

# ProPay

## Progress Payment System

---

### User Guide

---

**Massachusetts School Building Authority**  
System User Guide

MSBA © November 14, 2011

# 1: Table of Contents

1: Table of Contents.....	2
2: Introduction .....	3
When can I submit payment requests?.....	3
How do I submit a payment request? .....	3
Getting Help .....	3
3: Getting Started.....	4
Training .....	4
Getting Access to the System.....	4
User Names and Passwords .....	4
Logging On.....	5
Navigating MSBA Systems.....	6
Navigating ProPay.....	7
Updating School and District Information .....	8
4 Submitting Budget Details .....	10
4.A Budget.....	10
4.B Projected Monthly Cash Flow .....	12
4.C Submit Budget .....	14
4.D Scope Exclusions .....	16
4.D Budget Revisions.....	17
5. Submitting Payment Requests .....	19
5.A Enter Invoices.....	19
5.A.1 Invoice Header .....	20
5.A.2 Invoice Lines .....	21
5.A.3 Edit Invoice Header .....	23
5.A.4 Edit Invoice Line.....	24
5.A.5 Add Invoice Line.....	24
5.A.6 Enter New Invoice .....	24
5.A.7 View Invoice List.....	25
5.A.8 Vendor Invoice Log – Pending Submission .....	25
5.A.9 Search Invoices.....	25
5.B Submit Payment Request .....	26
5.B.1 Submit a Routine Payment Request.....	26
5.B.2 Submit Final Payment Request .....	28
5.B.3 Submit Reclassification Request .....	29
5.D Completing your Reimbursement Request.....	30
5.D.1 Printing.....	30
6 After Submission.....	31
6.A Reviewing Prior Requests.....	31
6.A.1 Submission Forms and Reports .....	32
6.B Reviewing Audit Details .....	33
6.C Reviewing Finance Information.....	34
6.D Reviewing Audit Adjustments.....	35
7: Appendix A: Fields and Definitions.....	36
8: Appendix B: MSBA Cost Classification Categories.....	44
9: Appendix C: Cost Category Mapping .....	49
10: Appendix D: Frequently Asked Questions .....	54

## 2: Introduction

This User Guide is intended to assist school districts in the use of the Massachusetts School Building Authority's (MSBA) Progress Payment System (ProPay).

Through its "pay-as-you-build" Progress Payment System, the MSBA reimburses districts for eligible project costs during construction. After a community enters into either a Feasibility Study Agreement or a Project Funding Agreement with the MSBA and submits project costs that have been incurred and paid locally, the MSBA audits the submitted invoices and reimburses the district for its share of eligible project costs.

### ***When can I submit payment requests?***

The MSBA typically begins reimbursing districts for eligible project costs once they have entered into a signed Feasibility Study Agreement (FSA) or Project Funding Agreement (PFA) with the MSBA. Once an agreement has been signed, the district may begin submitting payment requests for costs it has already incurred and paid. The district cannot submit payment requests for anticipated costs.

Districts are allowed to submit reimbursement requests once a month. The MSBA's goal is to process each payment request within fifteen days of receiving the hard copy of a district's request.

### ***How do I submit a payment request?***

There are two steps to submitting a reimbursement request. First, you must use the MSBA's ProPay system to log your invoices and submit your request. See the "Submitting Payment Requests" section of this user guide for detailed instructions.

Second, you must print out each form generated by the ProPay system, gather the appropriate signatures, and mail the forms to the MSBA along with a photocopy of each invoice. The MSBA recommends that you use Priority Mail or overnight your payment request for faster turnaround.

### ***Getting Help***

If you have questions about your ability to submit reimbursement requests regarding specific projects, please contact your project coordinator.

The MSBA also maintains a ProPay hotline to help you in real time. You can call the MSBA at 617-720-4466 and ask for ProPay assistance.

Questions about Progress Payment or corrections to a previously-submitted invoice may be directed to the MSBA's Joanna Aalto ([Joanna.Aalto@MassSchoolBuildings.org](mailto:Joanna.Aalto@MassSchoolBuildings.org)) or Fred Beebe ([Fred.Beebe@MassSchoolBuildings.org](mailto:Fred.Beebe@MassSchoolBuildings.org)).

## 3: Getting Started

### *Training*

The MSBA holds training sessions on the ProPay system on Friday mornings throughout the year. At the training session you will get an overview of the system and be walked through the process of creating and submitting a payment request. If you have an approved budget you will also have the opportunity to enter it in the system at the close of class.

Please call the MSBA and speak with Donna Paul, who will help you find a training session that fits within your schedule.

### *Getting Access to the System*

User access to the Massachusetts School Building Authority's Progress Payment system is limited to users who have been pre-authorized by a school district for that access. Access may only be requested by your district's authorized signatory. When authorized to access ProPay, a user ID and password will be provided to you by MSBA staff.

To get access to this or any other MSBA system, please fill out an Access Request Form, located here:

<http://www.massschoolbuildings.org/guidelines/guides>

Access Request Forms will need to be completed and approved before access will be granted to any systems. Please print, sign, and return the forms to the MSBA via mail or fax or by emailing a PDF. Please allow enough time to get the appropriate signature(s) on the access forms. Most systems require the superintendent of the district's approval for new users.

Every user must submit a "Pro-Pay System Access Request Form" (available on the MSBA website) to request access to the system. OPMs who may need access to projects in more than one district should request authorization from each district and submit one form per district/project. These forms should be authorized by the District's Superintendent or Town Manager.

### *User Names and Passwords*

Use of MSBA systems requires that all individual users in a district have their own unique user name and password.

**You must request separate access for each individual who will be using the system.**

It is recommended that you request a separate account for each of the following people in advance:

- the district Superintendent
- any staff who may be responsible for data entry

NOTE: Users must ensure the security of their user ID and password and should not share their user ID and/or password with others. All data entered using an MSBA-authorized user ID will be the responsibility of the user to whom the user ID was originally assigned. Unauthorized access to the MSBA's ProPay system may result in delays in processing payment requests.

## Logging On

To log on to the ProPay system, begin by going to

<http://www.massschoolbuildings.org/>

You can save the MSBA homepage as a favorite to avoid having to retype the address each time access to the system is required. Click on any of the MSBA Systems in the left-handed column.



This will bring you to a log-in screen.

The screenshot shows the MSBA System Login page. It has a title "MSBA System Login". Below the title are two input fields: "User Name:" and "Password:". There is a "Remember Me" checkbox and a "Login" button. Below these are two links: "Forgot your username?" and "Forgot your password?". At the bottom, there is a red text notice: "MSBA Systems will be unavailable between 12:00 noon and 1:00 PM on Thursdays for scheduled maintenance. Please plan accordingly."

If you forgot either your username or your password, you can click on the links on this page to have them emailed to you.

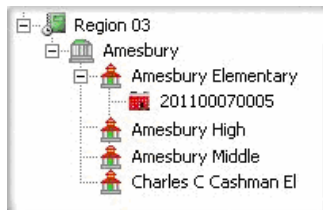
Once you have logged on, you will see the list of all the MSBA Systems you have access to on your left.

Select **Progress Payment** from the list on the left to begin.

## Navigating MSBA Systems

On the left-hand side of the screen is a navigation hierarchy, which a user may use to move between regions, districts, schools, and projects to which you have been granted access.

Region → District → School → Project (represented by an MSBA ID number below)



Please note that this sample image does not reflect the actual district of Amesbury.

**Region:** The first level in the navigation hierarchy is the region level. The MSBA has assigned every district to a region based on geographic location. This is the highest level or the Home level.

**District:** The second level in the navigation hierarchy is the district level. To view district details, simply click on the district name in the navigation hierarchy. To view the details related to any district contact, click on the link under View.

**School:** The next level in the navigation hierarchy is the school level. To view the list of all schools in a district, select the "+" located to the left of the district name. To collapse the list, select the "-" to the left of the district name.

**Project:** The lowest level in the navigation hierarchy is the project level. For authorized users, all data entry and reporting in ProPay will occur at this level.

Wait-listed projects that pre-date the Massachusetts School Building Authority have been assigned a project number based on the year that the project was wait-listed and the project's position in the wait-list. These project numbers begin with a "W". For all projects that were initiated since the inception of the MSBA, the Authority assigns a twelve (12) digit project identifier - an MSBA ID - to each capital project tracked in this system. The MSBA ID follows the following number scheme: YYYYDDDDSSSS, where "YYYY" represents the year in which the statement of interest for the project was submitted to the MSBA, "DDDD" represents the DOE/DESE-assigned district identifier and "SSSS" represents the DOE/DESE-assigned school identifier within the district.

To expand the hierarchy and view projects that have been initialized for progress payments, select the "+" located to the left of the school name.

## Navigating ProPay

The ProPay system has eight tabs, several of which have sub-tabs. You will primarily be working in the **Budget Details** and **Payment Requests** tabs.

Project Details	Contract Details	Budget Details	Payment Requests	Prior Requests	Audit Details	Finance	Audit Ajustments
Project Summary							
Project Name							
District Name	Sample	MSBA ID				201099999999	
Contract Type	Design/Bid/Build	Approved Budget Amount				\$0	
Project Type	New	Total Projected Monthly Cash Flow				\$0	
MSBA Approved Date	8/5/2008	Total Facilities Grant Amount (95% Amt)				\$56,000,000 (\$53,200,000)	
PFA Effective Date	12/15/2008	Total MSBA Payment Amount (to Date)				\$0	
Actual Start Date	3/31/2009	Balance to 95% of Total Facilities Grant Amount				\$53,200,000	
Planned End Date	5/31/2011	Percent of Total Facilities Grant Paid (to Date)				0.00%	
Reimbursement Rate	85.00%						

Tabs that contain information for you to review include:

- **Project Details:** contains key information about a project. This information can only be updated by the MSBA. If any of this information is incorrect, please contact the MSBA.
- **Contract Details:** contains details related to a project's architect, project manager, and general contractor contracts. If no contract has yet been associated with a project, the message "No contract has been entered" will be displayed. This information can only be updated by the MSBA. If any of this information is incorrect, please contact the MSBA.
- **Audit Details:** see the "Reviewing Audit Information" section for more details about the MSBA audit process
- **Finance:** see the "Reviewing Finance Information" section for more details about this tab.
- **Audit Adjustments:** see the "Reviewing Audit Adjustments" section for more details about this tab.

## Updating School and District Information

Some information that is displayed in the ProPay system is maintained by the MSBA, and cannot be edited directly by district users. This information includes the names of schools, school contacts, and state officials. If you notice that any of this information needs updating, please contact the MSBA and let us know.

### District Information

District information, including district contact details, is accessed via this tab and appears as follows:

District Information				
District Official				
Local Officials				
State Officials				
Name	Title	City	Phone	View
John Doe	Superintendent	Boston	(617) 111-2222	 View
sample sampletest	Business Manager	Boston	(617) 111-1110	 View

From the District Information tab, users will be able to view district, local, or state officials. For each sub-tab, a list of one or more district officials is displayed. Select the < View > icon under the View heading to display the specific record of the contact details for that selected official, as shown in the following screen:

District Information			
District Official			
Local Officials			
State Officials			
Title	Superintendent		
Name	John j Doe		
Address 1	151 Main St		
Address 2	Suite 11111		
City	Boston		
State	MA		
Zip Code	02111		
Phone	(617) 111-2222	Ext.	1111
Fax	(617) 111-1212		
eMail Address	John.Doe@sampledistrict.com		
Notes	this is a test this is a test this is a test this is a test this is test this is a test this is a test this is a test		

Follow the same steps to view Local Officials (e.g., mayor, town administrator, city/town council president) and State Officials (e.g., state senators and representatives) associated with a district.



## School Information

To view school details, select a specific school from the list in the navigation hierarchy. School details will display in a screen similar to that shown below:

School Details			
District Code	SAMP	School Code	SAMP
School Name	Sample School		
Principal	Jane Smith		
Address 1	1234 Main St		
Address 2			
City	SAMPLE City		
State	MA		
Zip Code	00000		
County	Bristol		
Phone	(617) 111-2222	Ext.	
Fax	(617) 111-2221		
eMail Address	Jane.Smith@SampleHighSchool.edu		
Year Built	2000		
Square Footage	150		
Grade Level	High School		
Grades	<input type="checkbox"/> PreK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12		
New School	<input checked="" type="checkbox"/>		
Deleted School	<input type="checkbox"/>		
Notes	this a test for a sample school only		

## 4 Submitting Budget Details

The Budget Details tab provides functionality for the submission and review of the Total Project Budget and Projected Monthly Cash Flow as required by MSBA. Designated district project staff will initially be authorized to submit the project budget and cash flow projections. Refer to **Section 6.C.2** of this document for instructions on submitting monthly cash flow data (under the "Projected Monthly Cash Flow" tab). Refer to **Section 6.C.3** of this user guide for instructions on submitting the Total Project Budget figures (under the "Submit Budget" sub tab).

### 4.A Budget

Projects will pass through one or more of the following budget phases: FSA Budget, PFA Budget, and PFA Bid Budget. A project enters the FSA Budget phase after the District and MSBA execute a Feasibility Study Agreement (FSA Effective Date), subsequently enters the PFA Budget after execution of a Project Funding Agreement (PFA Effective Date), and finally enters the PFA Bid Budget phase upon receipt of bids for "Design-Bid-Build" projects or execution of a Guaranteed Maximum Price "GMP" for "CM @ Risk" projects (the PFA Bid Date). MSBA staff will enter these dates as the agreements are executed and the project progresses. The current project budget phase is displayed in the header, highlighted in the red box in the following image:

District Name	Amherst	School Name	Crocker Farm Elementary
Project Name			
MSBA ID	201000080009		
Contract Type	CM-at-Risk	Budget Phase	PFA Budget
Project Type	N/A	Total Project Budget	\$59,873,416
MSBA Approved Date		Total Projected Monthly Cash Flow	\$0
FSA Effective Date	4/2/2010	Total Facilities Grant Amount (95% Amt)	\$500,000 (\$475,000)
PFA Effective Date	4/15/2010	Total MSBA Payment Amount (to Date)	\$372,500
PFA Bid Date		Balance to 95% of Total Facilities Grant Amount	\$102,500
Actual Start Date		Percent of Total Facilities Grant Paid (to Date)	74.50%
Planned End Date		Reimbursement Rate	50.00%

In each phase, once the budget has been submitted, it becomes read-only for district project staff. ProPay will display one of the following budget statuses on the screen:

- "The FSA budget has been submitted."
- "The FSA budget has been reviewed."
- "The PFA budget has been submitted."
- "The PFA budget has been reviewed."
- "The PFA Bid budget has been submitted."
- "The PFA Bid budget has been reviewed."
- "The budget was rejected due to the following reason: " "
- "The Budget has not been submitted."

The following image provides a partial view of the screen:

Project Details	Contract Details	Budget Details	Payment Requests	Prior Requests	Audit Details	Finance	Audit Adjustments
Budget		Projected Monthly Cash Flow	Submit Budget	Scope Exclusions	Budget Revisions		
District Name	Sample	School Name	Sample School				
Project Name							
MSBA ID	201000080009						
Contract Type	CM-at-Risk	Budget Phase	PFA Budget				
Project Type	N/A	Total Project Budget	\$59,873,416				
MSBA Approved Date		Total Projected Monthly Cash Flow	\$0				
FSA Effective Date	4/2/2010	Total Facilities Grant Amount (95% Amt)	\$500,000 (\$475,000)				
PFA Effective Date	4/15/2010	Total MSBA Payment Amount (to Date)	\$372,500				
PFA Bid Date		Balance to 95% of Total Facilities Grant Amount	\$102,500				
Actual Start Date		Percent of Total Facilities Grant Paid (to Date)	74.50%				
Planned End Date		Reimbursement Rate	50.00%				

Budget Status: The PFA budget has been submitted.

Classification	Contract Amount	Total Project Budget	Scope Exclusions	Budget Revisions	Basis for Total Facilities Grant	Submitted Amount (to Date)	Percent Submitted	Eligible Project Cost	Percent of Eligible Project Cost
<b>Totals</b>	\$0	\$51,000	\$3,000	\$150	\$48,150	\$1,010,000	2098%	\$995,000	2066%
Feasibility Study Agreement	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
Administration	\$0	\$15,000	\$3,000	\$0	\$12,000	\$10,000	83%	(\$5,000)	-42%
Architecture & Engineering	\$0	\$29,500	\$0	\$0	\$29,500	\$300,000	1017%	\$300,000	1017%
Site Acquisition	\$0	\$0	\$0	\$150	\$150	\$250,000	166667%	\$250,000	166667%
Construction Contract	\$0	\$6,500	\$0	\$0	\$6,500	\$450,000	6923%	\$450,000	6923%
Miscellaneous Project Costs	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
Furnishing & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
Owner's Contingency	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%

NOTE: If a district is currently in the Feasibility Study Phase in the MSBA Capital Pipeline, then only the Feasibility Study Agreement budget will be submitted (figures from "Exhibit A" of the Feasibility Study Agreement with the MSBA).

After the district's budget has been submitted, the user will be redirected to the Budget sub-tab, where contract, budget and spending-related information will be available for review. Definitions for each of these amounts can be found by selecting the "Help" icon (blue question mark) associated with each column.

The budget hierarchy may be expanded by selecting the "+" located to the left of the budget classification code; it may be collapsed by selecting the "-".

## 4.B *Projected Monthly Cash Flow*

In order for district users to enter data in this tab, two key date fields must be entered. These dates, the Actual Start Date and Planned End Date, are entered in the Project Details tab by MSBA staff. In addition, the district's Total Project Budget must also have been submitted. If the key dates have not been entered, please contact MSBA Staff to fill in the dates.

The monthly cash flow is projected over the anticipated project life. The expected duration of the project is calculated as beginning with the month of the PFA Effective Date and ending with the month of the Planned Construction End Date. For instance, a project with a PFA Effective Date of January 15, 2009 and a planned construction end date of December 15, 2009 would have the expected project duration of 11 months. In this case, the designated district project staff would need to project monthly cash flows for each of the 11 months. An estimated cash flow must be entered for each month in the life of the project.

After the monthly cash flow has been submitted, it will be available for viewing under the Projected Monthly Cash Flow sub-tab. As shown in the following diagram, this sub-tab displays a project's projected cash flow by month, along with several additional columns used for project analysis by MSBA financial staff. The columns displayed on this sub-tab are Total Project Budget, Submitted Amount (to date), Cash To Go, Total Projected Cash to Go, Cumulative Variance, followed by projected and actual for the project months. Online help provides a definition of each column and is available by selecting the associated question mark icon.

Actual Start Date		Balance to 95% of Total Facilities Grant Amount	\$38,000,000
Planned End Date		Percent of Total Facilities Grant Paid (to Date)	0.00%
Reimbursement Rate	80.00%		

Page: 1 << Prev Next >>

Note: Projected Cash Flow begins with the month of 'Actual Start Date' and ends with the month of 'Planned End Date'.

Classification Name	Total Project Budget	Submitted Amount (to Date)	Cash To Go	Total Projected Cash to Go	Cumulative Variance	10/2009 Projected	11/2009 Projected	12/2009 Projected	1/2010 Projected
Administration	\$210,000	\$13,200	\$196,800	\$0	\$196,800	\$0	\$0	\$0	\$0
Architecture & Engineering	\$25,000	\$239,733	(\$214,733)	\$0	(\$214,733)	\$0	\$0	\$0	\$0
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous Project Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Furnishing & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Owner's Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design/Bid /Build Construction Contract	\$20,000,000	\$1,202,204	\$18,797,796	\$0	\$18,797,796	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$20,235,000</b>	<b>\$1,455,137</b>	<b>\$18,779,863</b>	<b>\$0</b>	<b>\$18,779,863</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Edit

If the project has been delayed, district staff should update the monthly projected cash flow with the new figures, including an updated Planned Construction End Date, if necessary. Note that the application will automatically recalculate the projected months. For example, if the original start date was estimated to be January, 2009 and if the project was delayed until May, 2009, the Planned Construction End Date may also be affected. Further, if there were projected amounts entered in the projected first 4 months of the project, these amounts may have to be redistributed across future months. A project's projected cash flow will be in balance with the Total Project Budget when total project budget and cash flow figures have been entered and the Cumulative Variance column displays zero for each of the cost classifications.

Depending on the user's PC monitor size, screen resolution settings and other factors, user may see mostly the first 4 projected months in one screen only. The application will automatically focus on the current month of projected or actual amounts; other months may be viewed by selecting the < Next > button to move forward, or by selecting the < Previous > control to view prior months.

Submitted Amount (to Date) is calculated from previously submitted payment requests. A payment request submitted in October will display here as actual amounts for September (generally, the month in which the invoices were entered into the system). If a district aggregates several months of invoices into a single payment request, those invoices will display as actual amounts for a single month – again, the month prior to the month in which the payment request has been submitted. Submitted Amount (to Date) is not editable by the users.

When editing the data, the controls < Save Prev > and < Save Next > should be used if any of the projected amounts were changed, otherwise those changes will be lost.

As shown in the following diagram, this tab displays a project's projected cash flow by month in the Edit mode:

Page: 5 << Save Prev << Prev Next >> Save Next >>

Note: Projected Cash Flow begins with the month of 'PFA Effective Date' and ends with the month of 'Planned Construction End Date'.

Classification Name	Total Project Budget	Submitted Amount (to Date)	Cash To Go	Total Projected Cash to Go	Cumulative Variance	9/2010 Projected	10/2010 Projected	11/2010 Projected	12/2010 Projected
Administration	\$2,379,800	\$1,053,128	\$1,326,672	\$138,900	\$1,187,772	\$2500	\$5000	\$3000	\$4000
Architecture & Engineering	\$3,957,000	\$0	\$3,957,000	\$14,250	\$3,942,750	\$250	\$0	\$0	\$0
Site Acquisition	\$1,050,000	\$0	\$1,050,000	\$62,702	\$987,298	\$0	\$0	\$0	\$0
Miscellaneous Project Costs	\$3,220,000	\$0	\$3,220,000	\$61,500	\$3,158,500	\$0	\$0	\$0	\$0
Furnishing & Equipment	\$22,030,000	\$0	\$22,030,000	\$50,000	\$21,980,000	\$0	\$0	\$0	\$0
Owner's Contingency	\$9,000,000	\$0	\$9,000,000	\$64,400	\$8,935,600	\$0	\$0	\$0	\$0
Design/Bid/Build Construction Contract	\$38,280,000	\$0	\$38,280,000	\$26,600	\$38,253,400	\$0	\$0	\$0	\$0

Save Cancel

Projected spending may be updated and saved here.

## 4.C *Submit Budget*

Districts are expected to submit one, two, or three budgets depending on the nature of the project. If the MSBA funds a Feasibility Study, districts are expected to submit three budgets (one each for the FSA, PFA, and PFA Bid phases). Some districts undergoing a repair project, may be required to submit only two budgets (PFA and PFA Bid). Only in very few instances (when bids are received prior to the execution of an agreement), the MSBA may allow districts to submit one budget (PFA Bid).

Please note that the MSBA conducts 100% review of costs and audits for eligibility and against the budgeted amounts. As such, districts should assume that the MSBA will not reimburse costs unless and until a budget for the corresponding phase has been successfully submitted. Similarly, the budgets in all phases should include ALL COSTS. MSBA will enter Scope Exclusions and Ineligible amounts separately.

The designated district project staff may submit the budget for any of the phases by selecting the “Budget Details” tab and then the “Submit Budget” sub-tab. Select the < Edit > control to open a budget structure page with the appropriate classification codes for the current budget phase (refer to Appendix B for MSBA Classification Codes). The following is a partial image of the edit mode of the PFA Budget phase structure:

Class Name	Classification Code	Classification Name	Total Project Budget
<b>Feasibility Study Agreement</b>	<b>00000000</b>	<b>Feasibility Study Agreement</b>	<b>\$0</b>
	00010000	OPM - Feasibility Study	<input type="text" value="0"/>
	00020000	A&E - Feasibility Study	<input type="text" value="0"/>
	00030000	Environmental & Site	<input type="text" value="0"/>
	00040000	Other	<input type="text" value="0"/>
<b>Administration</b>	<b>01000000</b>	<b>Administration</b>	<b>\$0</b>
	01010000	Legal Fees	<input type="text" value="0"/>
	01020400	OPM - Design Development	<input type="text" value="0"/>
	01020500	OPM - Construction Contract Documents	<input type="text" value="0"/>
	01020600	OPM - Bidding	<input type="text" value="0"/>
<b>Current Total Amount = \$\$0</b>			

There will only be certain classification codes available depending on the budget phase (i.e., only Feasibility Study phase related categories, if in the Feasibility Study phase). Additional cost categories will appear as the project progresses through the budget phases, while previous cost categories will not go away. Districts are instructed to corroborate the budget figures and classification codes with the MSBA Project Manager prior to submitting a budget.

Users may click in the budget amount for any of the available classification codes and enter the desired amount. The <Tab> key should be used to move to subsequent fields. **NOTE: If < Enter > is pressed**

instead of < Tab >, the message “Are you sure you want to submit?” will be displayed. If additional budget figures are to be entered, click < Cancel > to continue.

**PLEASE ALSO NOTE THAT THE MSBA PRO-PAY SYSTEM DOES NOT ACCEPT DECIMALS (CENTS).** When entering dollar amounts, special characters should not be used (“\$” OR “,” OR “.”). The system will mark such figures as invalid and they will need to be removed to complete the “save” function.

Partial budget data may be saved prior to submission of the project budget by selecting the < Save > control. Pending budget data may be reviewed in Excel or PDF by selecting either the < Export to Excel > or the < Export to PDF > control. A partial image is shown below:

Export Budget to Excel

Export Budget to PDF

Classification Group Name	Classification Code	Classification Name	Total Project Budget
<b>Totals</b>			\$51,000
Feasibility Study Agreement	0000-0000	Feasibility Study Agreement	\$0
Administration	0100-0000	Administration	\$15,000
Architecture & Engineering	0200-0000	Architecture & Engineering	\$29,500
Site Acquisition	0300-0000	Site Acquisition	\$0
Construction Contract	0500-0000	Construction Contract	\$6,500
Miscellaneous Project Costs	0600-0000	Miscellaneous Project Costs	\$0
Furnishing & Equipment	0700-0000	Furnishing & Equipment	\$0
Owner's Contingency	0800-0000	Owner's Contingency	\$0

Budget Status 

The PFA budget has been submitted.

After the budget has been submitted, district staff will not be able to modify it unless MSBA “returns” it to the district or if the district requests and obtains MSBA approval on a budget revision. In the case that corrections are desired, the district should contact the MSBA Project Manager assigned to the project (the name of the MSBA Project Manager may be found on the Project Details tab). If necessary, the MSBA may return the submitted budget to the district for any required updates. In this case, or if the MSBA Project Manager otherwise returns the budget to the district, an email message stating that budget changes are required will be generated and sent to the district staff person who submitted the budget. After the MSBA Project Manager has reviewed the budget, a message in the budget status will appear in the application that the budget has been reviewed.



## 4.D Scope Exclusions

The Scope Exclusions tab displays budget cost categories and associated scope exclusion amounts for the project, including any notes that have been entered about specific exclusion records. Scope Exclusions are identified in the agreements with the MSBA and entered by MSBA staff. The following is a partial image from the Scope Exclusion sub-tab:

Classification Group Name	Classification Code	Classification Name	Scope Exclusions
<b>Totals</b>			<b>\$3,000</b>
Feasibility Study Agreement	0000-0000	Feasibility Study Agreement	\$0
Administration	0100-0000	Administration	\$3,000
Legal Fees	0101-0000	Legal Fees	\$1,000
Owner's Project Manager	0102-0000	Owner's Project Manager	\$2,000
OPM - Design Development	0102-0400	OPM - Design Development	\$0
OPM - Construction Contract Documents	0102-0500	OPM - Construction Contract Documents	\$2,000
OPM - Bidding	0102-0600	OPM - Bidding	\$0
OPM - Construction	0102-0700	OPM - Construction Contract	\$0

These Scope Exclusion transactions can also be viewed in the Budget sub-tab, as shown in the following screenshot:

Classification	Contract Amount	Total Project Budget	Scope Exclusions	Budget Revisions	Basis for Total Facilities Grant	Submitted Amount (to Date)	Percent Submitted	Eligible Project Cost	Percent of Eligible Project Cost
<b>Totals</b>	<b>\$0</b>	<b>\$51,000</b>	<b>\$3,000</b>	<b>\$150</b>	<b>\$48,150</b>	<b>\$1,010,000</b>	<b>2098%</b>	<b>\$995,000</b>	<b>2066%</b>
Feasibility Study Agreement	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
Administration	\$0	\$15,000	\$3,000	\$0	\$12,000	\$10,000	83%	(\$5,000)	-42%
Adjustment	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
Legal Fees	\$0	\$1,000	\$1,000	\$0	\$0	\$10,000	0%	\$0	0%
Owner's Project Manager	\$0	\$14,000	\$2,000	\$0	\$12,000	\$0	0%	(\$5,000)	-42%
OPM - Design Development	\$0	\$2,000	\$0	\$0	\$2,000	\$0	0%	\$15,000	750%
OPM - Construction Contract Documents	\$0	\$3,000	\$2,000	\$0	\$1,000	\$0	0%	(\$20,000)	-2000%
OPM - Bidding	\$0	\$4,000	\$0	\$0	\$4,000	\$0	0%	\$0	0%
OPM - Construction Contract Administration	\$0	\$5,000	\$0	\$0	\$5,000	\$0	0%	\$0	0%
OPM - Construction	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%

Click on the blue amount fields in the preceding image to view the history of changes that resulted in the amount displayed. A sample of this history is shown below:

### Scope Exclusion Note

Updated Date	Scope Exclusions Amount	Note	Updated By
Thursday, July 08, 2010 3:53:54 PM	\$1,000	testing	John Doe

Close

Please contact the MSBA Project Manager for any questions regarding Scope Exclusions.



## 4.D Budget Revisions

Districts may request a Budget Revision to transfer monies between classification codes or to increase or decrease a budget line item after the budget has been submitted and reviewed by MSBA. Budget revisions may be submitted by individual classification code only – budget revisions may not be requested in the aggregate.

Budget Revisions are **NOT** to be used when progressing from a budget phase to the subsequent budget phase (i.e., from FSA to PFA or from PFA to PFA Bid).

To request a **transfer** of budgeted amounts between cost categories, both the “FROM” classification code and the “TO” classification code must be provided (amounts are subtracted from the “FROM” classification code and added to the “TO” classification code). Selections may be made from the list of available classification codes (these codes are limited by the budget phase) by clicking on the “code lookup” link that appears to the right of the classification code field; the names of the classification codes are automatically generated by the application. If the classification code is known, it may be typed directly into the available field (refer to Appendix B for a list of MSBA Classification Codes). The budget revision amount should be entered in whole numbers (no decimals) and is required. The reason for the budget revision is also required. Transfers “from” a classification code are limited to the available budget (net of any scope exclusions and prior budget revisions) for that classification code.

Because the cost categories in the system are driven by the budget phase, districts must verify that the system is correctly reflecting the appropriate budget phase when requesting a budget revision. The system will not accept a budget revision from a category without any previous budget.

To request an **increase** in the budgeted amount for a cost category, enter only the “TO” classification code. The name of the classification code will be automatically generated by the application. The budget revision amount should be entered in whole numbers (no decimals) and is required. The reason for the budget revision is also required. To request a **decrease** in the budgeted amount for a cost category, enter only the “FROM” classification code. Again, the name of the classification code will be automatically generated by the application. The budget revision amount should be entered in whole numbers (no decimals), is limited to the available budget (net of any scope exclusions and prior budget revisions) and is required. The reason for the budget revision is also required.

A budget revision request may be saved prior to submission, but it will not be reviewed by the MSBA unless it has been submitted. If “saved”, budget revisions will display in the “Saved Budget Revision Requests” table; if “Submitted”, budget revisions will display in the “Submitted Budget Revision Requests” table with a status of “Submitted”. A sample view of the two tables is shown below:

**Submitted Budget Revisions Requests**

Submission Date	From Classification Code	Classification Name	To Classification Code	Classification Name	Budget Revision Amount	Reason For Revision	Status	Last Action Date	Comments	
07/08/2010			03010000	Land/Building Purchase	\$150	testing	Approved	07/12/2010	this is a test, to check if comments show up correctly	<a href="#">View</a>
07/07/2010			01020400	OPM - Design Development	\$100	test	Submitted			<a href="#">View</a>

**Saved Budget Revisions Requests**

From Classification Code	Classification Name	To Classification Code	Classification Name	Budget Revision Amount	Reason For Revision	Comments	
02010400	A&E - Design Development	02019900	A&E - Other Basic Services	\$1,000	transfer money out from DD to Other, this will result decrease in DD and increase in Other		<a href="#">Edit</a> <a href="#">Submit</a> <a href="#">Delete</a>

After a budget revision has been submitted, it is no longer updateable by the district. Upon submission, an email will be generated by the application and sent to the MSBA Project Manager assigned to the project. The MSBA Project Manager will either accept or reject the budget revision request.

If the request is rejected, the status of the budget revision request will be updated to “Rejected”, the MSBA Project Manager will type in the reason for the rejection, and the application will move the request back to the “Saved Budget Revision Requests” table. If desired, the budget revision request may be updated (by selecting the associated < Edit > control) and resubmitted (by selecting the associated “Submit” control), or deleted (by selecting the associated < Delete > control). If the request is accepted, the status will be updated to “Accepted” and the budget revision request will be sent to an MSBA Reviewer for final approval.

If at this stage the budget revision request is disapproved, the status will be updated to “Disapproved” and the budget revision request will be returned to the MSBA Project Manager who will reject the request and return it to the district. Once again, the budget revision request will be moved back to the “Saved Budget Revision Requests” table, where it may be edited and resubmitted or deleted.

If the Budget Revision Request is approved by the MSBA Reviewer, the status will be updated to “Approved” and this budget revision will appear in the related column on the Budget sub-tab. Budget Revisions factor into the calculation of the “Basis for Total Facilities Grant”. A sample screenshot of the Budget sub-tab, including scope exclusions and budget revisions, follows:

Classification	Contract Amount	Total Project Budget	Scope Exclusions	Budget Revisions	Basis for Total Facilities Grant	Submitted Amount (to Date)	Percent Submitted	Eligible Project Cost	Percent of Eligible Project Cost
<b>Totals</b>	\$0	\$51,000	\$3,000	\$150	\$48,150	\$1,010,000	2098%	\$995,000	2066%
Feasibility Study Agreement	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
Administration	\$0	\$15,000	\$3,000	\$0	\$12,000	\$10,000	83%	(\$5,000)	-42%
Architecture & Engineering	\$0	\$29,500	\$0	\$0	\$29,500	\$300,000	1017%	\$300,000	1017%
Site Acquisition	\$0	\$0	\$0	\$150	\$150	\$250,000	166667%	\$250,000	166667%
Adjustment	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
Land/Building Purchase	\$0	\$0	\$0	\$150	\$150	\$250,000	166667%	\$250,000	166667%
Appraisal Fees	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
Recording Fees	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
Construction Contract	\$0	\$6,500	\$0	\$0	\$6,500	\$450,000	6923%	\$450,000	6923%
Miscellaneous Project Costs	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
Furnishing & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
Owner's Contingency	\$0	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%


Click on the blue amount fields in the preceding image to view the history of changes that resulted in the amount displayed. A sample of this is shown in the following screenshot:

Budget Revision Reasons				
MSBA Revisions	Reason for Revisions	PM Comments	Reviewer Comments	Updated Date
\$150	testing	I should not need to click oK to go to summary view when I hit Accept	this is a test. to check if comments show up correctly	Monday, July 12, 2010 11:32:37 AM
Close				

## 5. Submitting Payment Requests

Invoices will be entered into the system and monthly payment requests submitted electronically through this tab. Invoice search functionality (for the pending payment request only) is also available here. This tab contains three sub-tabs shown in the following screenshot: Enter Invoices, Submit Current Payment Request, and Search Invoice.

Project Details	Contract Details	Budget Details	Payment Requests	Prior Requests	Audit Details	Finance	Audit Adjustments
<b>Enter Invoices</b> <b>Submit Current Payment Request</b> <b>Search Invoice</b>							
District Name	Sample		School Name	Sample School			
Project Name							
MSBA ID	201000080009						
Contract Type	CM-at-Risk	Budget Phase	PFA Budget				
Project Type	N/A	Total Project Budget	\$59,873,416				
MSBA Approved Date		Total Projected Monthly Cash Flow	\$0				
FSA Effective Date	4/2/2010	Total Facilities Grant Amount (95% Amt)	\$500,000 (\$475,000)				
PFA Effective Date	4/15/2010	Total MSBA Payment Amount (to Date)	\$372,500				
PFA Bid Date		Balance to 95% of Total Facilities Grant Amount	\$102,500				
Actual Start Date		Percent of Total Facilities Grant Paid (to Date)	74.50%				
Planned End Date		Reimbursement Rate	50.00%				

 [Export Invoice List](#)

### 5.A Enter Invoices










The MSBA's ProPay system utilizes a "temporary workspace" which stores data already entered and permits the user to enter additional invoices over a period of time and in multiple sessions instead of all at once. Invoices may be entered into the system as they are received and paid by the district. Other than saving invoices as they are entered, no specific steps need to be taken by the user to ensure the pending nature of these invoices, and **the "pending" payment request should not be submitted before all intended invoices have been entered.** The "submit" button moves the pending invoices from the "temporary workspace" to the MSBA database and generates all associated forms related to the submission.

## 5.A.1 Invoice Header

Invoices are divided into two main components - the “invoice header” and one or more “invoice lines.” Because an invoice may contain multiple invoice lines across multiple cost categories, data entry for an invoice is a two-step process in the ProPay application – first the invoice header is entered, then the invoice line(s). To begin, select the < Enter New Invoice > option to generate the following screen:

### Enter New Invoice

Fields marked with an asterisk \* are required

*Invoice No.	<input type="text"/>
*Invoice Date 	<input type="text"/> 
*Vendor 	--Please select--  Or new vendor: <input type="text"/>
*Warrant No.	<input type="text"/>
*Payment Date 	<input type="text"/> 
Description	<input type="text"/>  
Cost reclassification? 	<input type="checkbox"/>
<input type="button" value="Enter Invoice Line Details"/>	

Required fields are indicated with an asterisk (\*) next to the field name. The invoice header may not be saved unless all required fields have been entered.

The Invoice Date and Payment Date may be entered in their respective textboxes, formatted as MM/DD/YYYY. All four digits for the year must be provided in order to avoid a date formatting error. Alternatively, the appropriate date may be selected from the calendar control located next to the field. Fields with on-line help available are marked with a blue question mark.

Please check the “Cost reclassification” box on the invoice header if this invoice is part of a net-zero cost reclassification payment request. Note that if this box is checked, the invoice must include a negative invoice line and a positive invoice line that offset each other. In addition, the payment request to which this invoice is linked should contain only “cost reclassification” invoices.


## 5.A.2 Invoice Lines

When all of the invoice header fields have been correctly entered, select < Enter Invoice Line Details > to begin entering the invoice lines. The following screen will be displayed:

View Invoice List		Enter New Invoice	
		Edit	
Invoice No:	12345	Invoice Date:	1/27/2011
Vendor:	Sample Vendor		
Warrant No:	12345		
Payment Date:	1/27/2011	Submitted Amount:	\$0
Eligible Project Cost:	\$0	Ineligible Project Cost:	\$0
Description	Sample Invoice		
Cost reclassification?	<input checked="" type="checkbox"/>		

Fields marked with an asterisk \* are required

**Please enter the invoice line.**

*Classification Code	<input type="text"/>	 Code Lookup
*Classification Name	<input type="text"/>	
*Eligible Project Cost	<input type="text" value="\$0"/>	*Ineligible Project Cost <input type="text" value="\$0"/>
Previously submitted?	<input type="checkbox"/>	
Notes	<div><input type="text"/></div>	

Again, required fields are indicated with an asterisk (\*) next to the field name. Invoice details may not be saved unless all required fields have been entered. Note that the invoice header is shown on the data entry screen for the invoice line for reference; here, the invoice header is read-only.

Please check the "Previously submitted" box if this invoice line has already been submitted as part of an earlier invoice and payment request. This will ensure that the submitted costs are not double counted in total submitted costs calculations.

**PLEASE NOTE THAT THE MSBA PRO-PAY SYSTEM DOES NOT ACCEPT DECIMALS (CENTS). When entering dollar amounts, characters should not be used (" \$" OR " ," OR " . "). The system will mark such characters invalid and they will need to be removed to complete the "save" function.**

Select < Save > to save the new invoice line and return to the invoice screen shown here:

<a href="#">Edit</a>			
Invoice No:	12345	Invoice Date:	1/27/2011
Vendor:	Sample Vendor		
Warrant No:	12345		
Payment Date:	1/27/2011	Submitted Amount:	\$9,600
Eligible Project Cost:	\$9,000	Ineligible Project Cost:	\$600
Description	Sample Invoice		
Cost reclassification?	<input type="checkbox"/>		

Fields marked with an asterisk \* are required

**Please enter the invoice line.**

*Classification Code	<input type="text"/> Code Lookup		
*Classification Name	<input type="text"/>		
*Eligible Project Cost	\$ <input type="text" value="0"/>	*Ineligible Project Cost	\$ <input type="text" value="0"/>
Previously submitted?	<input type="checkbox"/>		
Notes	<input style="width: 100%;" type="text"/> <div style="text-align: right;"> <input type="button" value="Up"/> <input type="button" value="Down"/> </div>		

			Edit	Delete
Classification Code	00010000	OPM - Feasibility Study		
Eligible Project Cost	\$5,000	Ineligible Project Cost	\$600	
Change Order No.				
Previously submitted?	<input type="checkbox"/>			
Notes	Test			

			Edit	Delete
Classification Code	00020000	A&E - Feasibility Study		
Eligible Project Cost	\$4,000	Ineligible Project Cost	\$0	
Change Order No.				

From this screen, edits to existing invoices may be made. Additional invoice lines or new invoices may also be added here.

REMEMBER that:

- an invoice may have multiple invoice lines;
- every invoice line amount must be assigned to the appropriate MSBA cost category code; and
- incorrect assignment of costs to category codes may result in MSBA reimbursement delays or denials.

A list of Classification Codes can be found in Appendix B.

### 5.A.3 Edit Invoice Header




To edit an existing invoice header, select the < Edit > hyperlink associated with the invoice header as shown in the following diagram:

View Invoice List		Enter New Invoice Header	
		<a href="#">Edit</a>	
Invoice No:	9999999	Invoice Date:	1/2/2006
Vendor:	Testing Vendor		
Warrant No:	9999999		
Payment Date:	1/18/2006	Submitted Amount:	\$17,500
Eligible Project Cost:	\$17,000	Ineligible Project Cost:	\$500
Description			

When an invoice header has been selected for edit, it will display as below:

#### Update Invoice Header

Fields marked with an asterisk \* are required





*Invoice No.	<input type="text" value="9999999"/>
*Invoice Date ?	<input type="text" value="01/02/2006"/> 
*Vendor ?	<input type="text" value="Testing Vendor"/>  Or new vendor: <input type="text"/>
*Warrant No.	<input type="text" value="9999999"/>
*Payment Date ?	<input type="text" value="01/18/2006"/> 
Description	<input type="text"/>
<div>Save Cancel Delete</div>	

All of the fields that were originally entered on the invoice header will be available for edit. When finished, select < Save > to save the changes, < Cancel > to discard the changes, or < Delete > to delete the invoice from the database.

## 5.A.4 Edit Invoice Line

To edit the invoice line, select the < Edit > hyperlink associated with the invoice line as shown in the following diagram:

**Please update the invoice line.**

<b>*Classification Code</b>	<input type="text" value="01020100"/>  Code Lookup		
<b>*Classification Name</b>	OPM - Programming		
<b>*Eligible Project Cost</b> 	<input type="text" value="\$8000"/>	<b>*Ineligible Project Cost</b> 	<input type="text" value="\$0"/>
<b>Previously submitted?</b> 	<input type="checkbox"/>		
<b>Notes</b>	<div><div></div><div></div></div>		

Please update the invoice line using the form above.

All of the fields that were originally entered on the new invoice line will be available for edit. When finished, click on the < Update this invoice line > button to save the changes or < Cancel > to discard the changes.

## 5.A.5 Add Invoice Line

To add additional invoice lines to an invoice, enter the required data for the new invoice line in the fields included under the heading "Enter a new invoice line". Refer to section 6.D.1.b. for a review of this procedure.

## 5.A.6 Enter New Invoice

To enter a new invoice from this screen, select < Enter New Invoice >. Refer to section 6.D.1.a. for a review of this procedure.



## 5.A.7 View Invoice List

This is the default view of the Enter Invoices tab - the list of invoices that have already been entered will be displayed here, including a roll-up to the invoice level of eligible project costs and ineligible project costs. To view invoice details, select the invoice number, which is a hyperlink.

Project Details	Contract Details	Budget Details	Payment Requests	Prior Requests	Audit Details	Finance	Audit Adjustments
<b>Enter Invoices</b> Submit Current Payment Request   Search Invoice							
District Name	Sample		School Name	Sample School			
Project Name							
MSBA ID	201000080009						
Contract Type	CM-at-Risk	Budget Phase	PFA Budget				
Project Type	N/A	Total Project Budget	\$59,873,416				
MSBA Approved Date		Total Projected Monthly Cash Flow	\$0				
FSA Effective Date	4/2/2010	Total Facilities Grant Amount (95% Amt)	\$500,000 (\$475,000)				
PFA Effective Date	4/15/2010	Total MSBA Payment Amount (to Date)	\$372,500				
PFA Bid Date		Balance to 95% of Total Facilities Grant Amount	\$102,500				
Actual Start Date		Percent of Total Facilities Grant Paid (to Date)	74.50%				
Planned End Date		Reimbursement Rate	50.00%				
<a href="#">Enter New Invoice</a> <a href="#">Export Invoice List</a> PDF format							
<b>Saved invoices for payment request</b> <a href="#">Export Invoices to Excel</a>							
Invoice No.	Vendor Name	Classification Code	Classification Name	Eligible Project Cost	Ineligible Project Cost	Submitted Amount	
<a href="#">21212</a>	test			\$175,000	\$1,000	\$176,000	
hyperlink	test	01020500	OPM - Construction Contract Documents	\$150,000	\$0	\$150,000	
	test	03020000	Appraisal Fees	\$25,000	\$1,000	\$26,000	
<a href="#">32132</a>	test			\$10,000	\$0	\$10,000	
	test	00020000	A&E - Feasibility Study	\$10,000	\$0	\$10,000	

When all invoices have been entered for the current payment request, the payment request may be submitted to MSBA for reimbursement. Note that electronic submission of a payment request does not represent **formal** submission; copies of all included invoices and necessary reports **including all required signatures** must be submitted directly to the MSBA to ensure timely processing of the payment request.

## 5.A.8 Vendor Invoice Log – Pending Submission

To generate and view an Excel-based list of vendor invoices pending submission, select the < Export Invoice List > link on the Enter Invoices tab:

<a href="#">Enter New Invoice</a>	<a href="#">Export Invoice List</a>
<b>Saved invoices for payment request</b>	

## 5.A.9 Search Invoices

Users may search within a current payment request for specific invoices. Searches of invoices pending submission may be executed by the invoice number or vendor name. Partial vendor name searches are also supported. If no invoices pending submission meet the search criteria entered, an empty result set will be displayed.

NOTE: This search function will only search invoices included in the current, pending payment request; it will not enable the search of previously-submitted invoices nor invoices unrelated to the current project (selected in the hierarchy structure displayed on the left side of the screen).

## 5.B Submit Payment Request

A payment request is a periodic submission of invoices to the MSBA for reimbursement of costs incurred by a district in the completion of a school renovation or construction project. Only one (1) payment request for a project may be submitted each calendar month. However, if the request is a cost reclassification that sums to zero and is designated as such by the appropriate checkbox, then it will not count as the one submission per month.

### 5.B.1 Submit a Routine Payment Request

In the MSBA's ProPay system, the reimbursement request process has been streamlined, with all data going directly into the MSBA's database and all required forms generated by the application upon "submission" of the request. The forms are stored on the MSBA server for review and printing. (All forms generated by this application may be read using the Acrobat Reader, which is available for download from the MSBA website.)

To submit a payment request, select the corresponding tab, shown in the following diagram:

The screenshot shows the 'Submit Current Payment Request' tab in the MSBA ProPay system. The form is divided into several sections:

- Navigation Tabs:** Enter Invoices, Submit Current Payment Request (selected), Search Invoice.
- Form Fields:**
  - District Name, School Name, Project Name, MSBA ID (with a dropdown arrow).
  - Contract Type (Design/Bid/Build), Budget Phase (FSA Budget).
  - Project Type (Addition/ Renovation), Total Project Budget.
  - MSBA Approved Date, Total Projected Monthly Cash Flow (\$0).
  - FSA Effective Date (1/28/2010), Total Facilities Grant Amount (95% Amt) (\$279,280 (\$265,316)).
  - PFA Effective Date, Total MSBA Payment Amount (to Date) (\$265,317).
  - PFA Bid Date, Balance to 95% of Total Facilities Grant Amount (\$0).
  - Actual Start Date, Percent of Total Facilities Grant Paid (to Date) (95.00%).
  - Planned End Date, Reimbursement Rate (69.82%).
- Payment Summary:**
  - Payment Request No. 9
  - Eligible Project Cost \$159,055
  - Ineligible Project Cost \$600
  - Submitted Amount \$159,655
  - Eligible Grant \$111,052
- Additional Information:**
  - District, District Contact.
  - Request Type: ☐ Final Request, ☐ Reclassification.
  - Description: A large text area for the user to provide details.
- Disclaimer:** A paragraph stating that the Adams-Cheshire has not received and is not expecting to receive any rebates, monetary settlements, grants, monetary donations, surety bond payments, insurance proceeds, or any other funding from a third party, other than the Massachusetts School Building Authority ("MSBA"), in connection with the school project that is the subject of this reimbursement request to the MSBA.
- Submit Button:** A button labeled 'Submit this payment request'.

Most fields will be populated from data already entered by the district's designated staff member. Data fields on the payment request submission screen are not editable, with the exception of the Description

field, which may be used to enter any desired notes or comments regarding the payment request upon submission. In addition, the checkboxes for Final Request and Reclassification are editable. Final Request should be checked if no additional payment requests will be submitted for this project.

Reclassification should be checked if this is a net-zero payment request that will serve as a cost reclassification. Note that for Reclassifications all affiliated invoices must be designated as cost reclassifications.

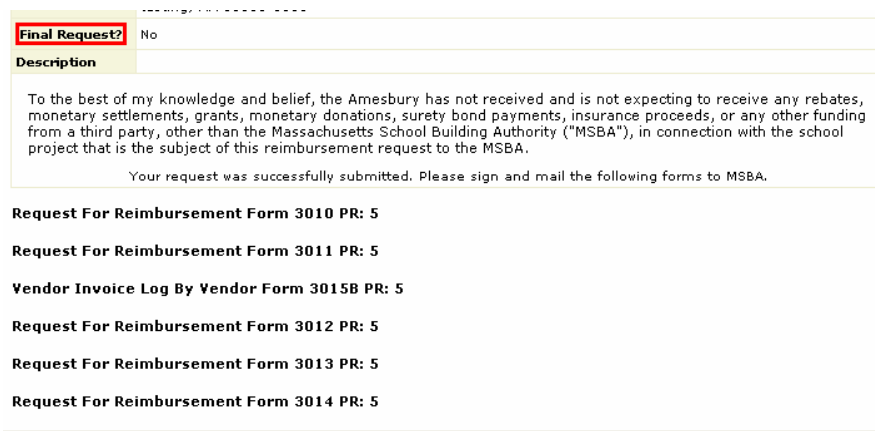
Amount fields are aggregated from invoices entered into the progress payments application by designated district project staff. If a discrepancy is seen between values shown on the screen and what is expected, the data should be reviewed at the detail (invoice) level prior to submission of the payment request, and any adjustments made there. Refer to section 6.D.1. and its subsections for details related to editing existing invoices.

Once satisfied with all values displayed on the screen, select < Submit the payment request > to process the payment request and generate the forms that will need to be signed and submitted to the MSBA. The warning message shown below will ensure that the submit action is desired:



A dialog box titled "Submit the Request" with a yellow background. It contains the text "Are you sure you want to submit this request?" and two buttons at the bottom: "OK" and "Cancel".

Select < OK > to confirm the submission or < Cancel > to return to the prior screen. If the submission request succeeds, the screen display will include a list of MSBA forms that were generated with the submission. These forms are the system-generated versions of MSBA forms 3010 – 3015. The forms, in PDF format, may be viewed, saved to an alternate location, or printed.



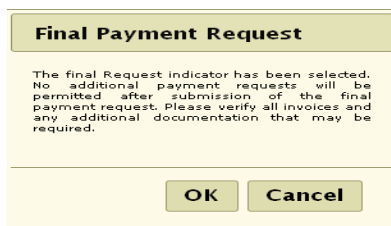
A dialog box titled "Final Request?" with a yellow background. It contains a "Description" field with the following text: "To the best of my knowledge and belief, the Amesbury has not received and is not expecting to receive any rebates, monetary settlements, grants, monetary donations, surety bond payments, insurance proceeds, or any other funding from a third party, other than the Massachusetts School Building Authority ("MSBA"), in connection with the school project that is the subject of this reimbursement request to the MSBA." Below the description, it says "Your request was successfully submitted. Please sign and mail the following forms to MSBA." and lists the following forms: "Request For Reimbursement Form 3010 PR: 5", "Request For Reimbursement Form 3011 PR: 5", "Vendor Invoice Log By Vendor Form 3015B PR: 5", "Request For Reimbursement Form 3012 PR: 5", "Request For Reimbursement Form 3013 PR: 5", and "Request For Reimbursement Form 3014 PR: 5".

After a payment request has been successfully submitted, the invoices that were entered with that payment request are no longer available for edit or correction by designated district project staff. If it is later determined that errors were made in the invoice entry process, notify the MSBA auditor assigned to the project (the auditor's name may be found on the Audit Details tab) for assistance.

**NOTE: Forms are generated only one time for each payment request submission. They are not updated and will not reflect subsequent changes to the data that may be made during the MSBA audit review process.**

## 5.B.2 Submit Final Payment Request

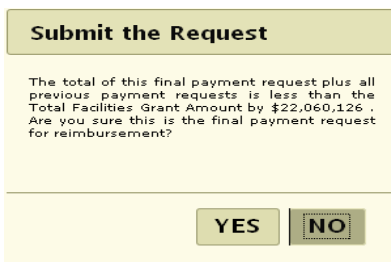
If the current payment request is to be the final payment request (that is, no additional payment requests will be submitted by the district for this project), select the “Final Request?” flag before submitting the payment request. A pop-up box (shown below) will be displayed to confirm that no additional payment requests will need to be submitted.



**Final Payment Request**

The final Request indicator has been selected. No additional payment requests will be permitted after submission of the final payment request. Please verify all invoices and any additional documentation that may be required.

If the final request flag was selected in error, select < Cancel > to return to the submission page and the checkbox will automatically uncheck. If this is the true final payment request, select < OK > in the pop-up box, and then select the < Submit This Payment Request > button. A second, warning message (shown below) will display if the submitted amount is less than the Total Facility Grant Amount. If the payment request should be submitted anyway, select < YES >, otherwise select < NO > to return to the Submit page or to the Enter Invoice tab.



**Submit the Request**

The total of this final payment request plus all previous payment requests is less than the Total Facilities Grant Amount by \$22,060,126 . Are you sure this is the final payment request for reimbursement?

If the user submitted an amount that, when added to the total of all previous payment requests, exceeds the Total Facilities Grant Amount, no warning message will be displayed.

As is the case with all payment requests, if the submission request succeeds, the screen display will include a list of MSBA forms that were generated with the submission. These forms are the system-generated versions of MSBA forms 3010 – 3015. The forms, in PDF format, may be viewed, saved to an alternate location, or printed.

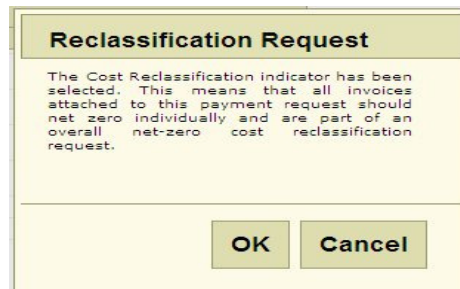
<b>Final Request?</b>	Yes
<b>Description</b>	
To the best of my knowledge and belief, the Amesbury has not received and is not expecting to receive any rebates, monetary settlements, grants, monetary donations, surety bond payments, insurance proceeds, or any other funding from a third party, other than the Massachusetts School Building Authority ("MSBA"), in connection with the school project that is the subject of this reimbursement request to the MSBA.	
Your request was successfully submitted. Please sign and mail the following forms to MSBA.	
<b>Request For Reimbursement Form 3010 PR: 5</b>	
<b>Request For Reimbursement Form 3011 PR: 5</b>	
<b>Vendor Invoice Log By Vendor Form 3015B PR: 5</b>	
<b>Request For Reimbursement Form 3012 PR: 5</b>	
<b>Request For Reimbursement Form 3013 PR: 5</b>	
<b>Request For Reimbursement Form 3014 PR: 5</b>	

**NOTE: Forms are generated only one time for each payment request submission. They are not updated and will not reflect subsequent changes to the data that may be made during the MSBA audit review process.**

### 5.B.3 Submit Reclassification Request

Reclassification requests should be utilized when no payment is being sought, but rather the payment request is being used to reclassify previously submitted eligible costs by moving them from one cost category to another. For reclassification requests, all associated invoices should be part of the reclassification. The invoice number used for reclassification requests should be the same invoice number that was originally used when submitting the costs the first time. Each invoice should contain a negative invoice line that is offset by a positive invoice line. The negative number should be entered in the cost category *from* which eligible costs are being moved and the positive number should be entered in the cost category *to* which eligible costs are being moved. Please note that all individual invoices should net to zero and the overall reclassification payment request should net to zero.

If the current payment request is to be used as a **reclassification** request, select the "Reclassification?" flag before submitting the payment request. A pop-up box (showed below) will be displayed to confirm that this is a reclassification request and that all associated invoices are part of the reclassification request.



If the Reclassification flag was selected in error, select < Cancel > to return to the submission page and the checkbox will automatically uncheck. If this is a reclassification request, select < OK > in the pop-up box, and then select the < Submit This Payment Request > button. If the payment request should be submitted, select < YES >, otherwise select < NO > to return to the Submit page or to the Enter Invoice tab.



## **5.D            *Completing your Reimbursement Request***

The MSBA's goal is to respond to each payment request within **fifteen days of receipt of your hard copy**.

### **5.D.1            Printing**

After you have submitted your report to the MSBA you are required to print and mail a copy of each of the forms that have been created, with appropriate signatures, along with a photocopy of each related invoice.

There are two ways for you to print your report after you have submitted it electronically.

- 1) You can print immediately after submission by clicking on the links for each report.
- 2) You can return to the Prior Requests page at any time. Click on the Submission Forms tab to view available forms for printing.

The MSBA recommends that you mail your hard copy using Priority mail or an overnight service to avoid delays.

## 6 After Submission

### 6.A Reviewing Prior Requests

This screen lists all previously-submitted payment requests for a project. A sample screen is shown below. Data displayed here has been summarized at the payment request number.

Project Details	Contract Details	Budget Details	Payment Requests	Prior Requests	Audit Details	Finance	Audit Adjustments
Prior Requests		Submission Forms					
District Name				School Name			
Project Name							
MSBA ID							
Contract Type	CM-at-Risk	Budget Phase		PFA Bid			
Project Type	New Construction	Total Project Budget		\$2,048,930			
MSBA Approved Date	Total Projected Monthly Cash Flow		\$0				
FSA Effective Date	Total Facilities Grant Amount (95% Amt)		\$100,000 (\$95,000)				
PFA Effective Date	1/1/2009	Total MSBA Payment Amount (to Date)		\$1,495,750			
PFA Bid Date	8/3/2010	Balance to 95% of Total Facilities Grant Amount		\$0			
Actual Start Date	Percent of Total Facilities Grant Paid (to Date)		1495.75%				
Planned End Date	Reimbursement Rate		56.23%				

#### Reports

 Schedule of Ineligible Project Costs

Export All Submitted Invoices to Excel

#### Search invoice

☒ Vendor Name ☐ Invoice No.

Payment Request No	Request Type	Payment Request Date	Submitted Amount	Eligible Project Cost	Ineligible Project Cost	MSBA Payment Amount	MSBA Payment Date
1		9/14/2009	\$367,500	\$367,500	\$0	\$183,750	9/15/2009
2		9/22/2009	\$2,624,000	\$2,623,500	\$0	\$1,312,000	9/24/2009
3		8/12/2010	\$449,500	\$449,500	\$0	\$0	
4		8/12/2010	\$78,600	\$78,600	\$0	\$0	
5		8/12/2010	\$447,100	\$438,600	\$8,500	\$0	
6	R	1/14/2011	\$0	\$0	\$0	\$0	

Detail for any payment request may be viewed by selecting the desired payment request number *hyperlink*. A list of all invoices for that payment request will be displayed. Detail for each invoice may be viewed by selecting the invoice number *hyperlink*. A list of the invoice lines associated with the selected invoice will be displayed. Data in these screens is read-only; it may not be changed or otherwise updated.

In the second "Request Type" column, "R" indicates that this request was a Reclassification of costs and "F" indicates that this is the district's Final payment request.

## 6.A.1 Submission Forms and Reports

Forms generated with the submission of each payment request may be accessed via this tab. These forms are not updateable and are executed **only** with the submission of the payment request. While the MSBA will maintain copies of these forms for the duration of the associated project, districts requiring archival copies of these forms should copy and/or print them according to district retention needs.

All progress payments forms may be read using the Acrobat Reader, which is available for download from the MSBA website.

Project Details	Contract Details	Budget Details	Payment Requests	Prior Requests	Audit Details	Finance	Audit Adjustments
Prior Requests	Submission Forms						

Project Summary			
Project Name			
District Name	Sample	MSBA ID	201099999999
Contract Type	Design/Bid/Build	Approved Budget Amount (95% Amt)	\$0(\$0)
Project Type	New	Total Projected Monthly Cash Flow	\$0
MSBA Approved Date	8/5/2008	Total Facilities Grant Amount (95% Amt)	\$56,000,000 (\$53,200,000)
PFA Effective Date	12/15/2008	Total MSBA Payment Amount (to Date)	\$0
Actual Start Date	3/31/2009	Balance to 95% of Total Facilities Grant Amount	\$53,200,000
Planned End Date	5/31/2011	Percent of Total Facilities Grant Paid (to Date)	0.00%
Reimbursement Rate	85.00%		

### Submission Forms

PR No.1	Request For Reimbursement Form 3010 PR: 1	Request For Reimbursement Form 3011 PR: 1	Vendor Invoice Log By Vendor Form 3015B PR: 1	Request For Reimbursement Form 3012 PR: 1	Request For Reimbursement Form 3013 PR: 1	Request For Reimbursement Form 3014 PR: 1
---------	--	--	--	--	--	--



## 6.B *Reviewing Audit Details*

The Audit Details tab displays information related to audited payment requests. This tab provides search functionality for invoices that have been submitted – it does not include invoices that are pending submission. Invoices may be searched by invoice number or by vendor name, including a partial name search.

A summary of a project's submitted payment requests is also displayed, including the submitted date, the submitted amount, any rejected amount, eligible and ineligible project costs, the eligible grant amount, MSBA payment dates, and several audit-related dates. A status indicator is used to indicate whether a specific payment request has been reviewed. **Audited payment requests are not editable by district staff.**

Details related to a payment request may be viewed by selecting the payment request number hyperlink (PR No.). At the invoice level, detail may be viewed by selecting the invoice number hyperlink to drill down to the invoice line level. One invoice number may have one or more invoice lines.

Audit progress for a payment request may be tracked via a series of status fields and dates located at the bottom of the screen. Prior to completion, statuses will display as "Not Completed". Upon completion of each step in the MSBA audit/review process, the status will be updated to "Completed", and the name of the MSBA staff member completing the step as well as the completion date will be updated. A sample view of this functionality is shown in the following image:

<b>Audit:</b>	Completed	<b>Completed By:</b>	Susan Tan	<b>Audit Date:</b>	1/15/2008
<b>Audit Review:</b>	Not Completed	<b>Reviewed By:</b>		<b>Reviewed Date:</b>	
<b>Construction Review:</b>	Not Completed	<b>Reviewed By:</b>		<b>Reviewed Date:</b>	
<b>Finance Approve:</b>	Not Completed	<b>Approved By:</b>		<b>Approved Date:</b>	
<b>Finance Review:</b>	Not Completed	<b>Reviewed By:</b>		<b>Reviewed Date:</b>	

District questions about the audit status or determination of eligible and ineligible costs should be directed to the auditor identified in the first step of the review process.

## 6.C Reviewing Finance Information

The Finance tab displays MSBA payment information related to a payment request. **As with audit data, payment request data found on this tab is not editable by district staff.**

Select the desired payment request number (PR No.) hyperlink to view details as shown in the following image:

[Go back to payment request list](#)

**Last 4 Payment Requests**

PR No.	Submitted Date	Submitted Amount	Ineligible Project Costs	Eligible Project Costs	Eligible Grant	Recommended Payment Amount	Finance Adjustment	Construction Review Date	Finance Approved Date	Finance Review Date	MSBA Last Payment Date	MSBA Payment Amount
1	9/11/2007	\$6,913	\$1,550	\$5,363	\$4,022	\$0	\$0				1/4/2008	\$4,022
2	10/5/2007	\$1,000	\$400	\$600	\$450	\$450	\$0					\$0
3	10/5/2007	\$400	\$100	\$300	\$225	\$675	\$0					\$0
4	1/24/2008	\$4,200	\$200	\$4,000	\$3,000	\$3,675	\$0					\$0

**Payment Request No. 4**

Audit:	Not Completed	Completed By:	Audit Date:	<input type="button" value="Complete"/>
Audit Review:	Not Completed	Reviewed By:	Reviewed Date:	
Construction Review:	Not Completed	Reviewed By:	Reviewed Date:	
Finance Approver:	Not Completed	Approved By:	Approved Date:	
Finance Review:	Not Completed	Reviewed By:	Reviewed Date:	

**Enter Adjustment Details**

Fields marked with an asterisk \* are required

* Adjustment Reason	--Please select--
* Adjustment Amount	-\$
Notes	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

**Recommended Reimbursement Calculation**

Eligible Grant Amount	\$3,000	Finance Adjustment	\$0	Recommended Payment Amount	\$3,000
Eligible Grant Amount(To Date)	\$7,697	Finance Adjustment(To Date)	\$0	Recommended Payment Amount(To Date)	\$3,675

**Enter MSBA Payment Details**

Fields marked with an asterisk \* are required

* MSBA Payment Type	--Please select--
* MSBA Payment Date	
Tracking No	
MSBA Payment Amount	\$3,675
Notes	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

**Invoices**

Invoice No.	Vendor Name	Ineligible Project Cost	Eligible Project Cost	Submitted Amount
1	The Design Partnership of Cambridge	\$200	\$4,000	\$4,200

This screen includes a summary of up to the last four payment requests, followed by the audit/review status fields for the selected payment request (these were described under Section 6.F. Audit Details of this document). Following that is the recommended reimbursement calculation, which is a cumulative view of reimbursements for the project including any adjustments to those reimbursements. Next is a recap of the MSBA payment for the selected payment request. Finally, invoices that were submitted for the selected payment request are included for reference.

## 6.D Reviewing Audit Adjustments

The Audit Adjustments tab is for MSBA Staff use only; it is not editable by district users, but it is available for viewing. The tab displays a summary of audit adjustments that may have been made on the project, including the Reference Payment Request Number and Reference Invoice Number against which the adjustment has been made. A portion of the Audit Adjustments screen is shown below:

Project Details	Contract Details	Budget Details	Payment Requests	Prior Requests	Audit Details	Finance	Audit Ajustments
Project Summary							
Project Name							
District Name	Sample	MSBA ID				201099999999	
Contract Type	Design/Bid/Build	Approved Budget Amount (95% Amt)				\$0(\$0)	
Project Type	New	Total Projected Monthly Cash Flow				\$0	
MSBA Approved Date	8/5/2008	Total Facilities Grant Amount (95% Amt)				\$56,000,000 (\$53,200,000)	
PFA Effective Date	12/15/2008	Total MSBA Payment Amount (to Date)				\$0	
Actual Start Date	3/31/2009	Balance to 95% of Total Facilities Grant Amount				\$53,200,000	
Planned End Date	5/31/2011	Percent of Total Facilities Grant Paid (to Date)				0.00%	
Reimbursement Rate	85.00%						

### Committed Adjustments

No Committed Audit Adjustments present for this project yet.

### Uncommitted Adjustments

No UCommitted Audit Adjustments present for this project yet.

Here, no adjustments have been made yet, as evidenced by the notes below the header.

Below is the summary screen including sample adjustment records:

### Committed Adjustments

Adjustment Date	Classification Code	Audit Adjustment Amount	Reference Payment Request No.	Reference Invoice No.	Committed Payment Request No.	Committed Date	
08/03/2009	01010000	(\$15,000)	1,7	testing 999	1	09/08/2009	<a href="#">View</a>
08/05/2009	01010000	\$15,000	1	testing 999	1	09/08/2009	<a href="#">View</a>
09/07/2009	01020100	\$85,000			1	09/09/2009	<a href="#">View</a>
09/09/2009	02010200	\$200,000			2	09/16/2009	<a href="#">View</a>
<b>Total</b>		<b>\$285,000</b>					

### Uncommitted Adjustments

Adjustment Date	Classification Code	Audit Adjustment Amount	Reference Payment Request No.	Reference Invoice No.	Committed Payment Request No.	Committed Date	
09/16/2009	02010800	(\$20,000)					<a href="#">Edit</a>
<b>Total</b>		<b>(\$20,000)</b>					

[Add New Adjustment](#)

Only authorized MSBA staff will be able to save and submit adjustment records. For questions regarding the audit adjustment record data, please contact Fred Beebe at the MSBA (email address: [Fred.Beebe@MassSchoolBuildings.org](mailto:Fred.Beebe@MassSchoolBuildings.org)).

## 7: Appendix A: Fields and Definitions

Active	Indicates a contract among two or more that is active at a given point
Actual End Date	Actual project completion date
Actual Start Date	Actual construction start date
Address 1	Address line 1
Address 2	Address line 2
Adjustment Amount	An adjustment amount that is applied to an audited payment request to calculate the recommended payment amount.
Adjustment Reason	The reason for a finance adjustment.
Administration	Cost Category: Administration costs for this project (classification level)
Administrative Use	Computer equipment that has been designated for administrative use by the district for this project
Advertising	Cost Category: Advertising fees for this project
Appraisal Fees	Cost Category: Appraisal fees for the site acquisition of this project. These costs are ineligible for reimbursement.
Approved Budget Amount	Budget amount approved by MSBA for the project
Approved By	The name of the MSBA finance staff member who completed the finance approval of the MSBA reimbursement amount for a submitted payment request.
Approved Date	The date that the MSBA finance team approved the MSBA reimbursement amount for a submitted payment request.
Architecture & Engineering	Cost Category: Architecture & Engineering costs for this project (classification level). All costs related to Architect, Designer, Engineer or sub-consultants should be input in the cost categories within this classification.
A&E – Basic Services	Cost Category: Architect (Designer) basic services for this project. Basic Services include all fees paid directly to the Architect (Designer) for the programming, planning, master planning, studying, designing, bidding and construction administration of the project. The Basic Services amount is expected to be set as a Lump Sum or a not-to-exceed fee.
A&E – Bidding	Stage of the project. Districts may structure Project Manager and Architect (Designer) contracts to reflect fees to be compensated during or at the completion of this period.
A&E – Closeout	
A&E – Construction Contract Administration	Project Phase: Districts may structure their contracts with Project Managers and Architects in a manner to reflect partial compensation during the contract administration phase of the project
A&E – Construction Contract Documents	
A&E – Construction Testing	
A&E – Design Development	
A&E – Feasibility Study	Stage of the project. Districts may structure Project Manager and Architect (Designer) contracts to reflect fees to be compensated during or at the completion of this period.
A&E – Geotech & Geotech Environment	Geotechnical consultants for this project
A&E – Hazardous Materials	Hazardous Materials consultants for this project
A&E – Other Basic Services	Architect other basic service fees for this project
A&E – Other Reimbursable Costs	Other reimbursable costs (as identified in the Architect's Contract) for this project
A&E – Printing	Printing fees for this project. When incurred by the Architect and reimbursed by the district, costs here should be submitted including the Architect's mark-up (if applicable)
A&E – Reimbursables & Other Services	

A&E – Site Survey	Site Survey consultants for this project
A&E – Traffic Studies	Traffic consultants for this project
A&E – Wetlands	Wetlands consultants for this project
Audit	The examination and audit procedures performed or commissioned by the MSBA for a submitted payment request.
Audit Adjustment Amount	The +/- whole dollars value MSBA staff made
Audit Date	Date that the MSBA audit of a payment request was completed.
Audit Review	The MSBA audit management review of the audit completed by the MSBA for a submitted payment request.
Balance to 95% of Total Facilities Grant Amount	Amount remaining to be reimbursed until district receives 95% of the total facilities grant amount
Building Construction	Building construction costs for this project. The costs in this category should reflect all General Contractor Costs associated with the building. No filed-sub bid costs should be reflected here. If a district has stipulated additional filed-sub bids to those stipulated by law in Chapter 149A Section 44F, such costs should be included in this category. Similarly all other non file sub bid subcontract costs should be included in this category.
Basis for Total Facilities Grant	Calculated as [Total Project Budget] - [Scope Exclusions] +/- [MSBA Budget Revisions], this amount informs the Total Facilities Grant Amount.
Budget Revision	It is the amount submitted by district and reviewed by MSBA staff
Budget Revision Amount	This is the amount request by district to increase or decrease the original submitted total project budget amount. This field is in found in Budget Revision and Budget sub tab.
Cash to Go	The amount of budgeted funds remaining for this project after subtracting all submitted amounts to date, calculated as [Total Project Budget] - [Submitted Amount (to Date)]
Change Order No.	Change order number
Change Orders	Change orders executed for this project. Change Orders should be categorized in the corresponding file sub-bid if there are costs due to file sub-bid subcontractors.
Classification Code	The cost category to which an amount is allocated. Isn't this the highest level of cost categorization?
Classification Name	The description of the classification code
Committed Audit Adjustment	The audit adjustment amount that will be included in the unpaid or pending (to be submitted) payment request
Completed By	Generally, the MSBA staff member that completed the associated control function
Computer Equipment	Computer equipment (hardware) costs for this project. Only student use hardware is an eligible cost. Hardware for administrative use shall be classified as an ineligible cost.
Construction Budget	
Construction (CM at Risk Construction Contract)	Cost Category (CM at Risk only) calculated as the sum of contract amounts for all divisions + fee + general conditions for this project
Construction Contingency	Cost Category: Construction contingency for this project in the CM at Risk Construction Contract only
Construction Contract	Total of Construction Contract for this project with the General Contractor (Design-Bid-Build Contracts) or the Construction Manager (CM @ Risk contracts)
Cumulative Variance	At a point in time, represents the difference between the budgeted funds remaining to be submitted and current projected amounts, calculated as [Total Projected Cash to Go] - [Cash to Go]
Description	A description of the goods or services invoiced that were provided by the vendor
Design Contingency	Design contingency for this project (CM at Risk Projects only)
District	School District. Can be a City, Town or Regional School District
District Code	District Code as assigned by the Massachusetts Department of Education

Division 1 - General Requirements	Cost Category: Division 1 General Requirements costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's costs related to supervision, temporary facilities, cleaning, commissioning and other as stipulated in the CSI Master Format 2004 edition. Do not include Owner's Project Manager costs in this category.
Division 2 – Existing Conditions	Cost Category: Division 2 Existing Conditions costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's costs related to existing conditions, assessments, surveys, investigations, demolition, site and hazardous material remediation and other as stipulated in the CSI Master Format 2004 edition. Do not include costs in this category for consultants or sub-consultants to the Architect or the district.
Division 3 - Concrete	Cost Category: Division 3 Concrete costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's costs related to concrete as stipulated in the CSI Master Format 2004 edition.
Division 4 - Masonry	Cost Category: Division 4 Masonry costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and masonry subcontractor (masonry filed-sub bid) costs related to masonry as stipulated in the CSI Master Format 2004 edition.
Division 5 - Metals	Cost Category: Division 5 Metals costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and metals subcontractor (miscellaneous metals filed-sub bid) costs related to metals as stipulated in the CSI Master Format 2004 edition.
Division 6 - Wood and Plastics	Cost Category: Division 6 Woods and Plastics costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and wood subcontractor costs related to Woods & Plastics as stipulated in the CSI Master Format 2004 edition.
Division 7 - Thermal And Moisture Protection	Cost Category: Division 7 Thermal and Moisture Protection costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and Thermal & Moisture Protection subcontractors (including Waterproofing & Dampproofing filed-sub bid) costs related to Thermal & Moisture Protection as stipulated in the CSI Master Format 2004 edition.
Division 8 - Doors and Windows	Cost Category: Division 8 Doors & Windows (Openings) costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and Doors & Windows subcontractors (Metal Windows filed sub-bids and glass & glazing filed sub-bids where applicable) costs related to Doors & Windows as stipulated in the CSI Master Format 2004 edition.
Division 9 - Finishes	Cost Category: Division 9 Finishes costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and Finishes subcontractor (Lathing & Plastering file sub-bid, tile file sub-bid, acoustical ceiling file sub-bid, terrazzo file sub-bid, resilient flooring file sub-bid) costs related to Finishes as stipulated in the CSI Master Format 2004 edition.
Division 10 - Specialties	Cost Category: Division 10 Specialties costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and Specialties subcontractor costs related to Specialties as stipulated in the CSI Master Format 2004 edition.
Division 11 - Equipment	Cost Category: Division 11 Equipment costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and Equipment subcontractor (food service, educational and athletic equipment) costs related to Equipment as stipulated in the CSI Master Format 2004 edition.
Division 12 - Furnishings	Cost Category: Division 12 Furnishings costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and Furnishings subcontractor costs related to Thermal & Moisture Protection as stipulated in the CSI Master Format 2004 edition.
Division 13 - Special Construction	Cost Category: Division 13 Special Construction costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and Special Construction subcontractor costs related to Special Construction as stipulated in the CSI Master Format 2004 edition.
Division 14 - Conveying Systems	Cost Category: Division 14 Conveying Systems costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and Conveying Systems subcontractor (Elevators Filed sub-bid) costs related to Thermal & Moisture Protection as stipulated in the CSI Master Format 2004 edition.
Division 21 – Fire Suppression	Cost Category: Division 21 Fire Suppression costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's costs related to Fire Suppression as stipulated in the CSI Master Format 2004 edition.
Division –22 – Plumbing	Cost Category: Division 22 Plumbing costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and Plumbing subcontractor (Plumbing File Sub-bid) costs related to Plumbing as stipulated in the CSI Master Format 2004 edition.

Division 23 – HVAC	Cost Category: Division 23 HVAC costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and HVAC subcontractor (Heating, Ventilating and Air-Conditioning File Sub-bid) costs related to HVAC as stipulated in the CSI Master Format 2004 edition.
Division 25 – Integrated Automation	
Division 26 – Electrical	Cost Category: Division 26 Electrical costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and Electrical subcontractor (Electrical File Sub-bid) costs related to Electrical as stipulated in the CSI Master Format 2004 edition.
Division 27 – Communications	Cost Category: Division 27 Communications costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and Communications subcontractor costs related to Communications as stipulated in the CSI Master Format 2004 edition.
Division 28 – Electronic Safety and Security	Cost Category: Division 28 Electronic Safety and Security costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and Electronic Safety and Security subcontractor costs related to Electronic Safety and Security as stipulated in the CSI Master Format 2004 edition.
Division 31 – Earthwork	Cost Category: Division 31 Earthwork costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and Earthwork subcontractor costs related to Earthwork as stipulated in the CSI Master Format 2004 edition.
Division 32 – Exterior Improvements	Cost Category: Division 32 Exterior Improvements costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and Exterior Improvements subcontractor costs related to Exterior Improvements as stipulated in the CSI Master Format 2004 edition.
Division 33 – Utilities	Cost Category: Division 33 Utilities costs for this project. CM at Risk contracts only. Costs in this category include all Construction Manager's and Utilities subcontractor costs related to Utilities as stipulated in the CSI Master Format 2004 edition.
Eligible Grant Amount	The lesser of the originally approved project budget times the reimbursement rate OR the total eligible project costs times the reimbursement rate, as accepted and audited by the MSBA
Eligible Project Cost	The eligible amount of an invoice line. Refer to the MSBA audit guidelines for a list of eligible and ineligible project costs.
Email Address	Email Address
Environmental & Site Equipment	
Ext	Extension
Fax	Fax Number
Feasibility Study Agreement	
Fee	Cost Category. Costs for Construction Manager's fee. CM@ Risk contracts only.
Filed Sub-Bid Date	Date of last filed sub-bid (if more than one) accepted by the district.
Filed Sub-Bids	Subtotal of Filed Sub-Bids for this project
Final Completion Date	Final Completion Date
Final Completion Date	Architect Certified Final Completion date
Finance Adjustment	MSBA Finance staff make the adjustment
Finance Approved	MSBA Finance staff
Finance Approved Date	MSBA Finance staff approval date
Finance Review	MSBA Finance staff
Finance Review Date	MSBA Finance staff review date
Firm Name - Architect	The name of the architecture firm that is contracted for this project
Firm Name – Project Manager	The name of the project management firm that is contracted for this project
Firm Name – GC	The name of the general contractor that is contracted for this project
Furnishings	Subtotal of furnishings costs for this project

Furnishings & Equipment	Total of Furnishings & Equipment for this project
General Bid Date	General Contractor's Bid Date – Construction
General Conditions	Subtotal of Construction General Conditions contracted for this project
General Contractor	Subtotal of the general contractor's original construction contract + approved change orders
Glass and Glazing	Subtotal of Filed Sub-bid for Glass and Glazing (original contract + approved change orders) contracted for this project
GMP - Fee	
GMP - Insurance	
GMP - Contingency	
Grade Level	Elementary School, Middle School, High School, HS-Vo Tech
Grades	Grades offered in the school
Hardware	Computer hardware costs for this project. This category resides in multiple cost categories. Districts should classify in the corresponding category (student or administrative)
Head Office Overhead	Subtotal of head office overhead for this project
Heating/Ventilating/Air Conditioning	Subtotal of Filed Sub-bid for Heating/Venting/Air Conditioning (original contract + approved change orders) contracted for this project
Ineligible Project Cost	The ineligible amount of an invoice line. Please see the MSBA audit guidelines for a description of eligible and ineligible costs.
Inspector General Approved	When checked, indicates that the IG has approved the project as a CM-at-Risk Project
Internet Address	The firm's internet address
Invoice Date	The date of the invoice submitted to and paid by the district
Invoice No.	The invoice number submitted to and paid by the district
Land/Building Purchase	Subtotal of land and/or building purchase for this project.
Legal Fees	Subtotal of Legal Fees for this project
Local Approval Date	Date that a local vote was taken to authorize the total expenditures anticipated for this project.
Miscellaneous Project Costs	Total of Miscellaneous Project Costs for this project
MSBA Approved Date	Date that the MSBA Board approved funding for the project
MSBA Budget Revisions	Budget revisions made by the MSBA, these may be positive or negative
MSBA ID	A unique project identifier assigned by the MSBA, regardless of project approval status
MSBA Payment Amount	Amount is paid by MSBA
MSBA Last Payment Date	The date that the last payment was made by the MSBA to the district
MSBA Payment Date	The date that the MSBA payment was made in the financial system
MSBA Payment Type	There 5 different payment types in the system, Progress Payment, Final 5% Payment, 100% payment, Interim Payment, Final Payment
Name	Name
New School	Checkbox indicates that project is associated with the construction of a new school
Notes	Notes
Notice to Proceed	Notice to Proceed as issued by the district to the General Contractor
OPM – Bidding	Stage of the project. Districts may structure Project Manager and Architect (Designer) contracts to reflect fees to be compensated during or at the completion of this period.
OPM – Construction Contract Administration	Project Phase: Districts may structure their contracts with Project Managers and Architects in a manner to reflect partial compensation during the contract administration phase of the project
OPM – Construction Contract Documents	



OPM – Closeout	
OPM – Design Development	
OPM – Extra Services	Architect (Designer) extra services costs for this project. Costs input here should include Architect's mark-up if applicable.
OPM – Feasibility Study	Stage of the project. Districts may structure Project Manager and Architect (Designer) contracts to reflect fees to be compensated during or at the completion of this period.
OPM – Other Project Manager Costs	Other project manager costs for this project
OPM – Reimbursable Services	Subtotal of reimbursable services costs for this project
Original Contract	Original building construction costs contracted for this project
Other	Subtotal of Filed Sub-bid for Other (original contract + approved change orders) contracted for this project
Other Administrative Costs	Other administrative costs for this project
Other Consultants	Other Consultants for this project
Other Furnishings & Equipment	Subtotal of other furnishings & equipment for this project
Other Project Costs	Subtotal of other project costs for this project
Owner's Contingency	Total of Owner's Contingency for this project
Painting	Subtotal of Filed Sub-bid for Painting (original contract + approved change orders) contracted for this project
Payment Date	The date of the payment made by the district to the vendor
Payment Request Date	It is the date the district submitted the Payment Request
Payment Request No.	The MSBA-generated payment request number (this number is generated upon submission of a payment request by a district)
Percent of Total Facilities Grant Paid to Date	Percentage of total MSBA payments made to date vs. total MSBA grant amount to be paid for the project
Percent of Eligible Project Cost	The ratio of eligible project costs versus the basis for the total facilities grant amount, calculated as [Eligible Project Cost] / [Basis for Total Facilities Grant]
Percent Submitted	The ratio of submitted amount to date versus the total project budget, calculated as [Submitted Amount (to Date)] / [Total Project Budget]
Permitting	
PFA Effective Date	Date that the district signed the MSBA's Project Funding Agreement
Phone	Phone Number
Planned Construction End Date	Planned construction end date
Planned Construction Start Date	Planned construction start date
Plumbing	Subtotal of Filed Sub-bid for Plumbing (original contract + approved change orders) contracted for this project
PR No.	Payment Request Number
Pre-Construction Services	Subtotal of pre-construction services for this project. This code is exclusive of CM at Risk projects for scope performed by the Construction Manager prior to the signature of a Guaranteed Maximum Price, if contract is structured in that way.
Principal	Principal's Name
Printing	Printing fees for this project. When incurred by the Architect and reimbursed by the district, costs here should be submitted including the Architect's mark-up (if applicable)
Project Application Date	Date that the application was submitted for MSBA approval by the district

Project Description	The project description
Project Management	Subtotal of Project Management fees for this project
Project Name	The project name
Project Site	Address, site location or site name
Project Square Footage	Gross square footage associated with the renovation or new construction as approved by MSBA and agreed-upon in the Budget Review and Scope Agreement meeting.
Project Status	The project status
Project Type	The MSBA-assigned project type for this project.
Recommended Payment Amount	A system-generated amount based upon eligible amounts included in a payment request, net of any adjustments made by the MSBA during its review of the payment request
Recording Fees	Subtotal of recording fees for this project
Reference Invoice No.	Used with audit adjustments, references the invoice(s) that is/are the subject of the audit adjustment
Reference Payment Request No.	Used with audit adjustments, references the payment request(s) that is/are the subject of the audit adjustment
Reimbursement Rate	MSBA Reimbursement Rate
Rejected Amount	Rejected amount
Retainage to Contractor	
Reviewed By	The person review the submitted payment request
Reviewed Date	The date that was complete the review
Reviewer	Reviewer
School Code	DOE/ESE-assigned School Code
School Name	School Name
Scope Exclusions	Project costs that have been determined by the MSBA as being non-reimbursable
Feasibility Study Agreement	
Site Acquisition	Total of Site Acquisition costs budgeted for this project
Staff Auditor	The name of the MSBA Staff Auditor
State	State
Status	Status
Student Use	Subtotal of computer equipment for student use for this project
Sub-Consultants	Subtotal of sub-consultants costs for this project
Submission Date	
Submitted Amount	The sum of eligible + ineligible amounts on an invoice
Submitted Date	Submitted date
Substantial Completion Date	Architect Certified Substantial Completion date
Swing-Space/Modulars	Subtotal of swing-space/modulars fees for this project
Testing Services	Subtotal of testing services fees for this project
Title	Title
Total Amount	The Total Amount for the selected column for this project
Total Approved Budget	Total Approved Budget for this project
Total Contract Amount	The total contract amount, calculated as the sum of the General Contractor Subtotal + Filed Sub-Bids Subtotal

Total Contract Amount	The total contract amount, calculated as the sum of the Preconstruction Services + Construction + Contingencies for this project
Total Facilities Grant Amount	Total facilities grant amount to be paid for the project
Total Facilities Grant Amount (95% Amt)	Total facilities grant amount to be paid for the project, with the calculation for 95% of this amount appearing in parentheses following the Total Facilities Grant Amount
Total Project Budget	The project's budgeted amount according to the district
Total Projected Cash to Go	Date-driven calculation, the sum of all outstanding monthly projected amounts. Current month projections are excluded from this total.
Total MSBA Payment Amount to Date	Total of MSBA payments made to date
Tracking No.	
Uncommitted Adjustments	The adjustment has not included in the payment request yet.
Utility Company Fees	Subtotal of utility company fees for this project
Vendor	The vendor name that appears on the invoice paid by the district
Warrant No.	Warrant Number
Waterproofing/Damp-proofing/Caulking	Subtotal of Filed Sub-bid for Waterproofing/Damp-proofing/Caulking (original contract + approved change orders) contracted for this project
Year Built	The year the school was constructed. This does not reflect subsequent additions or renovations
Zip Code	Zip Code

## 8: Appendix B: MSBA Cost Classification Categories

### FSA Budget

0000-0000	FEASIBILITY STUDY AGREEMENT
0001-0000	OPM FEASIBILITY STUDY
0002-0000	A&E FEASIBILITY STUDY
0003-0000	ENVIRONMENTAL & SITE
0004-0000	OTHER

### PFA Budget

0000-0000	FEASIBILITY STUDY AGREEMENT
0001-0000	OPM FEASIBILITY STUDY
0002-0000	A&E FEASIBILITY STUDY
0003-0000	ENVIRONMENTAL & SITE
0004-0000	OTHER

0100-0000	ADMINISTRATION
0100-9999	ADJUSTMENT
0101-0000	LEGAL FEES
0102-0000	OWNER'S PROJECT MANAGER
0102-0400	OPM – DESIGN DEVELOPMENT
0102-0500	OPM – CONSTRUCTION CONTRACT DOCUMENTS
0102-0600	OPM – BIDDING
0102-0700	OPM – CONSTRUCTION CONTRACT ADMINISTRATION
0102-0800	OPM – CLOSEOUT
0102-0900	OPM – EXTRA SERVICES
0102-1000	OPM – REIMBURSABLES & OTHER SERVICES
0102-1100	OPM – COST ESTIMATES
0102-9900	OPM – OTHER PROJECT MANAGER COSTS
0103-0000	ADVERTISING
0104-0000	PERMITTING
0105-0000	OWNER'S INSURANCE
0199-0000	OTHER ADMINISTRATIVE COSTS

0200-0000	ARCHITECTURE & ENGINEERING
0200-9999	ADJUSTMENT
0201-0000	A&E – BASIC SERVICES
0201-0400	A&E – DESIGN DEVELOPMENT
0201-0500	A&E – CONSTRUCTION CONTRACT DOCUMENTS
0201-0600	A&E – BIDDING
0201-0700	A&E – CONSTRUCTION CONTRACT ADMINISTRATION
0201-0800	A&E – CLOSEOUT
0201-9900	A&E – OTHER BASIC SERVICES
0203-0000	A&E – REIMBURSABLES & OTHER SERVICES
0203-0100	A&E – CONSTRUCTION TESTING
0203-0200	A&E – PRINTING (OVER MINIMUM)
0203-9900	A&E – OTHER REIMBURSABLE COSTS
0204-0000	A&E – SUB-CONSULTANTS
0204-0200	A&E – HAZARDOUS MATERIALS
0204-0300	A&E – GEOTECH & GEOTECH ENVIRONMENT
0204-0400	A&E – SITE SURVEY
0204-0500	A&E – WETLANDS
0204-1200	A&E – TRAFFIC STUDIES

<b>0300-0000</b>	<b>SITE ACQUISITION</b>
0300-9999	ADJUSTMENT
0301-0000	LAND/BUILDING PURCHASE
0302-0000	APPRAISAL FEES
0303-0000	RECORDING FEES
<b>0500-0000</b>	<b>CONSTRUCTION CONTRACT</b>
0500-9999	ADJUSTMENT
0501-0000	PRE-CONSTRUCTION SERVICES
0502-0000	CONSTRUCTION
0502-0001	CONSTRUCTION BUDGET
0502-9900	RETAINAGE TO CONTRACTOR
0502-0010	GMP – FEE ( <i>for CM-AT-RISK contracts only</i> )
0502-0020	GMP – INSURANCE ( <i>for CM-AT-RISK contracts only</i> )
0502-0030	GMP – CONTINGENCY ( <i>for CM-AT-RISK contracts only</i> )
0502-0100	DIVISION 1 – GENERAL REQUIREMENTS
0502-0200	DIVISION 2 – EXISTING CONDITIONS
0502-0300	DIVISION 3 – CONCRETE
0502-0400	DIVISION 4 – MASONRY
0502-0500	DIVISION 5 – METALS
0502-0600	DIVISION 6 – WOOD, PLASTICS AND COMPOSITES
0502-0700	DIVISION 7 – THERMAL AND MOISTURE PROTECTION
0502-0800	DIVISION 8 – OPENINGS
0502-0900	DIVISION 9 – FINISHES
0502-1000	DIVISION 10 – SPECIALTIES
0502-1100	DIVISION 11 – EQUIPMENT
0502-1200	DIVISION 12 – FURNISHINGS
0502-1300	DIVISION 13 – SPECIAL CONSTRUCTION
0502-1400	DIVISION 14 – CONVEYING SYSTEMS
0502-2100	DIVISION 21 – FIRE SUPPRESSION
0502-2200	DIVISION 22 – PLUMBING
0502-2300	DIVISION 23 – HVAC
0502-2500	DIVISION 25 – INTEGRATED AUTOMATION
0502-2600	DIVISION 26 – ELECTRICAL
0502-2700	DIVISION 27 – COMMUNICATIONS
0502-2800	DIVISION 28 – ELECTRONIC SAFETY AND SECURITY
0502-3100	DIVISION 31 – EARTHWORK
0502-3200	DIVISION 32 – EXTERIOR IMPROVEMENTS
0502-3300	DIVISION 33 – UTILITIES
0506-0000	ALTERNATES
0507-0000	CONSTRUCTION CONTINGENCY
0508-0000	CHANGE ORDERS
<b>0600-0000</b>	<b>MISCELLANEOUS PROJECT COSTS</b>
0600-9999	ADJUSTMENT
0601-0000	UTILITY COMPANY FEES
0602-0000	TESTING SERVICES
0603-0000	SWING-SPACE/MODULARS
0699-0000	OTHER PROJECT COSTS
<b>0700-0000</b>	<b>FURNISHINGS &amp; EQUIPMENT</b>
0700-9999	ADJUSTMENT
0701-0000	FURNISHINGS
0702-0000	EQUIPMENT
0703-0000	COMPUTER EQUIPMENT

0799-0000	OTHER FURNISHINGS & EQUIPMENT
0800-0000	OWNER'S CONTINGENCY
0800-9999	ADJUSTMENT
0801-0000	OWNER'S CONTINGENCY
<b>PFA Bid Budget</b>	
0000-0000	FEASIBILITY STUDY AGREEMENT
0001-0000	OPM FEASIBILITY STUDY
0002-0000	A&E FEASIBILITY STUDY
0003-0000	ENVIRONMENTAL & SITE
0004-0000	OTHER
0100-0000	ADMINISTRATION
0100-9999	ADJUSTMENT
0101-0000	LEGAL FEES
0102-0000	OWNER'S PROJECT MANAGER
0102-0400	OPM – DESIGN DEVELOPMENT
0102-0500	OPM – CONSTRUCTION CONTRACT DOCUMENTS
0102-0600	OPM – BIDDING
0102-0700	OPM – CONSTRUCTION CONTRACT ADMINISTRATION
0102-0800	OPM – CLOSEOUT
0102-0900	OPM – EXTRA SERVICES
0102-1000	OPM – REIMBURSABLES & OTHER SERVICES
0102-1100	OPM – COST ESTIMATES
0102-9900	OPM – OTHER PROJECT MANAGER COSTS
0103-0000	ADVERTISING
0104-0000	PERMITTING
0105-0000	OWNER'S INSURANCE
0199-0000	OTHER ADMINISTRATIVE COSTS
0200-0000	ARCHITECTURE & ENGINEERING
0200-9999	ADJUSTMENT
0201-0000	A&E – BASIC SERVICES
0201-0400	A&E – DESIGN DEVELOPMENT
0201-0500	A&E – CONSTRUCTION CONTRACT DOCUMENTS
0201-0600	A&E – BIDDING
0201-0700	A&E – CONSTRUCTION CONTRACT ADMINISTRATION
0201-0800	A&E – CLOSEOUT
0201-9900	A&E – OTHER BASIC SERVICES
0203-0000	A&E – REIMBURSABLES & OTHER SERVICES
0203-0100	A&E – CONSTRUCTION TESTING
0203-0200	A&E – PRINTING (OVER MINIMUM)
0203-9900	A&E – OTHER REIMBURSABLE COSTS
0204-0000	A&E – SUB-CONSULTANTS
0204-0200	A&E – HAZARDOUS MATERIALS
0204-0300	A&E – GEOTECH & GEOTECH ENVIRONMENT
0204-0400	A&E – SITE SURVEY
0204-0500	A&E – WETLANDS
0204-1200	A&E – TRAFFIC STUDIES
0300-0000	SITE ACQUISITION
0300-9999	ADJUSTMENT
0301-0000	LAND/BUILDING PURCHASE
0302-0000	APPRAISAL FEES

0303-0000	RECORDING FEES
0500-0000	CONSTRUCTION CONTRACT
0500-9999	ADJUSTMENT
0501-0000	PRE-CONSTRUCTION SERVICES
0502-0000	CONSTRUCTION
0502-0001	CONSTRUCTION BUDGET
0502-0010	GMP – FEE <i>(for CM-AT-RISK contracts only)</i>
0502-0020	GMP – INSURANCE <i>(for CM-AT-RISK contracts only)</i>
0502-0030	GMP – CONTINGENCY <i>(for CM-AT-RISK contracts only)</i>
0502-0100	DIVISION 1 – GENERAL REQUIREMENTS
0502-0200	DIVISION 2 – EXISTING CONDITIONS
0502-0300	DIVISION 3 – CONCRETE
0502-0400	DIVISION 4 – MASONRY
0502-0500	DIVISION 5 – METALS
0502-0600	DIVISION 6 – WOOD, PLASTICS AND COMPOSITES
0502-0700	DIVISION 7 – THERMAL AND MOISTURE PROTECTION
0502-0800	DIVISION 8 – OPENINGS
0502-0900	DIVISION 9 – FINISHES
0502-1000	DIVISION 10 – SPECIALTIES
0502-1100	DIVISION 11 – EQUIPMENT
0502-1200	DIVISION 12 – FURNISHINGS
0502-1300	DIVISION 13 – SPECIAL CONSTRUCTION
0502-1400	DIVISION 14 – CONVEYING SYSTEMS
0502-2100	DIVISION 21 – FIRE SUPPRESSION
0502-2200	DIVISION 22 – PLUMBING
0502-2300	DIVISION 23 – HVAC
0502-2500	DIVISION 25 – INTEGRATED AUTOMATION
0502-2600	DIVISION 26 – ELECTRICAL
0502-2700	DIVISION 27 – COMMUNICATIONS
0502-2800	DIVISION 28 – ELECTRONIC SAFETY AND SECURITY
0502-3100	DIVISION 31 – EARTHWORK
0502-3200	DIVISION 32 – EXTERIOR IMPROVEMENTS
0502-3300	DIVISION 33 – UTILITIES
0502-9900	RETAINAGE TO CONTRACTOR
0506-0000	ALTERNATES
0507-0000	CONSTRUCTION CONTINGENCY
0508-0000	CHANGE ORDERS
0600-0000	MISCELLANEOUS PROJECT COSTS
0600-9999	ADJUSTMENT
0601-0000	UTILITY COMPANY FEES
0602-0000	TESTING SERVICES
0603-0000	SWING-SPACE/MODULARS
0699-0000	OTHER PROJECT COSTS
0700-0000	FURNISHINGS & EQUIPMENT
0700-9999	ADJUSTMENT
0701-0000	FURNISHINGS
0702-0000	EQUIPMENT
0703-0000	COMPUTER EQUIPMENT
0799-0000	OTHER FURNISHINGS & EQUIPMENT
0800-0000	OWNER'S CONTINGENCY
0800-9999	ADJUSTMENT
0801-0000	OWNER'S CONTINGENCY





## 9: Appendix C: Cost Category Mapping

Original MSBA Cost Category	Updated MSBA Cost Category (category changes in BOLD)	Name of Updated MSBA Cost Category
---	0000-0000	Feasibility Study Agreement
---	0001-0000	OPM - Feasibility Study
---	0002-0000	A&E - Feasibility Study
---	0003-0000	Environmental & Site
---	0004-0000	Other
0100-0000	N/A	Administration
0101-0000	0101-0000	Legal Fees
0102-0000	N/A	Owner's Project Manager
0102-0100	<b>0001-0000</b>	OPM - Feasibility Study
0102-0200	<b>0001-0000</b>	OPM - Feasibility Study
0102-0300	<b>0001-0000</b>	OPM - Feasibility Study
0102-0400	0102-0400	OPM - Design Development
0102-0500	0102-0500	OPM - Construction Contract Documents
0102-0600	0102-0600	OPM - Bidding
0102-0700	0102-0700	OPM - Construction Contract Administration
0102-0800	0102-0800	OPM - Closeout
0102-0900	0102-0900	OPM - Extra Services
0102-1000	0102-1000	OPM - Reimbursables & Other Services
---	0102-1100	OPM - Cost Estimates
0102-9900	0102-9900	OPM - Other Project Manager Costs
0103-0000	0103-0000	Advertising
0104-0000	0104-0000	Permitting
0105-0000	0105-0000	Owner's Insurance
0199-0000	0199-0000	Other Administrative Costs
0200-0000	N/A	Architecture & Engineering
0201-0000	0201-0000	A&E - Basic Services
0201-0100	<b>0002-0000</b>	A&E - Feasibility Study
0201-0200	<b>0002-0000</b>	A&E - Feasibility Study
0201-0300	<b>0002-0000</b>	A&E - Feasibility Study
0201-0400	0201-0400	A&E - Design Development
0201-0500	0201-0500	A&E - Construction Contract Documents
0201-0600	0201-0600	A&E - Bidding
0201-0700	0201-0700	A&E - Construction Contract Administration
0201-0800	0201-0800	A&E - Closeout
0201-9900	0201-9900	A&E - Other Basic Services
0202-0000	N/A	
0202-0100	<b>0801-0000</b>	Owner's Contingency
0202-0200	<b>0801-0000</b>	Owner's Contingency
0203-0000	N/A	A&E - Reimbursables & Other Services

Original MSBA Cost Category	Updated MSBA Cost Category (category changes in BOLD)	Name of Updated MSBA Cost Category
0203-0100	0203-0100	A&E - Construction Testing
0203-0200	0203-0200	A&E - Printing (Over Minimum)
0203-9900	0203-9900	A&E - Other Reimbursable Costs
0204-0000	N/A	A&E - Sub-Consultants
0204-0100	<b>0201-0400</b>	A&E - Design Development
0204-0200	0204-0200	A&E - Hazardous Materials
0204-0300	0204-0300	A&E - Geotech & Geotech Environment
0204-0400	0204-0400	A&E - Site Survey
0204-0500	0204-0500	A&E - Wetlands
0204-0600	<b>0201-0400</b>	A&E - Design Development
0204-0700	<b>0201-0400</b>	A&E - Design Development
0204-0800	<b>0201-0400</b>	A&E - Design Development
0204-0900	<b>0201-0400</b>	A&E - Design Development
0204-1000	<b>0201-0400</b>	A&E - Design Development
0204-1100	<b>0201-0400</b>	A&E - Design Development
0204-1200	0204-1200	A&E - Traffic Studies
0204-1300	<b>0201-0400</b>	A&E - Design Development
0204-9900	<b>0201-9900</b>	A&E - Other Basic Services
0300-0000	N/A	Site Acquisition
0301-0000	0301-0000	Land/Building Purchase
0302-0000	0302-0000	Appraisal Fees
0303-0000	0303-0000	Recording Fees
0400-0000	N/A	
0401-0000	N/A	
0401-0100	<b>0502-0001</b>	Construction Budget
0401-0200	<b>0502-0001</b>	Construction Budget
0401-0300	<b>0502-0001</b>	Construction Budget
0402-0000	N/A	
0402-0100	<b>0508-0000</b>	Change Orders
0402-0200	<b>0508-0000</b>	Change Orders
0402-0300	<b>0508-0000</b>	Change Orders
0403-0000	N/A	
0403-0100	<b>0502-0001</b>	Construction Budget
0403-0200	<b>0502-0001</b>	Construction Budget
0403-0300	<b>0502-0001</b>	Construction Budget
0403-0400	<b>0502-0001</b>	Construction Budget
0403-0500	<b>0502-0001</b>	Construction Budget
0403-0600	<b>0502-0001</b>	Construction Budget
0403-0700	<b>0502-0001</b>	Construction Budget
0403-0800	<b>0502-0001</b>	Construction Budget

Original MSBA Cost Category	Updated MSBA Cost Category (category changes in BOLD)	Name of Updated MSBA Cost Category
0403-0900	<b>0502-0001</b>	Construction Budget
0403-1000	<b>0502-0001</b>	Construction Budget
0403-1100	<b>0502-0001</b>	Construction Budget
0403-1200	<b>0502-0001</b>	Construction Budget
0403-1300	<b>0502-0001</b>	Construction Budget
0403-1400	<b>0502-0001</b>	Construction Budget
0403-1500	<b>0502-0001</b>	Construction Budget
0403-1600	<b>0502-0001</b>	Construction Budget
0403-1700	<b>0502-0001</b>	Construction Budget
0403-1800	<b>0502-0001</b>	Construction Budget
0403-9900	<b>0502-0001</b>	Construction Budget
0404-0000	N/A	
0404-0100	<b>0508-0000</b>	Change Orders
0404-0200	<b>0508-0000</b>	Change Orders
0404-0300	<b>0508-0000</b>	Change Orders
0404-0400	<b>0508-0000</b>	Change Orders
0404-0500	<b>0508-0000</b>	Change Orders
0404-0600	<b>0508-0000</b>	Change Orders
0404-0700	<b>0508-0000</b>	Change Orders
0404-0800	<b>0508-0000</b>	Change Orders
0404-0900	<b>0508-0000</b>	Change Orders
0404-1000	<b>0508-0000</b>	Change Orders
0404-1100	<b>0508-0000</b>	Change Orders
0404-1200	<b>0508-0000</b>	Change Orders
0404-1300	<b>0508-0000</b>	Change Orders
0404-1400	<b>0508-0000</b>	Change Orders
0404-1500	<b>0508-0000</b>	Change Orders
0404-1600	<b>0508-0000</b>	Change Orders
0404-1700	<b>0508-0000</b>	Change Orders
0404-1800	<b>0508-0000</b>	Change Orders
0500-0000	N/A	Construction Contract
0501-0000	0501-0000	Pre-Construction Services
0502-0000	N/A	Construction
---	0502-0001	Construction Budget
---	0502-0010	GMP - Fee
---	0502-0020	GMP - Insurance
---	0502-0030	GMP - Contingency
0502-0100	0502-0100	Division 1 - General Requirements
0502-0200	0502-0200	Division 2 - Existing Conditions

Original MSBA Cost Category	Updated MSBA Cost Category (category changes in BOLD)	Name of Updated MSBA Cost Category
0502-0300	0502-0300	Division 3 - Concrete
0502-0400	0502-0400	Division 4 - Masonry
0502-0500	0502-0500	Division 5 - Metals
0502-0600	0502-0600	Division 6 - Woods, Plastics and Composites
0502-0700	0502-0700	Division 7 - Thermal and Moisture Protection
0502-0800	0502-0800	Division 8 - Openings
0502-0900	0502-0900	Division 9 - Finishes
0502-1000	0502-1000	Division 10 - Specialties
0502-1100	0502-1100	Division 11 - Equipment
0502-1200	0502-1200	Division 12 - Furnishings
0502-1300	0502-1300	Division 13 - Special Construction
0502-1400	0502-1400	Division 14 - Conveying Systems
0502-2100	0502-2100	Division 21 - Fire Suppression
0502-2200	0502-2200	Division 22 - Plumbing
0502-2300	0502-2300	Division 23 - HVAC
---	0502-2500	Division 25 - Integrated Automation
0502-2600	0502-2600	Division 26 - Electrical
0502-2700	0502-2700	Division 27 - Communications
0502-2800	0502-2800	Division 28 - Electronic Safety and Security
0502-3100	0502-3100	Division 31 - Earthwork
0502-3200	0502-3200	Division 32 - Exterior Improvements
0502-3300	0502-3300	Division 33 - Utilities
---	0502-9900	Retainage to Contractor
0503-0000	<b>0502-0010</b>	GMP - Fee
0504-0000	<b>0502-0010</b>	GMP - Fee
0505-0000	N/A	
0505-0100	<b>0507-0000</b>	Construction Contingency
0505-0200	<b>0502-0001</b>	Construction Budget
---	0506-0000	Alternates
---	0507-0000	Construction Contingency
---	0508-0000	Change Orders
0600-0000	N/A	Miscellaneous Project Costs
0601-0000	0601-0000	Utility Company Fees
0602-0000	0602-0000	Testing Services
0603-0000	0603-0000	Swing-Space/Modulars
0699-0000	0699-0000	Other Project Costs
0700-0000	N/A	Furnishing & Equipment
0701-0000	0701-0000	Furnishings
0702-0000	0702-0000	Equipment
0703-0000	N/A	Computer Equipment
0703-0100	N/A	

Original MSBA Cost Category	Updated MSBA Cost Category (category changes in BOLD)	Name of Updated MSBA Cost Category
0703-0101	<b>0703-0000</b>	Computer Equipment
0703-0102	<b>0703-0000</b>	Computer Equipment
0703-0200	N/A	
0703-0201	<b>0703-0000</b>	Computer Equipment
0703-0202	<b>0703-0000</b>	Computer Equipment
0799-0000	0799-0000	Other Furnishings & Equipment
0800-0000	N/A	Owner's Contingency
---	0801-0000	Owner's Contingency

## 10: Appendix D: Frequently Asked Questions

1. When can I begin submitting payment requests?

The MSBA typically does not accept payment requests before a signed FSA or PFA is in place.

2. How long does it typically take to fulfill a payment request?

The MSBA's goal is to process payment requests within 15 days of receipt of the hard copy, mailed version of the payment request.

3. How can I avoid delays in the processing of my payment request?

The MSBA recommends mailing your hard copy using Priority Mail or an overnight service.

4. When entering my budget (or an invoice) I get the following error: "Not a Valid Number."

All costs (invoice amounts and budget figures) should be entered as a number WITHOUT any comas, dots, dollar signs, or cents ("," "." "\$" or "0.00"). Round amounts down for decimals between \$0.01 and \$0.49, and roundup for \$0.50 through \$0.99.

5. I have logged into the system, but when I click on the code look-up (or elsewhere) the system asks me to log-in again (but will not let me log in).

You may have a "persistent" cookie or temporary file. It is important to clear cookies and temporary files from your computer from time to time. If using Internet Explorer go to: "Tools" then "Internet Options" and in the middle of the screen hit the delete button labeled "delete" under browsing history. Then hit the first three delete buttons (temporary files, cookies, and browsing history), close your browser and open it again.

Make sure your pop-up blocker is disabled. You may choose to disable the pop-up blocker only for the MSBA website. If using Internet Explorer go to: "Tools", "Pop-up Blocker" and then choose "Turn Off Pop-up Blocker". You can also go to Tools, then "Pop-up Blocker Settings" to manage the pop-up blocker settings.

Try accessing the ProPay system through [www.massschoolbuildings.org](http://www.massschoolbuildings.org) (and make sure pop-up blocker is disabled) and NOT through your favorites. You may have designated the ProPay system address (<http://systems.massschoolbuildings.org>) BEFORE changing your password, which may be creating this error. After you access ProPay through the MSBA's website you can again designate the welcome log-in screen as your favorite (if you so choose), but if you do this and later change your password, the error may recur.

6. I logged into the system but I don't see anything (just a white screen).

You are only accessing the MSBA server at this point (not the ProPay system). Click on the "Progress Payment System" link at the top left side of that screen (under the Systems title) in order to enter ProPay. The MSBA has other systems (which you may not have access to), which creates the need for this "extra" step.

7. I clicked on "Progress Payment System" but nothing happens and I don't know where to go.

Remember the three levels of the Pro-Pay system:

District Level

School Level

Project Level

Click on the name or MSBA ID (not the icons) in each of those levels to display that level information. Clicking on the icon (school or building icon) does not bring up that level's information. Keep in mind that you may need to expand the "plus" sign to display information under that level, or collapse (click the "minus" sign) if you wanted to hide that information. You will be spending most of your time in ProPay at the "project level" which is the third and lowest level. Refer to the ProPay user guide for more information about this, including screenshots.

8. I submitted my Request for Reimbursement and the system said: "...request for reimbursement submitted successfully, error occurred while sending notification..." Should I worry about this error? Has the request been successful?

The notification error may be due to the fact that someone designated to receive notification e-mails has an incorrect e-mail address registered with the MSBA. If you are a designated ProPay District Contact, you can double check at the district level as to whether your information is correct in the system. Please advise the MSBA if there are any corrections to be made (notably typos on an e-mail address). Please note that none of this will preclude the district from obtaining reimbursement from the MSBA.

9. I sent my System Access Request Form a few days ago, and did not get my access e-mail.

Your e-mail system may be filtering out automated e-mails. Please contact [Susan Irie](mailto:susanirie@massschoolbuildings.org) (susanirie@massschoolbuildings.org) for follow up e-mail on this.