

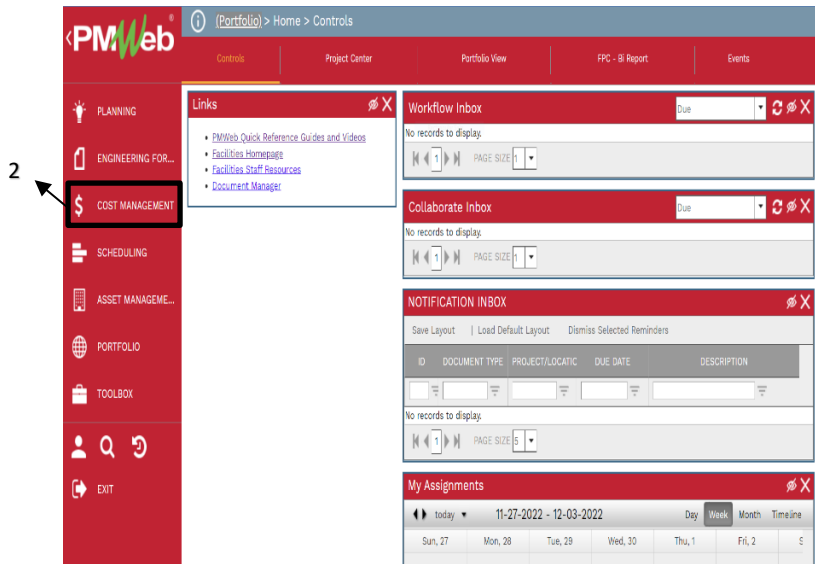
## Commitment Changes (CCEAs-AEAs)

**Overview:** This guide provides how a UHS PM processes Construction Contingency Expenditure Authorization (CCEA) and Allowance Expenditure Authorizations (AEAs). CCEAs and AEAs are budget neutral and therefore the records must net zero.

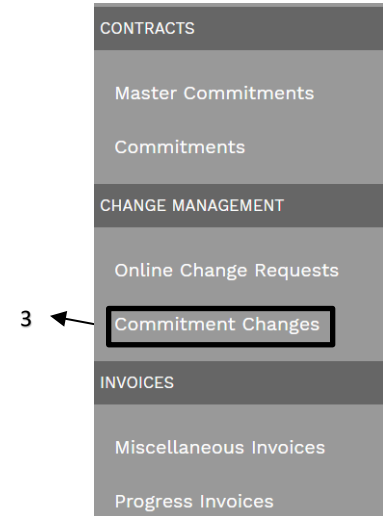
**Reference:** UGC and contract sections regarding changes

1- Prior to submitting Commitment Change Orders, all vendor proposed Online Change Requests to be included must be validated and marked 'To UH Management Review).

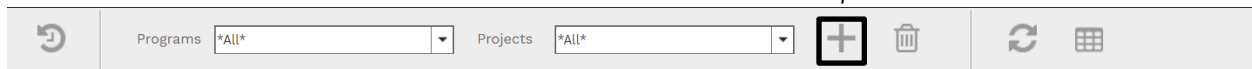
2- Click on **Cost Management**



3- Click on **Commitment changes** under Change Management



1 ← 4- Click on the + **Add Button**.



Project*	5	Reason Code	13
Commitment*	6	Date of Issuance	15
Company	7	Effective Date	
Record #*	9	Days	0
Description	10	RECAP	
Post As	Revised Scope 11		
Status / Revision	Draft 0		
Change Request	12		
Category	14		

	COSTS	DAYS
Original Commitment A...	\$0.00	0
Prior Approved Changes	\$0.00	0
Prior Revised Contract	\$0.00	0
Total of This Change	\$0.00	0
Contract to This Change	\$0.00	0

USER DEFINED FIELDS

K Number

- 5- Project Field** – Select the project from the drop down.
- 6- Commitment field** – On the Commitment drop down menu, select the contract for the company.
- 7- Company Field** – Auto Populates from Commitment
- 8- Type Field**- Auto populates.
- 9- Record field** – Enter the type and sequential number of changes – i.e. CCEA1, AEA2.

- 10- Description Field** – Enter a summary of the OCRs to be included within the scope to help with tracking, i.e. Includes PCCEA5, PCCEA7 and PCCEA8.
- 11- Post As field**- Leave as 'Revised Scope'
- 12- Change Request field**- Leave Blank
- 13- Reason Code field**- Select Not Applicable from the drop down menu.
- 14- Category field**- From the drop-down menu, select CCEA or AEA.
- 15- Date of Issuance**- Leave blank
- 16- Effective Date field**- Leave blank.
- 17- Days field**- Leave blank.

18- From the top bar, click on the **Save** icon.



19- **Recap tab** will populate.

**20-** Click on **Link Change Request(s)** at the bottom tab.

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

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Edit + Add Add Items Link CE **Link Change Request(s)** Delete Refresh Export To Excel Paste From Excel

LINE #	ATTACHMEN	CHANGE REQUEST ID	DESCRIPTION	COST CODE	DAYS	AMOUNT REQUESTED	AMOUNT APPROVED	FUNDING

No records to display.

**21-** From the pop-up menu select The Change Requests.

SELECT	STATUS	OCR #	DESCRIPTION	REQUESTED DATE	NEEDED BY	REASON
<input type="checkbox"/>	Approved	PC08	PC08 Described	04-08-2022		
<input type="checkbox"/>	Approved	PCC020	Testing CCO work flow	09-02-2022		
<input type="checkbox"/>	Submitted	PC030	Owner requested to add a patio	09-06-2022		
<input type="checkbox"/>	Approved	PC031	Testing with Joe - round 2	09-07-2022		

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**22-** Click on the **Save** button.



**23-** Review Everything.

**24-** To edit data, select the appropriate line (Use shift to select multiple lines) and click the Edit button in the grey bar

LINE #	ATTACHMEN	CHANGE REQUEST ID	DESCRIPTION	COST CODE	DAYS	AMOUNT REQUESTED	AMOUNT APPROVED	FUNDING
1	(0)	PC08 - PC08_Des	PC08 Scope of Work	03-00-000000 - Construction C	4.00	\$17,888.00	\$17,888.00	\$0.00
2	(0)	PCC020 - Testing_	Adding 5 new windows	03-00-000000 - Construction C	0.00	\$7,525.00	\$7,525.00	\$0.00

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**25-** To add additional data lines, click on the **+Add** button in the lower tab.



25

- 26- Enter a description under the **Description** column.
- 27- Enter the **Cost Code** column.
- 28- Enter **Amount Requested**; **Amount Approved** will auto populate.
- 29- **Important: For CCEAs and AEAs, the change must result in a net zero.**
- 30- Click **Update Records** in grey bar
- 31- After all lines have been entered, use the **Funding** Column to assign funds from Project Cost Centers.

DESCRIPTION	COST CODE	DAYS	AMOUNT REQUESTED	AMOUNT APPROVED	FUNDING	NOTES
PCO8 Scope of Work	03-00-000000 - Constructi	4.00	\$17,888.00	\$17,888.00	\$0.00	Includes 4 days
Adding 5 new windows	03-00-000000 - Constructi	0.00	\$7,525.00	\$7,525.00	\$0.00	

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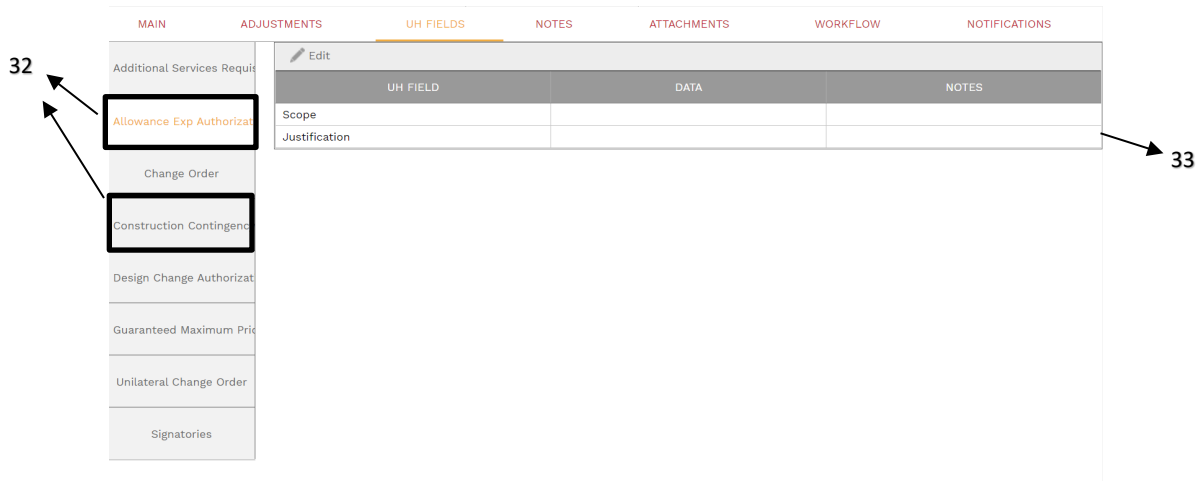
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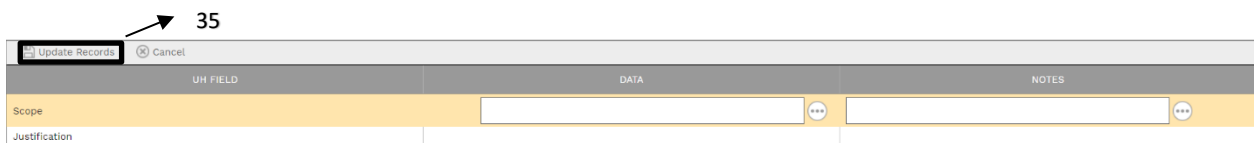
**32-** Under the **'UH Fields'** tab, select the **'Allowance Exp Authorization'** or the **'Construction Contingency Exp Authorization'** tab as appropriate.

**33-** Enter the **Scope** and **Justification** by double clicking the row and entering information in the **Data** column

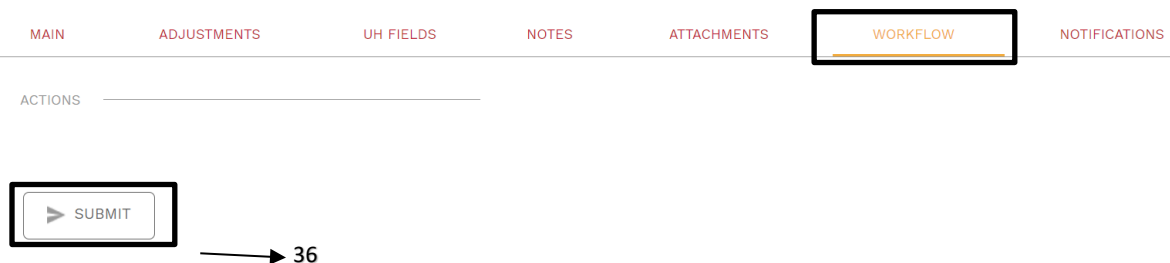


**34-** Enter other data within the appropriate fields.

**35-** Click on the **Update Records** Button

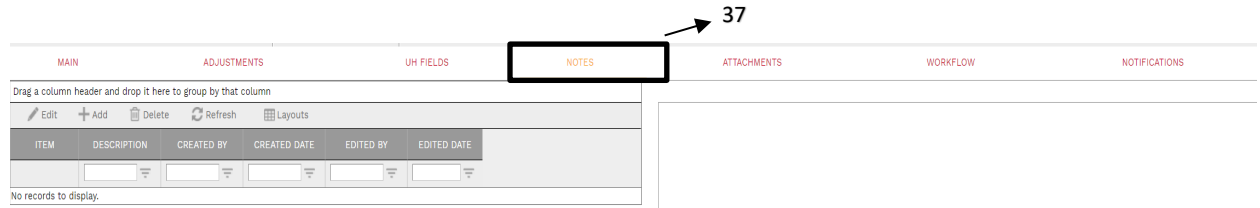


**36-** Under the **'Workflow'** tab at the bottom, click on **Submit** button.





**37-** If desired, type any comments in the **Notes Field**.



The screenshot shows a software interface with a navigation menu at the top containing tabs for MAIN, ADJUSTMENTS, UH FIELDS, NOTES, ATTACHMENTS, WORKFLOW, and NOTIFICATIONS. The 'NOTES' tab is highlighted with a black box, and an arrow labeled '37' points to it. Below the menu is a table with a toolbar containing 'Edit', '+ Add', 'Delete', 'Refresh', and 'Layouts' buttons. The table has columns for ITEM, DESCRIPTION, CREATED BY, CREATED DATE, EDITED BY, and EDITED DATE. Below the table, it says 'No records to display.'

**38-** Click on the **Save** button in the Action box.

**39-** Process Complete.