

Creating a Payment Application

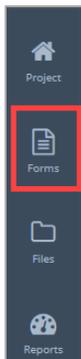
Vendor invoices to DGS are submitted in the DC Vendor Portal per District requirements. DGS utilizes the Payment Application form in ProjectTeam to capture the initial or Pencil Copy submission of the payment application prior to vendors submitting their invoice in the DC Vendor Portal.

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

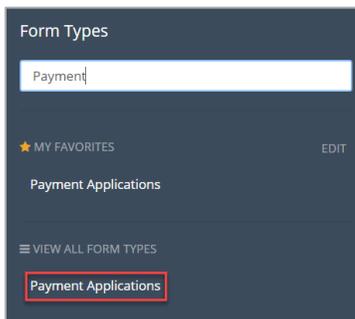
Payment Applications require a valid contract in ProjectTeam for creation. Your contract should be entered into the ProjectTeam system by the DGS Project Manager when it is awarded. If you do not see your contract to select in Step 4 below, please reach out to your DGS Project Manager to have the contract entered into the ProjectTeam system. The above instruction also applies to **awarded** change orders.

Creating the Payment Application

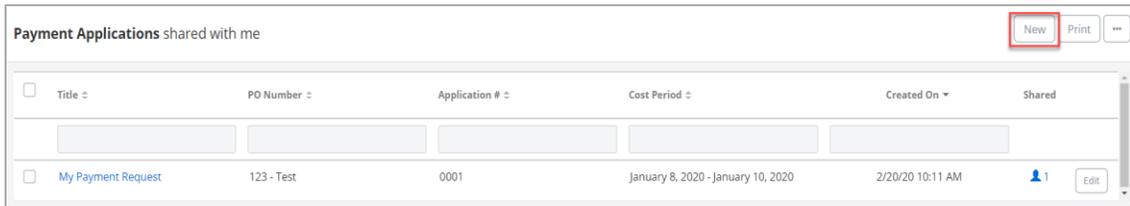
1. Within the project, click the **Forms** icon on the left navigation pane.



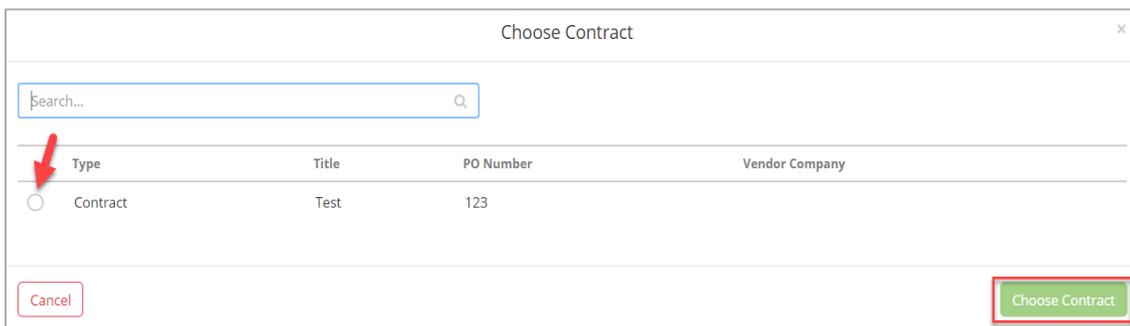
2. In the search area of the **Form Types** start to enter Payment and then select **Payment Application**.



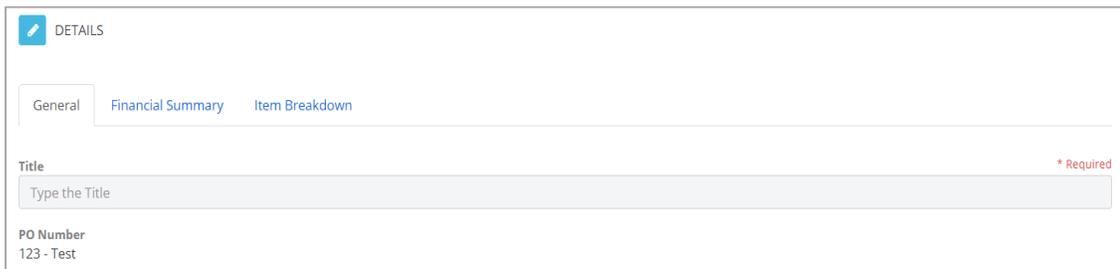
- 3. Click the **New** button.



- 4. As noted in the Document Description, you must have a valid contract to post a payment application against. Click the checkbox to select a contract and click **Choose Contract**.

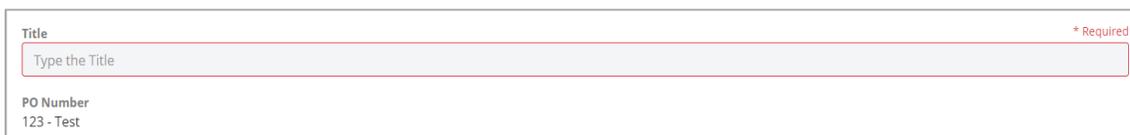


- 5. Note the form contains three tabs at the top and each tab includes information about the payment process.



Payment Application/General Tab

- 1. Enter a **Title** for the pay application. The title should include your company name and an identifier related to the payment application (i.e. Smith Contracting – June 2020 or Smith Contracting – Pay App #001). Work with the DGS Project Manager to determine the appropriate title to use for the duration of the project.



- PO Number will carry over from the selected contract. This is the Base contract PO number.

PO Number
 AXY-0034 - Design Contract

- In the Contract Information section, click the **Add Existing** button.

Contract Information						
Title	Task Order Number	Contract Number	Vendor Company	Original Contract Completion Date	Revised Contract Completion Date	Administrative Term Date

- Use the **Search** feature to quickly find a contract if there are multiple records to choose from. Click the **checkbox beside the contract title** to select the record and click the **Add** button. **Make sure to select the same contract you selected when initiating the payment application.**

Add Contract Information x

Search... Q

	Title	Task Order Number	Contract Number	Vendor Company	Original Contract Completion Date	Revised Contract Completion Date	Administrative Term Date
<input type="checkbox"/>	Test MC	12	686868	DGS A/E	5/5/21	5/5/21	
<input checked="" type="checkbox"/>	Construction Services to build new classroom at CPO training Elementary School	003	FADC-CS-20-1234F	ProjectTeam, Inc.	3/3/21	3/3/21	2/4/22
<input type="checkbox"/>	Construction services to build new classroom at CPO Training Elementary School	003	FADC-CS-20-1234F	ProjectTeam, Inc.	3/3/21	3/13/21	2/4/22
<input type="checkbox"/>	Design Contract	PTASK001	8793121	ProjectTeam, Inc.	4/24/20	5/24/20	4/17/20
<input type="checkbox"/>	Subcontract Test						

Cancel
Add

- Current Administrative Term Date.** This date is to be manually entered by the vendor.

Current Administrative Term Date ⓘ
 06/22/2021

NOTE: The current Administrative Term Date is listed on either the Contract or approved Change Orders.

- Payment Application PO Numbers.** This field is to be manually entered by the vendor based on ALL PO Numbers associated with the contract that are being billed on the Payment Application. Use commas to separate multiple PO Numbers.

Payment Application PO Numbers ⓘ
PO599794, PO235497, PO648955

Note: The vendor will enter the PO Number(s) from their approved Contract(s) and Change Order(s) that are being billed on this Payment Application. If 5 of the 9 POs associated with a contract are being billed on the Payment Application, then there would be 5 PO numbers to enter into this field.

- 6. The payment application number will auto-populate with the next number in series in the **Application #** field.

Application #
0002

- 7. The date of the payment application will appear in the **Application Date** field.

Application Date
04/25/2020

- Select the **Cost Period** from the list. This is required field. The billing end date must fall within the cost period selected. If the cost period is not in the list, please reach out to the DGS Project Manager to have it added.

- Select a **Billing Period Start Date** from the calendar. This date is the first day of the invoice period.

- Enter a **Billing Period End Date** from the calendar. This date is the last day of the invoice period.

- The **Vendor Invoice #** is the Vendor’s internal Invoice number.

- Signator’s Name.** This is the name of the vendor company person that will sign the DGS Payment Request and is manually entered by the vendor.

NOTE: If the Signator is part of the project’s Directory, then their name will show up as an option in the pick list. If not, the correct name can be manually typed in the field.

- Signator’s Title.** This is the title of the person that will sign the DGS Payment Request and is manually entered by the vendor.

- This completes the New Payment Application **General** Tab. Next click on the **Financial Summary** Tab. Note that there is no data entry required. However, a summary of the payment information you entered is displayed. Also, note the “?” beside each value, when you click on, will explain how the value was calculated.

 DETAILS

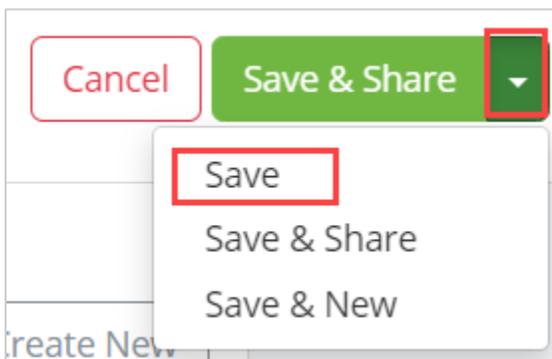
[General](#) **[Financial Summary](#)** [Item Breakdown](#)

Original Contract Amount ⓘ \$500,000.00	
Approved Change Orders (Amount) ⓘ	
Revised Contract Value ⓘ \$500,000.00	
Total Completed Work ⓘ \$25,000.00	
Total Materials Stored ⓘ \$0.00	
Total Completed and Stored ⓘ \$25,000.00	
Retainage on Completed Work (Percent) ⓘ 5	
Retainage on Completed Work (Amount) ⓘ \$1,250.00	
Retainage on Stored Materials (Percent) ⓘ 0	
	Retainage on Stored Materials (Amount) ⓘ \$0.00
	Total Retainage Amount ⓘ \$1,250.00
	Total Earnings Less Retainage ⓘ \$23,750.00
	Previous Payments ⓘ \$23,750.00
	Current Payment Due ⓘ \$0.00
	Balance Remaining, Including Retainage ⓘ \$476,250.00

- The next Tab for the **New Payment Application** is the **Item Breakdown** which displays the **Item Breakdown Table**.

Row #	Title	Value	Work Completed from Previous Applications	Work Completed this Period	Total Work Completed	Materials Presently Stored	Total Completed and Stored to Date	% Complete
1	Base Bid	\$500,000.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	5
Total		\$500,000.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	

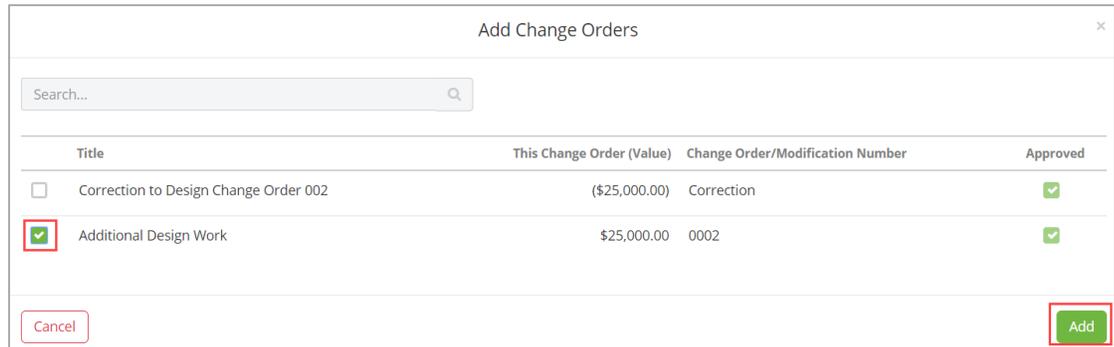
- To add approved change orders to the item breakdown, click the **Save & Share** button and click **Save**.



- Click the **Edit** button in the Details section and return to the Item Breakdown tab.
- To add an approved change order to the payment application item breakdown, on the Items Breakdown tab, click the **Add Change Orders** button.

Row #	Title	Value	Work Completed from Previous Applications	Work Completed this Period	Total Work Completed	Materials Presently Stored	Total Completed and Stored to Date	% Complete
1	Design Permit	\$2,000.00	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	25
2	Additional Design Work	\$2,500.00	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00	10

- a. Click the **checkbox** beside the **title of each approved change order** to add to the payment application and click the **Add** button.



- 19. At the top right section of the New Line Item selection there are the three dots “...” that should be explored. Click on the three dots and there are two options, **Import Rows** and **Set Retainage For All Rows**.



- 20. The **Set Retainage For All Rows** will prompt you to set the **Work Retainage (percent)** and the **Materials Retainage (Percent)**. Enter the retainage amount for each field, if applicable, and click **Apply**.



Note: DO NOT CHANGE THE VALUES IN THE TITLE OR VALUE FIELDS! These pull over from your contract and are static for the life of the project. Changing these values will result in automatic pencil copy invoice rejection.

- 21. When applicable, enter the **Materials Presently Stored** value in the field. The value entered this Pay App, less Material Retainage (Amount) withheld, will be paid this Pay App.

Materials Presently Stored

\$0.00

NOTE: When materials are installed, the cost of those installed materials shall be subtracted from the **Materials Presently Stored** field and added to the **Total Completed** field.

Material Stored			Material Installed		
Total Completed Value	Materials Presently Stored Value	Total Completed and Stored to Date Value	Total Completed Value	Materials Presently Stored Value	Total Completed and Stored to Date Value
\$0.00	\$75,000.00	\$75,000.00	\$75,000.00	\$0.00	\$75,000.00

- 22. Enter a **Total Completed and Stored to Date** value. This amount is the total value of work performed and previous materials stored to date that are currently installed, for each cost line. If there are no previous stored materials that are now installed in this period, enter just the total completed value for the cost line.

Total Completed and Stored to Date

\$0.00

- 23. The **% Complete** is an auto-calculated value.

% Complete

- 24. The **Work Retainage (Percent)** value entered in step 15 will automatically populate this field.

Work Retainage (Percent)

- 25. The **Work Retainage (Amount)** percent entered in step 15 will automatically calculate the Work Retainage amount based on the information entered in step 19.

Work Retainage (Amount)
\$0.00

- 26. The **Material Retainage (Percent)** value entered in step 15 will automatically populate this field.

Materials Retainage (Percent)

- 27. The **Material Retainage (Amount)** value percent entered in step 15 will automatically calculate the Material Retainage amount based on the information entered in step 20.

Materials Retainage (Amount)
\$0.00

Invoicing for Retainage

Prior to invoicing for retainage, ensure that DGS and contractual procedures for retainage release are followed and that supporting documentation is prepared. If there are any questions, contact the DGS Project Manager

To invoice for retainage, manually **reduce** the Work Retainage and or Material Retainage amount(s) or percentage(s). This will automatically **increase** the “Current Payment Due” amount on the Financial Summary tab and the “Total Amount Due This Payment” on the DGS Payment Request Application merge template.

Starting Pay App Values:									
Value	Work Completed from Previous Applications	Work Completed this Period	Total Work Completed	Materials Presently Stored	Total Completed and Stored to Date	% Complete	Balance to Finish	Work Retainage (Percent)	Work Retainage (Amount)
\$55,000,000	\$55,000,000.00	\$0.00	\$55,000,000.00	\$0.00	\$55,000,000	100	\$0.00	10	\$5,500,000.00

Pay App Values After Reducing Work Retainage Amount by \$2,000,000:									
Value	Work Completed from Previous Applications	Work Completed this Period	Total Work Completed	Materials Presently Stored	Total Completed and Stored to Date	% Complete	Balance to Finish	Work Retainage (Percent)	Work Retainage (Amount)
\$55,000,000	\$55,000,000.00	\$0.00	\$55,000,000.00	\$0.00	\$55,000,000	100	\$0.00	6.36	\$3,500,000.00

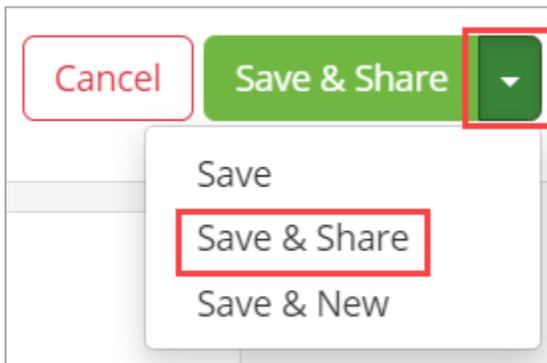
Financial Summary Tab:

Current Payment Due 	\$2,000,000.00
Balance Remaining, Including Retainage 	\$4,320,000.00

DGS Payment Request Application Merge Template:

1. Original Contract Amount		\$56,000,000.00
2. Net Amount of Change Orders Approved		\$0.00
3. Total Contract Amount to Date (1+2)		\$56,000,000.00
4. Total Amount Completed %	98 %	\$55,180,000.00
5. Retainage	6 %	\$3,500,000.00
6. Less Previous Payments		\$49,680,000.00
TOTAL AMOUNT DUE THIS PAYMENT		\$2,000,000.00
Balance to Finish	7 %	\$4,320,000.00

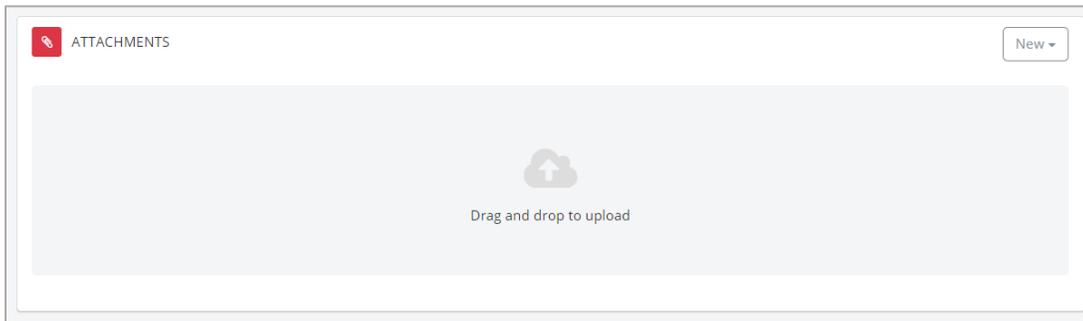
28. Update each line in the Item Breakdown by following the steps outlined above.
29. To complete and save the Payment Application, click the dropdown arrow beside **Save & Share**, click **Save & Share** and share with the applicable parties.



Attaching Supporting Documentation

Vendors should attach any supporting documentation required to facilitate pencil copy invoice review and approval. Please discuss requirements with the DGS Project Manager to obtain a list of required supporting documentation. The list of documents to support your pencil copy invoice may differ from the required supporting documentation required for your invoice submission in the DC Vendor Portal.

- 30. Drag and drop any supporting files to the **Attachments** section of the record.

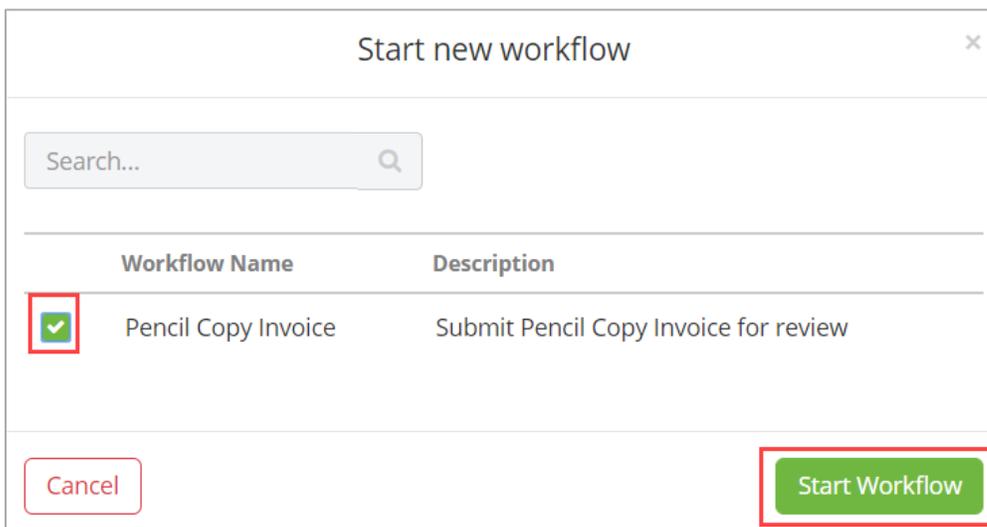


Workflow the Pencil Copy Payment Application

- 31. Scroll to the Workflow section of the document and click the **Start New** button.



- 32. Click the **checkbox** beside the **Pencil Copy Invoice** workflow and click the **Start Workflow** button.



After Approval

The Vendor will receive an action item notification once the invoice has been approved.

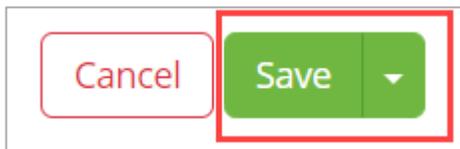
1. Enter the **Invoice Submitted Date**. This field will print on the DGS Payment Application. The invoice submitted date is the date the vendor will upload the invoice to the DC Vendor Portal.

A screenshot of a text input field with the label 'Invoice Submitted Date' at the top left. The field is empty and has a light gray background.

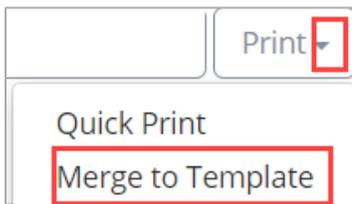
2. Enter the **Vendor Invoice #**. This field will print on the DGS Payment Application. The Vendor Invoice number is a vendor provided number and is unique to each payment application.

A screenshot of a text input field with the label 'Vendor Invoice #' at the top left. Below the label, the text 'Type the Vendor Invoice #' is displayed. The field is empty and has a light gray background.

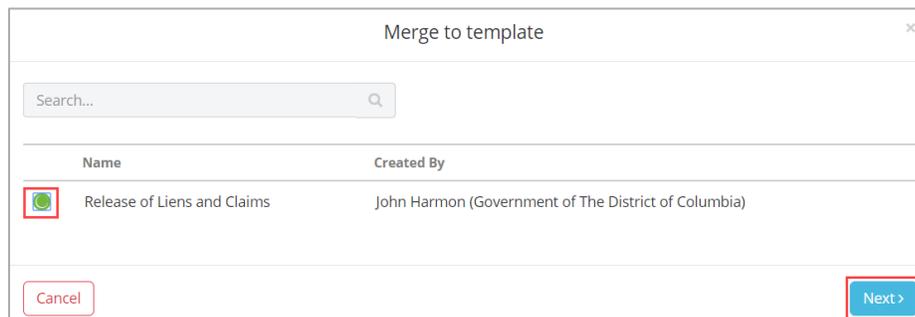
3. Click the **Save** to complete the changes.



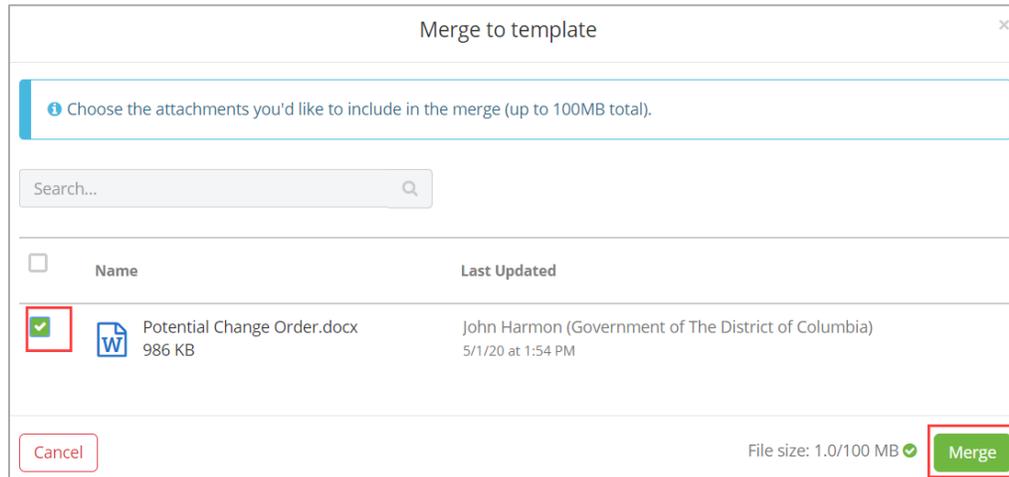
4. Click the **dropdown arrow next to the Print** button located in the top right corner and click **Merge to Template**.



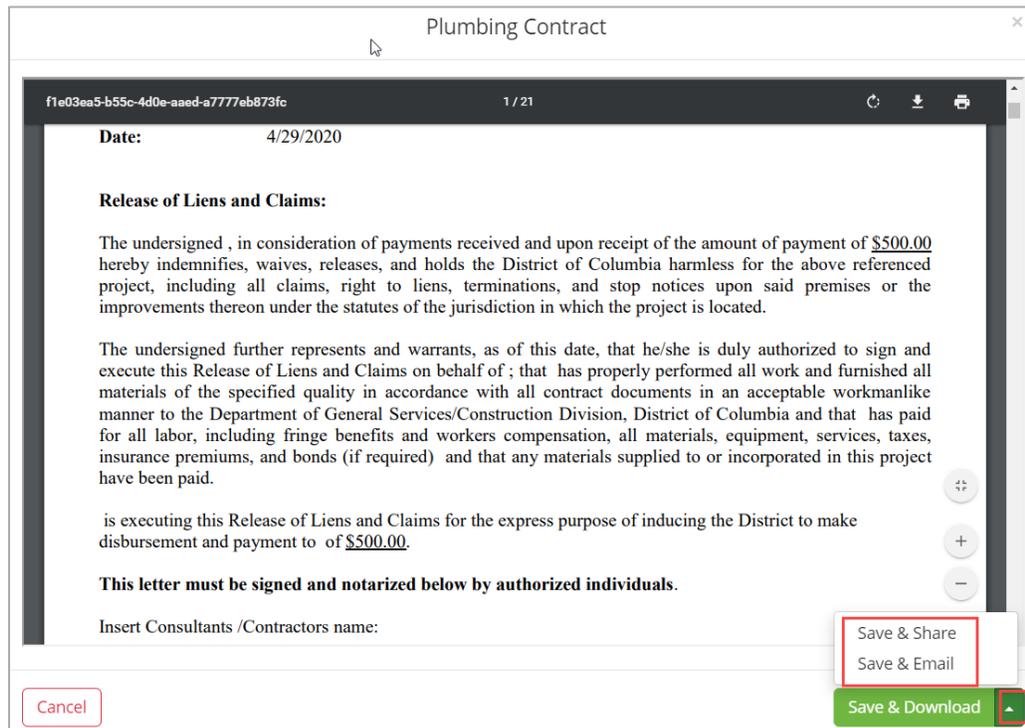
- a. Click the **radio button beside the title** of the merge template and click the **Next** button. (If there are no attachments added to the record, click the button will display as "Merge")



- b. If there are attachments added to the document, you may select which files you wish to add to the merge output. Click the **checkbox beside the attachment(s)** and click the **Merge** button.



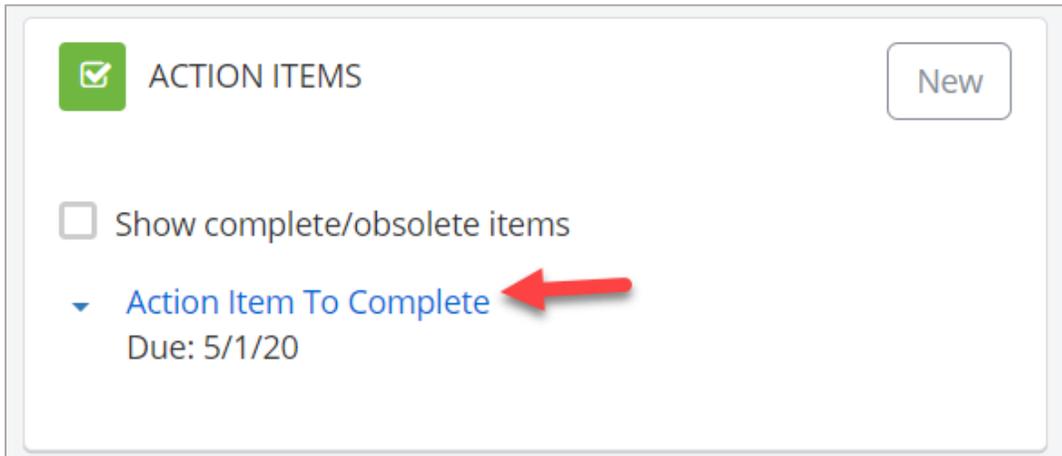
- c. Click the **arrow beside the Save & Download** button and select the **Save & Share** to share with the applicable share groups or **Save & Email**.



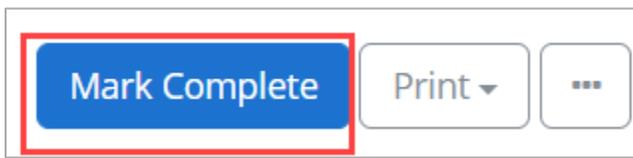
- 5. Download required attached invoice submission documents from DGS PM to include the invoice packet.
- 6. Create invoice packet and submit invoice to DC Vendor Portal once the Action Item is received.

Completing an Action Item

1. Click the **Action Item link** in the Payment Application form to open the Action Item.



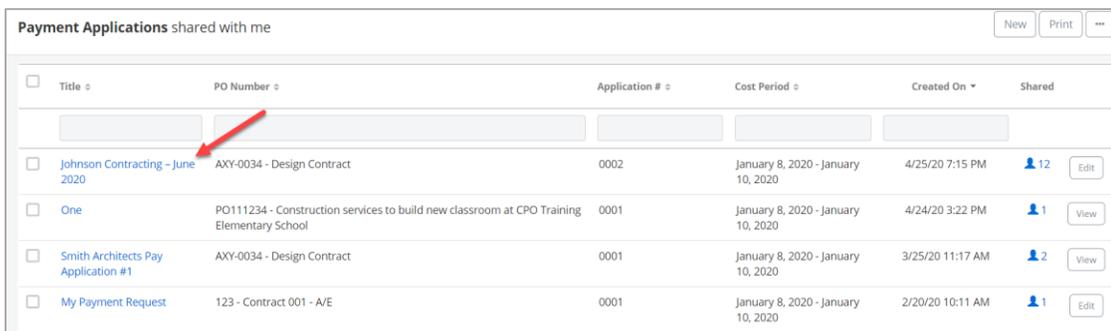
2. Click the **Mark Complete** button to close the Action Item.



Editing the Payment Application

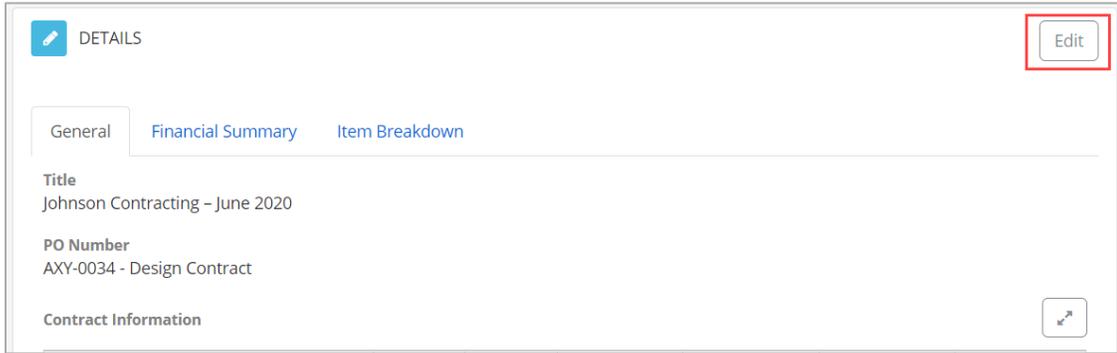
If DGS requests changes, please follow these instructions to open and edit the Payment Application.

1. Open the Payment Application log and click the **title of the Payment Application** you wish to edit. Please note, only UNAPPROVED Payment Applications may be edited. Approved payment applications are locked. If you must make an edit it must be completed prior to approval.



<input type="checkbox"/>	Title	PO Number	Application #	Cost Period	Created On	Shared
<input type="checkbox"/>	Johnson Contracting - June 2020	AXY-0034 - Design Contract	0002	January 8, 2020 - January 10, 2020	4/25/20 7:15 PM	12 <input type="button" value="Edit"/>
<input type="checkbox"/>	One	PO111234 - Construction services to build new classroom at CPO Training Elementary School	0001	January 8, 2020 - January 10, 2020	4/24/20 3:22 PM	1 <input type="button" value="View"/>
<input type="checkbox"/>	Smith Architects Pay Application #1	AXY-0034 - Design Contract	0001	January 8, 2020 - January 10, 2020	3/25/20 11:17 AM	2 <input type="button" value="View"/>
<input type="checkbox"/>	My Payment Request	123 - Contract 001 - A/E	0001	January 8, 2020 - January 10, 2020	2/20/20 10:11 AM	1 <input type="button" value="Edit"/>

2. Click the **Edit** button in the Details section to open the document for changes.



3. Make required changes and click the **Save** button located in the top right corner to save the information.

