



Payments

Payments Training Manual

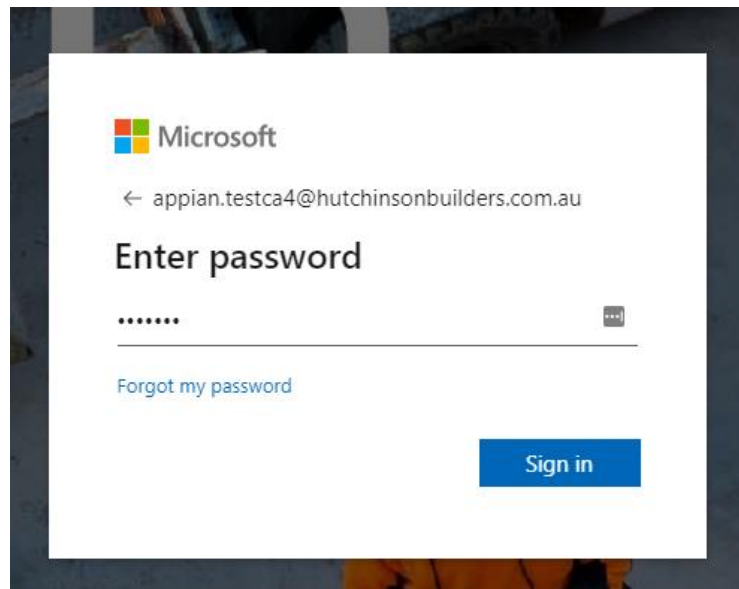
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Login procedure


Open any browser and navigate to Payments via the toolbox or through this link: <https://hutchinson-test.appiancloud.com/suite/sites/payments>

Enter your full hutchies email (firstname.lastname@hutchinsonbuilders.com.au) and current computer login password to sign in.



Interface information

The landing page will appear in the below format. When navigating the site, avoid using the browser forward and back buttons.

HUTCHIES										
INVOICES SEARCH TOOLS SUBCONTRACTS REPORTS										
Payments 										
ASSIGNED 273				RETURNED TO CA 5						
Q Search Invoices		SEARCH	INVOICE DATE Any - Any		TYPE Any		PAY CONTROL Any			
STATUS Any			SLA STATUS Any		FLAGS Any					
+ CREATE RETENTION RELEASE REQUEST										
Action	Invoice Number	Type	Vendor Sort Code	Vendor	CA	Invoice Amount	Invoice Date	Scan Date	Status	Days Left
Review	INV-1366	Invoice	TUR50	TURNER ARCHITECTURAL PTY LTD	Appian TestCA2	17,646.00	07/07/2022	07/07/2022	Returned to CA	5
Review	DEC2021ICCP	-	QLD405	QLD CONCRETE DRILLING & SAWING	Appian TestCA2	4,456.37	07/07/2022	07/07/2022	Assigned	5
Review	61623112	-	KIR24	KIRKBUILD COMMERCIAL JOINERY PTY LTD	Appian TestCA2	20,282.80	07/07/2022	07/07/2022	Assigned	5
Review	J/75761.SP01-10	-	MCK38	MCKENZIE GROUP CONSULTING (QLD) PTY LTD	Appian TestCA2	1,000.00	07/07/2022	07/07/2022	Assigned	5
Review	6035/01390179	-	BUN08	BUNNINGS BUILDING SUPPLIES PTY LTD	Appian TestCA2	480.71	20/12/2021	05/01/2022	Assigned	-127

Use the navigation pane at the top to switch between pages.



The INVOICES page houses invoices, claims and retention releases.

The SEARCH page provides various filters to search for all invoices/claims.

The TOOLS page grants users the ability to manage their downloaded files and delegates.

The SUBCONTRACTS page grants users the ability to manage subcontracts.

The REPORTS page will generate reports of unprocessed invoices/claims per team.

Invoices

The Invoices page reports all items which have been assigned to the user. (i.e. invoices/progress claims/retention release)

The referencing below explains:

- 1) Dynamic filters displayed based on user's assigned items. (Assigned, Returned to CA, Cadet Requested Approval)
- 2) Search Filters
- 3) Click Review in the action column to open the invoice/claim
- 4) The document type. (Invoice, Claim, Retention, Uncategorised)
- 5) The status of the item. (More details in the [search section](#))
- 6) The amount of business days left to respond with a payment schedule.

The screenshot shows the HUTCHIES INVOICES page. At the top, there is a navigation bar with the HUTCHIES logo and menu items: INVOICES, SEARCH, TOOLS, SUBCONTRACTS, REPORTS. On the right, there is a 'Payments' dropdown and a user profile icon. Below the navigation bar, there are two summary boxes: 'ASSIGNED 273' and 'RETURNED TO CA 5'. Below these are search filters including 'Search Invoices', 'INVOICE DATE', 'TYPE', 'PAY CONTROL', 'STATUS', 'SLA STATUS', and 'FLAGS'. A '+ CREATE RETENTION RELEASE REQUEST' button is also present. The main part of the page is a table with columns: Action, Invoice Number, Type, Vendor Sort Code, Vendor, CA, Invoice Amount, Invoice Date, Status, and Days Left. The table contains five rows of invoice data.

Action	Invoice Number	Type	Vendor Sort Code	Vendor	CA	Invoice Amount	Invoice Date	Status	Days Left
Review	INV-1366	Invoice	TUR50	TURNER ARCHITECTURAL PTY LTD	Appian TestCA2	17,646.00	07/07/2022	Returned to CA	5
Review	DEC2021ICCP	-	QLD405	QLD CONCRETE DRILLING & SAWING	Appian TestCA2	4,456.37	07/07/2022	Assigned	5
Review	61623112	-	KIR24	KIRKBUILD COMMERCIAL JOINERY PTY LTD	Appian TestCA2	20,282.80	07/07/2022	Assigned	5
Review	J/75761.SP01-10	-	MCK38	MCKENZIE GROUP CONSULTING (QLD) PTY LTD	Appian TestCA2	1,000.00	07/07/2022	Assigned	5
Review	6035/01390179	-	BUN08	BUNNINGS BUILDING SUPPLIES PTY LTD	Appian TestCA2	480.71	20/12/2021	Assigned	-127

Processing an invoice

1) Click Review in the action column.

1	Review	000304	-	EVO33	EVO 1 MAINTENANCE	Appian TestCA4	1,000.00	07/07/2022	11/07/2022	Assigned	10
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2) Click Invoice to categorise the type.

« » Left to expand and right to hide the pdf.

Open the pdf in a new tab.

Reassign the invoice. (Go to the [reassigning section](#) for more details.)

Review - CH30368941

INVOICE DETAILS

Type *

Invoice Claim Retention

Vendor
EAR13 - EARTHFLEET

Invoice Date 07/07/2022	Scan Date 07/07/2022	Due Date 31/07/2022
Total Exc. GST \$8,764.50	GST \$876.45	Total Inc. GST \$9,640.95
Vendor ABN 77114613464	PO -	

« »

EARTH FLEET

FOR EARTHMOVING

J. HUTCHINSON PTY LTD
Trias HUTCHINSON BUILDERS
LOOKED BAG 3002
TOOWONG DC QLD 4066

Tax Invoice
Invoice number: 30368941
Date issued: 31 Dec 2021

Account number 85 HUTBU

Summary of charges					
Date	Docket	Driver	Quantity	Service	Cost
06/12/2021	352760	SJB	10.5	HRS 5T EXCAVATOR	\$1092.00
06/12/2021	349190	TD	1.0	FLOAT 16T EXCAVATOR	\$420.00
06/12/2021	349190	TD	10.0	16T EXCAVATOR	\$1300.00
06/12/2021	349189	TD	11.0	TRUCK HIRE	\$957.00
06/12/2021	351050	VJ	10.5	TRUCK HIRE	\$913.50
07/12/2021	352761	SJB	9.0	HRS 5T EXCAVATOR	\$936.00
10/12/2021	352765	SJB	7.0	HRS 5T EXCAVATOR	\$728.00
10/12/2021	345095	TD	1.0	FLOAT 16T EXCAVATOR	\$420.00
10/12/2021	345095	TD	8.0	16T EXCAVATOR	\$780.00
10/12/2021	345096	TD	7.0	TRUCK HIRE	\$609.00
10/12/2021	345096	TD	7.0	TRUCK HIRE	\$609.00
GST					\$876.45
Total					\$9640.95

DRIVER NOTES

- 352760 - 6am-4pm -1/2 break +1 travel. Load & stockpile sand for backfill. Basement wall.
- 349190 - 6.30am-4.30pm. Load tipper.
- 349189 - 6.30am-4.30pm +1 travel. Move sand around site.
- 351050 - 6.30am-4pm +1 travel. Carting sand on site.
- 352761 - 6am-3pm -1/2 break +1/2 travel. Backfill basement wall. Create platform for electrical
- 352765 - 6am-12.30pm -1/2 break +1 travel. Backfill basement wall as directed.
- 345095 - 6am-12om. Load sand onto tipper.

HUTCHIES TRAINING


VERSION 1 – 16/07/2022 – UNCONTROLLED IF PRINTED

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Payments Training Manual

3) Enter the job number, cost code, cost type and amount for the invoice.

 Automatically populates the invoice line item based on historical data.

 Add Invoice Line Split the cost across multiple lines.

 Add an RFC if needed. (Go to the [RFC section](#) for more details.)

4) Click approve.

Review - 126119

INVOICE DETAILS

Type* Invoice Claim Retention

Vendor
ALL574 - ALL LIFT BRISBANE PTY LTD


Invoice Date 07/07/2022	Scan Date 07/07/2022	Due Date 31/08/2022
Total Exc. GST \$157.00	GST \$15.70	Total Inc. GST \$172.70
Vendor ABN 85633838561	PO 222222	


PREVIOUS INVOICES
ALL LIFT BRISBANE PTY LTD

Job Number	Cost Code	Cost Type
26544	01.58.01	2
26544	06.10	2
26407	01.70	2

INVOICE LINE ITEMS



Job Number	Cost Code	Cost Type	Amount
26544	01.58.01	2	\$157.00

 Add Invoice Line



TOTALS

INVOICE LINE ITEMS	MINUS RFC	TOTAL FOR PAYMENT
\$157.00	(\$0.00)	\$157.00

ALL LIFT FORKLIFTS

A.B.N. 85 633 838 561
Postal Address: PO Box 6705 Silverwater B.C. NSW 2128
Phone: 1300 729 077 Faxline:
ACCOUNT ENQUIRIES PHONE:

SALES-HIRE-SERVICE

Hutchinson Builders (Brisbane)
Locked Bag 3002.
TOOWONG QLD 4066




Tax Invoice
INVOICE NO: 126119

Account No: 5231
Workshop Number: RPB057065
Date of Invoice: 24-Dec-2021
Contract No: B052392
Customer Order No: 1506352

Task Description
** Puncture ** Front Left Tyre.
Attend Newstead site and complete tubeless puncture repair.

QTY	CODE	DESCRIPTION	DATE	RATE	PER	VALUE
1	1385	Mantou M125-4 Buggy				
1	PARTS	Front Left Tyre	18/12/2021	\$157.00	SL	\$157.00
1		Labour	18/12/2021		SL	\$0.00

Please note our new bank details
BSB: 062 181

RFC - Request for Credit

- 1) Click **ADD RFC** on the invoice processing page if there is a disagreement with the invoice total.
 - a) The image below shows **REMOVE RFC** because an RFC line item has been added
- 2) The previous job number and cost code will default.

+ Add RFC Line Add additional RFC lines if necessary.

Preview RFC Document Preview the RFC document.

- 3) Detailed commentary is mandatory.
- 4) Approve.

Review - 73786311

HAN35 - HANSON CTION MATERIALS PTY LTD - QLD		
Invoice Date 07/07/2022	Scan Date 07/07/2022	Due Date 31/08/2022
Total Exc. GST \$100.00	GST \$10.00	Total Inc. GST \$110.00
Vendor ABN 90009679734	PO 222222	

PREVIOUS INVOICES
HANSON CTION MATERIALS PTY LTD - QLD

Job Number	Cost Code	Cost Type
26544	06.60	2
26544	06.10	2
26544	09.30	2

INVOICE LINE ITEMS

Job Number	Cost Code	Cost Type	Amount
26544	06.60	2	\$100.00

RFC LINE ITEMS

Job Number	Cost Code	Cost Type	Amount	Comments
26544	06.60	2	\$100.00	Test 4/1000

TOTALS

INVOICE LINE ITEMS	MINUS RFC	TOTAL FOR PAYMENT
\$100.00	(\$100.00)	\$0.00

Hanson Construction Materials Pty Ltd QUEENSLAND ACCOUNTS RECEIVABLE ABN 90 009 679 734 ACN 009 679 734		Hanson HEIDELBERG CEMENT Group
J HUTCHINSON PTY LTD LOCKED BAG 3002 TOOYONG QLD 4066		TAX INVOICE For enquiries please contact: Customer Accounts Officer: MURRAY Phone: 07 3246 5532
Invoice No: 73786311 Invoice Date: 31/01/2022 Sales Contact: AROHA WILLIAMS Customer Account No: 169360 Customer Order No: 1497027		Page Number: 1 of 1 Invoice Sub Total: 100.00 GST: 10.00 Invoice Total: \$110.00
Job Address: IPSWICH CITY COUNCIL ADMIN TOWER 2 BELL ST IPSWICH QLD 4305		
Item No: 001 Date: 19/01/22 Document Number: L138161513	Document Description: STD COMPRESSION TEST (100MM CYLS) FSN F084594 Rpt CON SKY22-00499	Truck (M = Mini R = Rigid): 1.00 EA Quantity: 100.00 Rate: 100.00 Amount: 100.00
Total for product (excl GST): 1.00 EA		Amount: 100.00
SCAM ALERT Customers are advised that if they receive an email request to change our bank details that they should contact us immediately. (Please telephone your Customer Accounts Officer contact details are shown above.)		
TAX INVOICE PAYMENT SLIP		Hanson

CANCEL REASSIGN

APPROVE

Claims

Processing a claim

1) Click Review in the action column.

1	Review	000304	-	EVO33	EVO 1 MAINTENANCE	Applan TestCA4	1,000.00	07/07/2022	11/07/2022	Assigned	10
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2) Click to categorise the type.

« » Left to expand and right to hide the pdf.

Open the pdf in a new tab.

Reassign the claim. (Go to the [reassigning section](#) for more details.)

Review - 3974

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INVOICE DETAILS

Type*

Invoice
 Claim
 Retention

Vendor

IKO01 - IKON DOORS (QLD) PTY LTD

Invoice Date	Scan Date	Due Date
07/07/2022	07/07/2022	31/08/2022
Total Exc. GST	GST	Total Inc. GST
\$32,017.00	\$3,201.70	\$35,218.70
Vendor ABN	PO	
38120403536	222222	

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IKON DOORS (QLD) PTY LIMITED

ABN: 38 120 403 536

TAX INVOICE

Attn: Austin Whiteman

TO: Hutchinson Builders
Locked Bag 3002
Toowong DC Qld 4066

Tax Invoice No: 3974
DATE: 28/02/2022

PROJECT: Ozcare
PO No.: 1515457

ABN: 52 009 778 330

IKON CONTACT	JOB N°	CLAIM N°	EMAIL	TERMS
Alan Theodore	JQ765	2	ap@hutchinsonbuilders.com.au	30 DAYS

Original Contract Value	\$955,000.00
Variations To Date	-\$148,689.00
Revised Contract Value	\$806,311.00

N°	DESCRIPTION	AMOUNT
1	Contract Works Completed To Date	\$40,999.00
	Variations completed To Date	\$18.00
	Less Total Claimed By Ikon Doors QLD (Claim No/s: -	\$9,000.00
	This Claim No.: 2	\$32,017.00
	Plus 10% GST	\$3,201.70
TOTAL DUE Including GST		\$35,218.70

PAYMENTS:
 Direct Deposit: St George Bank / Account Name: IKON DOORS (QLD) PTY LIMITED / BSB no: 112 879 / Acct no: 464063801
 Cheque: Make all cheques payable to: Ikon Doors (QLD) Pty Limited, P.O. BOX 110 CANNON HILL QLD 4170

A list of existing subcontracts is shown for the vendor across all jobs the user has access to.

3) Create a new claim for an existing subcontract.

Create a new subcontract if subcontract does not exist. (Go to the [Creating Subcontracts](#) section for more details.)



Create a new claim.



Create a subcontract.



View a summary of the subcontract and claim history.

Review - 3974

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INVOICE DETAILS

Type*

Invoice
Claim
Retention

Vendor
IKO01 - IKON DOORS (QLD) PTY LTD

Invoice Date 07/07/2022	Scan Date 07/07/2022	Due Date 31/08/2022
Total Exc. GST \$32,017.00	GST \$3,201.70	Total Inc. GST \$35,218.70
Vendor ABN 38120403536	PO 222222	

CREATE SUBCONTRACT

Subcontract for Vendor IKO01 IKON DOORS (QLD) PTY LTD

SL	Name	Job Number	Description			
5026035	IKON DOORS (QLD) PTY LTD	26407	17.10 Ikon Contract	👤	+	🔄
5040002	IKON DOORS (QLD) PTY LTD	26400	31 DUNCAN STREET	👤	+	🔄
1515457	IKON DOORS (QLD) PTY LTD	26191	16.10 Ikon Doors Contract	👤	3	+
1448564	IKON DOORS (QLD) PTY LTD	26164	METRO ARTS	👤	+	🔄
5010488	IKON DOORS (QLD) PTY LTD	26050	WEST VILLAGE STAGE 3	👤	+	🔄
1411226	IKON DOORS (QLD) PTY LTD	26042	SKYTOWER L5 CHILDCARE CENTRE	👤	+	🔄
1420960	IKON DOORS (QLD) PTY LTD	25985	Fire Doors and Frames	👤	+	🔄
1349810	IKON DOORS (QLD) PTY LTD	25701	Metal Frames and Doors	👤	+	🔄
1370573	IKON DOORS (QLD) PTY LTD	25701	DESTINATION GOLD COAST CONSORTIUM TOWER 1	👤	+	🔄
5012984	IKON DOORS (QLD) PTY LTD	25701	DESTINATION GOLD COAST CONSORTIUM TOWER 1	👤	+	🔄

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CANCEL
REASSIGN

SAVE
APPROVE

4) Enter the Claim Amount for each of the line items.

The Certified amount will match the claimed amount on initial entry. You can override the certified amount if you are short paying the claim. Short payments will require a narration in the comment box. Retention amounts will be calculated from the certified amount entered.



Display the pdf of the claim.



Preview the payment schedule.



Open the extended view to edit additional fields. (i.e., Claimed to Date %.) Once in extended view, use the show/hide units option to toggle unit visibility.



Delete the claim.



Create a variation (Go to [Creating variations](#) for more details.)

5) Approve.

Once you have approved your claim, the details will be sent to Accounts. Once Accounts have processed the claim, the payment schedule will be sent to the subcontractor.

Review - CH25919RET-1802

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INVOICE DETAILS

Type *
 Invoice Claim Retention

Vendor
 CON340 - CONTEK CONCRETE CONSTRUCTIONS PTY LTD

Invoice Date 08/07/2022	Scan Date 08/07/2022	Due Date 31/08/2022
Total Exc. GST \$33,455.00	GST \$3,345.50	Total Inc. GST \$36,800.50
Vendor ABN 37168839610	PO 999901	

SUBCONTRACT AND CLAIM SUMMARY [Preview Payment Schedule](#)

Subcontract SP2 Concrete Place & Finish (1501073)	Invoice Number CH25919RET-1802
Claim Number 13	Invoice Date 08/07/2022
Job Number 25919	Due Date * 31/08/2022 🗑️

Original Contract	\$611,000.00
Variations	\$96,000.00
Current Contract	\$707,000.00
Retention Allowance	\$70,700.00
Retention Withheld	\$33,755.00
Retention Remaining	\$36,945.00

Claimed Previously	\$736,958.89
Certified Previously	\$691,010.33
Retained Previously	\$33,455.00
Available To Claim	(\$29,958.89)

Claimed This Claim	\$3,000.00
Certified This Claim	\$3,000.00
Retained This Claim	\$300.00
To Date Claimed	\$739,958.89
To Date Certified	\$694,010.33
To Date Retention	\$33,755.00

CLAIM LINE ITEMS ↗️

SL Item	Description	CC	UM	Contract Amount	Claimed To Date	Certified To Date	Claim Amount	Certified Amount	Retained Amount	Previous Claim Amount	Previous Certified Amount	Tax Amount	Comment
1	SP2 Concrete Place & Finish	02.09.07	LS	\$611,000.00	\$605,548.89 (99.11%)	\$601,850.33 (98.5%)	\$3,000.00	\$3,000.00	\$300.00	\$602,548.89	\$598,850.33	\$270.00	

CANCEL
REASSIGN
5
APPROVE

Zero-dollar claim

The zero-dollar claim button is to be used for early claims only. A claim is deemed early if submitted before the reference date of the subcontract.

1) Click Review in the action column.

1	Review	000304	-	EVO33	EVO 1 MAINTENANCE	Appian TestCA4	1,000.00	07/07/2022	11/07/2022	Assigned	10
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2) Click Claim to categorise the type.

3) Click  to generate the zero-dollar payment schedule.

Review - 3974

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INVOICE DETAILS

Type *

Invoice **2** Claim Retention

Vendor
IKO01 - IKON DOORS (QLD) PTY LTD

Invoice Date 07/07/2022	Scan Date 07/07/2022	Due Date 31/08/2022
Total Exc. GST \$32,017.00	GST \$3,201.70	Total Inc. GST \$35,218.70
Vendor ABN 38120403536	PO 222222	

Subcontract for Vendor IKO01 IKON DOORS (QLD) PTY LTD

SL	Name	Job Number	Description			
5026035	IKON DOORS (QLD) PTY LTD	26407	17.10 Ikon Contract		+	🔄
5040002	IKON DOORS (QLD) PTY LTD	26400	31 DUNCAN STREET		+	🔄
1515457	IKON DOORS (QLD) PTY LTD	26191	16.10 Ikon Doors Contract		3	🔄
1448564	IKON DOORS (QLD) PTY LTD	26164	METRO ARTS		+	🔄
5010488	IKON DOORS (QLD) PTY LTD	26050	WEST VILLAGE STAGE 3		+	🔄
1411226	IKON DOORS (QLD) PTY LTD	26042	SKYTOWER L5 CHILDCARE CENTRE		+	🔄
1420960	IKON DOORS (QLD) PTY LTD	25985	Fire Doors and Frames		+	🔄
1349810	IKON DOORS (QLD) PTY LTD	25701	Metal Frames and Doors		+	🔄
1370573	IKON DOORS (QLD) PTY LTD	25701	DESTINATION GOLD COAST CONSORTIUM TOWER 1		+	🔄
5012984	IKON DOORS (QLD) PTY LTD	25701	DESTINATION GOLD COAST CONSORTIUM TOWER 1		+	🔄

< 1 - 10 of 18 >

4) Click [Preview Zero Dollar Claim](#)

5) Click approve.

Once you have approved your claim, the details will be sent to Accounts. Once Accounts have processed the claim, the payment schedule will be sent to the subcontractor

Review - 3974

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INVOICE DETAILS

Type *

Invoice
Claim
Retention

Vendor
IKO01 - IKON DOORS (QLD) PTY LTD

Invoice Date 07/07/2022	Scan Date 07/07/2022	Due Date 31/08/2022
Total Exc. GST \$32,017.00	GST \$3,201.70	Total Inc. GST \$35,218.70
Vendor ABN 38120403536	PO 222222	

SUBCONTRACT AND CLAIM SUMMARY 4 [Preview Zero Dollar Claim](#)

Subcontract 16.10 Ikon Doors Contract (1515457)	Invoice Number 3974	
Claim Number 2	Invoice Date 07/07/2022	🗑
Job Number 26191	Due Date 31/08/2022	

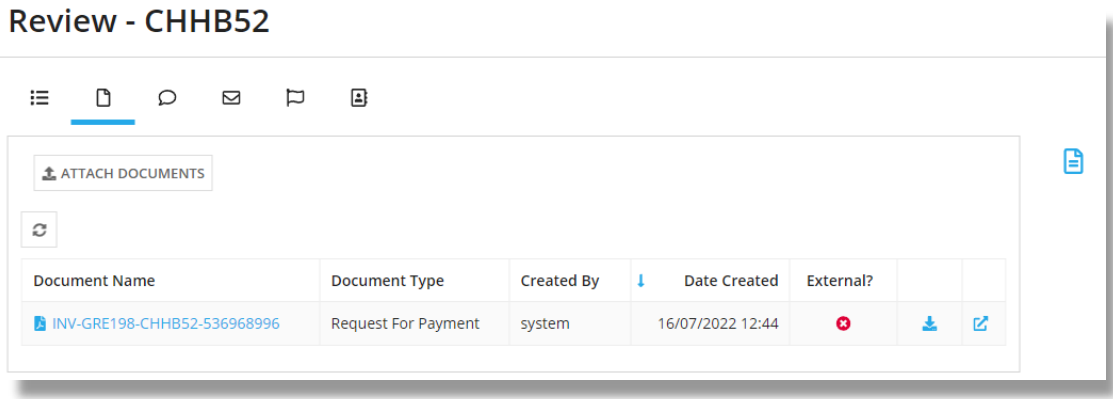
Original Contract \$955,000.00	Claimed Previously \$9,000.00	Claimed This Claim \$0.00
Variations \$0.00	Certified Previously \$9,000.00	Certified This Claim \$0.00
Current Contract \$955,000.00	Retained Previously \$900.00	Retained This Claim \$0.00
Retention Allowance \$47,750.00	Available To Claim \$946,000.00	To Date Claimed \$9,000.00
Retention Withheld \$900.00		To Date Certified \$9,000.00
Retention Remaining \$46,850.00		To Date Retention \$900.00

CANCEL

5 APPROVE

Invoice/claim tabs

Use the document tab to attach and download documents.

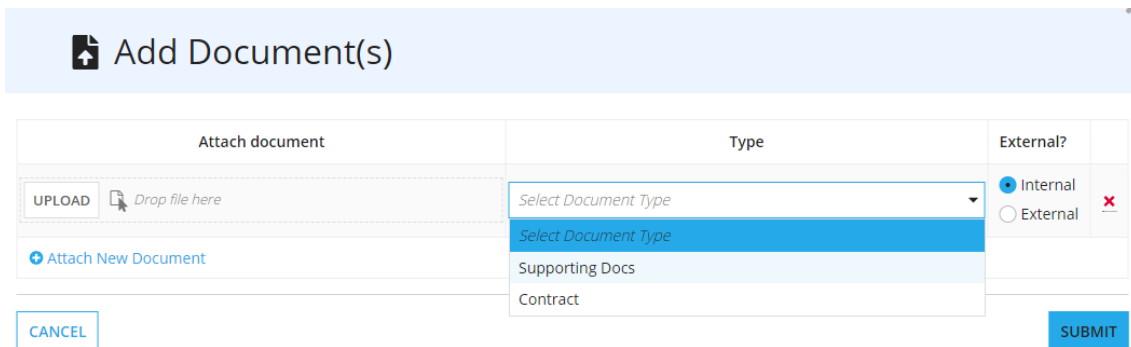


Attach a document.



Download the document.

When attaching a document, select the type and whether it is external or internal. External documents will be sent to the subcontractor. Internal documents will only be visible to internal Hutchies staff.



Note: Executed subcontracts will be required to be attached to the first claim.

Leave notes using the notes tab.

Review - CH25919RET-1802

Navigation icons:

NEW NOTE

ATCA Appian TestCA1
16/07/2022 19:00
Example note

View the status changes of the invoice/claim using the audit tab.

Review - CH25919RET-1802

Navigation icons:

Claire Hays Status Changed	16/07/22 14:24
Status Changed Status changed from New to Assigned	
Claire Hays Assignment	16/07/22 14:24
Assignment Assigned to Appian.TestCA1@hutchinsonbuilders.com.au	
Claire Hays Action Completed	16/07/22 14:24
Action Completed Validate completed with an outcome of Assign	
Hutchies.System Status Changed	16/07/22 12:49
Status Changed Status changed to New	

Retention Release

Retention Release from a scanned invoice

- 1) Click Review in the action column.

1	Review	000304	-	EVO33	EVO 1 MAINTENANCE	Appian TestCA4	1,000.00	07/07/2022	11/07/2022	Assigned	10
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- 2) Click Retention to categorize the type.

- 3) Select the subcontract related to the retention release
- 4) Enter the amount to release. Select 50%, 100% or enter a specific amount.
- 5) Commentary is mandatory if you are releasing less that the requested amount
- 6) Approve (AP will release the requested amount and attach any necessary documents once approved)

Review - JC9

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INVOICE DETAILS

Type*

Invoice
Claim
2 Retention

Vendor
NAV06 - NAVASKA CONSTRUCTION PTY LTD

Invoice Date 07/07/2022	Scan Date 07/07/2022	Due Date 31/08/2022
Total Exc. GST \$44,596.30	GST \$4,459.63	Total Inc. GST \$49,055.93
Vendor ABN 34646161677	PO 222222	

Vendor
NAV06 NAVASKA CONSTRUCTION PTY LTD 34646161677

Subcontract for Vendor NAV06 NAVASKA CONSTRUCTION PTY LTD 34646161677 *

SL	Name	Job Number	Description	Retention Held
3 1475707	NAVASKA CONSTRUCTION PTY LTD	26191	25.10 Navaska Contract	\$25,395.67

Amount Claimed \$49,055.93 **Amount to Release*** **4** \$12,697.84 100% 50%

Amount includes GST Amount includes GST

Comment* **5** test 4/4000

CANCEL
REASSIGN

6 APPROVE

Manual Retention Release

Do not use this section if AP have already scanned a retention release invoice to you. Instead, use the [previous section](#).

- 1) Click the + CREATE RETENTION RELEASE REQUEST button on the invoices tab.
- 2) Select a vendor. Optional to enter a job number.
- 3) Select the subcontract.
- 4) Enter the claimed amount and release amount. Select 50%, 100% or enter a specific amount.
- 5) Commentary is optional
- 6) Upload supporting documents if required. (eg. Deed of Release)
- 7) Approve.

Release Retention ✕

Vendor HIGHBURY PLUMBING PTY LTD ✕ **Job Number** 26371

Subcontract for Vendor HIG88 HIGHBURY PLUMBING PTY LTD 63142369757 *

SL	Name	Job Number	Description	Retention Held	
3	1464538	HIGHBURY PLUMBING PTY LTD	26371	Hydraulics - Highbury	\$56,026.70

Amount Claimed \$5,000.00 **Amount to Release *** \$5,000.00 100% 50% **Comment** Text

Amount includes GST Amount includes GST 4/4000

Documents Please upload the relevant Retention Release Document

Release Retention Document

6 UPLOAD Drop file here

CANCEL7 SUBMIT

Search


The search page allows you to view all the invoices and claims across all the jobs you have access to in Viewpoint. It will also show invoices/claims that are assigned to you.

The screenshot shows the Hutchie's Search interface. At the top, there is a navigation bar with 'HUTCHIES' and tabs for 'INVOICES', 'SEARCH', 'TOOLS', 'SUBCONTRACTS', and 'REPORTS'. A 'Payments' dropdown is on the right. Below the navigation bar, there is a filter section with three input fields: 'Sort Code' (with a dropdown menu), 'Vendor Name', and 'Job Number'. Below these is a search bar with a magnifying glass icon and a 'SEARCH' button. The main part of the interface is a table with the following columns: Invoice Number, Type, Vendor Sort Code, Vendor, Job Number, CA, RFC, Claim No., Invoice Amount, Invoice Date, Scan Date, and Status. The table contains several rows of data, including invoices from vendors like GREEN SWITCH ELECTRICAL PTY LTD, PRECAST GRC PTY LTD, EARTHFLEET, PANDO POWER, and LYNDON AGENCIES CONCRETORS WAREHOUSE.

Invoice Number	Type	Vendor Sort Code	Vendor	Job Number	CA	RFC	Claim No.	Invoice Amount	Invoice Date	Scan Date	Status
CHHB52	-	GRE198	GREEN SWITCH ELECTRICAL PTY LTD		Applan TestCA1	-	-	68,500.00	07/07/2022	07/07/2022	Assigned
CH1113/05-10012	-	PRE153	PRECAST GRC PTY LTD		Applan TestCA1	-	-	16,000.00	07/07/2022	07/07/2022	Assigned
CH30368941	-	EAR13	EARTHFLEET		Applan TestCA1	-	-	8,764.50	07/07/2022	07/07/2022	Assigned
H900760110803-6	-	PAN32	PANDO POWER		Applan TestCA1	-	-	14,347.19	07/07/2022	07/07/2022	Assigned
CH760110803-5	-	PAN32	PANDO POWER		Applan TestCA1	-	-	13,628.58	07/07/2022	07/07/2022	Assigned
CHIN000003328	-	LYN01	LYNDON AGENCIES CONCRETORS WAREHOUSE		Applan TestCA1	-	-	26,831.34	07/07/2022	07/07/2022	Assigned
CH25919RET-2501	-	ALU22	ALUMINIUM BALUSTRADES BURLEIGH HEADS PTY LTD		Applan TestCA1	-	-	56,307.63	07/07/2022	07/07/2022	Assigned

There is a basic filter for narrowing searches by sort code, vendor name and job number.

This screenshot shows the basic search filter interface. It features three input fields: 'Sort Code' (with a dropdown), 'Vendor Name', and 'Job Number'. Below these is a search bar with a magnifying glass icon and a 'SEARCH' button.

Click the  icon to expand the search to include additional filters.

This screenshot shows the expanded search filter interface. It includes the basic filters from the previous screenshot, plus several additional filters: 'Status' (dropdown), 'Type' (dropdown), 'Pay Control' (dropdown), 'CA' (input), 'Rejection Reason' (dropdown), 'Flags' (dropdown), 'Inv Date From' (calendar), 'Inv Date To' (calendar), 'Scan Date From' (calendar), 'Scan Date To' (calendar), 'Inv Amount From' (input), and 'Inv Amount To' (input). A 'SEARCH' button and a dropdown arrow are also present.

They key statuses that will appear in the status column are below:

- Assigned = Invoice has been assigned to Contract Administration for approval.
- AP Review = Invoice has been approved by Contract Administration and is awaiting Accounts approval.
- AP Payment Pending = Invoice has been approved by Accounts Payable and is awaiting payment.
- Paid = Invoice has been paid.
- Returned to CA = Invoice has been returned to Contract Administration from Accounts Payable.



Add a filter based on the active search filters.



Delete a filter.



Save to confirm filter changes.

- Select a Saved Filter Set -

Swap between filters.



Clear all filters.

Downloading

Attachments can be downloaded in bulk using the search tab. All invoices/claims will be stored and accessible via the search tab, so it is not necessary to save all to the PC.

- 1) Select one or more items using the tick box.
- 2) Click download documents.

Optional to enter a name for the download.

The screenshot shows the HUTCHIES application interface. At the top, there are navigation tabs: INVOICES, **SEARCH**, TOOLS, SUBCONTRACTS, and REPORTS. On the right, there is a 'Payments' dropdown and a user profile icon. Below the navigation, there is a filter dropdown set to '- Select a Saved Filter Set -' and a toolbar with icons for search, add, delete, star, refresh, and share. A 'File Name' input field contains 'Test Download', and a red circle '2' highlights the 'Download Documents' button. Below this, a message states: 'When completed, your download will be located in the Tools Tab'. There are three input fields for 'Sort Code', 'Vendor Name', and 'Job Number'. A search bar contains 'Search Invoices' and a 'SEARCH' button. Below the search bar is a table with the following data:

<input type="checkbox"/>	Invoice Number	Type	Vendor Sort Code	Vendor	Job Number	CA	RFC	Claim No.	Invoice Amount	Invoice Date	Scan Date	Status
<input checked="" type="checkbox"/>	00080472	Claim	AAC05	ACTION TRAFFIC CONTROL PTY LTD	26544	Applan TestCA2	-	1	1,441.89	07/07/2022	07/07/2022	AP Review
<input type="checkbox"/>	00080549	Claim	AAC05	ACTION TRAFFIC CONTROL PTY LTD	26544	Applan TestCA2	-	2	441.75	07/07/2022	07/07/2022	Returned to CA

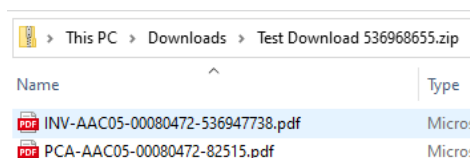
- 3) Go to the tools tab and select the download icon on the right.

The screenshot shows the HUTCHIES application interface with the 'TOOLS' tab selected. At the top, there are navigation tabs: INVOICES, SEARCH, **TOOLS**, SUBCONTRACTS, and REPORTS. On the right, there is a 'Payments' dropdown and a user profile icon. Below the navigation, there are two buttons: 'DOWNLOADS' and 'DELEGATES'. A refresh icon is visible. Below the buttons is a table with the following data:

Document Name	Document Type	Created By	Date Created
Test Download	Zip File	Applan TestCA2	15/07/2022 14:17
Download 220715	Zip File	Applan TestCA2	15/07/2022 14:17

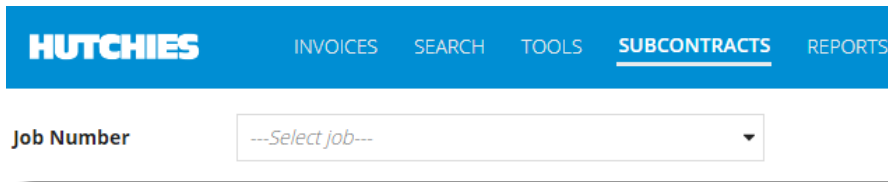
- 4) Open the downloaded files.

The naming convention is DocumentType-SortCode-VendorName-Uniqueid



Subcontracts

The subcontracts tab allows users to view and manage subcontracts. This includes adding variations to the subcontract or editing previous variations.



Go to the subcontracts tab and enter the job number.

- 1) Click the subcontract number to view the subcontract.

[+ CREATE SUBCONTRACT](#) Create a subcontract. (Go to [Creating subcontracts](#) for more details.)

The screenshot shows the 'SUBCONTRACTS' page in the HUTCHIES system. The 'Job Number' is set to 26573. There is a search bar and a 'SEARCH' button. Below the search bar is a '+ CREATE SUBCONTRACT' button. The main content is a table with the following columns: Job, Subcontract, Subcontract Description, Sort Name, Vendor Name, Pay Terms, and Retention Held. The table contains 8 rows of subcontract data.

Job	Subcontract ↑	Subcontract Description	Sort Name	Vendor Name	Pay Terms	Retention Held ⓘ
26573	15047717	QAS STATION & OPERATIONS CENTRE REFURBISHMENT	PRO289	PRO AV SOLUTIONS (QLD)	30	\$0.00
26573	1507701	QAS STATION & OPERATIONS CENTRE REFURBISHMENT	MAT72	MATT TAMASSY CONSTRUCTIONS	14	\$0.00
26573	1507702	QAS STATION & OPERATIONS CENTRE REFURBISHMENT	STA243	STANKE GROUP ELECTRICS PTY LTD	14	\$0.00
26573	1507703	QAS STATION & OPERATIONS CENTRE REFURBISHMENT	OTI03S	OTIS ELEVATOR COMPANY	30	\$0.00
26573	1507705	QAS STATION & OPERATIONS CENTRE REFURBISHMENT	TUR57	TURNER DEMOLITION & ASBESTOS PTY LTD	14	\$6,350.85
26573	1507706	QAS STATION & OPERATIONS CENTRE REFURBISHMENT	LAR02	LARGES FURNITURE	14	\$0.00
26573	1507707	QAS STATION & OPERATIONS CENTRE REFURBISHMENT	PLA187	PLASTERING UNLIMITED	14	\$6,050.00

Once you have selected the subcontract, you will see the below screen showing subcontract summary and claim history.



Create a variation to the subcontract. (Go to [creating variations](#) for more details)

To see claim details, click on the claim number under the claim history section to see the claim line items.

HUTCHIES
INVOICES SEARCH TOOLS SUBCONTRACTS REPORTS
Payments

1333358-MDK01

Summary
News Related Actions

SUBCONTRACT SUMMARY CREATE VARIATION

Original Contract	\$15,660.00	To Date Claimed	\$15,660.00	Retention Allowance	\$0.00
Variation	\$0.00	To Date Certified	\$15,660.00	To Date Retention	\$0.00
Current Contract	\$15,660.00			Retention Remaining	\$0.00

LINE ITEMS

Item	Description	Cost Code	Contract Amount	Variations	Total Amount	Certified Amount
1	Consultancy Services	01.10. .	\$15,660.00	\$0.00	\$15,660.00	\$15,660.00

CLAIM HISTORY

Select a claim to view details

Claim No	Invoice No	Invoice Date	Claim Date	Status	Certified Date	Certified By	Description	Contract Amount Claimed	Variation Amount Claimed	Total Amount Claimed	Amount Certified
1	178	15/Mar/2022	23/Mar/2022		13/Apr/2022	HUTCHIREBECCA.AHLUWALIA	PCA23 23/03/2022 - 15/03/2022	\$15,660.00	\$0.00	\$15,660.00	\$15,660.00 (100%)

Claim Details For Claim 1

Item	Description	Cost Code	Cost Type	UM	Contract Amount	Amount Claimed	Amount Certified	Amount Retained	Comments
1	Consultancy Services	01.10	1	LS	\$15,660.00	\$15,660.00 (100%)	\$15,660.00 (100%)	\$0.00 (0%)	

Creating subcontracts

Create a subcontract from the subcontracts tab or when viewing an assigned claim.

[+ CREATE SUBCONTRACT](#)

Enter the details of the subcontract.

- The subcontract ID will automatically created with the following naming convention: Job Number–Vendor. This can be edited/overridden if required.
- Select whether to hold GST and retention on the job. The line items will default to what you set at the header level
- Add additional lines using [Add line item](#)

Click the submit button when complete.

Create Subcontract ✕

Vendor

OTIS ELEVATOR COMPANY ✕

Job Number

26573

Subcontract ID

26573-OTI03S

Description *

Example Description

PC Date

21/07/2022 📅

FC Date

21/07/2023 📅

GST *

Y N

Retention *

Y N

Payment Terms

30

Item	Description	Cost Code	Cost Type	UM	Purchase Unit	Purchase Unit Cost	Amount	GST	Retention	
1	Example	01.02. .	1	LS	0	0	5000	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N	
2	Example 2	01.40. .	2	LS	0	0	500	<input type="radio"/> Y <input checked="" type="radio"/> N	<input type="radio"/> Y <input checked="" type="radio"/> N	✕

[+ Add line item](#)

CANCEL

SUBMIT

Creating variations

Creating a variation for a subcontract

Create a variation when processing a claim or when on the subcontract summary.

- Selecting the  at the header level will add a new line to the subcontract.

Enter the variation details.

- The variation number will show previously entered numbers as the user types. This makes it easier to increment to the next number.
- The cost code and cost type should automatically be selected based on the subcontract details. This can be edited if required
- Choose whether the variation is GST applicable (Y) or not (N).
- Choose whether to hold retention (Y) or not (N).

Click the submit button when complete.

Variations

✕

Variation Number ⓘ *

IV003
✕

Description *

Example

Cost Code *

16.10
✕

Cost Type *

3
▼

Unit of Measure *

LS
▼

Amount *

5000

GST? *

Yes No


Retention *

Yes No

CANCEL





SUBMIT

Creating a variation for a subcontract line

Click the  icon to the right of the claim line items.

- This will increase/decrease the line item selected pending the value you enter.

CLAIM LINE ITEMS

SL Item	Description	CC	UM	Contract Amount	Claimed To Date	Certified To Date	Claim Amount	Certified Amount	Retained Amount	Previous Claim Amount	Previous Certified Amount	Tax Amount	Comment		
	1	SP2 Concrete Place & Finish	02.09.07	LS	\$611,000.00	\$602,548.89 (98.62%)	\$598,850.33 (98.01%)	\$0.00	\$0.00	\$0.00	\$602,548.89	\$598,850.33	\$0.00		
	2	Extra Day Works	02.09.07	LS	\$2,560.00	\$2,560.00 (100%)	\$2,560.00 (100%)	\$0.00	\$0.00	\$0.00	\$2,560.00	\$2,560.00	\$0.00		

Enter the Variation Number, Description and Amount.

All other options are set from the line item selected – these fields are not editable.

Click submit when complete.

Variations ✕

Variation Number ? *

IV004 ✕

Description *

Example correction

Cost Code *

16.10

Cost Type *

3

Unit of Measure *

LS

Amount *

-2500

GST? * **Retention** *

Yes No Yes No

CANCEL
SUBMIT

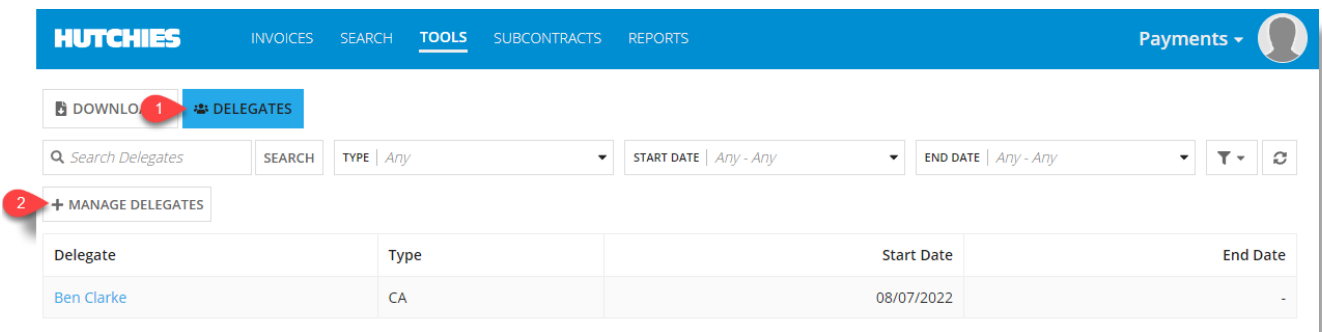
Tools

Delegation

Go to Tools section on the navigation bar.



- 1) Click Delegates.
- 2) Click manage delegates.



- 3) Select add new delegate or edit an existing delegate.
- 4) Enter the delegate's name, type, start date and end date.

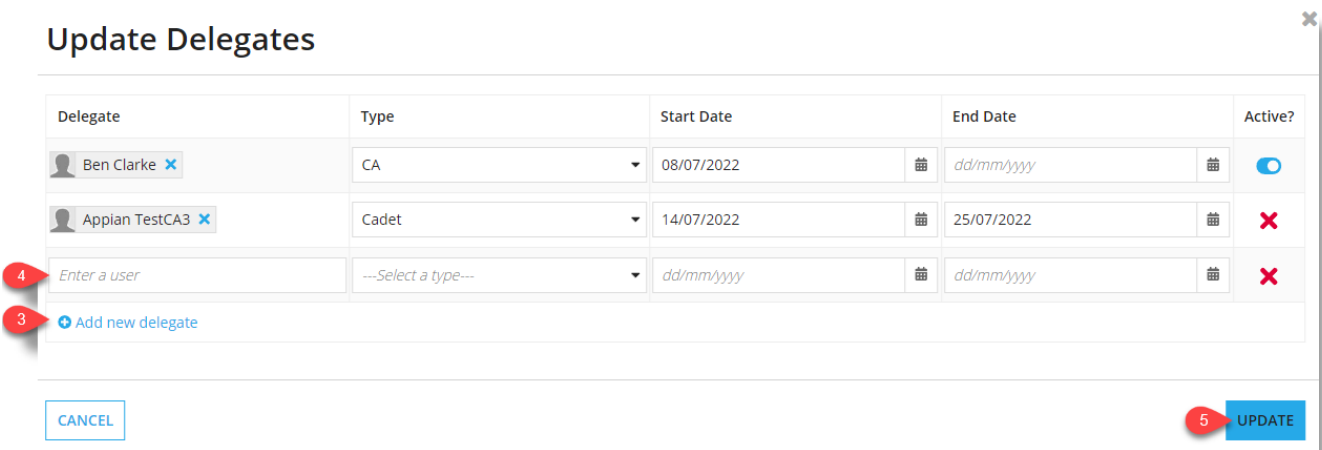
CA type will have the same rights as the CA delegating.

Cadet type will be able enter data but the CA delegating will have to do the final approval.

- Leave the end date blank to let the permission run indefinitely.
- Deactivate to suspend the delegation.

- 5) Click update to confirm changes.

Update Delegates



Reassigning

Items which are intended for other users need to be reassigned.

1) Click Review in the action column.

1	Review	000304	-	EVO33	EVO 1 MAINTENANCE	Appian TestCA4	1,000.00	07/07/2022	11/07/2022	Assigned	10
---	--------	--------	---	-------	-------------------	----------------	----------	------------	------------	----------	----

2) Click reassign.

Review - CH30368941

INVOICE DETAILS

Type *
 Invoice Claim Retention

Vendor
 EAR13 - EARTHFLEET

Invoice Date 07/07/2022	Scan Date 07/07/2022	Due Date 31/07/2022
Total Exc. GST \$8,764.50	GST \$876.45	Total Inc. GST \$9,640.95
Vendor ABN 77114613464	PO -	

Tax Invoice

Invoice number: 30368941
 Date issued: 31 Dec 2021

Account number: 85 HUTBU

Date	Docket	Driver	Quantity	Service	Cost
06/12/2021	352760	SJB	10.5	HRS 5T EXCAVATOR	\$1062.00
06/12/2021	349190	TD	1.0	FLOAT 16T EXCAVATOR	\$420.00
06/12/2021	349190	TD	10.0	16T EXCAVATOR	\$1260.00
06/12/2021	349199	TD	11.0	TRUCK HIRE	\$957.00
06/12/2021	351050	VJ	10.5	TRUCK HIRE	\$913.50
07/12/2021	352761	SJB	9.0	HRS 5T EXCAVATOR	\$936.00
10/12/2021	352765	SJB	7.0	HRS 5T EXCAVATOR	\$728.00
10/12/2021	345095	TD	1.0	FLOAT 16T EXCAVATOR	\$420.00
10/12/2021	345095	TD	6.0	16T EXCAVATOR	\$768.00
10/12/2021	345096	TD	7.0	TRUCK HIRE	\$609.00
10/12/2021	345096	TD	7.0	TRUCK HIRE	\$609.00
GST					\$876.45
Total					\$9640.95

DRIVER NOTES

- 352760 - 6am-4pm -1/2 break +1 travel. Load & stockpile sand for backfill. Basement wall.
- 349190 - 6.30am-4.30pm. Load tippers.
- 349199 - 6.30am-4.30pm +1 travel. Move sand around site.
- 351050 - 6.30am-4pm +1 travel. Carting sand on site.
- 352761 - 6am-3pm -1/2 break +1/2 travel. Backfill basement wall. Create platform for electrical
- 352765 - 6am-12.30pm -1/2 break +1 travel. Backfill basement wall as directed.
- 345095 - 6am-12pm. Load sand onto tippers.

CAN REASSIGN
SAVE APPROVE

3) You have two options for reassigning

- a) Tick the Assign to AP box if you are unsure of the recipient
- b) If you know the intended recipient, lookup their name from the Assign to CA box.

4) Enter a comment and click reassign to complete.

Reassign - 3974

Check the 'assign to AP' checkbox, or select a CA

Assign to AP Assign to CA

Comments *

I don't know why this was assigned to me.

CANCEL REASSIGN

Reports

The reports tab provides reports of unprocessed invoices/claims per team.

Enter a CA name to get the list of invoices which have been assigned to them.

View the department breakdown which gives an overview of who has been assigned invoices.

HUTCHIES
INVOICES SEARCH TOOLS SUBCONTRACTS REPORTS
Payments

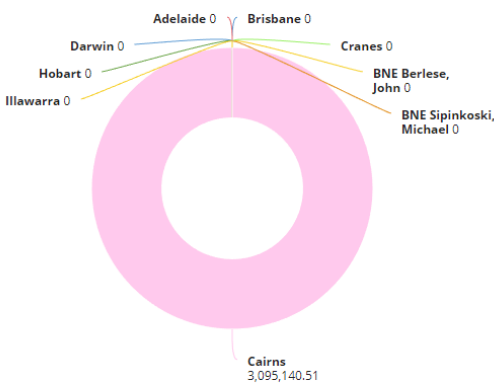
Days Old: CA:

DEPARTMENT REPORT
CA SUMMARY

Total Invoice Amount: \$3,095,140.51

Invoice Totals By Department

Click on a segment to view total invoices by CA under the selected department.



User	Invoice Count	Invoice Total
Kyle Hare	171	\$3,095,140.51

[Generate In Progress CA Summary Report from 11/07/2022](#)

Payments Training Manual

Version Control

Version	Review Date	Name	Actions / Amendments
1.0	16/07/2022	Oliver Higham	First Version

