



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

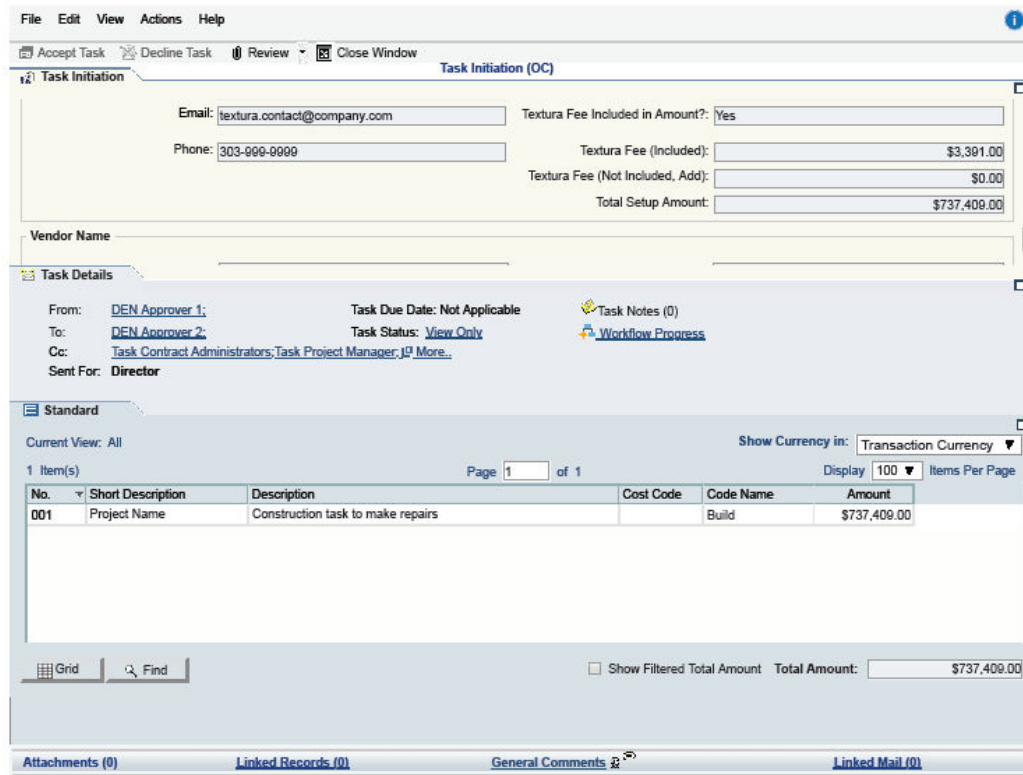
TEXTURA SETUP

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)' window. It includes a menu bar (File, Edit, View, Actions, Help) and a toolbar with buttons for 'Accept Task', 'Decline Task', 'Review', and 'Close Window'. The main form area is divided into sections:

- Contact Information:** Email: ; Phone: ; Textura Fee Included in Amount?:
- Fee Summary:** Textura Fee (Included): ; Textura Fee (Not Included, Add): ; Total Setup Amount:
- Task Details:** From: DEN Approver 1; To: DEN Approver 2; Cc: Task Contract Administrators; Task Project Manager; J More...; Sent For: Director; Task Due Date: Not Applicable; Task Status: View Only; Task Notes (0); Workflow Progress
- Table:** A table with columns: No., Short Description, Description, Cost Code, Code Name, Amount. It contains one row: 001, Project Name, Construction task to make repairs, Build, \$737,409.00.
- Summary:** Total Amount: \$737,409.00

At the bottom, there are links for 'Attachments (0)', 'Linked Records (0)', 'General Comments', 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

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

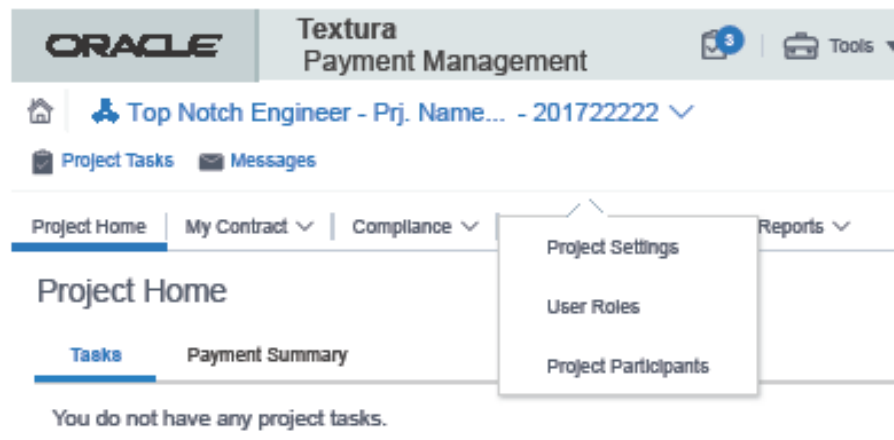
Click **Confirm**

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"/>
Only Allow Authorization of Invoices which are Eligible for Disbursement	<input type="checkbox"/>
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



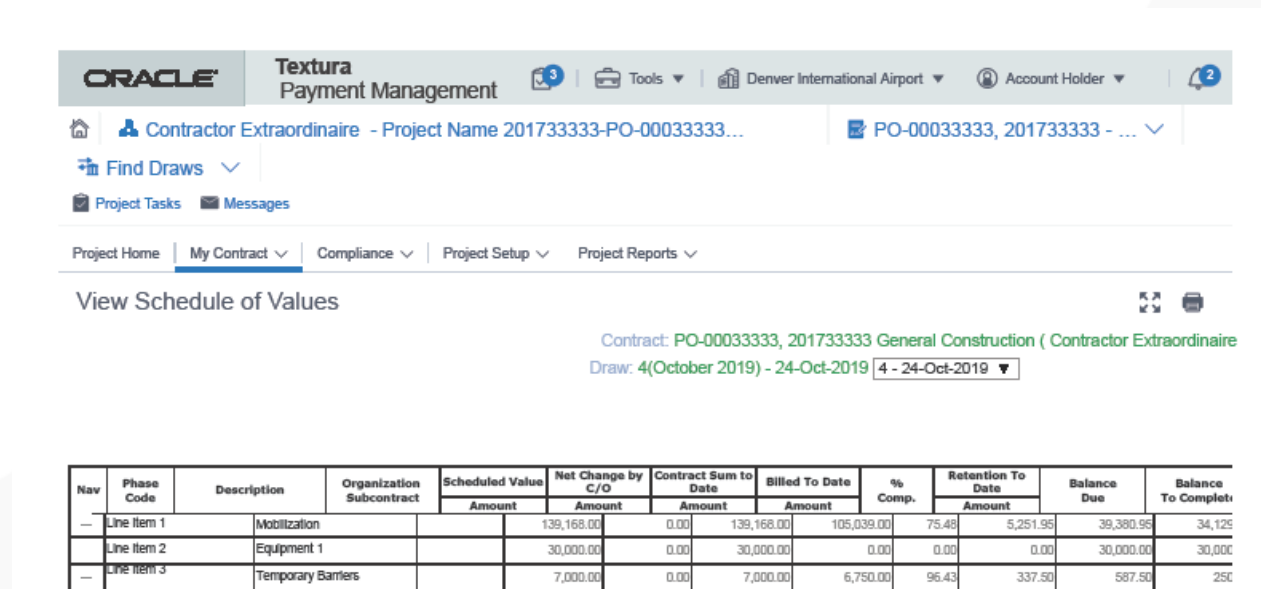
6. Project Settings quick tip – adding new users

- 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 shows the Oracle Textura Payment Management interface. The top navigation bar includes the Oracle logo, 'Textura Payment Management', and user information for 'Denver International Airport'. 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 displays the following table:

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	34,125.00
—	Line Item 2	Equipment 1		30,000.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00	30,000.00
—	Line Item 3	Temporary Barriers		7,000.00	0.00	7,000.00	6,750.00	96.43	337.50	587.50	250.00

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', which includes three project cards: 'Name Brand Architect- Project Name', 'Top Notch Engineer - Project Name', and 'Contractor Extraordinaire - Project Name'. The main section is 'Project List', which features a filter dropdown set to 'Active Projects' and a 'Reset Filters' button. Below this 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

