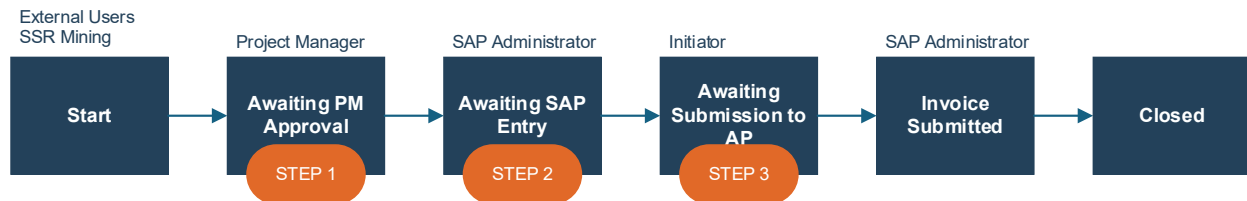


CREATING A PAYMENT APPLICATION

ProjectTeam allows you to easily create and manage your Payment Applications. The first step in creating a new Pay App is to choose an existing Contract, and therefore, **can only be created after a contract has been established**. Payment applications allow you to bill against Schedule of Value items in your Contract and Change Orders associated with that contract.

Start the workflow to submit the Payment Application.

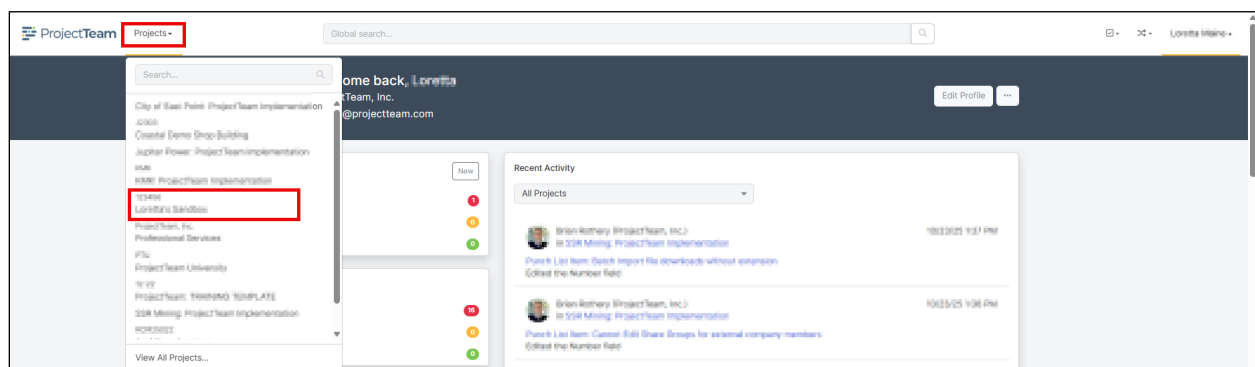


To navigate this Quick Reference Guide, simply scroll down, or use the following hyperlinks to jump to a specific section.

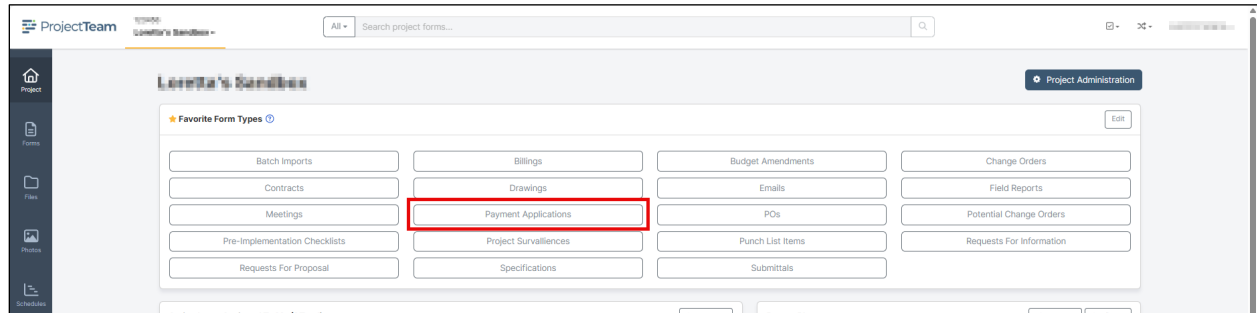
- [Log In and Navigate to Payment Applications](#)
- [Create a Payment Application](#)
- [Add Change Orders](#)
- [Start Workflow](#)
- [Create the Next Payment Application](#)
- [Link to Resources](#)

LOG IN AND NAVIAGATE TO PAYMENT APPLICATIONS

- 1) Access <https://app.projectteam.com> from your browser.
- 2) Log in with your **User Name** and **Password**.
- 3) Select the **Project** for which you are creating the Pay App.

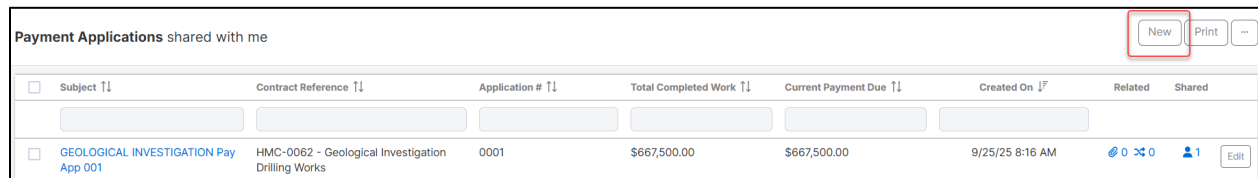


- 4) If you have Edited your **Favorite Form Types** to include Payment applications, select it from the top panel of the project's Home Page. See [Configure Favorite Form Types](#).

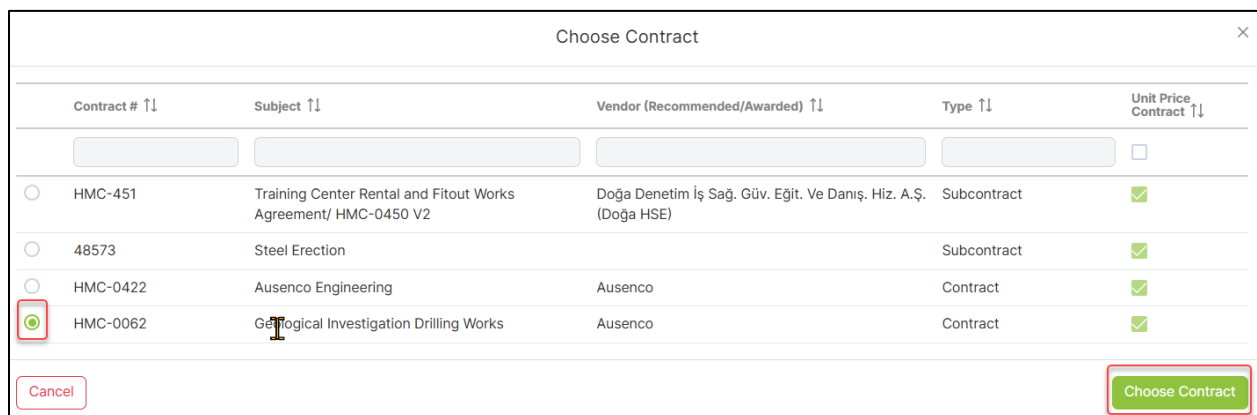


CREATE A PAYMENT APPLICATION

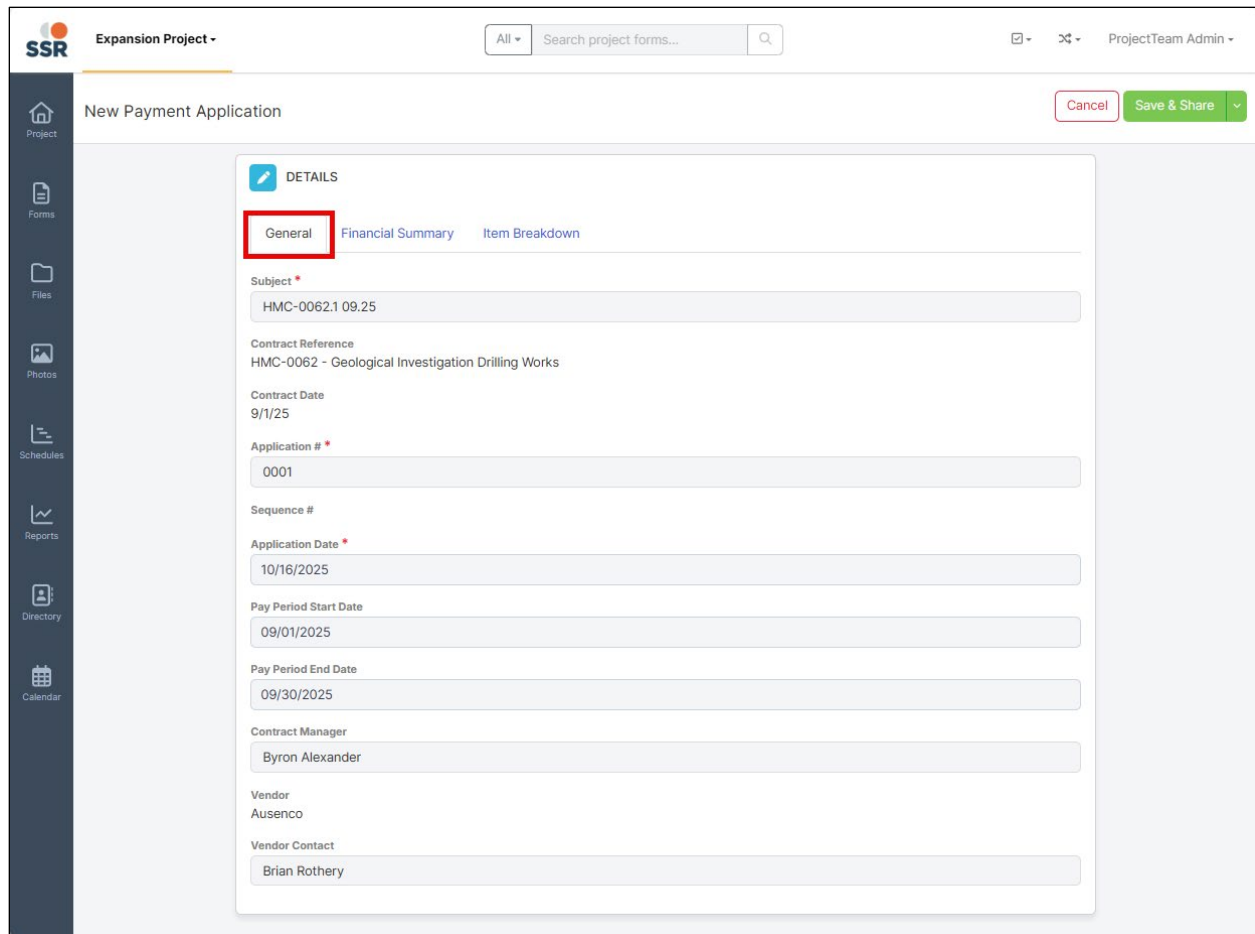
- 1) Click the **New** button to create a new Payment Application.



- 2) From the Choose Contract modal, select the radio button next to the Contract from which you would like to create your Payment Application for. Click the **Choose Contract** button.



- 3) In the **General** tab, fill in the required fields: **Subject**, **Application Date**, and any other applicable field.



Expansion Project - All Search project forms... ProjectTeam Admin

New Payment Application Cancel Save & Share

DETAILS

General Financial Summary Item Breakdown

Subject *
HMC-0062.1 09.25

Contract Reference
HMC-0062 - Geological Investigation Drilling Works

Contract Date
9/1/25

Application # *
0001

Sequence #

Application Date *
10/16/2025

Pay Period Start Date
09/01/2025

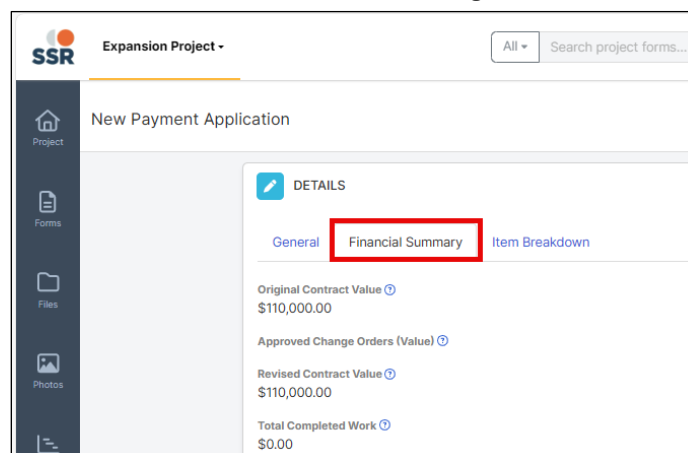
Pay Period End Date
09/30/2025

Contract Manager
Byron Alexander

Vendor
Ausenco

Vendor Contact
Brian Rothery

- 5) **Financial Summary:** All fields on the Financial Summary tab are read-only and are populated from other areas of the system. Most of the information comes from the Item Breakdown tab, but you will also find information from the related Contract and Change Orders.



Expansion Project - All Search project forms...

New Payment Application

DETAILS

General **Financial Summary** Item Breakdown

Original Contract Value ⓘ
\$110,000.00

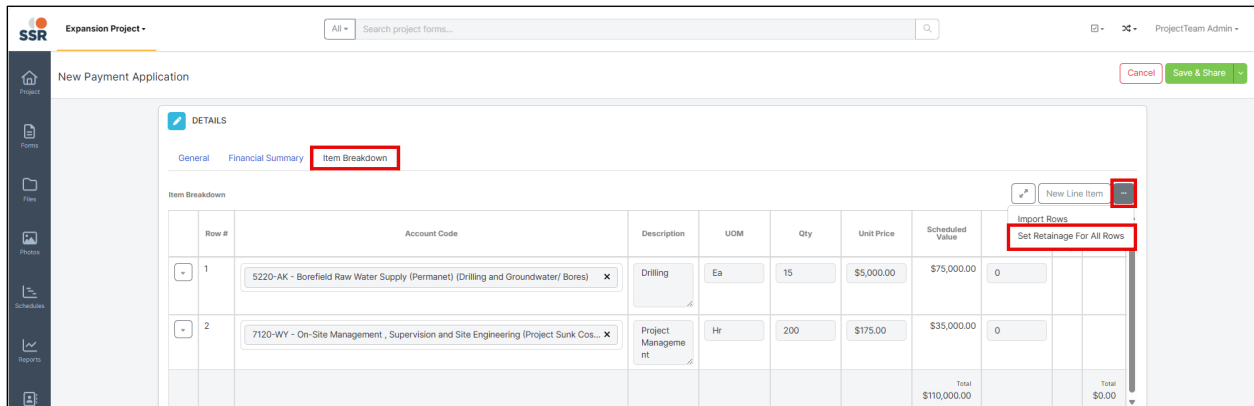
Approved Change Orders (Value) ⓘ

Revised Contract Value ⓘ
\$110,000.00

Total Completed Work ⓘ
\$0.00

**Hover over the blue question mark to learn more information about that field.

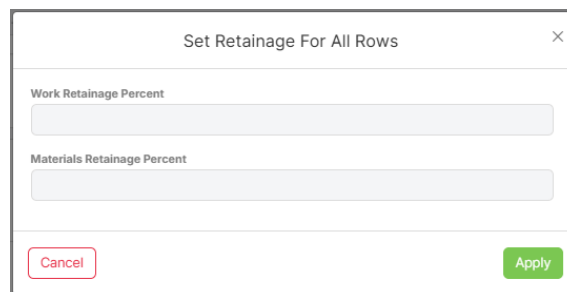
- 6) **Item Breakdown:** By default, the Item Breakdown will automatically populate from the Schedule of Values contained in the Contracts form. If needed, you can further break down the cost contained in the initial upload.
- 7) **Set Retainage** by clicking the 3-dot ellipsis at the top of the collection and selecting Set Retainage for All Rows.



The screenshot shows the 'New Payment Application' form with the 'Item Breakdown' tab selected. A table lists items with columns for Row #, Account Code, Description, UOM, Qty, Unit Price, Scheduled Value, and Retainage. A dropdown menu is open, showing the 'Set Retainage For All Rows' option highlighted with a red box.

Row #	Account Code	Description	UOM	Qty	Unit Price	Scheduled Value	Retainage
1	5220-AK - Borefield Raw Water Supply (Permanet) (Drilling and Groundwater/ Bores)	Drilling	Ea	15	\$5,000.00	\$75,000.00	0
2	7120-WY - On-Site Management, Supervision and Site Engineering (Project Sunk Cos...)	Project Management	Hr	200	\$175.00	\$35,000.00	0
						Total	\$110,000.00
						Total	\$0.00

- a. Enter the **Work and Material Retainage Percents**.
- b. **Apply**.



The dialog box has two input fields: 'Work Retainage Percent' and 'Materials Retainage Percent'. At the bottom are 'Cancel' and 'Apply' buttons.

- 8) **For each row** fill in Work Completed this Period and Materials Presently Stored.
 - a. **Work Completed this Period:** You can enter either a **Quantity** or a **Value**.
 - b. **Materials Presently Stored Value:** enter the Value.
- 9) The other columns will calculate as you enter data.

DETAILS

General Financial Summary **Item Breakdown**

Item Breakdown

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	Work Retainage		Materials Retainage	
			Qty	Value	Qty	Value				Percent	Value	Percent	Value
\$75,000.00	66.67		10	\$50,000.00	10	\$50,000.00	\$0.00	\$50,000.00	\$25,000.00	10	\$5,000.00	10	\$0.00
\$35,000.00	85.71		171.4285	\$30,000.00	171.4285	\$30,000.00	\$0.00	\$30,000.00	\$5,000.00	8	\$2,400.00	10	\$0.00
Total \$110,000.00		Total \$0.00	Total	Total \$80,000.00	Total	Total \$80,000.00	Total \$0.00	Total \$80,000.00	Total \$30,000.00	Total	Total \$7,400.00	Total	Total \$0.00

- 10) Click the the arrow beside Save & Share and select **Save**. The workflow will Share the the applicable users as it moves through the steps.

ADD CHANGE ORDERS

- 11) You can pull in the **Change Orders** to the corresponding Contract **AFTER YOU SAVE** the Pay App the first time.
- Open the Pay App's **Item Breakdown** tab.
 - Click **Edit**.
 - Click **Add Change Order** from the top of the Item Breakdown collection.

DETAILS

General Financial Summary **Item Breakdown**

Item Breakdown

Row #	Account Code	Description	UOM	Qty	Unit Price	Scheduled Value	%	Work Completed from Previous
1		Drilling	Fa	15	\$5,000.00	\$75,000.00	66.67	

- Select one or more Change Orders.
- Show All Line Items:** Choose **Yes** to show all of the line items in the Change Order or **No** to show one line item with the total amount.
- Add**.

Add Change Orders

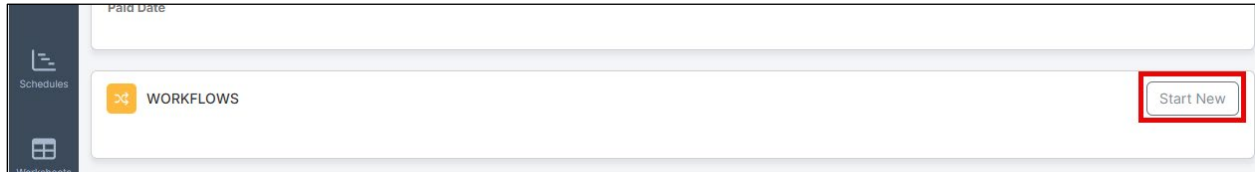
Subject ↑↓	Change Order # ↑↓	This Change Order (Value) ↑↓	Approved ↑↓	Show All Line Items
<input checked="" type="checkbox"/> New Exploration - Alternate Site	0001	\$600,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes
<input checked="" type="checkbox"/> New Exploration	0001	\$270,000.00	<input type="checkbox"/>	<input type="checkbox"/> No

Cancel Add

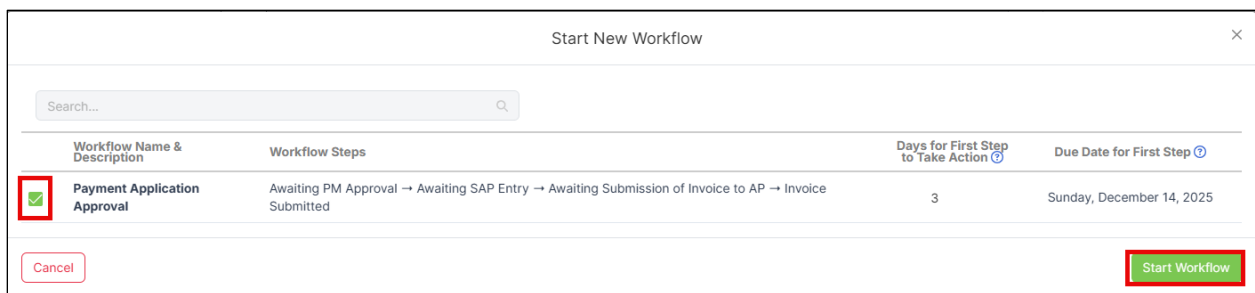
- Repeat **Steps 8-10** for the Change Order rows.

START THE WORKFLOW

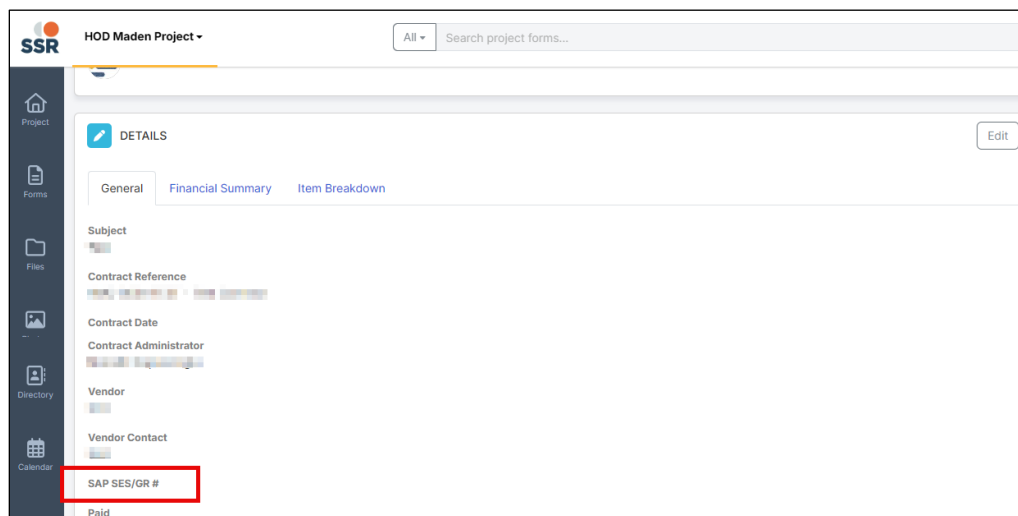
Once the Payment Application is completed, start the workflow to **submit** it to the Project Manager. Once Approved by the Project Manager the SAP SES/GR # will be entered in the Payment Application in ProjectTeam and the workflow will return to you. At that time you will submit the invoice to AP via email with the SAP SES/GR# referenced. Once submitted, pass the workflow step.



- 1) From the **Start New Workflow** modal, select Request for Information workflow.
- 2) **Start Workflow.**



- 3) When you receive the notification email that the workflow is back in your court, return to the Payment Application to get the **SAP SES/GR #** to reference on the invoice to email to AP.

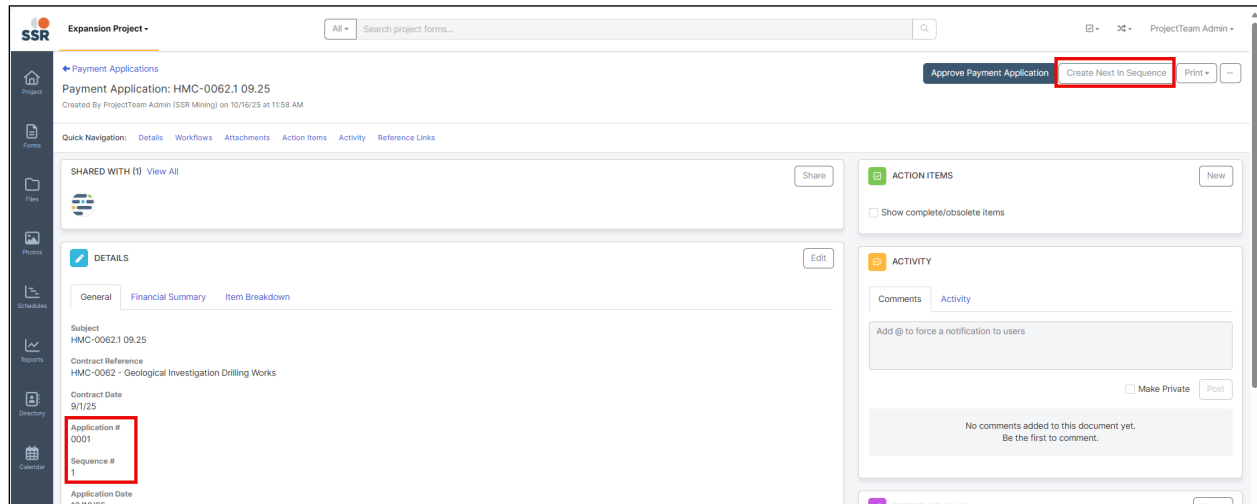


- 4) After submitting the invoice, **Pass** the workflow step.

CREATE THE NEXT PAYMENT APPLICATION

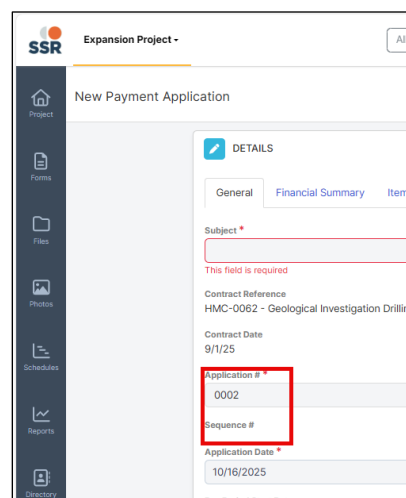
Once you have create the Pay App for a Contract, you can create the next sequential Pay App from the latest in the sequence.

- 1) Open the latest Pay App.
- 2) Click **Create Next in Sequence**.



The screenshot shows the 'Payment Applications' section for 'Expansion Project'. The main form displays details for 'Payment Application: HMC-0062.1 09.25'. In the top right corner, the 'Create Next in Sequence' button is highlighted with a red box. The 'DETAILS' tab is active, showing fields for Subject, Contract Reference, Contract Date, Application # (0001), Sequence # (1), and Application Date (10/16/25). The 'APPLICATIONS #' and 'SEQUENCE #' fields are also highlighted with red boxes.

- 3) The New Pay App will open with the next **Application #** prepopulated. Once you Save, the Sequence # will appear also.



The screenshot shows the 'New Payment Application' form. The 'DETAILS' tab is active, showing fields for Subject, Contract Reference, Contract Date, Application # (0002), Sequence #, and Application Date (10/16/2025). The 'Application #' field is prepopulated with '0002' and highlighted with a red box. The 'Sequence #' field is also highlighted with a red box.

RELATED RESOURCES

Help Pages:

[Payment Application Overview](#)

Related QRGs:

Payment Applications

Contracts

Change Orders