



Government of **Western Australia** Department of **Finance**





Quick Reference Guide This QRG aligns with the Project Management Framework

5.1.1 [CM-SR] Construction Contract – Claim for Final Payment

This process (5.1.1) will be auto created once all tasks on the '4.4.11 Construction Contract Practical Completion' process have been completed.

Completion of this process (5.1.1) will trigger the creation of 5.1.2 Construction Contract Final Payment Claim.

Contract Manager Instructions

The **5.1.1 Construction Contract Transition - Claim for Final Payment** process can be found on the **Contracts > Contract Dashboard screen.**

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

- 1. Expand the My Menu in the navigation bar on the left.
- 2. Select Process Templates from the menu.



3. Click the select 5.1.1 Construction Contract Transition – Claim for Final Payment

The contract 21589850: Kalamunda PS - New Astro Build MDW is currently selected. Click here to continue using this contract, or select a new contract from the Contract List.

- 4. Click <u>here</u> to continue using this contract.
- 5. Name your Process using the following naming convention:

5.1.1 <Contract No ><Claim XXN> Contractor's Nama

PACMan-Mandatory-Naming-Convention-for-Processes.docx – 413

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

6. Click Add.

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**.

✓ CONTRACTS
Contracts
Contracts List
Panel Contract List
QuickContract [™]
> CUSTOM FORMS
Enterprise Contract List
Add Contract
View/Edit
Contract Dashboard
Documents

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 V (Page: 1 V of 1		
Contract Number 🔺	Contract Title	Contract Supplier
21588467	Construction contract	BGC Construction

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

✓ CONTRACTS
Contracts
Contracts List
Panel Contract List
QuickContract™
> 🛑 CUSTOM FORMS
Enterprise Contract List
Add Contract
View/Edit
Contract Dashboard
Documents

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

Click <u>here</u> to add a new proc	ess.		
20 🗸 📢 🕂 Page: 1 🕯	✔ of 1 → →>	Showing 1 to	4 of 4 ite
Name	Description	Date Commenced	
4.3.12 21589850 Adjust 001 Kalamunda PS - New Build MDW	Supers Rep loads Contractors Adjustment claim in PACMan and gives preliminary approval to the variat	20/11/2018	0%
4.3.11b (SR) Reviews Contract Details: 21589850 Kalamunda PS - New Build MDW	Tasks required to be completed, by the Superintendent's Representa tive, when setting up a new Constr	20/11/2018	0%
4.4.11 Contract 21589850 Practical Completion	Process for PRACTICAL COMPLETION of a Construction Contract. Completition of this process will crea	20/11/2018	0%
5.1.1 Construction Contract - Claim for Final Payment	*** Final Payment Claim *** Construction Contract - Claim for FINAL COMPLETION Payment. The Pay	26/11/2018	0%

Process Task List

Select a	Task to view or <u>Click here to add a new Task</u> , or <u>Click here to add a new sub p</u>	process.			
44 4	Page 1 of 1 + ++				
Sta	atus Task Name	Attachments	Additional Info	Not Applicable	Go To
Blo	cked Contractor lodges Final Payment Claim with Super's Rep (Day 1)				
Blo	ocked Supers Rep attests BCTIF Addn Levy Paid				
Blo	ocked Supers Rep Certifies Assessed Progress Claim (by Day 14)				
Blo	ocked SR send payment certificate to Contractor				
Blo	ocked Supers Rep attests to compliant Stat Decs, attaches copies (Day 14+)				
Blo	ocked Contract Manager reviews Stat Decs and attestation				
Blo	ocked Contract Manager Checks ALL Insurances are Current				
Blo	ocked Contract Manager updates Final Completion Date (by Day 23)				
Blo	ocked Contract Manager Approves Claim for Payment				
44 4	Page 1 of 1 + ++				

ractor Lodges Final Payn	nent C	laim with Super's Rep (Day 1)
Click the 🔿 to enter the	task. `	You will be taken to the Add Construction Payment screen.
I Add Construction Payment		
Add Deserved Claim for a Com		Contract.
This is the header information	for the	n Contract.
Note:	TOT the	Contra de la contra de
The "Date Claim Received" You MUST attach supportin	is the g docu	date the claim is received from the contractor. ments to this claim
Detail for the value of the clai	m, 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:		0
Certificate Due Date:		🗂 🛆 Create Reminder
Payment Due Date:		1 A Create Reminder
Supplier Ref No:		
Tax Status:	Auto T	ax 🗸
Reason payment amount different from claimed:		
Calculations which provide the basis of the claim for the fee		
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
	New	Confidential
		browse Oproad
	0	
	Existin	g
		Add Close
	Pr	rocess Task: Contractor lodges Final Payment Claim with Super's Rep (Day 1)
		Back Complete & Continue
Vhon completing the Ad	10	truction Payment form oncurs you onter the following information
		the CD event additional in the state you enter the following information.
	Date	the SR received the claim)
Claim Period From (IV	lust b	e provided)
Claim Period To (Mus	t be p	rovided)
Supplier Reference N	umbe	r (Builders Reference Number)
Reason Payment Ame	ount D	Different from Claimed (n/a here, only entered when the claim has been asses
All the relevant check	boxes	s are ticked
All supporting docum	entat	ion uploaded
Once you have entere	d this	information click Add.

3. Use the Complete & Continue link to navigate back to the process task list and mark this task **complete**.

Ad	<u>I Amount Details for the Claim</u>
1.	Click the 🔿 to enter the task. You will be taken to the Payment Claim screen.
C	NTRACT FINANCIALS > Payment Claim
	urrent Contract: 21592880: Inglewood PS - Hodge Collard Preston
	Payment Number: 1 Invoice: 3 Payment Tax Invoice Date: Date Claim Received: 14/03/2023 Claim Period From: 14/03/2023 Claim Period To: 14/03/2023 Date: 14/03/2023 Attachment: Click here to View.
	Comment: Process Link: <u>5.1.1 Construction Contract - Claim for Final Payment</u>
<<	Approved Liq. Damages: \$0.00 Approved Retention: \$0.00 View Payment 🖗 Edit Payment Delete Payment PBA Settings Claim Matrix
Г	ayment Items Schedule of Rates Adjustments Minor Works Orders
	Payment Import
2	ere are no Payment Items for the selected Payment. Click here to add a new Payment Item to the Payment or <u>click here to copy the previous Payment Items</u> to the Payment.
	> Payment Item Filters
	io records to Display
	em ID Number Description Related Contract Item Type Account Number ^{N/A} Quantity Value of Work Total (ex. tax 69 = 1 Value of Work Total (ex. tax \$0.0
	ayment Approval History List
	Process Task: Contractor lodges Final Payment Claim with Super's Rep (Day Back Complete & Continu
-	
<u>?</u> .	Select the hyperlink Click here to add a new Payment Item.
).	Account Number (loove this as the default)
	• 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)
1.	Once you have entered this information click Add.
5.	Use the Complete and Continue button to navigate back to the process.
Sui	ers Rep attests BCITF Addn Levy Paid
Гhi	is an off-system task, mark as complete to aknowledge and confirm BCITF Addn Levy Paid.
Sup	er's Rep Certifies Assessed Progress Claim (by Day 14)
Re	iew the Payment Claim, Preview the Payment Certificate, Save/Certify Payment Claim:
L.	Click the 🔿 to enter the task.
2.	Make any necessary changes.
3.	Enter reason Payment Amount is Different from Claimed Amount if applicable.
ŀ.	Click the Update button to save any changes.
5.	Preview the certificate by clicking on the Preview Certificate option.
	Preview Certificate Save Certificate
5.	A window will pop up to show the certificate. You can save the document locally or print as a reference.
7 .	Once you are ready to approve your Payment Claim, click the Save Certificate Option.
8.	You will be prompted to click Save again to ensure you want to save the certificate. Once you do this you will r
	longer be able to make changes as the Payment will be locked.

save Payment			
Click <u>here</u> to preview the	e certificate.		
You are attempting to S	ave this Payment. Once a	Payment has been saved, it	: can't be altered.
			Save Close
a the Complete and C	Continue button to pavig	ate back to the process	
View the payment sup	many and cortificate be	for saving **Once saved	it CANNOT be altered **
view the payment sur		Tore saving. Torice saved	It CANNOT be altered
s Ren Issues Payment	Certificate to Contracto		
alutha 📑 ta antan Da	<u>ecriptute to contracto</u>	<u>-</u>	
ck the relevant no	yment Claim History sci	reen.	
• Roymont Dotails /Ro	ment.	oon will opon onsure the (Cortificato radio dial is solostad
ck View Benort Check	port view Selection sch the Payment Certificat	e details	
Payment Details		Invoice	2
Number:		invoice.	2
Payment Tax		Date Claim	11/08/2016
Invoice Date:		Received:	
Date: 11/	08/2016	Attachment:	Click here to View
Comment:		Project	[14003]
Approved Liq. \$0.0	00	Approved	\$0.00
Damages:		Retention:	
Notification: This has	Payment is locked as a C been created.	Certificate	
Report View Selection	on		
 Certificate 			
○ RCTI			
O Payment Summar	У		
View Report			
	Process Tasl	a Supers Rep Certifies As	sessed Progress Claim (by Day 1
			Back Complete & Continue

7. Use the *Complete and Continue* button to navigate back to the process.

Supers Rep attests to compliant Stat Decs, attaches copies (Day 14+)

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.

PCTI Agreement		Enter a Titl the docum	le for nent
RCTI Agreement		•	
New	Confidential	no attachme	Use Browse to locate the document
		Browse U	pload
Existing	Click Upload document	I to attach the in PACMan	
Remove Attachm	ient		
20/05/2015 🗂			
		Add Clos	se
Click	Add save the document		
recorded by Man			
	RCTI Agreement RCTI Agreement New Existing Remove Attachm 20/05/2015 1 Click recorded by Man	RCTI Agreement RCTI Agreement Confidential RCTI Agreement Confidential Click Upload document Click Upload document Click Add save the document Click Add save the document recorded by Man	RCTI Agreement RCTI Agreement RCTI Agreement RCTI Agreement RCTI Agreement RCTI Agreement Confidential Remove Attachment Click Upload to attach the document in PACMan Remove Attachment Click Add save the document Click Add save the document RCTI Agreement Click Add save the document RCTI Agreement RCTI Ag

2. Complete the task:

a) Use the *Complete and Continue* button to navigate back to the process.

Contract Manager reviews Stat Decs and attestation

- 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 ⁽²⁾. You will be prompted to open the document in Microsoft Word.
- 4. Ensure declarations are in line with contractual requirements.
- 5. Use the *Complete and Continue* button to navigate back to the process.

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.

Comment Combrants	21 E02880, Tealaurad DC - Madaa Calla	d Deceter							
Current Contract:	21392880: Inglewood PS - Houge Cona	ru Preston							
Filter									
itatus: Show All 🗙									
Contract Insurance List	-								
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selow is a list of insurance	is associated with the currently selected con	tract. You have the ability	y here to <u>add a new s</u>	insurance, or you can sele	cc an item nom c	relist below to modify an existing in	ischarice.		
Contract Insurance	e list								
contract insuranc									
Search Text:		Search	Clear						
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Use the *Complete and Continue* button to navigate back to the process.

Contract Manager Updates Final Completion Date (By Day 23)

- 1. Click the 📫 to view the **Key Dates** Screen.
- 2. Check the Actual Final Completion Date is correct.

Actual Practical Completion Date:	23/08/2018 🗇	A Edit or De-actival	te Reminder	
Defects Liability Period:	0 years	12 months	0 weeks	Odays
Actual Final Completion Date:	23/08/2019 📣	Edit or De-activate R	eminder	
Final Certificate Date:		Create Reminder		
Report on Contractor Performance:	0			
Report on Consultant:				
Contract Completion Report Due:	11/08/2016 🗂	A Create Reminder		
Contract Completion Report Received:				
Debrief Required:				
Debrief Date:				
N/A 99:		\$0.00		
	Proce	ess Task: <i>Contract Ma</i>	nager update	Apply Class Final Completion Date (by D

Contract Manager Approves Claim for Payment

Making 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 10 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 5.1.2 Construction Contract Completion Process.

Additional Information

<u>PACMan checks every night for payments claims,</u> 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 the correct 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.