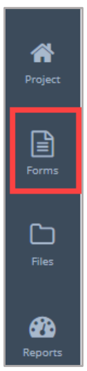
Payment Application – Reviewing and Approving (Pencil Copy Invoice)

Vendor invoices to DGS are submitted in the DC Vendor Portal per District requirements. DGS utilizes the Payment Application form in ProjectTeam to capture the initial or Pencil Copy submission of the payment application prior to vendors submitting their invoice in the DC Vendor Portal.

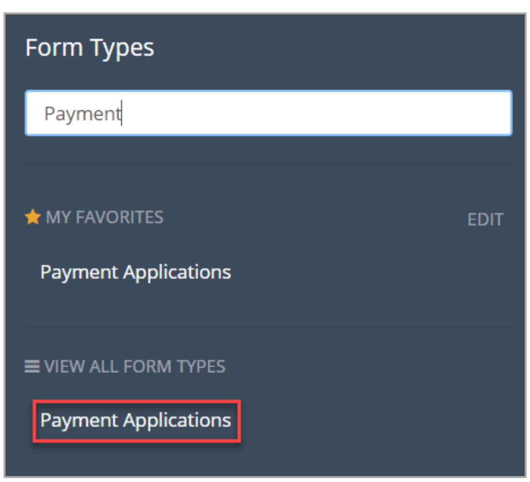
All vendors are required to submit a Payment Application in ProjectTeam for review and approval <u>before</u> submitting their invoice to DGS in the DC Vendor Portal system. The approved payment application in ProjectTeam will serve as the basis for the vendor invoice package uploaded to the DC Vendor Portal.

Reviewing the Payment Application - Performed by DGS Project Manager

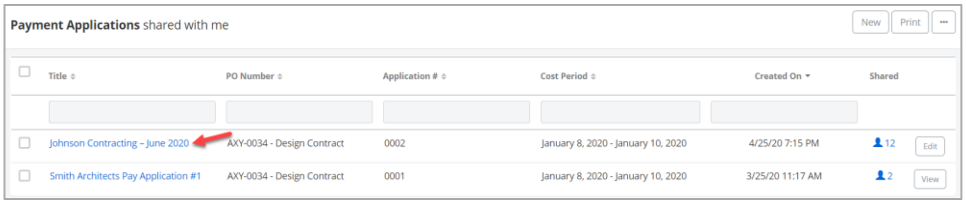
1. Within the project, click the **Forms** icon on the left navigation pane.



2. In the search area of the **Form Types** start to enter Payment and then select **Payment Application**.



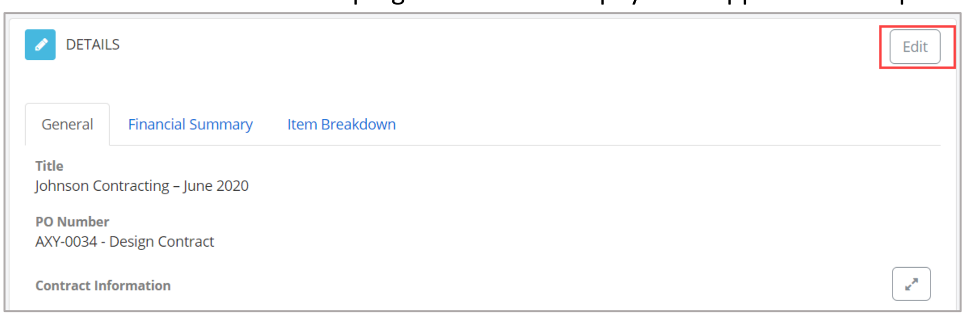
3. Click **the title of the Payment Application** you wish to review.



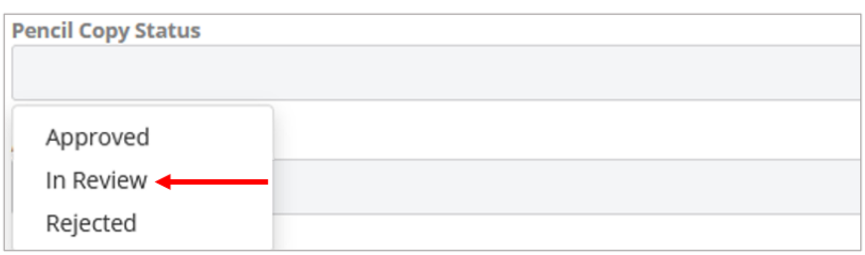
NOTE: The Payment Application information is organized into three tabs.

Payment Application/General Tab

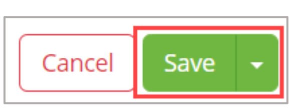
4. Click the **Edit** button in the top right corner of the payment application to open in edit mode.



5. Change the Pencil Copy Status to **"In Review"** while you are reviewing the pencil copy invoice.

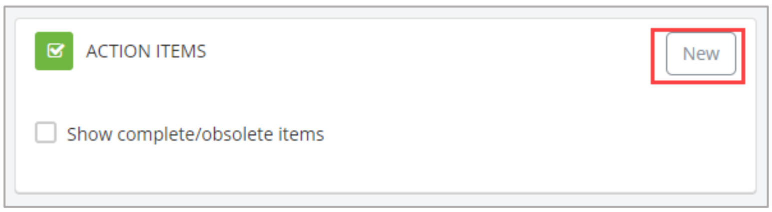


6. Click the Save button.

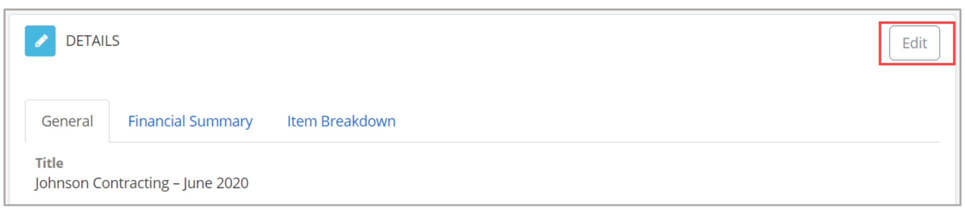


7. Review the entire Payment Application (Including the General, Financial Summary, and Item Breakdown tabs) and all included attachments as the vendor's "pencil copy" Pay App. Check that everything entered or attached by the vendor is complete, correct, and matches.

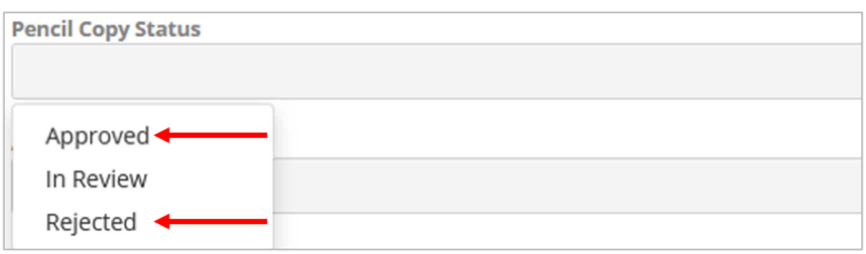
8. If the Pay App is incomplete, incorrect, or is missing supporting documentation, use the **Action Items** to assign tasks for team members to complete, with due dates, such as correcting information, adding missing information, or uploading additional documentation (attached files).



9. Once the review is complete, return to the record and click **Edit**.

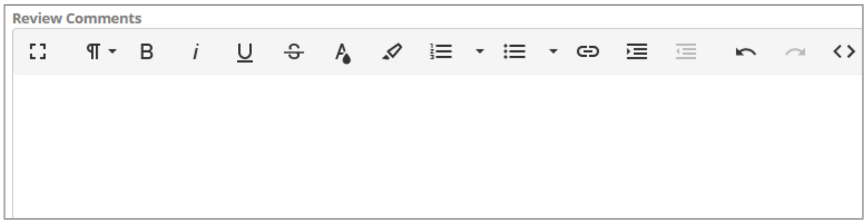


10. Select the appropriate review status (**Approved or Rejected**) from the **Pencil Copy Status** drop-down list.

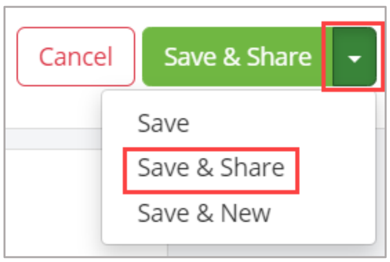


11. Enter an **Approved/Rejected By** name or select the name of the reviewing party from the picklist.

12. Enter **Review Comments**. Enter 'Approved' and the date of approval or 'Rejected' with the date and reason for rejection at minimum.

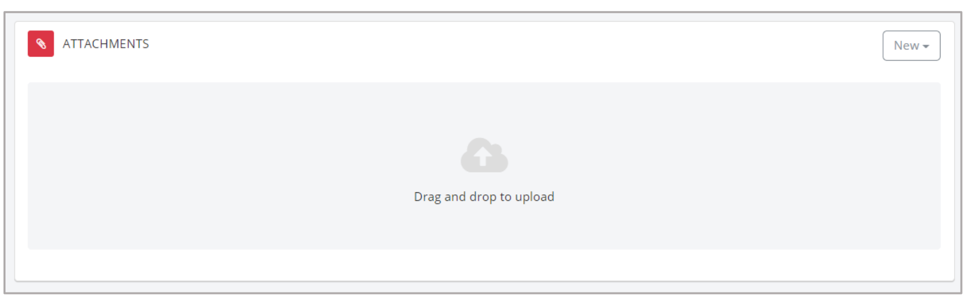


13. To complete and save the **Payment Application**, click the dropdown arrow beside **Save & Share** and share with the applicable parties if they are not already included.



Attaching the CIP form and Retainage Reduction Letter (if appliable) for Approved Payment Applications

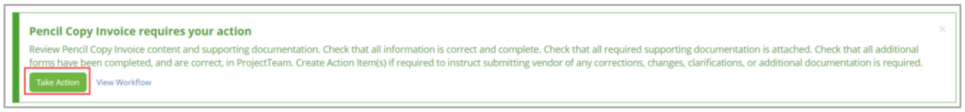
1. If the payment application is approved, the PM will generate and attach the CIP form and Retainage Reduction Letter (if appliable), along with any other supporting documentation required by the vendor for invoice submission in the DC Vendor Portal, in the Attachment section of the payment application.



Take Action on the Workflow

Once the Payment Application is approved (all applicable fields are filled out, supporting documents are attached, and the payment application is saved), or when the Pay App is rejected, the DGS PM will take action on the Pencil Copy Invoice workflow.

1. At the top of the Payment Application document, click the **Take Action** button to complete the workflow.

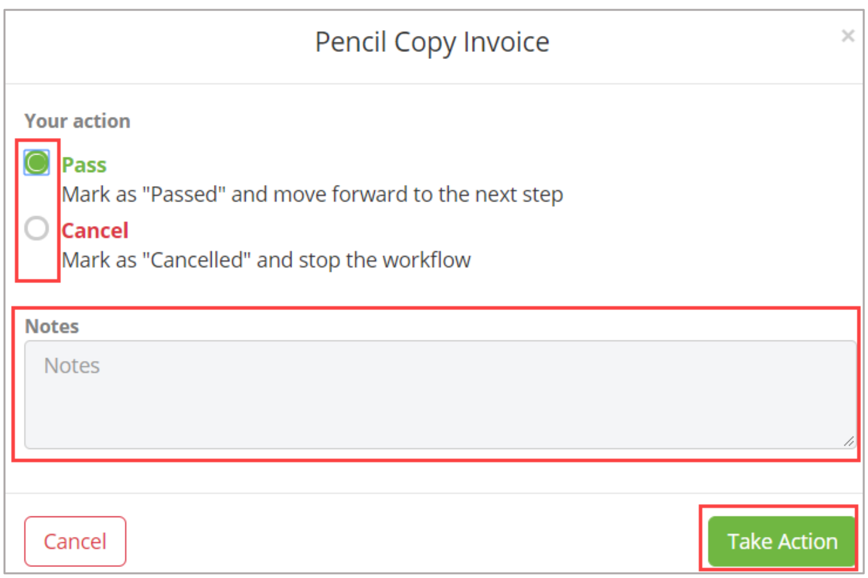


2. Click **Pass** to accept the payment application and enter any applicable information in the Notes field

   OR

   Click **Cancel** to reject the payment application **making sure to enter the reason for the rejection in the Notes** field.

   Then click the **Take Action** button to complete the workflow.



Create an Action Item to the Vendor to Submit the Invoice to the DC Vendor Portal

1. When the payment application is approved by the PM, the PM will click the **New** button in the **Action Items** panel to notify the Vendor that their Payment Application is ready to submit to the DC Vendor Portal.

    NOTE: This is the only official notification to your vendor that the Payment Application is approved/complete and they can submit their invoice in the DC Vendor Portal for processing and payment.