PAYMENT APPLICATIONS

ProjectTeam.com allows you to easily create and manage all of your Payment Applications in one system. The first step in creating a new Payment Application 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.

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

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- **Add Change Orders**
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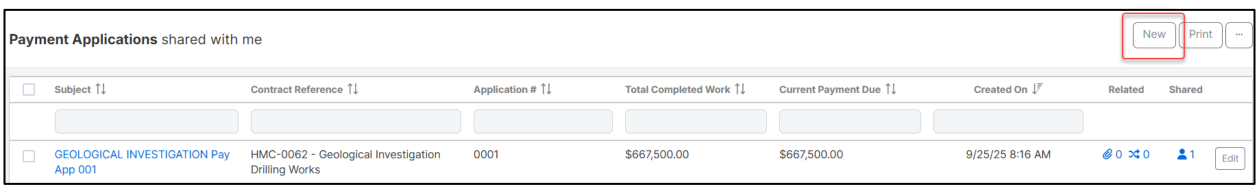
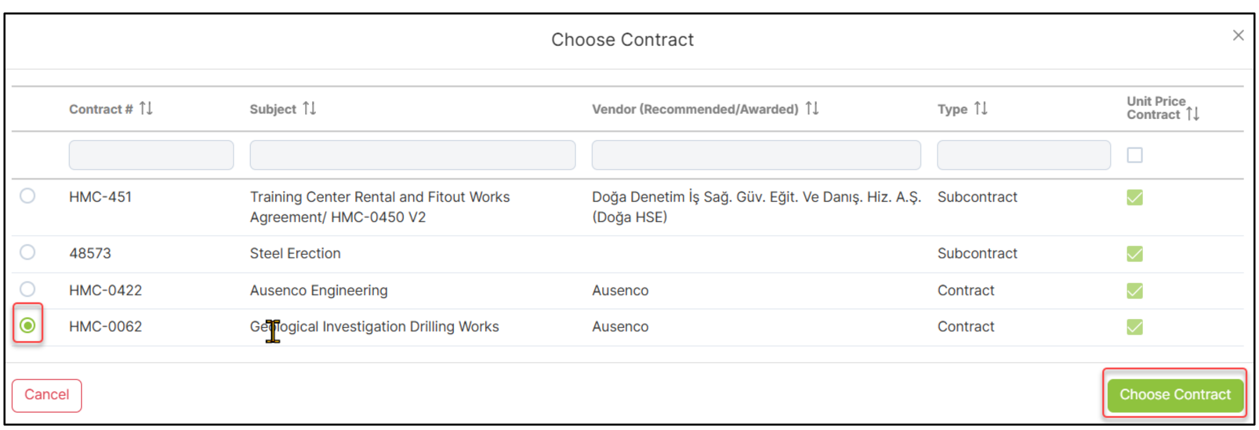
- **Unapproving the Payment Application**
- **Create the Next Payment Application**
- **Link to Resources**

CREATE A PAYMENT APPLICATION

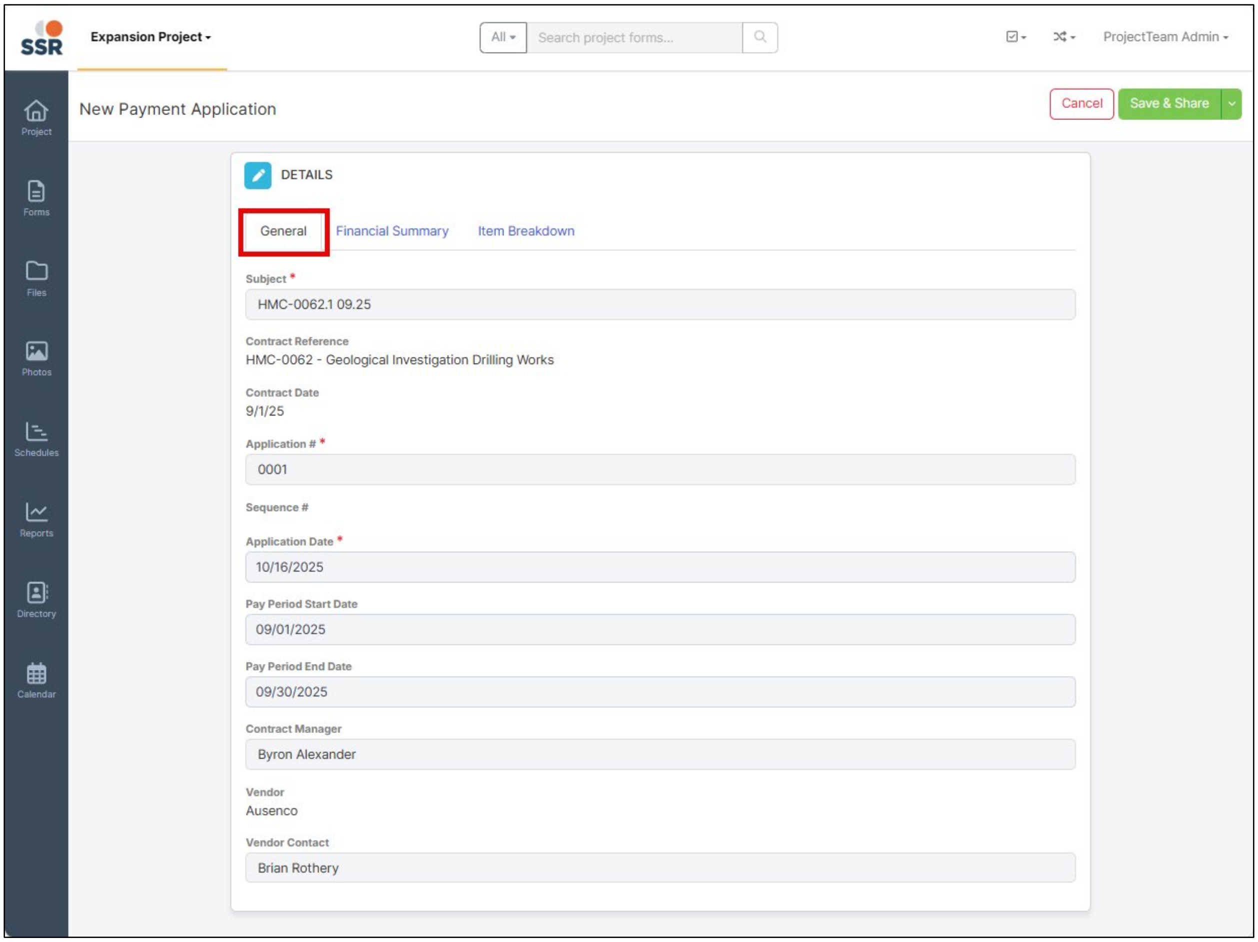
1) Click the **New** button to create a new Payment Application.



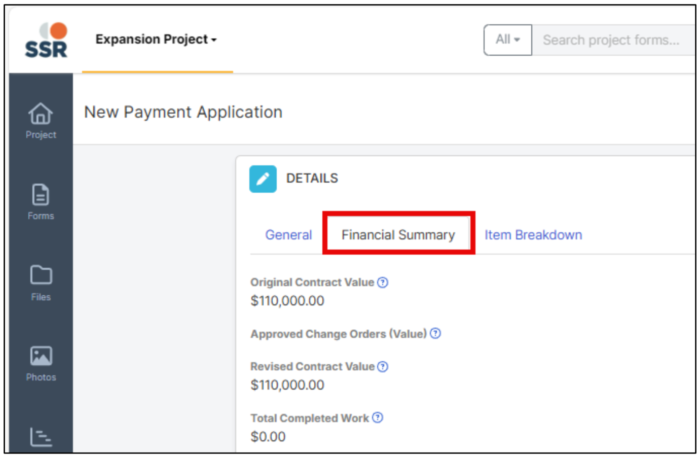
2) From the Choose Contract modal, select the radio button next to the Contract from which you would like to create your Payment Application for. Click the **Choose Contract** button.



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

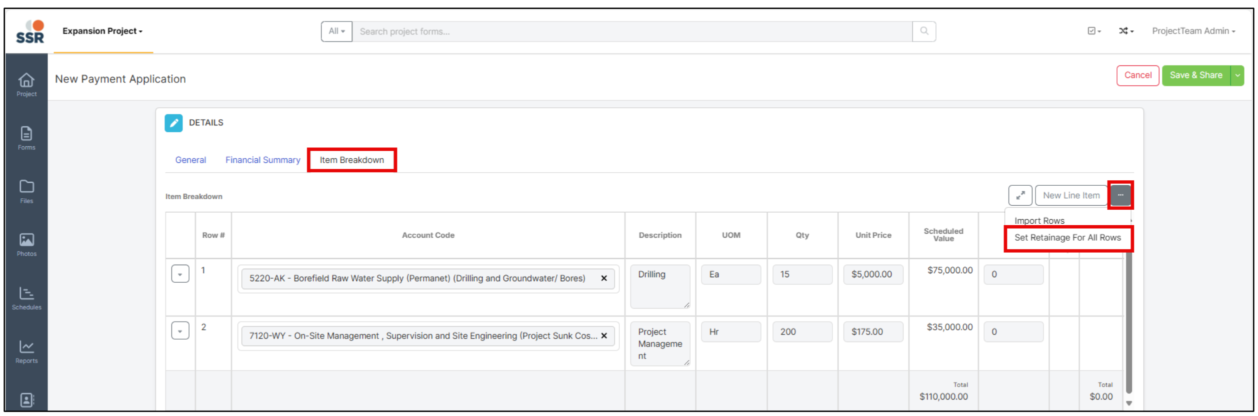


5) **Financial Summary:** All fields on the Financial Summary tab are read-only and are populated from other areas of the system. Most of the information comes from the Item Breakdown tab, but you will also find information from the related Contract and Change Orders.

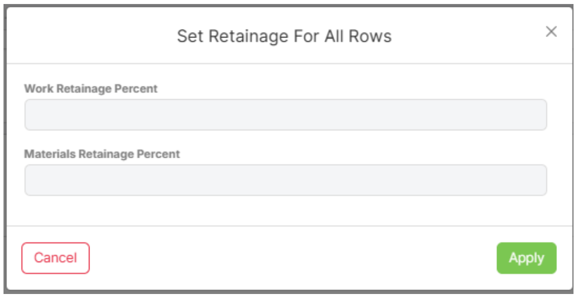


**Hover over the blue question mark to learn more information about that field.

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.

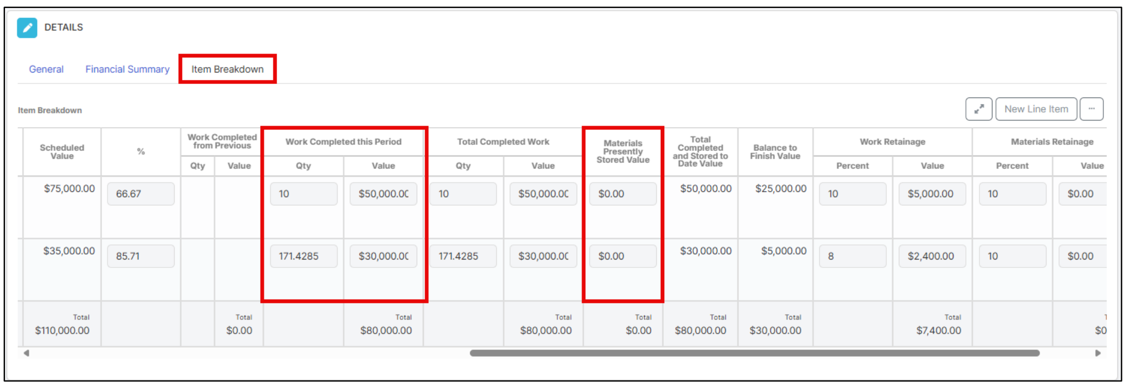


   a. Enter the **Work** and **Material Retainage Percents.**
   b. **Apply.**



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.

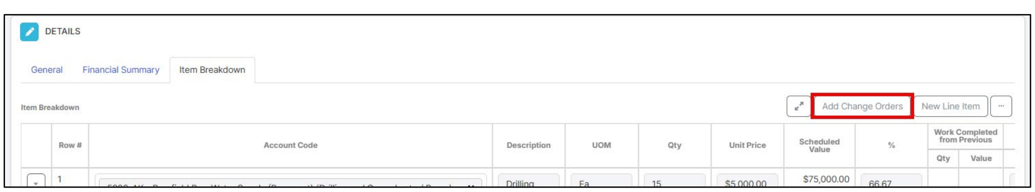
9) The other columns will calculate as you enter data.



10) Click the **Save & Share** or Save, if you want to keep this for a draft for now. Remember no one else has access to the Pay App until it is shared with them. **See the **Sharing Records QRG** for additional help.

ADD CHANGE ORDERS

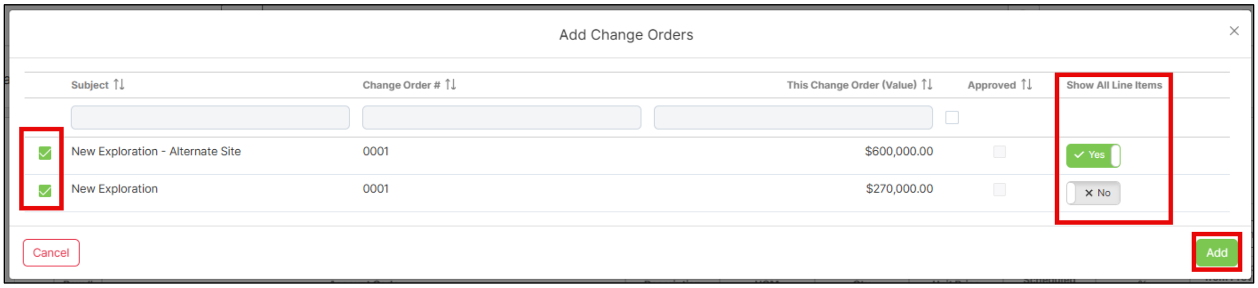
11) You can pull in the **Change Orders** to the corresponding Contract after you Save the Pay App the first time.
   a. Open the Pay App's **Item Breakdown** tab.
   b. Click **Edit**.
   c. Click **Add Change Order** from the top of the Item Breakdown collection.



   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.

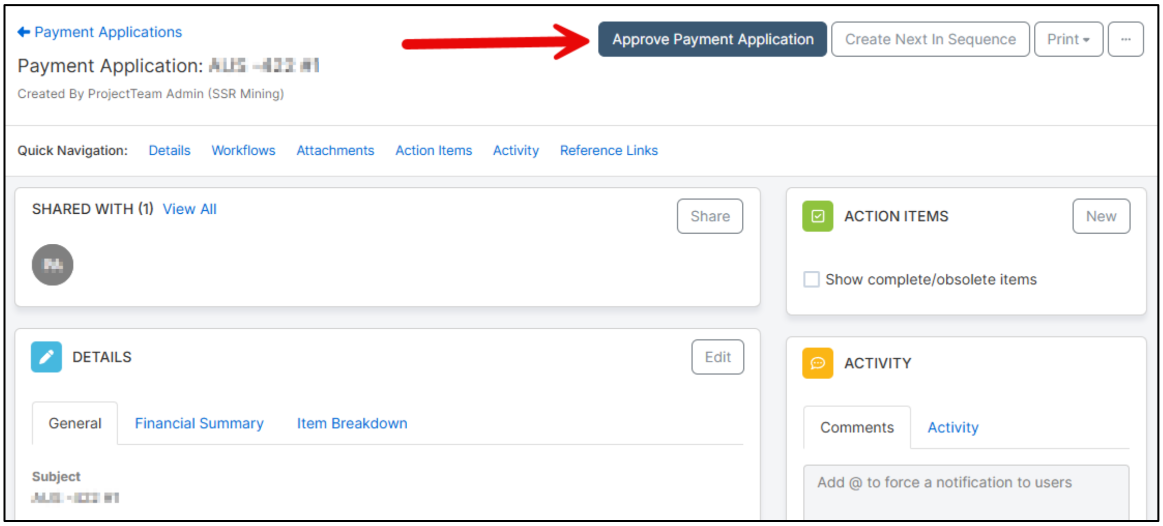
f. **Add**.



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

APPROVING THE PAYMENT APPLICATION

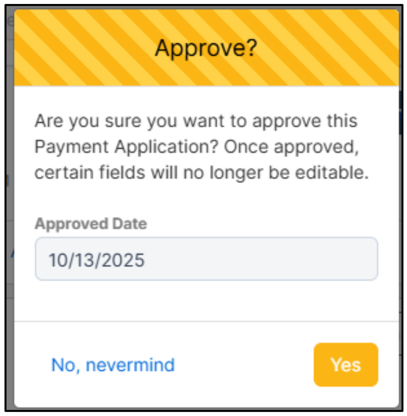
Once you have recorded all the needed information and you do not want the Payment Application to be changed anymore, you can approve it. To approve the Payment Application, click the Approve Payment Application button on top of the form in view mode.



Clicking the Approve Payment Application button will bring up a confirmation modal. The confirmation modal notifies the user that after marking the form final and saving, certain fields will be locked and no additional changes can be made to the Payment Application. Those fields include:

1) Application Date
2) Cost Period
3) Item Breakdown (collection)

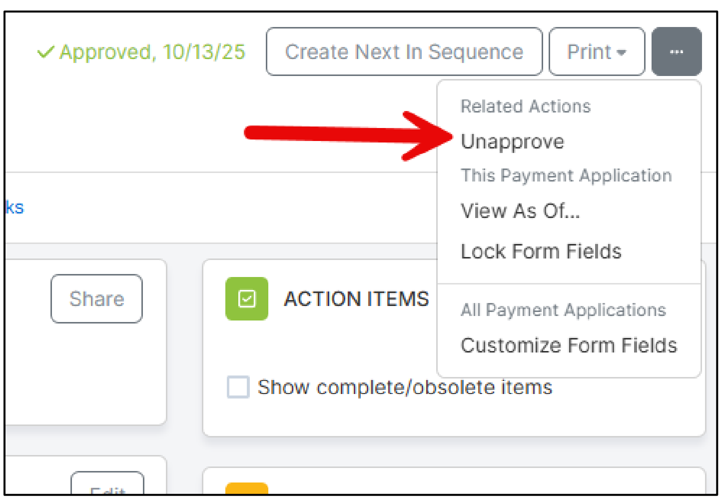
In the confirmation modal, you are required to add an "Approved Date". Choose the date that the Payment Application was approved from the calendar picker field. Once complete, click "Yes" to approve and lock the Payment.



UNAPPROVING THE PAYMENT APPLICATION

**Note: Only Project Administrators can unapprove forms.*

If there has been a mistake and the Payment Application was marked "Approved" prematurely, your Project Administrator can unapprove it to edit again. To unapprove, click the options (...) button on the top right of the Payment Application form in view mode. In the "Related Actions" section of the dropdown, click the Unapprove option.

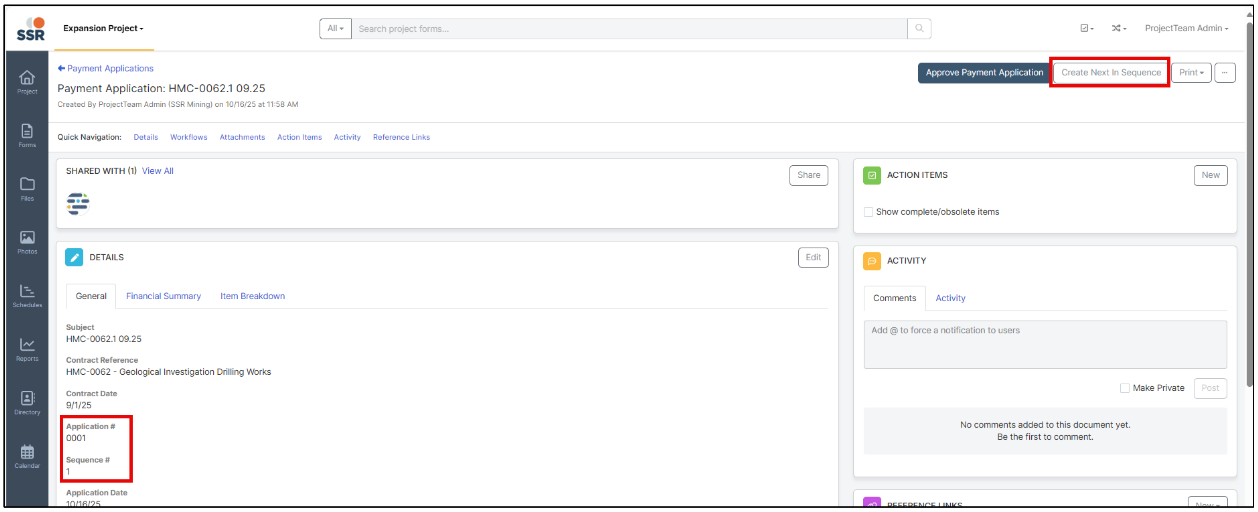


Note: You can only unapprove the Payment Application that is the latest in its sequence. For example, if you have Pay Apps 1, 2, and 3, and all have been approved, to unapprove 2, you would need to first unapprove 3.

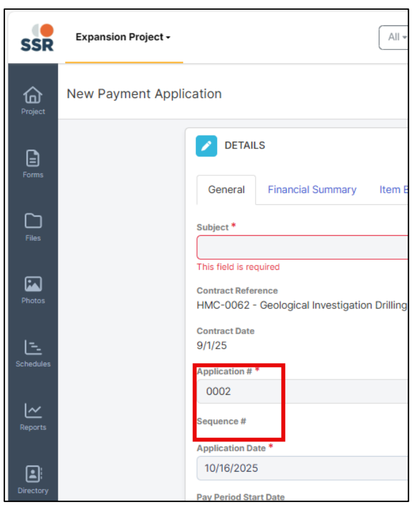
CREATE THE NEXT PAYMENT APPLICATION

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.



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



RELATED RESOURCES

Additional Resources:

support@projectteam.com
(703) 961-1007

Contracts QRG

Change Order QRG

support@projectteam.com
(703) 961-1007