

3. Subcontracts

TSKJP3.3a Authorising a Payment (Lump Sum)

PURPOSE: To register and post payment authorisation (lump sum) against a subcontractor.

PATH: 1,3,3 or 2,2,3

PROCEDURE:

Step 1. Type or select the fields:

- *Job*
- *Subcontractor*
- *Agreement* (this field is enough to call the record of the subcontract)
- Press **Enter**

Step 2. If the subcontract has cash retentions, select the type of Authorisation. Type 'P' or 'R'. Press **Enter**. Below are the instructions on Progress Claims. Go to step 6 for Retentions.

Step 3. In the Summary Payment screen type the fields:

- *For Period Ending Date*
- *This S/C Invoice Value*
- *S/C Invoice Number*
- *S/C Invoice Date*

If the subcontract has got only one item as part of the original work, enter a figure in *Total Authorised* and follow the next step, otherwise press **F1 Original Works** and value every item. Press **F11 Use Item Totals** when you finish the valuation of the original work.

Step 4. If the subcontract has variations press **F2 Variations**

- If a variation is missing, press **F13 (Shift+F1) Variation Register** to enter variations (refer to TSKJP2.7)
- Enter Valuations and Authorised Values
- Press **F11 Use Items Totals**
- Press **F3** to exit

Step 5. You should be back to the Summary payment screen. Make sure all your information is correct then check the following fields:

- *Net Authorised Amount*
- *Payment Due Date*
- *Print all variations*
- *Ready to Post*

- Press **Enter, Enter**

Step 6. Retention Screen, if this Subcontractor has Cash retentions check the following fields:

- *Amount to be retained*
- *Date that retention is released*
- Press **Enter**

This will bring you right back to the start and you can enter another payment.