Minnesota State Colleges and Universities

Payment Applications

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Pay Application (PA) Process

Process for routing Construction Payment Applications (including Final Payment)

Contractor create Pay Applications

1. Click the **Projects Tab** and select your project from the drop down box

![e-BUILDER Interface](image)

2. Select a Project

![Select a Project](image)
3. Select Processes from the Project Menu

4. Click on the Start Process button

5. The Processes pop up window will appear, click on Payment Application (PA)
6. The Payment Application screen will appear. Fill out all the pertinent information. *Be sure to scroll down thru the whole application.

**Payment Application (PA)**

**Start Process**

- **Project:** Current Vendor Training Project
- **Process:** Payment Application
- **Subject:**

**Commitment Invoice Details**

- **Status:** Draft
- **Commitment:** Select a commitment
- **Company/Contact:**
- **Date Received:** 02.20.2019
- **Date Due:**

**Commitment Invoice Custom Fields**

- **PO Number:**
- **Vendor Invoice Number:**
- **Transaction ID:**
- **Transaction Date:**

The Invoice Items table will be displayed. Under **Column E This Period**, click on the pencil and enter the correct amount on each line item. (Note: the amount is the dollar amount including retainage. E-Build will calculate the retainage from this amount.)

4. Enter a Subject.

1. Select a commitment from the drop-down.
2. Enter Date Received
3. Enter Vendor Invoice Number
Select **Partial** or **Final** to indicate whether the final pay application. *(Note: Select “Final” only after services have been billed and only retainage is left. The final payment is to release retainage only.)*

- **Partial (P) or Final (F):**
  - P
  - F

- **A/E or Haz Mat Consultant Review Required:**
  - Per Contract, an A/E must review Pay App?
  - Per Contract, Haz Mat Consultant must review Pay App?
  - Neither an A/E nor Haz-Mat Consultant must review Pay App?

- **Billing Period Start:** [ ]
- **Billing Period End:** [ ]

- **Payment Application:**
  - Drag and drop file here or Browse Computer
  - Browse e-Builder

- **All Current Minnesota State Prevailing Wage Forms have been uploaded to the Prevailing Wage folder:**
  - Yes

- **Job Reporting:**
  - Drag and drop file here or Browse Computer
  - Browse e-Builder

- **Construction Progress Schedule:**
  - Drag and drop file here or Browse Computer
  - Browse e-Builder
Upload Documents

To upload your pay application click on the **Browse Computer** button

The Upload Documents screen will appear.

Click on **Select folder** to view the Select a folder pop up window.

The folder you select is where your pay application will be stored in e-Builder.

Select the Pay Apps folder:
Once you select the folder, you will return to the Select File pop window. Browse... to find the file (your pay application) and click on the Upload button.

Click Submit to move to the next step.
Project Manager Review (Actor: PM)

- Project Manager will review all the information including looking at the attached document to verify the amount.

- **Review all documents in the Attached Documents tab.**
- **Review Vendor Invoice Number**

- Verify that dollar amount including retainage has been entered in **Column E** of the Invoice Table. E-Builder will calculate retainage amount. Amount to be paid minus retainage will be in column “Current Payment Due”.

![Diagram of Commitment Invoice Details]

- **Status**: Draft
- **Commitment**: CCA - 00001 - CCA Construction Contract
- **Company/Contact**: Test Contractor
- **Date Received**: 01.16.2019

![Diagram of Invoice Items]

- **Item**: Improvements/Recoveries... (0.5210)  Improvements/Recoveries...
- **Description of Work**: Custom
- **Budget Code with Description**: Custom
- **Scheduled Value**: 50,000.00
- **Work in Place From Previous Application**: 0.99
- **This Period**: 5,000.00
- **Total Materials Presently Shipped**: 0.99
- **Current Work Involved in This Period**: 5,000.00
- **Current Payment Due**: 4,700.00
• Verify that the amount entered in the Invoice table has been applied to the correct funding source
• Select Partial (P) or Final (F). Note. Payment will always be partial until request for retainage release. Final payment is the last pay application to release the retainage amount.

ISRS Hold Step
When the process is at the ISRS Hold Step, the Account Payable role will receive an email notification from e-Builder that there’s a payment process waiting for approval in ISRS Web Accounting. Once the invoice has been paid in ISRS, e-Builder will automatically pull the Transaction ID, Transaction Date into the custom field section in the Invoice Approval process and automatic move it out of the ISRS Hold Step to the Finish.