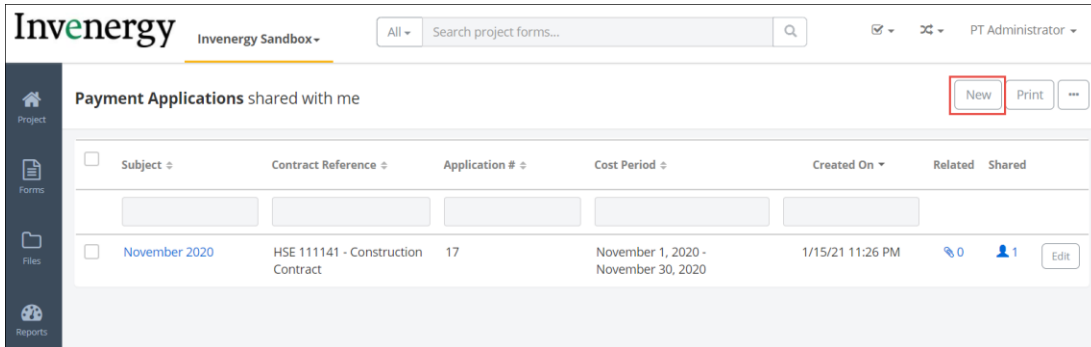


## Payment Applications

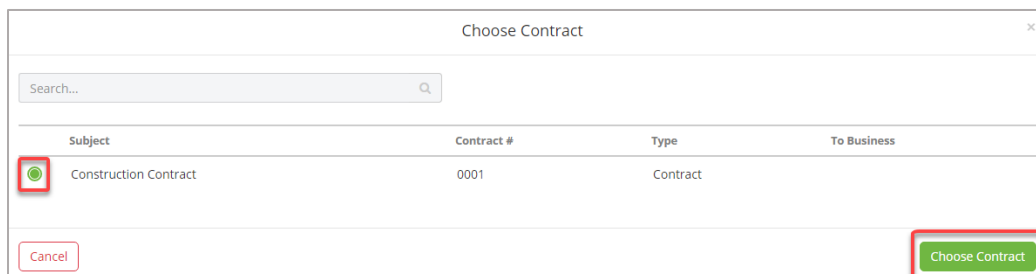
### Creating a New Payment Application

1. Navigate to the Payment Application log within a project.
2. Click the New button on top of the Payment Application log.



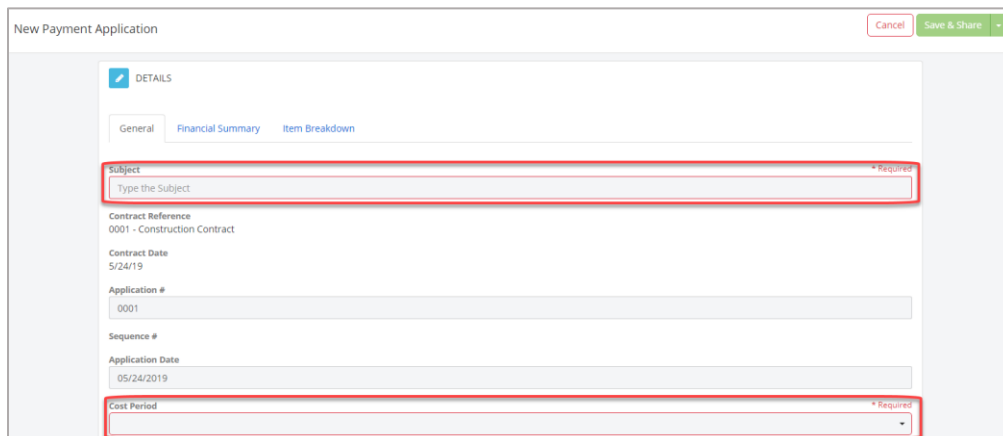
The screenshot shows the 'Payment Applications shared with me' page in the Invenenergy system. At the top right, there are buttons for 'New', 'Print', and a menu icon. The 'New' button is highlighted with a red box. Below the buttons is a table with columns: Subject, Contract Reference, Application #, Cost Period, Created On, Related, and Shared. A single row is visible with the following data: Subject: November 2020, Contract Reference: HSE 111141 - Construction Contract, Application #: 17, Cost Period: November 1, 2020 - November 30, 2020, Created On: 1/15/21 11:26 PM, Related: 0, Shared: 1. An 'Edit' button is next to the row.

3. Select the radio button next to the appropriate Contract and click the **Chose Contract** button.




The screenshot shows the 'Choose Contract' dialog box. It has a search bar at the top. Below it is a table with columns: Subject, Contract #, Type, and To Business. A single row is visible with the following data: Subject: Construction Contract, Contract #: 0001, Type: Contract, To Business: (empty). A radio button is next to the 'Construction Contract' row, and it is highlighted with a red box. At the bottom right, there is a green 'Choose Contract' button, also highlighted with a red box. A 'Cancel' button is at the bottom left.

4. Fill in the fields as needed including required fields such as **Subject** and **Cost Period**.




The screenshot shows the 'New Payment Application' form. It has tabs for 'DETAILS', 'General', 'Financial Summary', and 'Item Breakdown'. The 'DETAILS' tab is selected. The form contains several fields: 'Subject' (with a placeholder 'Type the Subject'), 'Contract Reference' (0001 - Construction Contract), 'Contract Date' (5/24/19), 'Application #' (0001), 'Sequence #' (empty), 'Application Date' (05/24/2019), and 'Cost Period' (a dropdown menu). The 'Subject' and 'Cost Period' fields are highlighted with red boxes. At the top right, there are buttons for 'Cancel' and 'Save & Share'.


5. Click on the **Item Breakdown** tab.

General Financial Summary <b>Item Breakdown</b>								
Item Breakdown								
<div>  Add Change Orders           <div>New Line Item</div> <div>...</div> </div>								
	Row #	Description	Scheduled Value	Work Completed from Previous	Work Completed this Period	Total Completed Work	Materials Presently Stored Value	Total Completed and Stored to Date Value
				Value	Value	Value		
	1	Civil Engineering	\$1,605,804.		\$1,445,223.60	\$1,445,223.	\$0.00	\$1,445,223.60
	2	Racking (note 3)	\$20,916,621		\$20,916,625.00	\$20,916,621	\$0.00	\$20,916,625.00
	3	Foundations	\$8,961,240.		\$8,961,240.00	\$8,961,240.	\$0.00	\$8,961,240.00

6. If one or more approved change orders need added to the Item Breakdown click the **Add Change Orders** button, select the appropriate change order(s) and click **Add**.

General Financial Summary Item Breakdown								
Item Breakdown								
<div>  <b>Add Change Orders</b> <div>New Line Item</div> <div>...</div> </div>								
	Row #	Description	Scheduled Value	Work Completed from Previous	Work Completed this Period	Total Completed Work	Materials Presently Stored Value	Total Completed and Stored to Date Value
				Value	Value	Value		
	1	Civil Engineering	\$1,605,804.		\$1,445,223.60	\$1,445,223.	\$0.00	\$1,445,223.60
	2	Racking (note 3)	\$20,916,621		\$20,916,625.00	\$20,916,621	\$0.00	\$20,916,625.00
	3	Foundations	\$8,961,240.		\$8,961,240.00	\$8,961,240.	\$0.00	\$8,961,240.00

7. For each item in the breakdown that had work performed this period update the **Total Completed Work Value** or **%**.

Item Breakdown										
<div>  Add Change Orders           <div>New Line Item</div> <div>...</div> </div>										
	Row #	Description	Scheduled Value	Work Completed from Previous	Work Completed this Period	Total Completed Work	Materials Presently Stored Value	Total Completed and Stored to Date Value	%	Balance to Finish Value
				Value	Value	Value			Percent	Percent
	1	Civil Engineering	\$1,605,804.		\$1,445,223.60	\$1,445,223.	\$0.00	\$1,445,223.60	90	\$160,580.40
	2	Racking (note 3)	\$20,916,621		\$20,916,625.00	\$20,916,621	\$0.00	\$20,916,625.00	100	\$0.00
	3	Foundations	\$8,961,240.		\$8,961,240.00	\$8,961,240.	\$0.00	\$8,961,240.00	100	\$0.00

8. To apply retainage evenly across the payment application click (...), then **Set Retainage For All Rows**, populate the appropriate percent for work retainage and material retainage, and click **Apply**. Alternately retainage can be applied to each item separately for both work and materials.

Item Breakdown

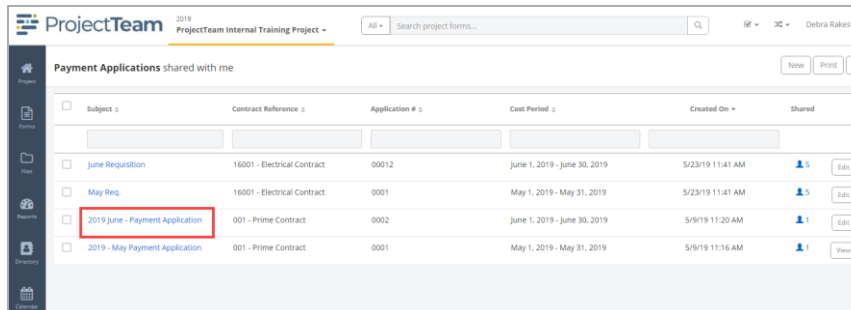
Work Completed this Period	Total Completed Work	Materials Presently Stored Value	Total Completed and Stored to Date Value	%	Balance to Finish Value	Work Retainage		Materials Retainage		Total Retainage
						Percent	Value	Percent	Value	
\$1,445,223.60	\$1,445,223.60	\$0.00	\$1,445,223.60	90	\$160,580.40	0	\$0.00		\$0.00	\$0.00
\$20,916,625.00	\$20,916,625.00	\$0.00	\$20,916,625.00	100	\$0.00	0	\$0.00		\$0.00	\$0.00
\$8,961,240.00	\$8,961,240.00	\$0.00	\$8,961,240.00	100	\$0.00	0	\$0.00		\$0.00	\$0.00

9. Click the **Save & Share** button to save and select the “(WF) Project Manager” group to share with.

## Creating Next in Sequence

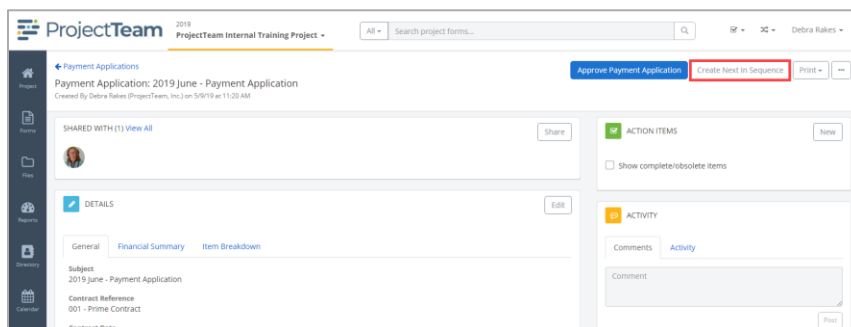
Once you have created your first Payment Application for a contract and are ready to create the next record, follow the instructions below.

1. From the **Payment Applications** log, click on the **Subject** of the previously created record.



Subject	Contract Reference	Application #	Cost Period	Created On	Shared
June Requisition	16001 - Electrical Contract	00012	June 1, 2019 - June 30, 2019	5/23/19 11:41 AM	5
May Req.	16001 - Electrical Contract	0001	May 1, 2019 - May 31, 2019	5/23/19 11:41 AM	5
2019 June - Payment Application	001 - Prime Contract	0002	June 1, 2019 - June 30, 2019	5/9/19 11:20 AM	1
2019 - May Payment Application	001 - Prime Contract	0001	May 1, 2019 - May 31, 2019	5/9/19 11:16 AM	1

2. The Payment Application form will open. At the top of the form click the Create **Next in Sequence** button.



Payment Application: 2019 June - Payment Application  
Created By Debra Rakes (ProjectTeam, Inc.) on 5/9/19 at 11:20 AM

APPROVE Payment Application   **Create Next in Sequence**   Print

SHARED WITH (1) View All

DETAILS

General   Financial Summary   Item Breakdown

Subject  
2019 June - Payment Application

Contract Reference  
001 - Prime Contract

Contract Date

ACTION ITEMS

Show complete/obsolete items

ACTIVITY

Comments   Activity

Comment

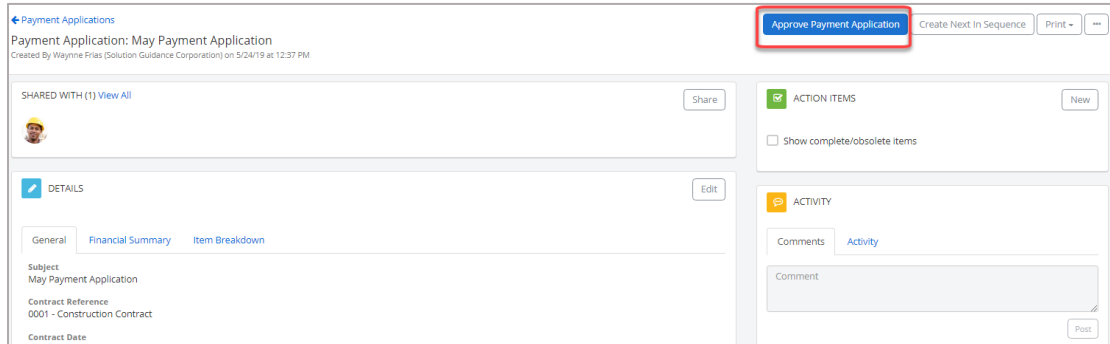
3. Complete steps 4-9 above to complete the Payment Application.

## Approving the Payment Application

Now the Payment Application is created and saved it can now be approved to reflect those changes on the Contract amount.

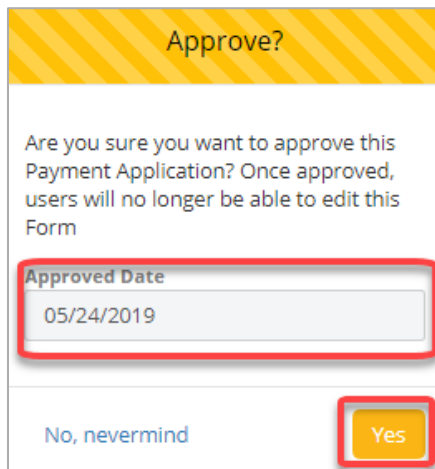
To Approve the Payment Application:

1. Click the **Approve Payment Application** button at the top of the form.



The screenshot shows the 'Payment Applications' interface. At the top right, the 'Approve Payment Application' button is highlighted with a red rectangle. Below the header, there is a 'SHARED WITH' section and a 'DETAILS' section. The 'DETAILS' section has tabs for 'General', 'Financial Summary', and 'Item Breakdown'. The 'General' tab is active, showing fields for 'Subject', 'Contract Reference', and 'Contract Date'. On the right side, there are sections for 'ACTION ITEMS' and 'ACTIVITY'.

2. In the confirmation modal, you are required to add an **Approved Date**. Choose the date that the Payment Application was approved from the calendar picker field. Once complete, click the **Yes** button to approve and lock the Payment Application.



The screenshot shows a confirmation modal titled 'Approve?'. It contains the text: 'Are you sure you want to approve this Payment Application? Once approved, users will no longer be able to edit this Form'. Below this text is a field labeled 'Approved Date' with the value '05/24/2019' entered. At the bottom, there are two buttons: 'No, nevermind' and 'Yes'. The 'Yes' button is highlighted with a red rectangle.