

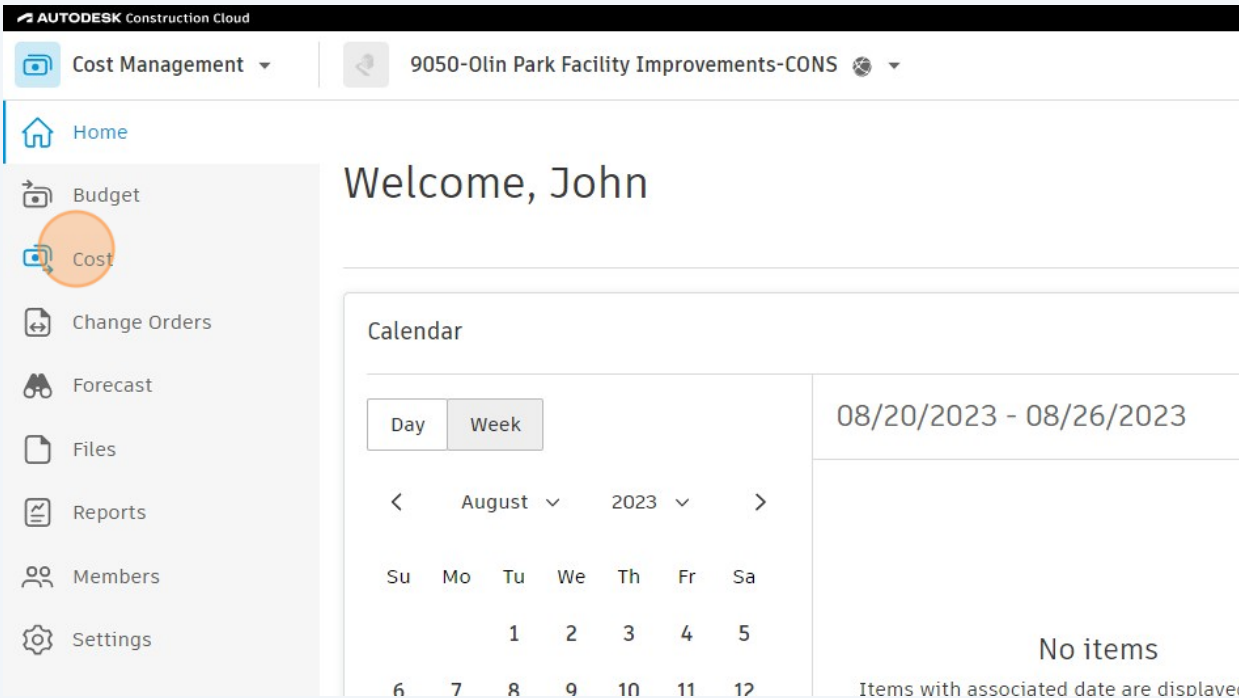
ACC: SOV Import and Pay App Workflow

This guide provides a step-by-step workflow for importing a schedule of values (SOV) and processing pay apps in Autodesk Construction Cloud: Cost Management. It covers tasks such as importing the SOV, adjusting contract status, managing billing periods, creating payment applications, reviewing and rejecting pay apps, generating documents, and adding payment references.

IMPORT SCHEDULE OF VALUES (SOV)

Contract status adjustment and import by City Construction Manager (setup once per project)

1 Click "Cost"



The screenshot shows the Autodesk Construction Cloud interface. The top navigation bar includes 'AUTODESK Construction Cloud', 'Cost Management', and the project name '9050-Olin Park Facility Improvements-CONS'. The left sidebar contains a list of menu items: Home, Budget, Cost (highlighted with an orange circle), Change Orders, Forecast, Files, Reports, Members, and Settings. The main content area displays a 'Welcome, John' message and a 'Calendar' widget for the period 08/20/2023 - 08/26/2023. The calendar shows a grid with dates from 1 to 12, and a message 'No items' with a note 'Items with associated date are displayed'.

2 Click "Olin Park Facility Improvements"

The screenshot shows a software interface with a top navigation bar containing 'Contract With GC', 'Cost Pay App', and 'Expense'. Below the navigation bar are two buttons: 'Edit mode' and 'Charts'. A table with columns 'Code', 'Name', 'Supplier', 'Status', and 'Type' is displayed. The row for 'Olin Park Facility Improvements' is highlighted, and the text 'Olin Park Facility Improvements' is circled in orange.

Code	Name	Supplier	Status	Type
BID_17047-32-140	Olin Park Facility Improvements	zzGeneral Contractor ...	Closed	

3 Click "Revert to Executed"

The screenshot shows a modal window titled 'Olin Park Facility Improvements' with a 'Closed' status. The modal contains a message 'Contract With GC closed' and a 'Revert to Executed' button, which is circled in orange. Below the modal, a 'Details' section is visible with fields for 'Code' (BID_17047-32-140), 'Status' (Closed), 'Name' (Olin Park Facility Improvements), and 'Description'.

Contract With GC closed

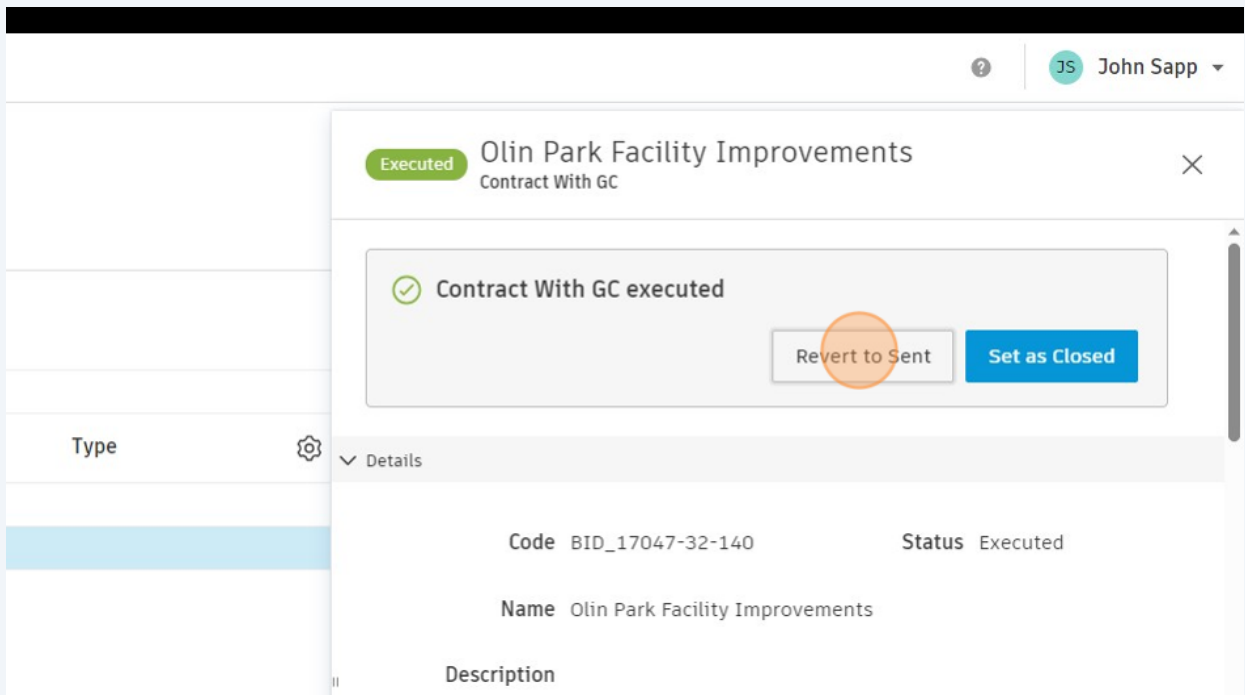
Revert to Executed

Code: BID_17047-32-140 Status: Closed

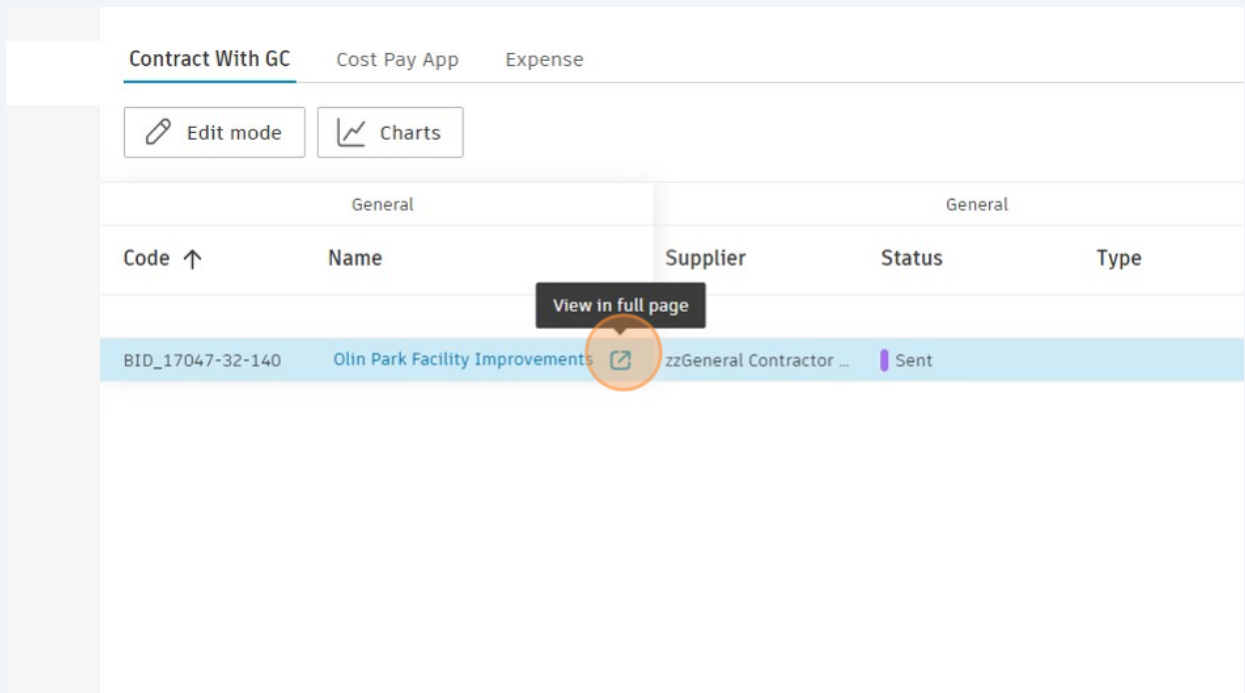
Name: Olin Park Facility Improvements

Description:

4 Click "Revert to Sent"




5 Click box with an arrow in corner to view in full page.




6 Click this icon.

Olin Park Facility Improvements ▾

General		Scheduled Value			
Code	Name	Qty	Unit	Unit Cost	Amount
▾ BID_17047-32-140	 Olin Park Facility Improve...				1,474,158
▾ Schedule of Values					1,474,158
BID_17047-32-140	Base Bid for Construction	1	ls	1,474,158.00	1,474,158

7 Click the unlock icon to unlock schedule of values

General		Scheduled Value			
Code	Name	Qty	Unit	Unit Cost	Amount
ID_17047-32-140	 Olin Park Facility Improve...				1,474,158.00
▾ Schedule of Values					1,474,158.00
BID_17047-32-140	Base Bid for Construction			74,158.00	1,474,158.00

+ Add budget to Contract With GC

 Unlock Schedule of Values

8 Click this icon.

General		Scheduled Value			
Code	Name	Qty	Unit	Unit Cost	Amount
✓ BID_17047-32-140	Olin Park Facility Improvements				1,474,158
✓ Schedule of Values					1,474,158
BID_17047-32-140	Base Bid for Construction	1	ls	1,474,158.00	1,474,158

9 Click "Download template"

General		Scheduled Value			
Name		Qty	Unit	Unit Cost	Amount
2-140	Olin Park Facility Improvements				1,474,158.00
of Values					1,474,158.00
047-32-140	Base Bid for Construction	1	ls	1,474,158.00	1,474,158.00

- + Add subitem
- ↳ Import subitems
- ↓ Download template
- 🗑 Delete

10

Navigate to the first tab of the excel file. Input Code, Name, Qty, Unit, & Amount. Type '01, '02, etc for the code for the first 10 items to ensure proper sorting. Save .XLSX file

	A	B	C	D	E	F	G	H
1	Code		Name	Qty	Unit	Unit Cost	Amount	Qty Per Bull
2	A1020.1		Pile Caps	7000	cy	459.78	3218460	
3		03 30 01.1	Concrete to Pile Caps	7000	cy	250.00	1750000	
4		03 20 01.1	Rebar to Pile Caps	700	t(s)	2,000.00	1400000	
5		03 11 01.1	Formwork to Pile Caps	7000	sf	9.78	68460	
6	A1020.2		Special Foundation Walls	1000	cy	536.00	536000	
7	A1022.1		Grade Beams	4000	cy	205.00	820000	
8	A1030.1		Slab on Grade	85000	sf	6.10	518500	
9	A4040.1		Pits	1000	cy	512.00	512000	
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
--								

11

Click this icon.

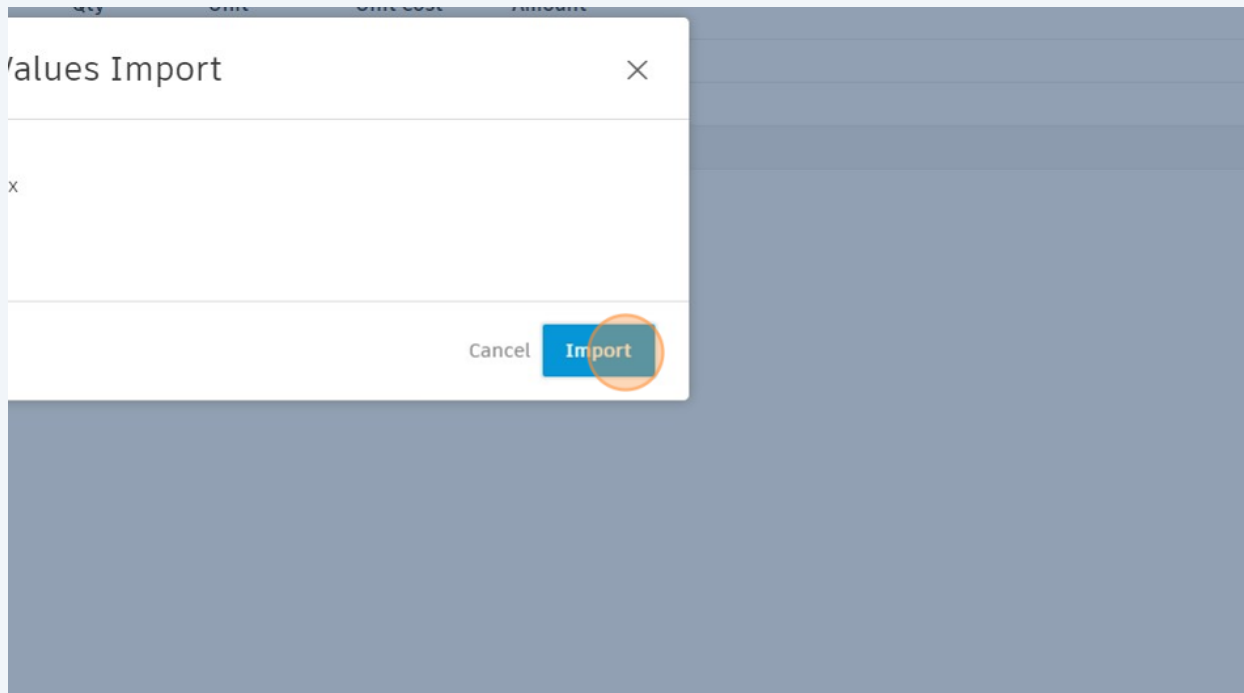
General		Scheduled Value			
Code	Name	Qty	Unit	Unit Cost	Amount
▼ BID_17047-32-140	Olin Park Facility Improvements				1,474,158
▼ Schedule of Values					1,474,158
BID_17047-32-140	Base Bid for Construction	1	ls	1,474,158.00	1,474,158

12 Click "Import subitems"

General		Scheduled Value			
Name		Qty	Unit	Unit Cost	Amount
7047-32-140	Olin Park Facility Improvements				1,474,158.00
Schedule of Values					1,474,158.00
ID_17047-32-140	Base Bid for Construction	1	ls	1,474,158.00	1,474,158.00

- + Add subitem
- 📄 Import subitems
- ↓ Download template
- 🗑 Delete

13 Browse to .XLSX file saved in previous step. Confirm there are no errors and correct if there are. Click "Import"



14 Click the name of the contract ("Olin Park Facility Improvements" in this example)

The screenshot shows a web interface with a table of contracts. The table has columns for 'Code', 'Name', 'Qty', and 'Unit'. The contract 'Olin Park Facility Improvements' is highlighted with an orange circle. The table is part of a larger page with a sidebar on the left containing navigation links like 'get', 'Change Orders', 'Forecast', 'Submittals', 'Locations', 'Numbers', and 'Logins'.

General			Scheduled Value	
Code	Name		Qty	Unit
▼ BID_17047-32-140	Olin Park Facility Improvements	⋮		
▼ Schedule of Values				
▼ BID_17047-32-140	Base Bid for Construction	⋮	1	ls
01	Bond	⋮	1	LS
02	Mobilization	⋮	1	LS
03	General Conditions	⋮	1	LS
04	Construction Testing	⋮	1	LS
05	Final Cleaning	⋮	1	LS

15 Click "Set as Executed"

The screenshot shows a modal window for the contract 'Olin Park Facility Improvements'. The modal has a title bar with a 'Sent' status and a user profile 'JS John Sapp'. Below the title is a progress bar with four steps, the first three of which are completed. The modal contains two buttons: 'Revert to Submitted' and 'Set as Executed', with the latter highlighted by an orange circle. Below the buttons is a 'Details' section with fields for 'Code', 'Name', and 'Description'. The 'Code' field contains 'BID_17047-32-140' and the 'Status' is 'Sent'. The 'Name' field contains 'Olin Park Facility Improvements'. The 'Description' field is empty.

Scheduled Value

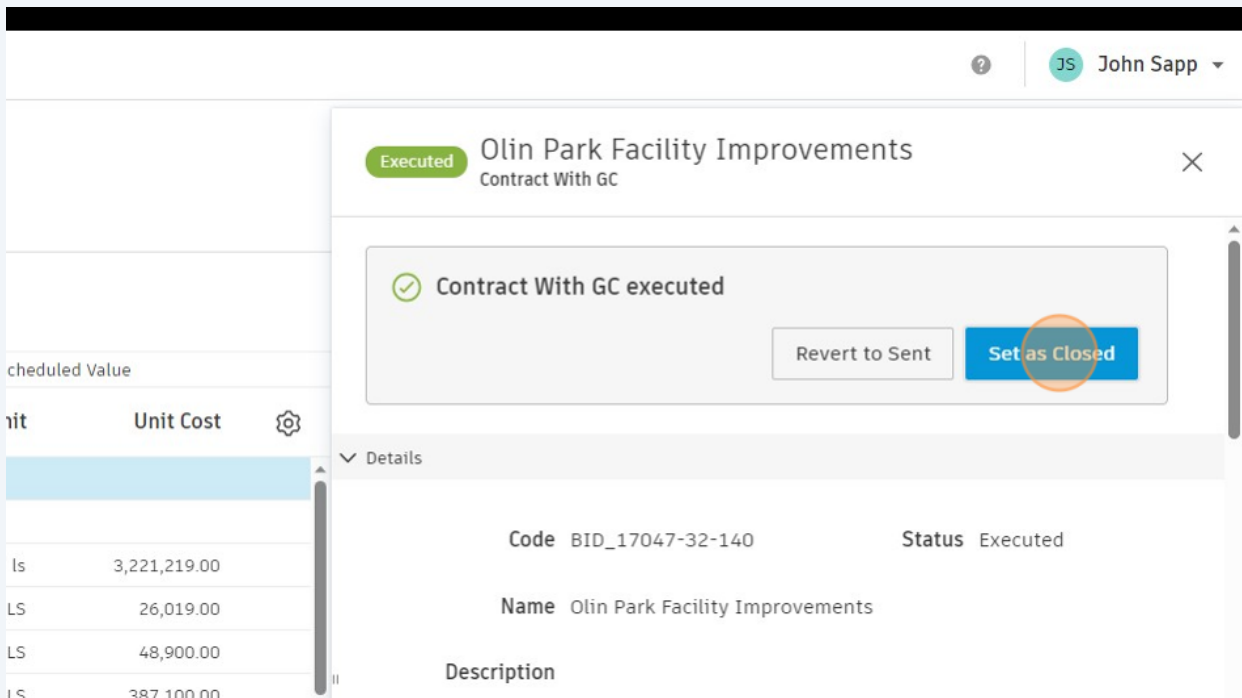
Unit	Unit Cost
ls	3,221,219.00
LS	26,019.00
LS	48,900.00
LS	387,100.00

Code: BID_17047-32-140 Status: Sent

Name: Olin Park Facility Improvements

Description:

16 Click "Set as Closed"



PAY APP EXAMPLE. NAVIGATION, NO CO, UNDER RETENTION CAP. DEMONSTRATES REJECTION AND PAYMENT REFERENCE.

Create Payment application by General Contractor.

17 Click "Cost"

The screenshot shows the Autodesk Construction Cloud interface. The top navigation bar includes 'AUTODESK Construction Cloud', 'Cost Management', and the project name '9050-Olin Park Facility Improvements-CONS'. The left sidebar contains navigation options: Home, Budget, Cost (highlighted with an orange circle), Change Orders, Forecast, Files, Reports, Members, and Settings. The main content area displays 'Contract With GC / Olin Park Facility Improvements'. Below this, a table is visible with columns for 'Code', 'Name', and 'Qty'. The table contains the following data:

General		
Code	Name	Qty
▼ BID_17047-32-140	🔒 Olin Park Facility Improve...	
▼ Schedule of Values		
▼ BID_17047-32-140	Base Bid for Construction	1
01	Bond	1
02	Mobilization	1
03	General Conditions	1

18 Click "Cost Pay App"

The screenshot shows the Autodesk Construction Cloud interface. The top navigation bar includes 'AUTODESK Construction Cloud', 'Cost Management', and the project name '9050-Olin Park Facility Improvements-CONS'. The left sidebar contains navigation options: Home, Budget, Cost (selected), Change Orders, Forecast, Files, Reports, Members, and Settings. The main content area displays 'Cost' with three tabs: 'Contract With GC', 'Cost Pay App' (highlighted with an orange circle), and 'Expense'. Below the tabs, there are buttons for 'Edit mode' and 'Charts'. A table is visible with columns for 'Code', 'Name', 'Supplier', and 'Status'. The table contains the following data:

General		General	
Code ↑	Name	Supplier	Status
BID_17047-32-140	Olin Park Facility Improvements	zzGeneral Contractor ...	Closed

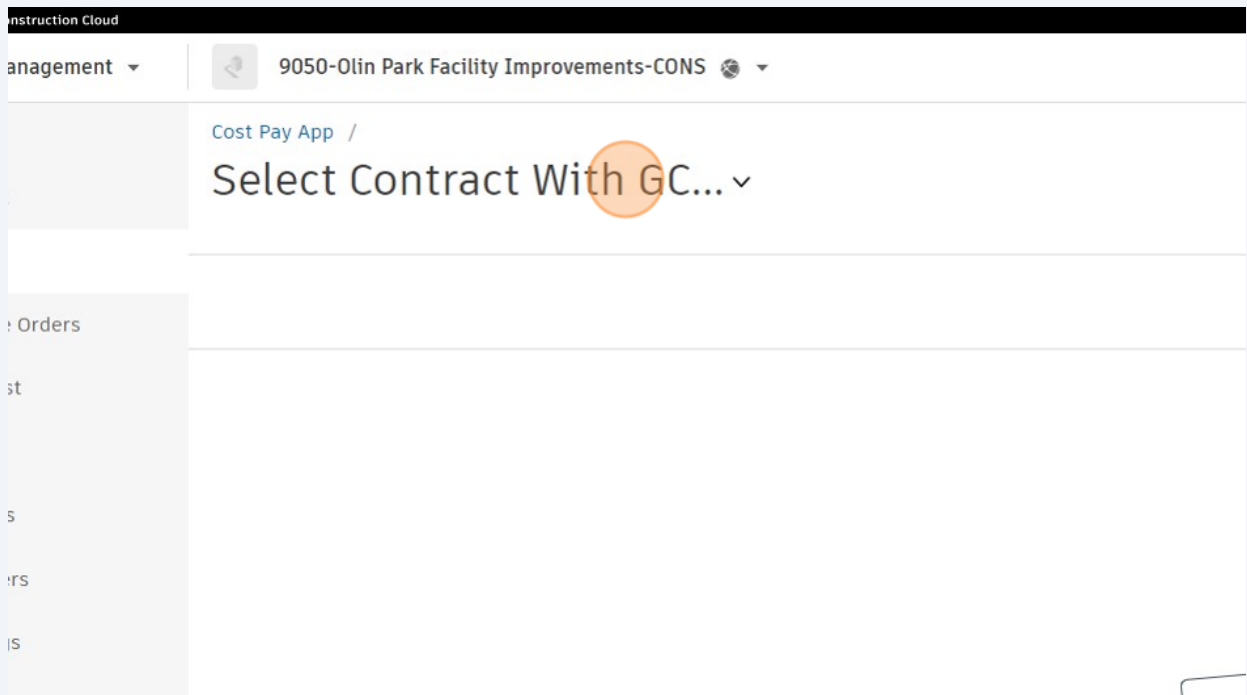
19 Click this icon.

The screenshot shows the Autodesk Construction Cloud interface. At the top, there is a navigation bar with 'AUTODESK Construction Cloud' on the left and '9050-Olin Park Facility Improvements-CONS' on the right. Below this is a sidebar with navigation options: Home, Budget, Cost (highlighted), Change Orders, Forecast, Files, Reports, Members, and Settings. The main content area is titled 'Cost' and has three tabs: 'Contract With GC', 'Cost Pay App' (selected), and 'Expense'. Below the tabs is a blue button labeled '+ Batch create' with a dropdown arrow icon. This icon is circled in orange. Below the button is a table with columns: 'Number ↑', 'Name', 'Status', and 'Current'. The table is currently empty.

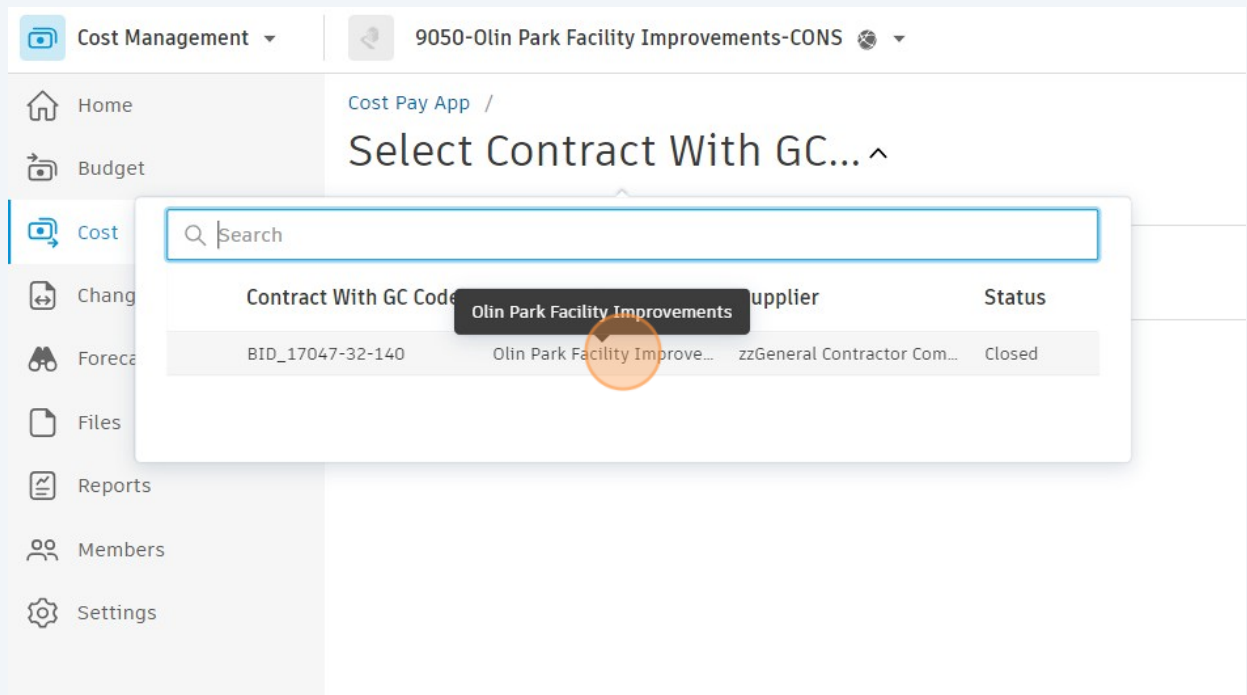
20 Click "Create"

This screenshot is identical to the previous one, but the dropdown menu for the '+ Batch create' button is open. The menu contains a single option labeled 'Create', which is circled in orange. The rest of the interface, including the sidebar, navigation bar, and table, remains the same.

21 Click "Select Contract With GC..."



22 Click "Olin Park Facility Improvements"



23 Click "Set up billing periods"



No billing periods

Set up billing periods

24 Click "Next"

Periods



with GC

Enter name



Cancel

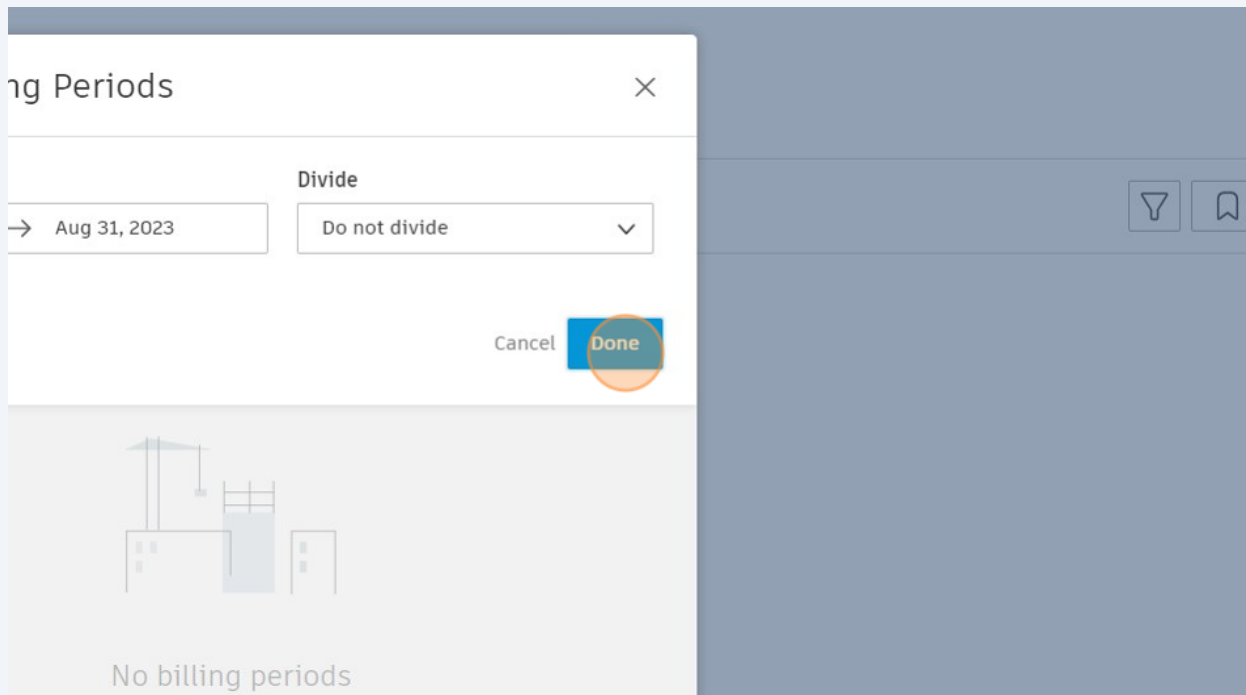
Next

No billing periods

Set up billing periods

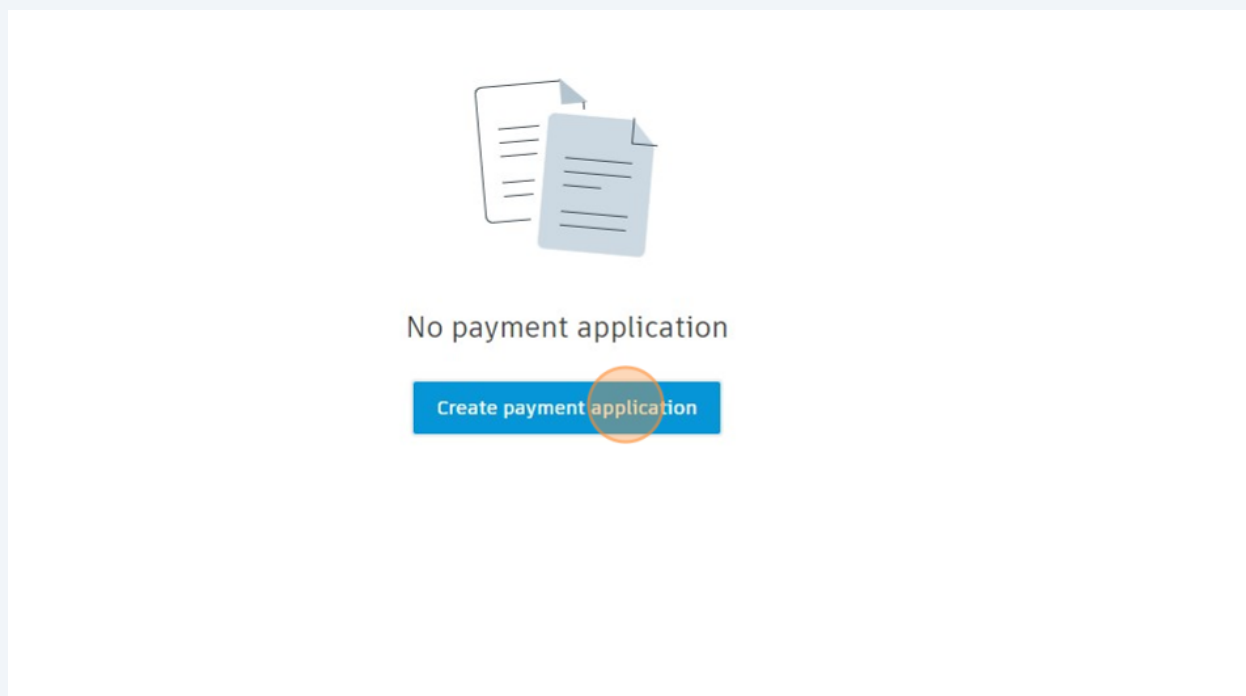
25

Input date period for this one pay app. Click "Done" and then "Save" on the next screen.



26

Click "Create payment application"



27 Click this icon.

View associated Budget Pay App

- Change Orders
- Forecast
- Files
- Reports
- Members
- Settings

General		Scheduled Value
Number	Name	Amount
Expand Collapse		
BID_17047-32-140-01	Olin Park Facility Improvements-PA0...	3,221,219.00
Schedule of Values		3,221,219.00
> BID_17047-32-140	Base Bid for Construction	3,221,219.00
Add Change Orders		

28 Click here.

1, 2023 **Draft** **Request input**

From Previous Application				This Period		Total
Work Completed		Materials on Site	Total	Work Completed		Total
Amount	% ...	Amount	Total	Amount	% ...	
				0.00	0	
				0.00	0	
				0.00	0	
				0.00	0	

29 Change view to "Amount & percentage view"

1, 2023 < > **Draft** Request input ⋮

From Previous Application				This Period	
Work Completed		Materials on Site	Total	Work Completed	
Amount	% ...	Amount	Total	Amount	% ...
				0.00	0
				0.00	0
				0.00	0
				0.00	0
				0.00	0

Project
Amount & percentage
Qty & unit view
Accountant
Save current view

30 Click into a percentage box and type a value. This works for "Work Completed" this period or "Total Work Completed" and does calculations of other values for you.

Value	Work Completed		Work Completed		Total Work Completed		Balance	
Amount	Amount	% ...	Amount	% ...	Amount	% ...	Amount	% ...
9.00			0.00	0	0.00	0	3,221,219.00	100
9.00			0.00	0	0.00	0	3,221,219.00	100
9.00			0.00	0	0.00	0	3,221,219.00	100
9.00			0.00	0	0.00	0	26,019.00	100
0.00			0.00	0	0.00	0	48,900.00	100
0.00			0.00	100	0.00	0	387,100.00	100
0.00			0.00	0	0.00	0	3,200.00	100
0.00			0.00	0	0.00	0	11,700.00	100
0.00			0.00	0	0.00	0	17,500.00	100
0.00			0.00	0	0.00	0	19,500.00	100
0.00			0.00	0	0.00	0	12,900.00	100
0.00			0.00	0	0.00	0	12,400.00	100

31 Another example, with 75 % inputted.

Rate	Completed	Rate	Completed	Rate	Completed	Rate	Completed
10.00	0.00	0	0.00	0	29,400.00	10	
10.00	0.00	0	0.00	0	16,600.00	10	
10.00	0.00	0	0.00	0	26,200.00	10	
10.00	0.00	0	0.00	0	49,800.00	10	
10.00	0.00	0	0.00	0	69,900.00	10	
10.00	0.00	0	0.00	0	58,400.00	10	
10.00	0.00	0	0.00	0	71,000.00	10	
10.00	0.00	0	0.00	0	14,700.00	10	
10.00	0.00	0	0.00	0	25,400.00	10	
10.00	0.00	0	0.00	0	18,400.00	10	
10.00	0.00	75	0.00	0	2,600.00	10	
10.00	222,000.00	100	222,000.00	100	0.00		
10.00	0.00	0	0.00	0	153,900.00	10	
10.00	0.00	0	0.00	0	118,300.00	10	
10.00	0.00	0	0.00	0	17,400.00	10	

32 Scroll up. Click the down arrow

? | JS John Sapp

1, 2023
<
>
Draft

🕒
Request input
▼
...

🔍
Amount & percentage view
▼

Application Completed	This Period Work Completed		This Application Total Work Completed		Remaining Balance		
	Amount	%	Amount	%	Amount	%	
	1,484,069.00	46.07	1,484,069.00	46.07	1,737,150.00	53.93	
	0.00	0	0.00	0	14,700.00	100	
	0.00	0	0.00	0	25,400.00	100	
	0.00	0	0.00	0	18,400.00	100	

33 Click "Set as Pending Supplier Input"

The screenshot shows a software interface with a user profile 'JS John Sapp' in the top right. Below the header, there is a date selector set to '1, 2023' and a 'Draft' button. To the right, there is a 'Request input' button and a three-dot menu. A dropdown menu is open from the three-dot menu, with 'Set as Pending Supplier Input' highlighted. Below this, there is a filter icon and a 'Amount & percentage view' dropdown. The main content is a table with columns for 'Application Completed', 'This Period Work Completed', 'This Application Total Work Completed', and 'Remaining Balance'. The table has 5 rows of data.

Application Completed	This Period Work Completed		This Application Total Work Completed		Remaining Balance				
% ...	Amount	% ...	Amount	% ...	Amount	% ...	Message	Checkmark	Settings
	1,484,069.00	46.07	1,484,069.00	46.07	1,737,150.00	53.93			
	0.00	0	0.00	0	14,700.00	100			
	0.00	0	0.00	0	25,400.00	100			
	0.00	0	0.00	0	18,400.00	100			

34 Click "Set as Submitted"

The screenshot shows the same software interface as above, but the status has changed to 'Pending Supplier Input' (highlighted in purple). The 'Request input' button is now disabled, and the 'Set as Submitted' button (highlighted in blue) is active. The 'Remind' button is also visible. The table below remains the same.

Application Completed	This Period Work Completed		This Application Total Work Completed		Remaining Balance				
% ...	Amount	% ...	Amount	% ...	Amount	% ...	Message	Checkmark	Settings
	1,484,069.00	46.07	1,484,069.00	46.07	1,737,150.00	53.93			
	0.00	0	0.00	0	14,700.00	100			
	0.00	0	0.00	0	25,400.00	100			
	0.00	0	0.00	0	18,400.00	100			

Review of Pay App by City Construction Manager


35 To add a comment about a line item, click here.

Item	Work Completed		Total Work Completed		Balance		Actions
	Amount	%	Amount	%	Amount	%	
	1,484,069.00	46.07	1,484,069.00	46.07	1,737,150.00	53.93	
	0.00	0	0.00	0	14,700.00	100	
	0.00	0	0.00	0	25,400.00	100	
	0.00	0	0.00	0	18,400.00	100	
	1,950.00	75	1,950.00	75	650.00	25	
	222,000.00	100	222,000.00	100	0.00	0	
	153,900.00	100	153,900.00	100	0.00	0	
	118,300.00	100	118,300.00	100	0.00	0	
	0.00	0	0.00	0	17,400.00	100	
	0.00	0	0.00	0	30,700.00	100	
	321,000.00	100	321,000.00	100	0.00	0	
	204,900.00	100	204,900.00	100	0.00	0	
	0.00	0	0.00	0	182,000.00	100	

36 Type some comment. "Click "Add"

Comment

75%, hasn't started

Cancel 

Item	Amount	%	Amount	%
	1,484,069.00	46.07	1,737,150.00	53.93
	0.00	0	14,700.00	100
	0.00	0	25,400.00	100
	0.00	0	18,400.00	100
	1,950.00	75	650.00	25
	222,000.00	100	0.00	0
	153,900.00	100	0.00	0
	118,300.00	100	0.00	0
	0.00	0	17,400.00	100
	0.00	0	30,700.00	100
	321,000.00	100	0.00	0
	204,900.00	100	0.00	0
	0.00	0	182,000.00	100
	0.00	0	75,000.00	100

37 Click The percentage value in work completed. Type new value



ue	Work Completed		Work Completed		Total Work Completed		Balance	
	Amount	% ...	Amount	% ...	Amount	% ...	Amount	% ...
1.00			1,484,069.00	46.07	1,484,069.00	46.07	1,737,150.00	53.93
1.00			0.00	0	0.00	0	14,700.00	100
1.00			0.00	0	0.00	0	25,400.00	100
1.00			0.00	75	0.00	0	18,400.00	100
1.00			1,950.00	75	1,950.00	75	650.00	25
1.00			222,000.00	100	222,000.00	100	0.00	0
1.00			153,900.00	100	153,900.00	100	0.00	0
1.00			118,300.00	100	118,300.00	100	0.00	0
1.00			0.00	0	0.00	0	17,400.00	100
1.00			0.00	0	0.00	0	30,700.00	100
1.00			321,000.00	100	321,000.00	100	0.00	0
1.00			204,900.00	100	204,900.00	100	0.00	0
1.00			0.00	0	0.00	0	18,000.00	100

38 Click here.

ted	Work Completed		Total Work Completed		Balance		<input type="text"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	Amount	% ...	Amount	% ...	Amount	% ...	
	1,482,119.00	46.01	1,482,119.00	46.01	1,739,100.00	53.99	
	0.00	0	0.00	0	14,700.00	100	
	0.00	0	0.00	0	25,400.00	100	
	0.00	0	0.00	0	18,400.00	100	
	0.00	0	0.00	0	2,600.00	100	<input type="text"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	222,000.00	100	222,000.00	100	0.00	0	
	153,900.00	100	153,900.00	100	0.00	0	
	118,300.00	100	118,300.00	100	0.00	0	
	0.00	0	0.00	0	17,400.00	100	
	0.00	0	0.00	0	30,700.00	100	
	321,000.00	100	321,000.00	100	0.00	0	
	204,900.00	100	204,900.00	100	0.00	0	
	0.00	0	0.00	0	18,000.00	100	

39 Click "Reject" (in this example)


	1,482,119.00	46.01	1,482,119.00	46.01	1,739,100.00	53.99	
	0.00	0	0.00	0	14,700.00	100	
	0.00	0	0.00	0	25,400.00	100	
	0.00	0	0.00	0	18,400.00	100	
	0.00	0	0.00	0	2,600.00	100	 
	222,000.00	100	222,000.00	100	0.00		
	153,900.00	100	153,900.00	100	0.00		
	118,300.00	100	118,300.00	100	0.00		
	0.00	0	0.00	0	17,400.00	100	
	0.00	0	0.00	0	30,700.00	100	
	321,000.00	100	321,000.00	100	0.00	0	
	204,900.00	100	204,900.00	100	0.00	0	
	0.00	0	0.00	0	182,000.00	100	
	0.00	0	0.00	0	75,000.00	100	
	0.00	0	0.00	0	110,000.00	100	

 Accept
 Reject

40 You must provide a comment when selecting Reject. Type another comment and click "Add"

ent ×

no work was done

Cancel 

	Amount	%	Amount	%
	1,482,119.00	46.01	1,739,100.00	53.99
	0.00	0	14,700.00	100
	0.00	0	25,400.00	100
	0.00	0	18,400.00	100
	0.00	0	2,600.00	100
	222,000.00	100	0.00	0
	153,900.00	100	0.00	0
	118,300.00	100	0.00	0
	0.00	0	17,400.00	100
	0.00	0	30,700.00	100
	321,000.00	100	0.00	0
	204,900.00	100	0.00	0
	0.00	0	182,000.00	100
	0.00	0	75,000.00	100

41 You can click speech bubble to see comment history

ted	Work Completed		Total Work Completed		Balance		
	Amount	% ...	Amount	% ...	Amount	% ...	
	1,482,119.00	46.01	1,482,119.00	46.01	1,739,100.00	53.99	
	0.00	0	0.00	0	14,700.00	100	
	0.00	0	0.00	0	25,400.00	100	
	0.00	0	0.00	0	18,400.00	100	
	0.00	0	0.00	0	2,600.00	100	
	222,000.00						
	153,900.00						
	118,300.00						
	0.00						
	0.00						
	321,000.00						
	204,900.00						

JS John Sapp Aug 22, 9:00 AM
 29 - Window Shades Set to 0% as no work was done

JS John Sapp Aug 22, 8:59 AM
 29 - Window Shades How is this 75%, hasn't started

[Add a comment](#)

42 Click "Request revision". Click "Request revision" on the next popup screen to confirm

? JS John Sapp

1, 2023
< >
Submitted

🕒
Request revision
Proceed
⋮

🔍
Amount & percentage view

lication	This Period		This Application		Remaining		
	Work Completed		Total Work Completed		Balance		
	Amount	% ...	Amount	% ...	Amount	% ...	
	1,482,119.00	46.01	1,482,119.00	46.01	1,739,100.00	53.99	
	0.00	0	0.00	0	14,700.00	100	
	0.00	0	0.00	0	25,400.00	100	
	0.00	0	0.00	0	18,400.00	100	

General Contractor reviews rejected Items

43 Click here.

ted	Work Completed		Total Work Completed		Balance		  
	% ...	Amount	% ...	Amount	% ...	Amount	
	1,482,119.00	46.01	1,482,119.00	46.01	1,739,100.00	53.99	
	0.00	0	0.00	0	14,700.00	100	
	0.00	0	0.00	0	25,400.00	100	
	0.00	0	0.00	0	18,400.00	100	Rejected by: John Sapp
	0.00	0	0.00	0	2,600.00	100	 
	222,000.00	100	222,000.00	100	0.00	0	
	153,900.00	100	153,900.00	100	0.00	0	
	118,300.00	100	118,300.00	100	0.00	0	
	0.00	0	0.00	0	17,400.00	100	
	0.00	0	0.00	0	30,700.00	100	
	321,000.00	100	321,000.00	100	0.00	0	
	204,900.00	100	204,900.00	100	0.00	0	

44

You can provide a new value and/or comment as before. Or accept the changes by clicking "Set as Submitted".

The screenshot shows a software interface with a user profile 'JS John Sapp' in the top right. Below the profile, there are navigation controls including a date selector set to '1, 2023', a 'Revise and Resubmit' button, and a 'Remind' button. The 'Set as Submitted' button is highlighted with an orange circle. Below these controls is a table with the following data:

lication ted	This Period Work Completed		This Application Total Work Completed		Remaining Balance		🗨️	✅	⚙️
	Amount	% ...	Amount	% ...	Amount	% ...			
	1,482,119.00	46.01	1,482,119.00	46.01	1,739,100.00	53.99			
	0.00	0	0.00	0	14,700.00	100		✅	
	0.00	0	0.00	0	25,400.00	100		✅	
	0.00	0	0.00	0	18,400.00	100		✅	

City Construction Manager generates documents and sends for review

45

Click pay app at the top level ("Olin Park Facility Improvements-PA001" in this example)

Orders

View associated Budget Pay App

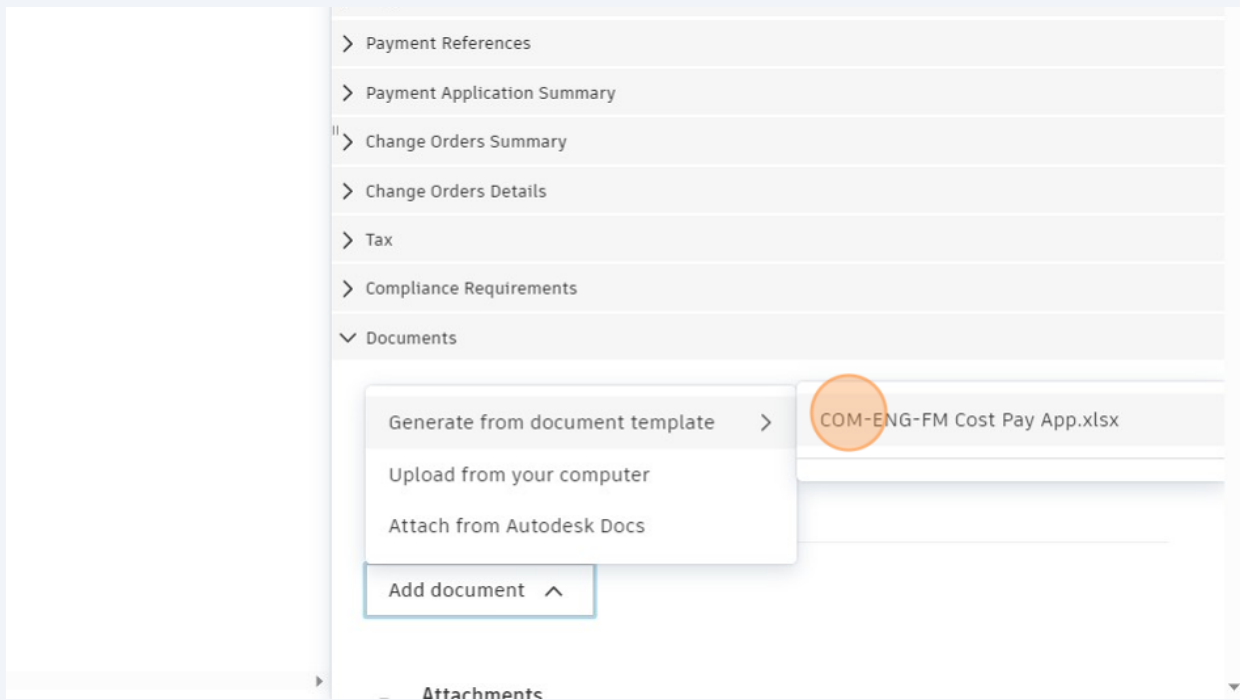
General		Scheduled Value	From Previous Application	
Number	Name	Amount	Work Completed	% ...
Ex... Col... [Menu]	Olin Park Facility Improvements-PA001			
BID_17047-32-140-...	Olin Park Facility Improvements-P...	3,221,219.00		
26	Carpet & Resilient Flooring	14,700.00		
27	Painting	25,400.00		
28	Toilet & Bathroom Accessories	18,400.00		
29	Window Shades	2,600.00		
30	Elevators	222,000.00		
31	Plumbing	153,900.00		
32	Fire Protection	118,300.00		

46

Click "Add document"

	✓	> Payment References
	✓	> Payment Application Summary
	✓	> Change Orders Summary
	ⓘ	> Change Orders Details
	✓	> Tax
	✓	> Compliance Requirements
	✓	▼ Documents
	✓	Stored in Autodesk
	✓	Document Package
	✓	0 documents
	✓	Add document
	✓	Attachments

47 Click "COM-ENG-FM Cost Pay App.xlsx"



Initial "Proceed" by City Construction Manager and subsequent reviews by others

- 48** Review the data in the main window or click the top level item to view the flyout. Notably, the flyout has a "Pay Application Summary", a "Change Order Summary" and finally "Documents" Sections. Expand or collapse as needed. In the documents section, review the PDF document package. Click Proceed when done

49 Click 3 vertical dots icon. Click "Open"

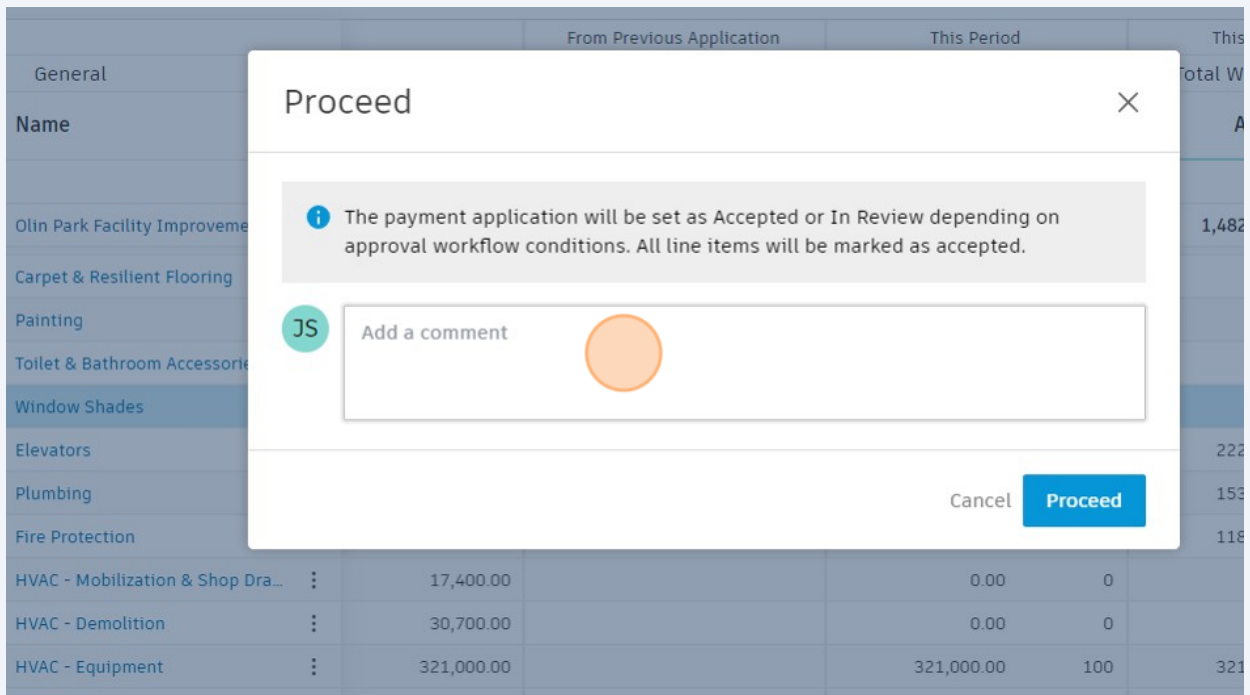
The screenshot shows a document management interface. On the left, there is a sidebar with a list of categories: Payment References, Payment Application Summary, Change Orders Summary, Change Orders Details, Tax, Compliance Requirements, and Documents. The 'Documents' category is expanded, showing a 'Document Package' containing '1 document'. The document is named 'COM-ENG-FM Cost Pay App.xlsx'. A context menu is open over the document, with options: Open, Download, and Send by email. The 'Open' option is highlighted with an orange circle. A status indicator 'Stored in Autodesk Docs' is visible in the top right of the document area.

50 Click "Proceed"

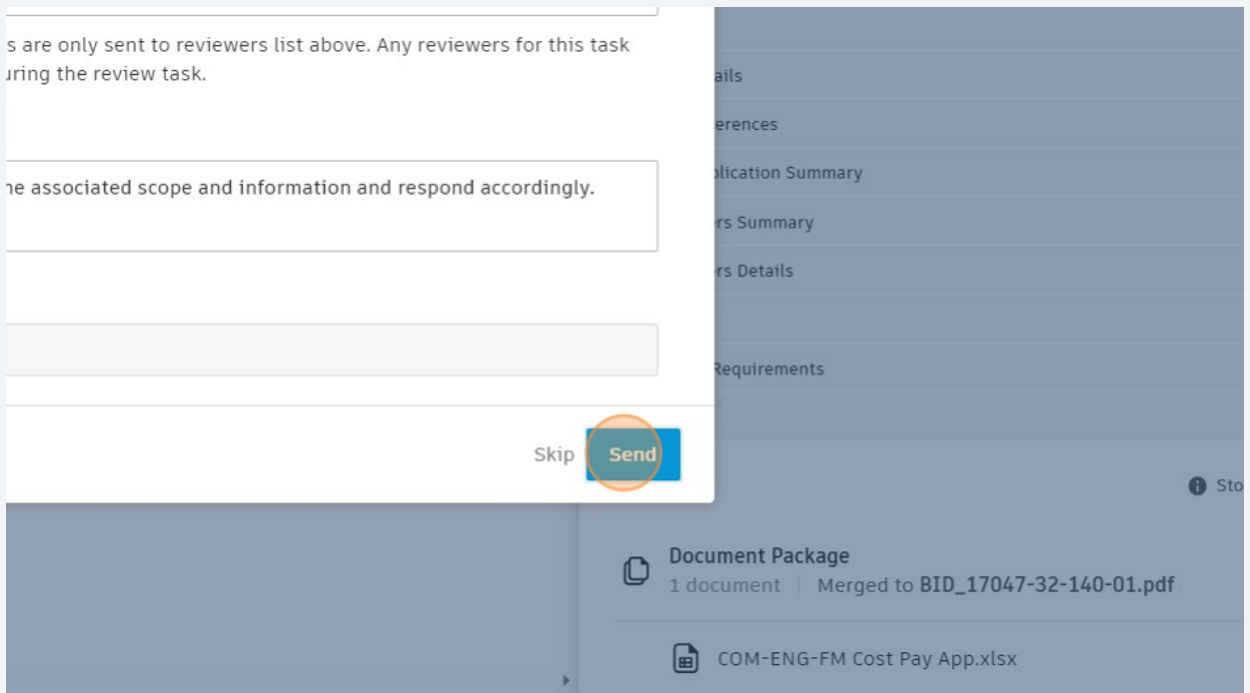
The screenshot shows a progress tracking interface. At the top, there is a user profile 'JS John Sapp' and a date selector '1, 2023'. Below the date selector are navigation arrows and a 'Submitted' button. To the right, there are buttons for 'Request revision', 'Proceed', and a three-dot menu. The 'Proceed' button is highlighted with an orange circle. Below the buttons, there is a filter icon and a dropdown menu set to 'Amount & percentage view'. The main part of the interface is a table with the following data:

lication	This Period Work Completed		This Application Total Work Completed		Remaining Balance		
ted	Amount	%	Amount	%	Amount	%	
	1,482,119.00	46.01	1,482,119.00	46.01	1,739,100.00	53.99	
	0.00	0	0.00	0	14,700.00	100	✓
	0.00	0	0.00	0	25,400.00	100	✓
	0.00	0	0.00	0	18,400.00	100	✓

51 Provide a comment if desired. Click "Proceed"



52 On the "Send email to reviewers" pop-up window, Click "Send"



Add Payment Reference and Set as Paid by Accountant

53 Click "Payment References"

The screenshot shows a payment confirmation interface. At the top, there is a progress bar with 10 steps, the first 9 of which are completed (indicated by blue checkmarks). Below the progress bar, the text "Confirm payment" is displayed. To the right of this text are two buttons: "Revert to Accepted" and "Set a".

On the left side, there is a table with two columns: "Current Payment Due" and "Scheduled Val". The first row of data shows "1,408,013.05" and "3,221,219.0".

A sidebar menu is visible on the right, listing several options: "Details", "Supplier Details", "Payment References", "Payment Application Summary", "Change Orders Summary", "Change Orders Details", "Tax", "Compliance Requirements", and "Documents". The "Payment References" option is highlighted with an orange circle.

54 Click "Add payment reference"

This screenshot shows the same interface as the previous one, but with the "Payment References" menu item expanded. The "Add payment reference" button is now visible and highlighted with an orange circle.

Below the "Add payment reference" button, there is a table with the following columns: "Paid At", "Payment Reference", "Payment Type", and "Paid Amount".

55

Input "Payment Reference" and "Payment Type". Paid at defaults to the current date. Paid amount shouldn't be edited.

> Supplier Details

▼ Payment References

Add payment reference

Paid At	Payment Reference	Payment Type	Paid Amount
Aug 22, 2023	4312		1,408,013.05

> Payment Application Summary

> Change Orders Summary

> Change Orders Details

> Tax

> Compliance Requirements

▼ Documents

56

Click "Set as Paid"

Approved Olin Park F Cost Pay App

✓ Email successfully prepared and forwarded for delivery.

Confirm payment

Revert to Accepted Set as Paid

Payment Due	Scheduled Value
1,408,013.05	3,221,219.00

> Details

> Supplier Details

▼ Payment References

Add payment reference

EXAMPLE PAY APP. NAVIGATION, COS, OVER RETENTION CAP. DOES NOT DEMONSTRATES REJECTION NOR PAYMENT REFERENCE.

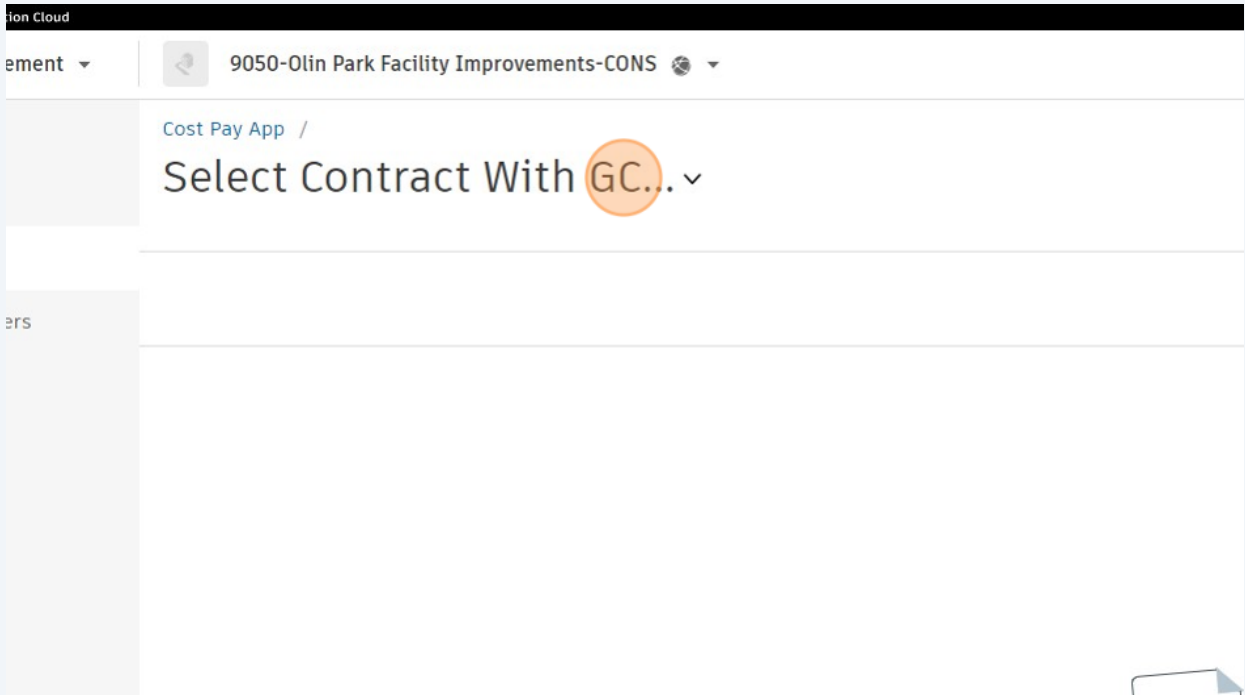
Create Payment application by General Contractor.

57 Click drop down arrow. Click "Create"

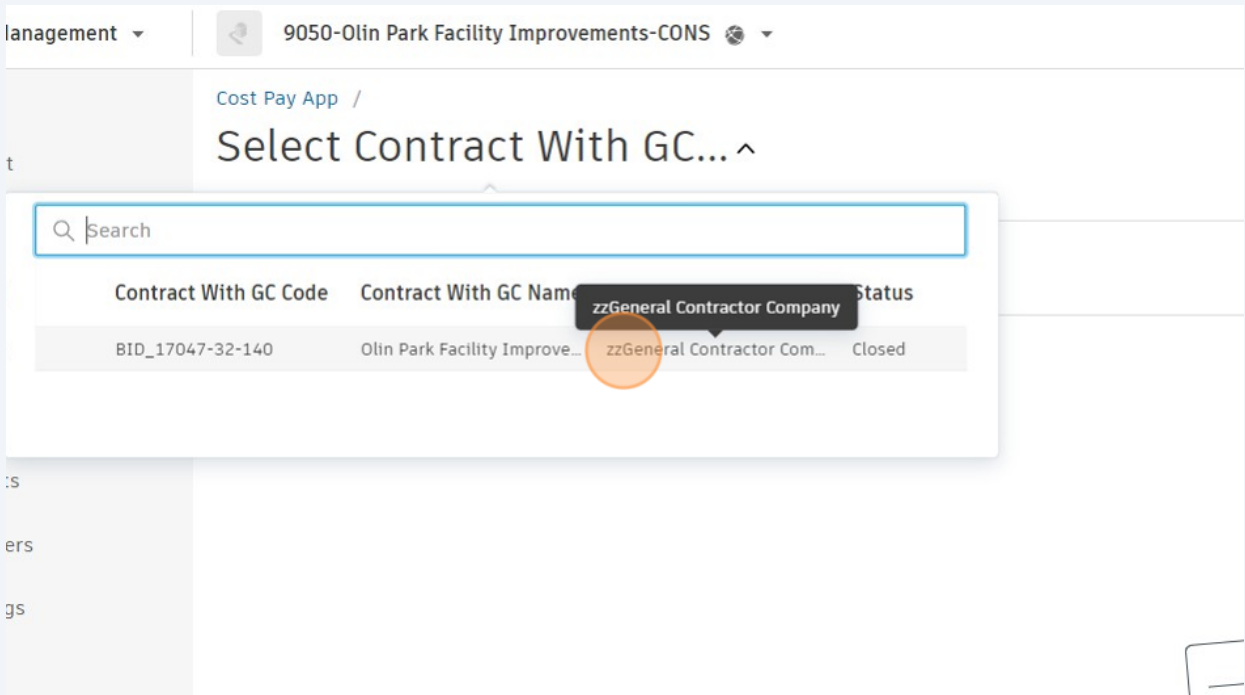
The screenshot shows a software interface for Cost Management. The page title is "Cost" and the breadcrumb is "9050-Olin Park Facility Improvements-CONS". The "Cost Pay App" tab is active. A "Batch create" button is highlighted with a blue box, and a "Create" button is highlighted with an orange circle. A table below shows a row with "Number" as a column header and "Olin Park Facility Improvemen..." as a value, with a status of "Paid".

Number	Status	Current
BID_17047-32-140... Olin Park Facility Improvemen...	Paid	1,4

58 Click "Select Contract With GC..."




59 Click anywhere on that contract line.



60 Click this icon.


CONS

Improvements ▾ Aug 1, 2023 - Aug 31, 2023  < > Paid


	Scheduled Value	From Previous Application		This Period		This Application	
		Work Completed		Work Completed		Total Work Completed	
		Amount	Amount % ...	Amount % ...	Amount % ...	Amount % ...	
ts-PA0...	3,221,219.00			1,482,119.00	46.01	1,482,119.00	46.01
	3,221,219.00			1,482,119.00	46.01	1,482,119.00	46.01
	3,221,219.00			1,482,119.00	46.01	1,482,119.00	46.01

61 Click "Manage billing periods"

City Improvements-CONS

City Improvements ▾ Aug 1, 2023 - Aug 31, 2023  < > Paid

ay App

Aug 1, 2023 - Aug 31, 2023 

1 Aug 1, 2023 - Aug 31, 2023 ✓
Paid

[Manage billing periods](#)

General	Scheduled Value	Work Completed		This Period		This App	
		Work Completed		Work Completed		Total Work	
		Amount	Amount % ...	Amount % ...	Amount % ...	Amo	
Park Facility Improvements-PA0...	3,221,219.00			1,482,119.00	46.01	1,482,119.00	
	3,221,219.00			1,482,119.00	46.01	1,482,119.00	
Bid for Construction	3,221,219.00			1,482,119.00	46.01	1,482,119.00	

62 Click "Add new periods"

The screenshot shows a 'Billing Periods' dialog box overlaid on a background application summary table. The dialog box has a title bar with a close button (X). Below the title bar, there is a text field containing 'With GC duration: Aug 1, 2023 - Aug 31, 2023' and a button labeled 'Add new periods' which is circled in orange. Below this, there is a table with two columns: 'Periods (1)' and 'Status'. The first row shows 'Aug 1, 2023 - Aug 31, 2023' and a green 'Paid' button. The background table shows 'Total Work Completed' with columns for 'Amount', '% ...', and 'Remaining Balance'. The data rows show '1,482,119.00' for 'Amount' and '46.01' for '% ...', with a 'Remaining Balance' of '1,739,100.00'.

63 Click "Done" and then "Save"

The screenshot shows the 'Billing Periods' dialog box with a 'Divide' dropdown menu set to 'Do not divide'. The 'Done' button is circled in orange. The background table is partially visible, showing the same 'Total Work Completed' data as in the previous screenshot.


64 Click this icon to navigate to latest Billing Period that was just created

ents ▾ Aug 1, 2023 - Aug 31, 2023 ▾ < > Paid

Filter Bookmark

Scheduled Value	From Previous Application		This Period		This Application		Remaining Balance
	Work Completed		Work Completed		Total Work Completed		
Amount	Amount	% ...	Amount	% ...	Amount	% ...	Amount
3,221,219.00			1,482,119.00	46.01	1,482,119.00	46.01	1,739,100.00
3,221,219.00			1,482,119.00	46.01	1,482,119.00	46.01	1,739,100.00
3,221,219.00			1,482,119.00	46.01	1,482,119.00	46.01	1,739,100.00

65 Click "Create payment application"



No payment application

Create payment application

66

Click here to expand Change Order to display Change Ordger Requests

- Forecast
- Files
- Reports
- Members
- Settings

General			Scheduled Value	Work Com
Number	Name		Amount	Amount
Ex...	Col...	☰		
BID_17047-32-140-...	Olin Park Facility Improvements-PAO...		3,388,440.58	1,482,119.0
▼ Schedule of Values			3,221,219.00	1,482,119.0
> BID_17047-32-...	Base Bid for Construction	⋮	3,221,219.00	1,482,119.0
▼ Change Orders			167,221.58	
> CO-001	COR-001,002	⋮	34,281.56	
> CO-002	COR-004	⋮	11,526.01	
> CO-003	COR-007	⋮	6,378.01	
> CO-004	COR-006	⋮	34,673.01	
> CO-005	COR-008	⋮	13,748.00	
> CO-006	COR-003,005	⋮	66,614.99	
Add Change Orders				

67







Click this icon.

▼ Change Orders			167,221.58	
> CO-001	COR-001,002	⋮	34,281.56	
01	COR-001-Owner Move T and M	⋮	4,281.56	
02	COR-002-Water Service (T&M w...	⋮	30,000.00	
> CO-002	COR-004	⋮	11,526.01	
> CO-003	COR-007	⋮	6,378.01	
> CO-004	COR-006	⋮	34,673.01	
> CO-005	COR-008	⋮	13,748.00	
> CO-006	COR-003,005	⋮	66,614.99	
Add Change Orders				


68 Click and type values as needed.

1.50		0.00	0	0.00	0	4,281.56	100
3.00		30,000.00	100	30,000.00	100	0.00	0
5.01		0.00	0	0.00	0	11,526.01	100
3.01		0.00	0	0.00	0	6,378.01	100
3.01		0.00	0	0.00	0	34,673.01	100
3.00		0.00	0	0.00	0	13,748.00	100
4.99		0.00	0	0.00	0	66,614.99	100
3.00		0.00	100	0.00	0	36,913.00	100
1.99		0.00	0	0.00	0	29,701.99	100

69 Click this icon to expand schedule of values.

-  Change Orders
-  Forecast
-  Files
-  Reports
-  Members
-  Settings

View associated Budget Pay App

General		Scheduled Value	From Previous P Work Comj
Number	Name	Amount	Amount
Ex... Col... 			
BID_17047-32-140-...	Olin Park Facility Improvements-PA0...	3,388,440.58	1,482,119.0
Schedule of Values		3,221,219.00	1,482,119.0
> BID_17047-32-...	Base Bid for Construction	3,221,219.00	1,482,119.0
Change Orders		167,221.58	
CO-001	COR-001,002	34,281.56	
01	COR-001-Owner Move T and M	4,281.56	
02	COR-002-Water Service (T&M w...	30,000.00	
> CO-002	COR-004	11,526.01	
> CO-003	COR-007	6,378.01	
> CO-004	COR-006	34,673.01	
> CO-005	COR-008	13,748.00	

70 Add data by clicking and typing values.

100	0.00	0	222,000.00	100	0.00	0
100	0.00	0	153,900.00	100	0.00	0
100	0.00	0	118,300.00	100	0.00	0
0	0.00	0	0.00	0	17,400.00	100
0	0.00	0	0.00	0	30,700.00	100
100	0.00	0	321,000.00	100	0.00	0
100	0.00	0	204,900.00	100	0.00	0
0	182,000.00	100	182,000.00	100	0.00	+
0	0.00	0	0.00	0	75,000.00	100
0	0.00	0	0.00	100	110,000.00	100
0	0.00	0	0.00	0	9,100.00	100
0	0.00	0	0.00	0	34,700.00	100
0	0.00	0	0.00	0	35,900.00	100
0	0.00	0	0.00	0	113,100.00	100
0	0.00	0	0.00	0	47,500.00	100
0	0.00	0	0.00	0	101,100.00	100

71 Click this icon.

0, 2023
< > Draft
Request input

Amount & percentage view

Application Completed	This Period Work Completed		This Application Total Work Completed		Remaining Balance	
	Amount	%	Amount	%	Amount	%
43.74	388,614.99	11.47	1,870,733.99	55.21	1,517,706.59	44.75
0	0.00	0	0.00	0	18,000.00	100
0	0.00	0	0.00	0	7,000.00	100
0	0.00	0	0.00	0	4,500.00	100

72 Click "Set as Pending Supplier Input"

The screenshot shows a software interface with a user profile 'JS John Sapp' in the top right. Below the profile, there is a date selector '0, 2023' and navigation arrows. A 'Draft' button is visible. To the right, there is a 'Request input' button and a 'Set as Pending Supplier Input' button, which is highlighted with an orange circle. Below these buttons is a filter icon and a dropdown menu set to 'Amount & percentage view'. The main content is a table with the following structure:

Application Completed	This Period Work Completed		This Application Total Work Completed		Remaining Balance		
	Amount	%	Amount	%	Amount	%	
43.74	388,614.99	11.47	1,870,733.99	55.21	1,517,706.59	44.75	
0	0.00	0	0.00	0	18,000.00	100	
0	0.00	0	0.00	0	7,000.00	100	
0	0.00	0	0.00	0	4,500.00	100	

73 Click "Set as Submitted"

The screenshot shows the same software interface as in step 72, but the status has changed to 'Pending Supplier Input'. The 'Set as Submitted' button is now highlighted with an orange circle. The table data remains the same as in the previous screenshot.

Application Completed	This Period Work Completed		This Application Total Work Completed		Remaining Balance		
	Amount	%	Amount	%	Amount	%	
43.74	388,614.99	11.47	1,870,733.99	55.21	1,517,706.59	44.75	
0	0.00	0	0.00	0	18,000.00	100	
0	0.00	0	0.00	0	7,000.00	100	
0	0.00	0	0.00	0	4,500.00	100	

74 Click "Olin Park Facility Improvements-PA002"

View associated Budget Pay App

General		Scheduled Value	From Previous P Work Comj
Number	Name	Amount	Amount
Ex... Col...	Olin Park Facility Improvements-P...	3,388,440.58	1,482,119.0
10	Ceiling Demolition	18,000.00	0.0
11	Misc Demolition	7,000.00	0.0
12	Site Demolition	4,500.00	0.0
13	Concrete Sawcutting	18,300.00	0.0
14	Structural Steel	48,200.00	0.0
15	Misc Metals	13,600.00	0.0
16	Rough Carpentry	17,700.00	0.0

75 Click "Add document"

0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
222,000.00	10
153,900.00	10
118,300.00	10
0.00	
0.00	
321,000.00	10

> tax

> Compliance Requirements

Documents

Stored in Autodesk

Document Package
0 documents

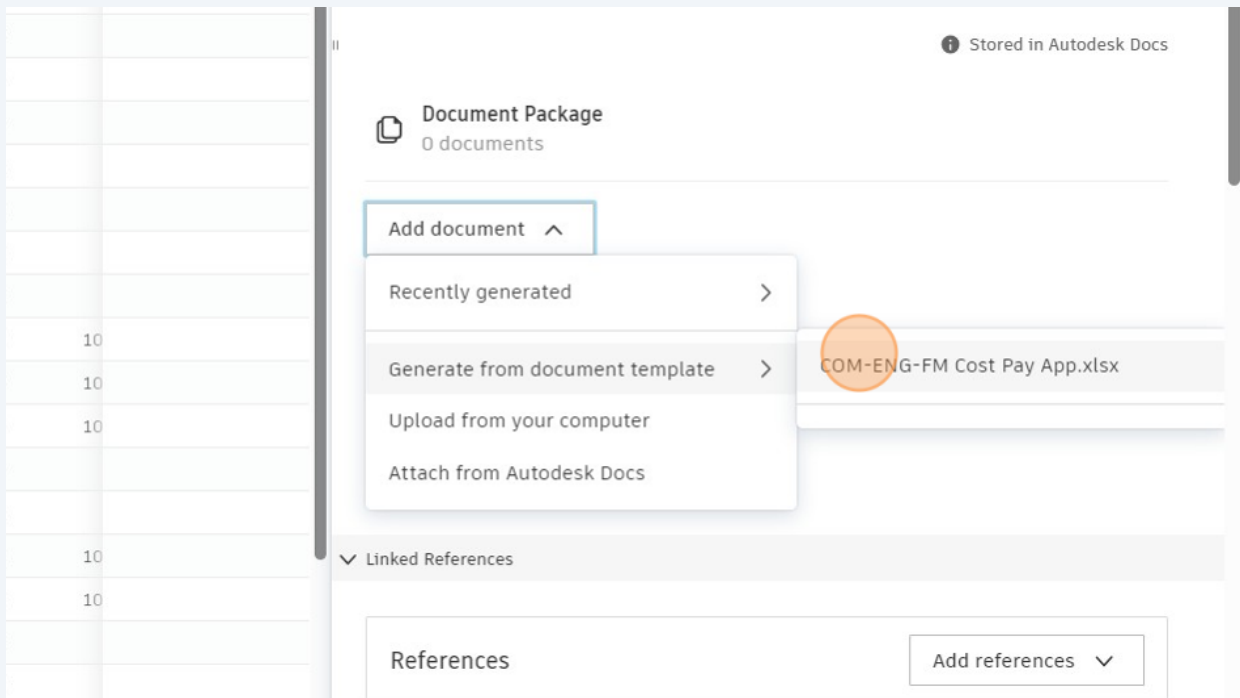
Add document

Attachments
0 documents

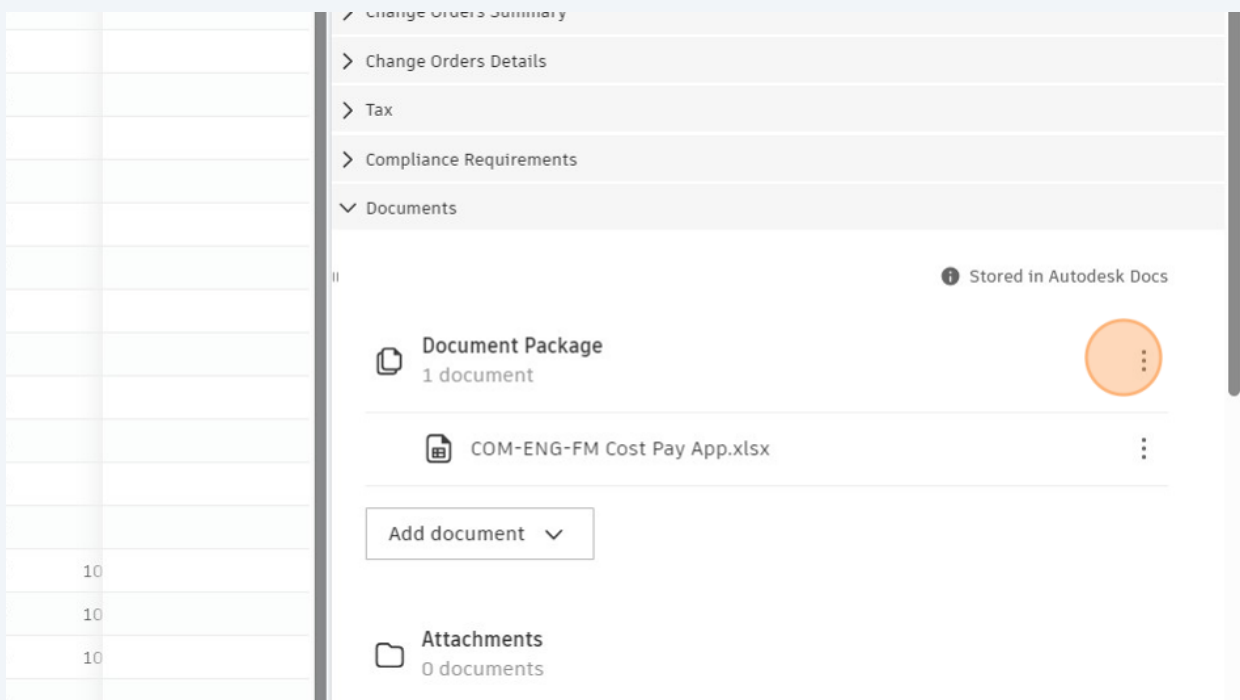
Add document

Linked References

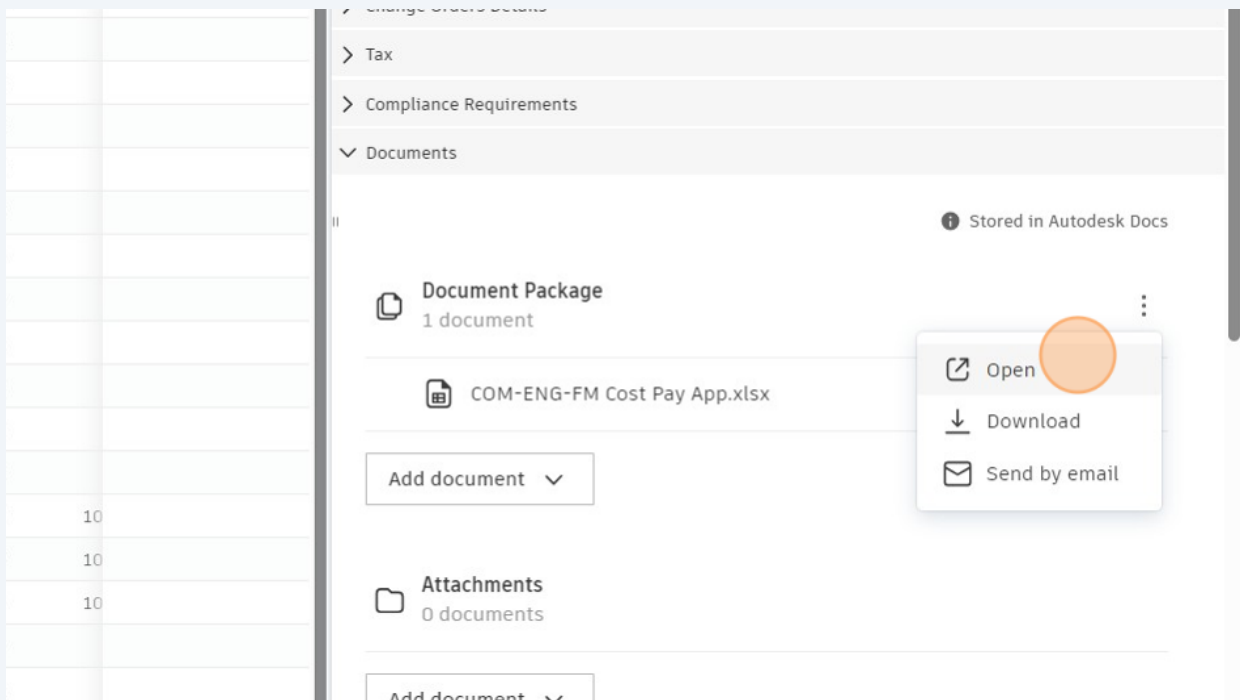
76 Click "COM-ENG-FM Cost Pay App.xlsx"



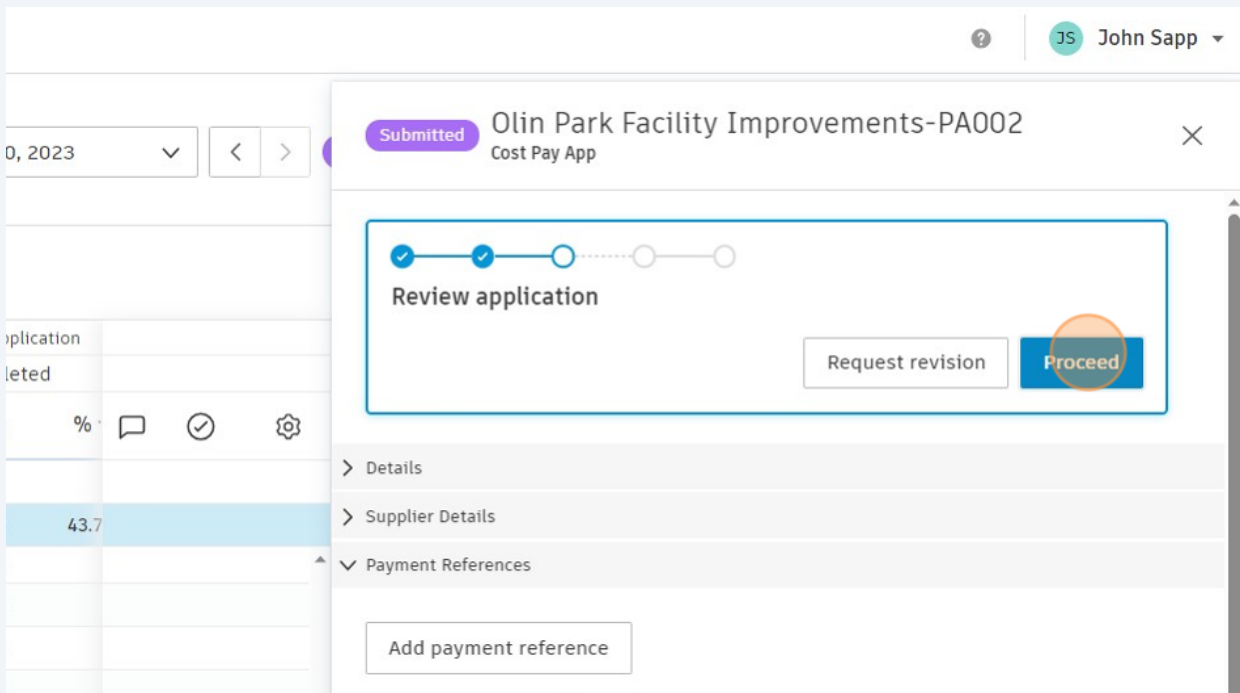
77 Click this 3 vertical dots icon.



78 Click "Open"



79 Click "Proceed" if nothing else needs review. Refer to previous pay app example for example of revising line items.



80 Click "Proceed"

The screenshot shows a software interface with a modal dialog box in the foreground. The dialog box contains the text: "application will be set as Accepted or In Review depending on kflow conditions. All line items will be marked as accepted." Below this text is a text input field with the word "ment" visible. At the bottom of the dialog are two buttons: "Cancel" and "Proceed". The "Proceed" button is highlighted with a red circle. In the background, a table is visible with columns of numerical values. To the right, there is a section titled "Attachments" with "0 documents" listed below it.

Retention Cap corrections by City Construction Manager.

81 Completion has exceeded 50% and total retention has exceeded the cap.

The screenshot displays a software interface for reviewing an application. A modal dialog box titled "Review application" is centered on the screen. The dialog shows a progress indicator with four steps, the first two of which are completed. Below the progress indicator are two buttons: "Request revision" and "Proceed". The "Proceed" button is highlighted with a red circle. A red error message box is overlaid on the dialog, stating: "Total retention exceeded retention cap of 84711.01 (2.5% of Contract With GC Sum To Date). Adjust retention to not exceed retention cap." The background interface includes a table with a highlighted row showing a percentage of 44.79. Other elements include a user profile for "John Sapp" and a sidebar with navigation options like "Details", "Supplier Details", and "Payment References".

82 Click the X icon

The screenshot shows a software interface with a modal window titled "Olin Park Facility Improvements-PA002" and subtitle "Cost Pay App". The modal has a "Submitted" status and a progress bar with five steps, the first two of which are completed. Below the progress bar is a "Review application" section with two buttons: "Request revision" and "Proceed". A red circle highlights an "X" icon in the top right corner of the modal, with a "Close (esc)" tooltip. The background shows a sidebar with a list of items, one of which is highlighted with a blue bar and the value "44.79".

83 Click this button to select a different view

The screenshot shows a software interface with a table. The table has columns for "This Period", "This Application", and "Remaining Balance". The "This Period" column is further divided into "Work Completed" with sub-columns for "Amount" and "%". The "This Application" column is further divided into "Total Work Completed" with sub-columns for "Amount" and "%". The "Remaining Balance" column is further divided into "Amount" and "%". A red circle highlights a view selector button in the top right corner of the table area, which is currently set to "Amount & percentage view".

Application	This Period		This Application		Remaining Balance		
	Work Completed		Total Work Completed		Amount	%	
%	Amount	%	Amount	%	Amount	%	
43.74	388,614.99	11.47	1,870,733.99	55.21	1,517,706.59	44.79	
0	0.00	0	0.00	0	18,000.00	100	
0	0.00	0	0.00	0	7,000.00	100	
0	0.00	0	0.00	0	4,500.00	100	

84 Click "Accountant" view.

0, 2023 < > Submitted Request revision Proceed ...

Amount & percentage view Project Amount & percentage view Qty & unit view Accountant Save current view

Location	This Period		This Application		Retention	Balance	Amount	%
	Work Completed	%	Total Work Completed	%				
	43.74	388,614.99	11.47	1,870,733.99	55.21	1,517,700.00	18,000.00	100
	0	0.00	0	0.00	0	7,000.00	100	100
	0	0.00	0	0.00	0	4,500.00	100	100
	0	0.00	0	0.00	0	18,300.00	100	100
	0	0.00	0	0.00	0	48,200.00	100	100
	0	0.00	0	0.00	0	13,600.00	100	100

85 Hover over yellow "!" triangle icon next to "Total Retained". Click "Adjust total retained amount to 84,711.01" (in this example)

Retention cap exceeded
Total Retained amount exceeded retention cap of 84,711.01 (2.5% of Contract With GC Sum To Date) by 8,825.69.

Adjust total retained amount to 84,711.01 Edit Contract With GC retention cap

Remaining Balance	Total Work Completed		Total Retained		Retention
	Released This Period	Presently Retained	Total	%	
17,706.59	44.79	5	93,536.70	93,536.70	5
18,000.00	100	5	0.00	0.00	
7,000.00	100	5	0.00	0.00	
4,500.00	100	5	0.00	0.00	

86 Click "Proceed".

The screenshot shows a software interface with a user profile 'John Sapp' in the top right. A modal window titled 'Submitted Olin Park Facility Improvements-PA002 Cost Pay App' is open. Inside the modal, a progress bar shows the current step as 'Review application'. Below the progress bar, there are two buttons: 'Request revision' and 'Proceed'. The 'Proceed' button is highlighted with an orange circle. To the left of the modal, a table is partially visible with columns for 'Remaining', 'Balance', and 'Amount'. The 'Amount' column has a value of 17,706.59 highlighted. Below the modal, there are expandable sections for 'Details', 'Supplier Details', 'Payment References', and 'Payment Application Summary'. At the bottom of the modal, it shows 'Original Contract With GC Sum' as 3,221,219.00.

87 Click "Proceed". Click "Send" in next window

The screenshot shows a software interface with a confirmation dialog box. The dialog box contains the text: 'ent application will be set as Accepted or In Review depending on workflow conditions. All line items will be marked as accepted.' Below this text is a 'Comment' field. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Proceed'. The 'Proceed' button is highlighted with an orange circle. In the background, a table is visible with columns for numerical values. The table has several rows with values like 0.00, 18,400.00, 2,600.00, 222,000.00, 153,900.00, 118,300.00, 17,400.00, and 30,700.00. To the right of the table, there is a sidebar with sections for 'Less Previous Ce', 'Current Payment', 'Balance To Finis', 'Change Orders Summa', 'Change Orders Details', 'Tax', 'Compliance Requireme', and 'Documents'. Under 'Documents', there is a section for 'Document Pa' with '1 document' and a file icon labeled 'COM-EN'.