



MINNESOTA STATE

Minnesota State Colleges and Universities

Payment Applications

For more information contact System Office e-Builder Support in the Facilities website <https://www.minnstate.edu/system/finance/facilities/design-construction/index.html>.

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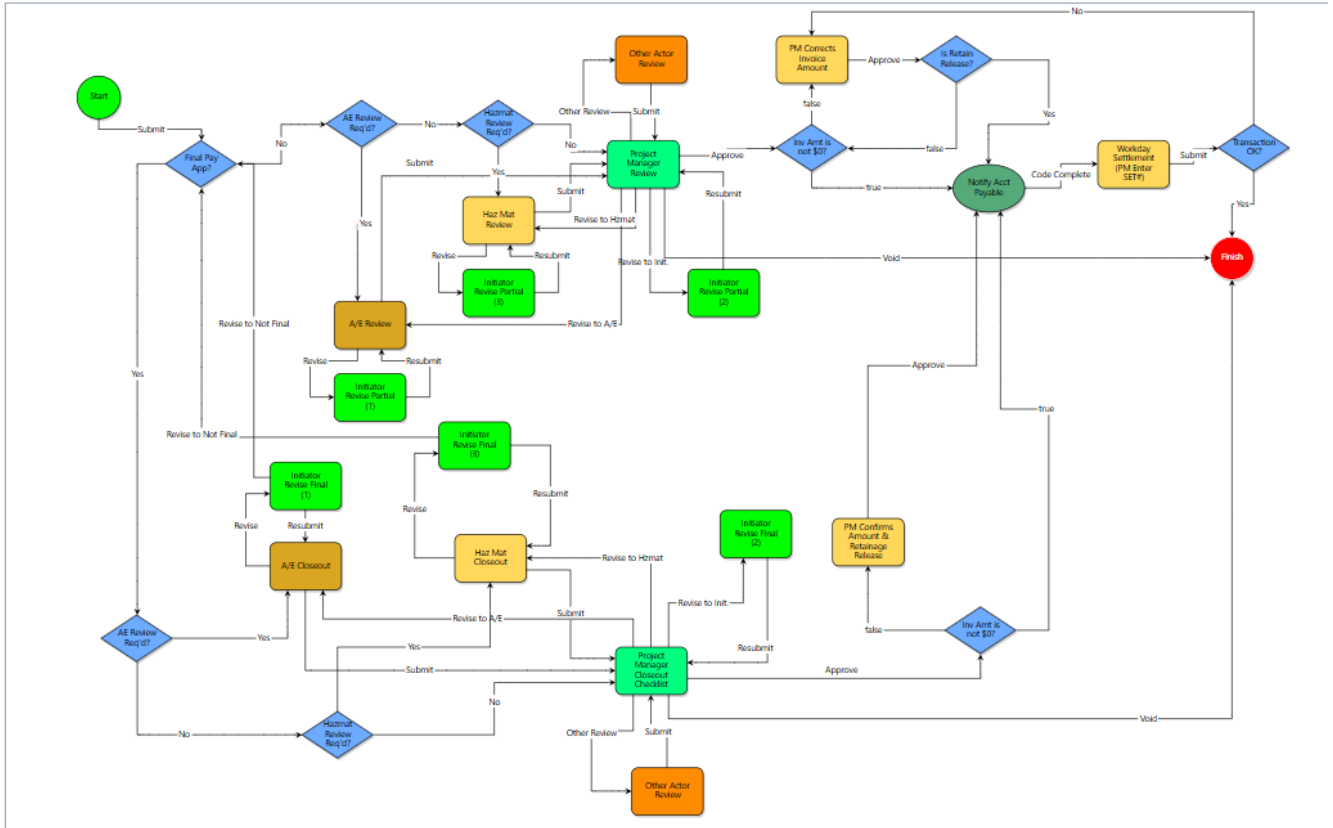
Pay Application (PA) Process

The PA process is for submitting construction payment requests including retainage release.

- The Contractor role or institution Project Manager may start the PA process.
- **The PA process will not automatically integrate into Workday.** Once the process is created, it will route through the workflow steps.
- In the Project Manager Review step: the Project Manager reviews, approves and takes the action, an email will automatically be sent to the Accounts Payable. The email will include the Pay App Funding document which has the amount requested, retainage held per line items and how the amount is being split between funding sources.
- The process moves to the Workday Settlement (PM Enter SET#) step.
- The Accounts Payable will provide the Settlement number (SET#) to the Project Manager after the payment has been processed and paid in Workday.
- The Project Manager will enter the SET# into the Transaction ID field and move the process to the Finish. See step-by-step instructions below.

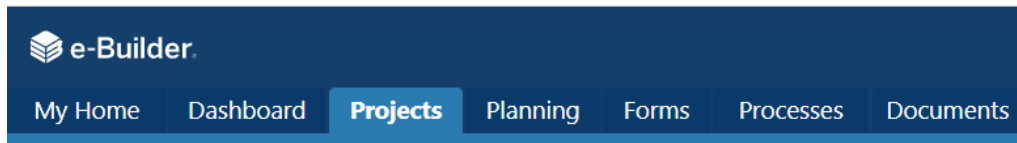
PA

Graphical View

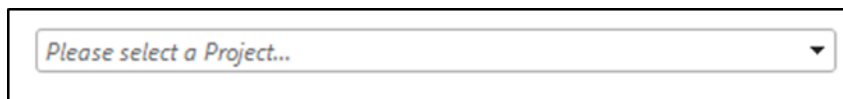


Vendor creates Pay Applications (Who can start: Contractor-Prime, Contract-HazMat, Contractor-Other, Construction Manager)

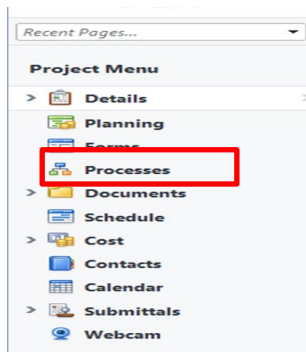
1. Click the **Projects Tab** and select your project from the drop-down box.



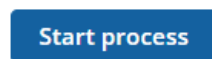
2. Select a Project



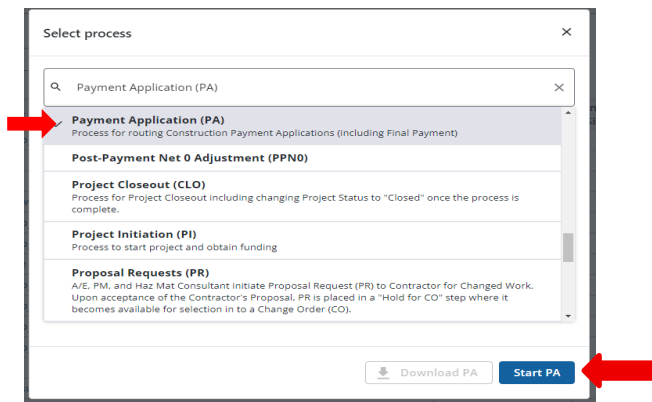
3. Select Processes from the Project Menu



4. Click on the **Start Process** button on the top-right.



5. The Processes pop up window will appear, select **Payment Application (PA)**, click Start PA.



6. The Payment Application screen will appear. Fill out all the pertinent information. Be sure to scroll down through the whole page.

Payment Application (PA) Instructions

Start Process Print Check Spelling Submit Save Draft Cancel

Project: *Current Vendor Training Project

Project Number:

Process: Payment Application

* Subject: 4. Enter a Subject.

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

Commitment Invoice Details

Status: Draft

* Commitment: 1. Select a commitment from the drop-down.

Company/Contact:

* Date Received: 02.20.2019 2. Enter Date Received

This is a retainage release: ☐

Commitment Invoice Custom Fields

PO Number:

* Vendor Invoice Number: 3. Enter Vendor Invoice Number

Transaction ID:

Transaction Date:

- a) 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-Builder will calculate the retainage from this amount.)

[Download Schedule of Values Worksheet.xls](#) [Import Invoice Items](#) [Manage Funding](#)

- Select **Partial** or **Final** to show whether is the final pay application. (Note: Select "Final" only after services have been billed and is for retainage release only.)

Print Check Spelling Submit Save Draft Cancel

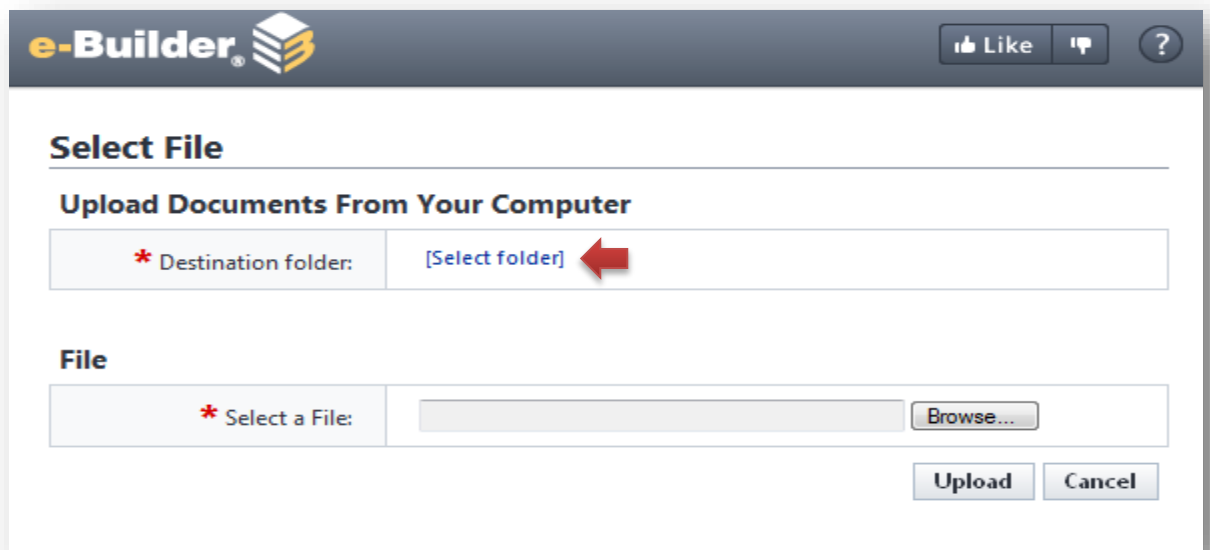
Upload Documents

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

The Upload Documents screen will appear.

Click on [the Select folder](#) to view the Select a folder pop up window. Select the Destination folder where the file will be upload into.

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



Select Destination 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 Select folder
-----------------------	--

File

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

Upload	Cancel
------------------------	------------------------



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

Print	Check Spelling	Submit	Save Draft	Cancel
-----------------------	--------------------------------	------------------------	----------------------------	------------------------



AE Review (Actor: A/E, Consultant-HazMat)

If required, the Architect and Engineering or Consultant-HazMat reviews the submitted pay application.

1. AE or Consultant-HazMat reviews the information in the PA detail page and any attachments. Once approved, select the action “Certified”, click Take Action to move it to the next step.

Payment Application (PA) - 3

Delete Instance Workflow Override All Fields View Instructions

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

Project: *Training Guides
Process Document: PA - 3
Current Workflow Step: A/E Review Show Workflow Diagram
Subject: Test
Status: Submitted

Overall Due Date:
Step Due Date:

Details Comments (1) Documents (1) Attached Processes (0) Attached Forms (0) Attached To (0)

Expand All | Collapse All

Commitment Invoice Details

Status: Draft
Commitment: CCA - 00003 - test retainage release
Company/Contact: Test Contractor2
Date Received: 07.30.2025 [07.30.2025]
Date Due:

Commitment Invoice Custom Fields

PO Number:
Vendor Invoice Number: 12
Transaction ID:
Transaction Date:

Invoice Items

Download Schedule of Values Worksheet 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
001	Improvements/Betterments to...	05.5210 - Improvements/Bette...	Custom	80,000.00	24,750.00	0.00	0.00	0.00	
002	Code Review Fees - Program ...	04.1516 - Code Review Fees - ...	Custom	0.00	0.00	0.00	0.00	0.00	
Total				80,000.00	24,750.00	0.00	0.00	0.00	

Partial (P) or Final (F) Invoice?: P
If Final (F), Upload Contractor's Final Completion Check List:
Billing Period Start: 07.01.2025
Billing Period End: 07.16.2025
Reason for Adjustment:
Payment Application: DIV00 6276 Application for Payment 12-1-20 (10).pdf (version 1)
Properties | Download (178.2KB) | Redline

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

Project Manager Review (Actor: PM)

This step is for Project Manager to review the payment information and verify that the amount in the attached pay application document matches the amount entered in the column in the Invoice Items table. Review all the information on the page including any attached document(s).

1. Follow the instructions in the blue area. Review all the information on the page.
2. Fill out the fields with the required red *.
3. Select the action “Approve,” click “Take Action” to move it to the next step.

Payment Application (PA) - 2

Delete Instance

Workflow Override

All Fields View

Instructions

-- Please select an action --

Take Action

Print

Copy

Save

Cancel

Project:	*Training Guides	Overall Due Date:	
Process Document:	PA - 2	Step Due Date:	
Current Workflow Step:	Project Manager Review Show Workflow Diagram		
* Subject:	<input type="text" value="Test"/>		
Status:	Submitted		

Details Comments (0) Documents (1) Attached Processes (0) Attached Forms (0) Attached To (0)

Expand All | Collapse All

PM Review

PROJECT MANAGER REVIEW

1. Verify that the **payment amount** requested in the column **"This Period"** in the **Invoice Items** table below matches the amount in the attached pay application. This amount will be the payment amount requested including retainage.
2. Verify that the correct **funding source(s)** has been selected for each requested line(s) in the **Invoice Items** table below.

Once the above information are verified, select the action "Approve" to move it to the next step. An email will be sent to the Accounts Payable, including the pay application attached by the Vendor and the mail merge template Pay App Funding.

Commitment Invoice Details

Status:	Draft	Date Due:	
Commitment:	CCA - 00003 - test retainage release		
Company/Contact:	Test Contractor2		
* Date Received:	<input type="text" value="07.30.2025"/> <input type="text" value="07.30.2025"/>		










Commitment Invoice Details

Status:	Draft	Date Due:	
Commitment:	CCA - 00003 - test retainage release		
Company/Contact:	Test Contractor2		
* Date Received:	<input type="text" value="07.30.2025"/> <input type="text" value="07.30.2025"/>		

Commitment Invoice Custom Fields

PO Number:	<input type="text"/>
* Vendor Invoice Number:	<input type="text" value="12"/>
Transaction ID:	<input type="text"/>
Transaction Date:	<input type="text"/>

Invoice Items

Download Schedule of Values Worksheet.xls							Import Invoice Items	Manage Funding
A	B		Funding Rule	C	D	E		
Item #	Description of Work	Budget Code with Description	 <input type="text" value=""/>	Scheduled Value	Work in Place From Previous Application(s) 	This Period 	Total Pre	
 001	Improvements/Betterments to...	05.5210 - Improvements/Bette...	 Custom	80,000.00	24,750.00	1,000.00 		
 002	Code Review Fees - Program ...	04.1516 - Code Review Fees - ...	 Custom	0.00	0.00	0.00 		
Total				80,000.00	24,750.00	1,000.00		

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

* Has funding source been verified?: [?](#)
☐ Yes
☐ No

Partial (P) or Final (F) Invoice?: [?](#)
 If Final (F), Upload Contractor's Final Completion Check List:

* 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?

Reason for Adjustment: [?](#)

Billing Period Start: 07.01.2025 [?](#)
 Billing Period End: 07.16.2025 [?](#)
 Payment Application: [Combined.pdf](#) (version 2)
 Properties | Download (2.9MB) | Redline

All Current Minnesota State Prevailing Wage Forms have been uploaded to the Prevailing Wage folder: [?](#)
☒ Yes

Job Reporting:
 Construction Progress Schedule:

Verify that all Prevailing wage forms have been upload into the folder.

-- Please select an action -- [Take Action](#) [Print](#) [Copy](#) [Save](#) [Cancel](#)

Notify Acct Payable step.

1. After the Project Manager act on the Project Manager Review step, the process will move to the **Notify Acct Payable** step. This automated step will send an email notification to the user listed in the Accounts Payable role. The email will include the pay application document from the vendor and the Pay App Funding document.

MnSCU e-Builder Notification
 To: Moua, Mailor K

PA-00002 - Test.pdf
 258 KB

CAUTION: This e-mail originated from outside the Minnesota State System. Only click in the "Report Message Button".

***Training Guides**

The mail merge for the following process is attached. To view process details, [click here](#).

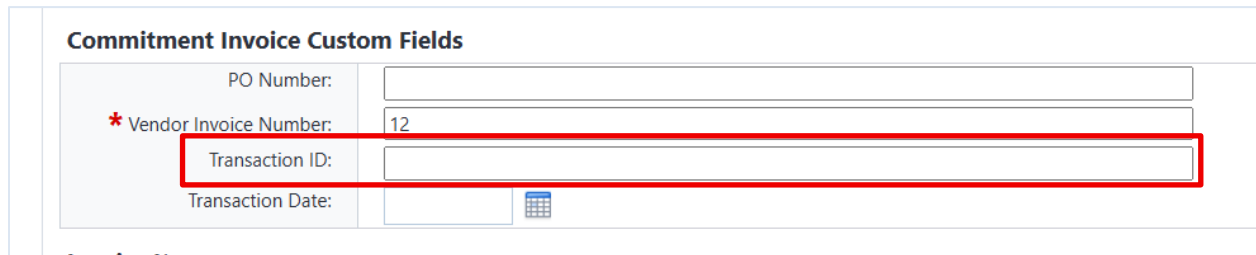
Process Details	
Project	*Training Guides
Process	PA - 2
Subject	Test
Step	Notify Acct Payable
In Step Since	07.30.2025

2. The Accounts payable log into Workday, create a Supplier invoice under the existing Purchase order number. **Follow the instructions "Project Payment in Workday". This is the guide on how to process payment in Workday.**


Workday Settlement (PM Enter SET#) step. (ACTOR: PM, PM Support)

The Project Manager or Project Manager Support will enter the Settlement number (SET#) received from the Accounts Payable.

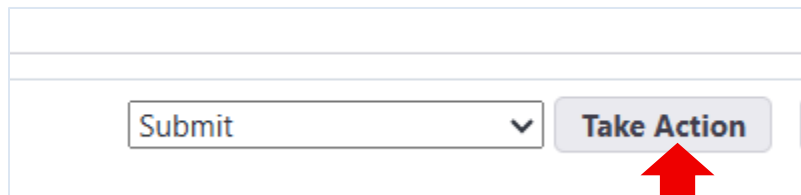
1. The SET# is enter into the Transaction ID under the Commitment Invoice Custom Fields.



Commitment Invoice Custom Fields

PO Number:	<input type="text"/>
* Vendor Invoice Number:	12
Transaction ID:	<input type="text"/>
Transaction Date:	<input type="text"/> 

2. Click "Take Action" to move the process to the Finish.



Submit ▼ **Take Action**