

Commitment Changes (CCEAs-AEAs)

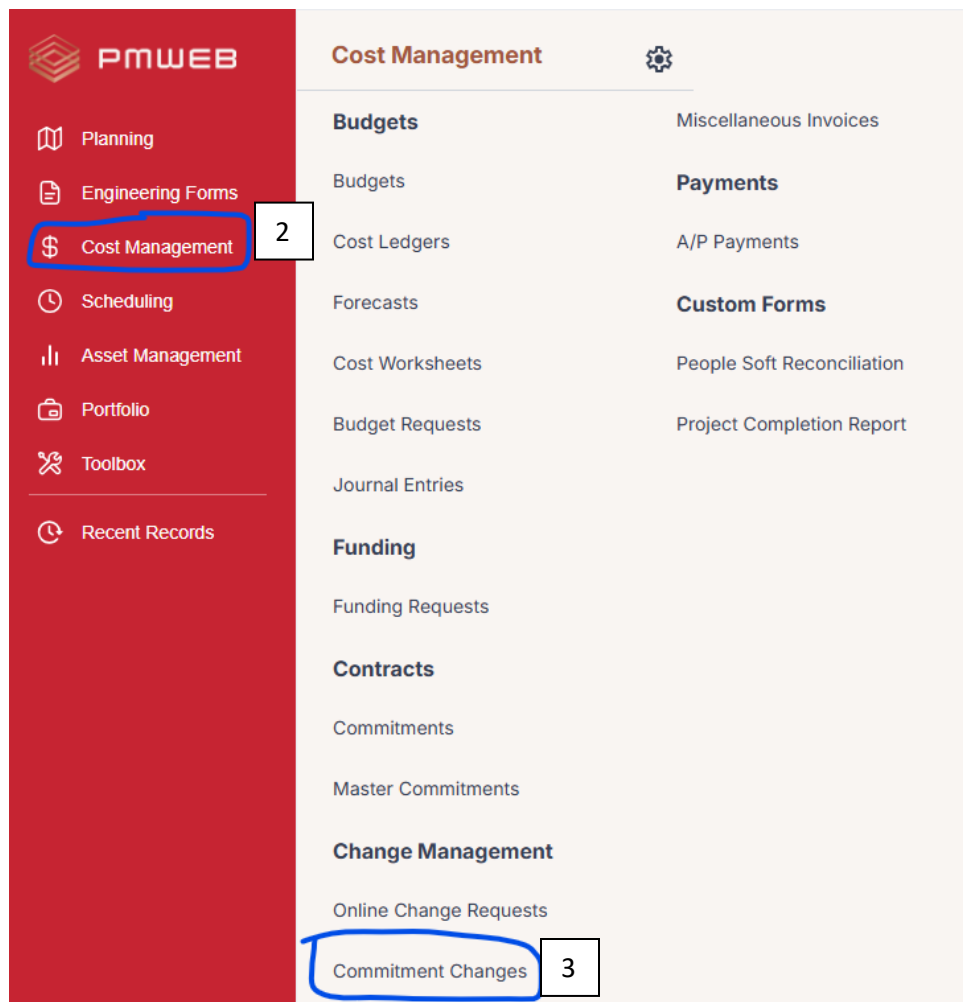
Overview: This guide provides how a UHS PM processes Construction Contingency Expenditure Authorization (CCEA) and Allowance Expenditure Authorizations (AEAs). CCEAs and AEAs are budget neutral and therefore the records must net zero. **Note, this training is only for Commitment Changes that are CCEAs or AEAs only.**

Reference: UGC and contract sections regarding change

1 - Prior to submitting Commitment Changes, all vendor proposed 'Online Change Requests (OCRs)' to be included in the Commitment Change must be validated and marked status as 'To UH Management Review' (Step 5 of 5 in the OCR workflow). If migrating previously approved CCEAs or AEAs, ignore this step.

2 - Click on **Cost Management** on the left of the main PMWeb navigation bar

3- Click on **Commitment Changes**.



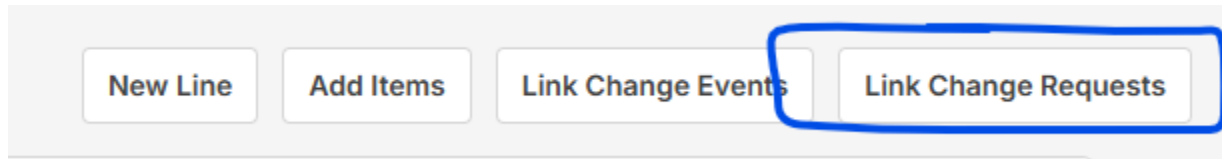
4- Select **New Record** on right side of the page



- 5- **Project Field** – Select the project from the drop down. You can start typing the project name or number to narrow the field.
- 6- **Commitment Field** – On the Commitment drop down menu, select the contract commitment for the company.
- 7- **Company Field** – Auto Populates when Commitment is selected.
- 8- **Record #** - Enter type and sequential number as applicable. I.e. CCEA-01, CCEA-02, AEA-01, AEA-02, etc.
- 9- **Description Field** – Enter a summary of the OCRs to be included within the scope of this commitment change or enter brief description. I.e. 'Includes CCEA-01, 03, and 05 or 'Includes OCR 1 through 6.' If migrating previously approved CCEAs or AEAs, include 'Migration' as the first text in the description.
- 10- **Category Field** – From the drop-down menu, select Construction Contingency Expenditure Authorization or Allowance Expenditure Authorization
- 11- Leave all other fields blank.
- 12- Click **Save**

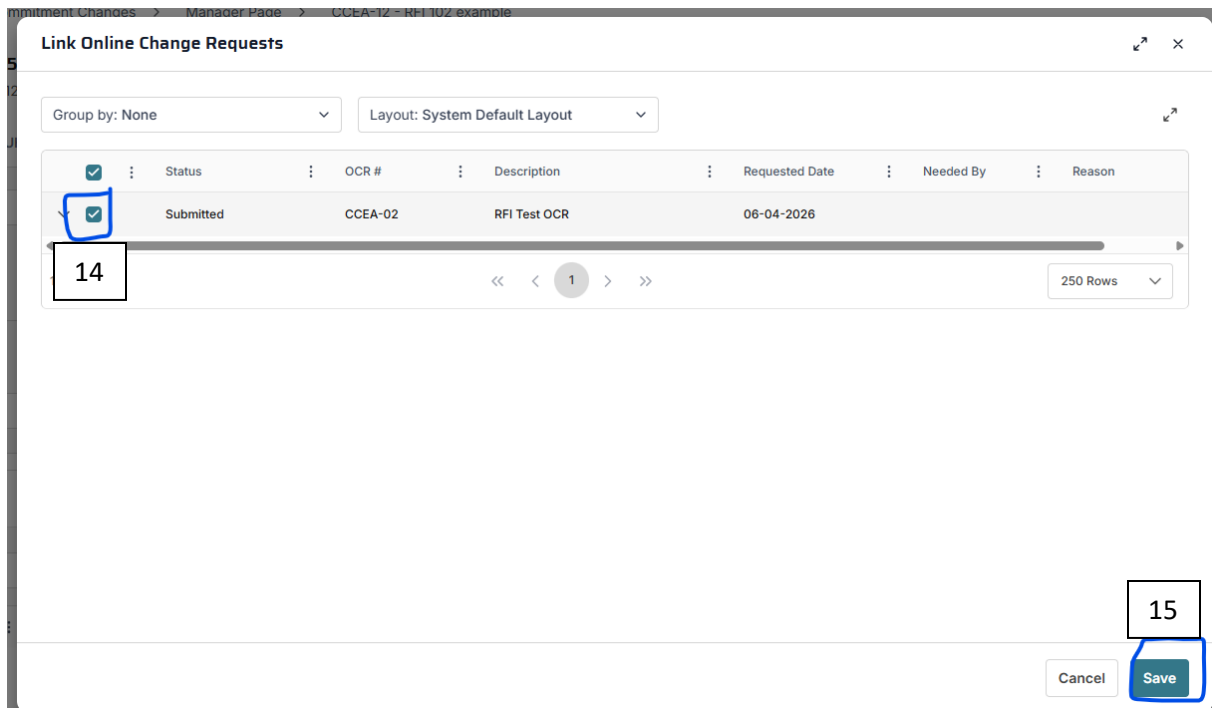
The screenshot shows a web form titled 'Commitment Changes (New)'. At the top right are 'Cancel' and 'Save' buttons, with a '12' callout pointing to the 'Save' button. Below the title is a 'Main' tab. The form is divided into 'Header Fields' and a main data entry section. A blue line connects callouts 5 through 10 to specific fields: 5 points to 'Project*', 6 to 'Commitment*', 7 to 'Company', 8 to 'Record #', 9 to 'Description', 10 to 'Category', and 11 points to the remaining fields ('Currency*', 'Post As', 'Submittal Type', 'Reason Code', 'Date of Issuance', 'Effective Date', 'Days', 'Workflow Status', 'Revision'). Callout 12 points to the 'Save' button. The form includes various input types: dropdowns for Project, Commitment, Currency, Post As, Submittal Type, Category, Reason Code, and Revision; text boxes for Record #, Description, Date of Issuance, Effective Date, and Days; and a checkbox for 'Use Units'.

- 13-** Scroll down to the Details section and click on Details to show the drop down. If linking one or more OCRs, click '**Link Change Requests**', and select all applicable OCRs. If you are migrating CCEAs or AEAs skip to step 16.

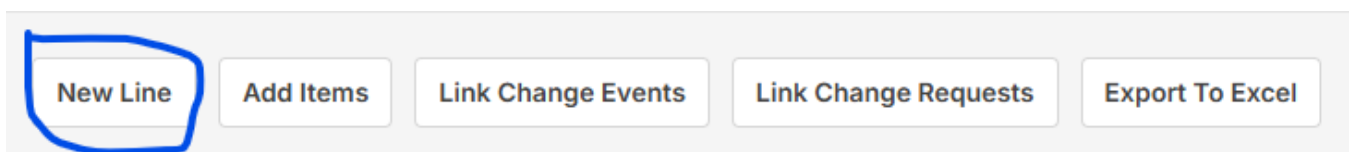


- 14** – A pop-up will appear. Select one or more OCRs as desired.

- 15** – Click **Save**. Jump to step 19.



- 16-** If you are migrating a previously approved CCEA or AEA, skip step 13-15. Click on '**New Line**'.



17 – Enter the appropriate **Cost Code**, **Amount Approved** and click **Save** for each line item. For CCEAs and AEAs, ensure submission is a net zero cost

Group by: None Layout: Commitment CO Details - ... Cancel **Save**

Line #	Attach...	Change ...	Description	Cost Code	Days	Amou...	Amou...	Funding	Notes
0	(0)		999999 - Constructi...	04-99-999999 ...	0.00		\$-10,000.	\$0.00	
1	(0)		000000 - Construction Costs	03-00-000000 - Constructi...	0	\$0.00	\$10,000.00	\$0.00	
					0	\$0.00	\$10,000.00	\$0.00	

18 – To edit data, select the appropriate line from the boxes on the right and click **Edit**. Modify as needed and click **Save**.

Group by: None Layout: Commitment CO Details - ... New Line Add Items Link Change Events Link Change Requests Delete **Edit**

Line #	Attach...	Change ...	Description	Cost Code	Days	Amou...	Amou...	Funding	Notes
1	(0)		000000 - Construction Costs	03-00-000000 - Constructi...	0	\$0.00	\$10,000.00	\$0.00	
2	(0)		999999 - Construction Conti...	04-99-999999 - Constructi...	0	\$0.00	\$-10,000.00	\$0.00	
					0	\$0.00	\$0.00	\$0.00	

19- Navigate to the UH Fields tab and select the 'Allowance Exp Authorization' or the 'Construction Contingency Exp Authorization' tab as appropriate.

Main Adjustments **UH Fields** Notes Attachments Notifications

- Additional Services Requisition
- Allowance Exp Authorization**
- Change Order
- Construction Contingency Exp Authorization**
- Design Change Authorization

20- Select Scope and Justification boxes on the left and click edit.

Allowance Exp Authorization

Change Order

Construction Contingency Exp Authorization

Edit

Spec	Data	Notes
☒ Scope		
☒ Justification		

1 - 2 of 2

250 Rows

21 – Enter appropriate Scope and Justification in the empty cells under the Data column and click Save.

Construction Contingency Exp Authorization

Cancel Save

Spec	Data	Notes
☒ Scope		
☒ Justification		

1 - 2 of 2

250 Rows

22 – If you want to attach anything, navigate to the 'Attachments' tab and drag and drop or upload any files through the prompts shown on the screen.

Main Adjustments UH Fields Notes Attachments Notifications

No attachments found

Select files... Drop files here to upload

Add From Document Manager

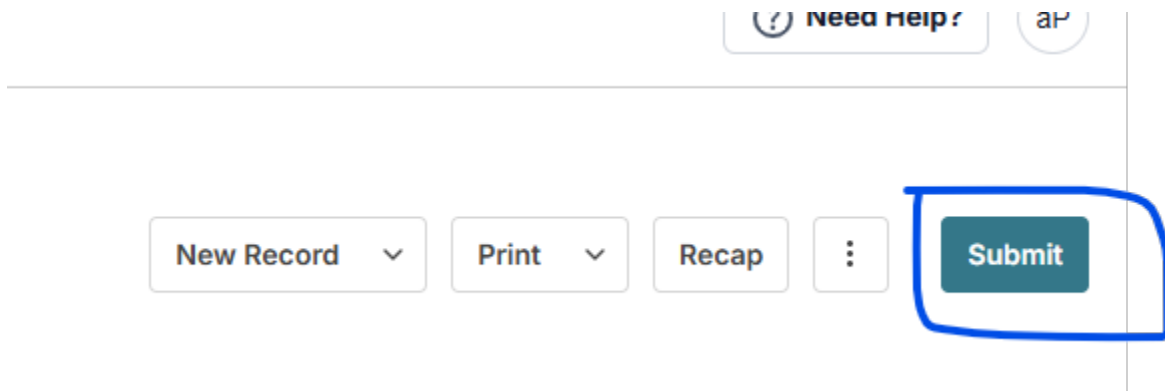
Link PMWEB Record

Link Project Email

Link Web URL

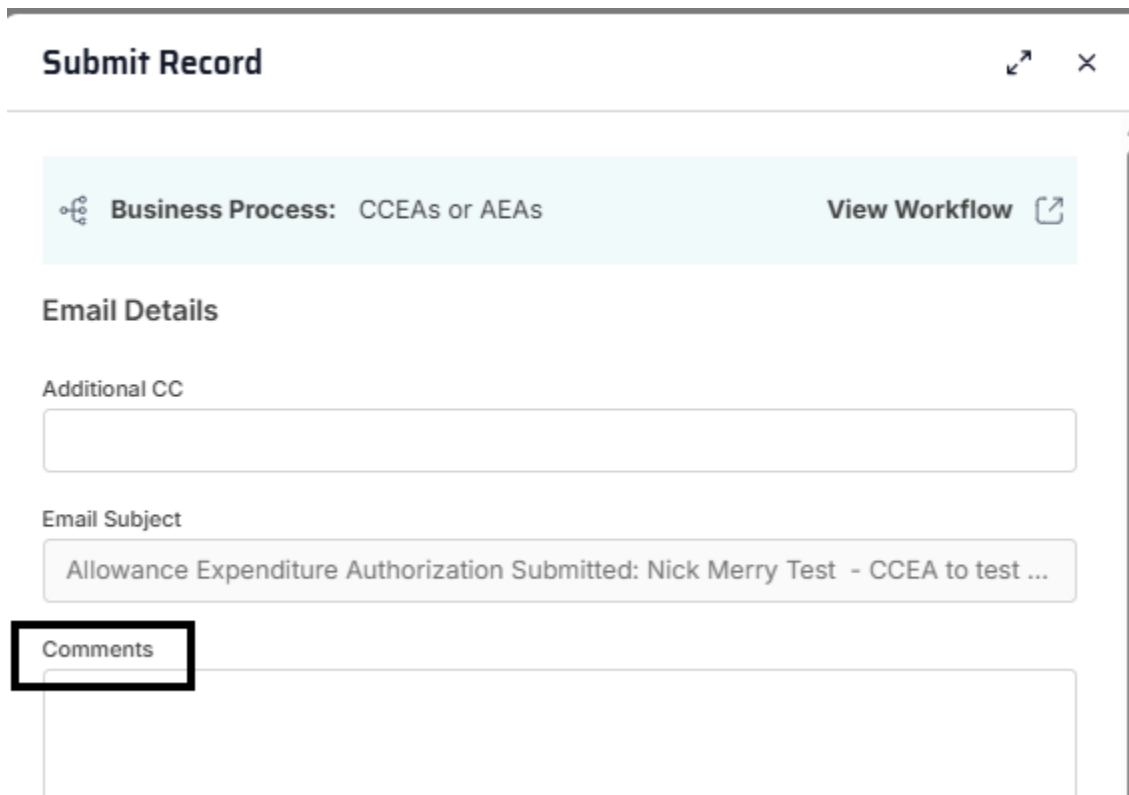
SharePoint

23 – After you are complete filling everything out and ready to submit. Click the Submit button on the top right side of the page.



This screenshot shows the top right corner of a web application. At the top, there is a 'Need help?' link with a question mark icon and a partially visible 'AP' button. Below these, a horizontal line separates the header from the main content area. In the main content area, there is a row of buttons: 'New Record' with a dropdown arrow, 'Print' with a dropdown arrow, 'Recap', a three-dot menu icon, and a teal 'Submit' button. The 'Submit' button is highlighted with a blue rounded rectangle.

24- Include any additional **Comments** you would like to enter and click **Next** button. **DO NOT add attachments here**



This screenshot shows a 'Submit Record' modal window. At the top, the title 'Submit Record' is on the left, and window controls (maximize, close) are on the right. Below the title bar, there is a light blue banner with a flowchart icon, the text 'Business Process: CCEAs or AEAs', and a 'View Workflow' link with an external link icon. Underneath the banner is the 'Email Details' section. It contains an 'Additional CC' text input field, an 'Email Subject' text input field with the text 'Allowance Expenditure Authorization Submitted: Nick Merry Test - CCEA to test ...', and a 'Comments' text input field. The 'Comments' label and its corresponding input field are highlighted with a black rectangle. A vertical scrollbar is visible on the right side of the modal.

25 – Click Submit.

The screenshot shows a web application window titled "Submit Record". At the top, there is a light blue header bar with the text "Business Process: CCEAs or AEAs" and a "View Workflow" link with an external link icon. Below this is an "Email Preview" section. The preview shows a dark grey email header with the "PMWEB" logo. The main body of the email is titled "Commitment Change - Action Required" and contains a table with the following information:

Why am I receiving this email?	A(n) Construction Contingency Expenditure Authorization fo requires your action.
Commitment Change Description:	RFI 102 example
Important Dates:	This request was submitted on 06-04-2026 and needs to be addressed by
Comments made by	

At the bottom of the window, there are three buttons: "Back", "Cancel", and "Submit". The "Submit" button is highlighted with a blue circle.

26 – Process Complete. Workflow will send Commitment Change to PPM then Director for approval. Once final approved, record will automatically approve and close. Revert back to OCR training document Step 22 to complete the OCR approval process. If this is a migration, record will automatically approve.