Trimble Unity Construct
Pay Apps

User Changes for the PeopleSoft
Accounts Payable Integration

Raleigh

Start Step

Now started and submitted by the GC role

Some divisions previously had the City Inspector submit

Required fields:

- Period From Date
- Period To Date
- Progress Schedule Chart
- Sales Tax
- Sales Tax Attachment

- MWBE Certified Subcontractor Payment Form
- Stored Material
- Line Item Quantities and Amounts

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Start – Existing (Inspector Initiates)

Pay Request Period

* Period From Date:		
* Period To Date:		

Retainage Payment Only: [?] Note: Retainage payments should be made in a separate Pay App from the usual monthly payment for line items and quantities. If this is a retainage payment, please only include the retainage portion of the line items by editing the "Retainage Release Amount" (column J).

No ▾

Retainage From (%): [?]

Retainage To (%): [?]

Liquidated Damages: [?] No ▾

Commitment Invoice Details

Status: Draft

* Commitment: Select a commitment... ▾

Company/Contact:

* Date Received: 06.24.2025 [06.24.2025]   Date Due:

This is a retainage release: ☐

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Start – <u>New</u> (GC initiates) – screenshot 1

Reminder

Make sure to scroll to the bottom and fill out the cost fields under "Invoice Items". If your project uses IDRs (Inspector Daily Reports) in Unity Construct, you must import the line items from those to simplify this.
<u>DO **NOT** EDIT AFTER IMPORTING IDRs</u>.
The invoice will be reviewed and compared against the lines in the IDRs.

Alternatively you may edit directly or import from a spreadsheet ONLY if your project does not use IDRs in Unity Construct.

Pay Request Period

* Period From Date:	[ ] 🗓
* Period To Date:	[ ] 🗓

Attachments

* Progress Schedule Chart:	*Drag and drop file here*	or	**Browse Computer**	**Browse e-Builder**
* Sales Tax Attachment:	*Drag and drop file here*	or	**Browse Computer**	**Browse e-Builder**
* Sales Tax:	[ ]			
Receipts:	If submitting multiple receipts, please scan them into a single file and upload.			
	Drag and drop file here	or	**Browse Computer**	**Browse e-Builder**
* MWBE Certified Subcontractor Payment Form:	*Drag and drop file here*	or	**Browse Computer**	**Browse e-Builder**
* Stored Material?:	○ Yes ○ No			

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Start – New (GC initiates) – screenshot 2

Stored Material Attachment:	Drag and drop file here	or	Browse Computer Browse e-Builder
DBE-IS (if applicable):	Drag and drop file here	or	Browse Computer Browse e-Builder
Delivery Tickets/ Bill of Lading:	Drag and drop file here	or	Browse Computer Browse e-Builder
Certified Payroll (if applicable):	Drag and drop file here	or	Browse Computer Browse e-Builder
Final Payment Affidavit:	Drag and drop file here	or	Browse Computer Browse e-Builder
Project Schedule Chart:	Drag and drop file here	or	Browse Computer Browse e-Builder

Commitment Invoice Details

Status:	Draft		
* Commitment:	Select a commitment... ▼		
Company/Contact:			
* Date Received:	06.24.2025 [06.24.2025]	Date Due:	
This is a retainage release:	☐		

Raleigh

Video showing how to add IDRs to a Pay App to fill out the line items

Start – New (GC initiates) – screenshot 3

Asphalt/Concrete (if applicable)

Asphalt Job-Mix Formulas:	*Drag and drop file here*	or	**Browse Computer**	**Browse e-Builder**
Asphalt Binder Adjustment:	*Drag and drop file here*	or	**Browse Computer**	**Browse e-Builder**
Concrete Job-Mix Formulas:	*Drag and drop file here*	or	**Browse Computer**	**Browse e-Builder**
NCDOT Asphalt QA/QC Forms:	*Drag and drop file here*	or	**Browse Computer**	**Browse e-Builder**

Retainage and Liquidated Damages

Liquidated Damages: [?]	No
Retainage To (%): [?]	
Retainage From (%): [?]	
Retainage Payment Only: [?]	Note: Retainage payments should be made in a separate Pay App from the usual monthly payment for line items and quantities. If this is a retainage payment, please only include the retainage portion of the line items by editing the "Retainage Release Amount" (column J).
	No

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City of Raleigh - Fiscal Analyst Review Step

Creating a receipt in PeopleSoft is still required. There are several new fields to fill out from the PS receipt screen. The integration will use this information to create the voucher.

- Receipt Line Number
- PO Line Number
- PO Schedule Number – default to 1

Fiscal Analyst Updates/Uploads

* Amount Receipt:

* Receipt Number:

* Receipt Line Number:

* PO Line Number:

* PO Schedule Number:

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