 **Viewpoint**
Jobpac Connect[™]

Lump Sum Progress Claim
Module Guide
Version: 1.0

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Overview

This module Guide covers Progress Claims for Lump Sum projects only. To understand how to claim for Cost Plus Projects, Small Order Projects and Schedule of Rates Projects, use the specific module guides for those types of projects.

Jobpac allows the user to define a structure suitable to each individual project's circumstance. This structure is independent of the Work Breakdown structure, i.e. Cost Centres.

Accurate tracking of previously claimed amounts, values certified by the Superintendent or Architect, retentions held to date and payments received, or those that still remain outstanding, all impact on a company's cash flow and profitability.

Integration of the Progress Claim module to the Variations and Accounts Receivable modules significantly reduces the administration time associated with processing claims.

Although claims are most usually completed on a monthly basis, any number of claims may be processed during the month.

Progress Claim Structure

Progress claims may be developed using up to four levels of reporting detail, section (sometimes called trade), heading, subheading and item. Although the project team may choose to calculate the value of the claim to be made at the item, or detail level, the progress claim may be submitted to the client at the heading or subheading level.

Head contract variations are automatically linked from the variation module, and need not be included in the Main Contract Progress Claim Structure.

Material On/Off Site can be claimed, and retention calculated using the rules setup in Job Maintenance.

There is also a capability of claiming Rise and Fall, however this is now rarely used.

Preparing Periodical Claims

Progress claims may be processed as frequently as required, although only one claim may be processed at any given point in time. Hence you must enter and post the last progress claim through the accounts receivable module before finalising a new claim.

Claims may be made against the original contract sum, variations to the contract, materials on site, or rise and fall, or a combination of areas. Before a new Claim is started, amounts previously claimed are moved to the 'Previously Claimed' column.

Claim item values may be calculated using a percentage complete method, nominating a fixed dollar amount, or using quantities done.

Items that have been previously claimed to the maximum 100% may be filtered from screens, reducing the number of items to be reviewed when processing a new claim.

Retention sums are automatically calculated where applicable based on the information entered during the job establishment process.

Configuring the Progress Claim Module

1. CLMGLA Claim Accrual Account for Uncertified claims.

Recommended setting below.

System Parameter Maintenance - Details							ACTIONS	OK	BACK
Parm Code	CLMGLA	Claim Revenue Accrual Account For Uncertified Clai	Work Id	960	Training Workid 960				
Parm Value	60001199		Type	*ACCOUNT					
Field#	Type	Description	Str	Len	Alphanumeric	Number			
01	*ALPHA	Revenue Accrual Account For Uncertified Claims	1	10	60001199				
02	*ALPHA	GST Accrual Account	11	10					
03	*ALPHA	Uncertified Income Account	21	10					

- Position 1. When a Progress Claim is accrued, it is posted to the P&L Revenue account for the Job. The other side of this accrual journal is to the balance sheet account nominated in this parameter.
- Position 2. Not generally recommended.
- Position 3. A P&L account different to the Job P&L Revenue account can be nominated here.

2. CLMGLU AR Claim Entry GL Updates.

Recommended Settings below.

System Parameter Maintenance - Details							ACTIONS	OK	BACK
Parm Code	CLMGLU	AR Claim Entry GL Updates	Work Id	910	**TEST** DMB Holding Company				
Parm Value	NY Y		Type	*ALPHA					
Field#	Type	Description	Str	Len	Alphanumeric	Number			
01	*ALPHA	Progress Claim GL Posting To Be Done At Certificatio...	1	1	N				
02	*ALPHA	Post Revenue To Accrual Account On Uncertified Clai...	2	1	Y				
03	*ALPHA	Do Not Update Job Claims & Revenue Figures	3	1					
04	*ALPHA	Post GST To Accrual Account If RCTI Not Received	4	1					
05	*ALPHA	Create Revenue Accrual for Difference between Origi...	5	1					
06	*ALPHA	Auto Populate AR with Claim Adjustments in Progres...	6	1	Y				

- Position 1. If this is set to Y, it is expected all progress claims will be done as Sundry Invoices. Recommended set to N
- Position 3,4,5 Rarely used. Not recommended.
- Position 2. Setting to Y will always create a Revenue Accrual prior to Certification.
- Position 6. Setting this to Y will allow the posted Progress Claim Revenue Accrual to be automatically adjusted using the Menu option 'Certified Claim Entry'. If this is not on a client menu, it will need to be added.

Design Menus : Maintain Entries ACTIONS OK BACK

Menu Code JC STD Connect Menu
Menu Number 354 Certified Clm Entry Level 3 Size 5

Ent No	Type	Opt No	Description	Command	Parameters	Security Level
1	P	1	Certified - Orig Works	J2KCLMP	'A'	
2	P	2	Certified - Variations	J2K22P	'A'	

3. PRCLBN Set Defaults on the Print Progress Claim Screen

Recommended setting below.

System Parameter Maintenance - Details ACTIONS OK BACK

Parm Code PRCLBN Progress Claim Report bounding defaults Work Id 910 **TEST** DMB Holding Company
Parm Value DYYYYY Type *ALPHA

Field#	Type	Description	Str	Len	Alphanumeric	Number
01	*ALPHA	Default for - Report level	1	1	D	
02	*ALPHA	Default for - Include Item Codes?	2	1	Y	
03	*ALPHA	Default for - Print All Trades?	3	1	Y	
04	*ALPHA	Default for - Print Previous Claim Amounts?	4	1	Y	
05	*ALPHA	Default for - Print Prev App Works Amounts?	5	1		
06	*ALPHA	Default for - Print Variation Schedule?	6	1	Y	
07	*ALPHA	Default for - Print Previous Claim Amount for Variati...	7	1	Y	
08	*ALPHA	Default for - Order by Group Code & Status?	8	1		
09	*ALPHA	Default for - Print Quantity Claimed Report?	9	1		
10	*ALPHA	Default for - Print Quantity AW Paid Report?	10	1		
11	*ALPHA	Default for - Is this a final print?	11	1		
12	*ALPHA	Default for - Post to accounts?	12	1		
13	*ALPHA	Default for - Print Claimed Variations Only	13	1		

4. PRGCLM Progress Claim Parameter

System Parameter Maintenance - Details ACTIONS OK BACK

Parm Code PRGCLM Progress Claim Parameter Work Id 970 Training Workid 970
Parm Value Type *ALPHA

Field#	Type	Description	Str	Len	Alphanumeric	Number
01	*ALPHA	Pos 1 = (N,1,2) Protect and accumulate section values.	1	1		
02	*ALPHA	Pos 2 = (N,1,2) Protect and do not accumulate headin...	2	1		
03	*ALPHA	Pos 3 = (O,M,N) Auto post to Uncertified Claim on 'Post	3	1		

The first two position on this parameter determine how Heading and Section Accumulations on the Progress Claim Entry Screen work.

TEXT

This parameter can be used to control values or defaults related to the Progress Claim suite of programs.

Pos 1 = N Do not protect and accumulate section values.
= 1 Protect and accumulate section values.
= 2 Protect and do not accumulate section values.

Pos 2 = N Do not protect and accumulate heading values.
= 1 Protect and accumulate heading values.
= 2 Protect and do not accumulate heading values.

Position 3. This determine what happens when the 'Is this the Final Print', and 'If Yes, Post to accounts' operate.

Help Screen For System Parameter

Parm Code PRGCLM Progress Claim Parameter

Field # 3 Pos 3 = (O,M,N) Auto post to Uncertified Claim on 'Post to Accounts'

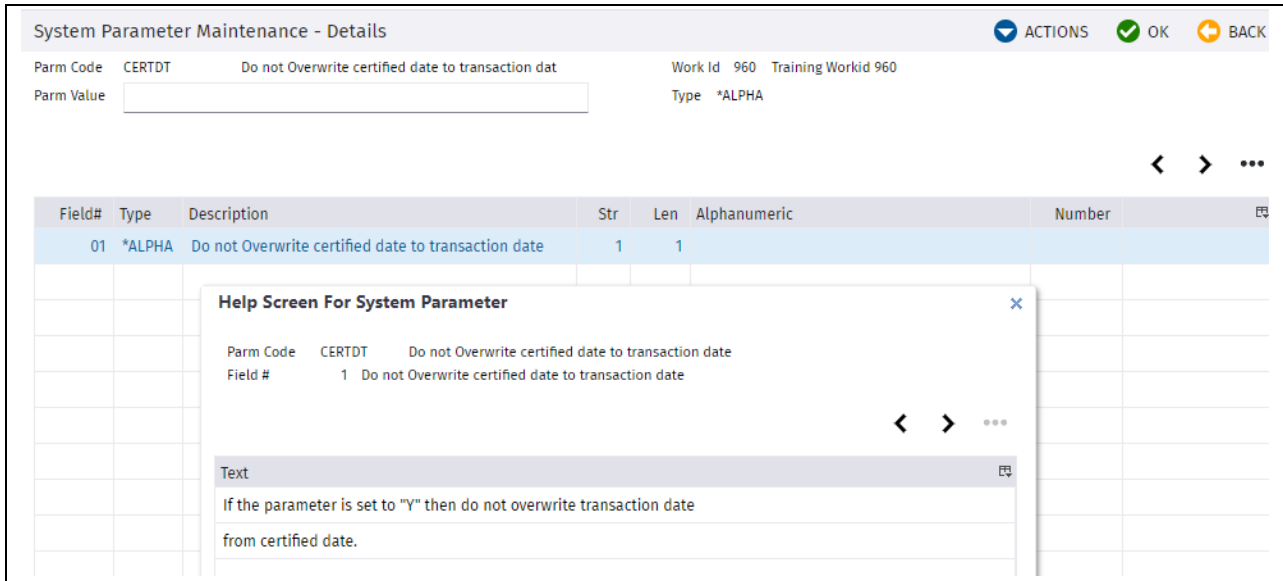
Text

If this parameter is set to 'O'ptional or 'M'andatory and a claim flagged then the claim will be checked and automatically posted as an 'U'ncertified Claim rather than a Pending Claim.

If 'O' then the user can choose whether this happens. If 'M' then it forces the setting on the Progress Claim report and will autopost the Claim if the 'Final Print' AND 'Post to Accounts' is selected on the Progress Claim Report function.

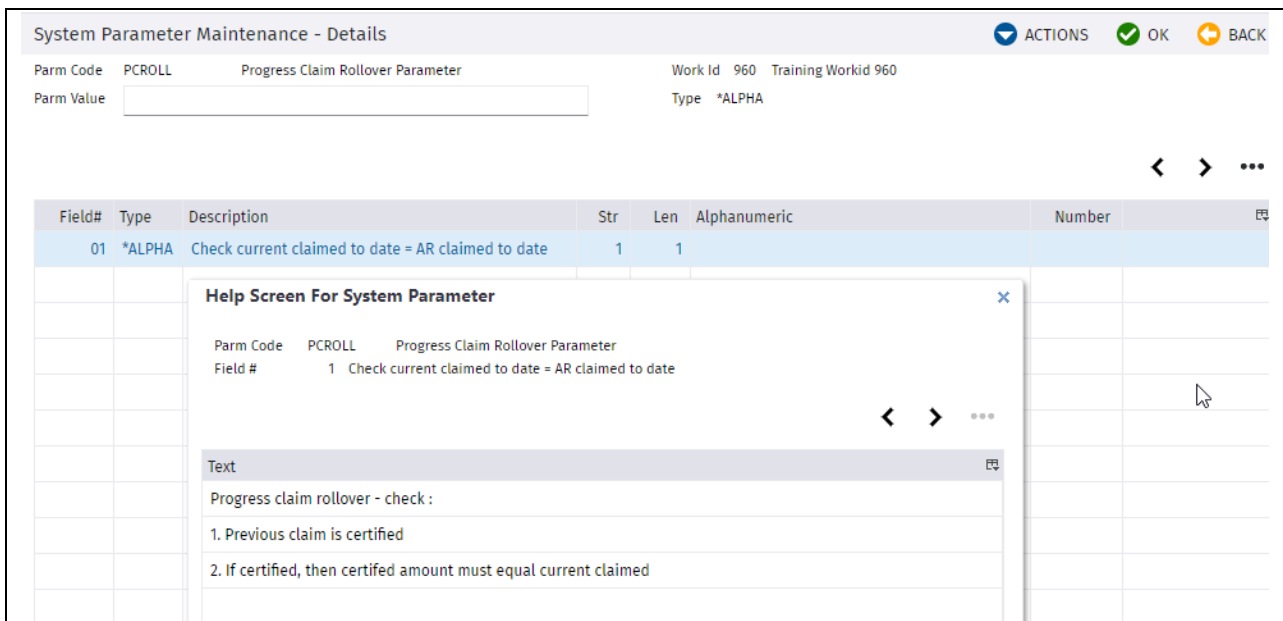
If this is not set (or 'N') then it is sent as a 'P'ending claim only and must be manually selected to go to 'U'ncertified.

5. CERTDT Do not overwrite transaction date with Certified Date.



Position 1. When a Progress Claim is prepared and sent as a Revenue accrual, the Accrual date will be the Date of the Claim, i.e. the one entered on the Progress Claim Print Screen. When the Progress Claim is Certified, this Accrual date will be replaced by the Certified date, and used as the Invoice Date. To continue to use the Progress Claim date as the Invoice Date, set this parameter to Y.

6. PCROLL Check Claimed to Date = Certified to date before Progress Claim Rollover
 Recommended setting below



Progress Claim Structure Set Up

Setup Sections (Trades)

The first step in setting up the Claim Structure is to define the Sections (or Trades). Defining Sections is not mandatory, however it is recommended to use sections to define major components of the Claim Structure.

To access Setup Trades from the Jobpac menu system, select **> Projects > Progress Claims > Setup Sections**.

Sections can be up to 4 characters, and the description is 30 characters. An extended description can be entered for Sections. Use Right mouse click option Text.

Code	Description
01	Stage 1
02	Stage 2

Setup Claim Codes

Once the sections have been established for the project, claim items may be listed under each section. Claims may be made against detail items only. Jobpac will automatically subtotal items back through the heading/sub heading structure. This feature may be used for more complicated bill of quantity format claims or to allow you to have details in your claim structure that let you more accurately prepare your claim but still hide the details from your client.

To access Setup Claim Codes from the Jobpac menu system, select **> Projects > Progress Claims > Setup Claim Codes**.

The Claim Codes can be entered manually using the bottom row.

Structure Maintenance/Contract Allocation
ACTIONS OK BACK

Job TR90 Training Test Project
Finalised No Contract Value 1,100,000.00
Unallocated 1,100,000.00
Trade Total

VALUES LINKED COST CENTRES

Hide Apply Clear

XLS < > ...

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

Section	Item Code	Description	Hdg (H/h/)	Unit	Quantity	Rate	Amount	Pkg	

Add New Item

Or can be Uploaded via the Upload Template.

Structure Maintenance/Contract Allocation
ACTIONS OK BACK

Job TR90

Link Cost Centres
Upload

The end results looks like this. The Contract Value has been fully allocated to Claim codes.

Rows can be defined without values and signified as Major or Minor headings. (H, h). These will produce subtotals on the Progress Claim Report.

Structure Maintenance/Contract Allocation ACTIONS OK BACK

Job TR90 Training Test Project Finalised No Contract Value 1,100,000.00
 Unallocated Trade Total 1,100,000.00

VALUES LINKED COST CENTRES

Hide Apply Clear XLS < > ...

Section	Item Code	Description	Hdg (H/h/)	Unit	Quantity	Rate	Amount	Pkg	
01	01	Site Establishment		ITEM	2.0000	13,858.7500	27,717.50		
01	02	Concrete Edging		ITEM	2.0000	9,151.5600	18,303.12		
01	03	Planting Areas		ITEM	2.0000	281,268.3700	562,536.74		
01	04	Sandpits		ITEM	2.0000	8,178.3500	16,356.70		
01	05	Turf (incl hydroseed)		ITEM	2.0000	5,835.0500	11,670.10		
01	06	Sandstone Block Steppers		ITEM	2.0000	35,619.3500	71,238.70		
01	07	Seating and tables		ITEM	2.0000	40,125.4200	80,250.84		
01	08	Raised Plant and Herb Beds		ITEM	2.0000	9,973.9800	19,947.96		
01	09	Pavements		ITEM	2.0000	1,966.9600	3,933.92		

Add New Item

Linking Cost Centres to Claim Codes

You may Link Cost Centres to Claim Codes. This is often not possible to do as there may be no relationship between cost codes and Claim codes. If there is a relationship, then it can be setup and a report run to show the cost to date against each claim code.

To link cost centres use the option **Link With Cost Centres**.

NB the option **Time Phased Recording** is not yet implemented.

Structure Maintenance/Contract Allocation ACTIONS OK BACK

Job TR90 Training Test Project Finalised No Contract Value 1,100,000.00
 Unallocated Trade Total 1,100,000.00

VALUES LINKED COST CENTRES

Hide Apply Clear XLS < > ...

Section	Item Code	Description	Hdg (H/h/)	Unit	Quantity	Rate	Amount	Pkg	
01	01	Site Establishment		ITEM	2.0000	13,858.7500	27,717.50		
01	02	Concrete Edging		EM	2.0000	9,151.5600	18,303.12		
01	03	Planting Areas		EM	2.0000	281,268.3700	562,536.74		
01	04	Sandpits		EM	2.0000	8,178.3500	16,356.70		
01	05	Turf (incl hydroseed)		EM	2.0000	5,835.0500	11,670.10		

Select

Link with Cost Centres

Time Phase Recording

Delete

Extended Text

You can link any number of cost centres to a single claim code, but they can only be linked to one claim code. They show as blue when linked.

Link Cost Centres to Items

Job TR90 Training Test Project
 Section 01 Stage 1
 Item 01 Site Establishment

Hide Apply Clear

From Fri Contains
 To To Show Linked Unlinked

Cost Code	CT	Cost Centre Description
001		Preliminaries
0010	LB	Staff Costs
0010	MT	Prelim Materials
0010	SC	Prelim Subcontracts
0200		Subcontracts
0208	SC	Subbie - Electrical
0217	SC	Subbie - Metal Fabrication

Valuation Update/Report

You can run a Progress Claim Valuation Report which gives you a report showing the Section/item and the WIP and margin on each item, and can update the Valuation Field in Progress Claim Entry

To select this report from the Jobpac menu via path > **Projects > Progress Claims > Progress Claim Valuations > Valuation Update/Report.**

Progress Claim Valuation Report

Start Job TR90 Training Test Project
 Finish Job TR90 Training Test Project
 Accounting Period NOV21

Options Print report Run update Both

Show Cost Centre w/o Valuation

Report Option PDF Excel

View the report

If you select the **Run Update** option, the values will update the Valuation Field in the Progress Claim entry. The Valuation is calculated as the CWIP for each linked cost centre up to the period nominated, plus a margin calculated using the original Project Margin. The report shows the detailed makeup of the Valuation amount.

Finalise Claim Structure

Once the claim structure is complete it may be finalised.

To access Setup Trades from the Jobpac menu system, select **> Projects > Progress Claims > Finalise Claim Structure**

You are only able to finalise the claim structure if the full contract sum has been allocated to the trade/section and item code. I.e. there must be no unallocated value as described in the setup claim code section.

It is not essential to finalise the claim structure, but if you do it will only allow changes between claim codes that net to zero.

Claim Entry

Summary of Claim Process

1. Prepare a claim (say Claim No 4) by entering claim amounts or quantities etc. in the Progress Claim Entry screens, for Schedule Items and Variations.
2. Enter any MOS Items via option 3.
3. Print this claim as many times as required.
4. When you are happy with the claim, print it, and mark as “Final” and “Yes – Post to accounts”. This can be sent to the Client.

If the system is configured to establish an AR accrual claim with a status of ‘P’

5. This Final Print will store Claim No 4 as History, and it will appear as an Uncertified, **Un-accrued** Progress Claim in Accounts Receivable (status ‘P’). The claim no will remain at 4. You can continue to change claim no 4 as often as required, while the Progress Claim in AR remains at the ‘P’ status. If you mark as “Final” and “Yes – Post to accounts” again this will store the revised claim and change the values in the AR ‘P’ record.

If the system is configured to establish an AR accrual claim with a status of ‘U’

6. This Final Print will store Claim No 4 as History, and it will appear as an Uncertified, **Accrued** Progress Claim in Accounts Receivable (status ‘U’). The claim no will change to 5. If you print Progress Claim no 4 again, and mark as “Final” and “Yes – Post to accounts”. It will NOT update the accrued progress claim. The same changes apply if the Claim came into Accounts Receivable as ‘P’ status, and is then is accrued in Accounts receivable and the Status changed to ‘U’.

NB it is the changing of the status to ‘U’ that updates the claim value.

7. Once the Claim is at status ‘U’ in AR, it will show as recognised revenue against the project in Contract Valuation and all reports. The Progress Claim number then rolls over to 5 in your progress claim entry screen. The Claim 4 MOS entries will disappear from the MOS entry screen.
8. Once the Claim has been accrued, and the Accrual is a ‘U’ status in AR, the accrued values can only be changed by using the ‘Certified Claim Entry’ option in the Progress Claim menu. Any changes entered in this screen for both Contract Values and Variations, will update the posted accrual (i.e. Claim No 4) with an adjustment.
9. If the Claim is then certified by the client at a different value than the one you sent to the client, the accrued value should again be changed by using the ‘Certified Claim Entry’ option in the Progress Claim menu. This will update the Uncertified Claim No 4 in AR to the certified values. A revised Claim No 4 can be reprinted.
10. In AR, the claim can then be certified by entering a certified date, and creating the invoice.
11. Then you can “Rollover” the claim, (Copy Current to Previous menu option), which copies Previous Claim Values to Current Claim Values. So the Previous values in the detailed claim tie in with the certified value. MOS entries should NOT be entered for the next claim until the Rollover has occurred. You can then start entering the next Claim.
12. If, subsequently, the certified values need to be changed, then an adjustment can be done to that claim in the AR Progress Claim screen, providing the adjustment is done in the same month as the certified month. If the AR month has been rolled over, then a separate adjustment claim will need to be done.

You may process claims as frequently as required, although monthly claims are the most usual. However, only one claim may be accrued at any given point in time. Hence you must enter, print mark the current progress claim as Final before beginning a new claim.

To access Progress Claim Entry from the Jobpac menu system, select > **Projects > Progress Claims > Claim Entry**

Original Work (Claim Codes)

Select > **Projects > Progress Claims > PC Claim Entry > Claims- Base Contract**. The following screen will be displayed. This is the second claim. The previous values match the current values, and are equal to the certified value from Claim No 1.

Claimed amounts, or claimed quantities, or % complete can be entered. The entry with a blank Item is the Section total, and values are automatically accumulated to this Section. This is controlled by parameter PRGCLM.

Progress Claim Entry

Job TR90 Training Test Project
Claim Number 2
Date 23/11/2021

CLAIM
VALUATION
LINKED COST CENTRES
CLAIM QUANTITY
VALUATION QUANTITY

***** Changing % at Trade/Major Heading(H)/Minor Heading(h) will automatically adjust % below. *****

Hide Apply

Include Previously Claimed at 100%
 Exclude 100% previously claimed from automatic adjustment
 Hide Items

Sect	Item	Description	H/h	Price	Previous Claimed	Prev %	Curr %	Current Claimed
01		Stage 1		964,252.40	88,000.00	9.13	21.22	204,656.87
01	01	Site Establishment		27,717.50	27,717.50	100.00	100.00	27,717.50
01	02	Concrete Edging		18,303.12				
01	03	Planting Areas		562,536.74	56,253.67	10.00	30.00	168,761.02
01	04	Sandpits		16,356.70	4,028.83	24.63	50.00	8,178.35
01	05	Turf (incl hydroseed)		11,670.10				
01	06	Sandstone Block Steppers		71,238.70				
01	07	Seating and tables		80,250.84				
01	08	Raised Plant and Herb Beds		19,947.96				
01	09	Pavements		3,933.92				
01	10	Linemarking		32,093.20				
01	11	Drainage		44,000.00				
01	12	Flag Poles		8,307.30				
01	13	Re-establish Road Frontage		20,000.00				

Net Claim Amt
116,656.87
Job Total
1,100,000.00
88,000.00
204,656.87

Legend: ● Comments exists
● Text exists

Other options are available.

Display Sub-items Shows a list of Cost Centres that may have been linked to this claim code.

Enter Comments. Allows the entry of comment for that row that will be displayed in the Progress Claim report. NB the JOM Progress Claim report must be modified to allow this. Ask the Support Team to arrange this.

Progress Claim Entry

Job TR90 Training Test Project Claim Number 2 Date 23/11/2021

CLAIM VALUATION LINKED COST CENTRES CLAIM QUANTITY VALUATION QUANTITY

***** Changing % at Trade/Major Heading(H)/Minor Heading(h) will automatically adjust % below. ****

Include Previously Claimed at 100% Exclude 100% previously claimed from automatic adjustment Hide Items

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

Hide Apply

Sect	Item	Description	H/h	Price	Valuation	Val %	Clm %	Current Claimed	
01		Stage 1		964,252.40			9.13	88,000.00	
01	01	Site Establishment		27,717.50			100.00	27,717.50	
01	02	Concrete Edging		18,303.12					
01	03	Planting Areas		562,536.74			10.00	56,253.67	

Claiming Variations

To claim against variations. Select > **Projects > Progress Claims > PC Claim Entry > Claim - Variations**. The following screen will be displayed. Enter the Claimed amounts, or Qty, or %.

Progress Claim Entry/Variations

Job TR90 Training Test Project Claim Number 2
Start Variation 02 0001 Additional paved area Claim Date 30/11/2021

Include Complete

Var Typ	Var Nbr	Variation Description	St	Type	Value	Prev %	Previous \$	Curr %	Current \$	Error	
02	0001	Additional paved area	A		13,500.00	44.44	6,000.00	74.07	10,000.00		

Note: Any variations marked as "Quote Only" in the variation register will not be shown.

Unapproved variations that have had monies claimed against them in a previous claim and subsequently negotiated to a different price when approved will be highlighted. Jobpac will retain the dollar amount previously claimed against the variation and recalculate the % claimed.

Materials on Site

Claims may be made for materials on/off site if appropriate.

Select > **Projects > Progress Claims > PC Claim Entry > Claim - Materials on Site**. The following screen will be displayed.

Materials Onsite Maintenance
ACTIONS OK BACK

Job	TR90 Training Test Project	Claim Number	2
		Claim Date	30/11/2021

Item Description	Claim Value	Cost Code	CT	Agreement	Valuations
Retaining Wall Timber	3,000.00				

Item Description	<input type="text"/>	Claim Value	<input type="text"/>
Unit of Measure	<input type="text"/> Quantity <input type="text"/>	Rate	<input type="text"/>
Cost Centre	<input type="text"/>	Valuations	<input type="text"/>
Agreement Number	<input type="text"/>		

Legend:
Comments exists

Term	Definition
Item Description	A brief description of the item being claimed
Claim Value	The amount that you are claiming from your client. No required if Qty and Rate entered.
Unit of Measure	The unit of measure applicable to the item being claimed
Qty	The quantity of the materials being claimed
Rate	The rate for the item being claimed
Cost Centre	The relevant cost centre that relates to the items being claimed. This is only necessary if the Valuation calculation function is being used. Seldom used.
Valuations	Your valuation of the work. May be different to the Claim. Seldom used.

Rise and Fall

Optionally, you may enter a lump sum amount to be claimed for Rise & Fall. The Job must be marked as subject to Rise and Fall in Job Maintenance for this option to be available.

Select > **Projects > Progress Claims > PC Claim Entry > Claim - Rise & Fall**. The following screen will then be displayed.

Progress Claim Entry/Rise & Fall	
Job	TR90
Previous Claim Value	0.00
Current Claim Value	<input type="text"/>

The amount previously claimed will be displayed. Enter the value of Rise & Fall to be claimed in the current claim.

Retention Override

Optionally, you may wish to override the retention calculated for the claim. The system will calculate the retention figure based upon the setting tab under project setup (please refer to the project setup manual).

Job Retention Maintenance	
Job Uses	<input type="radio"/> Bonds/Bank Guarantees <input type="radio"/> Cash Retentions <input checked="" type="radio"/> Both
Current %	<input type="text" value="10.00"/>
Max %	<input type="text" value="5.00"/>
	<input type="radio"/> Original <input checked="" type="radio"/> Revised <input type="radio"/> None (Max \$ entered)
or Max \$	<input type="text"/>

Select > **Projects > Progress Claims > Claim Entry > Retention Override**. The following screen will then be displayed.

Job Retention Maintenance	
Job	TR90
Training Test Project	
Maximum Retention	55,675.00
Retention Previously Held	5,000.00
Retention This Claim	4,400.00
Total Retention Calculated	9,400.00
Proposed Retention	<input type="text" value="9,400.00"/>

You may overwrite the proposed retention with the value that is to be retained. By using the **Recalculate Claim** from the Actions menu, the system will re-calculate the retention again based upon the retention rules as per the project setup.

Printing the Progress Claim

When the Claim is ready to send to the client, it should be printed, and the options below should both be ticked.

Is this a final print ▶ If YES, post to accounts ▶ If Post to Accounts, create Posted Uncertified Claim?

Depending on the configuration, this will push a summary of the claim over to Accounts Receivable, and accrue the claim. See **Summary of Claim Process** earlier in this document. This process will roll the current claim no to the next no.

This Progress Claim includes details of claimed Variations in the report.

The Summary area look like this

						Bourke Enterprises ABN: 99 999 999 999 56 Military Road Cruton, NSW, 2322 Phone: 02 9492 4899		
PROGRESS CLAIM								
Claim Number	2	for Period Ending	30/11/21					
Job	TR90	Training Test Project						
Client	ADACIVI	Civil Pty Ltd						
ITEM	DESCRIPTION	CONTRACT VALUE	PREVIOUS %	AMOUNT	CURRENT %	AMOUNT	MOVEMENT %	AMOUNT
07	Drainage	4,400.00						
08	Establishment and Maintenance	32,863.96						
Totals for	Stage 2	135,747.60	0.00	0.00	0.00	0.00	0.00	0.00
Total Trades		1,100,000.00	8.00	88,000.00	18.61	204,656.87		116,656.87
Total Variations						10,000.00		
Materials On Site	Retaining Wall Timber					3,000.00		
Total Materials On Site						3,000.00		
Total Rise and Fall						0.00		
Value of Claim to Date						217,656.87		
Less Retention						21,765.69		
Less Previously Claimed						89,000.00		
This Claim						106,891.18		
Plus Unpaid Portion Of Previous Claim						0.00		
TOTAL PAYABLE (Excluding GST)						106,891.18		

There is another report called the Progress Claim (alternative), which has the same layout, but does not include details of variations, just a summary.

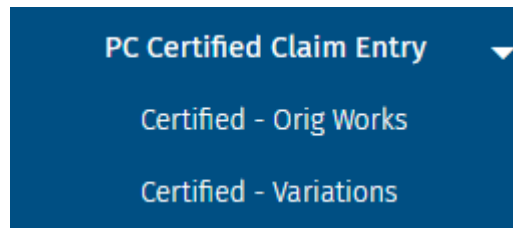
Adjusting a Claim after Certification

When a Progress Claim has been certified by the Client, the detailed claim must be modified to match the Certified amount.

NB this section is not necessary if the Certification amount matched the Claimed amount.

To change the detailed claim to match the certified claim two new menu items are used. These are used to modify the Accrued claim, and will show a Claim No one less than the current Claim no.

Any changes made through these options will automatically adjust any revenue accrual already posted.



The original Claim entry and Variation Claim screens are not used, as these only modify the next claim.

Progress Claim Rollover

When the Progress Claim has been Certified, and the details of the Claim changed to match the certified value. The progress claim needs to be rolled over and move the current claim values into the previous claim values.

This is done via path > **Projects > Progress Claims > Copy Current to Previous.**

Running this option does not change the Claim No.

Progress Claim Rollover		ACTIONS	OK	BACK
Job	TR90			
Current Claim No.	1			
Current Claim Date	30/11/21			

Progress Claim Reports

VOs Claimed

This report lists all Variation Orders claimed. It shows the status of the Variation and the amount currently claimed. This can be used if a separate report of claimed variations is required

VOs Claimed – Client VO

This report lists all Variation Orders claimed with the Client VO number, in order of Client VO Number. It will also show the status of the variation and the amount claimed.

Claim History

This report details all claims to date with both the original claim and the certified claim and details of when it was paid. This report is well used across the Jobpac client base.

It also reports sundry revenue and any Revenue Journals

Detailed Claim History

This report details all claims to date with the invoice number against the claim number and the payment due date. It is similar to the Claim History report, but includes details of adjustments to invoices and claims.

List of Claim Structure

This report lists the claim structure as entered.

Site Worksheet

This report details the claim structure with spaces for the project team to mark-up the values of the next claim to be made.

Variation Exception List

This report details the variations where the variation value has changed from one claim to another.

AR Aged Trial Balance by Job

This report provides an aging of any outstanding progress claims/invoices on a job.