

INSTRUCTIONS for:**The G702 -Application & Certification for Payment & the G703 Continuation Sheet.****Fire Suppression Services Incorporated**

Create a NEW file each month. (Copy this file to the General's Job-Payments Folder) and name it in format yyyy-mm-dd Schedule of Values.xlsx

Click 'View-ArrangeAll-select horizontal-Ok' to see the sheet tabs at the bottom of the workbook.

or if macros are disabled, The Security Warning: Macros have been disabled, above appears, click options and enable this Content
and we will resize the form for you.

Yellow = HiLite Don't touch! , Buff or Blue: You fill in data Grayed columns are where \$retain calcs occur

G702		First page
Fill in the G702 Application & Certification for Payment		
TO: Contractor (General's) Name and Address		
Project name		
Application date		
Period: the dates this application covers		
Contract number (off your Contract document)		
Place an 'X' in the appropriate 'Distribution To' box		
FROM: Your Company name in to the 'From subcontractor'		
In the 'Contractor's Application for Payment' section,		
Architects Name Address		
LINE 1.	Fill in the sum from the ORIGINAL contract document. It NEVER changes, from Start to End of the Contract term.	
LINE 2.	Net Change by Change Orders. Add up in your head all the CCO's that have been APPROVED by the General and enter the total here.	
LINE 3.	Contract Sum to Date, will total automatically	
LINE 4.	Total Completed & Stored comes from the left side of column G on the G703	
LINE 5.	Retainage	
	Your contract should set the retention terms, if any	
	FSSI never accepts retention on Bonds, Design or Permitting	
	If we are required to underwrite a Bond/s for the GC or Owner, No Retention on any item.	
	Bond is a 'Money-Back' guarantee. There is no need to also have retention.	
	Bond/s serve same purpose as retention	
	If it's 5% for both, enter % in appropriate slot.	
5a	Completed work. Enter the appropriate %.	
	Amounts to the right are calculated from bottom of column D + E on the G703	
5b	Stored materials.. Enter the appropriate %	
	Amounts to the right are calculated from bottom of column F on the G703	
	Total retainage, the lesser is used because FSSI does not permit retainage on Bond, Design or Permits	
LINE 6.	Total Earned Less Retainage	
	Calculated using LINE4 minus the lesser of 5a or 5b	
LINE 7.	Enter the amount from your PREVIOUS pay applications LINE 6: Total Earned Less Retainage	
	Trust the paper trail; This application does NOT care whether you have been paid.	
	It only cares whether you have EARNED additional payment.	
	So do NOT enter payments received!	
LINE 8.	Line6 minus Line7	
	It represents the value we should be paid for work during this pay period AND any change in retainage during the period.	
LINE 9.	Balance to Finish INCLUDING retainage.	
	Line3 minus Line6	
	The payment you are still owed AFTER this application is paid	
CHANGE ORDER SUMMARY TABLE		
	Separate out the CCO's that add money to your contract from those that subtract money from the contract.	
	The Net Changes by Change Order should be EXACTLY equal to LINE 2	
	Amounts must also be added to the G703 Schedule of Values column	

Fill in the G703 Continuation Sheet

Second page

Column A Item number

Number the items in column A

FSSI always puts Bond first, Design, Permit & Submittals next

We MUST pay the Surety the full amount of the Bond within FIVE days of underwriting
with SEASONED funds, or it is cancelled. Which 'ticks-off' the Owner/GC

We must pay Design Engineers for their Stamp or they Lien the Property. NB: I said Lien, NOT notice to rights to.

We are required by Law to pay, in full, all AHJ's upon submission of Request for Design approval & Plan Review.

and for the Permit, else the Owner cannot release the property to the General for construction ...

... and their insurance is compromised.

(Submittals, to us, FSS means to an AHJ, NOT to the Owner/Contractor)

Column B Description of Work

Enter the Item description in column B 'Description' from your Cost Accounting folks or the Estimator's Bid Document.

Note: BE BRIEF!

Extra Items like Net Change in CCO's that are approved are also entered.

Create a new line item by copying a cell line from spreadsheet column B to column K. i.e. B30::K30

Never change the amount of any original line item.

It forms the 'Schedule of Values' that is sent on Notice of Award

Column C From previous application

Enter the dollar amount of each item in column C 'Schedule of Values' from your Cost Accounting folks or the Estimator's Bid Document.

The total at the bottom of column C should initially total to the original contract amount

As you add CCO net items, this total will change.

Column D & E Work Completed**Column D**

Enter the amounts for each item that you submitted from the PREVIOUS application

(The total of requested payments for work you submitted for all previous months)

Column E

Enter the amounts for each item that you have completed THIS period, & requesting payment for.

E.g.. The work you did THIS month

Column F Stored Materials

If you have delivered pipe, valves, sheetrock, framing or like materials ON TO the site enter their dollar amount here.

This column is for items that are not yet attached to, or incorporated into, the building but will soon be, and ..
are APPROVED for payment

Materials presently stored but not yet incorporated into the work are listed separately in Column F.

Materials which continue to be stored in the following months pay periods should stay listed in Column F
until the materials are incorporated into the work,

at which time they are moved to Column E.

Do NOT include labour or any NON-materials items.

The Owner's Bank/Financier/Insurance folk need to know about these items.

Our Bank/Insurance/Surety/Supplier/Lien Holder also need to know.

Column G Total completed and stored

Automatically calculates the amount and percentage completed

Column H Balance to finish

Automatically calculates how much you are still owed by the contractor/owner when you finish the job
and submit future applications for payments

Column I Retainage

If it is at varying rates you may have to change the formula in these cells.

The total at the bottom of the column should be the same as that on LINE5 on the G702

Note, though, that FSSI does not permit retainage on Bond, Design Permit

and that if we supply a Bond, their should be ZERO retainage. (AIA standards)

Change Orders	
Enter the amount(s) on BOTH the G702 AND the G703.	
Additions (Extras)	
G702:	Add the total value to the "Change Order Summary" in the Additions section. It will automatically transfer to Line 2 and calculate Line 3.
G703:	Do not change the amount of any original line item. Create a new line item at the end and enter the total amount of the addition in the "C" column. Example: (standard description) "Net of Change Order #1": 1,000.00 Calculate the amount up to 100%, as the work is completed.
Credits or Deductions (Negative Numbers)	
G702:	Add the total value to the "Change Order Summary" in the Deductions section. It will automatically transfer to Line 2 and calculate Line 3.
G703:	Do NOT change the amount of any original line items. Calculate the original amount in column "C" at 100% completed, after all work is completed. Create a new line item at the end of the list and enter the deduction amount with a minus sign. Example: (standard description) "Net of Change Order #2": -5,000.00 Enter the amount in column "C" with a minus sign. (-) Enter the amount in column "E" with a minus sign (-) after all work is completed. Calculate retainage, column "I", if any. It will display a negative amount.
Accounting Tip, negative numbers:	To balance the accounting, calculate both the original line item amount and the credit line item at 100% completed AFTER all work is completed.
Author's Note:	It is good practice not to alter previous Pay Requests. "Duplicate" this file, then add any changes.
Finishing	
When completed, click the Office button, top left corner	
HOVER over 'Save as ..' (the HOVER is important!)	
And in the 'Fly-out' Click 'pdf or xps ..' to save the page/s as a pdf file	
save it as a pdf file	
email the pdf to your upline (GC/Owner)	
REPEAT the process with a new file each month	

Arun (Mr.)

CCM

Fire Suppression Services Incorporated

Authors Note:

Our 'AIA G702-703' has been modified to reflect our Surety & Insurance & AHJ requirements, and may not quite suit 'Other Trades'	
Specifically there is no retainage if we are Bonded to the Owner/GC, & no retainage on Bond Permit Design & Submittal to AHJ's)	
The Calculated fields are 'Protected' (Format Cells-Protection, in excel)	
The Sheets are protected (Review-Protect Sheet, in excel)	
.. And	
.. this is by no means an exhaustive instruction set. Refer to the AIA at:	http://www.aia.org/
Created 2012-09-01	Revised: 2014-05-02 added Stored Materials
	Revised: 2014-10-22 Moved Stored Material info to Col F paragraph