AP-02 CPPM - AiM User Guide

## 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.

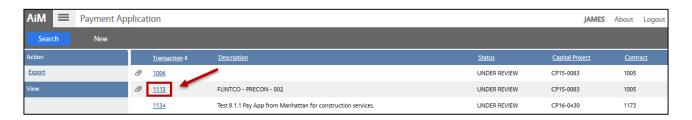
The PROJECT MANAGER or the CONTRACT SPECIALIST will perform the following procedures in AiM for entering a Payment Application, however there are many others who might perform this task (i.e. ADMIN ASST, ADMIN ASSOC, etc.). The INVOICE ADMIN and INVOICE APPROVER responsibilities must be loaded to ensure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

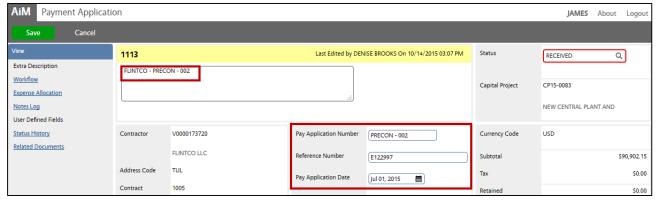
## Create a Payment Application:

- 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.

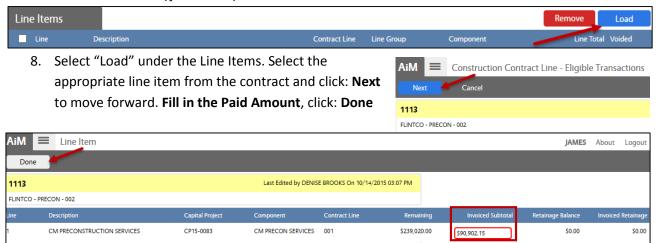


4. Select the Construction Contract.





- 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)



9. From the Payment Application screen, click: Save

