

Payment Application Definition

The Payment Application Screen processes formal written requests for payment by a contractor for work completed on a construction contract.

Payment applications are processed by contract line item, each of which is associated to a capital project component. Retainage is automatically withheld based on the construction contract setup and the retained funds are placed in the retainage account as an actual transaction. The total payment application amount appears as expensed on both the capital project and construction contract. The retainage balance is displayed on both the Construction Contract Screen and the Account Management Screen for the contract offset account. The Payment Application Screen is also used to pay retainage when released.

The project team must be updated and the INVOICE ADMIN and INVOICE APPROVER responsibilities must be populated in order for the workflows to work in accordance with the SOP.

Responsibility: PROEJCT MANAGER / CONTRACT SPECIALIST / ETC.

The PROJECT MANAGER or the CONTRACT SPECIALIST will perform the following procedures in AiM for entering a Payment Application, however there are many others who might perform this task (i.e. ADMIN ASST, ADMIN ASSOC, etc.). The INVOICE ADMIN and INVOICE APPROVER responsibilities must be loaded to ensure the SOP is followed.

Create a Payment Application:

1. From the WorkDesk, click: **Accounts Payable**
2. Click: **NEW** (next to **Payment Application**)
3. Search for the Construction Contract. If you know the contract number, enter into Contract Field.

The screenshot shows the 'Payment Application' search screen in AiM. At the top right, the user 'JAMES' is logged in. Below the header, there are buttons for 'Execute', 'Advanced Search', and 'Reset'. A search criteria table is visible with columns for 'Action', 'Display Order', 'Sort', and 'Operator'. The 'Contract' field is highlighted with a red arrow.

Action	Display Order	Sort	Operator
<input type="checkbox"/>	Transaction	-	=
<input type="checkbox"/>	Description	-	contains
<input type="checkbox"/>	Status	-	=
<input type="checkbox"/>	Capital Project	-	=

4. Select the Construction Contract.

The screenshot shows the search results for 'Payment Application'. The 'Contract' field is highlighted with a red arrow. The results table is as follows:

Action	Transaction #	Description	Status	Capital Project	Contract
<input type="checkbox"/>	1006		UNDER REVIEW	CP15-0083	1005
<input type="checkbox"/>	1113	FLINTCO - PRECON - 002	UNDER REVIEW	CP15-0083	1005
<input type="checkbox"/>	1134	Test 8.1.1 Pay App from Manhattan for construction services.	UNDER REVIEW	CP16-0430	1173

AiM Payment Application JAMES About Logout

Save Cancel

View **1113** Last Edited by DENISE BROOKS On 10/14/2015 03:07 PM

Extra Description:

Status:

Capital Project: CP15-0083
NEW CENTRAL PLANT AND

Contractor: V0000173720
FLINTCO LLC

Pay Application Number:

Reference Number:

Pay Application Date:

Currency Code: USD

Subtotal: \$90,902.15

Tax: \$0.00

Retained: \$0.00

5. Enter a complete **description** of the Payment Application
6. Enter the **Payment Application Number**
7. Fill in the following dates:
 - a. Payment Application Date
 - b. Submitted Date
 - c. Date Paid (*if available*)

Line Items Remove Load

Line	Description	Contract Line	Line Group	Component	Line Total	Voided
1	CM PRECONSTRUCTION SERVICES	001	PRECON	CM PRECON SERVICES	\$90,902.15	No

8. Select "Load" under the Line Items. Select the appropriate line item from the contract and click: **Next** to move forward. **Fill in the Paid Amount**, click: **Done**

AiM Construction Contract Line - Eligible Transactions

Next Cancel

1113
FLINTCO - PRECON - 002

AiM Line Item JAMES About Logout

Done

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FLINTCO - PRECON - 002

Line	Description	Capital Project	Component	Contract Line	Remaining	Invoiced Subtotal	Retainage Balance	Invoiced Retainage
1	CM PRECONSTRUCTION SERVICES	CP15-0083	CM PRECON SERVICES	001	\$239,020.00	\$90,902.15	\$0.00	\$0.00

9. From the Payment Application screen, click: **Save**

AiM Payment Application JAMES About Logout

Save Cancel

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Extra Description:

Status:

Capital Project: CP15-0083
NEW CENTRAL PLANT AND

Contractor: V0000173720
FLINTCO LLC

Pay Application Number:

Reference Number:

Pay Application Date:

Currency Code: USD

Subtotal: \$90,902.15

Tax: \$0.00

Retained: \$0.00

Retainage Paid: \$0.00

Total: \$90,902.15

Submitted Date:

Date Paid:

Terms: PRECONSTRUCTION SERVICES

Line Items Remove Load

Line	Description	Contract Line	Line Group	Component	Line Total	Voided
1	CM PRECONSTRUCTION SERVICES	001	PRECON	CM PRECON SERVICES	\$90,902.15	No