



State Aid Accounting System (SAAS)

DCP Payment Request Guide

Revised 3/16/2017

SAAS - DCP Payment Request Guide

Access the State Aid Accounting System (SAAS) by going to the [State Aid Finance Website](#).

The screenshot shows the home page of the State Aid Finance website. At the top, there is a header with the Minnesota Department of Transportation logo and the 511 logo. Below the header is a navigation bar with links for Home, Accounting Manual, Forms & Resolutions, Payment Request, Resources, SAAS Reports, Worksheet & Applications, and Contact Us. The main content area is divided into several sections: 'What we do' (providing support and guidance to cities and counties), 'Site search' (with a link to State Aid Finance Search), 'Questions?' (with a link to staff directory or search by area), 'Areas of interest' (with a sub-section for 'Popular links' including Accounting Task Force, Advances, Apportionments, County Resources, DCP Processing, Disaster Information, Funding Eligibility & Information, Local Agency Bond Information, State Aid Payment Request (Excel, 50 KB), and Training Information), and 'State Aid links' (including State Aid for Local Transportation, State Aid Manual, and State Aid E-Scene). A 'What's new' box on the right contains a message: 'Welcome to the newly redesigned State Aid Finance website! - March 10, 2017'.

Click on [SAAS Reports](#) and click on "Application" link

The screenshot shows the State Aid Finance website with the 'SAAS Reports' menu item highlighted in a red box. Below the navigation bar, the page title is 'State Aid Finance' and the subtitle is 'State Aid Accounting System'. The main content area is titled 'State Aid Accounting System (SAAS)' and contains a section for 'Application & information'. This section includes a list of links: 'Application' (with a red arrow pointing to it), 'SAAS Manual (PDF, 8 MB) - updated 3/15/10', and 'SAAS Report Project Update (PowerPoint, 2 MB)'. Below this list is a section titled 'Crystal Reports installation instructions for Internet Explorer 9' with a numbered list starting with '1. Make sure you have administrative rights to your computer, otherwise your IT department must install'.

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If you have never accessed the SAAS before, the system will automatically download the Crystal Reports ActiveX component. Once the software has been installed, you should be able to access the reports.

You will be required to type in a password to access the system. If you do not know the password contact the [State Aid Finance staff](#).

The screenshot shows the login page for the State Aid Accounting System. It includes a navigation menu on the left with links for Home, Contact Us, Troubleshooting Tips, and Log Off. The main content area has a login form with fields for User Name (saasrpts), Password, and Authentication Type (Enterprise). A Log In button is present. Below the form, there is a note about report availability and instructions for troubleshooting. The footer contains copyright information and a list of links.

Click on “Delegated Contract Process (DCP) Payment Request” link

The screenshot shows the SAAS Web Reporting menu. The menu items are: SAAS Web Reporting Reports, Payments, and Project Number Requests; State Aid County and Municipality Reports; Federal Aid Projects and Agreement Reports; Delegated Contract Process(DCP) Payment Request (highlighted with a red arrow); Federal Aid Agreement Payment Request; State Aid Project Number Request; and Accountant/Task Force Address Reports. The footer contains copyright information and a list of links.

Enter your three digit county municipal number then press the tab key

The screenshot shows the SAAS Web Reporting Delegated Contract Process Payment Request form. The form has a title "SAAS Web Reporting (Functional / Business View)" and a subtitle "Delegated Contract Process Payment Request". Below the subtitle, there is a red instruction: "Enter Co Muni Number, press tab to refresh." The form has two input fields: "Co Muni Number" with the value "027" and "Project Number" with the value "027-090-002". A "Next" button is located below the Project Number field. A red arrow points from the "Co Muni Number" field to the "Project Number" field, with a red text box containing the instruction: "Enter your 3 digit Co Muni number here, then press the 'Tab' key." A "Back" link is located at the bottom left of the form.

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Press the down arrow to view projects.

SAAS Web Reporting
(Functional / Business View)

Delegated Contract Process Payment Request

Enter Co Muni Number, press tab to refresh.

Co Muni Number:

Project Number: ▾

Back Log out of system

- 027-090-002
- 027-090-004
- 027-090-009
- 027-090-011
- 027-090-013
- 027-595-001
- 027-601-035
- 027-603-031
- 027-603-033
- 027-603-034
- 027-603-036
- 027-605-022
- 027-619-017
- 027-661-028
- 027-661-034
- 027-666-014
- 027-673-008
- 027-701-013
- 027-716-003
- 027-753-010
- 027-753-011
- 027-753-012

Press the down arrow to view projects. Click on a project to select.

Click on a project to select then select the next button.

SAAS Web Reporting
(Functional / Business View)

Delegated Contract Process Payment Request

Enter Co Muni Number, press tab to refresh.

Co Muni Number:

Project Number: ▾

Back Log out of system

Click the "Next" button to request the DCP payment

SAAS - DCP Payment Request Guide

Enter preparer's first name, last name and phone number.

SAAS Web Reporting

Delegated Contract Process Payment Request

Do not use commas or dollar signs.

Project Number: 027-090-004

Prepared By: (First, Last) Phone Number:

Voucher Nbr: (Last Voucher Nbr: 4)

Retainage Percent: OR Retainage Amount:

*Monetary Deductions/(Dis)Incentive Adjustment Amt: Prorated
*Deductions/(Dis)Incentives, not prorated - adjust appropriate category.

Liquidated Damages Amt: Prorated Non-Prorated

Work Completed Through Date: Final Voucher:

Remarks:

Enter all certified amounts including zero dollars. Do not use commas or dollar signs.

Cat #	Certified To Dt Amt	Previous Certified To Dt Amt	Notes
1	<input type="text"/>	\$282,300.00	
2	<input type="text"/>	\$11,538.00	
Total:	<input type="text"/>	\$293,838.00	

Enter your next Voucher Number (Last Voucher Nbr: 4)

SAAS Web Reporting

Delegated Contract Process Payment Request

Do not use commas or dollar signs.

Project Number: 027-090-004

Prepared By: (First, Last) Phone Number:

Voucher Nbr: Last Voucher Nbr: 4

Retainage Percent: OR Retainage Amount:

*Monetary Deductions/(Dis)Incentive Adjustment Amt: Prorated
*Deductions/(Dis)Incentives, not prorated - adjust appropriate category.

Liquidated Damages Amt: Prorated Non-Prorated

Work Completed Through Date: Final Voucher:

Remarks:

Enter all certified amounts including zero dollars. Do not use commas or dollar signs.

Cat #	Certified To Dt Amt	Previous Certified To Dt Amt	Notes
1	<input type="text"/>	\$282,300.00	
2	<input type="text"/>	\$11,538.00	
Total:	<input type="text"/>	\$293,838.00	

Back **Back to the menu**

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Enter "Retainage Percent" OR "Retainage Amount" (must be blank or zero for Final Request)

SAAS Web Reporting

Delegated Contract Process Payment Request

Do not use commas or dollar signs.

Project Number: 027-090-004

Prepared By: (First, Last) Phone Number:

Voucher Nbr: (Last Voucher Nbr: 4)

Retainage Percent: OR Retainage Amount:

*Monetary Deductions/(Dis)Incentive Adjustment Amt: Prorated
 *Deductions/(Dis)Incentives, not prorated - adjust appropriate category.

Liquidated Damages Amt: Prorated Non-Prorated

Work Completed Through Date: September 20 2010 Final Voucher:

Remarks:

Enter all certified amounts including zero dollars. Do not use commas or dollar signs.

Cat #	Certified To Dt Amt	Previous Certified To Dt Amt	Notes
1	<input type="text"/>	\$282,300.00	
2	<input type="text"/>	\$11,538.00	
Total:	<input type="text"/>	\$293,838.00	

[Back](#) [Back to the menu](#)

Enter retainage Percentage or Amount. (Must be blank or zero for Final Request.)

If applicable, enter the "Monetary Deductions/(Dis)Incentive Adjustment Amount," if this is not prorated adjust the appropriate category.

SAAS Web Reporting

Delegated Contract Process Payment Request

Do not use commas or dollar signs.

Project Number: 027-090-004

Prepared By: (First, Last) Phone Number:

Voucher Nbr: (Last Voucher Nbr: 4)

Retainage Percent: OR Retainage Amount:

*Monetary Deductions/(Dis)Incentive Adjustment Amt: Prorated
 *Deductions/(Dis)Incentives, not prorated - adjust appropriate category.

Liquidated Damages Amt: Prorated Non-Prorated

Work Completed Through Date: September 20 2010 Final Voucher:

Remarks:

Enter all certified amounts including zero dollars. Do not use commas or dollar signs.

Cat #	Certified To Dt Amt	Previous Certified To Dt Amt	Notes
1	<input type="text"/>	\$282,300.00	
2	<input type="text"/>	\$11,538.00	
Total:	<input type="text"/>	\$293,838.00	

[Back](#) [Back to the menu](#)

If applicable, enter the Monetary Deductions/(Dis)Incentive Adjustment Amount, if this amount is not prorated adjust the appropriate category.

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Enter remarks you wish to include on the payment request (200 character limit)

SAAS Web Reporting

Delegated Contract Process Payment Request

Do not use commas or dollar signs.

Project Number: 027-090-004

Prepared By: (First, Last) Phone Number:

Voucher Nbr: (Last Voucher Nbr: 4)

Retainage Percent: OR Retainage Amount:

*Monetary Deductions/(Dis)Incentive Adjustment Amt: Prorated
*Deductions/(Dis)Incentives, not prorated - adjust appropriate category.

Liquidated Damages Amt: Prorated Non-Prorated

Work Completed Through Date: September 20 2010 Final Voucher:

Remarks:

Enter remarks you wish to include on the payment request (200 character limit)

Enter all certified amounts including zero dollars. Do not use commas or dollar signs.

Cat #	Certified To Dt Amt	Previous Certified To Dt Amt	Notes
1	<input type="text"/>	\$282,300.00	
2	<input type="text"/>	\$11,538.00	
Total:	<input type="text"/>	\$293,838.00	

[Back](#) [Back to the menu](#)

Enter "Certified to Date Amounts" for each category. Total should equal the total certified on your documentation. Click on "View Report" when all fields have been entered.

SAAS Web Reporting

Delegated Contract Process Payment Request

Do not use commas or dollar signs.

Project Number: 027-090-004

Prepared By: (First, Last) Phone Number:

Voucher Nbr: (Last Voucher Nbr: 4)

Retainage Percent: OR Retainage Amount:

*Monetary Deductions/(Dis)Incentive Adjustment Amt: Prorated
*Deductions/(Dis)Incentives, not prorated - adjust appropriate category.

Liquidated Damages Amt: Prorated Non-Prorated

Work Completed Through Date: September 20 2010 Final Voucher:

Remarks:

Enter all certified amounts including zero dollars. Do not use commas or dollar signs.

Cat #	Certified To Dt Amt	Previous Certified To Dt Amt	Notes
1	<input type="text"/>	\$282,300.00	
2	<input type="text"/>	\$11,538.00	
Total:	<input type="text"/>	\$293,838.00	

Enter Certified to Date Amounts for each category. Total should equal the total certified on your documentation. Click "View Report" when all fields have been entered.

[Back](#) [Back to the menu](#)

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The following pages show examples of a Partial and Final Payment Request. Sign and send the request along with the supporting documentation as instructed on the Partial or Final Request.

State Aid Finance does not need the additional payment detail report pages that are printed with the Partial or Final request. However, you need to check with your DSAE, he may require the additional pages with your final payment request.

See the [DCP Final Payment Request Sample Packet](#) (PDF) for guidance in preparing the final submittal packet.

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Minnesota Department of Transportation - Office of Finance
Delegated Contract Process Payment Request

County: **HENNEPIN** Project Type: **DCP**
 State Aid Project Number: **027-090-014** IMAPS Contract Nbr: **FF611**
 Federal Project Number: **2709 046** Pay Request Nbr: **3**
 Local Project Number: Work Certified Through: **08/31/2010**

REQUEST FOR PARTIAL PAYMENT OF FEDERAL & BRIDGE BONDING/MISC APPROP FUNDS
 This is to certify that the costs for the above contract have been incurred for work performed by the contractor for the total construction costs due based on the information summarized below.
 Thereby request reimbursement of the following amounts.

Federal: \$ 30,912.09

Remarks:

Work Certified Summary

Retainage Pct: 5.00	Retainage Amt: \$ 60,960.00	Liquidated Damages - Prorated: \$ 0.00	Not Prorated: \$ 0.00
Monetary Deductions/(Dis)incentives Adjustment Amt - Prorated: \$ 0.00			

Cat#	Total Cert Amt
1	\$250,000.00
2	\$155,000.00
3	\$560,000.00
4	\$201,000.00
5	\$333,000.00
	\$1,219,000.00

Approved: _____ Date: _____ Phone: 612-596-0307
 James Grube, County Engineer

Prepared by: Joe Smith Date: 9/20/2010 Phone: 651-555-5555

Enclosed: Copy of Partial Estimate
 cc: DSAE with Copy of Partial Estimate

Mall to: Minnesota Dept. of Transportation, Office of Finance, 395 John Ireland Blvd, MS 215, St. Paul, MN 55101

Note: OR = Overrun Account
 Report ID: FCRBPaymentRequest v20100603

Print Date: 9/20/2010 9:10:35AM

Minnesota Department of Transportation - Office of Finance
Delegated Contract Process Payment Request

County: **HENNEPIN** Project Type: **DCP**
 State Aid Project Number: **027-090-014** MAPS Contract Nbr: **FF611**
 Federal Project Number: **2709 046** Pay Request Nbr: **3** FINAL
 Local Project Number: Work Certified Through: **08/31/2010**

REQUEST FOR FINAL PAYMENT OF FEDERAL & BRIDGE BONDING/MISC APPROP FUNDS

This is to certify that the costs for the above contract have been incurred for work performed by the contractor for the total construction costs due based on the information summarized below. I hereby request reimbursement of the following amounts.

Federal: \$ 78,352.09

Remarks:

Work Certified Summary

Retainage Pct: 0.00	Retainage Amt: \$ 0.00	Liquidated Damages - Prorated: \$ 0.00	Not Prorated: \$ 0.00
Monetary Deductions/(Dis)incentives Adjustment Amt - Prorated: \$ 0.00			
	<u>Total Cert Amt</u>		
	1 \$250,000.00		
	2 \$155,000.00		
	3 \$580,000.00		
	4 \$201,000.00		
	5 \$33,000.00		
	\$1,219,000.00		

I hereby certify that wage rates specified in the project contract equal or exceed the minimum hourly rates required for work on federal funded construction projects as determined by the MN Dept of Labor and Industry; materials used in the federal-aid and state funded portions of this project were sampled and tested in accordance with the Mn/DOT Schedule of Materials Control; inspection on the federal-aid and state funded portions of this project was performed by personnel certified in accordance with state-aid directives; the work required by this contract was completed in accordance with and pursuant to the terms of this contract; and payment and performance bonds for the full amount of the contract have been provided with aggregate liability of the bond(s) to twice the full amount of the contract.

Approved: _____ Date: _____ Phone: 612-596-0307
 James Grube, County Engineer
 Recommended for Approval: _____ Date: _____
 District State Aid Engineer

Mail to: District State Aid Engineer

Note: OR = Overrun Account
 Report ID: FCRBPaymentRequest v20100920

- Required Docs**
- Final Voucher
 - State Aid Payment Request (if applicable)
 - Overrun Justification
 - Materials Certification Exception Summary
 - Final Inspection Report
 - Certificate of Final Acceptance
 - Supplemental Agreements
 - Change Orders