KIT 03 · PAY APP

Pay App

Know what you billed, what was approved and what is actually late.

10-MINUTE SETUP EXCEL OR GOOGLE SHEETS UPDATED OCT 2026

01 WHAT THIS KIT PROTECTS

Pay applications fail in the gap between approved and paid. This log makes the gap visible every day and gives you the backup an owner asks for before releasing a draw.

02 WHAT THE AUTOMATION WATCHES

- Applications submitted but not approved
- Approved amounts not yet paid
- Days late against the contract due date

03 YOUR FILES

Workbook	Playbook	Setup guide
Pay apps · Summary	This document — setup, ladder, emails	Deadline-365-Document-Pack.pdf

04 SET UP IN 10 MINUTES

1. Log the application the day it goes out.
2. Enter the period end and the contractual due date.
3. Update Approved when the architect certifies; update Paid when the money lands.
4. Review Outstanding every Monday with the PM.
5. Send day 7 from the Get Paid ladder when an approved app goes past due.

05 WHAT CHANGES

DAY ONE

Every application is logged the day it goes out.

WEEK ONE

Approved-but-unpaid is visible on one screen.

MONTH ONE

The Monday meeting runs off a single number.

QUARTER ONE

You can prove what you are owed, line by line.

> **Included with every Deadline 365 account.** Nine workbooks, eight playbooks and the verified 57-jurisdiction rule set. Free accounts run every check in the app and see every result; email sending and extra recipients are Radar and All 8 features.

06 THE RHYTHM

WHEN	WHAT YOU DO	WHAT THE AUTOMATION DOES
Day of submission	Log the app	Starts the days-late clock
Weekly	Update approvals	Recalculates outstanding and flags 30+
Month end	Reconcile to accounting	Matches paid rows to the bank

07 THE LADDER

TRIGGER	ACTION	WHO
Submitted	Confirm receipt from the GC or owner	You
Approved	Check the approved amount against the request	You
Due date	Payment expected	—
Due + 7	Day 7 email; ask for the payment run date	Automation
Due + 30	Escalate to the owner and review lien rights	You

08 THE EMAILS

Pay app {number} — receipt confirmed?
Hi {name}, attaching pay app {number} for the period ending {date}, with the schedule of values and the supporting tickets. Please confirm receipt and the approval date.

Pay app {number} approved — payment date?
Hi {name}, pay app {number} was approved for {amount} on {date}. It was due {due}. Can you confirm which payment run it is on?

09 GUARDRAILS

- An approved pay app is not cash. Only the Paid column counts.
- Retainage is real money — track it separately at closeout.
- Do not let a disputed line hold up the undisputed balance.

Your next step. Open Deadline-365-Document-Pack.pdf, connect this workbook on the Connect page, and turn on the Pay App check. Stuck? support@thermoneural.com answers in one business day.