



**MINNESOTA STATE**



## Minnesota State Colleges and Universities

---

### Payment Applications

#### **For more information contact System Office e-Builder Support**

Cherie Coughlin

[Cherie.coughlin@minnstate.edu](mailto:Cherie.coughlin@minnstate.edu)

(651) 201-1586

Mailor Moua

[Mailor.moua@minnstate.edu](mailto:Mailor.moua@minnstate.edu)

(651)-201-1782

**Website:**

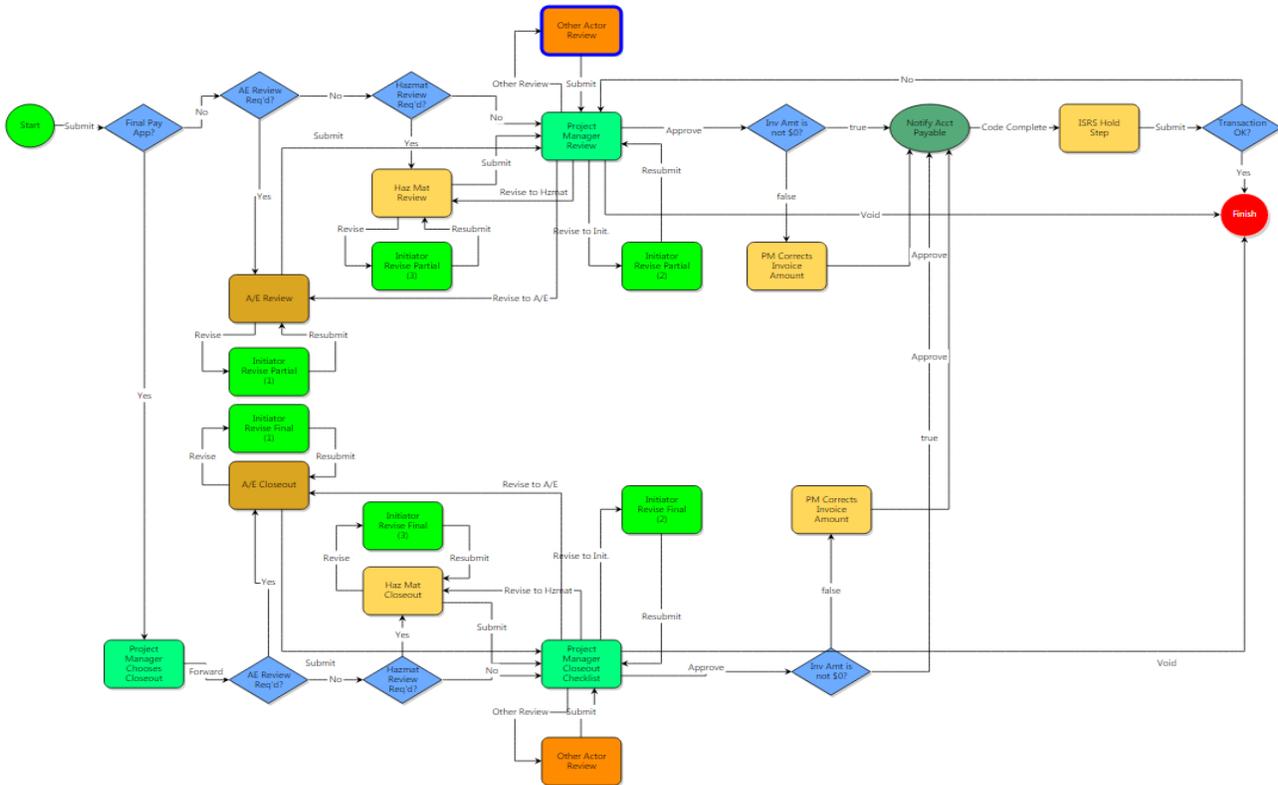
<http://www.minnstate.edu/system/finance/facilities/design-construction/index.html>

## Table of Contents

Pay Application (PA) Process .....	3
Contractor create Pay Applications.....	3
Upload Documents.....	7
Project Manager Review (Actor: PM).....	9
ISRS Hold Step .....	10

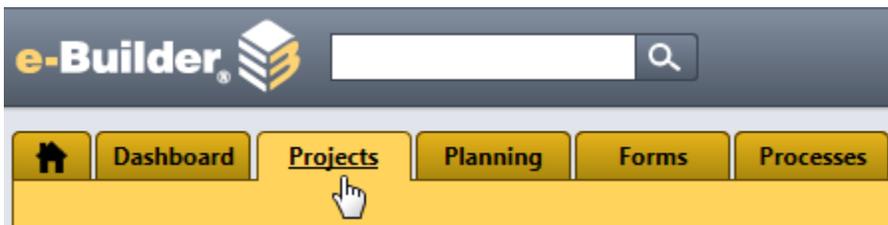
# Pay Application (PA) Process

Process for routing Construction Payment Applications (including Final Payment)

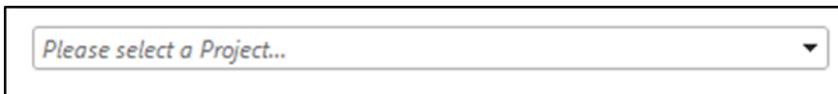


## Contractor create Pay Applications

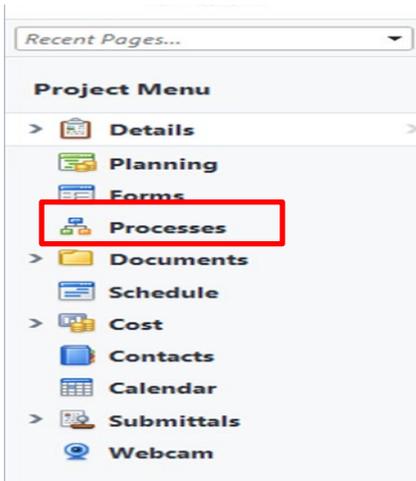
1. Click the **Projects Tab** and select your project from the drop down box



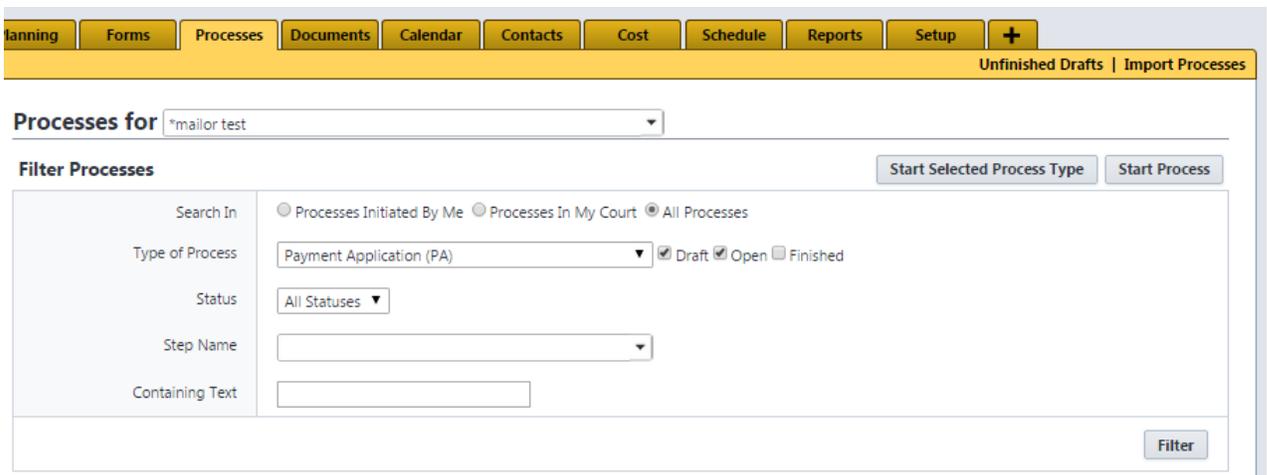
2. Select a Project



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)**

**Start a process on Training - MNSCU**

Process Name	Description
Architect's Supplemental Instructions (ASI)	Process for requesting information
Budget Initiation (BI)	Process used to establish an Original Project Budget in e-Builder and to perform a check to determine availability of required Funding.
Change Order (CO)	Process for Review and Approval of Construction Change Orders.
Construction Contract Approval (CCA)	
Contract Amendment (CAM)	
Contract Approval (CA)	Process for routing and approval of all non-construction Contracts.
Design Review (DR)	Process for Review and Approval of Schematic Design, Design Development, and Construction Documents
Invoice Approval (INV)	Process for routing and approval of non-Contractor Invoices.
Payment Application (PA)	Process for routing Construction Payment Applications (including Final Payment)
Proposal Request and Construction Change Directive (PRCCD)	Process for Review and Approval of Proposal Requests and Construction Change Directive
Request for Information (RFI)	Process for requesting information



- The Payment Application screen will appear. Fill out all the pertinent information. \*Be sure to scroll down thru the whole application.

## Payment Application (PA)

Instructions

### Start Process

Print

Check Spelling

Submit

Save Draft

Cancel

Project:	*Current Vendor Training Project
Project Number:	
Process:	Payment Application
* Subject:	<input type="text"/>

4. Enter a Subject.

Details Attached Documents (0) Attached Processes (0) Attached Forms (0)

### Commitment Invoice Details

Status:	Draft	
* Commitment:	Select a commitment...	
Company/Contact:		
* Date Received:	02.20.2019 [ 02.20.2019 ]	Date Due: <input type="text"/>
This is a retainage release:	<input type="checkbox"/>	

1. Select a commitment from the drop-down.

2. Enter Date Received

3. Enter Vendor Invoice Number

### Commitment Invoice Custom Fields

PO Number:	<input type="text"/>
* Vendor Invoice Number:	<input type="text"/>
Transaction ID:	<input type="text"/>
Transaction Date:	<input type="text"/>

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.)

### Invoice Items

Download Schedule of Values Worksheet.xls

Import Invoice Items

Manage Funding

A	B			C	D	E	F			
Item #	Description of Work	Budget Code with Description	Funding Rule	Scheduled Value	Work in Place From Previous Application (s)	This Period	Total Materials Presently Stored	Current Work Invoiced This Period	Current Payment Due	Tot Sto (D)
001	Improvements/Betterments to...	05.5210 - Improvements/Bett...	Custom	50,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>				50,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00

Cost Summary | Commitment Details | Invoices For This Company

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.)

* Partial (P) or Final (F) Invoice?: ?	<input type="radio"/> P <input type="radio"/> F
* A/E or Haz Mat Consultant Review Required?: ?	Please indicate whether, per Contract, an A/E or Haz-Mat Consultant must Review this Pay Application. <input checked="" type="radio"/> Per Contract, an A/E must review Pay App? <input type="radio"/> Per Contract, Haz Mat Consultant must review Pay App? <input type="radio"/> Neither an A/E nor Haz-Mat Consultant must review Pay App?
* Billing Period Start:	<input type="text"/>
* Billing Period End: ?	<input type="text"/>
* Payment Application:	<input type="text" value="Drag and drop file here"/> or <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>
All Current Minnesota State Prevailing Wage Forms have been uploaded to the Prevailing Wage folder: ?	<input type="checkbox"/> Yes
Job Reporting:	<input type="text" value="Drag and drop file here"/> or <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>
* Construction Progress Schedule: ?	<input type="text" value="Drag and drop file here"/> or <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>

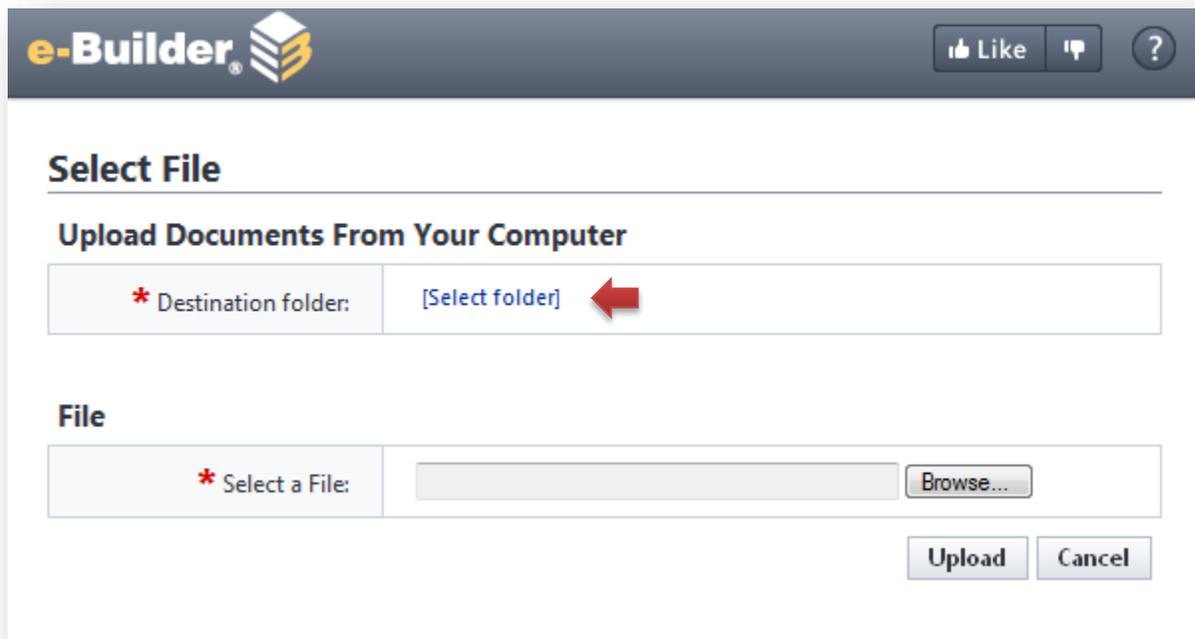
## Upload Documents

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.



The screenshot shows a web-based dialog box titled "Select File" for uploading documents. The dialog is part of the "e-Builder" system, as indicated by the logo in the top left corner. The main heading is "Upload Documents From Your Computer". There are two primary input sections: "Destination folder:" with a "[Select folder]" button and a red arrow pointing to it, and "File:" with a "Browse..." button. At the bottom right, there are "Upload" and "Cancel" buttons. The dialog also features social media icons (Like, Dislike, Help) in the top right corner.

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.

## Select File

### Upload Documents From Your Computer

* Destination folder:	04.04.03 Invoices - Pay Requests <a href="#">Select folder</a>
-----------------------	----------------------------------------------------------------

### File

* Select a File:	<input type="text"/>	<input type="button" value="Browse..."/>
------------------	----------------------	------------------------------------------



Click **Submit** to move to the next step.

<input type="button" value="Print"/>	<input type="button" value="Check Spelling"/>	<input type="button" value="Submit"/>	<input type="button" value="Save Draft"/>	<input type="button" value="Cancel"/>
--------------------------------------	-----------------------------------------------	---------------------------------------	-------------------------------------------	---------------------------------------



## Project Manager Review (Actor: PM)

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

### Payment Application (PA) - 1

Delete Instance   Workflow Override   All Fields View   Instructions

-- Please select an action --   Take Action   Check Spelling   Print   Copy   Save   Cancel

Project:	*Current Vendor Training Project	Project Number:	
Process Document:	PA - 1 <a>Show History</a>   <a>Current Actors</a>	Overall Due Date:	
Current Workflow Step:	Project Manager Review <a>Show Workflow Diagram</a>	Step Due Date:	
* Subject:	<input type="text" value="Pay #1 - Dec 1 - 31"/>		
Status:	Submitted		

Details   Comments (0)   Attached Documents (2)   Attached Processes (0)   Attached Forms (0)   Attached To (0)

#### Commitment Invoice Details

Status:	Draft	Date Due:	<input type="text"/>
Commitment:	CCA - 00001 - CCA Construction Contract		
Company/Contact:	Test Contractor		
* Date Received:	<input type="text" value="01.16.2019"/> [ <input type="text" value="02.20.2019"/> ]		

#### Commitment Invoice Custom Fields

PO Number:	<input type="text"/>
* Vendor Invoice Number:	<input type="text" value="454545"/>
Transaction ID:	<input type="text"/>

- 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"**.

A	B	C	D	E	F	G	H		
Item #	Description of Work	Budget Code with Description	Funding Rule	Scheduled Value	Work in Place From Previous Application (s)	This Period	Total Materials presently Stored	Current Work Invoiced This Period	Current Payment Due
001	Improvements/Betterments to...	05.5210 - Improvements/Bett...	Custom	50,000,000.00	0.00	5,000.00	0.00	5,000.00	4,750.00
<b>Total</b>				50,000,000.00	0.00	5,000.00	0.00	5,000.00	4,750.00

- 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.

Run Report of Balances by PO: [Hold SHIFT + CLICK HERE to Run Report of Balances by PO](#)

\* Has funding source been verified?:  Yes  No  
 Verified that the correct Funding Source has been selected for the current invoice amount and year.

Partial (P) or Final (F) Invoice?:  P

\* A/E or Haz Mat Consultant Review Required?:  Yes  No  
 Please indicate whether, per Contract, an A/E or Haz-Mat Consultant must Review this Pay Application.  
 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?

Reason for Adjustment:

Payment Application:  
[DIV00-6276-Minnesota-State-Form-Application-for-Payment-10-18-16.pdf](#) (version 1)  
[Properties](#) | [Download \(134.0KB\)](#) | [Redline](#)

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

Job Reporting:

Construction Progress Schedule:  
[Contract Signature Page for DocuSign2.pdf](#) (version 1)  
[Properties](#) | [Download \(12.9KB\)](#) | [Redline](#)

-- Please select an action --

- 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.