Minnesota State

Minnesota State Colleges and Universities

Payment Applications

For more information contact System Office e-Builder Support

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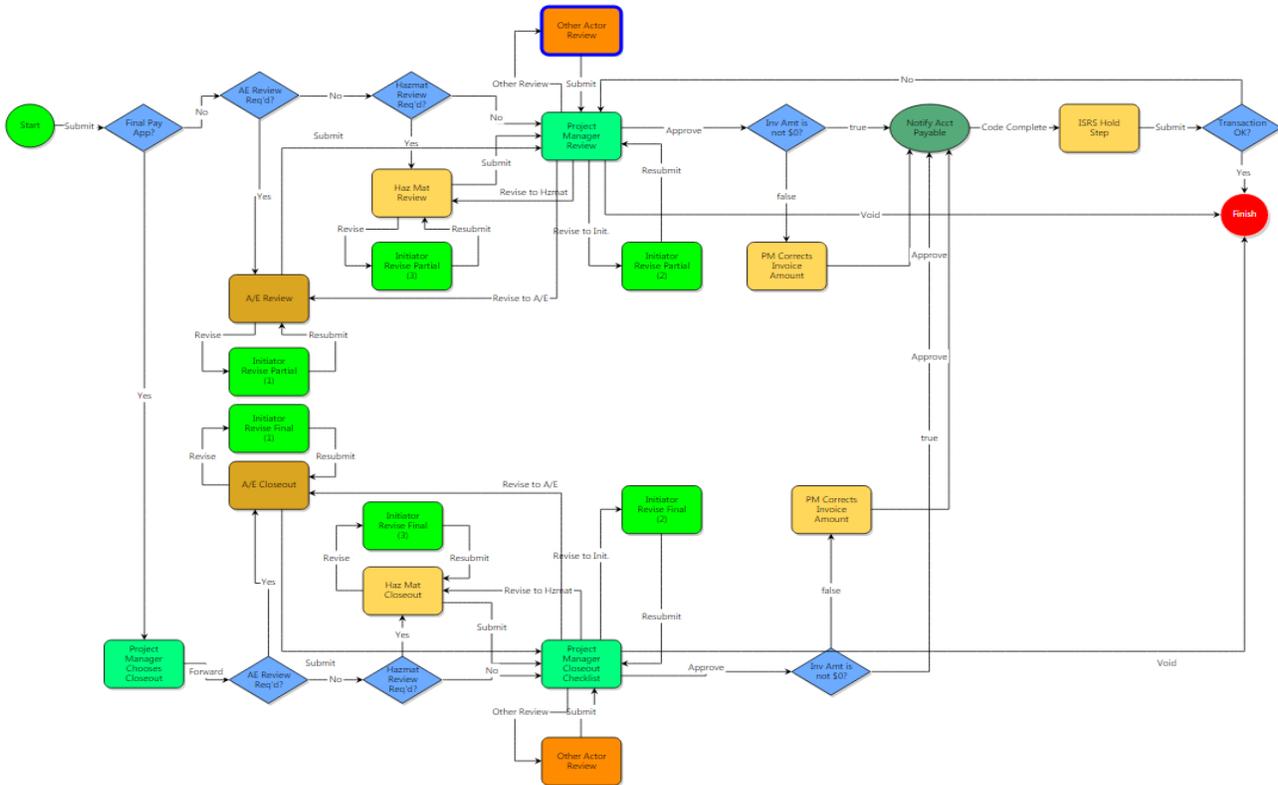
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Website:
http://www.minnstate.edu/system/finance/facilities/design-construction/index.html
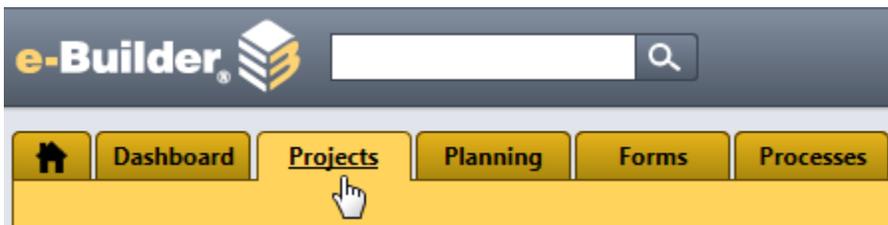
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Pay Application (PA) Process

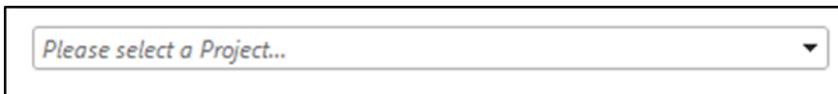Process for routing Construction Payment Applications (including Final Payment)

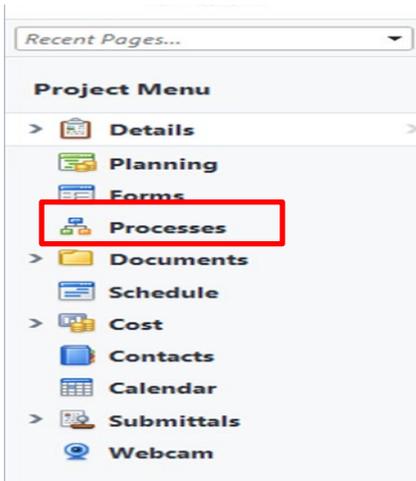# Contractor create Pay Applications

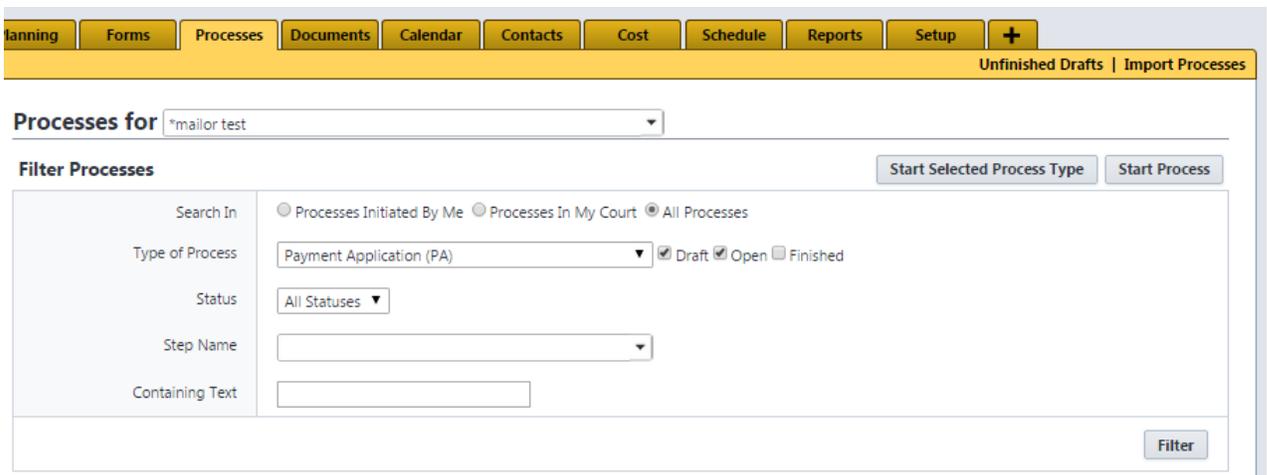1. Click the **Projects Tab** and select your project from the drop down box

2. Select a Project

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.

The Invoice Items table will be display. 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-Builder will calculate the retainage from this amount.)

Select **Partial** or **Final** to indicate whether is 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.)
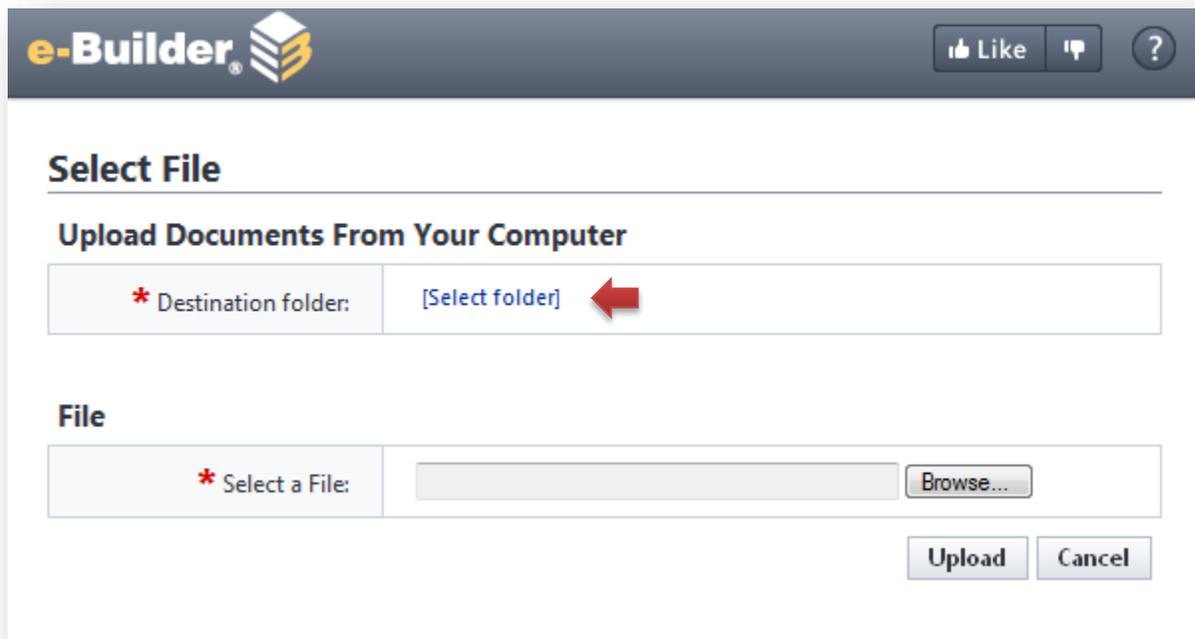
Upload Documents

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.

- 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**".

- 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.

- Select Action **"Approve",** click on **Take Action** to move it to the ISRS Hold Step for payment.

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.