

 **Viewpoint**
Jobpac Connect[™]

Cost Plus Project Setup and Claim
User Guide
Version: 1.0

Document Control Table

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Release date	30/04/2022
Version	1.0
Commercial in Confidence	

Change History

Version	Date	Author	Description of Changes
1.0	30/04/2022	DMB	Initial Release

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Cost Plus Project Setup and Claim

Setting up a Cost Plus Billing Project

Cost Plus billing projects have their own Progress Claim Report and maintenance screen to manage the data that appears on the report.

Job Setup

When the project is setup using Job Maintenance, the option 'Is this a cost plus project' should be ticked, and the standard mark-up rate entered. This must be done before any Cost Centres are setup, so that the Cost Centres will inherit this percentage. See screen below.

All other tabs are the same as for Lump Sum projects. See Setup Projects and Cost Centres – Module Guide.

Job Maintenance : Type

Mode: MODIFY

Job: FCG01 FCG Architectural

TABS: TYPE | SETTINGS | VALUES | SCHEDULE | INSURANCE | CLIENT | STAFF | GUARANTEES | DEFINED FIELDS

Payroll Interface Parameters

Allowance Allocation Method: Employee by Employee Job by Job No Allocation Method

Item Maintenance Parameters

This a property development job Allow Document Management

This a schedule of rates head contract Allow Document Control

Earned Budget Facility/Item Structure Used

Earned Budget/Item Structure: Use Separate Item Structure Use Cost Code Sub Items Use Cost Centres Only

Earned Budget Forecasting: Use Budget Items & Subitems Use PMW - Create PMW Entries Use PMW - Do Not Create PMW Entries None

Other Parameters

Project Managers Worksheet Formula: A B C D E G H L None

Nominate GL at CC Level OR Service Order: At CC level Not at CC level Service Order

This a Small Orders Job

Is this a Cost Plus Billing Job? If Yes, Enter Markup Percentage: 10.00

Use Cost Centre Security

Flag this Job as a Work Order Job

Use Resource Code Cost Tracking? Disable Excel In Progress Claim Terms & Conditions Format

Use Resource Library Forecast Control Enable

It is important to set this up before any cost centres are setup, as they will default to the Project Setup.

If Cost Centres are set up before a project is marked as Cost Plus, there is an Admin function that can be used to push the Job Cost plus Settings to all cost Centres. The options is called '**Set Cost Centres To**'. It looks like this.

The First tick box will only push the settings through to Cost Centres not already marked as Cost Plus, and will leave the Cost Plus percentage the same for Cost Centres already marked as Cost Plus.

The Second Tick box will push the Job settings to all cost centres, and override any setting already in place in cost Centres.

Cost Plus Project Setup and Claim

Update Miscellaneous Job Values ACTIONS OK BACK

Job FCG Architectural

Values to update -

Cost Plus Job : Y Markup % : Flag cost centres not already marked / unmarked as Cost Plus with values from Job
 Flag existing cost centres already marked as Cost Plus with values from Job

Once ticked, the Update option is used to make the changes.

Update Miscellaneous Job Values ACTIONS OK BACK

Job FCG Architectural

Values to update -

Cost Plus Job : Y Markup % : Flag cost centres not already marked / unmarked as Cost Plus with values from Job
 Flag existing cost centres already marked as Cost Plus with values from Job

ACTIONS
Prompt
Refresh
Update

Cost plus projects have a Transaction Type table where cost plus percentages can be setup to override the default for the cost centres. This table is displayed via menu path **Projects>Job setup and reports>Cost Plus Projects>Transaction Type maintenance**. This displays the following screen.

Users can setup whether they want specific transactions to go on Permanent Hold. i.e. will never come through to the Progress Claim e.g. BFM Accruals.

Maintenance Transaction Type ACTIONS OK BACK

Job FCG Architectural

Hide Apply < > ...

From Contains From From =
To To To

Tran Type	Description	Default Markup % Primary	Default Markup % Secondary	Permanent Hold	
BFM	BFM Accrual			N	
CJ	Cash Journal			N	
CTR	Cost Transfer			N	
DDB	Direct Debit			N	
ETS	Employee EBA Timesheet			N	
INV	AP Invoice			N	
JNL	General Journal			N	
PTS	Plant Timesheet			N	
SI	Stock Issue			N	
SPA	SC Payment			N	
STS	Employee Salary Timesheet			N	

Any primary % entered here will override the % for the cost centre. A blank % means the cost centre % will be used.

Default secondary % mark-ups are set here, and nowhere else. These were developed for a specific client, and enable some transaction types to have a second an additional mark-up.

Cost Plus Project Setup and Claim

These percentages, either from this table, or from the cost centre, are picked up at the time of extraction of transactions.

Other Setup Tables.

These tables are setup in the Cost Plus Menu – Setup codes. These were setup for a specific client, and are generally not used.

Project Employee Code

Sometimes a client may require a project specific number to be associated with head contractor employees. If this is the case, then they can be setup using the following table. These can then appear on the Cost plus progress claim.

Project Allocated Employee Code Maintenance
ACTIONS OK BACK

Hide Apply
XLS + < > ...

Employee Work Id	Employee Payroll Id	Employee Name	Project Wkid	Project Number	Project Employee Code	

Project Plant Code

Sometimes a client may require a project specific number to be associated with head contractor plant items. If this is the case, then they can be setup using the following table.

Project Allocated Employee Code Maintenance
ACTIONS OK BACK

Hide Apply
XLS + < > ...

Asset Work Id	Asset Number	Asset Description	Project Work Id	Project Number	Project Asset Code	

QGC Exhibit No Maintenance.

This is very much client specific, and can be generally ignored by most users of Jobpac.

Cost Plus Project Setup and Claim

Maintenance QGC Exhibit
ACTIONS OK BACK

Hide Apply
< > ...

Frm	From	From	Contains
To	To	To	

Cost Type	Employee Type	QGC Exhibit No.	Comment
LS			
LW			
MP			
MS			
MT			
PE			
PI			
SH			
SN			
ST			

Call Off Order Maintenance.

This is very much client specific, and can be generally ignored by most users of Jobpac.

These codes are used to associate a call off order with each cost centre that is created for a Cost Plus project. This code is entered into the "Group Code" field in cost centre maintenance.

Cost Plus System Parameters

There are a number of parameters that guide the way Cost Plus module is used.

CLMSCR If set to Y, this parameter allows the gross amount for subcontract payments to be used in cost plus billing extraction, instead of the nett amount (gross less retention). If gross amount is to be used, then retention claims will be ignored.
It is recommended this parameter be set to Y.

CPBCLN If value is set to 'Y', then the claim number will be the greater of the next claim number on the C+B history file, or the next claim number for the job.

EXTPND This parameter will determine if creditor pending invoices will be extracted for cost plus billing.
 Y - Pending invoice will be extracted
 N - Pending invoice will not be extracted.

CPBFMT If set to "Y", More information will be display on next screen such as Contract No, Call off Order, QGC Exhibit, Posting Group, Timesheet No, EBA Group, MPC UID & Employ Type.
It is recommended this parameter be set to N.

CPBILL Position 1. If Y, the Billing amount is set to Hours *rate for Labour and Plant timesheet entries.

Position 2 If set to Y unposted subcontract payments are extracted for the progress claim. **Recommended this be set to N.**

Position 3 Now redundant. Set to Y.

Cost Plus Project Setup and Claim

CPBPRG	If set to Y, allows purge of extracted transactions. Strongly Recommended this be set to N.
EXCSPL	Used to determine if cost plus extraction is to be done manually or automatically via a trigger on transaction files. N = user has to run the cost plus billing extraction program to generate the cost plus billing records. Y = user does not have to run cost plus billing extraction as cost plus billing records are generated via trigger program. For best control it is recommended that this parameter be set to N.
TBLABR	List the cost types that be extracted to the Labour and Internal Plant display screen, and be displayed as hours * rate.
CPBCAC	Determines which interface options are available with the AR module. This option only applies if the This To Be Final Billing flag in the Progress Claim Report is ticked. Only one can be selected. Position 1 If Y, then the No Claims/Invoices option is available. Position 2 If Y, then the Uncertified Claims option is available. Position 3 If Y, then the Unposted Uncertified Claim option is available. Recommended setting is YNY.

Managing the Progress claim

Summary of Process

- Extract Transactions for Progress Claim
- Modify transactions for claim, or Hold transactions from claim in Cost Plus Maintenance
- Print Progress Claim and Review it.
- Make further changes as necessary
- Tick 'This to be Final Billing' and Print claim again. This pushes summary of Claim to Accounts Receivable as 'P' or 'U' status (depending on configuration). It also removes the claim from Cost Plus Maintenance, and makes it available in Cost Plus History.
- Send to Client
- If certification is different to Claim, then 'Undo last Claim', go into Cost plus Maintenance and make changes to match certification.
- Tick 'This to be Final Billing' and Print claim again.
- Ready for next claim.

Extracting Transactions for the Cost Plus Progress Claim.

All financial transactions already processed can be extracted to be part of the progress Claim. This extraction can be automatic if parameter EXCSPL is set to Y.

It is recommended that the parameter be set to N, as this allows timing controls on transactions to be extracted.

To access Extract Costs from the Jobpac main menu select > **Projects > Job Setup & Reports > Cost Plus Projects > Extract Costs**. The following screen displays.



The screenshot shows a web form titled "Cost Plus Billing Transaction Update". At the top right, there are three buttons: "ACTIONS" (down arrow), "OK" (green checkmark), and "BACK" (orange arrow). The form contains the following fields and options:

- Start Job:** A text input field containing "FCG01" with a magnifying glass icon to its right.
- Finish Job:** A text input field containing "FCG01" with a magnifying glass icon to its right.
- Include transactions up to & including:** A date input field containing "25/11/2021" with a calendar icon to its right.
- OR up to & including period:** An empty text input field.
- Extract:** Two checked checkboxes: "Labour costs" and "Payables".
- Submit to batch:** An unchecked checkbox.

The date entered applies to the date of the transaction, e.g. invoice date, timesheet date, journal date. All transactions with a date less than or equal to this entered date will be extracted. This can be run any number of times.

The extraction can optionally also be done by selecting the accounting period of the transaction.

Labour Costs relate to Labour Timesheets and Plant Timesheets, i.e. hourly based rates.
Payables are all other transactions.

Cost Plus Project Setup and Claim

The extracted transactions are presented in a Cost Plus Maintenance screen, where changes can be made to the transactions. Descriptions can be changed, billing amounts changed, % mark-up changed, and transactions held back.

Cost Plus Maintenance Screen

To access the extracted transactions select > **Projects > Project Setup and Reports > Cost plus Projects > Cost Plus Maintenance**. The following screen displays.

Payables Screen

C+B Transactions Maintenance : Transactions
▶ ACTIONS ✔ OK ↩ BACK

Job 1702 Cost Plus Project

	Original Cost	Claimed Cost	Client Value	Billing Amount
Total	0.00	52,137,479.32	52,137,479.32	52,178,205.84
Filtered	0.00	52,137,479.32	52,137,479.32	52,178,205.84

BILLING AMOUNT CLAIM MONTH CLIENT COMMENTS CONTRACTOR COMMENTS CLIENT VALUES

Hide Apply Clear XLS < > ...

Perm Hold(Not Rejected) Temp Hold(Not Rejected) Active Hold(Not Rejected)
 Perm Hold(Rejected) Temp Hold(Rejected) Active Hold(Rejected)

Frm From From From Contains From From From From
 To To To To To To To To

Trn Typ	Cost Code	CT	Transaction Number	Description	Creditor	Date	Actual Cost	Mk Up% Prim	Mk Up% Sec	Billing Amount	€
SPA	102	TR	1702390107	Hydraulic Services	ONEBRO	24/01/2018	120,876.70	10.00		132,964.37	
SPA	102	TR	1702390108	Hydraulic Services	ONEBRO	22/02/2018	129,817.70	10.00		142,799.47	
SPA	102	TR	1702390109	Hydraulic Services	ONEBRO	22/03/2018	38,242.35	10.00		42,066.59	
SPA	102	TR	1702390110	Hydraulic Services	ONEBRO	24/04/2018	57,787.35	10.00		63,566.09	
SPA	102	TR	1702390112	Hydraulic Services	ONEBRO	21/06/2018	38,524.90	10.00		42,377.39	
INV	102	TR	201718-37A	14/06 - 02/06/2018	ONSSER	4/06/2018	1,280.56	10.00		1,408.62	
INV	102	TR	272106721	Shower T Grab Bar w/ - ...	HARNOR	5/04/2018	175.45	10.00		193.00	
INV	102	TR	272106721	Folding Shower Seat **...	HARNOR	5/04/2018	290.00	10.00		319.00	
INV	102	TR	272136666	6.5Kg Coin Operated Co...	HARNOR	18/05/2018	5,000.00	10.00		5,500.00	
INV	102	TR	272136666	9Kg Coin Operated Com...	HARNOR	18/05/2018	4,100.00	10.00		4,510.00	
INV	102	TR	3560	Washtech UL - Fully Ins...	EVOSTA	4/04/2018	11,170.00	10.00		12,287.00	

< > ...

This screen displays all transactions that are not generated from labour or internal plant timesheets. There is an option in the **Actions** menu display the transactions from labour or internal plant timesheets '**Labour and Int Plant**' in a separate screen. (See further below in this section.)

There are a number of tabs on this screen, and the key columns are described below

Column Name	Description
Trn Type	This is the type of transaction form the Transaction Type table described previously.
Transaction Number	This is invoice number, or reference number for the transaction.
Date	This is the date of the transaction, e.g. invoice date

Cost Plus Project Setup and Claim

Actual Cost	This is the cost of each transaction before any markup.
Primary markup	This comes from the cost centre mark-up %, or the Transaction Type mark-up if one is entered.
Secondary Markup	Not generally used
Billing Amount	This is the marked up cost. i.e. (Cost *Primary %)*Secondary %.
Claim Period	This will be blank.
Original Claim Period	This will be blank if the transaction has not been previously claimed. Or it will have the period the transaction was first claimed.
Trans Period	This is the accounting period of the transaction.
Sequence No	This is a unique no associated with every transaction. It is allocated at the time of extraction. It is used to load back rejected transactions.
Client Comments	Client comments that can be loaded with rejected transactions. Or entered manually.
Contractor Comments	Contractor comments that can be loaded with rejected transactions. Or entered manually.
Contract Number	Contract number associated with the call off order.(Client specific)
Client Value	Base Value before markup that the client certifies. Defaults to Actual cost, can be overridden by rejected transaction upload.
Claim Cert Amount	This is client value marked up.

There are a number of options on the **Action** button. These are described below.

Option Name	Description
Clear Filters	Removes all filters and refreshes the screen.
Labour & Int Plant	This displays the corresponding screens for Labour and Internal timesheet transactions.
Summary	This displays a summary screen of the status and values of all transactions in the Cost Plus Screens.
Hide Held Transactions	Removes all Held transactions from the screens.
Bulk Temp Hold	This will set the status of all filtered transactions to "Temp Hold"
Bulk Temp Unhold	Sets all filtered transactions to active (i.e. not on hold)
Bulk Permanently Hold	Sets all filtered transactions to 'Permanent Hold'. They will disappear from the screen.
Bulk Permanently Unhold	Sets all filtered transactions to the status they were before they were permanently held.
Download	Downloads all fields of the filtered transactions to a spreadsheet. (same as download button at top of screen)

Cost Plus Project Setup and Claim

Labour and Internal Plant Screen

When the option to display the transactions from labour or internal plant timesheets '**Labour and Int Plant**' is selected the following screen is displayed.

C+B Transactions Maintenance : Transactions
[ACTIONS](#) [OK](#) [BACK](#)

Job 1702 Cost Plus Project

	Original Cost	Claimed Cost	Client Value	Billing Amount
Total	487,241.40	487,241.40	487,241.40	487,241.40
Filtered	128,058.70	128,058.70	128,058.70	128,058.70

[BILLING AMOUNT](#) CLAIM MONTH CLIENT COMMENTS CONTRACTOR COMMENTS CLIENT VALUES

Hide Apply Clear
[XLS](#) [<](#) [>](#) [...](#)

Perm Hold(Not Rejected) Temp Hold(Not Rejected) Active Hold(Not Rejected)
 Perm Hold(Rejected) Temp Hold(Rejected) Active Hold(Rejected)

Frm From Contains From From From From From From =
 To To To To To To To To

Trn Typ	Cost Code	CT	Employee Name	Timesheet Description	Date	Hours	Rate	Mk Up% Prim	Mk Up% Sec	Billing Amount	Am
STS	910	SV	Jim Smith	Friday Timesheet	12/05/2017	8.00	161.0000			1,288.00	Y
STS	910	SV	Jim Smith	Monday Timesheet	15/05/2017	8.00	161.0000			1,288.00	Y
STS	910	SV	Jim Smith	Wednesday Timesheet	17/05/2017	8.00	161.0000			1,288.00	Y
STS	910	SV	Jim Smith	Thursday Timesheet	18/05/2017	8.00	161.0000			1,288.00	Y
STS	910	SV	Jim Smith	Tuesday Timesheet	23/05/2017	8.00	161.0000			1,288.00	Y
STS	910	SV	Jim Smith	Wednesday Timesheet	24/05/2017	8.00	161.0000			1,288.00	Y
STS	910	SV	Jim Smith	Monday Timesheet	29/05/2017	8.00	161.0000			1,288.00	Y
STS	910	SV	Jim Smith	Tuesday Timesheet	30/05/2017	8.00	161.0000			1,288.00	Y
STS	910	SV	Jim Smith	Friday Timesheet	2/06/2017	8.00	161.0000			1,288.00	Y
STS	910	SV	Jim Smith	Monday Timesheet	5/06/2017	8.00	161.0000			1,288.00	Y
STS	910	SV	Jim Smith	Tuesday Timesheet	6/06/2017	8.00	161.0000			1,288.00	Y

Right-click to show available options

[<](#) [>](#) [...](#)

There are a number of tabs on this screen, and the key columns are described below

Column Name	Description
Trn Type	This is the type of transaction form the Transaction Type table described previously. It is used to set the secondary markup percentages.
Timesheet Description	Description entered into the timesheet entry screen. If no description entered, the text "DDDDDDDD Timesheet" is displayed, where DDDDDDDD is the day of the week according to the timesheet date.
Hours	Hours from the timesheet.
Rate	Billing rate from the Pay Rates table.
Primary markup	This comes from the cost centre mark-up %, or the Transaction Type mark-up if one is entered.

Cost Plus Project Setup and Claim

Secondary Markup	Rarely used.
Billing Amount	This is the marked up cost. i.e. (Hours*Rate)
Claim Period	This will be blank.
Original Claim Period	This will be blank if the transaction has not been previously claimed. Or it will have the period the transaction was first claimed.
Position Title	From the work description filed in employee maintenance.
Trans Period	This is the accounting period of the transaction.
Sequence No	This is a unique no associated with every transaction. It is allocated at the time of extraction. It is used to load back rejected transactions.
Client Comments	Client comments that can be loaded with rejected transactions. Or entered manually.
Contractor Comments	Contractor comments that can be loaded with rejected transactions. Or entered manually.
Client Value	Value that the client certifies. Defaults to Actual cost, can be overridden by rejected transaction upload.
Claim Cert Amount	This is client value marked up.

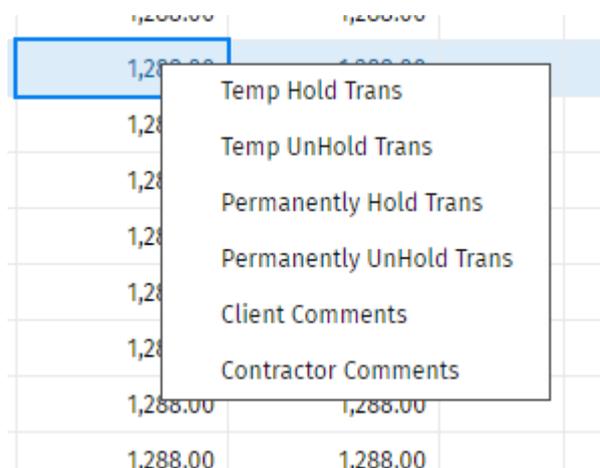
Holding Back Transactions

Once transactions are presented in this screen, the billing amounts and % can be changed directly in the screen.

Transactions that will not be claimed in this claim can be Temporarily Held for a later claim using the options below.

Transactions that will never be claimed can be Permanently Held.

The filters at the top of the screen can be used to display or not display these transactions.



Printing a Progress Claim

Once all transactions have been accessed, a Progress Claim can be printed. This is usually printed to Excel.

Cost Plus Project Setup and Claim

Use > Projects > Project Setup and Reports > Cost plus Projects > Print Progress Claim

Cost Plus Billing Report
ACTIONS OK BACK

Start Job 

Finish Job 

Start Cost Code 

Finish Cost Code 

Cost Code Filter (Use blanks for wild card)

Period Work Done

Claim #

This to be the FINAL billing

Create No Claims/Invoices Uncertified Claims Unposted uncertified claim

For Period Ending 

Print Payables Cost
 Labour Cost
 Exclude labour transactions that do not have external charge rate

Print Detail Summary If Detail, do you want to print Supplies Only Labour & Internal Plant Cost Only Print All

Print employee name

Subtotals By CC Minor & Major Heading Cost Centre and Type

Collate Invoices

Report Option PDF Excel

View the report

Option Name	Description
Period Work Done	This is a VERY important option, as this determines the month the claim addresses. It is not an accounting period, but reflects the actual claim month. It is one of the key fields used in loading back rejected transactions.
This To Be Final Billing	This is ticked when the user is producing the Progress Claim Report to actually send to the Client. It will update the history enquiry with the claim details, and will remove transactions not Held from the Cost Plus Maintenance Screen, ready for the next set of transactions for the next claim.
Create	This option only applies if the This To Be Final Billing flag above is ticked. Only one can be selected. No Claims/Invoices – If this option is selected nothing will be written across to the Invoice/Progress Claim screen in the AR module. Uncertified Claims – If this option is selected, the claim value will be automatically established as an Accrued Uncertified Claim in the AR module, and updates Contract Valuation Revenue. Unposted Uncertified Claim – If this option is selected, the claim value will be established as an UNPOSTED accrual claim in the AR module.
For Period Ending	Enter the last day of the Claim Period
Payables Cost	Tick to include all NON labour and internal plant timesheet transactions.
Labour and Int. Plant Cost	Tick to include all labour and internal plant timesheet transactions

Cost Plus Project Setup and Claim

Option Name	Description
Exclude Labour Transactions that do not have an External Charge Rate	This can be used to exclude payroll allowances, etc.
Print (D)etail or(S)ummary	D produces a report with all transactions S produces a report showing only the subtotal lines.
Subtotals By	CC Minor and Major Heading. If this is selected, the report will be produced in cost centre order, and subtotals produced for cost centre, minor heading, and major heading. Cost Centre and Type. If this is selected, the report is produced in cost centre order, and Type (Supplies, and Labour and Internal Plant) order, with subtotals for each.
Print Employee Name	Click the checkbox if you want to print employee name.
Collate Invoices	If this is ticked, the scanned images of all invoices in the claim will be assembled into a single pdf, and this can be sent with the progress claim.

When the report is run a Progress Claim Spreadsheet is produced. There are two versions of the Progress Claim report. The default version can be replaced by an extended version by setting parameter CPBFM to 1. The key columns in the NON default report are described below.

Column Name	Description
Sequence No	A unique number allocated to each transaction. Used to reload rejected transactions.
Contract No	May be deleted
Call Off Order	May be deleted
QGC Exhibit No	May be deleted
Transaction	Comes from the Transaction Type table
Client Employee No	Comes from the Client employee no table.
Employee Position	From the Work Description field in employee maintenance.
EBA Group	From the field EBA group in Employee Maintenance.
Timesheet No	From the batch no field in timesheet entry.
Posting Group	LABOUR for Labour transaction EQINT for Internal Plant GENERAL for all other transactions.
Employment type	Labour only. Either EBA or Salary.
Job Asset No	Plant no assigned by the project. Different to asset number.
Description of Work	For Internal Plant – Plant description For employee timesheets – timesheet description if it exists, and the day of the week of the timesheet if not. Transaction Description for other transactions.
Order No	Order no associated with an invoice

Cost Plus Project Setup and Claim

Column Name	Description
Hours	Applies to Labour and internal Plant timesheets only
Rate	Applies to Labour and internal Plant timesheets only
Original Cost	The actual cost of the transaction. For labour it is the rate * hours
Previously Certified	For newly claimed transactions this is zero For previous fully rejected transactions this is zero For previous partly rejected transactions, it is the sum of all certified amounts from previous claims for that transaction.
Claimed Cost	Original cost – Previously Certified
Client Value	Same as Claimed Value. This is the field the client changes if rejecting all or part of the transaction.
Primary Markup	Markup % for cost centre. This can be overridden by the markup from the Transaction Type table, or overridden by the user for that transaction in the Cost Plus Maintenance screen
Secondary Markup	This is from the Transaction Type table, or can be overridden by the user for that transaction in the Cost Plus Maintenance screen
Claim Amount	Claimed Cost marked up. $(\text{Claimed Cost} * (1 + \text{Primary Markup}/100)) * (1 + \text{Secondary Markup}/100)$
Client Certified	Client Value Marked up. $(\text{Client Value} * (1 + \text{Primary Markup}/100)) * (1 + \text{Secondary Markup}/100)$
Claim Month	From “Work Done For” on Progress Claim selection screen.
Previous Claim Month	Month transaction was previously claimed. If not previously claimed, then blank.
Rejected by Client	Column for Client to indicate rejections
Client Rejection Comments	Column for Client to enter rejection comments
MPC Rejection Comments	Column for Head Contractor to add comments.

The Cost Plus History files are also updated, and the claim can be viewed in the Cost Plus History Enquiry. (See Below)

Uploading Rejected Transactions

Once a Progress Claim is sent to the client, the client may reject some transaction or certify a different amount than that claimed for specific transactions.

If the number of changes is minimal, then ‘Undo last Claim’, go into Cost plus Maintenance and make changes to match certification. Then reprint claim.

If the volume of these changes is large, then these transactions can be uploaded back to the Cost Plus maintenance for either resubmission in a later claim, or for permanently holding as not to be claimed.

Cost Plus Project Setup and Claim

The transaction number, claim no, and claim month are used to define this upload. A template spreadsheet is available to use to prepare the upload file. The lay out is as follows.

Rejected Cost Plus Transactions

Key for Line 5:

Maximum length and data type, e.g. 8 Alpha, 15.2 Numeric

(M) = Mandatory

Job Number	Claim Number	Claimed Month	Transaction Sequence Number	Client Value	Client Comments	Contractor Comments
6 A (M)	5.0 N (M)	5 A (M)	10.0 N (M)	15.2 N	600 A	600 A

Column Name	Description
Job No	Job Number being claimed.
Claim No	The no of the claim that the rejected transaction was last claimed.
Claimed Month	The claim month that the rejected transaction was last claimed. E.g. JUL13 (upper case only)
Transaction Sequence no	The unique transaction number of the transaction being rejected. From the Progress Claim Report.
Client Value	The value that the client certifies. If fully rejected this value is zero.
Client Comments	If the client has provided comments regarding the rejection in the Progress Claim Report spreadsheet, these can be loaded.
Contractor Comments	Contractor comments can also be uploaded if required.

Once this upload spreadsheet has been prepared it should be saved on the users system.

Select option > **Projects > Project Setup and Reports > Cost plus Projects > Upload Rejected Transactions**, to upload these transactions

The rejected transactions will now display in the Cost Plus Maintenance screen with the description showing in red.

Cost Plus History Enquiry

When a Progress Claim Report is run and the option 'This to be the Final Billing' is selected, a claim report is produced, and all the transactions are removed from the Cost Plus Maintenance screen and can be viewed from the Cost Plus History enquiry screens.

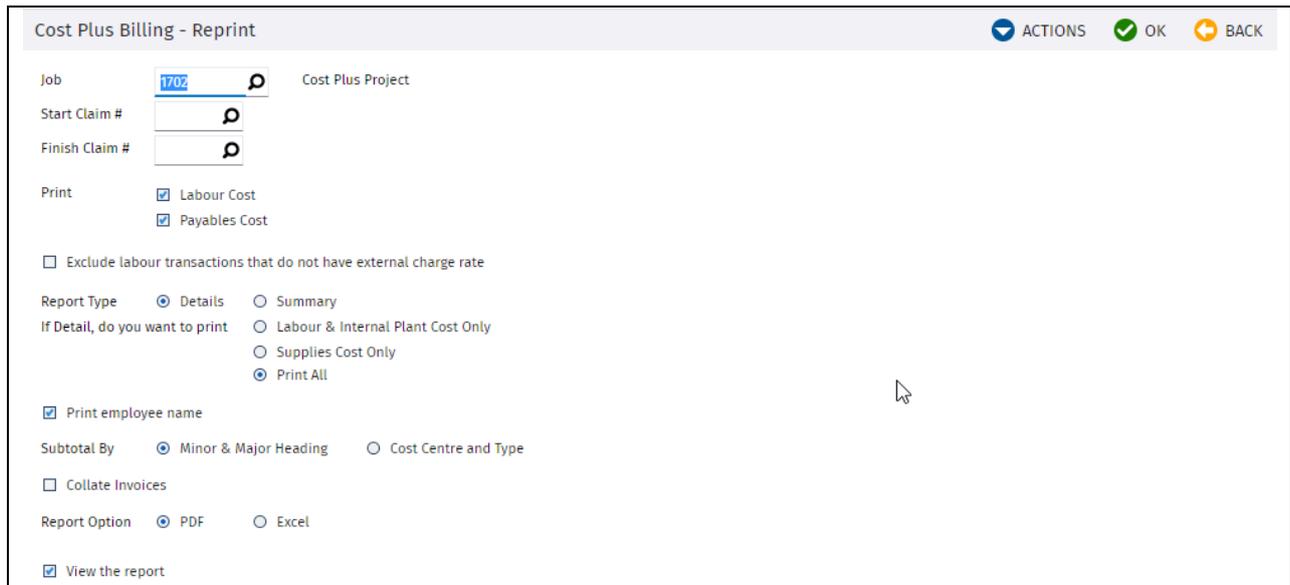
The Cost Plus Claim History Enquiry can be viewed from the option

Use the option > **Projects > Project Setup and Reports > Cost plus Projects > Cost Plus History**. And enter the Claim number.

These screens are the same as for Cost Plus Maintenance, except that no fields are updatable.

Reprinting a Previous Claim

Use the menu option > **Projects > Project Setup and Reports > Cost plus Projects > Reprint Prior Claim.**



Undoing Last Claim

When a Progress Claim Report is run and the option 'This is Final Print' is selected, a claim report is produced, and all the transactions are removed from the Cost Plus Maintenance screen and can be viewed from the Cost Plus History enquiry screens.

If a user needs to redo the claim, then the claim can be "Undone", i.e. deleted.

To undo a claim, select > **Projects > Progress Claims > Cost plus Billing > Undo Last Claim.**

Type in the Job Number. The last Claim no will automatically be used. This can only be used if the claim has not been certified in Accounts Receivable.

This will remove the claim from the history screens, and return the transactions to the Cost Plus Maintenance screens, and wind the next claim no back to the original claim no.