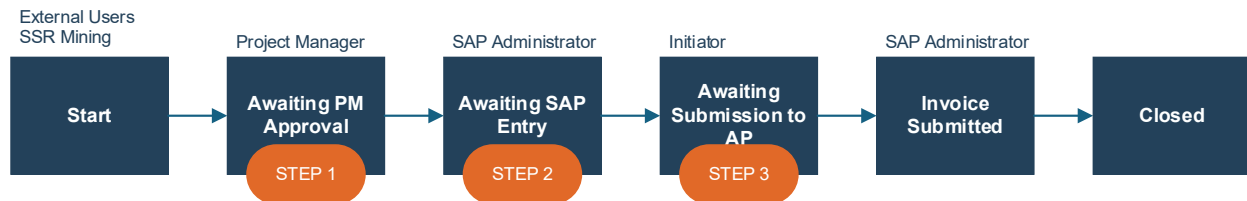# CREATING A PAYMENT APPLICATION

*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**.
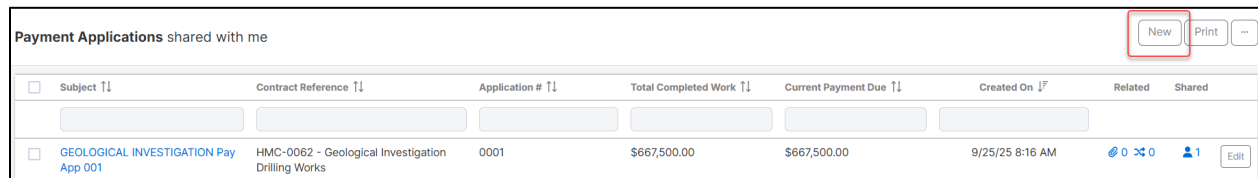3) Select the **Project** for which you are creating the Pay App.
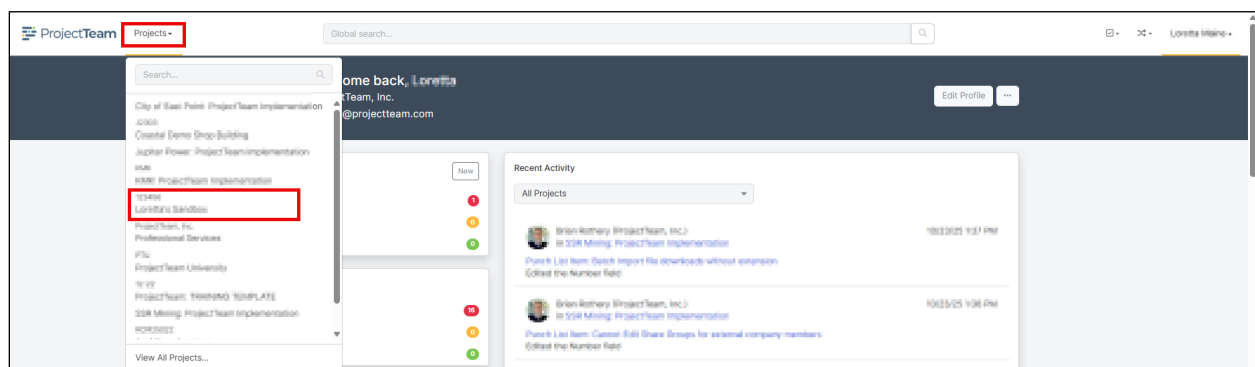
4) If you have Edited your **Favorite Form Types** to include Payment applications, select it from the top panel of the project's Home Page. *See* ***Configure Favorite Form Types***.
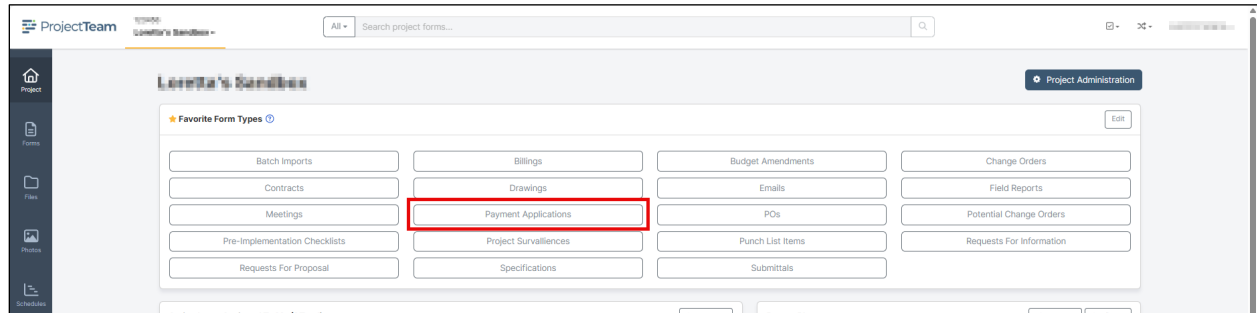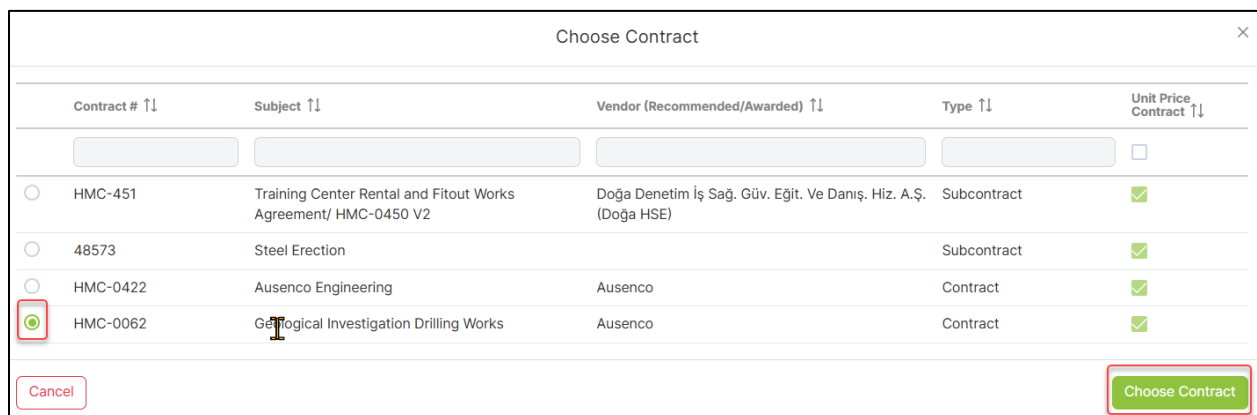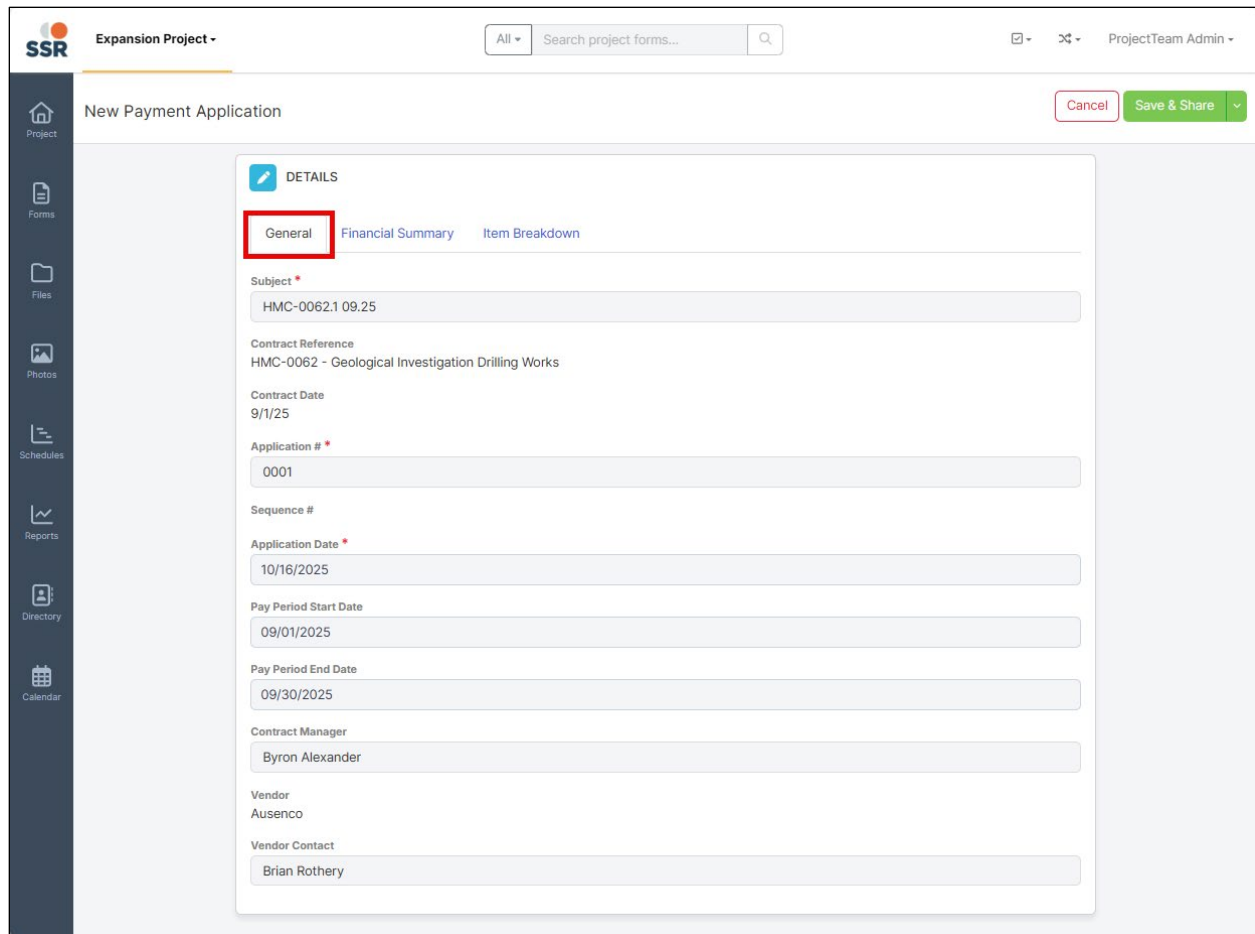

CREATE A PAYMENT APPLICATION

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.
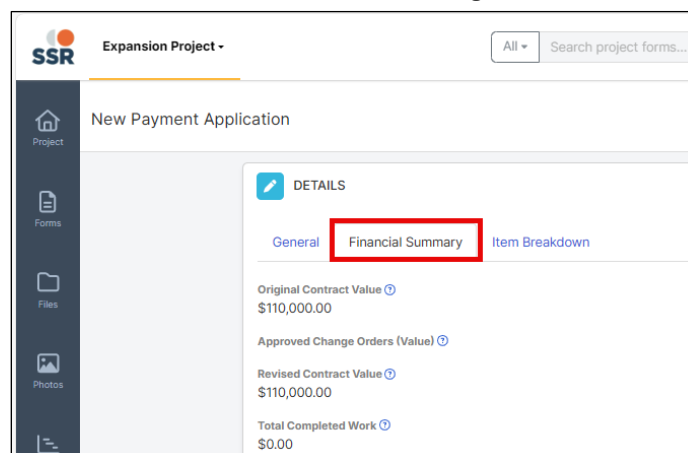
5) **Financial Summary:** All fields on the Financial Summary tab are read-only and are populated from other areas of the system. Most of the information comes from the Item Breakdown tab, but you will also find information from the related Contract and Change Orders.
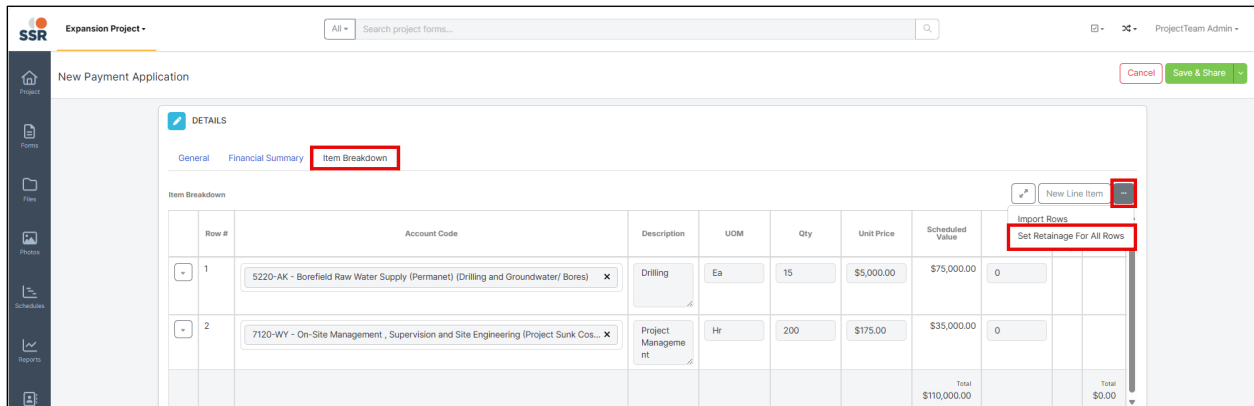
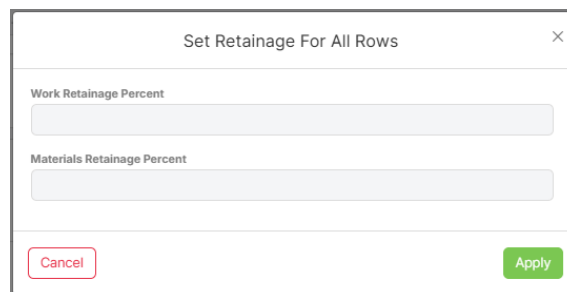**Hover over the blue question mark to learn more information about that field.

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.

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

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.

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.
   a. Open the Pay App's **Item Breakdown** tab.
   b. Click **Edit**.
   c. Click **Add Change Order** from the top of the Item Breakdown collection.

   d. **Select** one or more Change Orders.
   e. **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.
   f. **Add**.

   g. Repeat **Steps 8-10** for the Change Order rows.
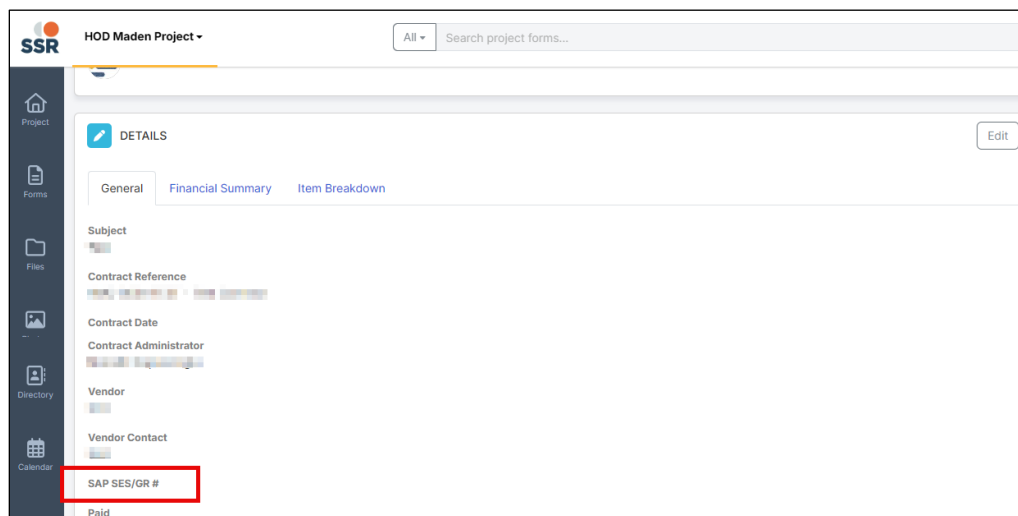
START THE WORKFLOW

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.
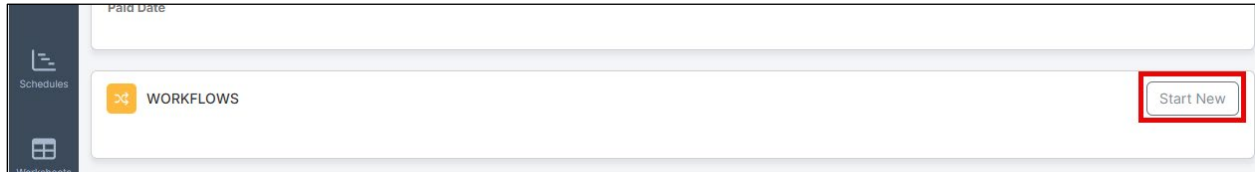
1) From the **Start New Workflow** modal, select Request for Information workflow.
2) **Start Workflow**.
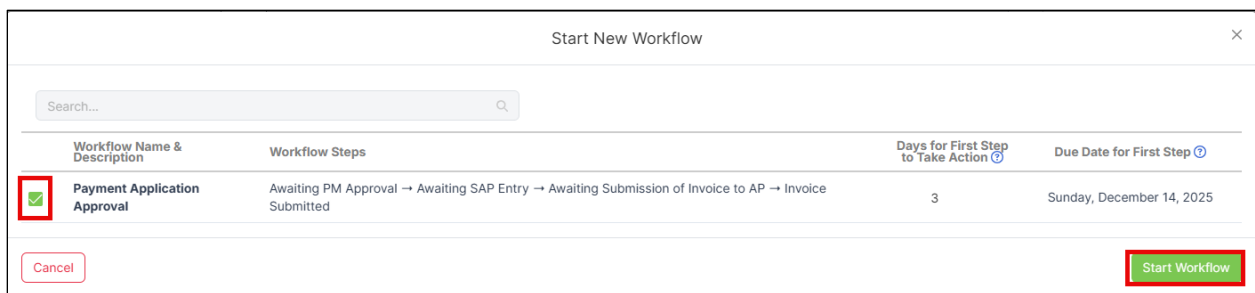
3) When you receive the notification email that the workflow is back in your court, return to the Payment Application to get the **SAP SES/GR #** to reference on the invoice to email to AP.
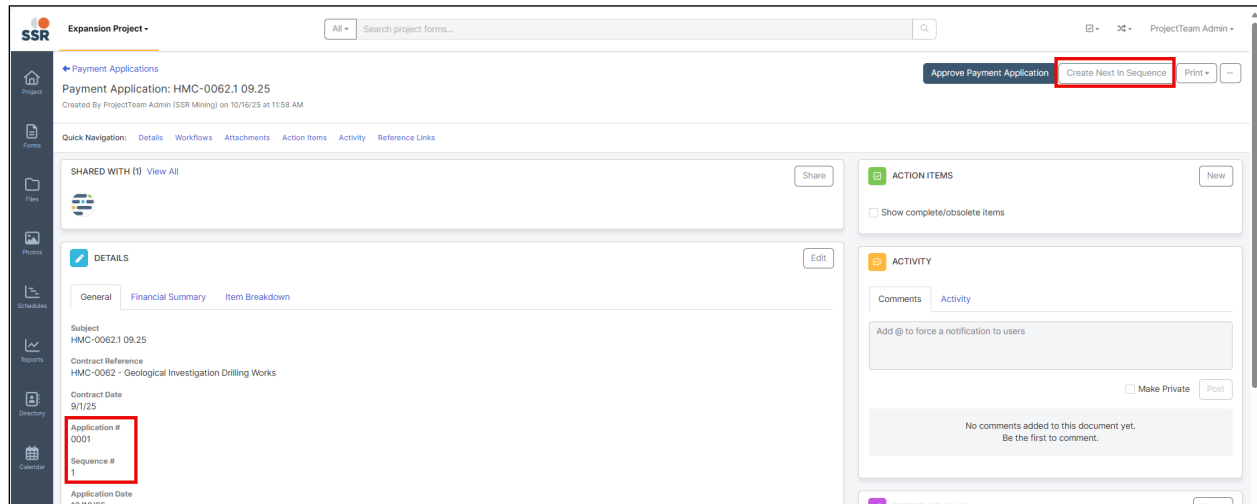

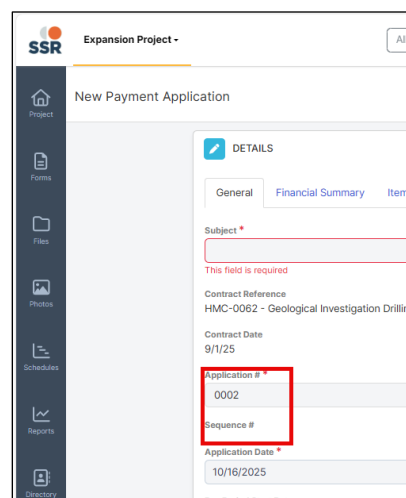4) After submitting the invoice, **Pass** the workflow step.

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.**

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

RELATED RESOURCES

Help Pages:

Payment Application Overview

Related QRGs:

Payment Applications

Contracts

Change Orders