



## Apportion Claim Amount Based on Work Categories

For Admin / Normal User

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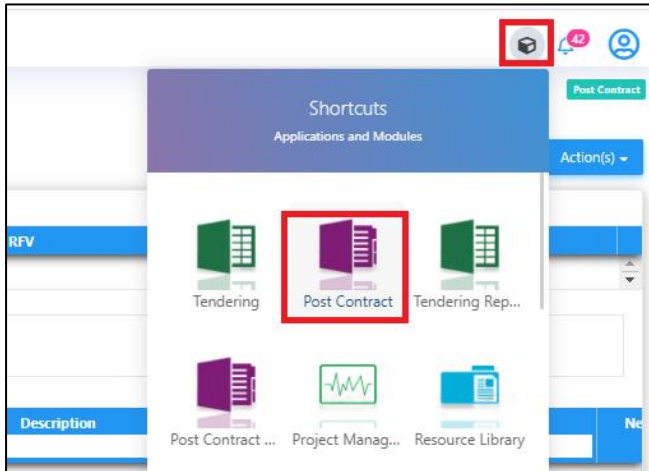
(BuildSpace Version 2.3)

Last updated: 13/10/2020

## Apportion claim amount based on work categories (by C&C)

**Note: This only applies to the project that submitted for Account Code Setting approval. If project is without submitting for Account Code Setting approval, please skip this step.**

1. Login eProject system and open a project, click on the small box on the top right corner and select "Post Contract Module".



2. Click at "Claim Certificates" tab.

The screenshot shows the 'Claim Certificates' tab in the eProject system. The tab is highlighted with a red box. The interface includes a header with the 'build space' logo and the project name 'Post Contract > Test Again for Export MHW File (Status: POST CONTRACT)'. Below the header, there are tabs for 'Project Breakdown', 'Project Properties', and 'Claim Certificates'. The 'Claim Certificates' tab is active. Below the tabs, there are several icons: 'Re-Measure Provisional', 'Location Management', 'Define Locations', 'Sub-Packages', and 'Wastage Report'. The main content area is a table with the following columns: 'No.', 'Description', and 'Omitted Items'. The table contains the following data:

No.	Description	Omitted Items
<b>Test Again for Export MHW File</b>		
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	
2	BILL NO.2 - PILING WORKS	
3	BILL NO.3 - MULTI TYPES	
4	BILL NO.4 - SINGLE TYPE	
<b>VARIATION ORDER</b>		
<b>REQUEST FOR VARIATION CLAIMS</b>		
<b>MISCELLANEOUS</b>		
<b>ADVANCE PAYMENT</b>		

3. Double click to open any approved claim certificate;

The screenshot shows the 'Claim Certificate List' in the eProject system. The list is a table with the following columns: 'Claim No.', 'Amount Certified', 'Status', 'Paid Amount', 'Approval Date', 'Created At', and 'Current Viewing Claim'. The row for claim number 4 is highlighted with a red box. The table contains the following data:

Claim No.	Amount Certified	Status	Paid Amount	Approval Date	Created At	Current Viewing Claim
1	1,256,805.00	APPROVED	0.00	08/01/2020	08/01/2020	<a href="#">View This Revision</a>
2	7,426.51	APPROVED	0.00	08/01/2020	08/01/2020	<a href="#">View This Revision</a>
3	5,000.00	APPROVED	0.00	08/01/2020	08/01/2020	<a href="#">View This Revision</a>
4	76,135.77	APPROVED	0.00	14/04/2020	14/04/2020	<a href="#">View This Revision</a> ✓

- Click at **“Account Code Settings”** tab (this tab only appears when claim cert had been approved).

Post Contract > Test Again for Export MHW File (Status: POST CONTRACT)

Project Breakdown | Project Properties | **Claim Certificates**

Activate Claim Certificate | Claim Certificate Layout Settings | Reload

Claim Certificate List > Claim Certificate :: 4 ( APPROVED ) >

Claim Certificate Information | Claim Certificate Print Info | **Account Code Settings**

Export To Excel | Export Claims | Import Claims

Initial Information

Contractor Submitted Date : 14/04/2020      Site Verified Date : 14/04/2020      Certificate/GS Received Date : 14/04/2020

Claim Certificate Information

Company : Jade Homes      Contractor : PCK CONSTRUCTION SDN BHD

Letter of Award No. : 1      Claim No. : 4

Works :      Works 2 :

Contract Sum : MYR 68,588,538.06      Retention Sum : MYR 143,929.70 ( GST : 0.00 )%

Work Done Amount : MYR 1,489,296.98      % Completion : 2.17%

Release Retention : 0.00 %      Release Retention Amount : MYR 0.00

Prepared By : Chew      Amount Certified : MYR 76,135.77

Payment Due Date : 14/04/2020      Period Ending : 14/04/2020

- Fill up the apportionment value respectively and click **“Save”** button. When click save, it will validate the value whether exceeding or less than approved claim value or not.

Post Contract > Test Again for Export MHW File (Status: POST CONTRACT)

Project Breakdown | Project Properties | **Claim Certificates**

Activate Claim Certificate | Claim Certificate Layout Settings | Reload

Claim Certificate List > Claim Certificate :: 4 ( APPROVED ) >

Claim Certificate Information | Claim Certificate Print Info | **Account Code Settings**

Item Codes

Save

Description	Current Claim	Infrastructure	Building Works
BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	0.00	0	0
BILL NO.2 - PILING WORKS	0.00	0	0
BILL NO.3 - MULTI TYPES	0.00	0	0
BILL NO.4 - SINGLE TYPE	84,595.30	40,000	44,595.3
VARIATION ORDER	0.00	0	0
REQUEST FOR VARIATION CLAIMS	0.00	0	0

- Once successfully validated and saved, you will see the following pop up. Click **“OK”** button.

Item Codes

Save

Item Codes

Description	Current Claim	Infrastructure	Building Works
BILL NO.1 -GENERAL CONDITIONS & PRELIM			0
BILL NO.2 - PILING WORKS			0
BILL NO.3 - MULTI TYPES			0
BILL NO.4 - SINGLE TYPE	84,595.30	40,000	44,595.3
VARIATION ORDER	0.00	0	0

**Success**  
Item Code Settings have been saved successfully.  
Ok