Trimble Unity Construct Pay Apps

User Changes for the PeopleSoft Accounts Payable Integration



Start Step

Now started and submitted by the GC role

Some divisions previously had the City Inspector submit

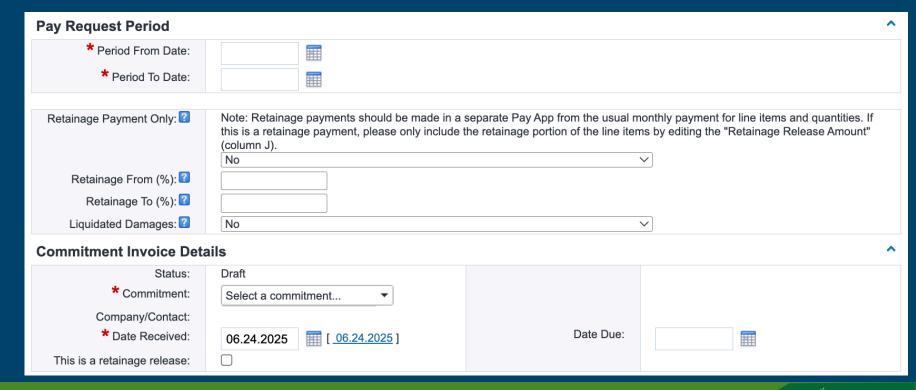
Required fields:

- 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



Start – Existing (Inspector Initiates)





Start – New (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.

DO NOT EDIT AFTER IMPORTING IDRs.

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.

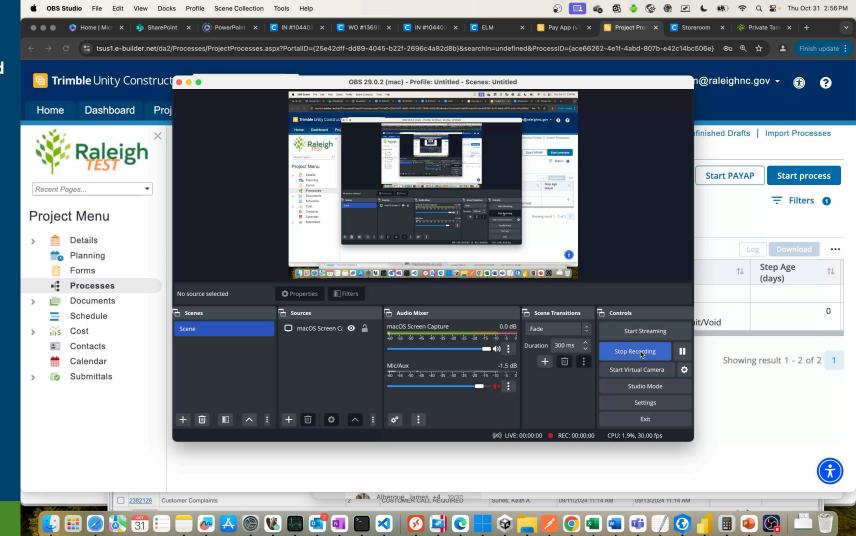
Pay Request Period					
* Period From Date:	=				
* Period To Date:					
Attachments					
* Progress Schedule Chart:	Drag and drop file here	or	Browse Computer	Browse e-Builder	
* Sales Tax Attachment:	Drag and drop file here	or	Browse Computer	Browse e-Builder	
* Sales Tax:					
Receipts:	If submitting 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				

Start – New (GC initiates) – screenshot 2

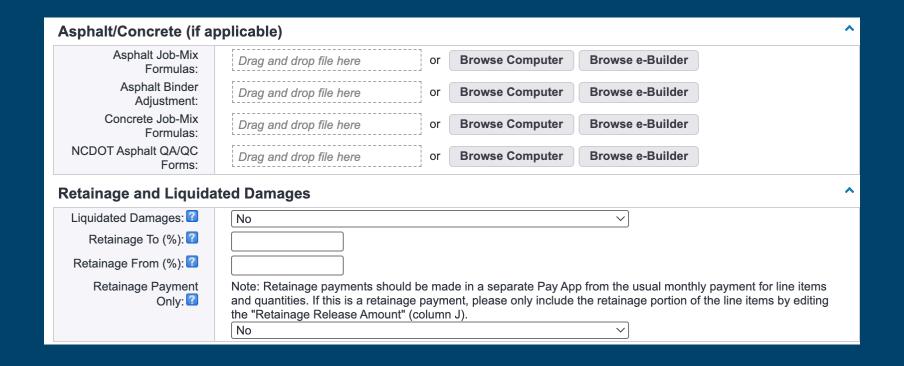
Stored Material Attachment:	Drag and drop file here	or	Browse Computer	Brow	/se e-Builder			
DBE-IS (if applicable):	Drag and drop file here] or [Browse Computer	Brow	/se e-Builder			
Delivery Tickets/ Bill of Lading:	Drag and drop file here] or [Browse Computer	Brow	/se e-Builder			
Certified Payroll (if applicable):	Drag and drop file here] or [Browse Computer	Brow	/se e-Builder			
Final Payment Affidavit:	Drag and drop file here] or [Browse Computer	Brow	/se e-Builder			
Project Schedule Chart:	Drag and drop file here		Browse Computer	Browse e-Builder				
Commitment Invoice Details								
Status:	Draft							
* Commitment:	Select a commitment ▼							
Company/Contact:								
* Date Received:	06.24.2025		Date Due:					
This is a retainage release:								



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



Start – New (GC initiates) – screenshot 3





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:				

