



ProjectVIEW^{ERP}

Cost Monitoring Solution

Customer Contacts & Certificates

This section describes how the Customer contracts and certificates are created and managed in ProjectVIEW.

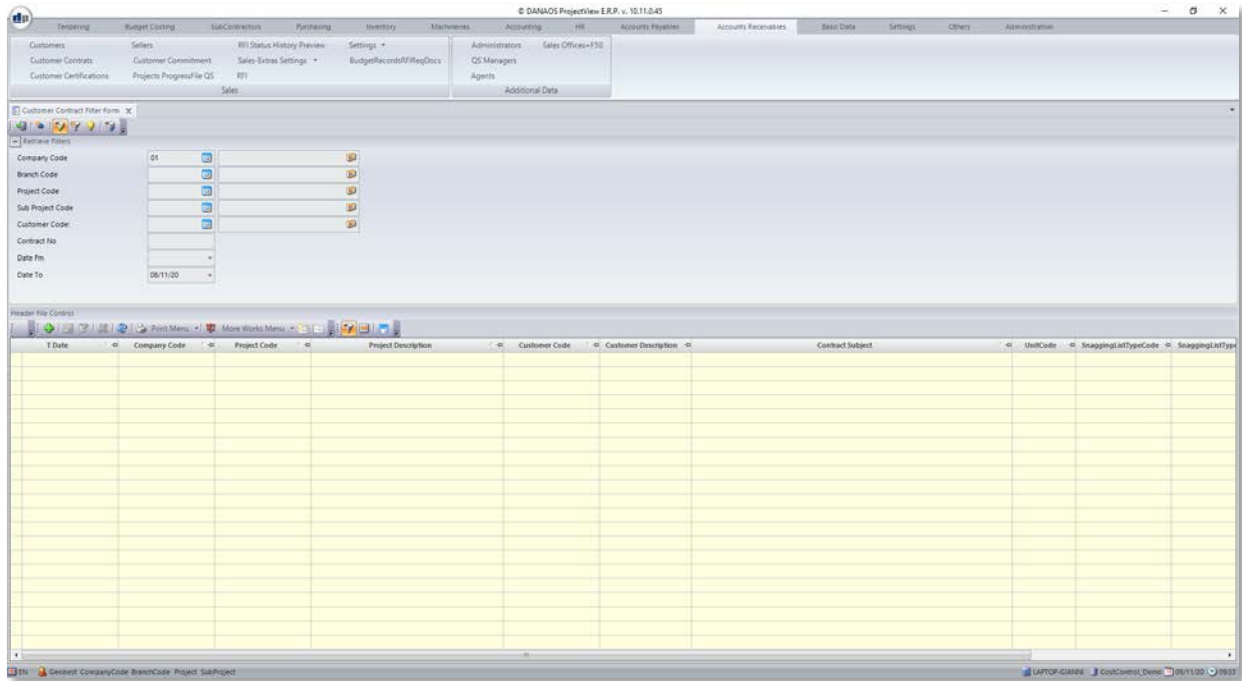
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1 Customer Contracts

To view the Contracts, the user has to navigate to:

“Accounts Receivable” > “Sales” > “Customer Contracts”



The user can request a list of customer contracts already existing in the system by pressing the *“Retrieve”* button. To limit the number of retrieved results, parameters can be used.

Adding or editing a contract will display the customer contract form

1.1 Customer Contract Form

1.1.1 Basic Data

This tab contains the contract's basic information.

The following fields are mandatory:

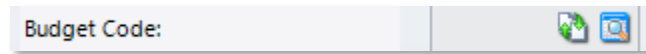
- ✓ T date
- ✓ Company Code
- ✓ Branch Code
- ✓ Project Code
- ✓ Customer Code
- ✓ Budget Code
- ✓ Contract No
- ✓ Date Start
- ✓ Date Finish
- ✓ Department Code

The user must then save the contract. After that, they can insert lines in the grid and add deductions as described below.

Note

There is also a “*Snagging List Type*” field. This allows the user to select a predefined snagging list (like a checklist) which all certificates of the contract will have to adhere to. Snagging lists can be created using the Accounts Payable module.

Having saved the contract, the user can automatically add grid lines by clicking the green button in the “*Budget Code*” field:



This will read the budget and populate the contract’s grid with the budget’s lines

1.1.2 Deductions

This tab allows the user to add deductions to this contract

The screenshot displays the 'Deductions' tab in the ProjectVIEW ERP software. The interface is divided into several sections:

- Menu Bar:** Includes options like 'Customers', 'Sales', 'W11 Status History Preview', 'Settings', 'Administrators', 'Sales Office-F50', 'Customer Contracts', 'Customer Commitment', 'Sales Extras Settings', 'BudgetRecords/PlayDocs', 'CS Managers', 'Agents', 'Customer Certifications', 'Projects Progress File Q5', 'B11', 'Additional Data', and 'Accounts Payables'.
- Toolbar:** Contains icons for 'Basic Data', 'Approvals', 'Connected Documents', 'Customer Contract PrePayments', 'Bonds', 'Payment Terms', and 'Customer Contract Budgets'.
- Deductions Grid:** A table with columns: 'Deduction Type Code', 'Deduction Type Description', 'Deduction Perc', 'Deduction Amo', 'ValFlag', and 'DaysToReturnRetain'. It shows two entries:

Deduction Type Code	Deduction Type Description	Deduction Perc	Deduction Amo	ValFlag	DaysToReturnRetain
11	Customer Sales Retention	10.00 %	0.00		0
96	Customer Advance Payment Recovery	15.00 %	0.00		0
- Cost Model Grid:** A detailed table with columns: 'Line Num User', 'Item Code', 'Item Description', 'Item Analytical Description', 'Item Unit Code', 'Qty', 'U Price', 'Variation Qty', 'Total Amount', 'Total Amount L', 'Cost Model Code', and 'Cost Model Description'. It lists various construction items such as 'SITE CONSTRUCTION', 'EARTHWORK', 'All excavation for foundation in any material what so ever', 'Engineering backfill with material arising from excavation', 'Exc. Terminate Treatment destroy anti-nests and vermin etc', 'FENCING AND GROUTING', 'Rates for measured work (in linear meter) are deemed to i', 'Rates for measured work (in meter cube) are deemed to i', 'CONCRETE', 'CAST IN PLACE CONCRETE', 'Under foundations (100 mm thick)', 'Under ground beams (100 mm thick)', 'Foundations', and 'Column & walls'.

Line Num User	Item Code	Item Description	Item Analytical Description	Item Unit Code	Qty	U Price	Variation Qty	Total Amount	Total Amount L	Cost Model Code	Cost Model Description
0	25.02	SITE CONSTRUCTION			0.000	0.000	0.000	0	0	BASIC	Basic Model
0	25.02.300	EARTHWORK			0.000	0.000	0.000	0	0	BASIC	Basic Model
0	25.02.300A	All excavation for foundation in any material what so ever		m3	1.063.000	118.000	0.000	126.497	0	BASIC	Basic Model
0	25.02.300B	Engineering backfill with material arising from excavation		m3	584.000	58.300	0.000	34.740	0	BASIC	Basic Model
0	25.02.300C	Exc. Terminate Treatment destroy anti-nests and vermin etc		m2	498.000	3.400	0.000	1.489.2	0	BASIC	Basic Model
0	25.02.310	FENCING AND GROUTING			0.000	0.000	0.000	0	0	BASIC	Basic Model
0	25.02.310D	Rates for measured work (in linear meter) are deemed to i		m	100.000	170.000	0.000	17.000	0	BASIC	Basic Model
0	25.02.310A	Rates for measured work (in meter cube) are deemed to i		m3	94.000	1.360.000	0.000	127.940	0	BASIC	Basic Model
0	25.02.310B	Rates for measured work (in meter cube) are deemed to i		m3	4.000	1.020.000	0.000	4.080	0	BASIC	Basic Model
0	25.03	CONCRETE			0.000	0.000	0.000	0	0	BASIC	Basic Model
0	25.03.300	CAST IN PLACE CONCRETE			0.000	0.000	0.000	0	0	BASIC	Basic Model
0	25.03.300A	Under foundations (100 mm thick)		m2	405.000	94.350	0.000	38.211.75	0	BASIC	Basic Model
0	25.03.300B	Under ground beams (100 mm thick)		m2	33.000	94.350	0.000	3.113.58	0	BASIC	Basic Model
0	25.03.300C	Foundations		m3	382.000	1.497.700	0.000	572.121.4	0	BASIC	Basic Model
0	25.03.300D	Column & walls		m3	27.000	1.755.000	0.000	48.195	0	BASIC	Basic Model
Grid Summary Line Prompt								8788.5	12463093.91	0	

There can be multiple Payment deductions, which are created by adding lines to the grid as shown above. A deduction percentage or amount is needed for each deduction added.

1.1.3 Approvals

This tab allows user to approve or reject a contract.

The screenshot displays the 'Approvals' tab within the ProjectVIEW ERP interface. The top section shows a menu bar with options like 'Approvals', 'Basic Data', 'Deductions', 'Connected Documents', 'Customer Contract PrePayments', 'Bonds', 'Payment Terms', and 'Customer Contract Budgets'. Below this is a table for contract approvals with columns: Level No, User Code, User Name, User Title Code, User Title Description, Acceptance, Rejection, Comments, AcceptanceUserCode, and AcceptanceDate. The table is currently empty.

The bottom section shows a 'Cost Model' table with columns: Line Num, User, Item Code, Item Description, Item Analytical Description, Item Unit Code, Qty, U Price, Variation Qty, Total Amount, Total Amount L, Cost Model Code, and Cost Model Description. The data includes various construction items such as SITE CONSTRUCTION, EARTHWORK, and CONCRETE, with associated quantities and costs.

Line Num	User	Item Code	Item Description	Item Analytical Description	Item Unit Code	Qty	U Price	Variation Qty	Total Amount	Total Amount L	Cost Model Code	Cost Model Description
0		25.02	SITE CONSTRUCTION			0.000	0.000	0.000	0	0	BASIC	Basic Model
0		25.02.300	EARTHWORK			0.000	0.000	0.000	0	0	BASIC	Basic Model
0		25.02.300A	All excavation for foundation in any material what so ever		m3	1.063.000	118.000	0.000	126.497	0	BASIC	Basic Model
0		25.02.300B	Engineering backfill with material arising from excavation		m3	584.000	58.300	0.000	34.740	0	BASIC	Basic Model
0		25.02.300C	Anti-termite treatment destroy anti-nests and vermin etc		m2	498.000	3.400	0.000	1.489,2	0	BASIC	Basic Model
0		25.02.310	PROBING AND GROUTING			0.000	0.000	0.000	0	0	BASIC	Basic Model
0		25.02.310D	Rates for measured work (in linear meter) are deemed to i		m	100.000	170.000	0.000	17.000	0	BASIC	Basic Model
0		25.02.310A	Rates for measured work (in meter cube) are deemed to i		m3	94.000	1.360.000	0.000	127.940	0	BASIC	Basic Model
0		25.02.310B	Rates for measured work (in meter cube) are deemed to i		m3	4.000	1.020.000	0.000	4.080	0	BASIC	Basic Model
0		25.02	CONCRETE			0.000	0.000	0.000	0	0	BASIC	Basic Model
0		25.02.300	CAST IN PLACE CONCRETE			0.000	0.000	0.000	0	0	BASIC	Basic Model
0		25.02.300A	Under foundations (100 mm thick)		m2	405.000	94.350	0.000	38.211,75	0	BASIC	Basic Model
0		25.02.300B	Under ground beams (100 mm thick)		m2	33.000	94.350	0.000	3.113,55	0	BASIC	Basic Model
0		25.02.300C	Foundations		m3	382.000	1.497.700	0.000	572.111,4	0	BASIC	Basic Model
0		25.02.300D	Column & walls		m3	27.000	1.755.000	0.000	47.193	0	BASIC	Basic Model
Grid Summary Line Prompt									8788,5	12463093,91	0	

1.1.4 Connected Documents

It is possible to associate a contract with one or more documents (e.g. Manuals). This tab allows for these documents to be associated with the contract.

The screenshot displays the 'Connected Documents' tab in the ProjectVIEW ERP software. The interface is divided into several sections:

- Menu Bar:** Includes options like Tendering, Budget Costing, SubContractors, Purchasing, Inventory, Mechanisms, Accounting, HR, Accounts Payables, Accounts Receivables, Basic Data, Settings, Others, and Administration.
- Customer Contract Card:** Shows details for 'Grid Add Prompt' with tabs for Basic Data, Deductions, Approvals, Corrected Documents, Customer Contract Prepayments, Bonds, Payment Terms, and Customer Contract Budgets.
- Linked documents for contracts:** A table with columns: Document Description, Document Analytical Description, Connected Document Type Code, Connected Document Type Description, Document Pa, Document Date, and Comments. This table is currently empty.
- Cost Model Control:** A detailed table for 'Grid Add Prompt' with columns: Line Num User, Item Code, Item Description, Item Analytical Description, Item Unit Code, Qty, U Price, Variation Qty, Total Amount, Total Amount L, Cost Model Code, and Cost Model Description.

Line Num User	Item Code	Item Description	Item Analytical Description	Item Unit Code	Qty	U Price	Variation Qty	Total Amount	Total Amount L	Cost Model Code	Cost Model Description
0	25.02		SITE CONSTRUCTION		0.000	0.000	0.000	0	0	BASIC	Basic Model
0	25.02.300		EARTHWORK		0.000	0.000	0.000	0	0	BASIC	Basic Model
0	25.02.300A		All excavation for foundation in any material what so ever	m3	1.065.000	118.000	0.000	126.497	0	BASIC	Basic Model
0	25.02.300B		Engineering backfill with material arising from excavation	m3	554.000	58.500	0.000	34.748	0	BASIC	Basic Model
0	25.02.300C		Aes-Termite Treatment: destroy ant-nests and vermin etc	m2	438.000	3.400	0.000	1.489.2	0	BASIC	Basic Model
0	25.02.370		PROBING AND GROUTING		0.000	0.000	0.000	0	0	BASIC	Basic Model
0	25.02.370D		Rates for measured work (in linear meter) are deemed to s	m	100.000	170.000	0.000	17.000	0	BASIC	Basic Model
0	25.02.370SA		Rates for measured work (in meter cube) are deemed to s	m3	94.000	1.360.000	0.000	127.940	0	BASIC	Basic Model
0	25.02.370B		Rates for measured work (in meter cube) are deemed to s	m3	4.000	1.020.000	0.000	4.060	0	BASIC	Basic Model
0	25.03		CONCRETE		0.000	0.000	0.000	0	0	BASIC	Basic Model
0	25.03.300		CAST IN PLACE CONCRETE		0.000	0.000	0.000	0	0	BASIC	Basic Model
0	25.03.300A		Under foundations (100 mm thick)	m2	405.000	94.350	0.000	38.211.75	0	BASIC	Basic Model
0	25.03.300B		Under ground beams (100 mm thick)	m2	33.000	94.350	0.000	3.113.55	0	BASIC	Basic Model
0	25.03.300C		Foundation	m3	382.000	1.497.700	0.000	572.121.4	0	BASIC	Basic Model
0	25.03.300D		Column & walls	m3	27.000	1.755.000	0.000	48.195	0	BASIC	Basic Model
Grid Summary Line Prompt					8786.5			12463093.55	0		

1.1.5 Customer Contract Prepayments

This tab allows the user to add prepayment information to this contract.

The screenshot displays the 'Customer Contract Prepayments' tab in the ProjectVIEW ERP software. The main window shows a grid for entering prepayment data, which is currently empty and displays a 'Grid Add Prompt' message. Below the grid, the 'Details File Control' section provides a detailed view of the contract items. The table below represents the data shown in this section:

Line Num	Item Code	Item Description	Item Analytical Description	Item Unit Code	Qty	U Price	Variation Qty	Total Amount	Total Amount L	Cost Model Code	Cost Model Description
0	25.02	SITE CONSTRUCTION			0.000	0.000	0.000	0	0	BASIC	Basic Model
0	25.02.300	EARTHWORK			0.000	0.000	0.000	0	0	BASIC	Basic Model
0	25.02.300A	All excavation for foundation in any material what so ever		m3	1.063.000	118.000	0.000	126.497	0	BASIC	Basic Model
0	25.02.300B	Engineering backfill with material arising from excavation		m3	584.000	58.000	0.000	34.740	0	BASIC	Basic Model
0	25.02.300C	Anti-termite treatment destroy ant-nests and vermin etc		m2	408.000	3.400	0.000	1.489,2	0	BASIC	Basic Model
0	25.02.310	FENCING AND GROUTING			0.000	0.000	0.000	0	0	BASIC	Basic Model
0	25.02.310D	Rates for measured work (in linear meter) are deemed to i		m	100.000	170.000	0.000	17.000	0	BASIC	Basic Model
0	25.02.310A	Rates for measured work (in meter cube) are deemed to i		m3	94.000	1.360.000	0.000	127.940	0	BASIC	Basic Model
0	25.02.310B	Rates for measured work (in meter cube) are deemed to i		m3	4.000	1.020.000	0.000	4.080	0	BASIC	Basic Model
0	25.02	CONCRETE			0.000	0.000	0.000	0	0	BASIC	Basic Model
0	25.02.300	CAST IN PLACE CONCRETE			0.000	0.000	0.000	0	0	BASIC	Basic Model
0	25.02.300A	Under foundations (100 mm thick)		m2	405.000	84.350	0.000	34.211,75	0	BASIC	Basic Model
0	25.02.300B	Under ground beams (100 mm thick)		m2	33.000	84.350	0.000	2.783,55	0	BASIC	Basic Model
0	25.02.300C	Foundations		m3	382.000	1.497.700	0.000	5.712,14	0	BASIC	Basic Model
0	25.02.300D	Column & walls		m3	27.000	1.755.000	0.000	47.193	0	BASIC	Basic Model
Grid Summary Line Prompt								8788,5	12463093,93	0	

1.1.6 Bonds

This tab allows the user to add bonds to a contract.

The screenshot displays the 'Bonds' tab in the ProjectVIEW ERP software. The top section is a grid for adding bonds, and the bottom section is a detailed cost model breakdown.

Bond No.	Ln	Da	Amount	Amortized	ContractPercent	ContinuousAmount	IsClosed	IsDeducted	CompanyCode	CompanyDescription	BranchCode	BranchDescription	ProjectCode	ProjectDescription	BondTypeCode	BondTypeDescription
000001	0	1	1000000	0	0.00	0			01	ALPHA COMPANY	01	ALPHA COMPANY	BRIDGE-T15	BRIDGE-T15		

Line Num	User	Item Code	Item Description	Item Analytical Description	Item Unit Code	Qty	U Price	Varition Qty	Total Amount	Total Amount L	Cost Model Code	Cost Model Description
0		25.02	SITE CONSTRUCTION			0.000	0.000	0.000	0	0	BASIC	Basic Model
0		25.02.300	EARTHWORK			0.000	0.000	0.000	0	0	BASIC	Basic Model
0		25.02.300A	All excavation for foundation in any material what so ever		m3	1.063.000	118.000	0.000	126.497	0	BASIC	Basic Model
0		25.02.300B	Engineering backfill with material arising from excavation		m3	584.000	58.000	0.000	54.740	0	BASIC	Basic Model
0		25.02.300C	Anti-termite treatment destroy ant-nests and vermin etc		m2	498.000	3.400	0.000	1489.2	0	BASIC	Basic Model
0		25.02.370	PROBING AND GROUTING			0.000	0.000	0.000	0	0	BASIC	Basic Model
0		25.02.370D	Rates for measured work (in linear meter) are deemed to i		m	100.000	170.000	0.000	17.000	0	BASIC	Basic Model
0		25.02.370A	Rates for measured work (in meter cube) are deemed to i		m3	94.000	1.360.000	0.000	127940	0	BASIC	Basic Model
0		25.02.370B	Rates for measured work (in meter cube) are deemed to i		m3	4.000	1.020.000	0.000	4080	0	BASIC	Basic Model
0		25.03	CONCRETE			0.000	0.000	0.000	0	0	BASIC	Basic Model
0		25.03.300	CAST IN PLACE CONCRETE			0.000	0.000	0.000	0	0	BASIC	Basic Model
0		25.03.300A	Under foundations (100 mm thick)		m2	405.000	94.350	0.000	38211.75	0	BASIC	Basic Model
0		25.03.300B	Under ground beams (100 mm thick)		m2	33.000	94.350	0.000	3113.58	0	BASIC	Basic Model
0		25.03.300C	Foundations		m3	382.000	1497.700	0.000	572121.4	0	BASIC	Basic Model
0		25.03.300D	Column & walls		m3	27.000	1.755.000	0.000	48195	0	BASIC	Basic Model
Grid Summary Line Prompt									8788.5	12463093.91	0	

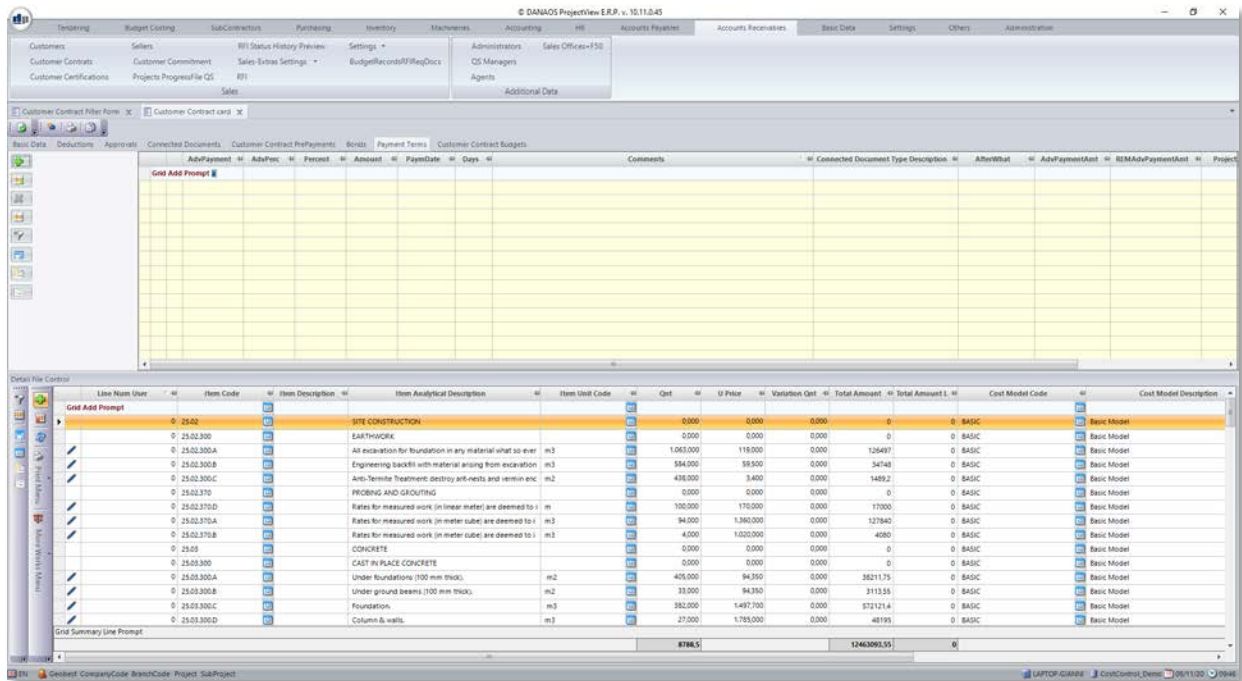
There can be multiple bonds, which are created by adding line to the grid as shown above.

Note

Bonds are created from the accounting department. Please refer to the accounting module manual for more information.

1.1.7 Payment Terms

This tab allows the user to add the necessary payment terms to a contract.



There can be multiple payment terms, which are created by adding lines to the grid as shown above.

1.1.8 Customer Contract Budgets

Sometimes, a single contract is connected to multiple budgets within a project. ProjectVIEW offers the option to merge all these budgets within the contract by using the grid in this tab:

The screenshot shows the 'Customer Contract Budgets' tab in the ProjectVIEW ERP software. The interface includes a menu bar at the top with options like 'Tendering', 'Budget Costing', 'SubContractors', 'Purchasing', 'Inventory', 'Machines', 'Accounting', 'HR', 'Accounts Payables', 'Accounts Receivables', 'Basic Data', 'Settings', 'Others', and 'Administration'. Below the menu bar is a toolbar with various icons. The main area is divided into two sections: a top section for 'Customer Contract Budgets' and a bottom section for 'Detail File Control'.

The 'Customer Contract Budgets' section contains a grid with the following columns: 'Budget Code', 'Budget Description', and 'Create Contract for Multiple Budgets'. A 'Grid Add Prompt' button is located at the top left of this grid.

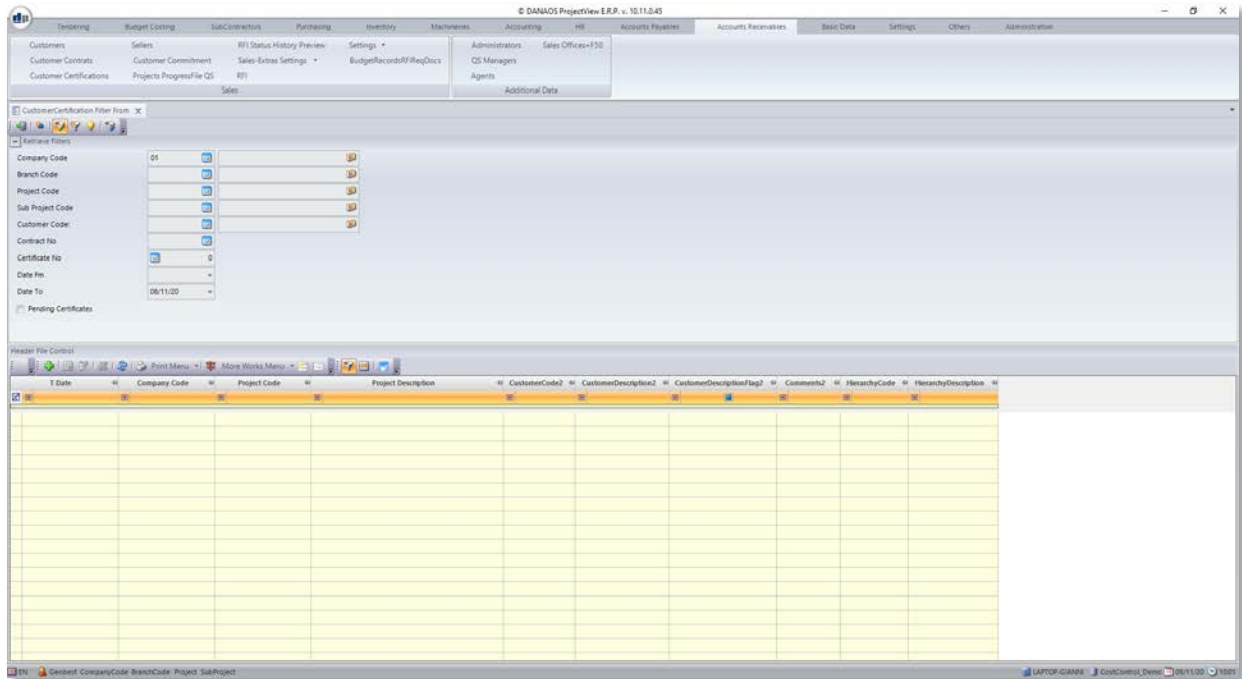
The 'Detail File Control' section contains a detailed grid with the following columns: 'Line Num User', 'Item Code', 'Item Description', 'Item Analytical Description', 'Item Unit Code', 'Qty', 'U Price', 'Variation Qty', 'Total Amount', 'Total Amount L', 'Cost Model Code', and 'Cost Model Description'. The grid contains 15 rows of data, including a 'Grid Summary Line Prompt' at the bottom.

Line Num User	Item Code	Item Description	Item Analytical Description	Item Unit Code	Qty	U Price	Variation Qty	Total Amount	Total Amount L	Cost Model Code	Cost Model Description
0 25.02		SITE CONSTRUCTION			0.000	0.000	0.000	0	0	BASIC	Basic Model
0 25.02.300		EARTHWORK			0.000	0.000	0.000	0	0	BASIC	Basic Model
0 25.02.300A		All excavation for foundation in any material what so ever		m3	1.065.000	118.000	0.000	125497	0	BASIC	Basic Model
0 25.02.300B		Engineering backfill with material arising from excavation		m3	554.000	58.000	0.000	34748	0	BASIC	Basic Model
0 25.02.300C		Aes-Termite Treatment: destroy ant-nests and vermin etc		m2	438.000	3.400	0.000	1489.2	0	BASIC	Basic Model
0 25.02.370		PROBING AND GROUTING			0.000	0.000	0.000	0	0	BASIC	Basic Model
0 25.02.370D		Rates for measured work (in linear meter) are deemed to i		m	100.000	170.000	0.000	17000	0	BASIC	Basic Model
0 25.02.370SA		Rates for measured work (in meter cube) are deemed to i		m3	94.000	1.360.000	0.000	127940	0	BASIC	Basic Model
0 25.02.370SB		Rates for measured work (in meter cube) are deemed to i		m3	4.000	1.020.000	0.000	4080	0	BASIC	Basic Model
0 25.03		CONCRETE			0.000	0.000	0.000	0	0	BASIC	Basic Model
0 25.03.300		CAST IN PLACE CONCRETE			0.000	0.000	0.000	0	0	BASIC	Basic Model
0 25.03.300A		Under foundations (100 mm thick)		m2	405.000	94.950	0.000	38211.75	0	BASIC	Basic Model
0 25.03.300B		Under ground beams (100 mm thick)		m2	33.000	94.950	0.000	3113.55	0	BASIC	Basic Model
0 25.03.300C		Foundation		m3	382.000	1.497.700	0.000	57121.4	0	BASIC	Basic Model
0 25.03.300D		Column & walls		m3	27.000	1.755.000	0.000	48195	0	BASIC	Basic Model
Grid Summary Line Prompt								8786.5	12463093.55	0	

2 Customer Certifications

To view the Certifications, the user has to navigate to:

“Accounts Receivable” > “Sales” > “Customer Certifications”



The user can request a list of customer certifications already existing in the system by pressing the *“Retrieve”* button. To limit the number of retrieved results, parameters can be used.

Adding or editing a certification will display the customer certification form.

2.1 Certification Form

2.1.1 Basic Data

This tab contains the contract's basic information.

The screenshot displays the 'Basic Data' tab of the Certification Form in ProjectVIEW ERP. The form includes several input fields for contract details:

- T Date:** 01/07/20
- Company Code:** ALPHA COMPANY
- Branch Code:** 01
- Project Code:** BRIDGE-T15
- Sub Project Code:** BRIDGE-T15
- Unit Code:** 0001
- Customer Code:** Public Pension Fund/ Rai-dah Investe
- Contract No.:** CCR/2019
- Contract Type Code:** BRIDGE-T15-0
- Contract Subject:**
- Department Code:** ADMINSTRAT
- VAT Category Code:** 05
- VAT %:** 0.00
- Cost Model Code:** Basic Model

Below the form fields is a 'Calculations' table:

	Certification a.	Orderbook Ass.	Orderbook 2	Total	VAT	Total with VAT
Previous	0.00	0.00	0.00	0.00	0.00	0.00
Remaining	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Payment	0.00					0.00

At the bottom, there is a 'Detail File Control' grid with columns: Item Code, Item Description, Item Analytical Description, Item Unit Code, Qty, Para Certified Q, Qty Previous, Qty Util Now, U Price, Certified Qty, Amount Util, Amount Previo, Amount Contra.

The following fields are mandatory:

- ✓ T date
- ✓ Company Code
- ✓ Branch Code
- ✓ Project Code
- ✓ Customer Code
- ✓ Contract No
- ✓ Date From
- ✓ Date To
- ✓ From RFI?
- ✓ Department Code

The user must then save the certification. After that, they can either manually insert lines in the grid or click on the green button in the "Certificate No" field:

The image shows a close-up of the 'Certificate No' field. The text 'Certificate No' is on the left, and a light blue input box on the right contains the number '0'. A small green button with a plus sign is located to the left of the input box.

By doing so, the certificate will be filled with the items in the contract. It will also receive an incremental “Certificate No” taking into consideration all the existing certificates. The user must now save.

The next stage is to fill the item quantities in the grid. This can be done in three ways:

By manually adding the quantities

This is done by entering values in the “Qty” column.

By assigning an overall completion percentage

Instead of assigning a quantity line-by-line, the user can opt to assign an overall completion percentage, which will apply this percentage to all items in the grid. This is done by editing the value of the “Complete Percent” field.

Automatically, through the RFI

The final and fastest way is to use the progress file which is created on the web version of ProjectVIEW. This is explained in the “RFI Connections” tab. In short, if there are RFIs in the “RFI Connections” tab, the system will calculate the quantities every time the user saves the certificate.

The user can now print the certification if needed by clicking on the “Print” button on the toolbar.

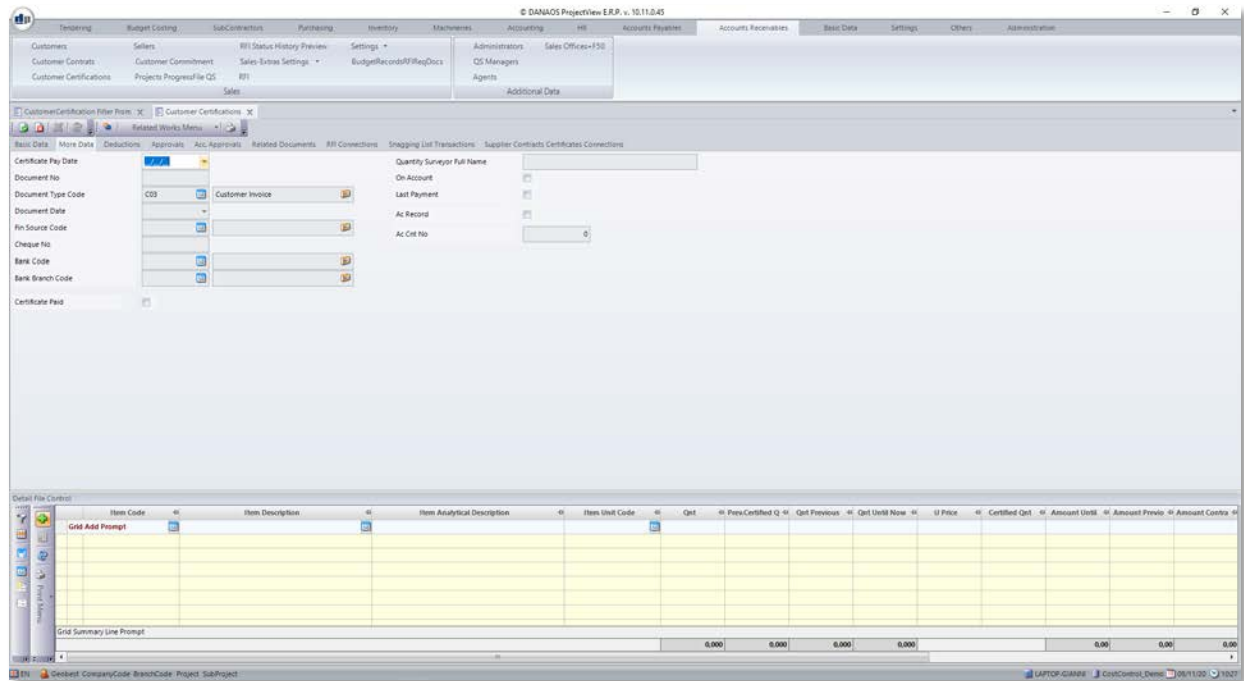
This is the mandatory procedure regarding certificates. There are various other options, which are listed in the following sections, which describes the form’s other tabs.

Having saved, the user can click on the “Calculate” button, which will calculate all the amounts:

Calculations	Certification a...	Deduction Am...	Deduction 2	Total	VAT	Total With VAT
Previous:	71.700,00	3.870,00	0,00	67.830,00	3.585,00	71.415,00
Running :	30.700,00	9.605,00	0,00	21.095,00	1.535,00	22.630,00
Total:	102.400,00	13.475,00	0,00	88.925,00	5.120,00	94.045,00
	Valuable consi...	0,00			XXXXXXXXXX	22.630,00

2.1.2 More Data

This tab allows the user to view or add accounting information to this certificate:



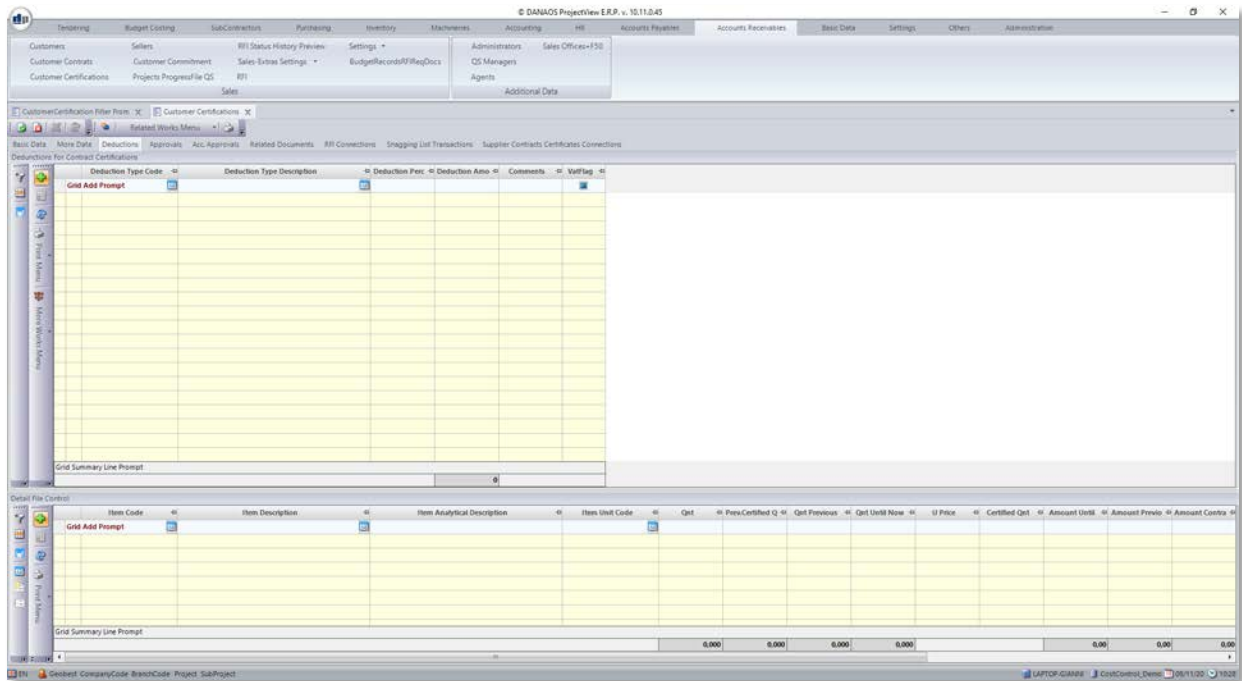
The most important fields are:

- ✓ Certificate Pay Date
- ✓ Document No
- ✓ Document Type Code
- ✓ Document Date
- ✓ Ac Record

Specifically, the “Ac Record” check box creates an accounting record. The accounting user can then return to the “Basic Data” tab and click on the “Print Accounting Entry” button.

2.1.3 Deductions

This tab allows the user to view or add deductions to this certificate:



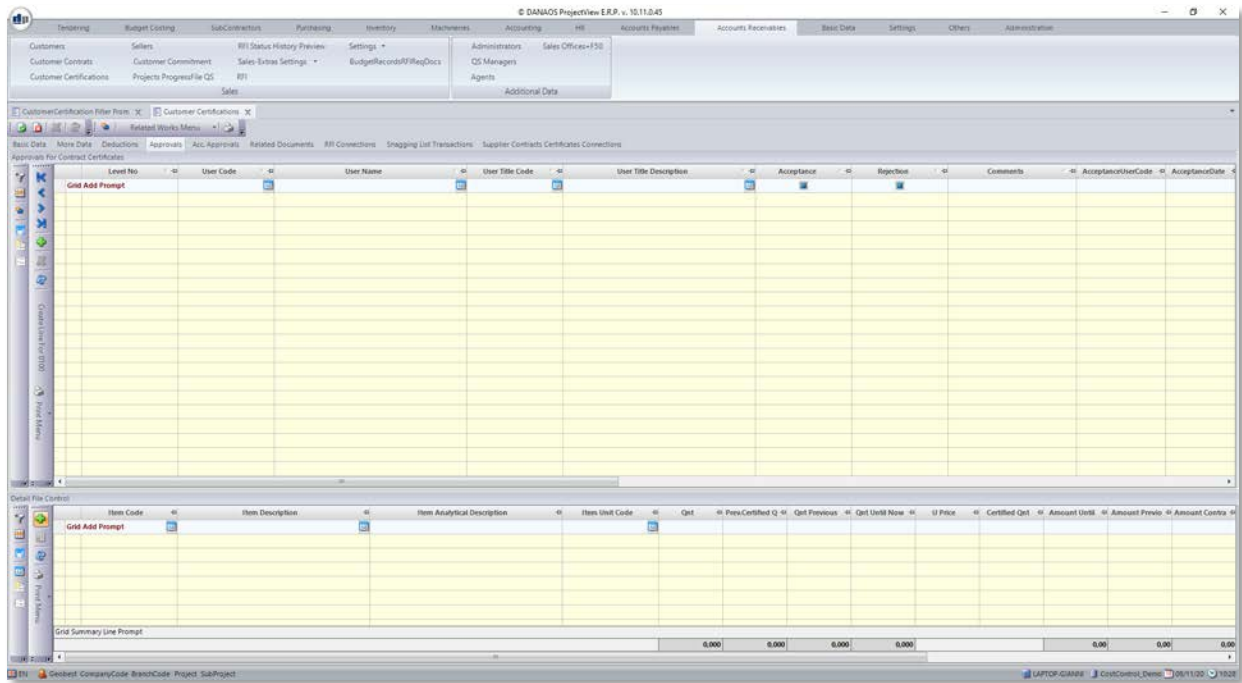
There can be multiple deductions, which are created by adding lines to the grid as shown above. A deduction percentage or amount is needed for each deduction added.

Note

If there are any deductions in the certificate's contract, they are also carried in the certificate itself.

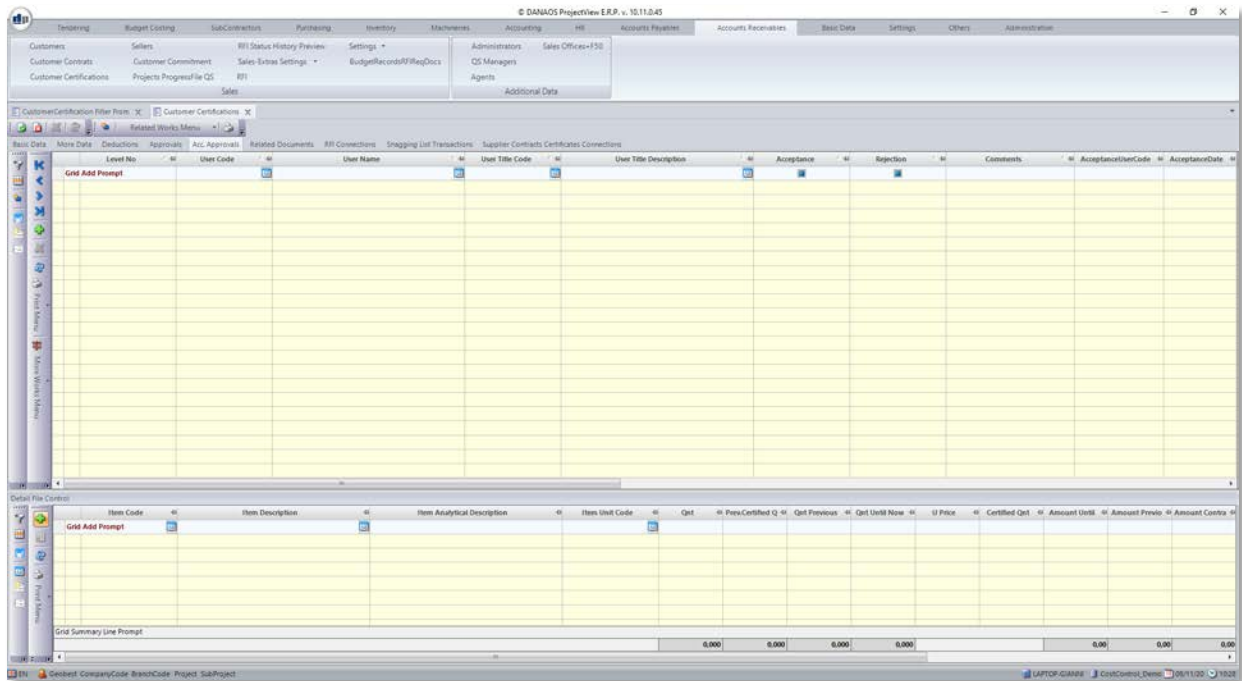
2.1.4 Approvals

This tab allows the user to approve or reject a certificate.



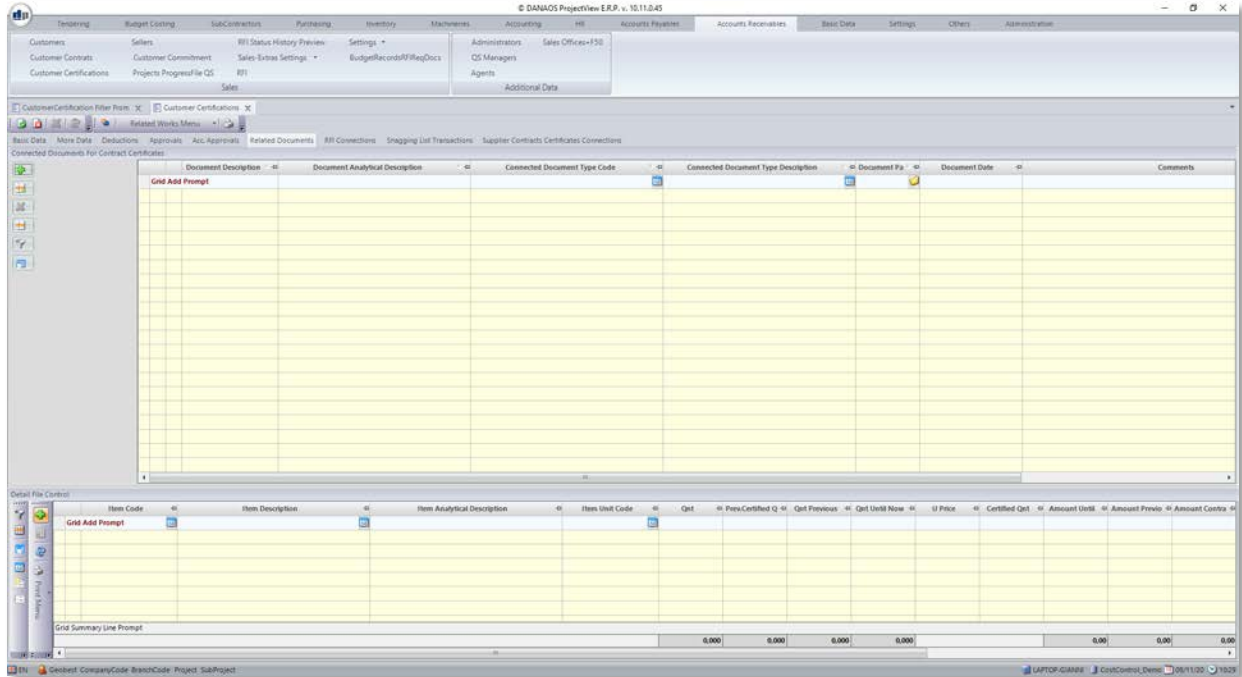
2.1.5 Acc. Approvals

This tab allows the accounting user to approve or reject a certificate.



2.1.6 Related Documents

It is possible to associate a certificate with one or more documents (e.g. pictures). This tab allows for these documents to be associated with the certificate.



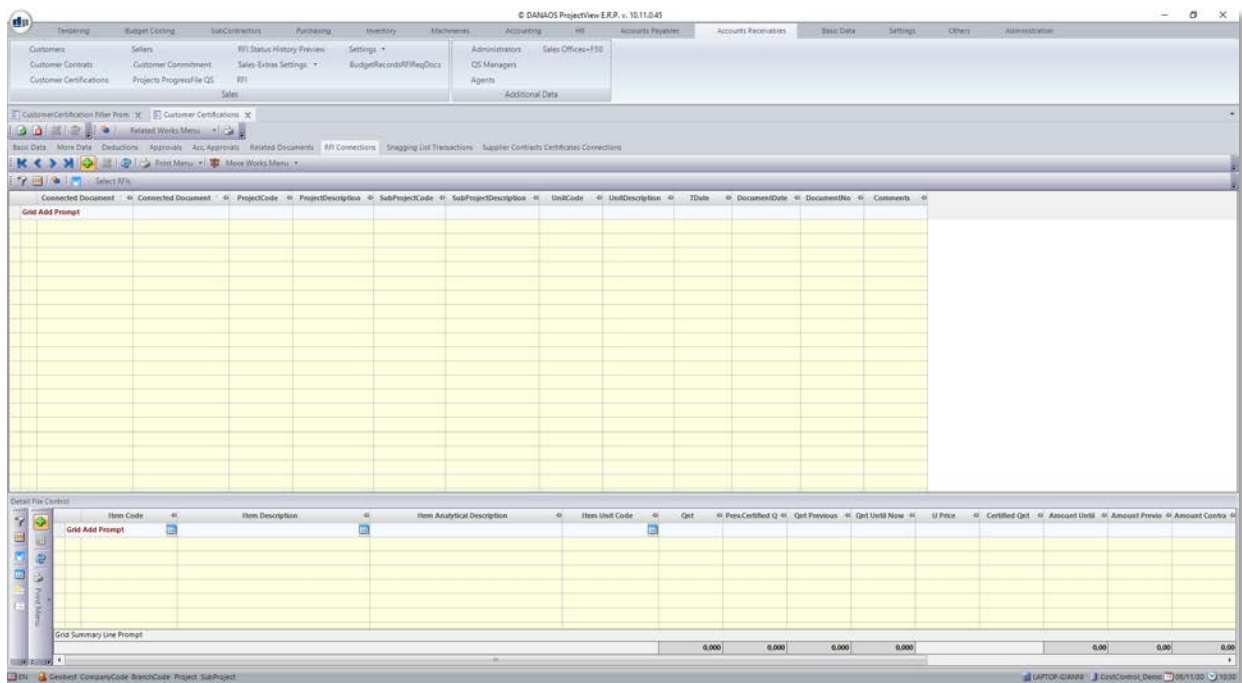
2.1.7 RFI Connections

When a customer requests a Request for Inspection (RFI), the system is notified and the RFI stored. The RFIs can be used to certify that the progress stated is the actual progress. Therefore, they can be used (as mentioned previously) in a certification for an automatic update of the certification grid lines.

Using the grid in this tab, new RFIs can be created or selected. To select an existing one, the user must click on the “*Select RFIs*” button and then select the appropriate RFIs.

Having done this, the RFI lines of the grid can be changed.

Finally, the user must save in order for the RFI details to be used to calculate the certification lines.

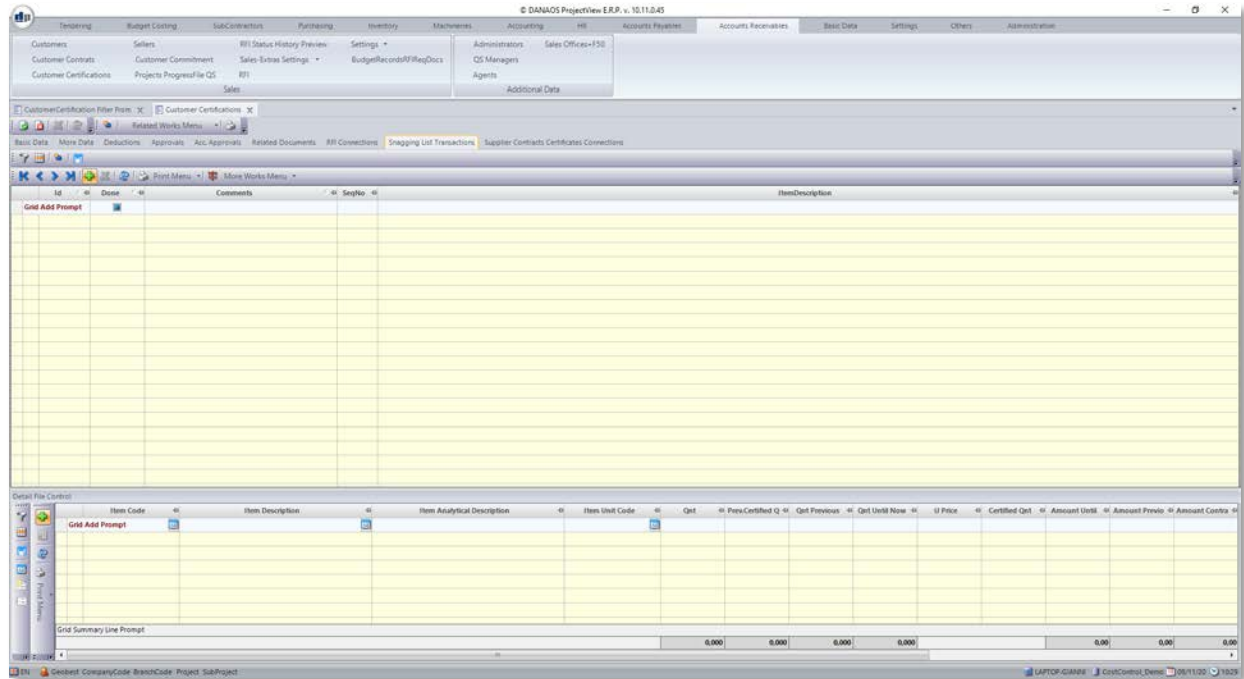


Note

For a complete explanation of the RFI system, please refer to the “10 03 RFI” manual.

2.1.8 Snagging List Transactions

This tab allows the user to add a list of items needed to complete the works/items mentioned in the certificate.



Note

If there are any deductions in the certificate's contract, they are also carried in the certificate itself.

3 Appendix – Customer Settings

There are various fields in the contracts and certificates, which use predefined codes. These are:

- ✓ Customer Contracts Types
- ✓ Snagging List Types
- ✓ Snagging List

To view/add/edit the above, the user has to navigate to:

“Accounts Receivables” > “Sales” > “Settings” > ...

and then choose the appropriate item from the list.



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