Update Preliminary Progress Claim

For Admin / Normal User

Powered by:

GLOBAL PCK SOLUTIONS SDN BHD (973124-T)
3-2 Jalan SU 1E, Persiaran Sering Ukay 1
Sering Ukay, 68000 Ampang, Selangor, Malaysia
Tel :+603-41623698 Fax :+603-41622698
Email: info@pck.com.my
Website: www.BuildSpace.my

(BuildSpace Version 3.5)

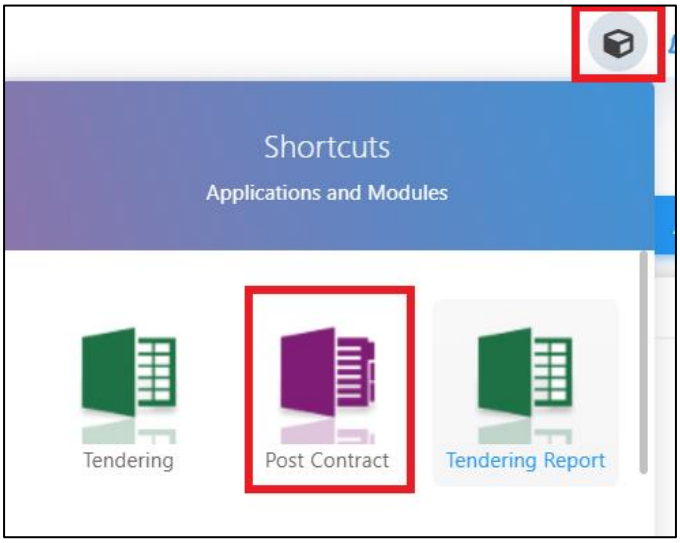
Last updated: 24/11/2021

Update BQ Progress Claim

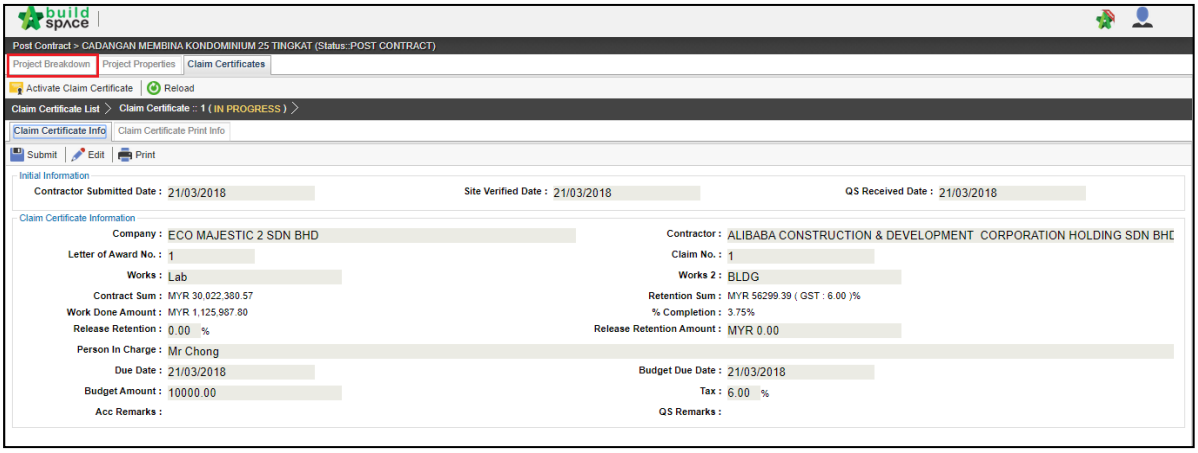
Ensure the claim is already activated.

User will need to set the initial, recurring and final amount during the first claim. After the first claim, user will not be able to set the amount for initial, recurring and final payment.

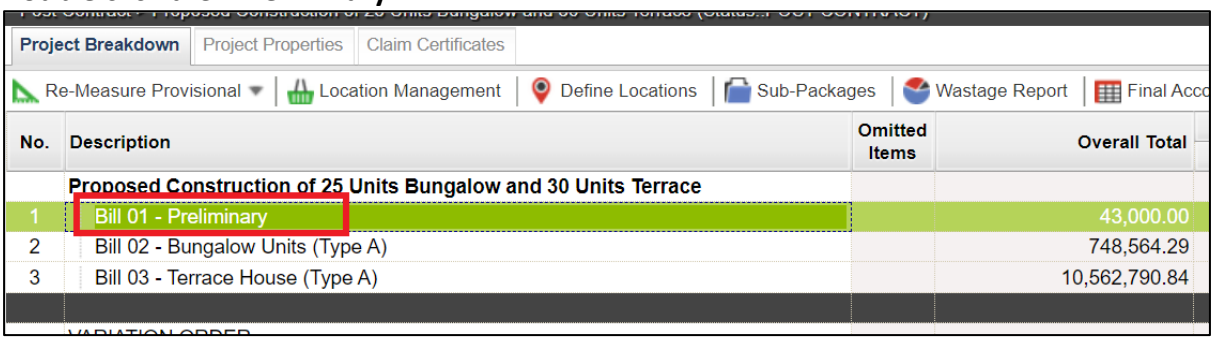
1. Click the cube button and click “Post Contract”



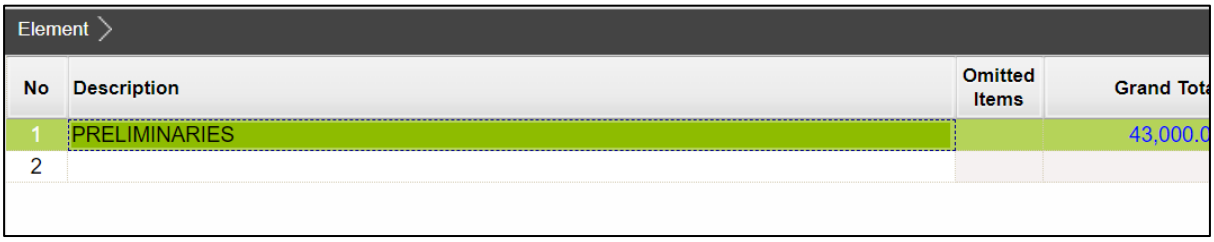
2. Click **“Project Breakdown”** to update the claim.



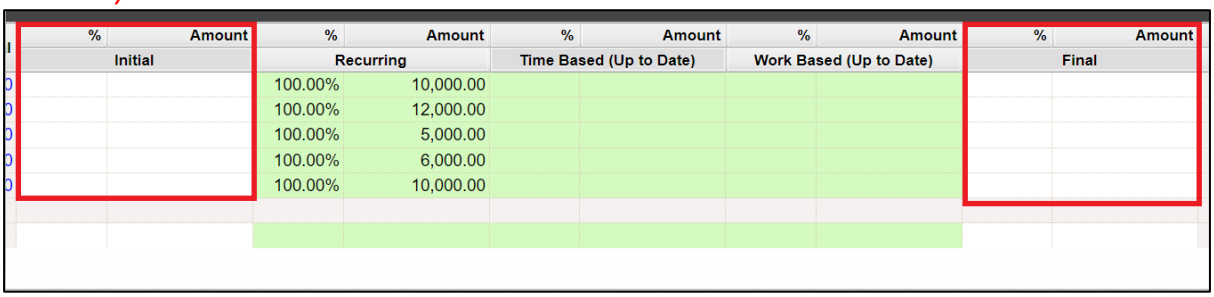
3. **Double click** the **“Preliminary Bill”.**



4. **Double click** into the Element

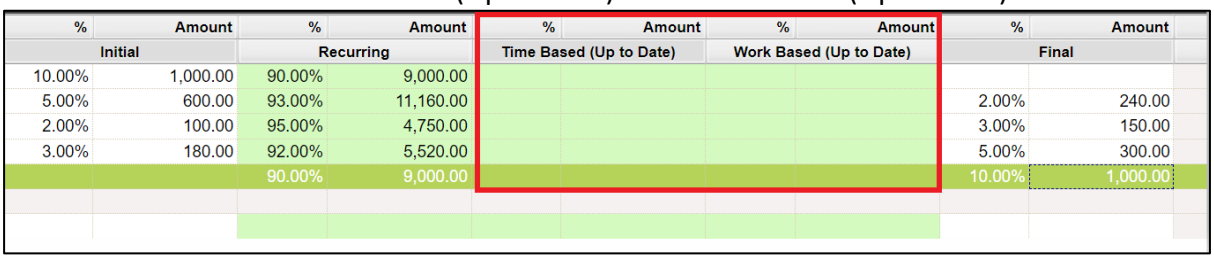


5. Select row (% or Amount) and press "Enter" to input the initial and final "%" or "Amount". Press "Enter" again to save. *(This is just to set the initial, recurring and final amount. Once initial and final amount have been inputted, the recurring % and amount will be automatically adjusted. User will need to input for all items claimable in the preliminary bill even if no claim will be done during the first claim. It can only be done one time)*

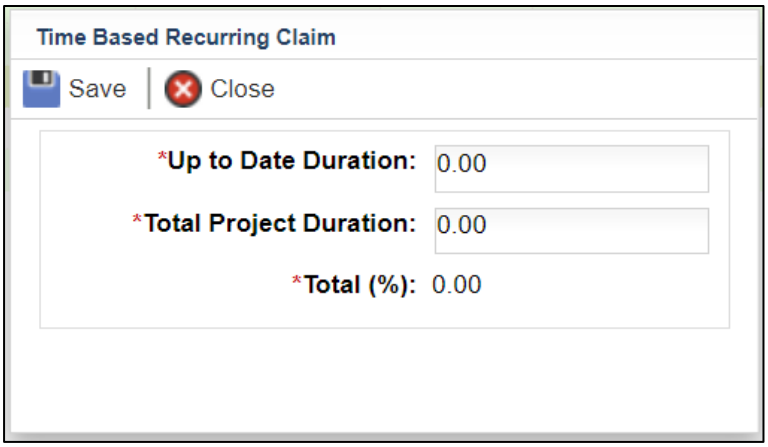


Once the amount for initial and final has been inserted, you can proceed to following steps to claim for preliminary bill.

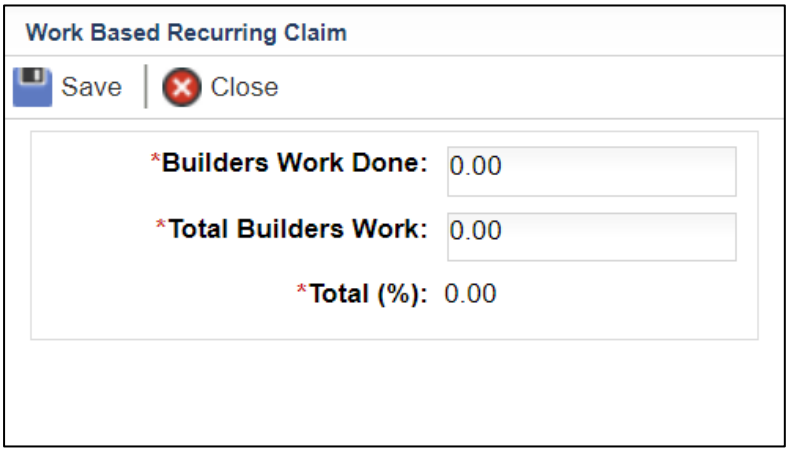
6. Double click at either "Time Based (Up to Date)" or "Work Based (Up to Date)"



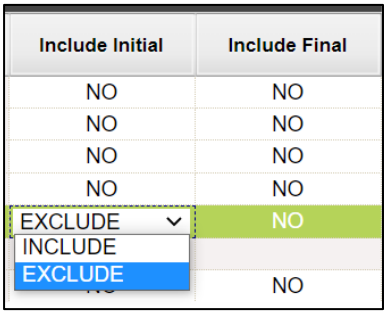
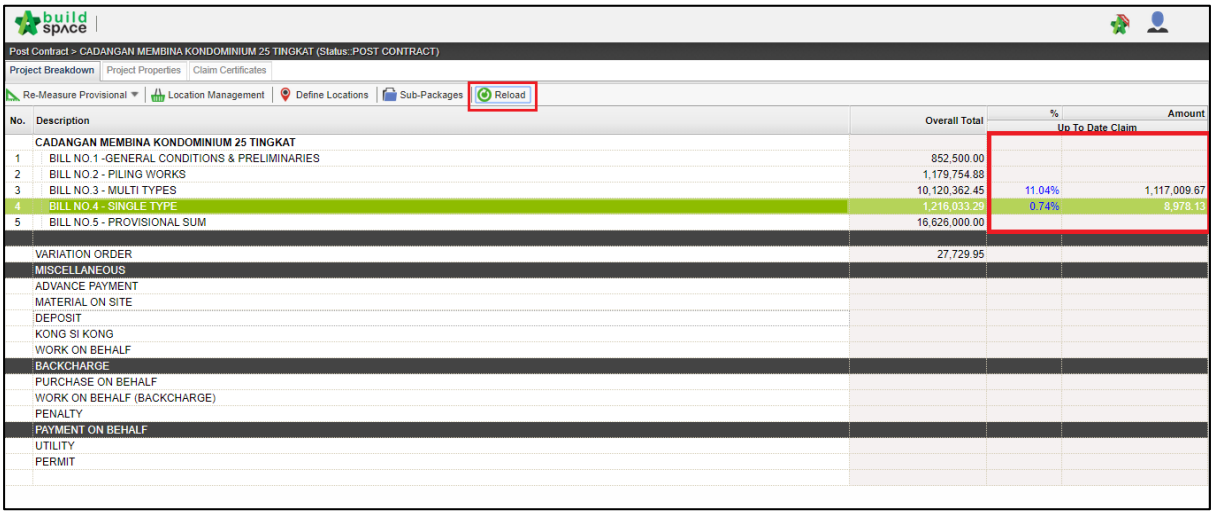
7. If “Time Based”: Key in the “Up to Date Duration” and “Total Project Duration” *(Suggest to use total project duration and claim based on current duration ie: total duration of project is 12 months, current up to date duration is 2 months. The total % will be adjusted accordingly. If the % does not appear, just click at the area and it will generate the total.)*



If “Work Based”: Key in “Builders Work Done” and “Total Builders Work” *(Suggest to use % for this. Ie: Total Builders Work will be 100 and Builders Work Done will be % of work done up to date. The total % will be adjusted accordingly. If the % does not appear, just click at the area and it will generate the total)*



8. User will be able to select to include Initial or Include Final for that claim. If the claim done is inclusive of either one or both, then click at the row, Press “Enter” and change to “Include”. Press “Enter” again to save.



9. Once you have done updating the claim, click **project breakdown** and click **“Reload”** to **see the latest updated claim.**