



Pay Requests Quick Reference Guide

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Prepared for Dreambuild
Powered by Kahua

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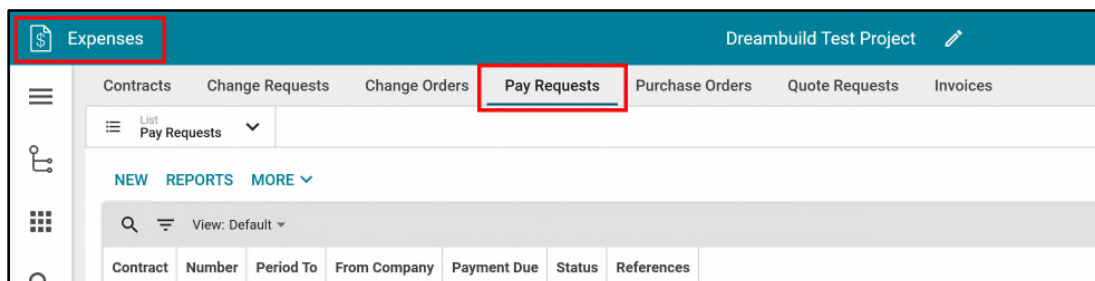
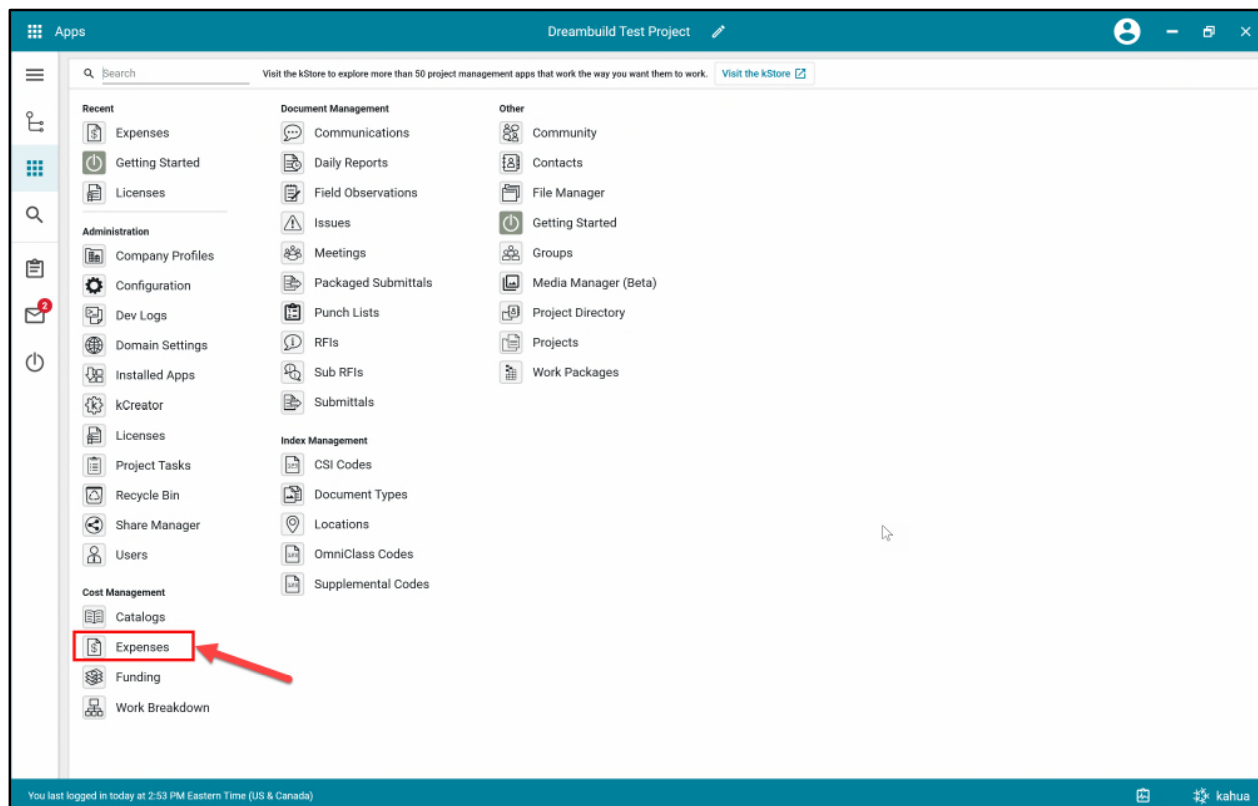
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PAY REQUESTS APPLICATION OVERVIEW

The Pay Requests application will allow Dream Vendors to create pay requests directly within Dreambuild and submit to the Dream Cost Coordinators for review. Once through the review process, the Pay Request will be routed through internal Dream approval. When Pay Requests are paid and confirmed the status will be updated within Dreambuild to Paid, and details of the payment will be visible by the Vendor. Pay Requests must always be tied to an existing commitment (such as a contract or change order.)

The Pay Requests application is in the Cost Management section, as a sub application of the Expenses application.



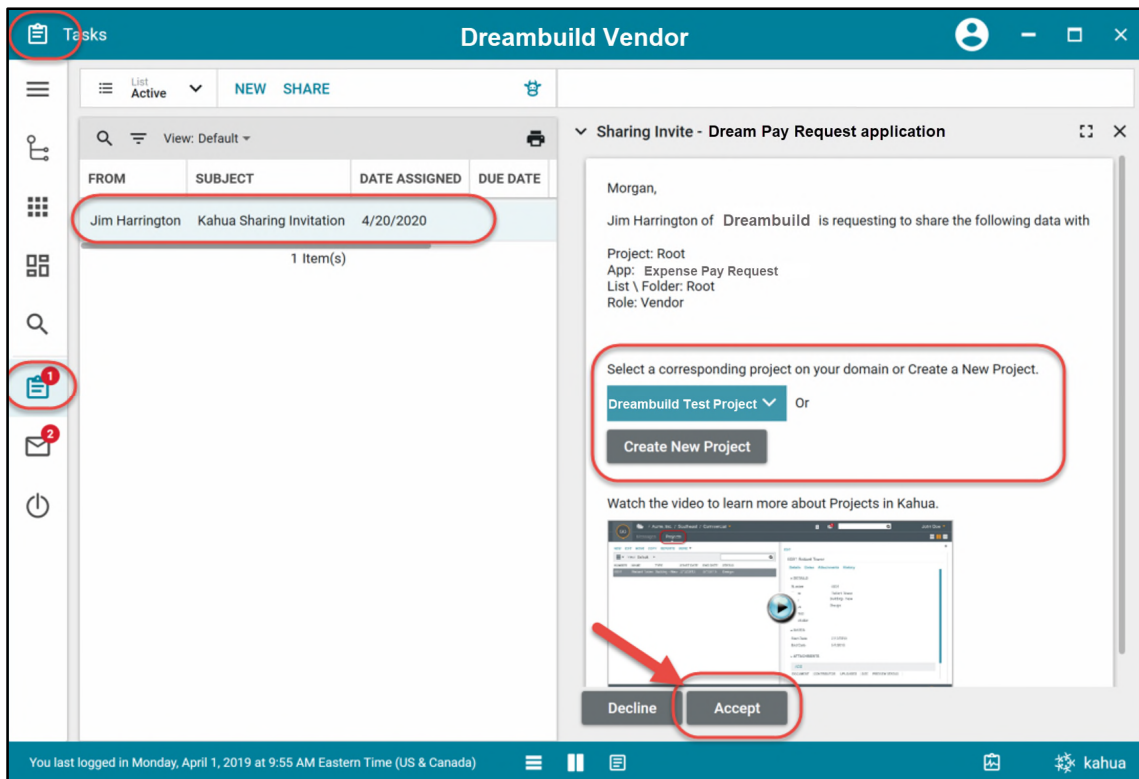
ACCEPTING SHARED PAY REQUESTS APPLICATION FROM DREAM AS AN EXTERNAL PARTY

To collaborate, Dream will share their Pay Requests application per project with their Vendors. These are the steps the Vendors will execute when accepting a share. For more detailed instructions please refer to the Vendor Onboarding video.

1. The Vendor will receive a sharing invitation in the Tasks application within the platform.
2. Click on the Tasks icon to load all tasks into the window.
3. Click on the **Kahua Sharing Invitation** task to open the Detail View of that task. A right detail pane will appear to display information around the share.

Note: The Vendor will need to review the information and determine whether they already have the specific project created in Dreambuild for this project or can decide to initiate a project directly from the task itself. When creating a new project, the recommendation is to keep the default project name.

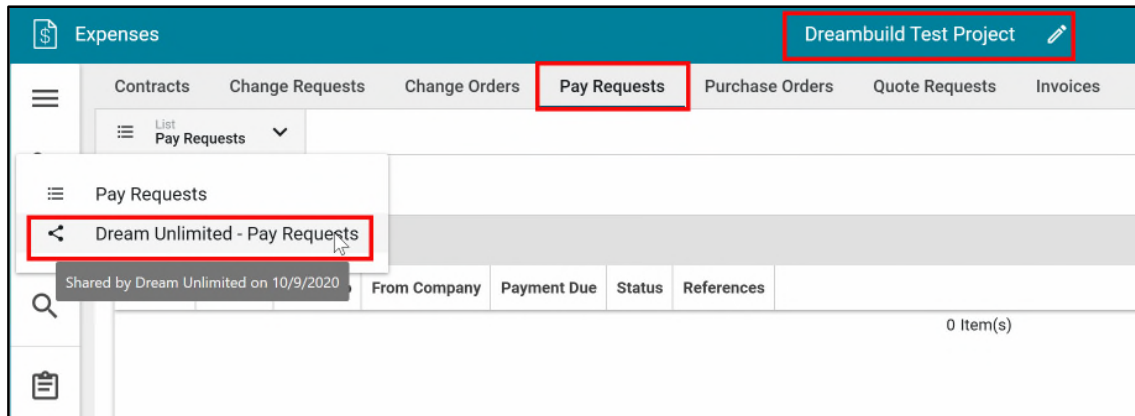
4. Within the task, use the teal navigation bar to navigate to the project that this share relates to, OR click on the **Create New Project** button. Indicate the project name in the window that appears or choose to leave the default project name that Dream uses. Verify the proper project name appears in the teal bar within the task. When complete, click **Accept** in the task window.



Once accepted, the Vendors must be sure to be in the correct project to be able to use the Dream Pay Request application. The project name will be at the top of their Kahua domain in the

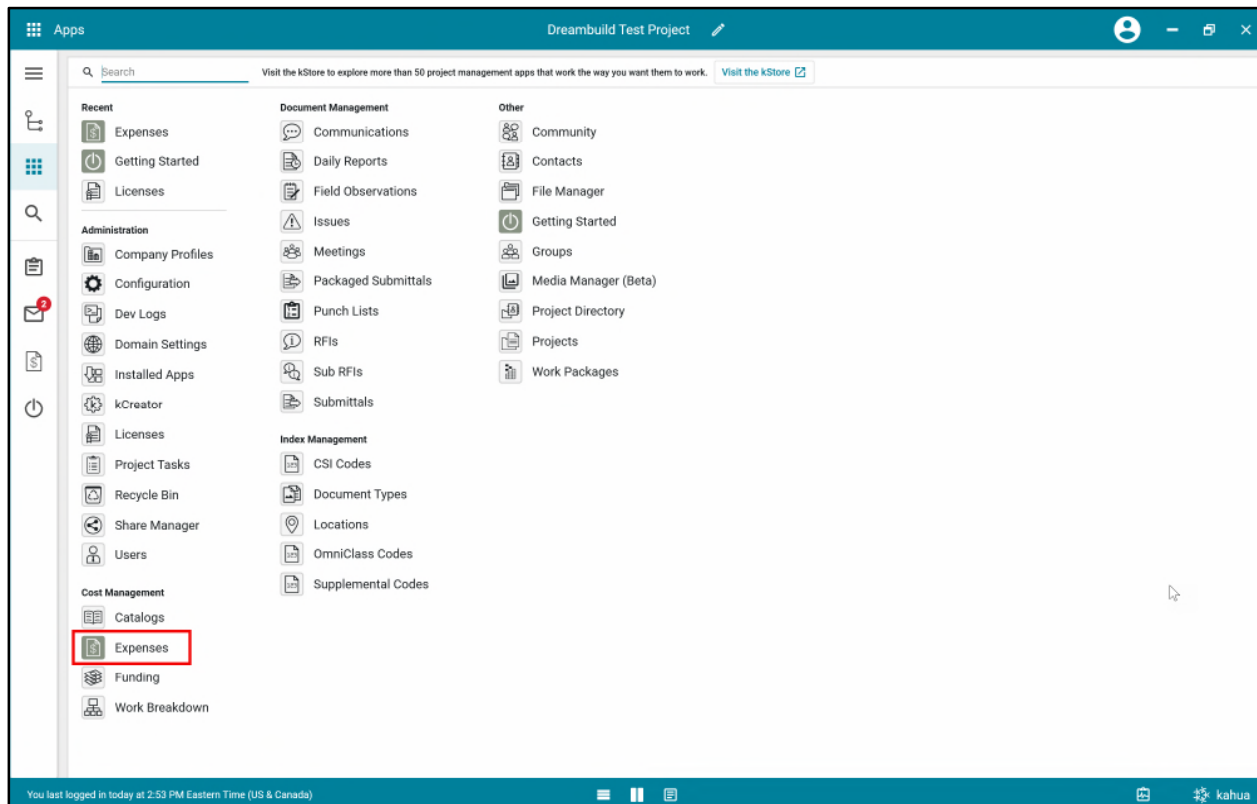
Navigation Bar. A likely cause of being unable to view a shared list of records is that the user is not in the proper project to which the share was accepted.

To view the Dream shared Pay Requests application which shows log of Pay Request records on the project, the user must open the application that was shared, and then toggle in the upper left corner to the correct shared project link using the drop-down toggle underneath the app bar.



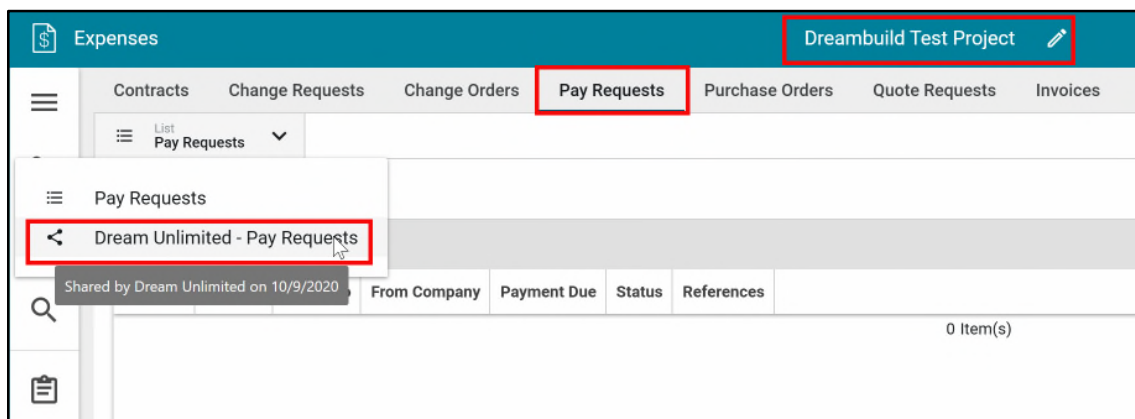
CREATING A PAY REQUESTS

Pay requests and invoices can be found under Cost Management in the Expenses App.



TO CREATE A PAY REQUEST:

1. Navigate to the Pay Requests application and toggle to the Pay Request application shared by Dream.



2. Select **NEW**. The Detail pane displays the record to create the pay request.

The screenshot shows the 'New Pay Request' window in the Dreambuild system. The window has a search bar at the top with the text 'Dream Unlimited - Pay Requests' and a 'NEW' button. Below the search bar is a dropdown menu for 'Contract'. The dropdown is open, showing a list of contracts. The first contract is '0001 - Dreambuild Vendor - Dreambuild Test Contract', which is highlighted by a red box. At the bottom of the window is a 'Next' button.

3. In the window, select the appropriate contract from the drop-down list, then select **Next**. Vendors should select the contract that has the name of their company viewable. The contracts will be created by Dream in the Dream domain.
4. If there are approved Change Orders for the project that have been worked on during the pay period, Users can select the Change Orders that are included on this Pay Request then select **Next**.

The screenshot shows the 'Select Change Orders' window in the Dreambuild system. The window has a search bar at the top with the text 'Dream Unlimited - Pay Requests' and a 'NEW' button. Below the search bar is a dropdown menu for 'Contract'. The dropdown is open, showing a list of contracts. The first contract is '0001 - Dreambuild Vendor', which is highlighted by a red box. Below the dropdown is a table with the following columns: NO, DESC, DATE EXECUTED, STATUS, and TOTAL. The table contains one row: '0001 Dreambuild Vendor Change Order' with a status of 'Approved' and a total of '\$7,500.00'. The row is highlighted by a red box. At the bottom of the window is a 'Next' button.

NO	DESC	DATE EXECUTED	STATUS	TOTAL
0001	Dreambuild Vendor Change Order		Approved	\$7,500.00

Note that a Change Order without an approved status will be displayed but not selectable.

5. Fill out the **DETAILS** section. The **DETAILS** section has pre-populated fields. The information in these fields have been taken from the contract record.

Contract – View only field displaying the contract label.

Invoice Number – The Invoice number, sequential default, update as required.

Period From/to – Date fields. Select the dates of when the work being invoiced occurred.

Notes – Free text box to provide any additional notes or description related to this pay request.

Pay Request Approver – This field will be the internal Dream user approving the Pay Request.

Foreign Denomination – This dropdown field will track whether foreign exchange rates will be required. For invoices in CAD, choose “No”, for invoices in any other currency choose “Yes”.

Parties – These fields will be copied over from the Contract.

Invoice Date – This is the date in which the Pay Request/Invoice is being submitted.

Payment Items – These details will be updated automatically from Dream once payment is made.

Work Retainage Rate – Editable field. This field will be auto populated based on the rate entered on the contract record. Vendors should request permission to edit field prior to making any modifications to the rate.

The screenshot displays the 'Pay Request' form within the Dreambuild application. The interface features a top navigation bar with tabs for 'Contracts', 'Change Requests', 'Change Orders', 'Pay Requests' (selected), 'Purchase Orders', 'Quote Requests', and 'Invoices'. A left sidebar contains icons for various functions. The main form area is titled 'Pay Request' and includes a 'Total Save To Calculate...' field. The form is divided into two main sections: 'DETAILS' and 'PARTIES'. The 'DETAILS' section contains fields for 'Contract' (0001 - Dreambuild Vendor), 'Invoice Number' (0001), 'Period From', 'Period To', 'Notes' (with a 'Field is required.' error), 'Pay Request Approver 1' (with a 'Field is required.' error), and 'Foreign Denomination' (with a 'Field is required.' error). The 'PARTIES' section includes 'To Company' (Dream Unlimited) and 'To Company Id' (Primary Office). A 'Save / Close' button is located at the bottom of the form. A status bar at the very bottom indicates the user's login time and location: 'You last logged in today at 2:53 PM Eastern Time (US & Canada)'.

The screenshot shows the 'Pay Request' form in the 'Expenses' section of the 'Dreambuild Test Project'. The 'DATES & WORKFLOW' section is expanded, showing fields for 'Workflow Status', 'Assigned To', 'Hold Reason', 'Void', 'Sent for Review', 'Reviewed', 'Sent for Signature', 'Approved', and 'Invoice Date'. The 'Invoice Date' field has a red error message: 'Field is required.' The 'PAYMENT' section is collapsed. The 'SECTIONS' sidebar on the right lists: DETAILS, PARTIES, DATES & WORKFLOW, PAYMENT, SUMMARY, ITEMS, SIGNATURES, COMMENTS, and REFERENCES. The bottom status bar indicates 'You last logged in today at 2:53 PM Eastern Time (US & Canada)' and the user 'kahua'.

The screenshot shows the 'Pay Request' form with the 'SUMMARY' section expanded. It displays a table with 9 rows of summary data. The 'PAYMENT' section is collapsed. The 'SECTIONS' sidebar on the right lists: DETAILS, PARTIES, DATES & WORKFLOW, PAYMENT, SUMMARY, ITEMS, SIGNATURES, COMMENTS, and REFERENCES. The bottom status bar indicates 'You last logged in today at 2:53 PM Eastern Time (US & Canada)' and the user 'kahua'.

1	ORIGINAL CONTRACT SUM	\$273,000.00
2	NET CHANGE by Change Orders	\$7,500.00
3	CONTRACT SUM TO DATE (Line 1+/-2)	\$280,500.00
4	TOTAL COMPLETED & STORED TO DATE (Column G of Continuation Sheet)	Save To Calculate...
5	RETAINAGE (Column I of Continuation Sheet)	Save To Calculate...
6	TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5)	Save To Calculate...
7	LESS Previous Certificate for Payment	Save To Calculate...
8	CURRENT PAYMENT DUE	Save To Calculate...
9	BALANCE TO FINISH Including Retainage (Line 3 less Line 6)	

6. View the **SUMMARY** section

SUMMARY		
1 ORIGINAL CONTRACT SUM		\$112,700.00
2 NET CHANGE by Change Orders		\$0.00
3 CONTRACT SUM TO DATE (Line 1+/-2)		\$112,700.00
4 TOTAL COMPLETED & STORED TO DATE	Save To Calculate...	
5 RETAINAGE	Save To Calculate...	
6 TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5)	Save To Calculate...	
7 LESS Previous Certificate for Payment	Save To Calculate...	
8 CURRENT PAYMENT DUE	Save To Calculate...	
9 BALANCE TO FINISH Including Retainage (Line 3 less Line 6)		

This is a View only section indicating related project information. Upon saving, currency amounts will be displayed where “Save to Calculate” is written.

7. Fill out the ITEMS section


In the Items Grid (below), the Vendor will fill in Work Completed this Period or Material Presently Stored. The Vendor must also upload a copy of the Invoice in the references and any other necessary documentation. Save and Submit buttons will be shown at the bottom of the page.

The ITEMS section will show the schedule of work activities and related values related to the contract. It includes the additional Change Orders if any have been attached to the Pay Request.

The Change Order will appear in the last lines and display the Change Order number as showing in the following screenshot:

The screenshot shows the 'Pay Request' form in the Dreambuild system. The 'ITEMS' section is expanded, showing a table with the following columns: ITEM NUMBER, DESCRIPTION, SCHEDULED VALUE, PREVIOUS WORK COMPLETED, WORK COMPLETED THIS PERIOD, MATERIALS PRESENTLY STORED, and TOTAL. The table contains six rows of items, with the last row being a 'Dreambuild Vendor Change Order'. A red box highlights the 'WORK COMPLETED THIS PERIOD' column header, and another red box highlights the 'Dreambuild Vendor Change Order' row. A red arrow points to the 'Dreambuild Vendor Change Order' row with the text 'Change Order summary line'.

ITEM NUMBER	DESCRIPTION	SCHEDULED VALUE	PREVIOUS WORK COMPLETED	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED	TOTAL
0001	Waste Management	\$50,000.00	\$0.00	\$	\$	
0002	Electrical	\$60,000.00	\$0.00	\$	\$	
0003	Interior Design	\$70,000.00	\$0.00	\$	\$	
0004	Planning	\$80,000.00	\$0.00	\$	\$	
0005	ITC GST (5%)	\$13,000.00	\$0.00	\$	\$	
0006	Dreambuild Vendor Change Order	\$7,500.00	\$0.00	\$	\$	

To see and enter the detail of the Change Order values being invoiced, select the  icon to the left of the item.

WORK COMPLETED THIS PERIOD – Editable numeric field, the user must enter in dollar values the work completed this period for each line item the VENDOR has performed work.

TOTAL COMPLETED & STORED TO DATE – Calculated field and View only. It displays the sum of the WORK COMPLETED THIS PERIOD amount + the MATERIALS PRESENTLY STORED amount.

% TO DATE column – Auto-calculated column and View only. The column displays the percentage of the invoiced dollar amount(s) entered in the WORK COMPLETED THIS PERIOD column.

BALANCE TO FINISH column – Auto-calculated column. The column displays the remaining dollar balance to finish amount.

TOTAL RETAINAGE column – Auto Calculated column. The column displays the amount retained on the amount(s) entered in the WORK COMPLETED THIS PERIOD column if applicable.

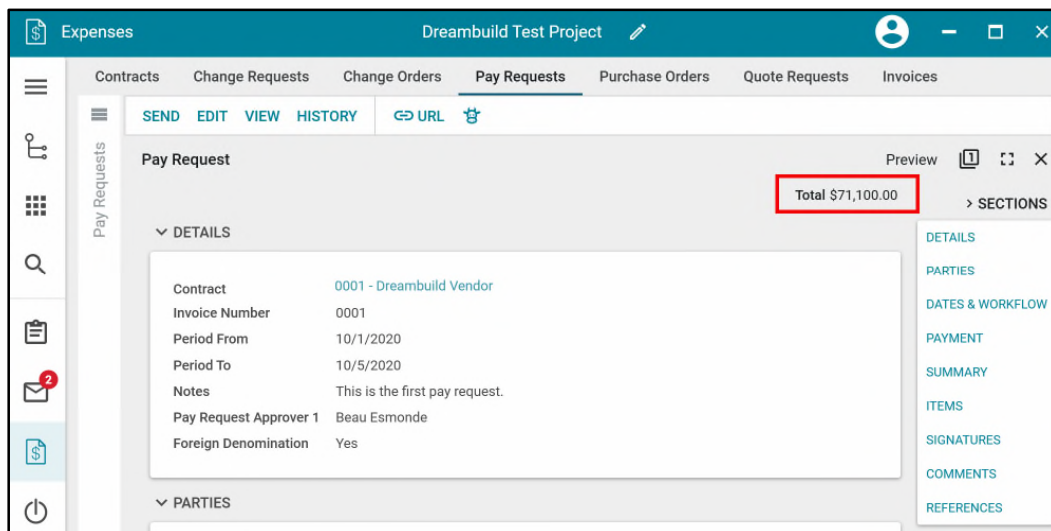
8. Add attachments in the **REFERENCES** section

The user will add backup documents from their local computer to the Pay Request by selecting “UPLOAD”.



Once the Pay Request is fully filled out, select **Save** to save the record and display the currency amount where “Save to Calculate” was written.

Upon saving, notice that the top of the page displays the total Pay Request amount:

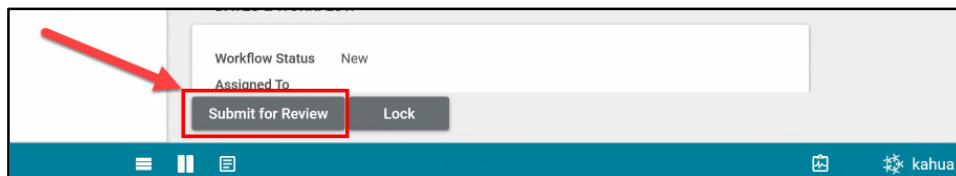


And the **SUMMARY** section as well:

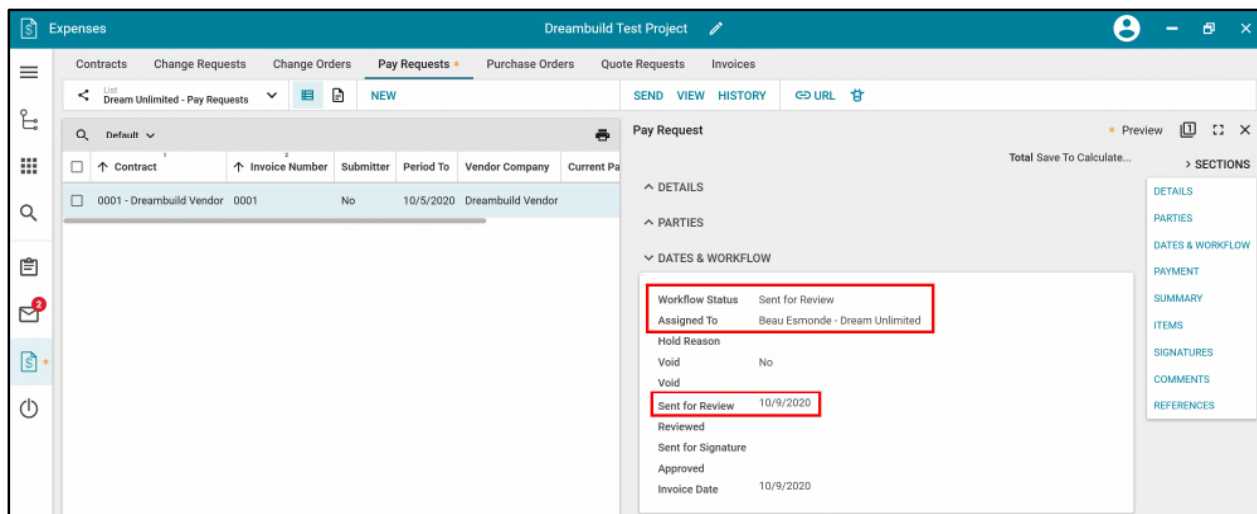
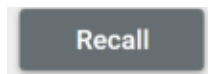
SUMMARY	
1 ORIGINAL CONTRACT SUM	\$112,700.00
2 NET CHANGE by Change Orders	\$0.00
3 CONTRACT SUM TO DATE (Line 1+/-2)	\$112,700.00
4 TOTAL COMPLETED & STORED TO DATE	\$30,550.00
5 RETAINAGE	\$3,055.00
6 TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5)	\$27,495.00
7 LESS Previous Certificate for Payment	\$0.00
8 CURRENT PAYMENT DUE	\$27,495.00
9 BALANCE TO FINISH Including Retainage (Line 3 less Line 6)	\$85,205.00

SUBMIT TO DREAM FOR REVIEW AND APPROVAL

The Pay Request can now be submitted to Dream for review. Select the **Submit for Review**. This will send to the Cost Coordinator for review before being submitted into the Dream approval workflow.



The submitting Vendor has the option to recall the Pay Request by selecting the **Recall** button if something needs to be changed in the record. When it is recalled, it removes any outstanding tasks for any approvers, the record is returned to an editable state.



This marks the completion of a Vendor creating a new pay request/invoice record and submitting to Dream for review and approval.