



BUILDSPACE EPROJECT

*For Developer/Main
Contractor (Finance
Department)*

Finance Module

Powered by:



GLOBAL PCK SOLUTIONS SDN BHD (973124-T)

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(BuildSpace Version 3.1)

Last updated: 11/8/2020

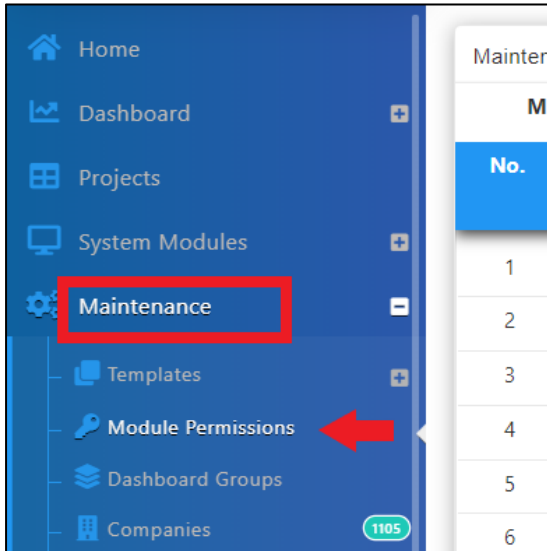
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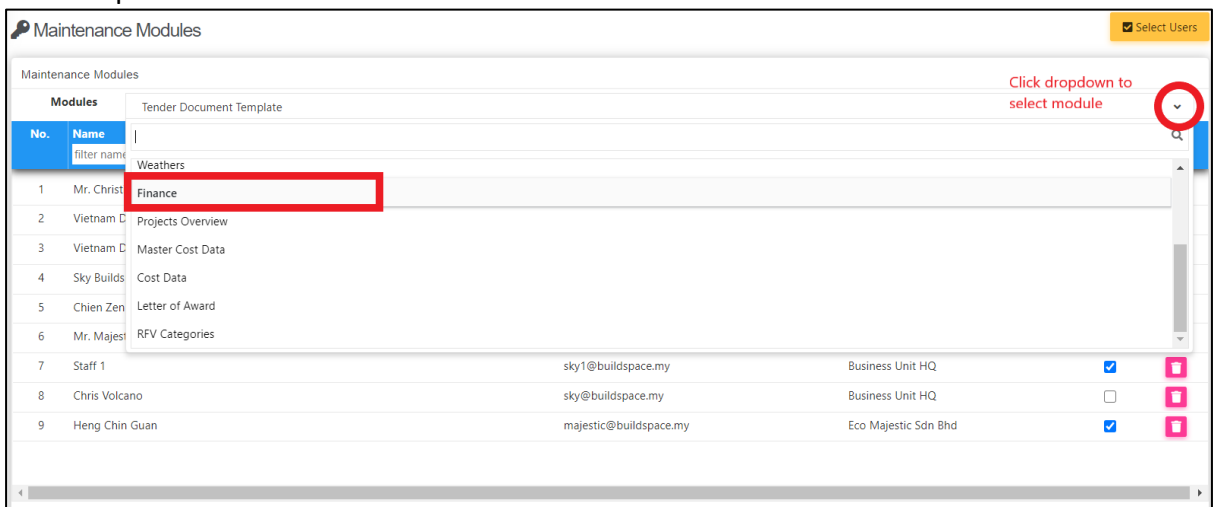
Assign Finance User to access subsidiary project in Finance Module (by Super Admin User)

Note: This action can be assigned by **Super Admin User** only.

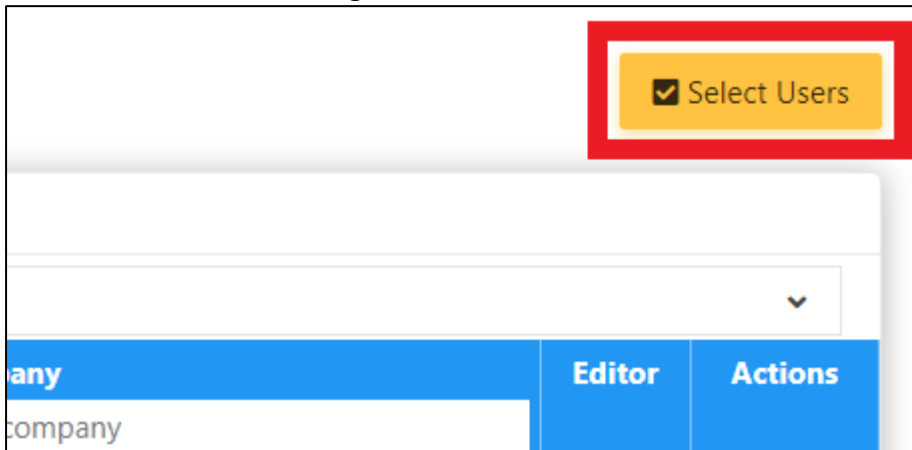
1. In **BuildSpace** eProject system, click **Maintenance > Module Permissions**.



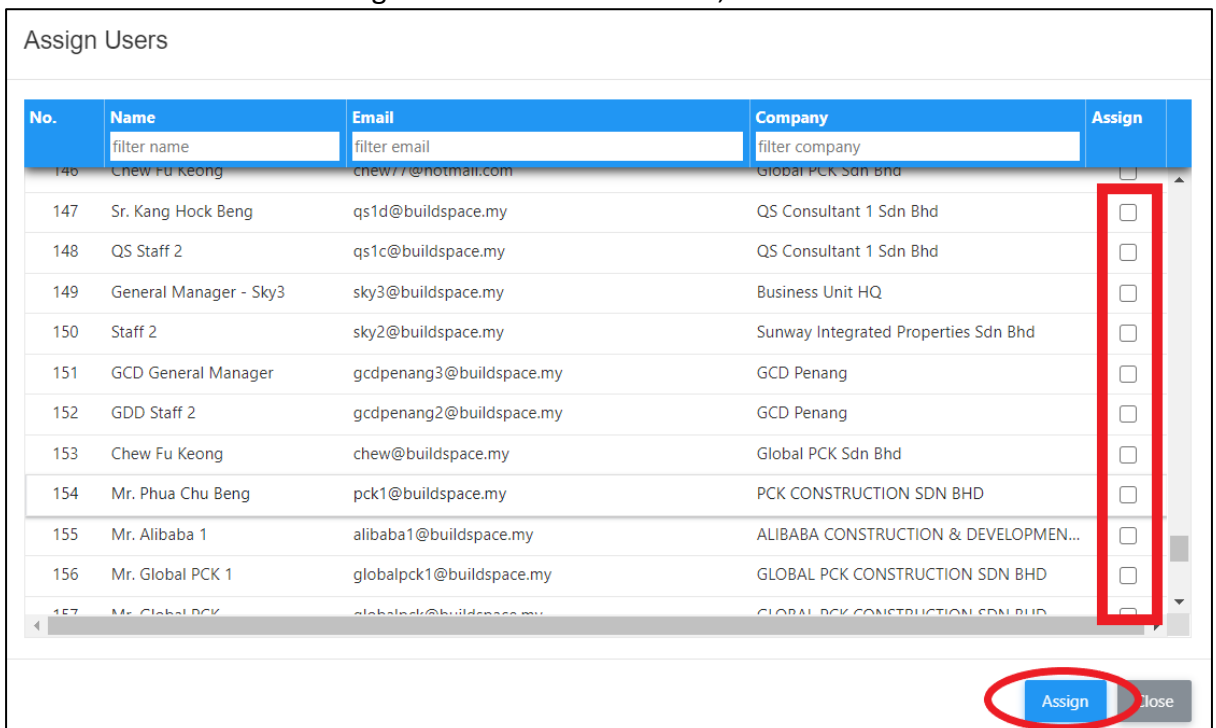
2. Click dropdown icon to select **"Finance"**.



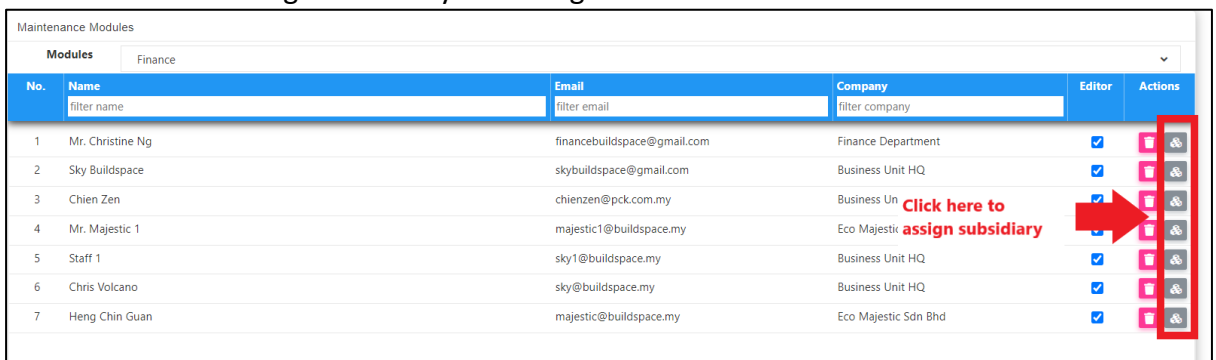
- Click **"Select Users"** to assign user to access Finance module.



- Tick on the check box to assign user to Finance Module, then click **"Save"**.




- Once user has been assigned into Finance module, click **"Subsidiary"** icon under **Action** column to assign subsidiary access right to each user.



6. Click to select & assign subsidiaries to the user. You can assign more than 1 subsidiary for each user. After assigned, click “Save”.

Notes: Selected subsidiary will be highlighted in grey colour

 Assign Subsidiaries

Name

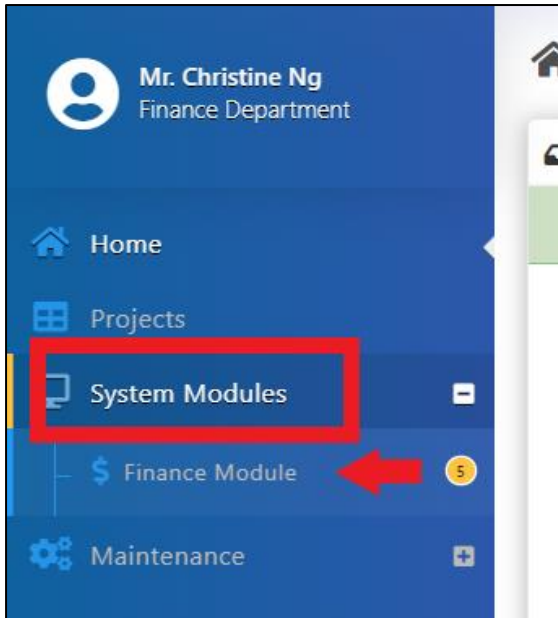
No.	Subsidiary
	<input type="text" value="filter name"/>
1	Laminda Garden
2	POCON CONSTRUCTION SDN BHD
3	URC ENGINEERING SDN BHD
4	URC ENGINEERING SDN BHD (COSMOHOMES)
5	SUNNY UPTOWN
6	Prasarana LRT
7	Bandar Malaysia
8	Bandar Malaysia (Bukit Tengah)

← Click to select and assign subsidiary

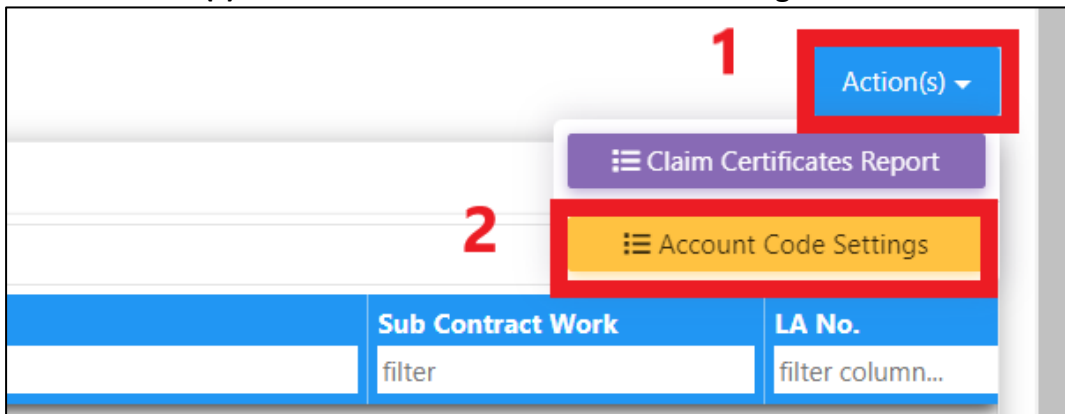
Prepare & Submit Contract Approval Form for Approval (by C&C)

Note: This action is conducted by **C&C**.

1. When the project is in **post contract stage**, system will auto notify C&C user through email. Login to **BuildSpace** eProject, click at **“System Module”** and select **“Finance Module”**.



2. Click at **“Action(s)”** button and select **“Account Code Settings”**.



3. You can see all the contracts will be listed out here. Click on the contract title with “Open” status to open the contract.

No.	Contract Number	Title	Status	Company
1	ACH/BW/C001/20	G1	Open	A-CLUSTER HOMES
2	ACH/CVL/C002/20	G2	Open	A-CLUSTER HOMES
3	ACH/TESS/C003/20	G3	Open	A-CLUSTER HOMES
4	ACH/TESS/C004/20	G4	Open	A-CLUSTER HOMES
5	ACH/ME/C005/20	G5	Open	A-CLUSTER HOMES
6	PC/BW/C001/20	H1	Approved	PANTAI CLUBHOUSE
7	PC/CVL/C002/20	H2	Approved	PANTAI CLUBHOUSE
8	PC/TESS/C003/20	H3	Approved	PANTAI CLUBHOUSE
9	PC/TESS/C004/20	H4	Open	PANTAI CLUBHOUSE
10	PC/ME/C005/20	H5	Open	PANTAI CLUBHOUSE
11	MMSB/BW/C005/20	Testing for New UI - Test 1 Main Project	Approved	Mujur Majestic
12	MMSB/BLD/C009/20	TESTING AWARDED Date	Open	Mujur Majestic

4. After opening the project, you are at now at “Project Code Settings” tab.
 - a) Select apportionment type.
 - *Remarks: C&C to check with Finance to define the value for apportionment type (Land Area, GDV, Total Unit & Build Up Area).
 - b) Click at “Assign Subsidiaries” to assign the project and phases

Name	Subsidiary Code	Build Up Area	Proportion (%)
Mujur Majestic	MMSB	900.00	100.00

5. When click at “Assign Subsidiaries”, you will see the following screen. “Tick” the correct phases and click “Save” button.

Name	Subsidiary Code
<input checked="" type="checkbox"/> Mujur Majestic	MM

6. Fill up the value for those apportionment type that have been selected. If the value has been defined in other project for the same phases, it will be auto-populated from the system. The proportion (%) will be auto calculated from system.

Name	Subsidiary Code	Build Up Area	Proportion (%)
Mujur Majestic	MMSB	900.00	100.00

7. Click at “Item Code Settings” tab and click at “Item Codes” icon.

Account Code	Description	Tax Code
No Data Available		

8. You will see the following pop up screen;
- Select different account system (if have)
 - Choose which item categories applied to this contract by “Ticking” the check boxes
 - Click “Save” button

	Account Code	Description	Tax Code
<input type="checkbox"/>	100123222	Building Works	TX 1
<input type="checkbox"/>	001233333	Infrastructure	
<input type="checkbox"/>	001234444	Lanscaping	



9. Click at “Supplier Code” tab to key in Supplier Code and click “Save”.
*Notes: C&C to check with Finance on the Supplier Code (from Contractor’s KPA Code)

Account Code Settings (Project : TESTING AWARDED Date)

Project Code Settings Item Code Settings **Supplier Code**

Awarded Contractor / Supplier : PCK CONSTRUCTION SDN BHD

Supplier Code

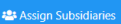
DWSEB  Key in Supplier Code 

10. Back to “Project Code Settings” tab, select “Verifier” and click “Submit” button to submit for approval.

*Remarks: C&C user to assign Finance and C&C as verifier.



Account Code Settings (Project : TESTING AWARDED Date)



Project Code Settings Item Code Settings Supplier Code

Build Up Area 

Name	Subsidiary Code	Build Up Area	Proportion (%)
Mujur Majestic	MMSB	900.00	100.00

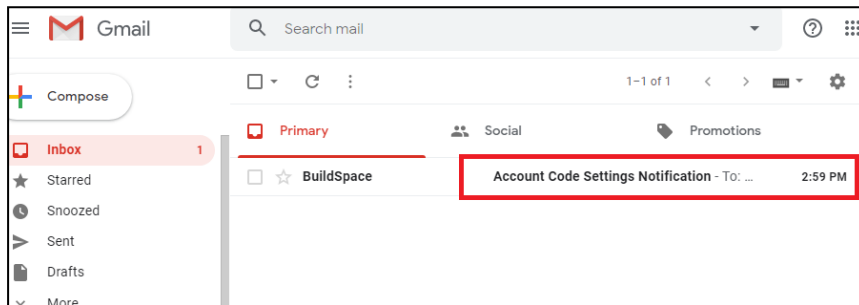
Select Verifiers:

None  Click to select verifier 

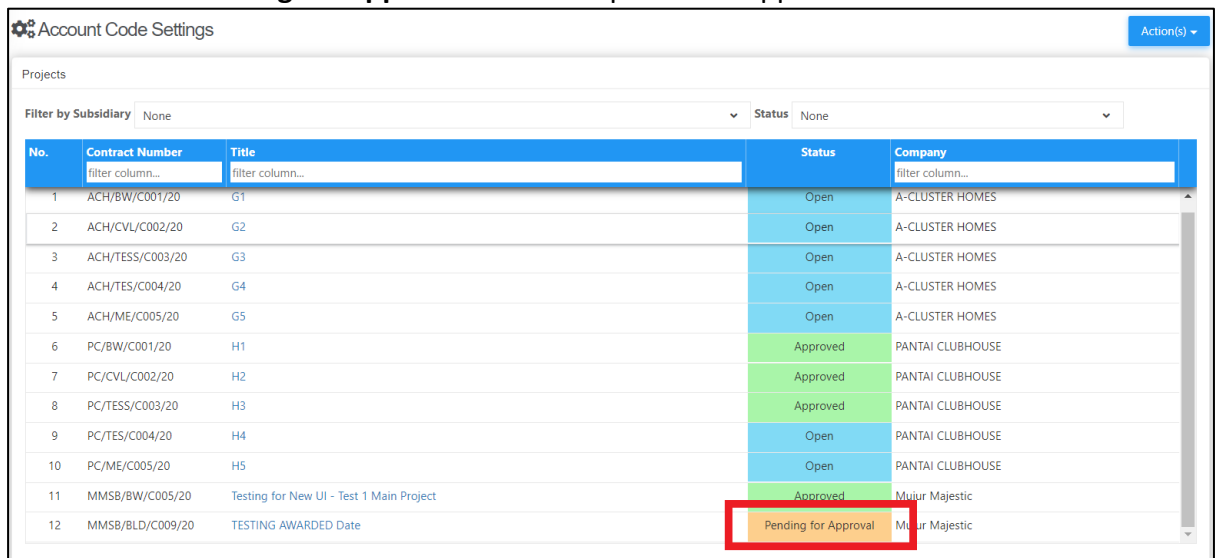
 

Respond Verification for Contract Approval Form

1. The verifier will receive email notification like below;

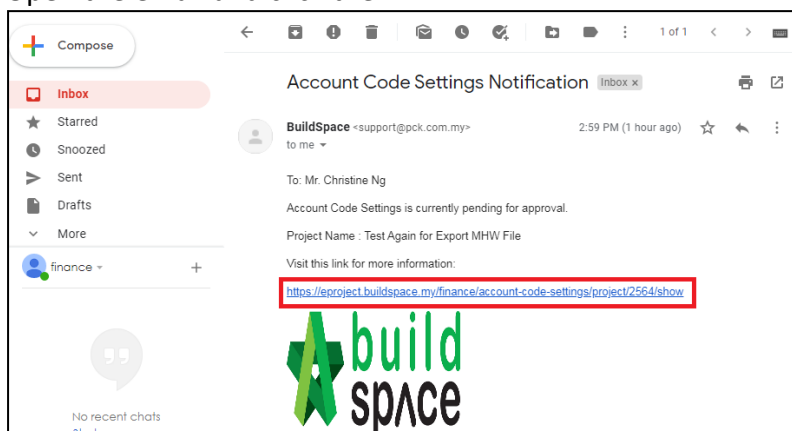


Or the verifier can check from the Finance Module **“Account Code Settings”** for those status **“Pending for Approval”** which require their approval.

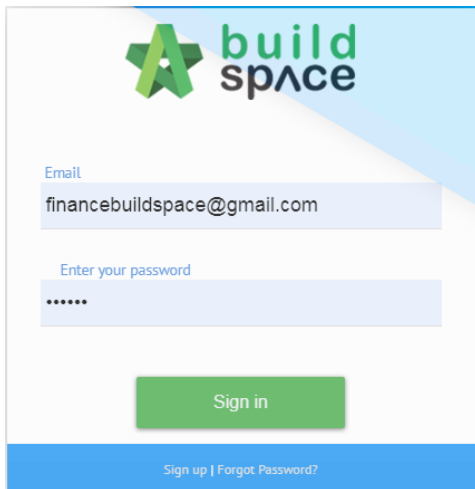


No.	Contract Number	Title	Status	Company
1	ACH/BW/C001/20	G1	Open	A-CLUSTER HOMES
2	ACH/CVL/C002/20	G2	Open	A-CLUSTER HOMES
3	ACH/TESS/C003/20	G3	Open	A-CLUSTER HOMES
4	ACH/TESS/C004/20	G4	Open	A-CLUSTER HOMES
5	ACH/ME/C005/20	G5	Open	A-CLUSTER HOMES
6	PC/BW/C001/20	H1	Approved	PANTAI CLUBHOUSE
7	PC/CVL/C002/20	H2	Approved	PANTAI CLUBHOUSE
8	PC/TESS/C003/20	H3	Approved	PANTAI CLUBHOUSE
9	PC/TESS/C004/20	H4	Open	PANTAI CLUBHOUSE
10	PC/ME/C005/20	H5	Open	PANTAI CLUBHOUSE
11	MMSB/BW/C005/20	Testing for New UI - Test 1 Main Project	Approved	Mujur Majestic
12	MMSB/BLD/C009/20	TESTING AWARDED Date	Pending for Approval	Mujur Majestic

2. Open the email and click the link.

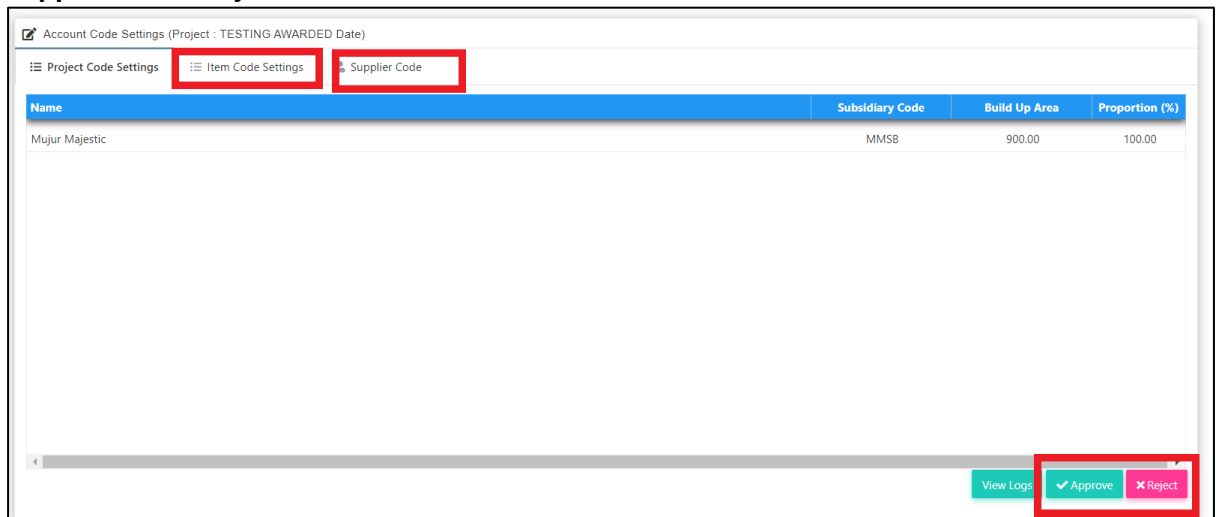


3. Login to **BuildSpace** eProject



The image shows the BuildSpace login interface. At the top left is the BuildSpace logo, which consists of a green stylized 'A' icon followed by the text 'build space'. Below the logo, there is an 'Email' field containing the text 'financebuildspace@gmail.com'. Underneath the email field is a password field with the placeholder text 'Enter your password' and a series of dots representing the password. A green 'Sign in' button is centered below the password field. At the bottom of the form, there are links for 'Sign up' and 'Forgot Password?'.

4. Can click at tab to View **“Item Code Settings”** and **“Supplier Code”**. Then click **“Approve”** or **“Reject”** the form.

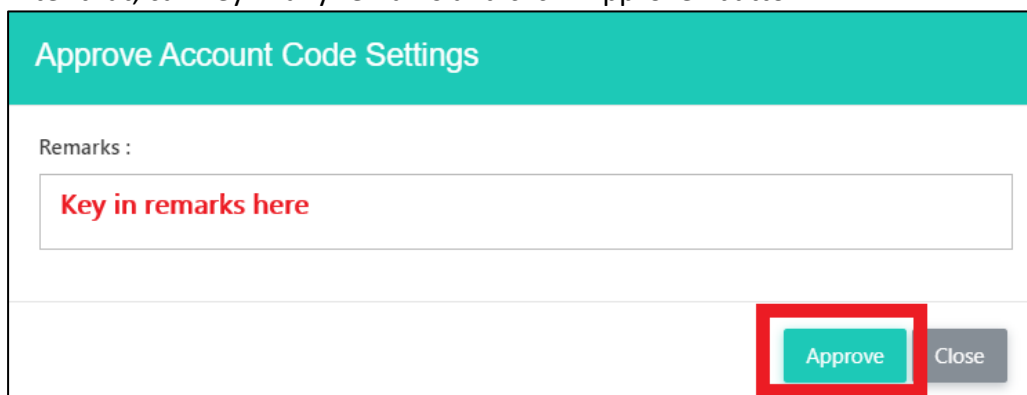


The image displays the 'Account Code Settings' page for a project named 'TESTING AWARDED Date'. The page has three tabs: 'Project Code Settings', 'Item Code Settings', and 'Supplier Code'. The 'Item Code Settings' and 'Supplier Code' tabs are highlighted with red boxes. Below the tabs is a table with the following data:

Name	Subsidiary Code	Build Up Area	Proportion (%)
Mujur Majestic	MMSB	900.00	100.00

At the bottom right of the table, there are three buttons: 'View Logs', 'Approve', and 'Reject'. The 'Approve' and 'Reject' buttons are highlighted with a red box.

5. After that, can key in any remarks and click **“Approve”** button.



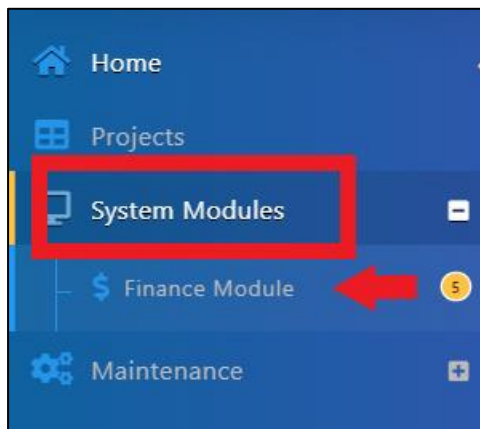
The image shows a dialog box titled 'Approve Account Code Settings'. It has a teal header bar with the title. Below the header, there is a 'Remarks :' label followed by a text input field. Inside the input field, the text 'Key in remarks here' is written in red. At the bottom right of the dialog, there are two buttons: 'Approve' (highlighted with a red box) and 'Close'.

Update Item Code Setting for Approved Claim Certificate (by C&C)

Update Invoice Information (by C&C)

Note: This action is conducted by C&C.

1. C&C user login to **BuildSpace** eProject system, click at “Finance Module”;



2. You will see the latest approved claim certificate appeared at the top. Scroll to the right for more options. Click at “Pending” at “Invoice Information” column to update the invoice information from the contractor.

Finance Module

Claim Certificates

Filter by Subsidiary: None

No.	Contract Number	Title	Company	Contractor	Sub Contract Work	LA No.
1	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER...	BUILDSPACE DEVELOPMENT SDN BHD (Bui...	PCK CONSTRUCTION SDN BHD	-	GDSB/BLD/C00...
2	BMII/BLD/C015/20	etender process without AR and tender res...	Bandar Malaysia	Buildspace Contractor 1	-	BMII/BLD/C015
3	BMII/BLD/C015/20	etender process without AR and tender res...	Bandar Malaysia	Buildspace Contractor 1	-	BMII/BLD/C015
4	RSVM_P2/BLD/C001/20	Test max retention with MOS	Royal Selangor Group (Royal Selangor Ma...	ALIBABA CONSTRUCTION & DEVELOPMEN...	-	RSVM_P2/BLD/...
5	HT/BLD/C006/20	CADANGAN PEMBANGUNAN PERDAGANG...	HILLTOP 118	Buildspace Contractor 5	-	HT/BLD/C006/2
6	MMSB/BLD/C009/20	TESTING AWARDED Date	Mujur Majestic	PCK CONSTRUCTION SDN BHD	-	MMSB/BLD/C0...
7	GESB/MRT/C001/20	High Speed Rail KL to Singapore	Majestic Town	Buildspace Contractor 8	Supply labour for concreting ...	GESB/MRT/C00
8	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER...	BUILDSPACE DEVELOPMENT SDN BHD (Bui...	GLOBAL PCK CONSTRUCTION SDN BHD	Concrete Works (Supply Mate...	GDSB/BLD/C00
9	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER...	BUILDSPACE DEVELOPMENT SDN BHD (Bui...	ALIBABA CONSTRUCTION & DEVELOPMEN...	Concrete Works (Supply Labo...	GDSB/BLD/C00
10	PC/BW/C001/20	H1	PANTAI CLUBHOUSE	ABC Construction	-	PC/BW/C001/2i

Navigation: First Prev 1 2 3 4 5 Next Last

\$ Finance Module Action(s) ▾

Claim Certificates

Filter by Subsidiary: None

No.	Contract Number	Title	Status	Print	Send	Invoice	Invoice Informati...	Accounting Export	Payment Collection
1	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER...	Pending	Log 0	Log 0	Pending	Log 0	Log 0	Log 0
2	BMI/BLD/C015/20	etender process without AR and tender res...	Pending	Log 0	Log 0	Pending	Log 0	Log 0	Log 0
3	BMI/BLD/C015/20	etender process without AR and tender res...	Pending	Log 0	Log 0	Pending	Log 0	Log 0	Log 0
4	RSVM_P2/BLD/C001/20	Test max retention with MOS	Pending	Log 2	Log 0	Updated	Log 0	Log 0	Log 0
5	HT/BLD/C006/20	CADANGAN PEMBANGUNAN PERDAGANG...	Pending	Log 1	Log 0	Updated	Log 0	Log 0	Log 0
6	MMSB/BLD/C009/20	TESTING AWARDED Date	Pending	Log 0	Log 0	Updated	Log 0	Log 0	Log 0
7	GESB/MRT/C001/20	High Speed Rail KL to Singapore	Pending	Log 1	Log 6	Pending	Log 0	Log 0	Log 3
8	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER...	Pending	Log 1	Log 1	Pending	Log 0	Log 0	Log 1
9	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER...	Pending	Log 0	Log 0	Pending	Log 0	Log 0	Log 0
10	PC/BW/C001/20	H1	Pending	Log 0	Log 1	Pending	Log 4	Log 0	Log 0

First Prev 1 2 3 4 5 Next Last

3. Update the following invoice information;
 - a) Invoice number
 - b) Invoice Date
 - c) Post Month (will auto generate when selected invoice date but still can change manually)
 - d) Click "Save"

Claim Certificate Invoice Information

Invoice No.:

Invoice Date:

Post Month:

4. Once click save, click at "Pending" on status column to view claim cert again.

\$ Finance Module Action(s) ▾

Claim Certificates

Filter by Subsidiary: None

No.	Contract Number	Title	Status	Print	Send	Invoice	Invoice Informati...	Accounting Export	Payment Collection
1	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER...	Pending	Log 0	Log 0	Updated	Log 0	Log 0	Log 0
2	BMI/BLD/C015/20	etender process without AR and tender res...	Pending	Log 0	Log 0	Pending	Log 0	Log 0	Log 0
3	BMI/BLD/C015/20	etender process without AR and tender res...	Pending	Log 0	Log 0	Pending	Log 0	Log 0	Log 0
4	RSVM_P2/BLD/C001/20	Test max retention with MOS	Pending	Log 2	Log 0	Updated	Log 0	Log 0	Log 1
5	HT/BLD/C006/20	CADANGAN PEMBANGUNAN PERDAGANG...	Pending	Log 1	Log 0	Updated	Log 0	Log 0	Log 0
6	MMSB/BLD/C009/20	TESTING AWARDED Date	Pending	Log 0	Log 0	Updated	Log 0	Log 0	Log 0
7	GESB/MRT/C001/20	High Speed Rail KL to Singapore	Pending	Log 1	Log 6	Pending	Log 0	Log 0	Log 3
8	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER...	Pending	Log 1	Log 1	Pending	Log 0	Log 0	Log 1
9	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER...	Pending	Log 0	Log 0	Pending	Log 0	Log 0	Log 0
10	PC/BW/C001/20	H1	Pending	Log 0	Log 1	Pending	Log 4	Log 0	Log 0

Export File to KPA (by C&C)

1. After Invoice Information is updated by C&C user, C&C to click at “**Accounting Export**” button to export the file. You can download & print out CPR as well.

Finance Module

Claim Certificates

Filter by Subsidiary: None

nt No.	Contract Number	Title	Status	Print	Send	Invoice	Invoice Informati...	Ac	Collection
1	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER...	Pending	Click to print CPR	Log 0		Updated	Log 0	Log 0
2	BMII/BLD/C015/20	etender process without AR and tender res...	Pending	Log 0	Log 0		Pending	Log 0	Log 0
3	BMII/BLD/C015/20	etender process without AR and tender res...	Pending	Log 0	Log 0		Pending	Log 0	Log 0
4	RSVM_P2/BLD/C001/20	Test max retention with MOS	Pending	Log 2	Log 0		Updated	Log 0	Log 1
5	HT/BLD/C006/20	CADANGAN PEMBANGUNAN PERDAGANG...	Pending	Log 1	Log 0		Updated	Log 0	Log 0
6	MMSB/BLD/C009/20	TESTING AWARDED Date	Pending	Log 0	Log 0		Updated	Log 0	Log 0
7	GESB/MRT/C001/20	High Speed Rail KL to Singapore	Pending	Log 1	Log 6		Pending	Log 0	Log 3
8	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER...	Pending	Log 1	Log 1		Pending	Log 0	Log 1
9	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER...	Pending	Log 0	Log 0		Pending	Log 0	Log 0
10	PC/BW/C001/20	H1	Pending	Log 0	Log 1		Pending	Log 4	Log 0

First Prev 1 2 3 4 5 Next Last

2. Prior to export to Accounting, C&C still able to apportion the approved claim amount based on phases allocated.

Export to Accounting

<input checked="" type="checkbox"/>	Name	Subsidiary Code	Build Up Area	Proportion (%)
<input checked="" type="checkbox"/>	PANTAI CLUBHOUSE	PC	200.00	100.00

Close **Export to Accounting**

- After downloaded the "Export to Accounting" file, C&C need to email the file to Finance PIC.

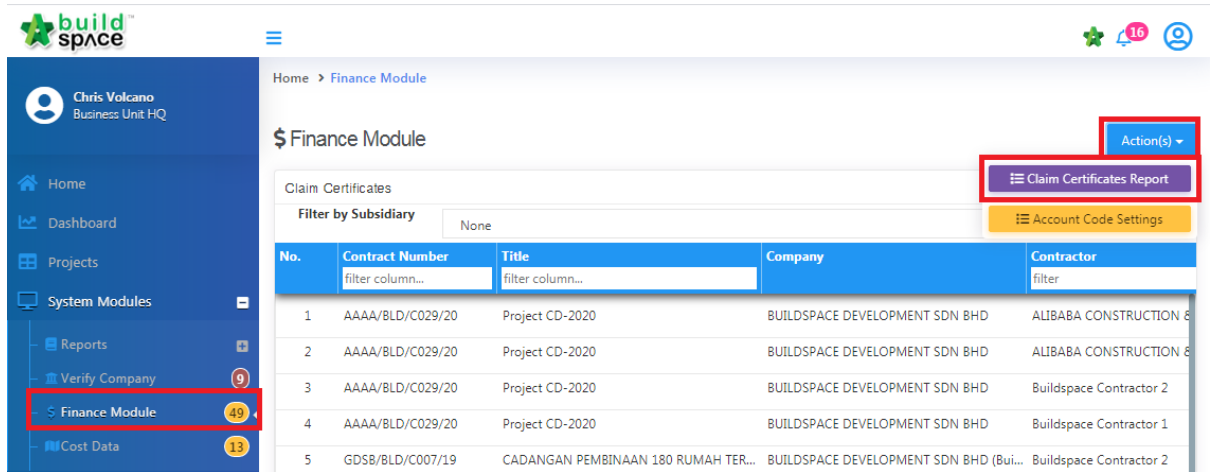
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W		
Journal	Type	Cc	Unique Key	Company	Company Na	Project Cod	Project Nam	Phase Code	Phase Nam	Description	Currency	Claim No.	Invoice No.	Invoice Date	Post Month	ment Due	Period End	Supplier RO	Supplier Cod	Supplier Nam	Account Cod	Description	Net Amount	
	PIV	V1863	AAAA	DEVELOPM	BG	rden Constr	ZON1	Zone 1	D-2020 (Cl	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020					00123222	ilding Work	100000	
	PIV	V1863	AAAA	DEVELOPM	BG	rden Constr	ZON2	Zone 2	D-2020 (Cl	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020					00123222	ilding Work	100000	
	PIV	V1863	AAAA	DEVELOPM	BG	rden Constr	ZON1	Zone 1	D-2020 (Cl	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020					00123333	infrastructur	101161.5	
	PIV	V1863	AAAA	DEVELOPM	BG	rden Constr	ZON2	Zone 2	D-2020 (Cl	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020					00123333	infrastructur	101161.5	
	PIV	V1863	AAAA	DEVELOPM	BG	rden Constr	ZON1	Zone 1	D-2020 (Cl	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020		13313	100020055	pace Contractor 1		00123111		-362091
	PIV	V1863	AAAA	DEVELOPM	BG	rden Constr	ZON1	Zone 1	D-2020 (Cl	MYR	1	00555000	27/04/2020	202004	27/04/2020	27/04/2020								-40232.3

Remarks: C&C PIC still require to submit the following hardcopy to Finance: -

1. Approved CPR (with CPR verification log)
2. Original QS Cert
3. Original Architect Cert
4. Original Contractor's Invoice

Export New Finance Reports

1. Finance user login to the system, go to **“System Modules”** > click at **“Finance module”**. Then at Finance module, click at **“Action”** > select **“Claim Certificates Report”**



Home > Finance Module

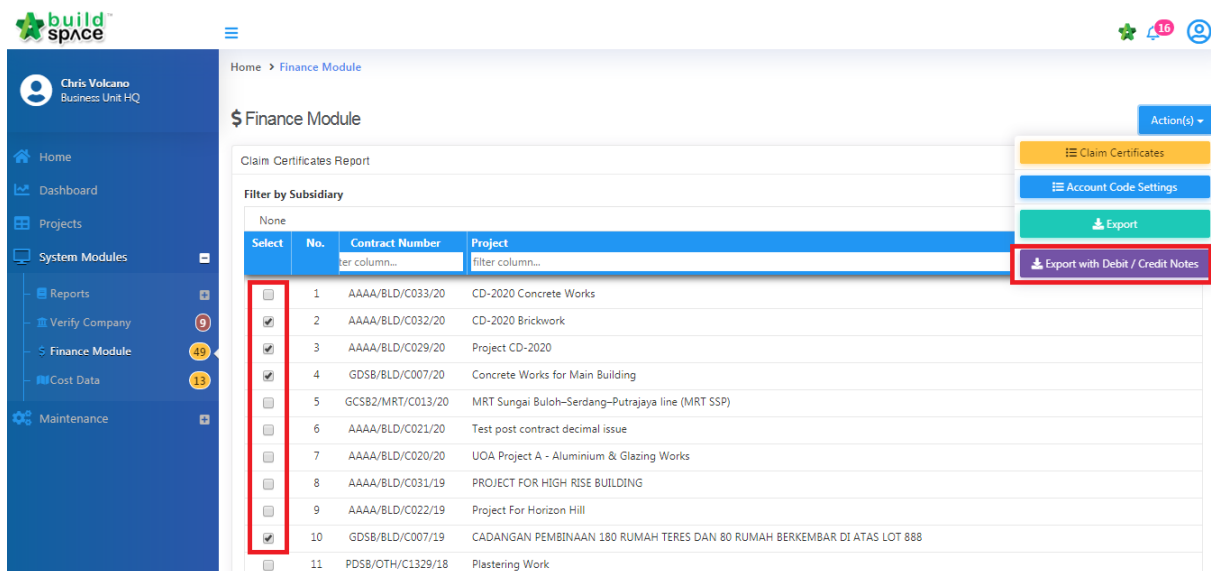
\$ Finance Module

Claim Certificates

Filter by Subsidiary: None

No.	Contract Number	Title	Company	Contractor
1	AAAA/BLD/C029/20	Project CD-2020	BUILDSPACE DEVELOPMENT SDN BHD	ALIBABA CONSTRUCTION &
2	AAAA/BLD/C029/20	Project CD-2020	BUILDSPACE DEVELOPMENT SDN BHD	ALIBABA CONSTRUCTION &
3	AAAA/BLD/C029/20	Project CD-2020	BUILDSPACE DEVELOPMENT SDN BHD	Buildspace Contractor 2
4	AAAA/BLD/C029/20	Project CD-2020	BUILDSPACE DEVELOPMENT SDN BHD	Buildspace Contractor 1
5	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TER...	BUILDSPACE DEVELOPMENT SDN BHD (Bui...	Buildspace Contractor 2

2. Then **“Tick”** to choose the contracts that you want to export and follow by click at **“Action(s)”** > **“Export with Debit/Credit Notes”**



Home > Finance Module

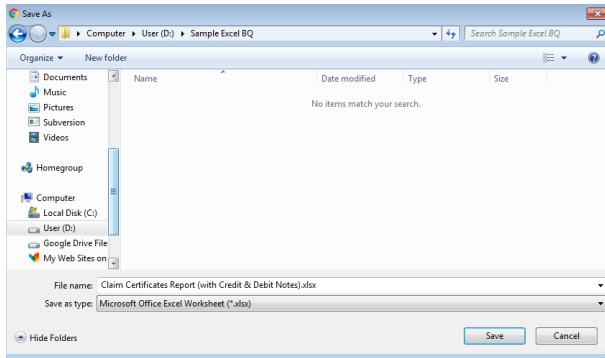
\$ Finance Module

Claim Certificates Report

Filter by Subsidiary: None

Select	No.	Contract Number	Project
<input type="checkbox"/>	1	AAAA/BLD/C033/20	CD-2020 Concrete Works
<input checked="" type="checkbox"/>	2	AAAA/BLD/C032/20	CD-2020 Brickwork
<input checked="" type="checkbox"/>	3	AAAA/BLD/C029/20	Project CD-2020
<input checked="" type="checkbox"/>	4	GDSB/BLD/C007/20	Concrete Works for Main Building
<input type="checkbox"/>	5	GCSB2/MRT/C013/20	MRT Sungai Buloh-Serdang-Putrajaya line (MRT SSP)
<input type="checkbox"/>	6	AAAA/BLD/C021/20	Test post contract decimal issue
<input type="checkbox"/>	7	AAAA/BLD/C020/20	UOA Project A - Aluminium & Glazing Works
<input type="checkbox"/>	8	AAAA/BLD/C031/19	PROJECT FOR HIGH RISE BUILDING
<input type="checkbox"/>	9	AAAA/BLD/C022/19	Project For Horizon Hill
<input checked="" type="checkbox"/>	10	GDSB/BLD/C007/19	CADANGAN PEMBINAAN 180 RUMAH TERES DAN 80 RUMAH BERKEMBAR DI ATAS LOT 888
<input type="checkbox"/>	11	PDSB/OTH/C1329/18	Plastering Work

3. Choose the location to save the file.



4. Can see the exported file with multiple sheets. Each sheet contains each contract's information.

