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

PACMan

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.

<u>Contract Manager Instructions</u>

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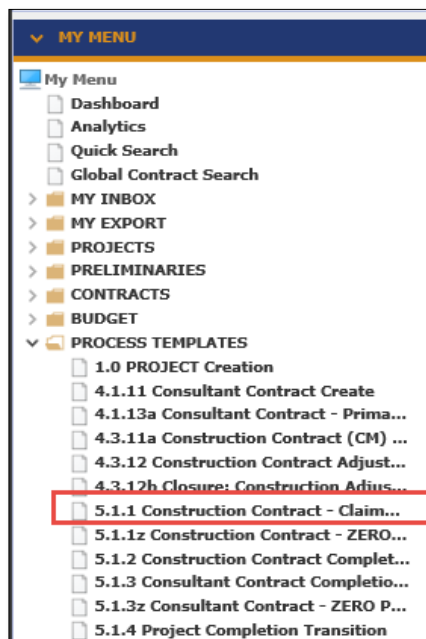
3. Click the select **5.1.1 Construction Contract Transition – Claim for Final Payment**

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 **here** 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.

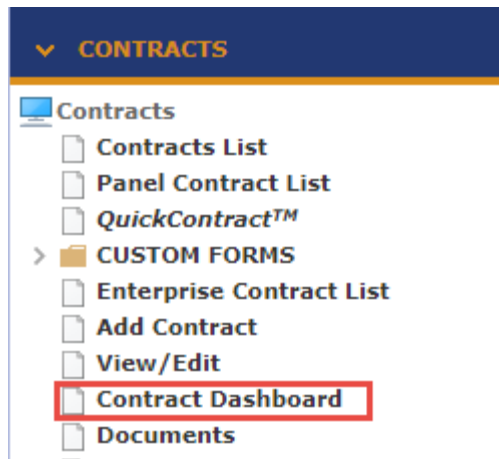To locate and access the process within PACMAN:

1. Expand the **Contracts** menu and select **Contracts List.**
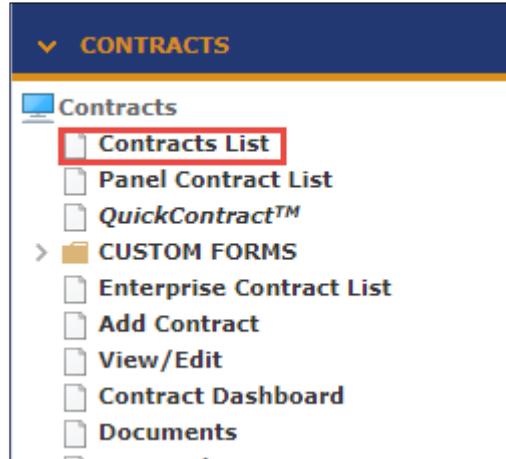
2. Enter the contract number or name in the **Search Text** field. Click **Search.** Click on your contract to select it.
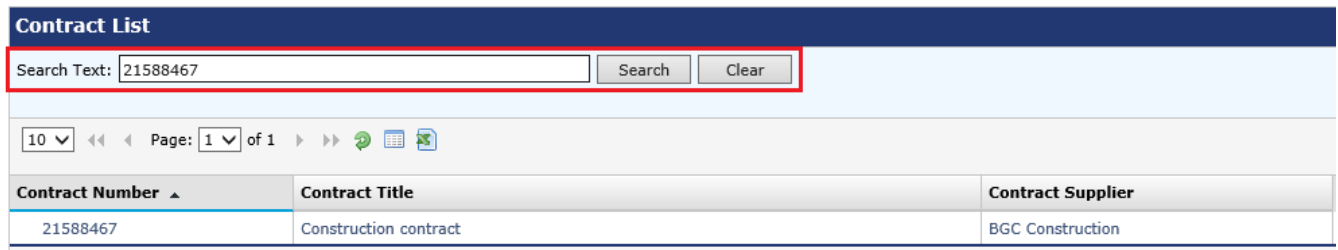
3. Access the process via the **Contract Dashboard** screen.

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.

Linked Processes | ▣ ▲ ☒

Click here to add a new process.

20 ∨ | ⏮ ◀ Page: 1 ∨ of 1 ▶ ⏭ | Showing 1 to 4 of 4 items.

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 Representative, 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%

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

Process Task List

Select a Task to view or Click here to add a new Task, or Click here to add a new sub process.

⏮ ◀ Page 1 of 1 ▶ ⏭

Status	Task Name	Attachments	Additional Info	Not Applicable	Go To
☐ Blocked	Contractor lodges Final Payment Claim with Super's Rep (Day 1)		ⓘ	☐	
☐ Blocked	Supers Rep attests BCTIF Addn Levy Paid		ⓘ	☐	
☐ Blocked	Supers Rep Certifies Assessed Progress Claim (by Day 14)		ⓘ	☐	
☐ Blocked	SR send payment certificate to Contractor		ⓘ	☐	
☐ Blocked	Supers Rep attests to compliant Stat Decs, attaches copies (Day 14+)		ⓘ	☐	
☐ Blocked	Contract Manager reviews Stat Decs and attestation		ⓘ	☐	
☐ Blocked	Contract Manager Checks ALL Insurances are Current		ⓘ	☐	
☐ Blocked	Contract Manager updates Final Completion Date (by Day 23)		ⓘ	☐	
☐ Blocked	Contract Manager Approves Claim for Payment		ⓘ	☐	

⏮ ◀ Page 1 of 1 ▶ ⏭

Contractor Lodges Final Payment Claim with Super's Rep (Day 1)

1. Click the ➡ to enter the task. You will be taken to the **Add Construction 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: [Auto Tax ▼]
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
[ ] Browse... Upload
○
Existing

[Add] [Close]

Process Task: *Contractor lodges Final Payment Claim with Super's Rep (Day 1)*
[Back] [Complete & Continue]

2. 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**
   - Once you have entered this information click **Add**.

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

Add Amount Details for the Claim

1. **Click** the ⏩ to enter the task. You will be taken to the **Payment Claim** screen.

2. Select the hyperlink **Click here to add a new Payment Item**.
3. 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)
4. Once you have entered this information click **Add.**
5. Use the *Complete and Continue* button to navigate back to the process.

Supers Rep attests BCITF Addn Levy Paid

This is an off-system task, mark as **complete** to aknowledge and confirm BCITF Addn Levy Paid.

Super's Rep Certifies Assessed Progress Claim (by Day 14)

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. 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 no longer be able to make changes as the Payment will be locked.

9. Use the *Complete and Continue* 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. 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.

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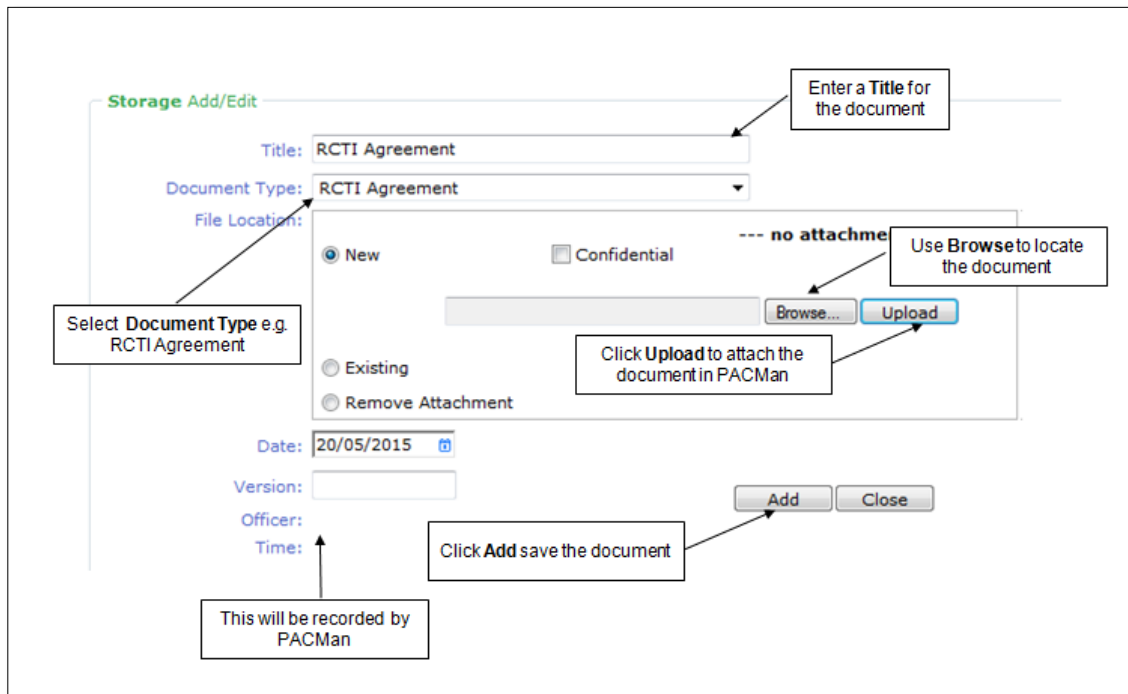
2. Complete the task:
   a) Use the *Complete and Continue* button to navigate back to the process.

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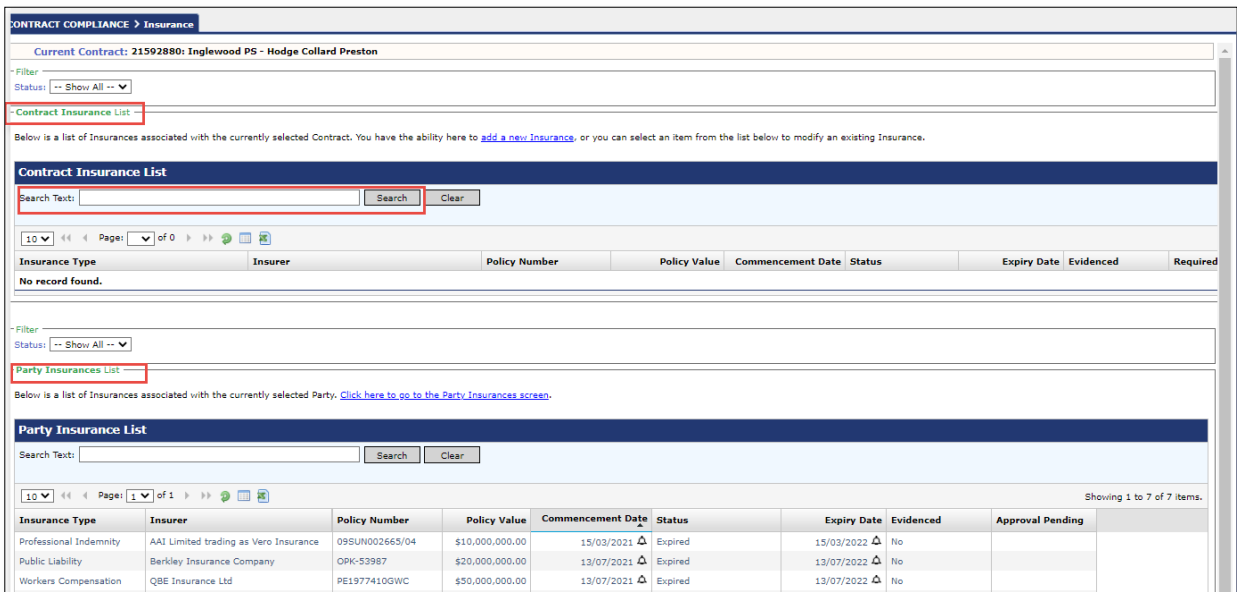5. Use the *Complete and Continue* button to navigate back to the process.

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.

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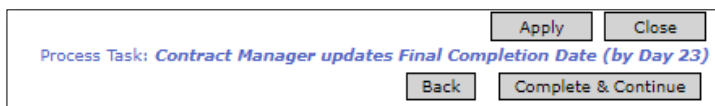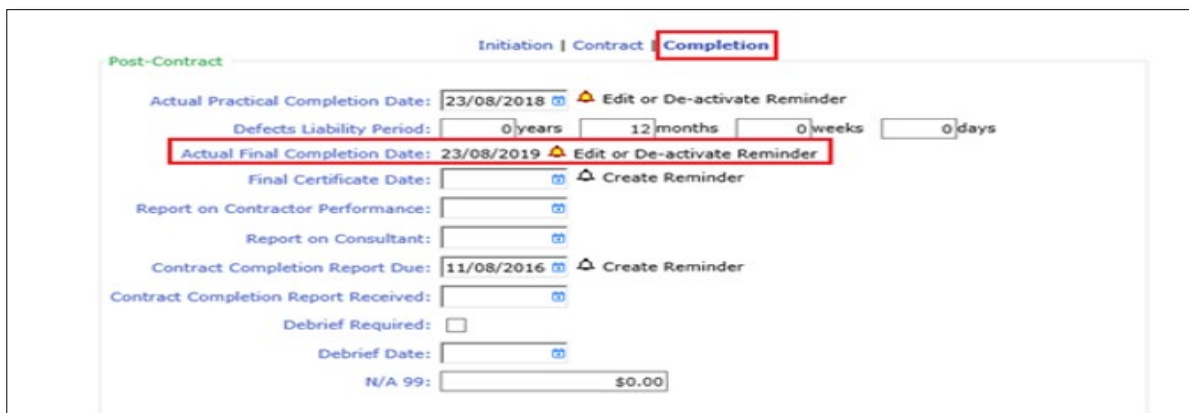
3. Use the *Complete and Continue* button to navigate back to the process.

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

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 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.