



TEXTURA INVOICE OVERVIEW

DENVER INTERNATIONAL AIRPORT
AIM DEVELOPMENT
NOVEMBER 2019

OVERVIEW



ORACLE

Textura Payment Management

- Textura is DEN's invoice management system
 - Allows contractors to initiate payment applications
 - Enables DEN to review pay application and contract compliance
 - Capable of serial approval

TEXTURA SETUP

1. Contractors and Consultants setup free Oracle account
 - Step 1 is for first-time users - all others may skip
 - User training can be requested from Oracle - tpmsupport-denver_us@oracle.com
 - Request project setup guide from PMT or Oracle support



TEXTURA SETUP



2. During Unifier Task Order Initiation, input contact Textura representative
 - Textura account will be auto generated after task is approved

The screenshot displays the 'Task Initiation (OC)' interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Actions', and 'Help'. Below the menu, there are buttons for 'Accept Task', 'Decline Task', 'Review', and 'Close Window'. The main content area is divided into several sections:

- Task Initiation (OC):** Contains input fields for 'Email' (textura.contact@company.com) and 'Phone' (303-999-9999). To the right, there are fields for 'Textura Fee Included in Amount?' (Yes), 'Textura Fee (Included):' (\$3,301.00), 'Textura Fee (Not Included, Add):' (\$0.00), and 'Total Setup Amount:' (\$737,409.00).
- Vendor Name:** A text input field.
- Task Details:** Shows 'From: DEN Approver 1;', 'To: DEN Approver 2;', 'Cc: Task Contract Administrators; Task Project Manager; J More..'; and 'Sent For: Director'. It also includes 'Task Due Date: Not Applicable', 'Task Status: View Only', and links for 'Task Notes (0)' and 'Workflow Progress'.
- Standard:** A section for 'Current View: All' and 'Show Currency in: Transaction Currency'. It includes a table with 1 item(s) and a 'Page 1 of 1' indicator.

No.	Short Description	Description	Cost Code	Code Name	Amount
001	Project Name	Construction task to make repairs		Build	\$737,409.00

At the bottom of the table, there is a 'Show Filtered Total Amount' checkbox and a 'Total Amount:' field showing \$737,409.00. Below the table, there are buttons for 'Grid' and 'Find', and a status bar with 'Attachments (0)', 'Linked Records (0)', 'General Comments (0)', and 'Linked Mail (0)'.

TEXTURA SETUP



ORACLE Textura Payment Management

3. Confirm Textura account that was auto generated by DEN

- You should receive an email with account link
- Do not create a company-generated, independent account

City of Denver/Denver International Airport General Contractor Project Setup Guide

1. Confirm Contract

Click **Project Name** from the Home Page

Click **Confirm Participation as General Contractor** action from the Project Home page

- Review contract details, including value and owner information

Optional: Apply Existing Project Settings

Universal Construction, Plaza Mall Task 04 | 201912345-04 - General Co...

Project Home | My Contract | Project Setup

Project Home

Overview

Tasks | Payment Summary

Project Setup

Confirm participation as General Contractor on project Universal Construction, Plaza M

Draws

In Progress | Completed | Submitted

Open Draws (0)

This contract has no Open Draws.

Submitted Draws (0)

This contract has no Submitted Draws.

- Choose an existing COD/DIA project from the Apply Existing Project Settings drop-down to replicate the settings

Click **Confirm**

Universal Construction, Plaza Mall Task 04 | 201912345-04 - General Co...

Project Home | My Contract | Project Setup

Confirm Contract

Denver International Airport has setup a project on TPM. You've been invited to be the General Contractor.

Owner Project Number: 201912345-04

Project Name: Universal Construction, Plaza Mall Task 04

Oracle TPM Fees settings: Project fee will be invoiced to the General Contractor at the Owner's rate

Owner Name: None

Apply Existing Project Settings: Select

Include Compliance Requirements

Copy Approval Rules Which Apply to Project

Please click below to confirm participation in the project

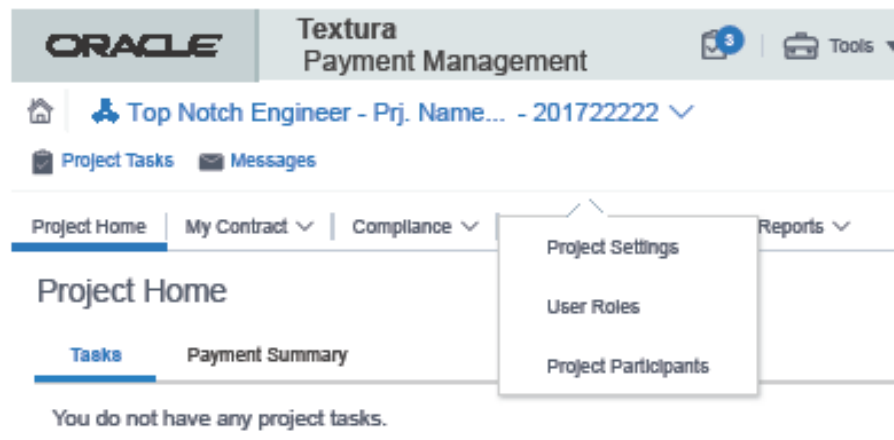
Confirm Decline Reason

STILL NEED ASSISTANCE? CONTACT TEXTURA SUPPORT 866-839-8872 or
tpmsupport-denver_us@oracle.com

TEXTURA SETUP

4. Selecting Project Settings

- Enter project participants and subcontractors
- Enter Contractor project information
- Select retention settings
- Select holds settings
- Select lien waver settings
- Enter PM approved schedule of values
- Enter bank information for subcontractor payments



TEXTURA SETUP



5. Common errors with settings

- When selecting project settings, be sure to select: “serial signatory approval for invoices to owner” and “serial signatory approval signatures on invoices”
- Omission of either selection will result in account malfunction and payment delays



Project Settings



Project Settings

Subcontractors may edit Lien Waiver effective date	<input type="checkbox"/>
Subcontractors may add Lien Waiver optional text	<input type="checkbox"/>
Subcontractors may add Contractor Affidavit optional text	<input type="checkbox"/>
Track Stored Material detail	<input type="checkbox"/>
Track Hours Worked	<input type="checkbox"/>
Owner Draw Approval Disables the GC Ability to Reopen Draw	<input checked="" type="checkbox"/>
Collect Zero Dollar Lien Waivers	<input type="checkbox"/>
Track Special Budget Amounts and Changes	<input type="checkbox"/>
Track Subcontractor Special Budget Amounts and Changes	<input type="checkbox"/>
Default Subcontractor Invoice Approval Method for New Subcontracts:	
<input checked="" type="radio"/> Standard Invoice Approval	
<input type="radio"/> Parallel Signatory Approval	
<input type="radio"/> Serial Signatory Approval	
Notify Subcontractor upon Invoice Approval	<input type="checkbox"/>
Customize Invoice Rejection Reasons	<input type="checkbox"/>
Serial Signatory Approval for Invoices to Owner	<input checked="" type="checkbox"/>
Serial Signatory Approval Signatures on Invoice	<input checked="" type="checkbox"/>
New subcontracts default to Specified Billing	<input type="checkbox"/>
New invoices entered as whole dollars	<input type="checkbox"/>
Require Disbursement Authorization for Subcontractor Payments	<input type="checkbox"/>
<small>Only Allow Authorization of Invoices which are Eligible for Disbursement</small>	
Allow Tax Codes/Rates to be entered	<input type="checkbox"/>
Allow component retention override	<input type="checkbox"/>
Sub SOV Option:	<input type="text" value="None"/>
Track Minority Business Status of all Subcontracts	<input type="checkbox"/>
Allow Out of Order Disbursements	<input type="checkbox"/>

Change Order Management Settings

Notify GC to map new Subcontract Change Orders	<input type="checkbox"/>
Allow Potential Change Orders to be entered	<input type="checkbox"/>

TEXTURA SETUP



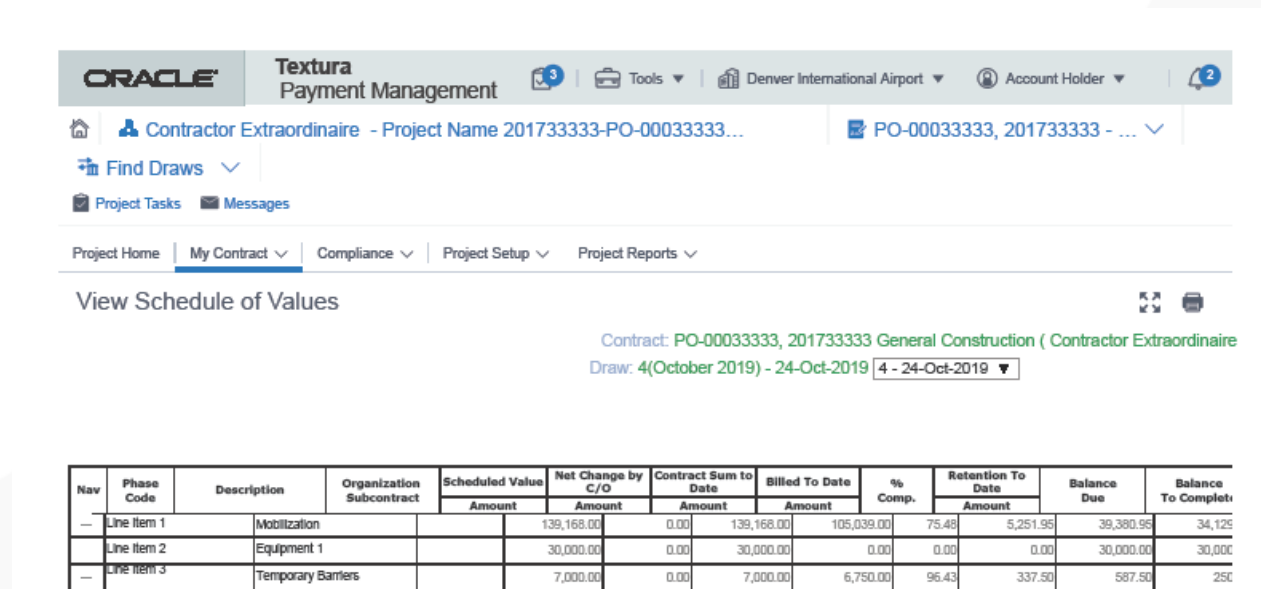
6. Project Settings quick tip – adding new users

- From the home page, click on users drop down at top left
- Select “Create User”
- Fill in all contact information
- Add enterprise administrator rights, as necessary
 - Reserved for account administrators

TEXTURA SETUP

7. Initiating a Draw

- Enter each line item into approved SOV
- Invite subcontractor to pay application
- Upload invoice backup
- Sign and submit invoice



The screenshot displays the Oracle Textura Payment Management interface. The top navigation bar includes the Oracle logo, the application name 'Textura Payment Management', and user information for 'Denver International Airport' and 'Account Holder'. Below the navigation bar, there are links for 'Contractor Extraordinaire - Project Name 201733333-PO-00033333...', 'PO-00033333, 201733333 - ...', 'Find Draws', 'Project Tasks', and 'Messages'. A breadcrumb trail shows 'Project Home' > 'My Contract' > 'Compliance' > 'Project Setup' > 'Project Reports'. The main content area is titled 'View Schedule of Values' and shows contract details: 'Contract: PO-00033333, 201733333 General Construction (Contractor Extraordinaire)' and 'Draw: 4(October 2019) - 24-Oct-2019'. Below this is a table with 12 columns: Nav, Phase Code, Description, Organization Subcontract, Scheduled Value, Net Change by C/O, Contract Sum to Date, Billed To Date, % Comp., Retention To Date, Balance Due, and Balance To Complete. The table contains three rows of data for Line Item 1 (Mobilization), Line Item 2 (Equipment 1), and Line Item 3 (Temporary Barriers).

Nav	Phase Code	Description	Organization Subcontract	Scheduled Value	Net Change by C/O	Contract Sum to Date	Billed To Date	% Comp.	Retention To Date	Balance Due	Balance To Complete
				Amount	Amount	Amount	Amount		Amount		
—	Line Item 1	Mobilization		139,168.00	0.00	139,168.00	105,039.00	75.48	5,251.95	39,380.95	34,125
—	Line Item 2	Equipment 1		30,000.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00	30,000
—	Line Item 3	Temporary Barriers		7,000.00	0.00	7,000.00	6,750.00	96.43	337.50	587.50	250

TEXTURA SETUP



8. Submit pay application to DEN PMT for review

- Ensure all contractual and PMT requested information was provided (see Exhibit B for Professional Services contracts)
- Work through any first pay application errors with PMT and Oracle

The screenshot displays the Oracle Textura Payment Management interface. At the top, the Oracle logo and 'Textura Payment Management' are visible, along with navigation links for Tools, Denver International Airport, and Account Holder. Below the header, there are sections for 'Home' and 'Recently Viewed Projects'. The 'Recently Viewed Projects' section shows three project cards: 'Name Brand Architect- Project Name', 'Top Notch Engineer - Project Name', and 'Contractor Extraordinaire - Project Name'. Below this is the 'Project List' section, which includes a filter dropdown set to 'Active Projects' and a 'Reset Filters' button. The project list is a table with columns for Project Name, Project Number, General Contractor, Contract Number, My Tasks, and Status.

Project Name	Project Number	General Contractor	Contract Number	My Tasks	Status
Contractor Name - Project Name 1	201700000 (PO-00099999)	Contractor Name 1	201700000	0	Active
Contractor Name - Project Name 2	201700000 (PO-00099999)	Contractor Name 5	201700000	1	Active
Contractor Name - Project Name 3	201700000 (PO-00099999)	Contractor Name 3	201700000	0	Active
Contractor Name - Project Name 4	201700000 (PO-00099999)	Contractor Name 4	201700000	0	Active
Contractor Name - Project Name 5	201700000 (PO-00099999)	Contractor Name 5	201700000	0	Active



DENVER INTERNATIONAL AIRPORT

DEN