

e-Builder Pay App Process

2023.08.29

General Process Information

Typically started by the City's Inspector. GC reviews and approves, then to City Project Manager for approval, then goes to the Fiscal for approval and entering into PeopleSoft.

Inspections - Pay App

[Manage Processes](#)

Properties Data Page Layouts Workflows

Delete Process Copy Process Edit

Process Name:	Inspections - Pay App
Process Prefix:	PAYAP
Variable Name:	Process_PAPP
Description:	Process can be initiated by Internal/External Inspectors, Program Manager, Project Manager or Sr. Project Engineer to request payment. The process is routed to specific internal roles or actors to review and approve the payment request.
Active:	<input checked="" type="checkbox"/>
Allow Delete Instances:	<input checked="" type="checkbox"/>
Enable the Ability to Delegate Work:	<input checked="" type="checkbox"/>
e-Builder Mobile Enabled:	<input checked="" type="checkbox"/>
e-Builder Offline Mobile Enabled:	<input type="checkbox"/>
Attached Documents default folder path:	Documents \ 30_Construction \ 30.00_Administration \ Payments \ Construction <input type="checkbox"/> Allow user to place the file in a different folder
Allow comments to be deleted:	<input type="checkbox"/> Use Account Setting (No)
Allow external users to view attached forms and processes when external comment is requested:	No
Projects Using This Process:	All projects
Who can start this process?	Engineering Project Administrator Engineering Supervisor Ext - Consultant Engineering Inspector - Ext Inspector - Int Inspector Coordinator Program Manager Project Manager
Who can view drafts of this process?	Inspector Coordinator
Who can view all process instances?	All users
Who can report on this process?	All users
Who is notified as this process moves between steps?	No users
Who can view/add private comments for this process?	No users
Lookup Fields:	
Process Lookup Tab Name:	Inspections - Pay App


Public Settings

Cost Module (e-B) Integration and Fields (1)

Inspections - Pay App

Properties **Data** Page Layouts Workflows

Module Integration

Include Cost Item: 	Actual Costs
Cost Item Permissions:	Cost Item permissions set to All Roles <input type="checkbox"/> Restrict External Commenters from viewing Cost Item
Invoice Type:	Commitment Invoice
Is this a Retainage Release:	User Choice
Restrict Actual Costs	
Actual Costs Numbering:	Created based on Process Prefix and Counter (e.g. COR-00010)

Data Fields

	Label	Variable Name	Data Type
Edit Delete	Receipt Number	<i>Receipt_Number</i>	String
Edit Delete	Check Number	<i>Check_Number</i>	String
Edit Delete	Voucher Number	<i>Voucher_Number</i>	String
Edit Delete	Sales Tax	<i>Sales_Tax</i>	Decimal
Edit Delete	Amount Receipt	<i>Amount_Receipt</i>	Decimal
Edit Delete	Date Paid	<i>Date_Paid</i>	Date
Edit Delete	MBE	<i>MBE</i>	Decimal
Edit Delete	WBE	<i>WBE</i>	Decimal
Edit Delete	Period From Date	<i>Period_From_Date</i>	Date
Edit Delete	Period To Date	<i>Period_To_Date</i>	Date
Edit Delete	Certified Payroll (if applicable)	<i>Certified_Payroll_if_applicable</i>	File
Edit Delete	Receipts	<i>Receipts</i>	File

Fields (2)

Edit Delete	Force Account Documentation	<i>Force_Account_Documentation</i>	File
Edit Delete	MWBE Certified Subcontractor Payment Form	<i>MWBE_Certified_Subcontractor_Payment_Form</i>	File
Edit Delete	DBE-IS (if applicable)	<i>DBEIS</i>	File
Edit Delete	Progress Schedule Chart	<i>Progress_Schedule_Chart</i>	File
Edit Delete	Project Schedule Chart	<i>Project_Schedule_Chart</i>	File
Edit Delete	Asphalt Binder Adjustment	<i>Asphalt_Binder_Adjustment</i>	File
Edit Delete	Asphalt Job-Mix Formulas	<i>Asphalt_JobMix_Formulas</i>	File
Edit Delete	Concrete Job-Mix Formulas	<i>Concrete_JobMix_Formulas</i>	File
Edit Delete	Final Payment Affidavit	<i>Final_Payment_Affidavit</i>	File
Edit Delete	Delivery Tickets/ Bill of Lading	<i>Delivery_Tickets</i>	File
Edit Delete	NCDOT Asphalt QA/QC Forms	<i>NCDOT_Aspphalt_QAQC_Forms</i>	File
Edit Delete	Sales Tax Attachment	<i>Sales_Tax_Attachment</i>	File
Edit Delete Replace	MWBE Form Attached (Linked)	<i>MWBE_Form_Attached_Linked</i>	Check-box List
Edit Delete Replace	Stored Material?	<i>Stored_Material</i>	Radio-button List
Edit Delete	Stored Material Attachment	<i>Stored_Material_Attachment</i>	File
Edit Delete	Progress Estimate Cover	<i>Progress_Estimate_Cover</i>	File

Fields (3)

Edit Delete	Contractor Approval By	<i>Contractor_Approval_By</i>	String
Edit Delete	Project Manager Approval By	<i>Project_Manager_Approval_By</i>	String
Edit Delete	Contractor Approval Date	<i>Contractor_Approval_Date</i>	Date
Edit Delete	Project Manager Approval Date	<i>Project_Manager_Approval_Date</i>	Date
Edit Delete	Contractor Approval By (Stored Material)	<i>Contractor_Approval_By_Stored_Material</i>	String
Edit Delete	Project Manager Approval By (Stored Material)	<i>Project_Manager_Approval_By_Stored_Material</i>	String
Edit Delete	Contractor Approval Date (Stored Material)	<i>Contractor_Approval_Date_Stored_Material</i>	Date
Edit Delete	Project Manager Approval Date (Stored Material)	<i>Project_Manager_Approval_Date_Stored_Material</i>	Date
Edit Delete	Contractor PayApp Estimate Review	<i>Contractor_PayApp_Estimate_Review</i>	File
Edit Delete	PM PayApp Review	<i>PM_PayApp_Review</i>	File
Edit Delete	test signature page	<i>test_signature_page</i>	File
Edit Delete Replace	Tax Option	<i>Tax_Option</i>	Radio-button List
Edit Delete	AP_Submittal Packet	<i>AP_Submittal_Packet</i>	File
Edit Delete Replace	Retainage Payment Only	<i>Retainage_Payment_Only</i>	Drop-down List
Edit Delete Replace	Liquidated Damages	<i>Liquidated_Damages</i>	Drop-down List
Edit Delete	Retainage From (%)	<i>Retainage_From_</i>	Decimal
Edit Delete	Retainage To (%)	<i>Retainage_To_</i>	Decimal

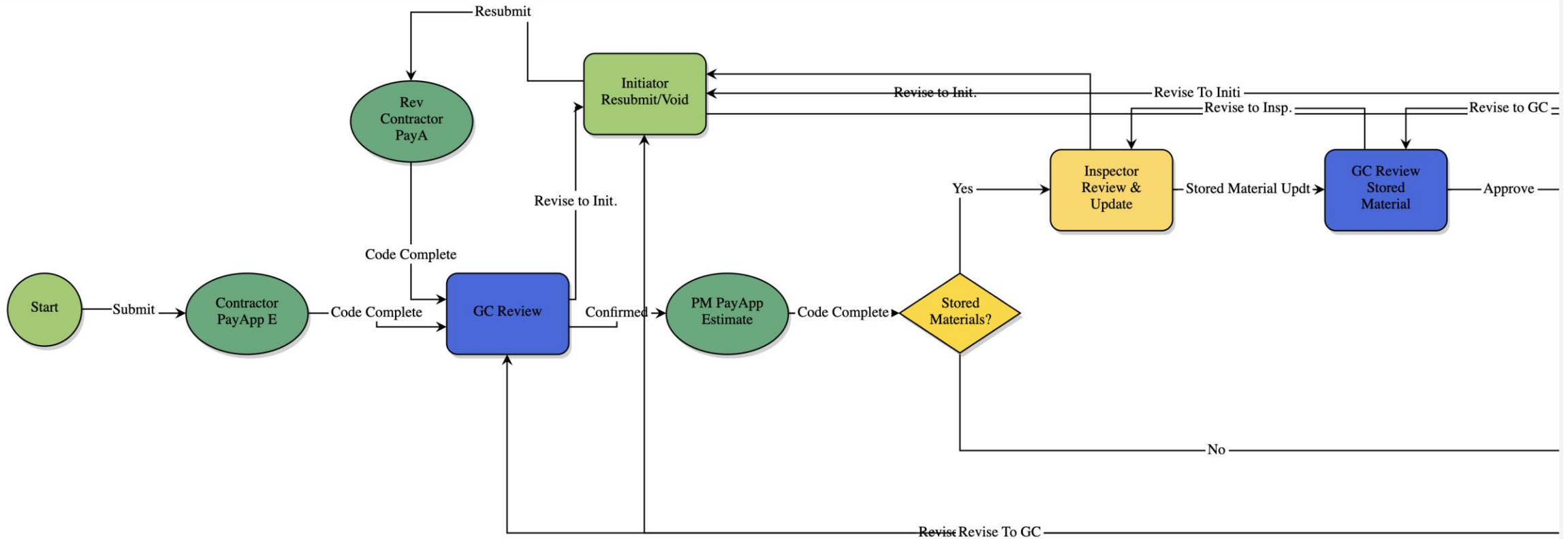
Workflow (1) (version 7, revised roughly every 6 months)

(v7) - Only One Tax Cover

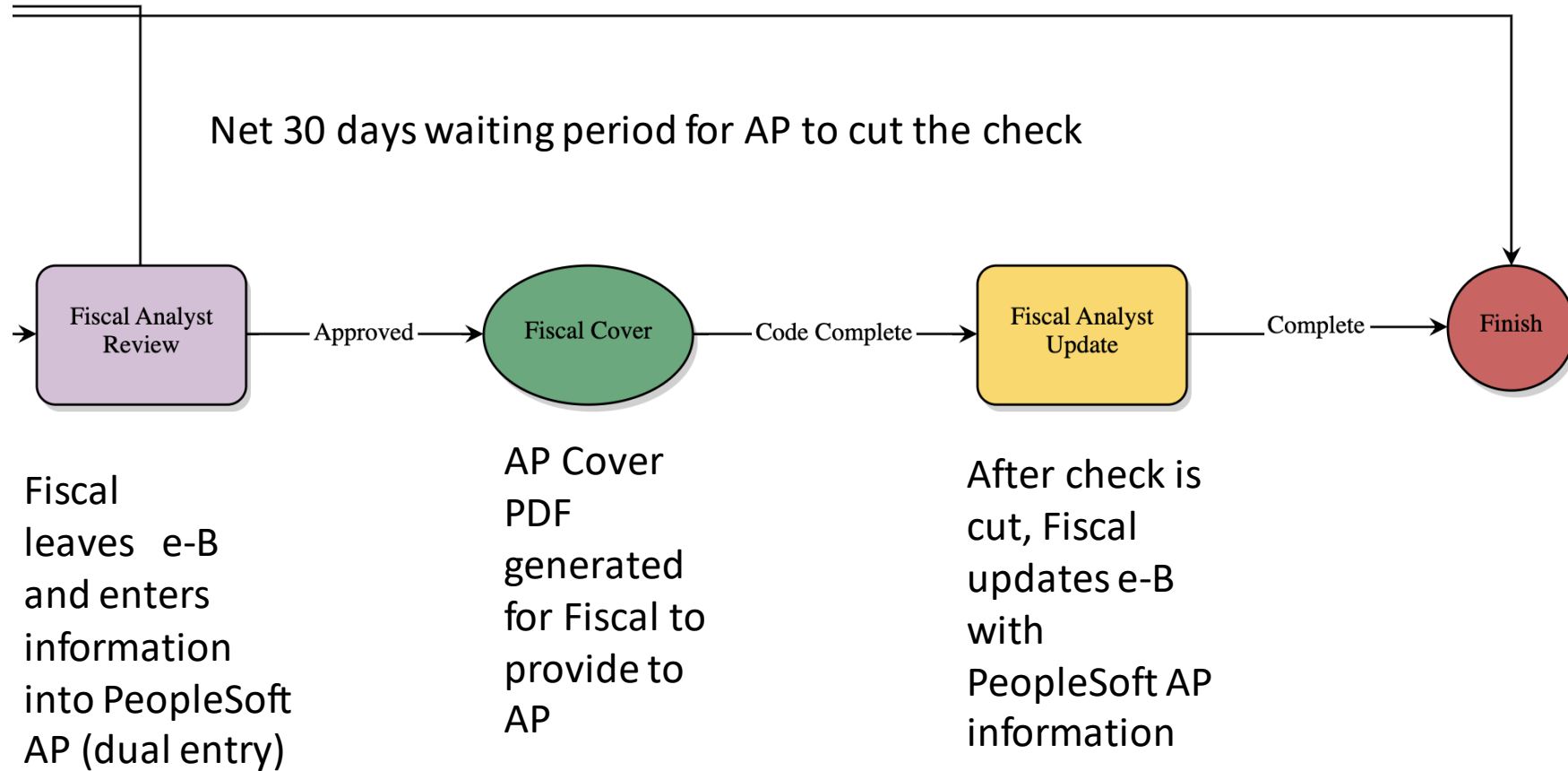
Edit Mod

Go To Copy Moc

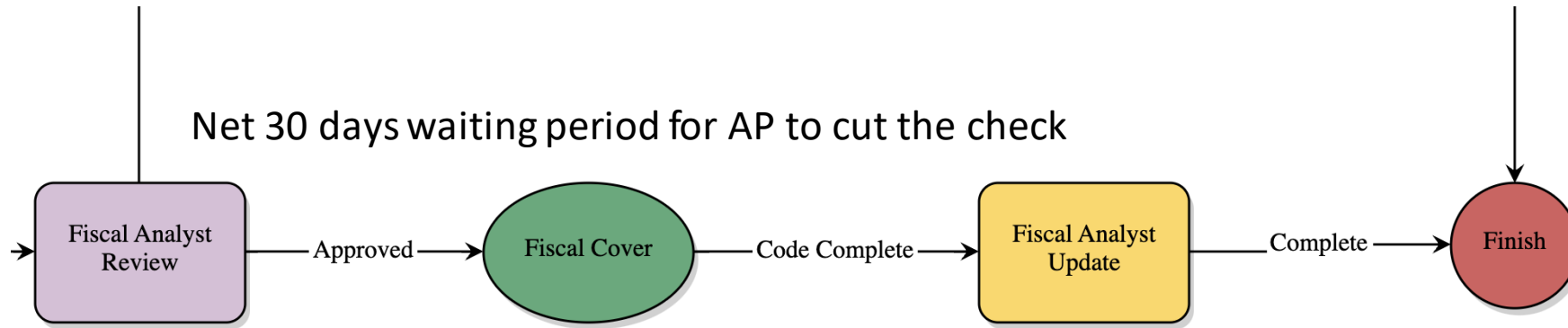
Publish Save Error Check Print Cancel



Workflow (3)



Workflow (layout views and PDF generated)



MBE WBE Cost

MBE:

WBE:

Fiscal Analyst Updates/Uploads

* Amount Receipt:

* Receipt Number:

Commitment Invoice Details



Receipt # 2400003875

CITY OF RALEIGH
PROGRESS ESTIMATE INVOICE

DATE: 08/14/2023
PROJECT NAME: Crabtree Creek West Greenway
INVOICE # PAYAP - 00023
PROJECT NO.: DC20200006

INVOICE PERIOD: FROM: 04/01/2023 TO: 04/30/2023
CIP ACCOUNT: See Below - (May have multiple accounts) PO #: 141751

CONTRACTOR: CROWDER CONSTRUCTION CO
ADDRESS: STANDARD 1111 BURMA DRIVE
APEX, NC 27539

COMPLETION %: 69.06%

ORIGINAL CONTRACT AMOUNT:	\$8,981,819.03
CHANGE ORDER(S) TOTAL (+/-):	\$312,562.68
CURRENT CONTRACT AMOUNT:	\$9,294,381.71

TOTAL ESTIMATED TO DATE:	\$6,418,935.71
LESS PERCENTAGE RETAINED:	0.00% \$.00
RETAINAGE PAYMENT ONLY:	No \$.00
STORED MATERIALS:	\$.00

AMOUNT COMPLETE THIS ESTIMATE:	\$274,123.43
AMOUNT RETAINED THIS ESTIMATE:	\$.00

FUNDING SOURCE BREAKDOWN

625-6210-792020-93317-GRT03-975-73340000	FY 17 funds - 625-6210-792020-93317-GRT03-975-73340000	\$170,012.30
625-6210-792020-93321-GRT03-975-73341000	FY21 funds - 625-6210-792020-93321-GRT03-975-73341000	\$69,459.82
636-6210-792020-975-CIP03-99220450	636-6210-792020-975-CIP03-99220450	\$34,651.31
SUB TOTAL:		\$274,123.43
TAXES:		\$55.19
TOTAL DUE THIS APPLICATION:		\$274,178.62

Fiscal Analyst Updates/Uploads

* Amount Receipt: 274,123.43

* Receipt Number: 2400003875

AP_Submittal Packet: [PAYAP-00023 - Pay App 23 - April 2023 - CC West - _AP.pdf \(version 1\) Properties | Download \(9.6MB\) | Redline](#)

* Voucher Number:

* Check Number:

* Date Paid:

Fiscal enters Amount Receipt and Receipt Number into PeopleSoft

After 30 days, Fiscal gets Voucher Number, Check Number, and Date Paid out of PeopleSoft and updates e-B

Account codes for payment if e-B funding functionality is used