



## Update Variation Order Progress Claim

For Admin / Normal User

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(BuildSpace Version 2.3)

Last updated: 13/10/2020

## Update Variation Order Progress Claim

Note: When VO is approved, the RFV claimed amount will be deducted under current claim certificate. Therefore, user **MUST** update the RFV claimed amount into VO claim once VO is approved.

- To update VO claim, go to **BuildSpace Pro** and click at **Variation Order**.

No.	Description	Overall Total
<b>High Rise Building Development Phase 3A</b>		
1	BILL NO.1 - PRELIMINARIES	852,500.00
2	BILL NO.2 - PILING WORKS	1,179,754.88
3	BILL NO.3 - MULTI TYPES	9,919,947.45
4	BILL NO.4 - SINGLE TYPE	1,209,493.29
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00
	<b>VARIATION ORDER</b>	<b>107,333.15</b>
	REQUEST FOR VARIATION CLAIMS	
	MISCELLANEOUS	
	ADVANCE PAYMENT	

- Double click at the VO. (Make sure the VO's status is **Approved**).

No.	RFV No.	Description	Attachment	Type	Claim Cert No.	Budget	Omission	Addition	Nett Omission/Addition	Up To Date Claim	Status
1	1	VO Number: 1 - Additional Floor Slab	Upload	BUDGETARY	2	245,115.00	7,519.05	114,852.20	107,333.15	51,938.18	APPROVED
2				BUDGETARY							

↑  
Make sure the VO is approved

- Click **Claim Revisions**

No	Bill Ref	Total Unit	Description	Attachment	Type	Unit
1			WORK BELOW GROUND FLOOR LEVEL	Upload	HEAD 1	
2			Damp proof membrane, well lapped in the joints and sealed with approved pressure sensitive tape, turned up against wall for at least the full thickness of floor (measured nett : allow for laps and turn up)	Upload	HEAD 1	
3	A.	1	Single layer 0.25mm thick polythene vapour barrier, under floor slab.	Upload	ITEM	m3
4			Vibrated reinforced concrete Grade 35/20, as specified, in,	Upload	HEAD 1	
5	B.	1	Pad footing	Upload	ITEM	m3

4. Click **Add New Claim**.

build space | Post Contract

Post Contract > High Rise Building Development Phase 3A (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates | Account Code Settings | VARIATION ORDER

Variation Orders > VO Number: 1 - Additional Floor Slab >

Variation Order Items | Claim Revisions

+ Add New Claim - Delete Row

No.	Claim Version
1	Version No. 1
2	

5. Click **“Yes”** and proceed to update VO claim.

**Add New Claim**

Are you sure you want to add new claim revision?

This action will disable editing of amount and percentage for the current claim revision.

Yes No

6. Then a new claim version will be created with **“In Progress”** status. After that, go back to **Variation Order Items**.

build space | Post Contract

Post Contract > High Rise Building Development Phase 3A (Status: POST CONTRACT)

Project Breakdown | Project Properties | Claim Certificates | Account Code Settings | VARIATION ORDER

Variation Orders > VO Number: 1 - Additional Floor Slab >

Variation Order Items | Claim Revisions

+ Add New Claim - Delete Row

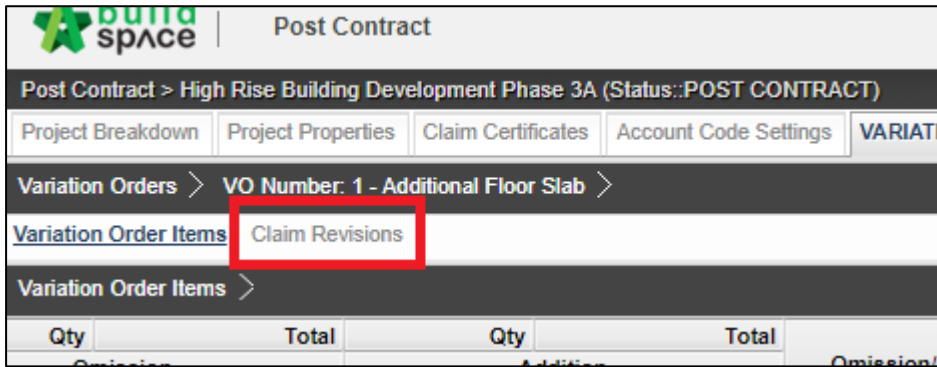
No.	Claim Version	Claim Cert No.	Current Viewing Claim	Status
1	Version No. 1	2	View This Revision	Locked
2	Version No. 2		✓	In Progress
3				

7. Scroll to the right and press **“Enter”** to update VO workdone.

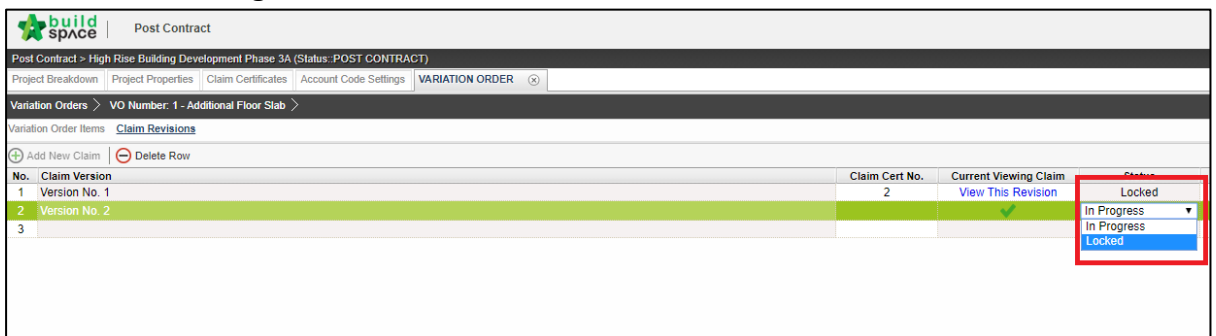
Total	Qty Addition	Total	Omission/Addition	Nett	%	Qty Previous Claim	Amount	%	Qty Current Claim	Amount	%	Qty Up To Date Claim	Amount
14.65	40.00	434.00	119.35	30.00%	3.30	35.81						3.30	35.81
62.45	300.00	3,255.00	2,202.55	30.00%	60.90	660.77						60.90	660.77
51.95	800.00	8,680.00	2,528.05										

Press "Enter" to update VO workdone

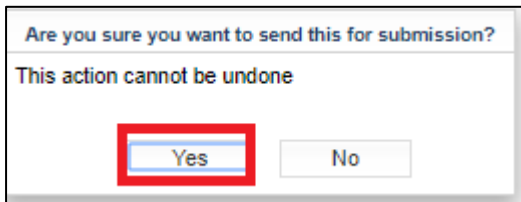
8. After updated the VO work done, click at **Claim Revision**.



9. To finalize the VO work done for this month, Press **“Enter”** to set the claim version status from **“In Progress”** to **“Locked”**.



10. Press **Yes** to lock the VO claim version.



11. Once locked, the VO claim amount to sync to current claim certificate.

