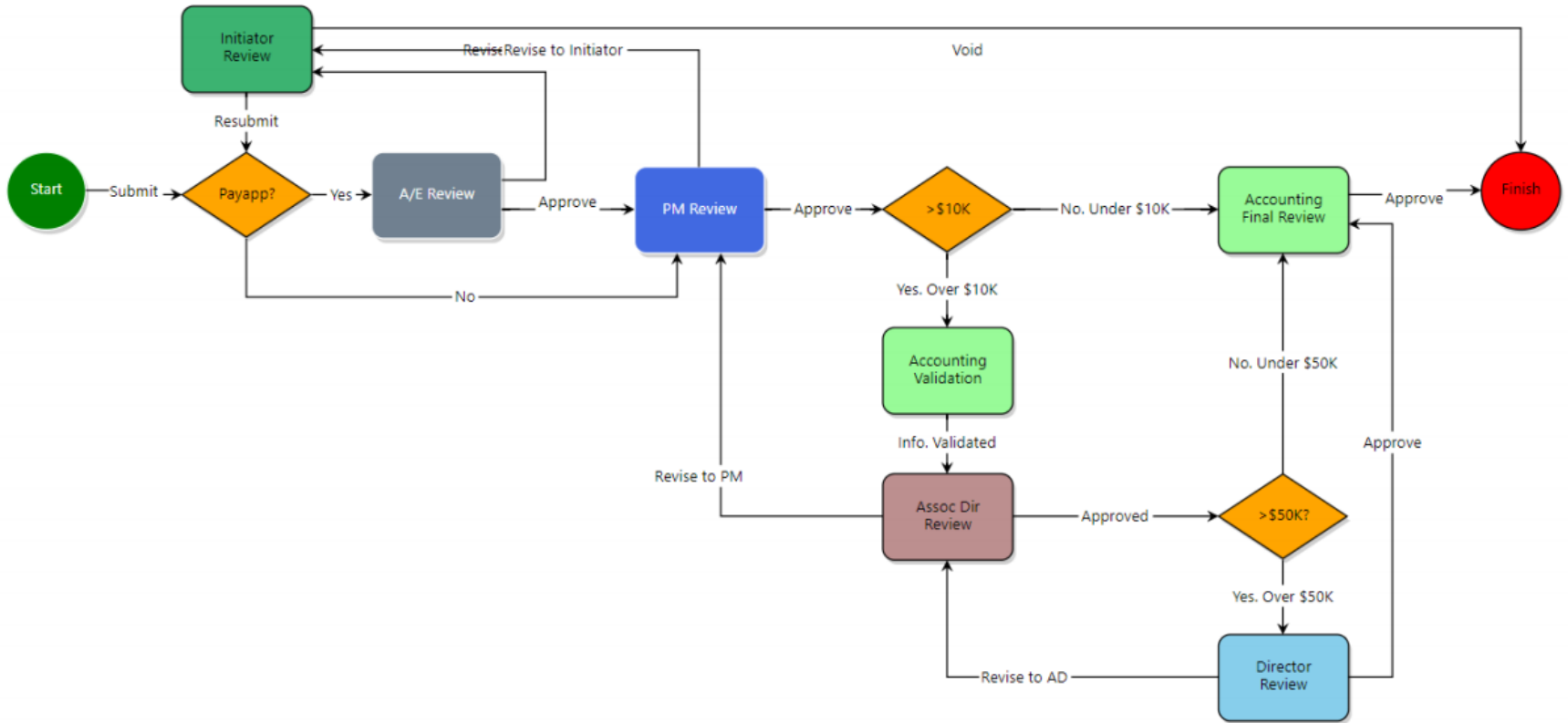




A Guide On Contractor Pay App & Consultant Invoice Process (PMT)

*Prepared by e-Builder
7th February 2018*

Process Flow Diagram





Process Description:

The purpose of the Contractor Pay-App & Consultant Invoice process is to track and manage Contractor or Consultant invoices. This process is initiated by the Architect/Engineer (A/E), GC (Primary, Secondary, Tertiary), Plans Review or Plans Review Manager. The routing of the process is identical for either Consultants or Contractors except Contractors invoices are reviewed additionally by the A/E.

Process Participants:

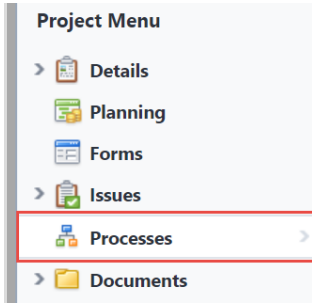
1. Architect / Engineer -AE
2. GC Primary
3. GC Secondary
4. GC Tertiary
5. Plans Review
6. Plans Review Manager

Process Details:

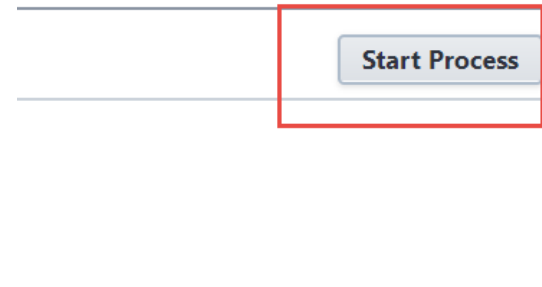
1. After the submission of the invoice the process will route to a conditional to determine the invoice type. (Pay App or Consultant Invoice).
2. The Architect / Engineer (AE) will review invoice submissions that are pay apps. Upon completion of review will approve the process to the PM Review step to continue approval. The AE can also send the process back to the initiator with a revise action leaving a comment to indicate the corrections needed upon completing the action execution.
3. The Project Manager (PM) will review the process (Pay App and Non-Pay Apps) and send to the initiator for review with comment or approve the process for further review.
4. Accounting will review the process whether above or below 10k. If above 10K upon review completion ten process will route to the Associate Director.
5. The Associate Director will review the process and either revise back to the PM with comments if necessary or approve the information provided.
6. The Director will review the process if the invoice were over 50K. After the review they can revise back to the Associate Director with comment or send to Accounting for final approval.
7. Accounting will review the process for final review before the process completes.

Initiation of Process:

1. Select specific project to start the Contractor Pay App & Consultant PMT.
2. Select **Processes** from the Project Menu.



3. Select **Start Process** in the process Module.



4. Click **Contractor Pay App & Consultant Invoice PMT** button.

08 - Contractor Pay-App & Consultant Invoice (PMT) | Invoice Approval / Payment Application process for invoicing consultant contracts and construction pay apps.

AE/GC/Plans Review Input:

1. Click process name to open Contractor pay App & Consultant Invoice.

Processes Reports (1)

Process	Subject
PMT - 3	Payment Request for PS PO# Commit # CA - 00001 - 2 Inv# PP for \$1

2. Scroll and complete the necessary details. Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.

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

* Reimbursables: or

* Subconsultant Billing: or

* Contractor - Is This a Final Completion?: Yes No N/A - might not be a GC starting this...consider changed field verbiage.

Commitment Invoice Details

Status: Draft

* Commitment:

* Invoice Number:

* Date Received: [02.09.2018]

This is a retainage release:

Company/Contact:

Date Due:

Commitment Invoice Details

Status: Draft

* Commitment:

* Invoice Number:

* Date Received: [02.09.2018]

This is a retainage release:

Company/Contact: MAJ Contracting, Inc.

Date Due:

Commitment Invoice Custom Fields

There are no invoice custom fields.

Invoice Items

Commitment Item #	Description	Budget Line Item	Current Commitment	Invoiced To Date	Retained To Date	R
001	A/E Fees	01.01.03	58,001.00	50,002.00	0.00	
Total			58,001.00	50,002.00	0.00	

[Cost Summary](#) | [Commitment Details](#) | [Invoices For This Company](#)

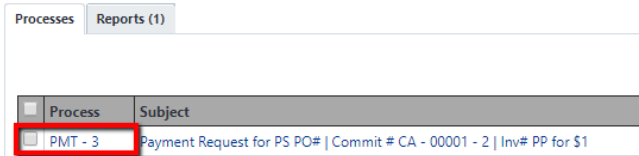
3. Select an action and click **Submit** button to move process along; possible actions are:

- Submit** – Select this action if all information is entered and process is ready to move forward.

Start Process

AE Review:

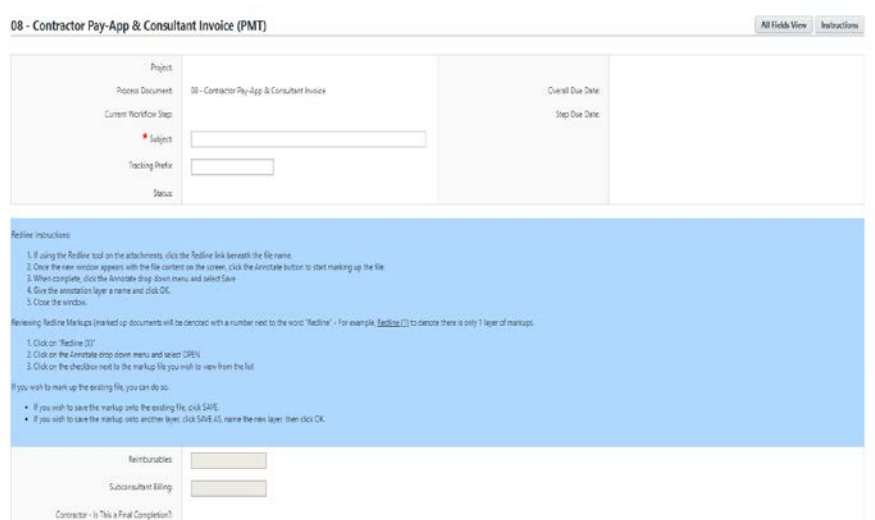
1. Click process name to open Contractor Pay App.



Processes **Reports (1)**

Process	Subject
PMT - 3	Payment Request for PS PO# Commit # CA - 00001 - 2 Inv# PP for \$1

2. Scroll to review and complete the necessary details. Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.



08 - Contractor Pay-App & Consultant Invoice (PMT) All Fields View Instructions

Project	08 - Contractor Pay-App & Consultant Invoice	Overall Due Date:	
Process Document		Current Workflow Step:	
Subject	<input type="text"/>	Step Due Date:	
Tracking Prefix:	<input type="text"/>	Status:	

Redline Instructions

1. If using the Redline tool on the attachments, click the Redline link beneath the file name.
2. Once the new window appears with the file content on the screen, click the Annotate button to start marking up the file.
3. When complete, click the Annotate drop-down menu, and select Take.
4. Give the annotation layer a name and click OK.
5. Close the window.

Reviewing Redline Markups (marked up documents will be denoted with a number next to the word "Redline" - for example, Redline[1]) to denote there is only 1 layer of markups.

1. Click on "Redline [1]"
2. Click on the Annotate drop-down menu and select OPEN
3. Click on the checkbox next to the markup file you wish to view from the list.

If you wish to mark up the existing file, you can do so:

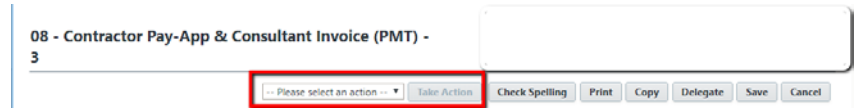
- If you wish to save the markup onto the existing file, click SAVE.
- If you wish to save the markup onto another layer, click SAVE AS, name the new layer, then click OK.

Reimbursables:

Subconsultant Billing:

Contractor - Is This a Final Completion?

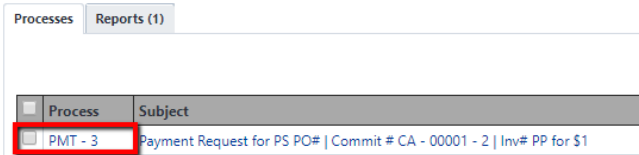
3. Select an action and click **Take Action** button to move process along; possible actions are:
 - a. **Approve to PM** – Select this action if all information is correct and process is ready to move forward.
 - b. **Revise to Initiator** – Select this action if after reviewing the information entered, the process needs to get sent back to the Initiator to make updates. Comments will be required upon taking this action



08 - Contractor Pay-App & Consultant Invoice (PMT) - 3

Initiator Revise:

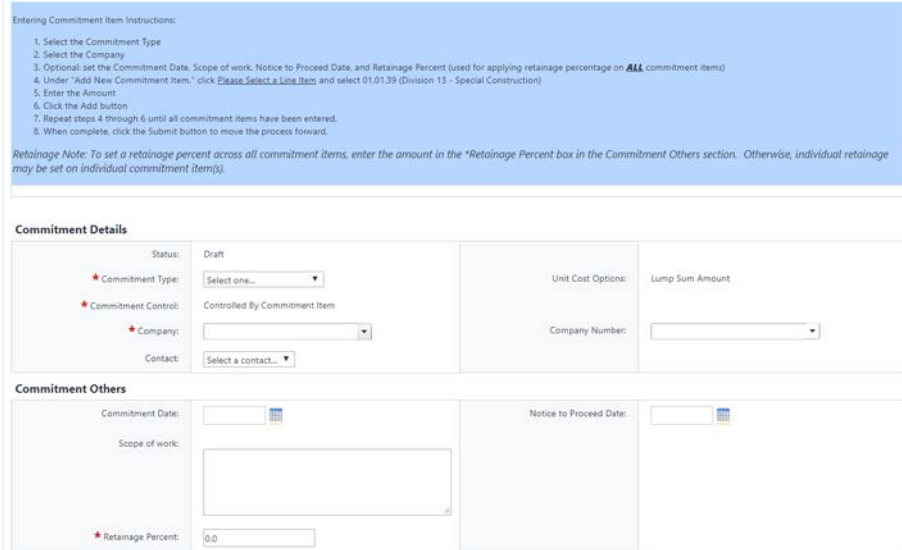
1. Click process name to open Construction Pay App & Consultant invoice.



2. Review comments by selecting the **Comments** tab.

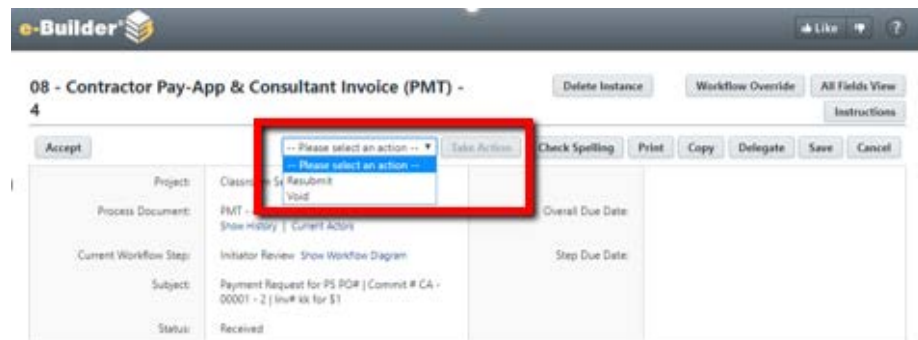


3. Scroll and complete the necessary details. Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.



4. Select an action and click **Take Action** button to move process along; possible actions to take are:

- a. **Resubmit** – Take this action once all comments have been addressed and all information in the process has been updated accordingly.
- b. **Void** – Process is no longer needed and routes to finish in a Void status.



PM Review:

1. Click process name to open Construction Pay App & Consultant invoice.

Process	Subject
PMT - 3	Payment Request for PS PO# Commit # CA - 00001 - 2 Inv# PP for \$1

2. Review the following information:

Redline Instructions:

1. If using the Redline tool on the attachments, click the Redline link beneath the file name.
2. Once the new window appears with the file content on the screen, click the Annotate button to start marking up the file.
3. When complete, click the Annotate drop down menu and select Save.
4. Give the annotation layer a name and click OK.
5. Close the window.

Reviewing Redline Markups (marked up documents will be denoted with a number next to the word "Redline" - For example, [Redline(1)] to denote there is only 1 layer of markups.

1. Click on "Redline (0)".
2. Click on the Annotate drop down menu and select OPEN.
3. Click on the checkbox next to the markup file you wish to view from the list.

If you wish to mark up the existing file, you can do so.

- If you wish to save the markup onto the existing file, click SAVE.
- If you wish to save the markup onto another layer, click SAVE AS, name the new layer, then click OK.

Reimbursables:

Subconsultant Billing:

Contractor - Is This a Final Completion?: Yes No

* PM - Is This a Final Completion?: Yes No

Commitment Invoice Details

Status: Draft

* Commitment:

* Invoice Number:

* Date Received:

This is a retainage release:

Company/Contact:

Date Due:

3. Select an action and click **Take Action** button to move process along; possible actions are:
 - a. **Approve Invoice**– Select this action if all information is entered and process is ready to move forward.
 - b. **Revise to Initiator** - Select this action if after reviewing the information entered, the process needs to get sent back to the Initiator to make updates. Comments will be required upon taking this action

08 - Contractor Pay-App & Consultant Invoice (PMT) - 3

Accounting Validation:

1. Click process name to open Construction Pay App & Consultant invoice.

Processes **Reports (1)**

Process	Subject
<input type="checkbox"/> PMT - 3	Payment Request for PS PO# Commit # CA - 00001 - 2 Inv# PP for \$1

2. Review the information, Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.

Redline Instructions:

1. If using the Redline tool on the attachments, click the Redline link beneath the file name.
2. Once the new window appears with the file content on the screen, click the Annotate button to start marking up the file.
3. When complete, click the annotate drop down menu and select Save.
4. Give the annotation layer a name and click OK.
5. Close the window.

Reviewing Redline Markups (marked up documents will be denoted with a number next to the word "Redline" - For example, Redline (1)) to denote there is only 1 layer of markup.

1. Click on "Redline (X)"
2. Click on the Annotate drop down menu and select OPEN
3. Click on the checkbox next to the markup file you wish to view from the list

If you wish to mark up the existing file, you can do so.

- If you wish to save the markup onto the existing file, click SAVE.
- If you wish to save the markup onto another layer, click SAVE AS, name the new layer, then click OK.

Subconsultant Billing:

Reimbursables:

Contractor - Is This a Final Completion?:

PM - Is This a Final Completion?:

Commitment Invoice Details

Status: Draft

* Commitment:

* Invoice Number:

* Date Received: |

This is a retainage release:

Company/Contact:

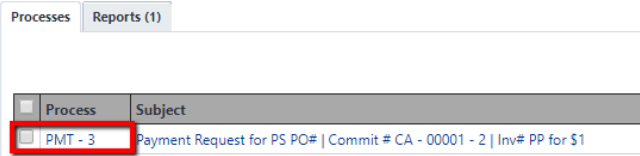
Date Due:

3. Select an action and click **Take Action** button to move process along; possible actions are:
 - a. **Info Validated** – Select this action if all information is entered and process is ready to move forward.

08 - Contractor Pay-App & Consultant Invoice (PMT) - 3

Accounting Final Review:

1. Click process name to open Construction Pay App & Consultant invoice.



Process	Subject
PMT - 3	Payment Request for PS PO# Commit # CA - 00001 - 2 Inv# PP for \$1

2. Review the information, Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.

Redline Instructions:

1. If using the Redline tool on the attachments, click the Redline link beneath the file name.
2. Once the new window appears with the file content on the screen, click the Annotate button to start marking up the file.
3. When complete, click the Annotate drop down menu and select Save
4. Give the annotation layer a name and click OK.
5. Close the window.

Reviewing Redline Markups (marked up documents will be denoted with a number next to the word "Redline" - For example, [Redline \(1\)](#) to denote there is only 1 layer of markups.

1. Click on "Redline (X)"
2. Click on the Annotate drop down menu and select OPEN
3. Click on the checkbox next to the markup file you wish to view from the list

If you wish to mark up the existing file, you can do so.

- If you wish to save the markup onto the existing file, click SAVE.
- If you wish to save the markup onto another layer, click SAVE AS, name the new layer, then click OK.

Subconsultant Billing:

Reimbursables:

Contractor - Is This a Final Completion?:

PM - Is This a Final Completion?:

Commitment Invoice Details

Status: Draft

* Commitment:

* Invoice Number:

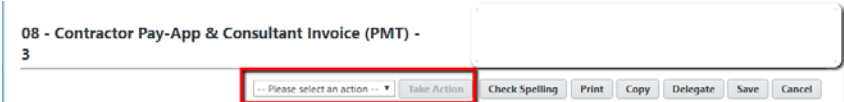
* Date Received: 02.09.2018

This is a retainage release:

Company/Contact:

Date Due:

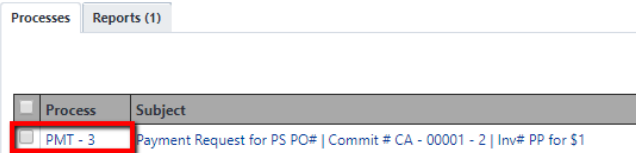
3. Select an action and click **Take Action** button to move process along; possible actions are:
 - a. **Approved** – Select this action if all information is entered and process is ready to move forward.



08 - Contractor Pay-App & Consultant Invoice (PMT) - 3

Associate Director:

- Click process name to open Construction Pay App & Consultant invoice.



Processes Reports (1)

Process	Subject
<input checked="" type="checkbox"/> PMT - 3	Payment Request for PS PO# Commit # CA - 00001 - 2 Inv# PP for \$1

- Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.

- Select an action and click **Take Action** button to move process along; possible actions are:
 - Approved** – Select this action if all information is entered and process is ready to move forward.
 - Revise to PM** - Select this action if after reviewing the information entered, the process needs to get sent back to the Initiator to make updates. Comments will be required upon taking this action.

Redline Instructions:

1. If using the Redline tool on the attachments, click the Redline link beneath the file name.
2. Once the new window appears with the file content on the screen, click the Annotate button to start marking up the file.
3. When complete, click the Annotate drop down menu and select Save
4. Give the annotation layer a name and click OK.
5. Close the window.

Reviewing Redline Markups (marked up documents will be denoted with a number next to the word "Redline" - For example, Spelling (1) to denote there is only 1 layer of markups.

1. Click on "Redline (X)"
2. Click on the Annotate drop down menu and select OPEN
3. Click on the checkbox next to the markup file you wish to view from the list

If you wish to mark up the existing file, you can do so.

- If you wish to save the markup onto the existing file, click SAVE.
- If you wish to save the markup onto another layer, click SAVE AS, name the new layer, then click OK.

Subconsultant billing:

Reimbursables:

Contractor - Is This a Final Completion?:

PM - Is This a Final Completion?:

Commitment Invoice Details

Status: Draft

* Commitment:

* Invoice Number:

* Date Received: 02.09.2018 1.02.09.2018

This is a retainage release:

Company/Contact:

Date Due:

08 - Contractor Pay-App & Consultant Invoice (PMT) - 3

Director:

- Click process name to open Construction Pay App & Consultant invoice.

Processes Reports (1)

Process	Subject
<input type="checkbox"/> PMT - 3	Payment Request for PS PO# Commit # CA - 00001 - 2 Inv# PP for \$1

- Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.

Redline Instructions:

- If using the Redline tool on the attachments, click the Redline link beneath the file name.
- Once the new window appears with the file content on the screen, click the Annotate button to start marking up the file.
- When complete, click the Annotate drop down menu and select Save
- Give the annotation layer a name and click OK.
- Close the window.

Reviewing Redline Markups (marked up documents will be denoted with a number next to the word "Redline" - For example: Rolling (1) to denote there is only 1 layer of markups.

- Click on "Redline (X)"
- Click on the Annotate drop down menu and select OPEN
- Click on the checkbox next to the markup file you wish to view from the list

If you wish to mark up the existing file, you can do so.

- If you wish to save the markup onto the existing file, click SAVE.
- If you wish to save the markup onto another layer, click SAVE AS, name the new layer, then click OK.

Subconsultant Billing:

Reimbursables:

Contractor - Is This a Final Completion:

PM - Is This a Final Completion:

Commitment Invoice Details

Status: Draft

* Commitment:

* Invoice Number:

* Date Received: 02.09.2018 1.02.09.2018

This is a retainage release:

Company/Contact:

Date Due:

- Select an action and click **Take Action** button to move process along; possible actions are:
 - Approved** – Select this action if all information is entered and process is ready to move forward.
 - Revise to AD** - Select this action if after reviewing the information entered, the process needs to get sent back to the Initiator to make updates. Comments will be required upon taking this action.

08 - Contractor Pay-App & Consultant Invoice (PMT) - 3

Accept
-- Please select an action -- ▾
Take Action
Check Spelling
Print
Delegate
Save
Cancel

Project: 1 ! Training Project ***** Process Document: 2 CO - 1 Show History Current Actors Current Workflow Step: 3 Procurement Review C Show Workflow Diagram Subject: 4 CO Initiated on 9/22/2016 6:57:35 PM Status: 5 Submitted	Project Number: 6 1111111111 Overall Due Date: 7 Step Due Date: 8
--	--

Process Description:

Each time you open a process to perform your function within a project, you will see the Process Header. The process header contains information that can help you identify where you are within a process, within a project.

1. **Project:** Project Name
2. **Process Document:** The process instance
 - [Show History](#): Will display a historical list of actions taken within this process instance
 - [Current Actors](#): Will display a list of actors responsible for the process in its current step
3. **Current Workflow Step:** The name of the current step
 - [Show Workflow Diagram](#): Will display the workflow diagram, highlighting the current step where this instance is with a blue frame
4. **Subject:** Displays the specific process instance subject
5. **Status:** Displays the process' current status
6. **Project Number:** Displays the project number
7. **Overall Due Date:** Date the process needs to be completed by *(If applicable)*
8. **Step Due Date:** Date this step in the process needs to be completed by *(If applicable)*

Support:

Announcements ▾

To contact e-Builder Support
Please call (888) 288-5717 or email support@e-builder.net. Thank you!

Notes and Comments: