



4.3.14 [CM-SR] Construction Contract – Claim for Subsequent Payment

Completion of this process (4.3.14) will trigger the creation of the next payment process, that is once this process is complete the next payment process in the sequence will be ready for use.

Contract Manager Instructions

This process will be auto-created once all tasks on the '4.3.13 Construction Contract –First Payment Claim' process have been completed.

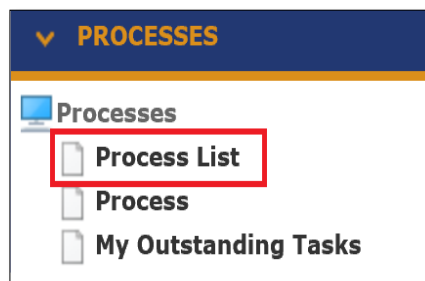
Contract Manager Instructions

The **4.3.14 Subsequent Payment Claim** process can be found in **Contracts > Contract Dashboard** or the **Contracts > Details > Associations** Screen.

If there is an exception and you are required to create the process manually, please use the following instructions.

To begin you will first need to create your process from the template, to do this:

1. Expand the **Processes** menu
2. Select **Process List** from the menu



3. Click the hyperlink **Click here to add a new process**
4. Select process from the process template dropdown [in this case select **4.3.14 Construction Contract – Claim for Subsequent Payment**]

 A screenshot of a 'Select from Template' dialog box. It features a dropdown menu for 'Template Name' with the selected value '4.3.14 Construction Contract - Claim for Subsequent Payment' (highlighted with a red box). Below it, the 'Process Name' field contains the same text. At the bottom right, there are 'Add' and 'Close' buttons.

5. Name your Process using the following naming convention:
4.3.14 <Contract No> <Claim XXN> Contractor's Name
[PACMan-Mandatory-Naming-Convention-for-Processes.docx – 413](#)
6. Click **Add**.

Note: Business Level (on the process) MUST be left as **Default>Default>Default**

PROCESSES > View/Edit

Current Process: 4.3.14 21592312 Claim 02 PEO Victoria Park - Scope Interiors - FINW0433821 Project # 15147

Process List • 4.3.14 21592312 Claim 02 PEO Victoria Park - Scope Interiors - FINW0433821 Project # 15147

Process Details

Process Add/Edit

Edit process name and/or update the process entity name or click here to [View Milestones](#) for this process.
Click [here](#) to Set All Incomplete Tasks to Not-Applicable.

Process Name: 4.3.14 21592312 Claim 02 PEO Victoria Park - Scope Interiors - FINW0433821 Project # 15147

Entity: Contract
21592312 PEO Victoria Park - Scope Interiors

Owner: Shook Paul

Business Level: Default>Default>Default

Description: Construction Contract - Claim for Subsequent Payment ****Process has been AUTO-CREATED****
The Payment Claim MUST be ENTERED, the CERTIFICATE SAVED & the process APPROVED through this process for the payment claim to be compliant and for it to be PAID.
Completion of this process will trigger the creation of a new process for the next (subsequent) payment claim.

Show Not Applicable Process Tasks.

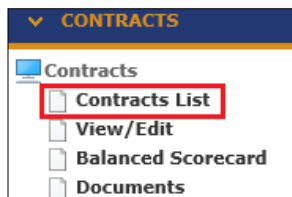
Update Close Delete

Supers Rep Instructions

Once this process is available you will receive an email notification to alert you the process has been created. Within the email there will be a link to access the Payment Claim process via PACMan.

To locate and access the process within PACMAN:

1. Expand the **Contracts** menu and select **Contracts List**.



2. Enter the contract number or name in the **Search Text** field. Click **Search**. Click on your contract to select it.

Contract List

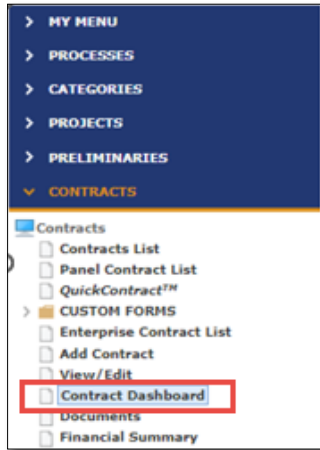
Search Text: 21588467 Search Clear

10 << Page: 1 of 1 >>

Contract Number	Contract Title	Contract Supplier
21588467	Construction contract	BGC Construction

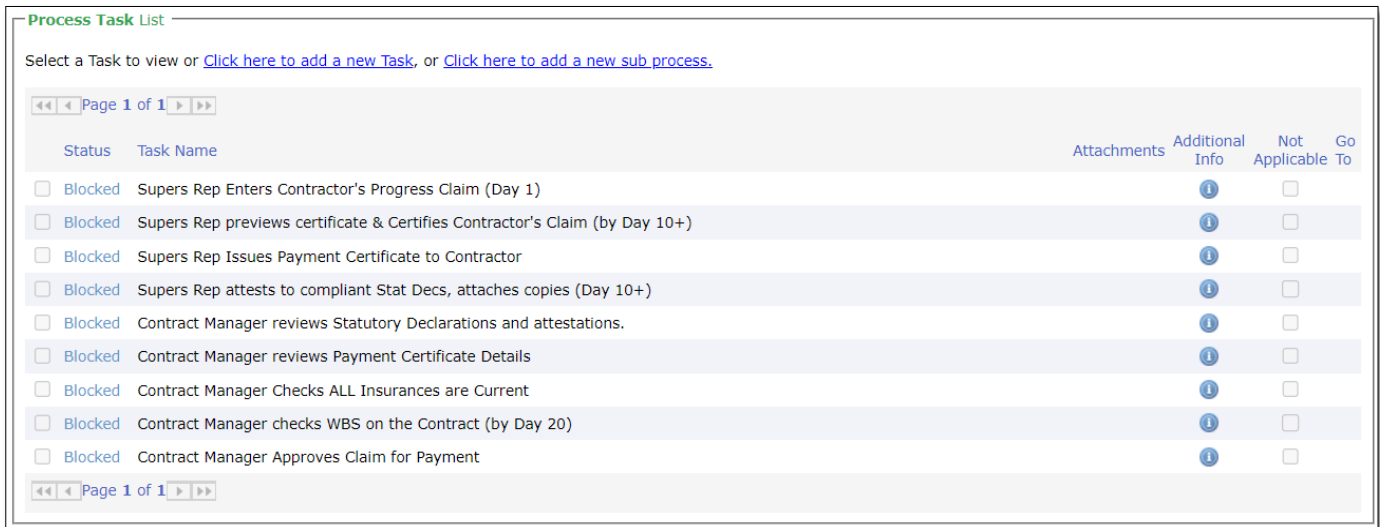
3. Access the process via **Contract Dashboard**.

- Navigate to the **CONTRACTS > Contract Dashboard** screen and go to the **Linked Processes** Widget. Select your Process from the list of Active Processes displayed.




Note: A Payment Claim will ONLY be paid if has been entered and approved via a Process (The Three Hooks).

Process Task List



Supers Rep Enters Contractor's Payment Claim with (Day 1)

1. Enter Payment Details:

- a) Click the  to enter the task. As this is the first claim, you will be taken to the **Add Payment** screen.

Add Construction Payment

Add Payment Claim for a Construction Contract.
This is the header information for the claim.

Note:
The **"Date Claim Received"** is the date the claim is received from the contractor.
You **MUST attach supporting documents to this claim**

Detail for the value of the claim, that is the Payment Item is added after this form is completed.
Version: 26-Feb-2016

Date Claim Received:

Claim Period From:

Claim Period To:

Certificate Due Date: Create Reminder

Payment Due Date: Create Reminder

Supplier Ref No:

Tax Status:

Reason payment amount different from claimed:

Calculations which provide the basis of the claim for the fee payable are attached:

Copies of receipts or invoices to substantiate disbursement claims (if applicable) are attached:

Have any matters arisen which affect total fee payable? If yes, details are attached:

Attachment:

Attachments

--- no attachment ---

Confidential

New

Existing

- b) When completing the **Add Construction Payment** form ensure you enter the following information;
- **Date Claim Received** (Date the SR received the claim)
 - **Claim Period From** (**Must be provided**)
 - **Claim Period To** (**Must be provided**)
 - **Supplier Reference Number** (Builders Reference Number)
 - **Reason Payment Amount Different from Claimed** (n/a here, only entered when the claim has been assessed)
 - **All the relevant checkboxes are ticked**
 - **All supporting documentation uploaded**
- c) Once you have entered this information click **Add**.

2. Enter the Payment Item Details

- a) Select the hyperlink Click here to add a new Payment Item.

Note: Ensure link has been created in the Payment Claim header (**Process Link**).

CONTRACT FINANCIALS > Payment Claim

Payment Tax Invoice Date: 20/02/2023 Date Claim Received: 20/02/2023
 Claim Period From: 01/02/2023 Claim Period To: 17/02/2023
 .. Date ..: 20/02/2023
 Comment: Project: PEO - Victoria Park - New Office Fitout
 Process Link: [4_3_13_21592312_Claim_01_PEO_Victoria_Park_-_Scope_Interiors_Project_#_15147](#)

Approved Liq. Damages: \$0.00 Approved Retention: \$3,208.39

View Payment | View Payment | Delete Payment | PBA Settings | Claim Matrix |

Payment Items | Schedule of Rates | Adjustments | Minor Works Orders

Payment Item List

Payment Import

There are no Payment Items for the selected Payment. [Click here to add a new Payment Item](#) to the Payment or [click here to copy the previous Payment Items](#) to the Payment. [Click here to add a new Liquidated Damages Item](#)

Payment Item Filters

No records to Display

Item ID	Number	Description	Related Contract	Item Type	Account Number	N/A 69	Quantity = 1	Value of Work	Total (ex. tax)
									\$0.00


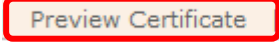

Payment Approval History List

No log entry found for this Payment.

- b) Enter the following details:
 - **Account Number** (leave this as the default)
 - **Item ID** (number this sequentially)
 - **Number** (number this sequentially)
 - **Description** (Enter a description of the payment)
 - **Claimed amount** (enter the claimed amount)
 - **Quantity** (this should always be 1)
 - **Value of Work** (assessed amount)
- c) Once you have entered this information click **Add**.
- d) Use the **Back Tab** to navigate back to the process.
- e) Mark this task as **complete**.

Super's Rep previews certificate & Certifies Contractors' Claim (by Day 10)

Review the Payment Claim, Preview the Payment Certificate, Save/Certify Payment Claim:

1. Click the  to enter the task.
2. Make any necessary changes.
3. Enter reason Payment Amount is Different from Claimed Amount if applicable.
4. Click the **Update** button to save any changes.
5. Preview the certificate by clicking on the **Preview Certificate** option.
6.  
7. A window will pop up to show the certificate. You can save the document locally or print as a reference.
8. Once you are ready to approve your Payment Claim:
9. Click the **Save Certificate** Option.
10. You will be prompted to click save again to ensure you want to save the certificate. Once you do this you will no longer be able to make changes as the Payment will be locked.

Save Payment


Click [here](#) to preview the certificate.
 You are attempting to Save this Payment. Once a Payment has been saved, it can't be altered.

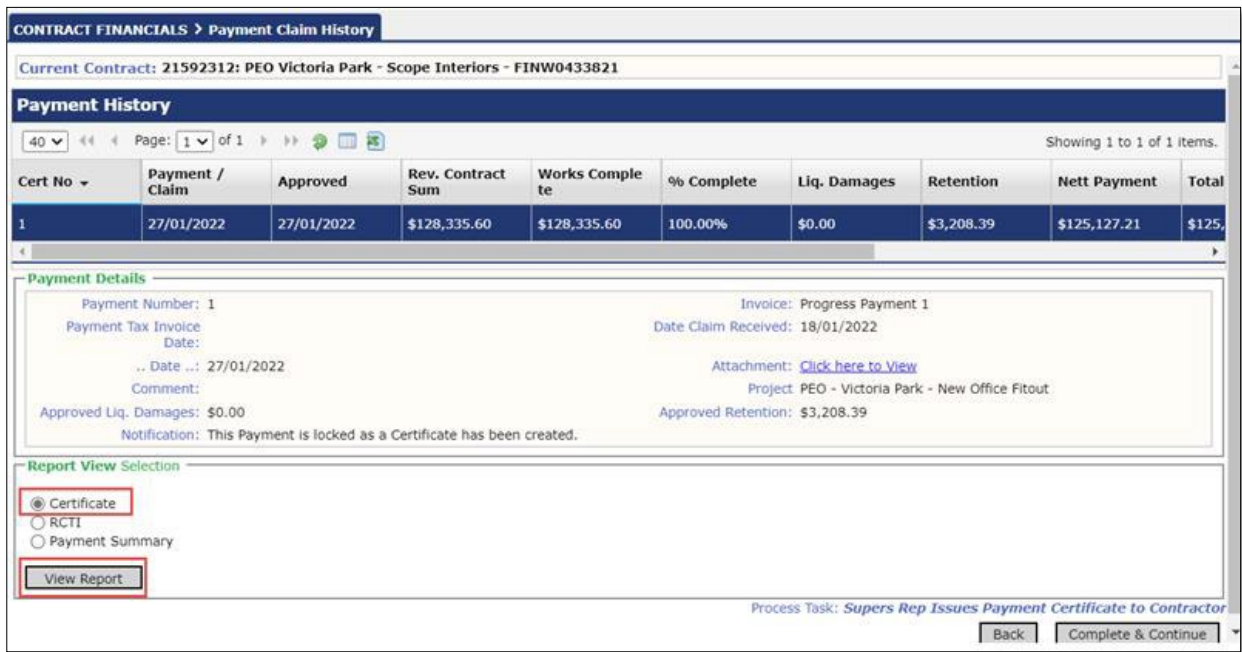
Use the button to navigate back to the process.

Note: View the payment summary and certificate before saving. ****Once saved it CANNOT be altered****

Super's Rep issues Payment Certificate to Contractor

1. Issue Progress Certificate to Contractor:

1. Click the  to enter **Payment Claim History** screen.
2. Click on the relevant payment.
3. The **Payment Details/Report View Selection** screen will open, ensure the **Certificate** radio dial is selected.
4. Click **View Report**. Check the Payment Certificate details.



CONTRACT FINANCIALS > Payment Claim History

Current Contract: 21592312: PEO Victoria Park - Scope Interiors - FINW0433821

Payment History

40 | Page: 1 of 1 | Showing 1 to 1 of 1 items.

Cert No	Payment / Claim	Approved	Rev. Contract Sum	Works Complete	% Complete	Liq. Damages	Retention	Nett Payment	Total
1	27/01/2022	27/01/2022	\$128,335.60	\$128,335.60	100.00%	\$0.00	\$3,208.39	\$125,127.21	\$125,127.21

Payment Details

Payment Number: 1
 Payment Tax Invoice Date: .. Date ..: 27/01/2022
 Comment:
 Approved Liq. Damages: \$0.00
 Notification: This Payment is locked as a Certificate has been created.

Invoice: Progress Payment 1
 Date Claim Received: 18/01/2022
 Attachment: [Click here to View](#)
 Project: PEO - Victoria Park - New Office Fitout
 Approved Retention: \$3,208.39

Report View Selection

Certificate
 RCTI
 Payment Summary

Process Task: *Supers Rep Issues Payment Certificate to Contractor*

5. A window will pop up to show the approved certificate.
6. You can save a copy of the Payment Certificate to email to the Contractor (cc to Contract Manager).
7. Use the **Back Tab** to navigate back to the Process Task List.
8. Mark this task as **complete**.

2. Complete the task:

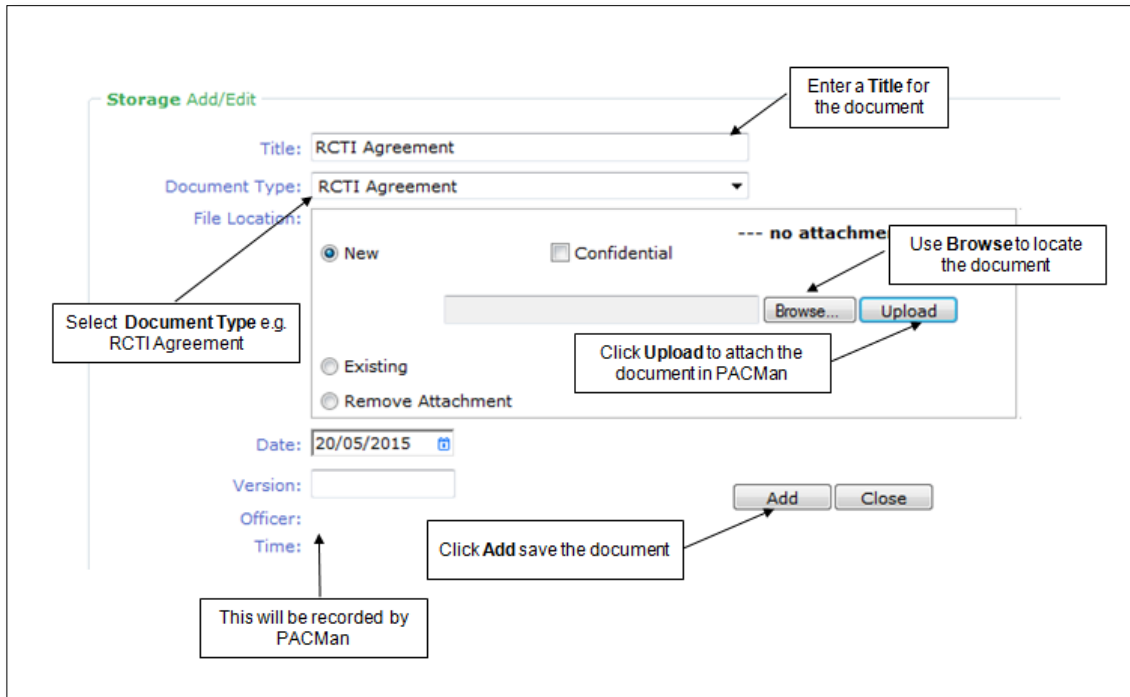
9. Use the **Back Tab** to navigate back to the Process Task List.
10. Mark this task as **complete**.
11. Use the **breadcrumb trail** at the top of the screen to navigate back to the main Process Task List.

Supers Rep attests to compliant Stat Decs, attaches copies (Day 10+)

Superintendent's Representative attaches copies of Stat Dec(s) and attests to sighting the original signed Stat Dec(s), provided in accordance with time provisions and dated not earlier than the date required in the contract. Request supply for additional documentary evidence is at the discretion of the Superintendent's Representative.

1. Attach Statutory Declaration:

- a) Click the link **Click here to add a new Storage Item.**
- b) Enter the following details:
 - **Title**
 - **Document Type**
 - **Date**
- c) Use the **Browse** button to locate your document in the Buildings and Contracts folder.
- d) Click **Upload** to attach this in PACMan.
- e) Click **Add** to record the storage item.




2. Complete the task:

- a) Use the **Back Tab** to navigate back to the Process Task List.
- b) Mark this task as **complete**

Contract Manager reviews Statutory Declarations and attestations

1. Click the ➡ to enter the task.
2. Select relevant Statutory Declaration document that was uploaded by Super’s Rep.
3. To view the document, click on the **Open File** icon 📄. You will be prompted to open the document in Microsoft Word.
4. Ensure declarations are in line with contractual requirements.
5. Use the **Back** button to go back to the Process Task List.
6. Mark this task as **complete**.

Contract Manager reviews Payment Certificate Details

1. Click the  to enter the Payment Claim screen.
2. Select the relevant payment claim.

CONTRACT FINANCIALS > Payment Claim History									
Current Contract: 21592312: PEO Victoria Park - Scope Interiors - FINW0433821									
Payment History									
40 Page: 1 of 1 Showing 1 to 1 of 1 items.									
Cert No	Payment / Claim	Approved	Rev. Contract Sum	Works Complete	% Complete	Liq. Damages	Retention	Nett Payment	Total
1	27/01/2022	27/01/2022	\$128,335.60	\$128,335.60	100.00%	\$0.00	\$3,208.39	\$125,127.21	\$125,

3. The **Payment Details** screen will open, ensure the **Certificate** radio button is selected.
4. Click **View Report**. Check the Payment Certificate details.

Payment Details

Payment Number: 1	Invoice: Progress Payment 1
Payment Tax Invoice Date:	Date Claim Received: 18/01/2022
.. Date ..: 27/01/2022	Attachment: Click here to View
Comment:	Project PEO - Victoria Park - New Office Fitout
Approved Liq. Damages: \$0.00	Approved Retention: \$3,208.39
Notification: This Payment is locked as a Certificate has been created.	

Report View Selection

Certificate
 RCTI
 Payment Summary

Process Task: [Supers Rep Issues Payment Certificate to Contractor](#)


5. Use the **Back Tab** to navigate back to the Process Task List.
4. Click on **Complete and Continue** tab.

Contract Manager Checks ALL Insurances are Current.

Check Contract Insurance(s). Pay particular attention to.

- Expiry dates
- Certificates of Insurance
- Insurances Approval Letter Template
- Insurance Management for Contracts in PACMan
- Insurance FAQ

To review the Contract Insurances:

1. Click the  to view the **Insurance Screen**. You should now see Insurances recorded for the contract and any insurances recorded against the Party.

COMPLIANCE > Insurance

Current Contract: 21588467: Construction contract

Contract Insurance List

Below is a list of Insurances associated with the currently selected Contract. You have the ability here to [add a new Insurance](#) from the list below to modify an existing Insurance.

Contract Insurance List

Search Text:

10 Page: 0 of 0

Insurance Type	Insurer
No record found.	

Party Insurances List

Below is a list of Insurances associated with the currently selected Party. [Click here to go to the Party Insurances List](#)

Party Insurance List

Search Text:

10 Page: 1 of 1

Insurance Type	Insurer
Professional Indemnity	ACE INSURANCE LIMITED

- Use the **Back** button to navigate back to the Process Task List. Mark this task as **complete**.

Contract Manager checks WBS on the Contract (by Day 20)

- Click the to enter the task.
- Check the contract is linked to both a Project and the correct WBS Stage.

Contract | Contacts | Type | Enterprise | Scope | **Projects**

Projects

No Projects are currently associated with this Contract . Click **Add Project** to associate Projects with this Contract .

Project:

Project	Value	Stage	Default		
60000575: Awesome Primary School Upgrade	\$0.00	40.03.31-Construction (Expenditure) 01/07/2013-30/06/2015	N	<input type="button" value="Edit"/>	<input type="button" value="remove"/>

- Use the **Back** button to navigate back to the Process Task List.
- Mark this task as **Complete**.

Contract Manager Approves Claim for Payment

Mark this task as **complete**. Marking this task as complete means the Contract Manager has.

- Confirmed the payment has been approved by the Superintendent's Representative
- Confirmed the payment is in accordance with the Buildings and Contracts contract conditions and attests this claim can now be paid.

This should be done by day 18-19 to facilitate payment by Day 20.

**** Note: You MUST NOT remove the Completed Tick on this Task, or it will NOT BE PAID ****

Process Auto Creation

Upon completion of this process PACMan will auto-create the subsequent 4.3.14 Construction Contract – Claim for Subsequent Payment Process i.e., if this was Claim #2 then PACMan will auto-create a Payment Claim #3 Process.

Additional Information

PACMan checks every night for payments claims, details of which are recorded in a file and sent to the Financial system for payment.

There are 3 Hooks that must be met in order for this payment claim to be included in the overnight file:

- 1. The Payment Claim was loaded via a process.***
- 2. The Payment Certificate has been saved.***
- 3. The process is marked as complete by the Contract Manager.***

All Finance staff are to follow their team's best practice guidelines for project and contract management.

This document is a part of the PACMan Policy and Procedures framework ([PACMan Policy and Procedures](#)).

Please ensure you understand and comply with any obligations arising from Finance's Delegation and Authorisation Framework and the Western Australian Procurement Rules.