) checkbox if the associated documents for this Modification do not need to be completed within RMS. These documents may still be added to the Document Package, but when this checkbox is checked, the [Document Type](#) column for the documents will display as [Completed](#).

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Document Type
<input type="checkbox"/>	5/5/2025 5:51:2	Modification R00001 - SF30 Information Modification	Not Signed	Not Signed	Completed
<input type="checkbox"/>	5/5/2025 5:51:3	Modification R00001 - Test Letter.pdf	Not Signed	Not Signed	Completed

**Note:** Make sure the ACWS Modification Number is correct on the [SF30-2](#) tab as this number will be assigned to all the documents in this package. It cannot be changed once it is set. This is one reason why the user is requested to authenticate the completion of this package.

**Note:** Regardless of whether the contract is CUI or not, RMS will add the "Controlled Unclassified Information" in the header and footer of each page of the Basic Change Document, Change Request Register with Gov't Estimate, and the Mod Routing Slip.

If the supporting documents from the linked Change Request were copied, those documents will now show in the Document Package on this tab.

Click on the [Add](#) or [Edit](#) buttons to begin adding documents for this modification.

**Document Package: Modification R00001**

<b>All Attachments</b> 2	PDF Documents 2	Word Documents 0	Excel Files 0	Powerpoint Files 0	Drag and Drop Attachment Files Here	Generate Letter Sign Selected Documents Export Selected Documents
	JPEG/JPG Images 0	Text Files 0	CSV Files 0	Email 0		

**All Attachments** Search X Export

Add	Edit	Delete		Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Document Type
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	5/5/2025 5:51:2	Modification R00001 - BCD.pdf	Not Signed	Not Signed	a. Statement of Work/Scope, BCD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	5/5/2025 5:51:3	Modification R00001 - Test Letter.pdf	Not Signed	Not Signed	I. Miscellaneous Supporting Document

Any attachments that are CUI uploaded to the RMS application should include CUI markings. Attachments will be stored in USACE databases. When CUI marked documents are printed or downloaded and dissemination followed. If needed, a CUI cover sheet is available in the RMS Admin report area.

Individual File Information

Date of the Document:  Signed By:

Document Title:

Description:

Manually signed by Contractor

Manually signed by Government

a. Statement of Work/Scope, BCD  
 b. Solicitation - Request for Proposal  
 c. Independent Government Estimate  
 d. Contractor's Offer (Quote/Bid/Proposal)  
 e. Cost/Pricing Audit Report  
 f. Pre-Negotiation Objectives Memorandum (POM)  
 g. Price/Post Negotiation Memorandum (PNM)  
 h. Certificate of Current Cost or Pricing Data  
 i. Funding Documentation  
 j. Modification SF30  
 k. Contract Action Report (CAR)  
 l. Miscellaneous Supporting Documents  
 m. System for Award Management (SAM) Documentation

**Document Package**

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

Government Review Notes

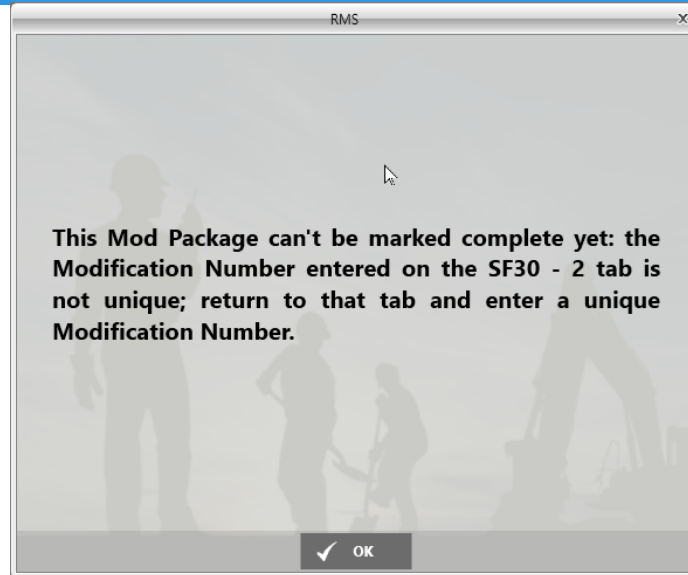
Users will see a column on the right, called *Document Type*. This column is used to indicate how the documents will be stored in the *Contract File* module. After uploading all documents, the next step is to ensure that the *Document Type* has been selected for each document.

Once all selections have been made, comments added, and the documents signed and marked as needed, the last step is to click on the *Complete Package* button.

**Note:** Clicking the *Complete Package* button in this Document Package will *not* finalize the documents for the modification. Documents will only be finalized after the *Mod Package Complete – Send to District* box is checked on the *Mod Package* tab view. Please refer to the Document Packages section 2.4 in volume 1 for details on working with Document Packages.

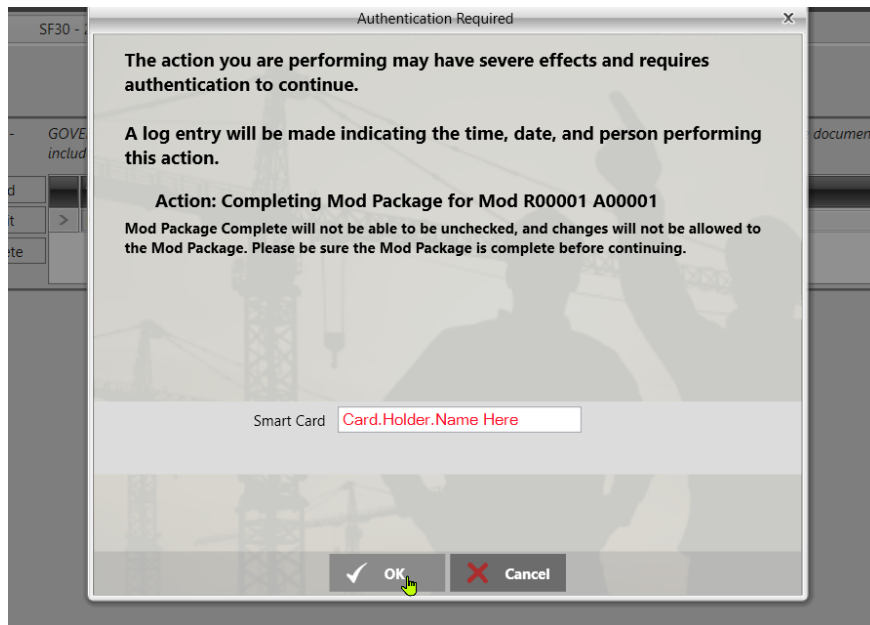
After the Document Package is complete, click on the *Back* button to return to the *Mod Package* tab view. Last, check the *Mod Package Complete – Send to District* checkbox to finalize the documents.

If the *Modification No.* entered in the *SF30-2* tab is not unique or has not been entered, RMS will present a pop-up to state this when an attempt is made to complete the modification. Navigate back to the *SF30-2* tab, enter the correct number into *Modification No.* field, and try to complete the modification again once that is completed.



Once the [Mod Package Complete-Send to District](#) box has been successfully checked, a prompt will ask for the logged in user's PIN or password. Click [OK](#) to complete the action.

**Note:** Check the District's policy on who can check the [Mod Package Complete - Send to District](#) box.



#### 6.7.2.6.1 Mod Package Recall

If further edits and/or additions need to be made to a modification that has already been completed, full district administrators have ability to recall completed modifications (Sent to District). To perform the recall, a full district administrator can click on the [Recall](#) button available with the Document Package data grid on the [Mod Package](#) tab.

**Modification No. R00002 Testing Changes** SF30

SF30 - 1    SF30 - 2    SF30 - 3    Release Mod    Pay Activities    Mod Package

Mod Package will be completed outside of RMS

Modification R00002    GOVERNMENT: Complete a document package for this Mod Package section using this document package manager. The document package should include the required supporting documents.

Title of Package	Status	No.
Modification R00002	Accepted	1

Mod Package Complete - Send to District

The administrator must enter a *Mod Recall Reason* when performing this action.

Mod Recall

**Enter the reason for the mod recall**

**Mod Recall Reason**

Mod Recall Reason

Upon confirming the *Mod Recall Reason*, authentication will be required so that RMS can log the time, date, and user who performed the recall.

Authentication Required

**The action you are performing may have severe effects and requires authentication to continue.**

**A log entry will be made indicating the time, date, and person performing this action.**

**Action: Contract Mod Recall**

Warning: Recalling this modification will render the mod package sent to the district incomplete. Do you want to continue?

Smart Card

Once the recall is completed, the modification will be re-opened, and the Document Package grid will reactivate. The existing Document Package that was accepted and any document(s) within will remain as is unless deleted by a full district administrator. Therefore, if more documents need to be added to the Mod Package, those can be uploaded to a new Document Package by clicking the *Add* button.

**Modification No. A00002 R00002 Testing Changes** SF30

SF30 - 1    SF30 - 2    SF30 - 3    Release Mod    Pay Activities    Mod Package

Mod Package will be completed outside of RMS

Modification R00002 - A00002    GOVERNMENT: Complete a document package for this Mod Package section using this document package manager. The document package should include the required supporting documents.

Add	Title of Package	Status	No.
Edit	Modification R00002	Accepted	1
Delete			

Mod Package Complete - Send to District

Once all edits and/or additions to the Mod Package are confirmed, complete the modification as instructed in the [Mod Package Tab](#) section above.

### 6.7.2.7 Supporting Documents Tab

The [Supporting Documents](#) tab will only show on modifications where the linked change request was created prior to the release of patch 466 (2/29/2024). Below is what an older modification's supporting documents tab looked like. All new modifications will have the supporting documents added to the [Mod Package](#) tab's Document Package.

**Modification No. P00010 R00010 Revised Exterior/Interior Conditions** SF30

SF30 - 1    SF30 - 2    SF30 - 3    Release Mod    Pay Activities    Mod Package    Supporting Documents

Add   Edit   Delete    **Supporting Documents**    Export

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

Document Date	Change Request	Document	Status	Document Title
03/27/2018	0002-2	Request For Information RFI-0007	Answered 04/02/2018	User Requested Fillstand Oil-Water Separator Deletion
03/27/2018	0002-2	Request For Information RFI-0001	Answered 04/10/2018	Pre-Design User Requested Change - Wash Bay
03/27/2018	0002-2	Request For Information RFI-0002	Answered 04/02/2018	Administrative Office Relocation
03/27/2018	0002-2	Request For Information RFI-0003	No Answer Required	User Requested Change - Comm Rm Relocation
03/27/2018	0002-2	Request For Information RFI-0004	Answered 04/02/2018	Pre-Design Change - OWS Relocation
03/28/2018	0002-2	Request For Information RFI-0008	Answered 04/12/2018	Access to Extended Wash Bay
04/18/2018	0002-2	Request For Information RFI-0017	Answered 05/02/2018	Turning Radii Requirement Change
06/01/2018	0002-2	Request for Proposal RFP-0002	Sent	Request For Proposal for - Revised Exterior/Interior Conc
06/07/2018	0002-2	Request For Information RFI-0032	No Answer Required	RFP-0002 User Requested Changes
06/26/2018	0002-2	Contractor Proposal H-0019	Received	Contractor Serial Letter, H-0019, Proposal for Change Item
09/13/2018	0002-2	Attachment	Document attached	EIE384 CRF002a - Revise Wash Bay Dimension
12/12/2018	0002-2	Attachment	Document attached	RFP002 TIA Government Review Notes.pdf
12/13/2018	0002-2	Attachment	Document attached	EIE384 BCD 0002-2 Revised Exterior-Interior Conditions.p
12/13/2018	0002-2	Attachment	Document attached	BCD0002-2 Initial Government Estimate.xlsx
12/13/2018	0002-2	Attachment	Document attached	EIE384 BCD0002-2 Profit Calc.xls
01/28/2019	0002-2	Letter from Contractor H-0067	Received	2nd Revised Proposal - Change Item #02 - RFP 0002 - Re - Part A: Direct Cost Proposal for Wash Bay Extension Re - Part B: Direct Cost Proposal for 160-day Contract Dura
02/01/2019	0002-2	Attachment	Document attached	EIE384 BCD 0002-2 Revised Exterior-Interior Conditions.p
02/01/2019	0002-2	Attachment	Document attached	CRF002a - Revise Wash Bay Dimension.pdf
> 02/12/2019	0002-2	Attachment	Document attached	EIE384Case2_IGE Coversheet signed.pdf
02/12/2019	0002-2	Attachment	Document attached	EIE384 Case 2 IGE cost report.pdf
02/13/2019	0002-2	Attachment	Document attached	EIE384 TA for BCD 0002-2 Revised Exterior-Interior Condi

This completes the Modification section.

## 6.8 Contractor Claims/Disputes

Contract Claims/Disputes are in [Contract Menu | Finances](#). This module shows the list of claims and disputes for the contract. This is where Management can track and review any claims that may exist in the contract.

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

**Contractor Claims/Disputes** [Search] [Export] [Claims/Disputes]

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

Date Received	ID	Amount	Time	Status
	CLM-0549	\$5,000.00	60	Pending
> 06/10/2020	CLM-0547	\$85,000.00	100	Pending

Description: Contractor letter H108 responds to Govt letter C24 which directed the contractor to install two spare 4" conduits between the CHPP and PE building and two spare 4" conduit between the PE and each ACC structure.

Remarks: See also Case 13. C. Lance (CSB) reviewed. Partial merit determined. MAY08 Contractor informally requested that their original REA on this issue be reviewed with the intent of obtaining a global settlement of all outstanding issues. 20JUN08 Contractor sent a global settlement offer for all conduit. Any payment for spare conduit from CHPP to PE Building contingent on obtaining a bilateral settlement for all outstanding issues.

Users can *Add*, *Edit*, or *Delete* Contractor Claims from the **Contractor Claims | Disputes** module.

### 6.8.1 Adding a Claims/Dispute Item

Claims may be added here in the **Contractor Claims | Disputes** module by clicking on the *Add* button (listed under the Finances tab).

Each Claim/Dispute entry is assigned a Claim ID number automatically by RMS without regard to the contract – that is, the sequential number is for all claims for all contracts within the District database. This is done so that at the District level, sorting claims for all contracts is simplified.

1. Click **ADD** to add a new Claim/Dispute  
 In the Add Contract Claim/Dispute pop up:  
 2. Click on the blue lookup field for the Project Manager, and select the appropriate individual.  
 3. Click on the **Type** drop down to set this Claim/Dispute type to  
 a. Potential  
 b. REA  
 c. COD Request  
 d. Appeal  
 4. Click **OK** to open the Claim/Dispute Edit view

**Add Contractor Claim/Dispute**

The following information is required to add a new Contractor Claim/Dispute

Claim/Dispute ID: CLM-0404

Project Manager: Solo, Man

Type: Potential

Buttons: OK, Cancel

After clicking on the **Add** button, the next step is to select the name of the user for the Project Manager by clicking on the blue box to bring up the staff lookup field list. Double click on the appropriate name, or single click and click OK.

The final step is to choose the **Type** of Claim/Dispute that is being recorded. Click the **Ok** button to confirm the selection.

4. **Potential**: Could be a problem in the future.
5. **REA**: Request for Equitable Adjustment - An REA is considered collaboration between a Government Contracting Officer and a Contractor attempting to resolve an issue and reach an amicable resolution
6. **COD Request**: Contracting Officer's Decision. it is the Government's initial response to a Contractor's claim under the Contract Disputes Act.
7. **Appeal**: When a Contractor wishes to reverse a decision for a previous claim/dispute.

### 6.8.1.1 Claim/Dispute Edit View

Once a Claim/Dispute has been added, the edit view is then displayed. For previously added Claim/Dispute entries, simply double click on the entry title to open this view.

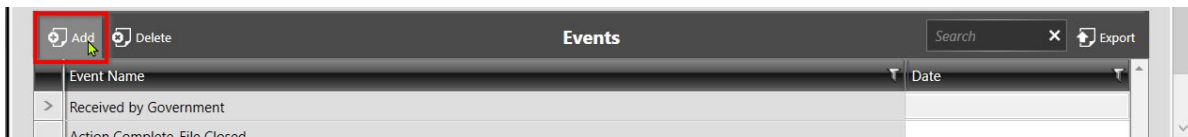
Event Name	Date
Received by Government	6/10/2020
Action Complete-File Closed	
Negotiated	6/11/2020
SF30 signed by KTR	
SF30 signed by GOV	
> Claim the Event	

Users can select the Project Manager and Type of Claim on this Dialog. Once the **Ok** button has been clicked, users will see the Contractor Claims Edit View. There is an advantage to resizing the RMS window by pulling it down with the mouse to get everything on this screen to show as the picture here shows.

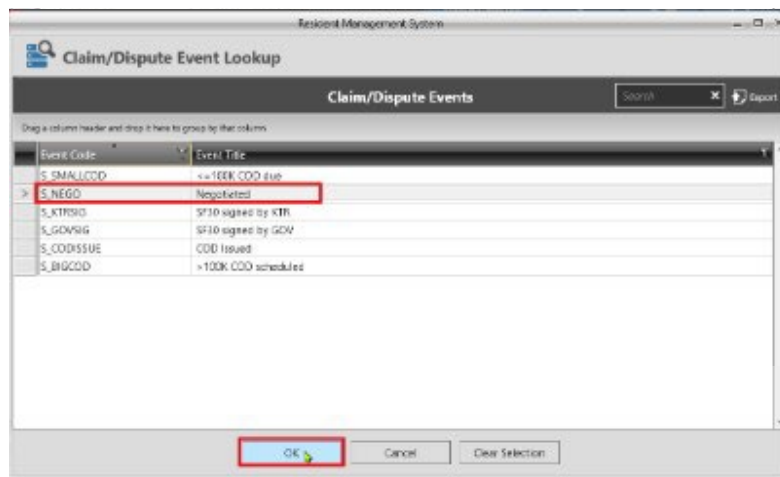
### 6.8.1.2 Adding/Deleting Events for a Claim/Dispute Entry

The Claim Events that pertain to Contractor Claims are addressed in the *District Library* module. These Dates will appear on the lower half of the Contractor Claims Edit View. The dates are either manually entered and therefore editable or based on another Claim Event Date and therefore read only. These settings are defined in the District Library for the Claim Events.

To add an event to a Claim/Dispute entry, click on the *Add* button in the Events section on the Claim/Dispute tab.



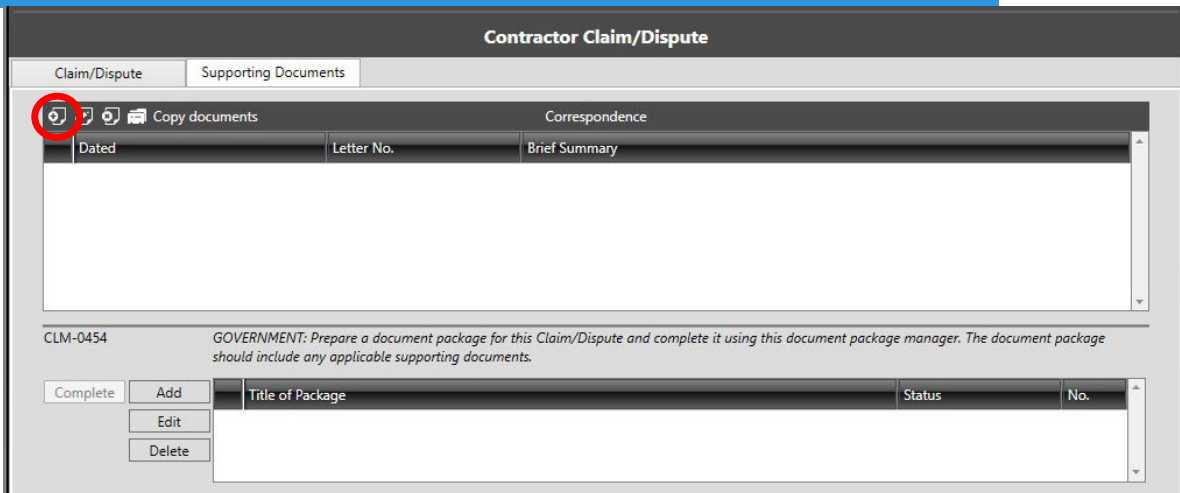
This will bring up a lookup field which is populated from the Claim/Disputes Events module in the District Library for the District. Please see *Government Manual Vol 1* for instructions on adding to or updating this list.



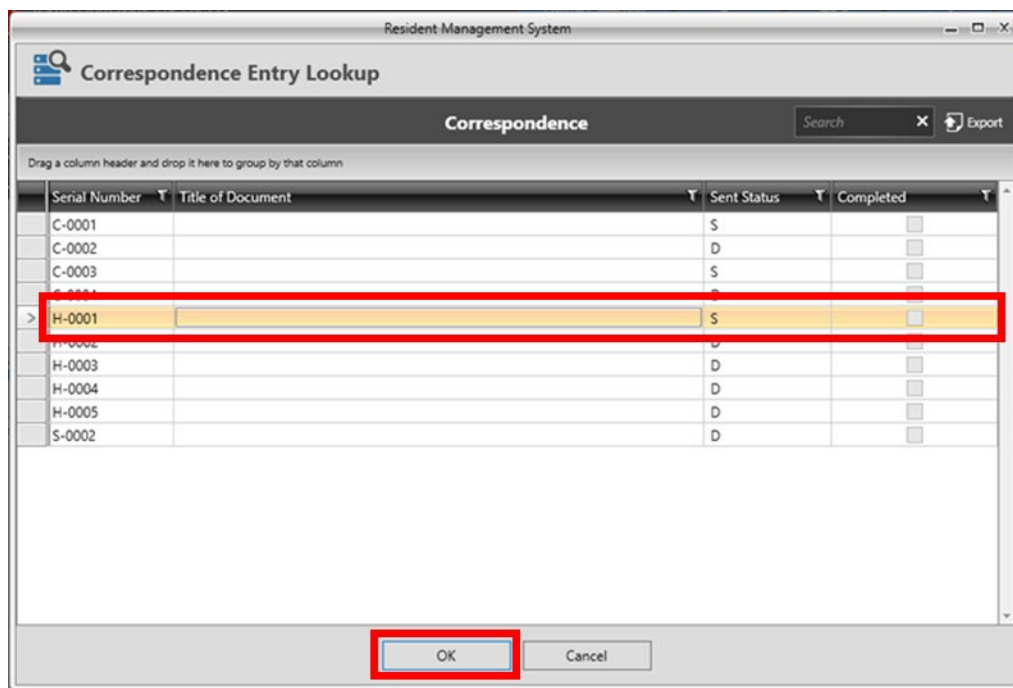
To delete an Event, select the event and click *Delete*.

## 6.8.2 Supporting Documents Tab

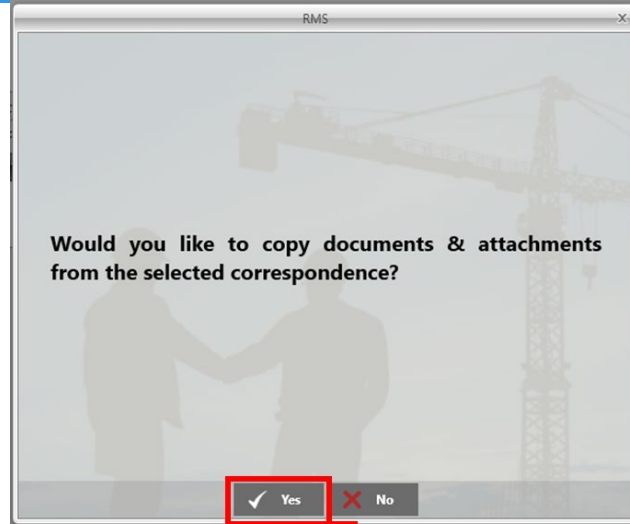
The *Supporting Documents* tab allows users to add any number of Document Packages with as many documents in each as desired. The Document Package functionality is included in several other parts of the manual and not detailed here.



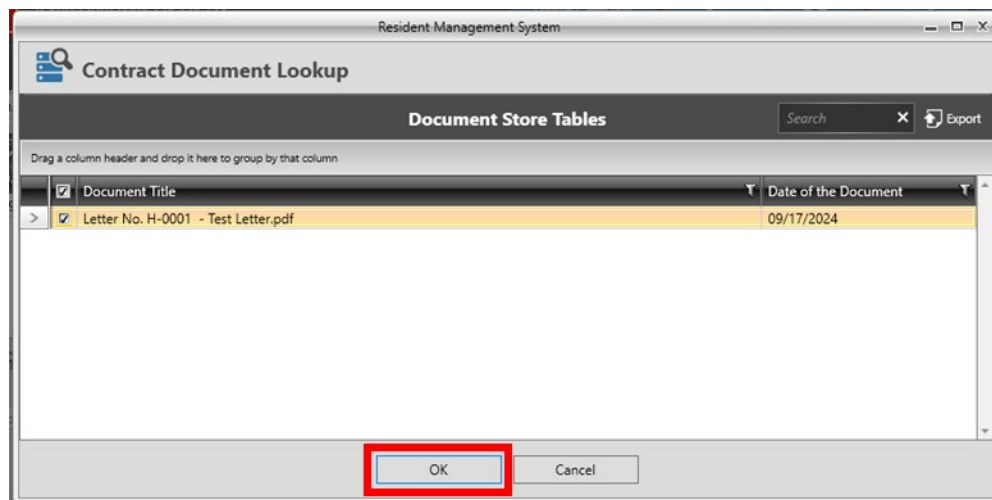
Letters from the **Correspondence** module can also be linked to a claim/dispute, as well, by clicking on the **Add** button as depicted above.



A lookup will be provided to select Correspondence that exists in the **Correspondence** module. Make a selection and click **OK** to confirm. Once confirmed, a pop-up will appear to prompt the user to copy the documents and attachments from the selected Correspondence.



Clicking on **Yes** will present the list of documents available to copy.



After the document(s) have been selected and confirmed by clicking on **OK**, the documents will be added a new or existing Document Package.

**Document Package: CLM-1150**

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

**All Attachments** Search  Export

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status
<	5/5/2025 6:18:51 PM	CLM-1150 - Test Letter.pdf	Not Signed	Not Signed

Any attachments that are CUI uploaded to the RMS application should include CUI markings. Attachments may be used in the management of contracts and will be stored in USACE databases. When CUI marked documents are printed or downloaded and disseminated CUI handling requirements should be followed. If needed, a CUI cover sheet is available in the RMS Admin report area.

Individual File Information

Date of the Document	5/5/2025	Signed By	
Document Title	CLM-1150 - Test Letter.pdf		
Description			

Manually signed by Contractor  
 Manually signed by Government

Document Package

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

Government Review Notes

The [Copy documents](#) button in the [Correspondence](#) data grid can be used to copy documents from the selected Correspondence, as well.

	Dated	Letter No.	Brief Summary
>	03/25/2025	C-0007	This is in answer to question about concrete integrity testing