



Accounts Payable (AP) SOP

A. Purpose:

The Accounts Payable process establishes how subcontractor, vendor, and supplier invoices are received, reviewed, approved, processed, and paid. It ensures that invoices are validated and paid in accordance with company policies, contractual requirements, approval authorities, and payment terms, while supporting accurate financial records, compliance requirements, and effective management of cash disbursements.

B. Triggers:

The Accounts Payable process is initiated when a subcontractor, vendor, or supplier invoice is received and sufficient information is available to begin review and payment processing.

C. End State Objective(s) / Success Criteria:

The Accounts Payable process is complete when invoices have been reviewed, approved, processed, paid, and reconciled in accordance with company policies, contractual requirements, and payment terms. Success is achieved when the following conditions are met:

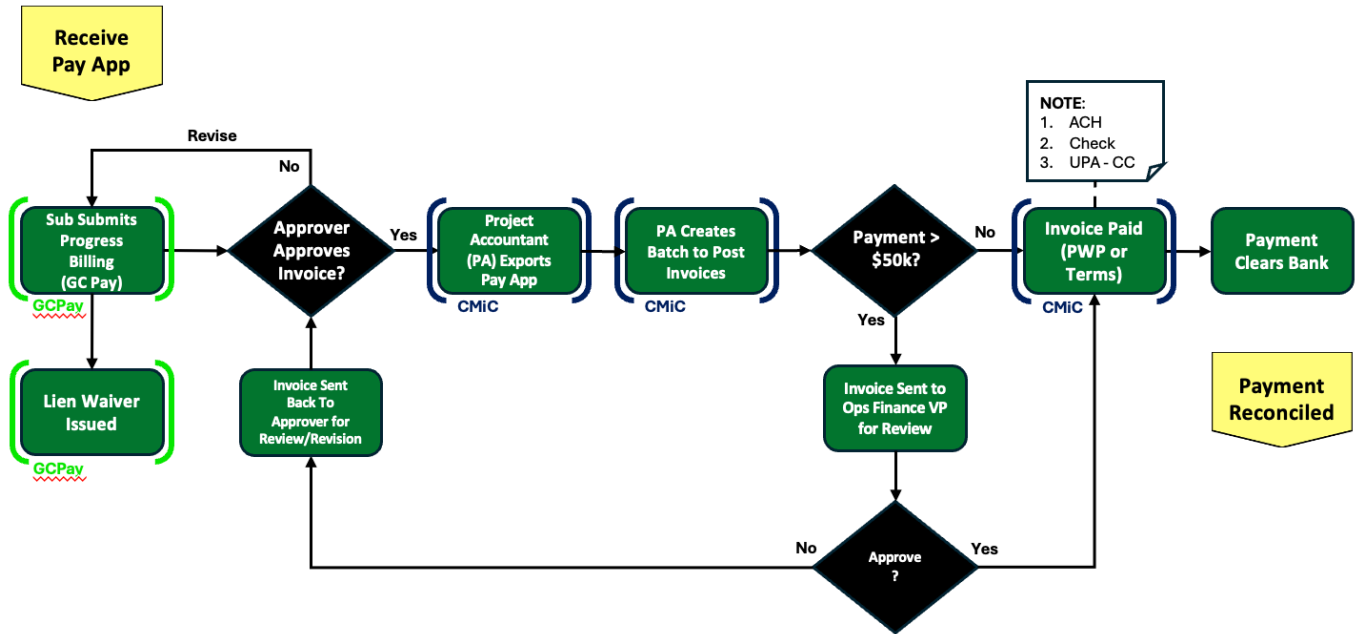
1. Invoice information has been validated for accuracy, completeness, and proper coding prior to processing
2. Required approvals have been obtained in accordance with established authority thresholds and approval requirements
3. Required commitments, lien waivers, and compliance documentation have been collected, reviewed, and maintained
4. Invoices have been posted and paid accurately in accordance with contractual and vendor payment terms
5. Payments have been reconciled and recorded, providing an accurate and complete record of financial activity

D. Process Flow

The Process Flow outlines how Accounts Payable activities progress from invoice receipt through approval, payment, and reconciliation. It reflects how subcontractor, purchase order, and direct cost invoices move through review, compliance, posting, and payment workflows while identifying key interactions between project teams, operations, procurement, and accounting

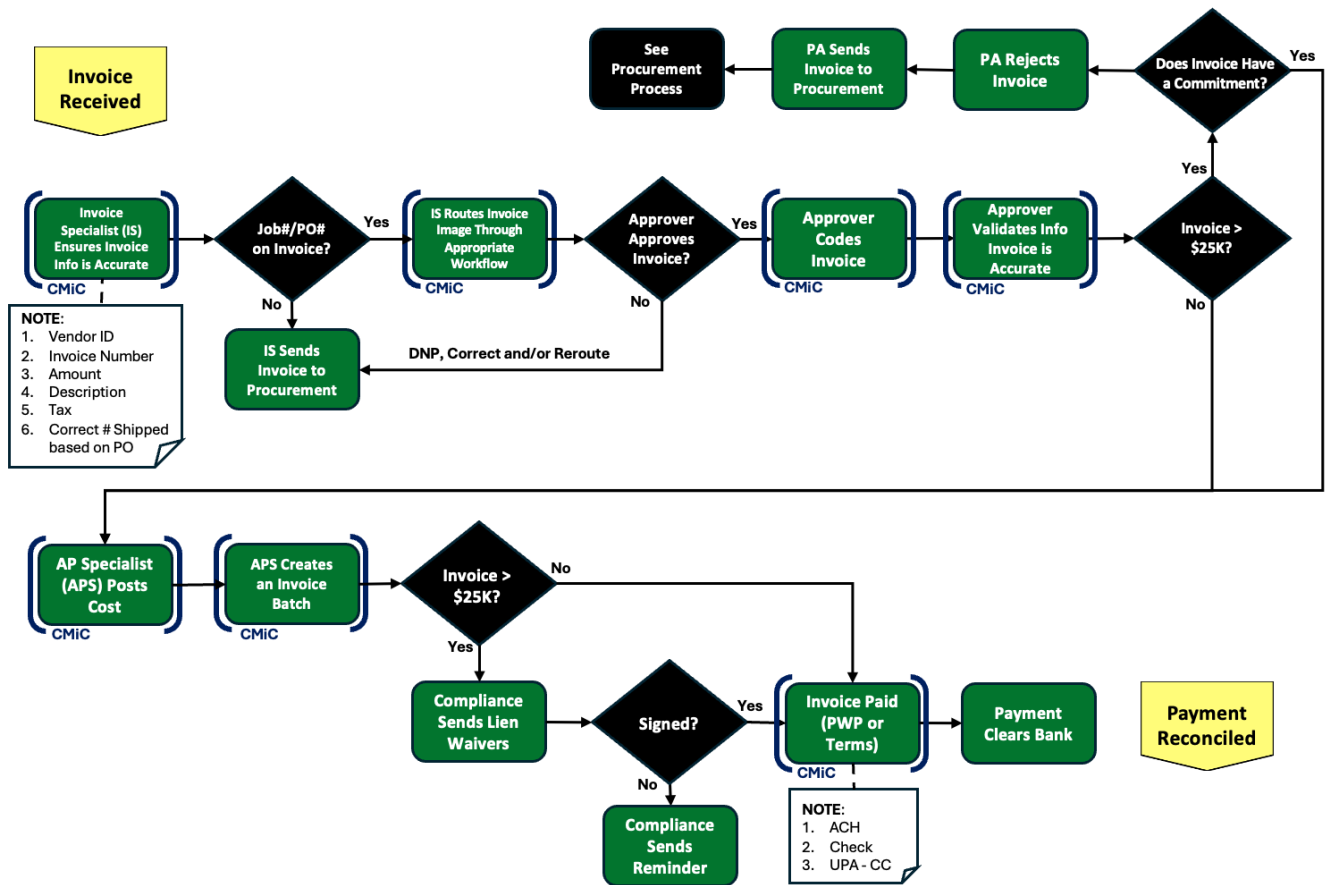
1. Subcontractor Invoices
 - a. Receive subcontractor progress billing (Pay App)
 - b. Issue and collect Lien Waiver
 - c. Approver Approve Invoices
 - d. Export Pay App
 - e. Create invoice batch and post invoices in CMiC
 - f. If payment is greater than \$50K:
 - i. Yes

1. Send Invoice to Ops Finance VP for review and approval
 - a. Review and approve invoice or,
 - b. Return invoice for revision if required
- g. Process invoice payment in accordance with payment terms
- h. Send check (payment) to Ops Finance VP for review and approval, if required (>\$50K)
- i. Reconcile payment after funds clear the bank



2. Purchase Order & Miscellaneous Invoice Processing

- a. Receive invoice
- b. Validate invoice information for accuracy
- c. Verify job number and purchase order information
- d. Route invoice through the appropriate workflow
 - i. If the Approver approves invoice, they code and validate invoice information
 - ii. If Invoice is not correct, invoice is sent to Procurement for correction or rerouting
- e. Determine if the invoice is greater than \$25K
 - i. If the invoice is greater than \$25K, it is sent to Procurement for a commitment to be created
 - ii. If the invoice is less than \$25K, the cost is posted in CMiC
- f. Create invoice batch
- g. Issue and collect lien waivers
- h. Send compliance reminders for outstanding lien waivers
- i. Process invoice payment in accordance with payment terms
- j. Reconcile payment after funds clear the bank



E. Key Milestones

This section defines the critical checkpoints within the Accounts Payable process that indicate readiness to move forward. These milestones align with key review, approval, compliance, payment, and reconciliation activities, ensuring invoices are processed, paid, and recorded in a controlled and consistent manner.

#	Milestone	Description
Subcontractor Invoices		
M1	Invoice Ready for Approval	Pay application has been received, processed, and is ready for approval review
M2	Invoice Approved	Required approvals have been obtained and payment is authorized
M3	Payment Complete	Payment, lien waiver compliance, and reconciliation activities have been completed
Purchase Order / Direct Cost Invoices		
M1	Invoice Validation Complete	Invoice information has been validated and routed through the appropriate approval workflow
M2	Invoice Ready for Payment	Approval requirements have been satisfied and the invoice has been posted for payment processing

#	Milestone	Description
M3	Payment Complete	Payment, lien waiver compliance, and reconciliation activities have been completed

F. RACI Overlay

The RACI Overlay defines who is Responsible (R), Accountable (A), Consulted (C), and Informed (I) at each stage of the Accounts Payable process. It provides clarity on ownership, reduces gaps and overlaps, and ensures accountability is maintained from planning through execution.

Responsible (1) – Performs the work to complete the activity or deliverable

Accountable (1) – The individual is ultimately answerable for the outcome of the activity

Consulted (>/= 1) – Roles who provide input, expertise, or guidance

Informed (>/=1) – Roles who are kept aware of progress or outcomes

N/A – Not applicable

Empty – No role assigned

TBD – To be determined

Process Step	Responsible	Accountable	Consulted	Informed
Subcontractor Invoices				
Receive subcontractor progress billing (Pay App) (M1)	Project Lead	Project Lead Direct Manager	Project Accountant, Financial Analyst, Procurement	FBP
Issue and collect Lien Waiver	N/A - GCPay	Project Accountant	FBP, Procurement	Project Lead
Approver Approve Invoices (2)	Project Lead	Project Lead Direct Manager	Project Accountant, Financial Analyst, FBP	
Export Pay App	Project Accountant	FBP	Assistant Controller, Accounting Manager	Financial Analyst, Project Lead
Create invoice batch and post invoices in CMiC	Project Accountant	Accounting Manager	Assistant Controller	FBP, Financial Analyst, Project Lead
Send Invoice to Ops Finance VP for review and approval, if required	Project Accountant	Operational Finance VP		FBP

Process Step	Responsible	Accountable	Consulted	Informed
Process invoice payment in accordance with payment terms	Project Accountant	Project Accountant	Project Lead, FBP, Procurement	Assistant Controller
Send check (payment) to Ops Finance VP for review and approval, if required (>\$50K)	Project Accountant	Operational Finance VP		FBP
Reconcile payment after funds clear the bank (M3)	Staff Accountant	Accounting Manager	Assistant Controller, Controller	Financial Analyst, Project Lead, Project Accountant, FBP
Purchase Order/Direct Cost Invoices				
Receive invoice	Image Access, Accounts Payable Specialist	Project Lead, Procurement	Project Lead/Procurement	FBP, Financial Analyst
Validate invoice information for accuracy	Invoicing Specialist	Project Lead	Project Accountant, Procurement	
Verify job number and purchase order information (M1)	Project Lead	Project Lead Direct Manager	Project Accounting, Financial Analyst, Procurement	FBP
Route invoice through the appropriate workflow	Image Access, Accounts Payable Specialist	Project Accountant	Procurement, Project Lead	Accounting Manager, FBP
Send invoice to Procurement if it is not accurate or needs rerouting	Project Accountant/Accounts Payable Specialist	Project Lead, FBP	Procurement	
Determine if the invoice is greater than \$25K	Project Accountant	Procurement Manager	FBP, Project Lead	Operations Director, Financial Analyst
> \$25 – Send to Procurement	Project Accountant	Procurement, FBP	Project Lead	Operations Director
< \$25K – Post Cost in CMiC	Accounts Payable Specialist	Project Accountant	Accounting Manager	Project Lead

Process Step	Responsible	Accountable	Consulted	Informed
Create invoice batch (M2)	Accounts Payable Specialist	Project Accountant	Accounting Manager	Assistant Controller
Issue and collect lien waivers	Compliance	Accounting Manager	Project Lead, Project Accounting, FBP	OH AP
Send compliance reminders for outstanding lien waivers	Compliance	Project Accountant	FBP, Project Lead, Accounting Manager	Operations Director
Process invoice payment in accordance with payment terms	AP Specialist, AP Manager, Project Accountant	AP Manager/Project Accountant +1	Project Lead, FBP, Procurement	Assistant Controller
Reconcile payment after funds clear the bank (M3)	Staff Accountant	Accounting Manager	Assistant Controller, Controller	Financial Analyst, Project Lead, Project Accountant

G. Supporting Documents

This section provides practical documents and tools that teams can use to verify that key activities have been completed and nothing has been overlooked. It reinforces consistency and execution quality by turning expectations into clear, repeatable actions.

1. Signature Authority Matrix

- a. Link: <https://lkeeley.sharepoint.com/sites/RiskManagement/SitePages/Corporate-Signature-Authority.aspx?source=https%3a//lkeeley.sharepoint.com/sites/RiskManagement/SitePages/Forms/ByAuthor.aspx>

2. CMiC AP Invoice Instructions – Available directly in CMiC via WalkMe