Location Intelligence
Infrastructure Asset Management

Confirm®

Payment Processing

v25.20e.AM

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January 20, 2026

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Payment Processing

The Payment Processing Folder

The Payment Processing folder contains tools and utilities for making payments in Confirm. In order to make a payment there must be committed work in the system. See the Maintenance Management manual for information on how orders are raised and committed.

For Routine Work, the work simply needs to be committed for the period you want to pay. For non-routine work, the Jobs must be committed and at a status that allows payment, or have gone through the Payment Request process.

A Payment Batch, once committed, may archive the work included on it. Therefore, once items of work are put on a payment batch, and committed, they are perceived by the system as having been paid and finished with (with the exception of partial payment Jobs which will remain live until all the required payments have been made)

The Payment Processing folder also contains utilities for printing Payment Certificates, Summary Payment Certificates (with the Contractor Invoice module) and Customer Statements (with the Customer Account module).

The Financial Systems Interface folder will only be available if the Financial Systems Interface module is present.

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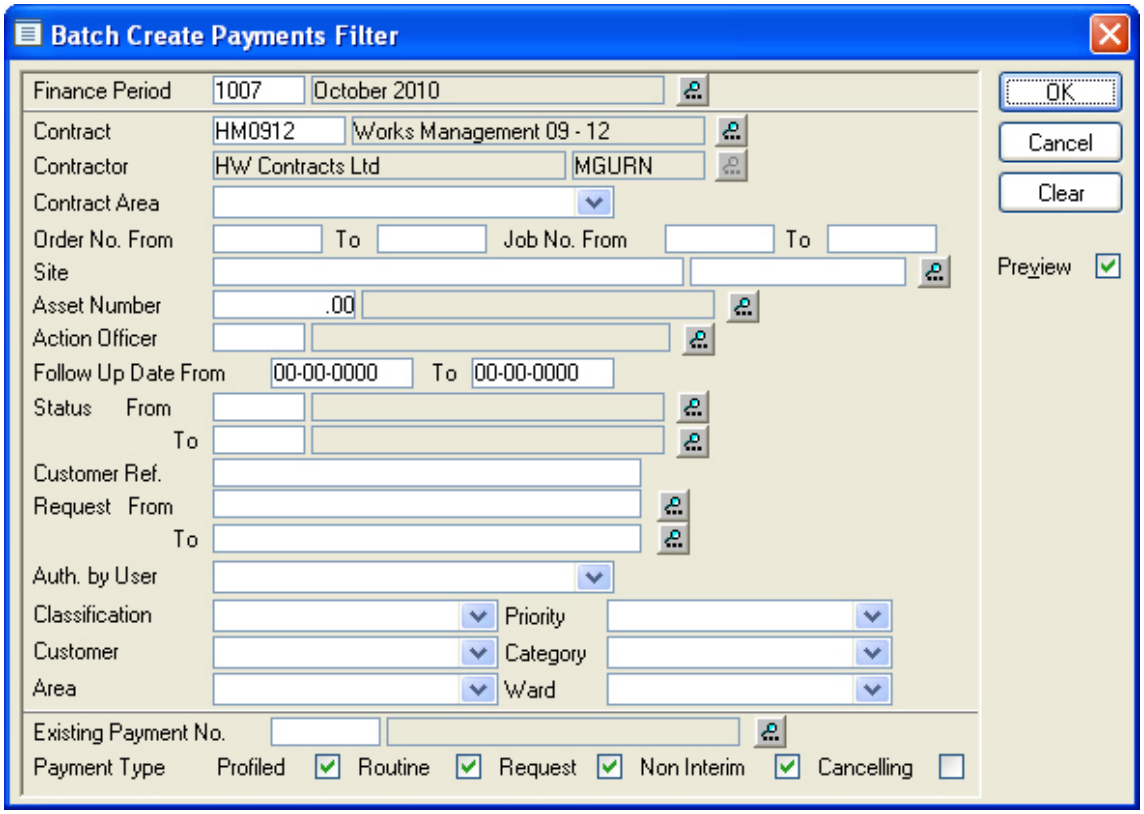
Batch Create Payments

Payment Batches are Contract and Contract Area specific, and cover one Finance Period. If you have a range of Contracts to pay, or a Contract with a range of Contract Areas, the Batch Create Payment utility will allow you to create all the necessary Payment Batches. The Batch Create Payment filter also allows you to filter out what to exclude on a single Payment Batch.

Batch Create Payments displays a filter from which the items to be included on the Payment Batch(es) can be selected. The selection will be made from the following (where it is not already on a Payment Batch*):

- Committed Routine Work for the period selected, as amended by any committed Variation orders.
- Payments profiled for the selected period on the Payment tab of committed Order Jobs, where the Job is at a status that allows payment. See **Maintenance Management\Order Jobs - payment tab** for information on how to profile payments for a Job.
- Committed Non Routine work - Jobs - which are either at a status that allows payment or authorised through the Payment Request procedure.

* Note: Jobs flagged for Partial Payment may be included on more than one Payment Batch for each 'instalment' that is paid.



The selection fields include:

Finance Period: A mandatory field. You can enter a Finance Period for which there are already Payment Batches, but you cannot include, in this batch, work that is already included on another Payment Batch.

Contract: Enter a Contract to restrict the payment to one Contract. If this field is left blank, then a separate Batch will be raised for each Contract (and Contract Area) with work to be paid.

Contractor: Entered automatically if an awarded Contract is selected in the Contract field. If a Non-term Contract is selected (non-term bidding module only), then the Contractor to whom the payment is to be made can be entered here. If the field is left blank for a non-term Contract, then a separate Payment Batch will be raised for each of the Contractors who have payments outstanding.

Contract Area: Select a Contract Area to restrict the payment to a single Contract Area. If left blank then a separate batch will be created for each Contract Area within the Contract (if a Contract is entered in the Contract field) or in the database (if no Contract has been entered), where payment is due.

Order No. From/To: Select an Order Number range to restrict the payment to specific Orders.

Note: If an Order selected in the range is on the same Payment Request as another Order which does not meet the filter criteria, then neither of the Orders will be retrieved.

Job No. From/To: Select a Job Number range to restrict the payment to specific Jobs.

Note: If a Job selected in the range is on an Order that also happens to be on the same Payment Request as another Order which does not meet the filter criteria, then none of the Jobs on either Order will be retrieved.

Follow Up Date: References the Status Follow up for the Job

Maintenance Management\Job - Current Status tab

Customer Ref: References the Customer Ref field on the Job tab of the Job form

Maintenance Management\Job - Job tab

Request: References the Request Code of Payment Requests. See **Payment Requests** on page 27" on page

Auth. by User: References the Confirm User library. If completed, only Payment Requests with the selected User will be placed onto a Payment Batch. The Authorised by User will be the User that logged the most recent update to a Payment Request Status where the 'Authorised' check box is checked.

Existing Payment No: Enter the number of an existing Payment Batch if you wish to add this work to the batch. Leave blank to create new Payment Batch(es)

Note: If you enter a batch number, then only the work that conforms to the parameters selected for that batch (Finance Period, Contract and Contract Area) will be included.

Payment Type: The check boxes define in broad term the kind of work which will included on the batch(es):

'Profiled'- Payments that have been set on the Payment tab of the Order Job form for the Period selected in the filter.

'Routine' - Work on committed Routine Work Orders, which was programmed for the period selected in the filter, as amended by committed Variation Orders.

'Request' -Jobs on authorised Payment Requests.

'Non Interim' - Committed (non Partial Payment) Jobs that are at the status that allows payment.

'Cancelling' -If 'Cancelling' is checked, all the other Payment Type checkboxes will be disabled. Select 'Cancelling' to cancel Jobs. See 'Cancelling Payments' below.

Click on OK to view the Payment Batch Preview. Each Payment batch that has been created will be displayed, listing the Sites and plots (for Routine work) and Jobs (for non-routine work) that have been included. Save the preview to create the Batch(es). After the 'Save', the report will display the number that has been assigned to each Batch.

Commit

There is a 'Commit' button available which can be used from the report. When this is selected the Payment Batches displayed on the Preview will be saved, and then all the Payment Batches saved will be submitted directly to the Payment Batch Commit facility. The Payment Batch Commit preview will then be displayed, with the option to 'Save' if appropriate.

In order to see the 'Commit' button the **Payment System Settings** on page 43 'Display Commit Button on Batch Create Payments' needs to be checked.

Cancelling Payments

Cancelling payments are intended to archive non-interim Jobs that were not completed, and to undo Inventory Updates that the Job was linked to.

The system recognises cancelling payments where:

- The Job is at a Status that does not have the 'complete' flag set
- A cancelling status is set in the Contract Management System Settings
- There are no uncommitted Payment Requests or uncommitted Payments for the Job
- All the Items on the closing Payment Job have zero Quantities
- All the Items on the Order Job have zero Completed to Date Quantities

Cancelling Payments can be raised using the Batch Create Payments utility, with the 'Cancelling' check box checked. Provided that a cancelling status is set in the Contract Management System Settings, the batch utility will select all committed Jobs (within the filter criteria specified) which are at a Status that does not have the 'complete' flag set, and will create payment Jobs which will set the completed quantities and values to zero.

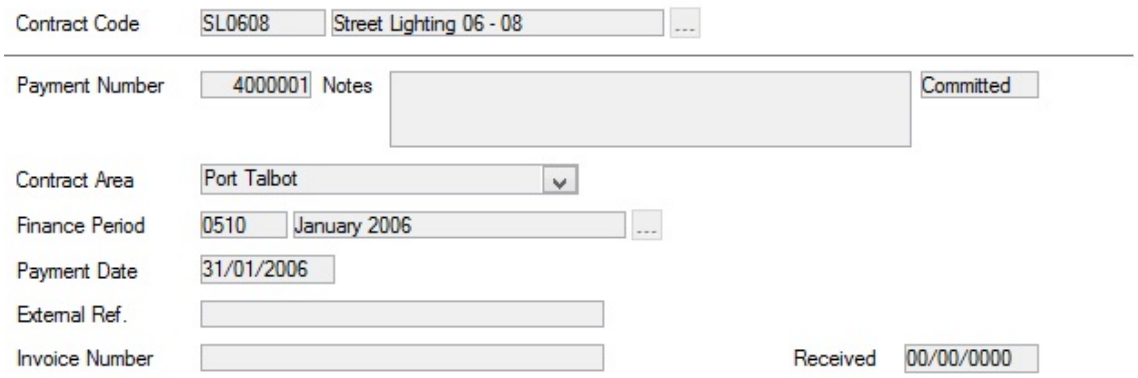
Uncommitted Payment Requests and uncommitted Payments cannot exist for any Jobs that need to be cancelled.

Where a cancelled Job is linked to Inventory Updates, that is that Inventory was updated through the Job form 'Other' button, the Inventory Updates will be undone where possible and the links will be deleted during committal of a cancelling payment.

Where undoing the Inventory updates would lead to anomalies, a warning will be issued on commit preview, and a warning report will detail the issues relating to each Inventory Update link.

Payment Batch

The Payment Batch displays the Payment Batch Header. This may be used to view existing Payment Batches, and to add and amend items. It may also be used to begin the process of creating a Payment batch.



To view existing Payment Batches:

Use the 'Find' button to select the batch, or enter the Contract and Payment Number of an existing batch. To view the items included on the Batch, use the '**Routine button** on page 14', or '**Job Button** on page 14' button.

To create a new Payment Batch:

Complete the Payment Batch header and click on the 'Batch' button to display the Batch Create Payments filter.

Contract Code:	Enter, or select from the pick list, the Contract Code for the Contract you wish to view, or create a Payment for. The pick list references awarded Contracts and Non term Contract (non term bidding module only) **Contract Preparation\Contract**
Payment Number:	To recall a Payment Batch: Enter the number of an existing Payment. When creating a new Payment Batch: leave the field blank. The Payment will be assigned the next available number from the Work Group seed numbers **System Administration\Security\Work Group**
Notes:	An optional free text field.
Contract Area:	Entered automatically for an existing batch. Select from the drop down for a new batch. The drop down references the Contract areas that are covered by the Contract entered in the Contract field **Contract Preparation\Contract - Coverage tab**
Finance Period:	Entered automatically for an existing batch. Select from the pick list for a new batch. The pick list references the Finance Period library

Finance and Budgets\Finance Period

Payment Date:	Defaults to the last day of the Finance Period entered in the Finance Period field. May be edited for uncommitted batches.
External Ref:	An optional free text field
Invoice Number:	(Contractor Invoices module) The Invoice number (Request Code) set for Payment Requests. The Contract - Payment tab settings for 'Invoice' will determine whether this field is required/not required/optional. See "**Contract Preparation\Contract Form - Payment tab**" for information on setting this default.
Received:	(Contractor Invoices module) If Invoice Number is entered in the Invoice Number field, then a Received date must be specified.

Clear Button

Available on uncommitted Payment Batches.

Click on the 'Clear' button to clear all payment details from the Payment Batch. You can then re-batch by clicking on the 'Batch' button on this form, or by using 'Batch Create Payments', and entering the payment number for this batch into the Payment Number field of the filter.

Commit Payments

Committing a Payment is the final stage in the life of work within Confirm. Work on committed Payment batches will be archived and is not available to be Varied, or for monitoring (Contract Monitoring module). Budget reports will display the work on committed Payment batches as paid.

The only exceptions are:

- Partial payment Jobs, where remaining values, or SOR Item deleted from the payment batch, but on the original Job, will be available for further payment.
- Jobs where a Retention has been applied. These Jobs will remain available for the final payment of the Retention when the Liability date is reached.

Confirm validates Payments for each Job by adding the value for the new Payment to the completed Payments made so far to give the total paid, then works out the difference between this and the committed current value for the Job. The following checks are then made:

- If the new total paid exceeds the committed current value then the difference is compared against the user's Maximum Commit Limit as set on the User Commit Limit screen in Maintenance Management. If the Maximum Commit Limit is exceeded then the Payment is rejected.
- If the Payment is a Closing Payment if the total amount paid for the Job is less than the expected committed amount by more than the user's Minimum Commit Limit then the payment is rejected.

To Commit Payments:

Contract:	A Contract, or range of Contracts must be entered.
Payment Number:	A Payment number or range of Payment numbers can be entered here.
Jobs Completed:	A date or range of dates can be entered here.

Contains Payment Requests

Request:	Optionally specify a Request or range of Requests.

Auth. by User:	Optionally select a Confirm User that Authorised the Payment Request.
Auth. by Officer:	Optionally select a Confirm Action Officer that Authorised the Payment Request.

Note: The filter will always return whole Payment Batches. Therefore if the 'Auth. by User' is completed, any Payment Batch that includes at least one Payment Request that was authorised by the specified User will be returned.

Click on OK to display the Preview. The preview will give the Payment Number(s), Order Number(s), Job Number(s) and values. The last column of the preview will report on whether the Jobs or Payments can be committed. If the Payment cannot be committed, a short line of text will describe the problem. A problem with any single Job on the Payment will prevent the whole Payment from committing.

If no problems are reported, or to commit the Payments without problems, click on the Save button.

Archive button

Redundant headers can be Archived with the Archive button. After prompting the User for confirmation the Status of the Payment Batch will be set to 'Committed'.

The button will be disabled if there are Payment Jobs attached (in which case the 'Clear' button can be used) or the Payment Batch has already been Archived.

Print Payment Certificates

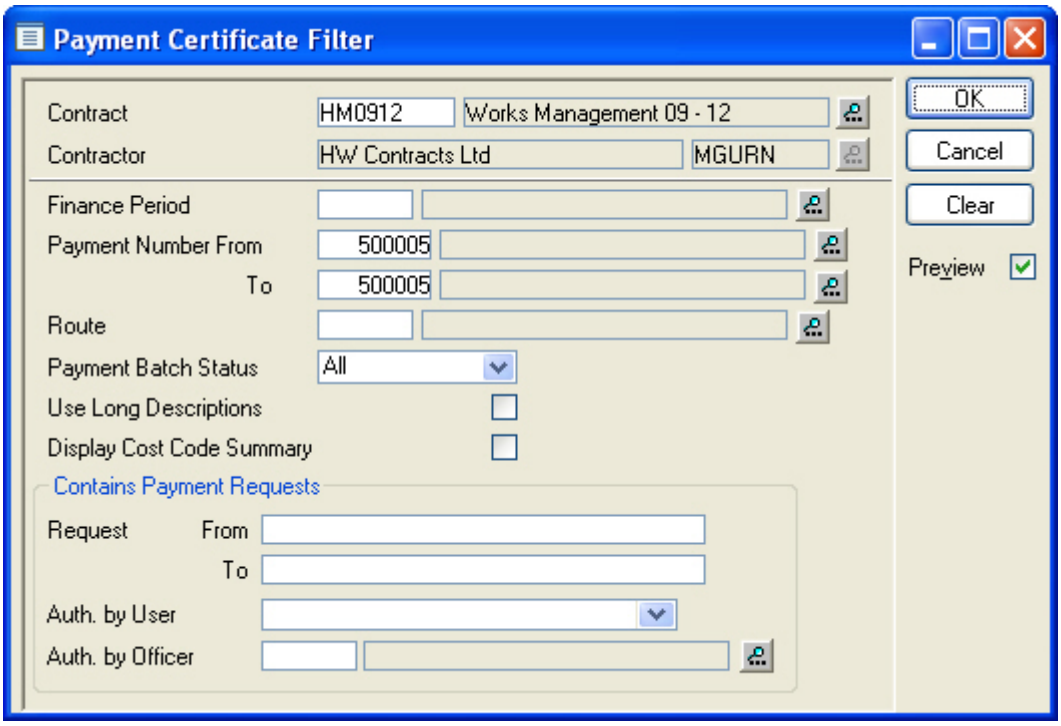
The Payment Certificates will detail all the Items included on the selected Payment batches and give a total for the Batch.

Where a Tax is entered against the Contract, this will be calculated and displayed after the net total, then added to provide a gross total for the Certificate. Tax Types are set in the Contract form.

Routine Work is displayed by Site and Plot, detailing the Regimes and SOR Items, Quantities and values. Non Routine Work will be displayed by Site and Job, detailing the information entered on the Job form and the SOR items, quantities and values.

Each Payment Batch will generate a separate Payment Certificate.

Payment Certificates can be printed for uncommitted Payment Batches as well as committed Payment Batches.



Contract:	A mandatory field a Contract must be selected. The pick list references awarded Contract and Non term Contracts (where the Non Term Bidding module is present).
Contractor:	Entered automatically if an awarded Contract is selected in the Contract field. If a Non-term Contract is selected (non-term bidding module only), then the Contractor for whom the payment is to be made can be entered here. If the field is left blank for a non-term Contract, then a separate Payment Certificate will be raised for each of the Contractors who have payments in the filter parameters.
Finance Period:	Enter a finance Period or leave blank to print for all available Finance Periods.
Payment Number:	Enter a Range of Payment numbers to limit the print, or leave blank to print all available Certificates
Route:	Enter a Route to order the Sites in the selected Certificates by Route. Sites not in the Route will appear after the routed Sites, in alphabetical order.
Payment Batch Status:	Select from the drop list to limit the selection to Payment Batches of a particular status.
Use Long Description:	Check this to show SOR full description on Payment Certificate in place of description.
Display Cost Code Summary:	Check this to summarise each Payment Certificate by Cost Code at the end of the Certificate.

Contains Payment Requests

Request:	Optionally specify a Request or range of Requests.
Auth. by User:	Optionally select a Confirm User that Authorised the Payment Request.
Auth. by Officer:	Optionally select a Confirm Action Officer that Authorised the Payment Request.

Note: The filter will always return whole Payment Batches. Therefore if the 'Auth. by User' is completed, any Payment Batch that includes at least one Payment Request that was authorised by the specified User will be returned.

Click on OK to display a preview of the Certificate(s). Click on the Print button in the Preview window to send to printer.

Batch Button

Click on the Batch button to display the 'Batch Create Payment' filter, with the Contract, Payment Number, Contract Area and Finance Period details already entered into the relevant fields. You may use other fields to restrict the batch, or simply click OK in the filter to batch all available work for this Period, Contract and Contract Area into the Payment Batch.

Routine button

Click on this button to view the Routine work that has been included on the Batch. Routine work items may not be amended, deleted or added to directly in the payment batch. If you find errors in the Routine payment, they must be amended by clearing the Payment Batch, raising and committing a Variation Order to make the changes in Routine work, and re-batching to include the new, amended Routine details.

Job Button

Click this button to view Payment Jobs included on the Batch. Jobs may be amended, added or deleted (from the batch)

Note: Removing a Job from the Payment Batch which is on a Payment Request will remove all the other Jobs on the same Payment Request.

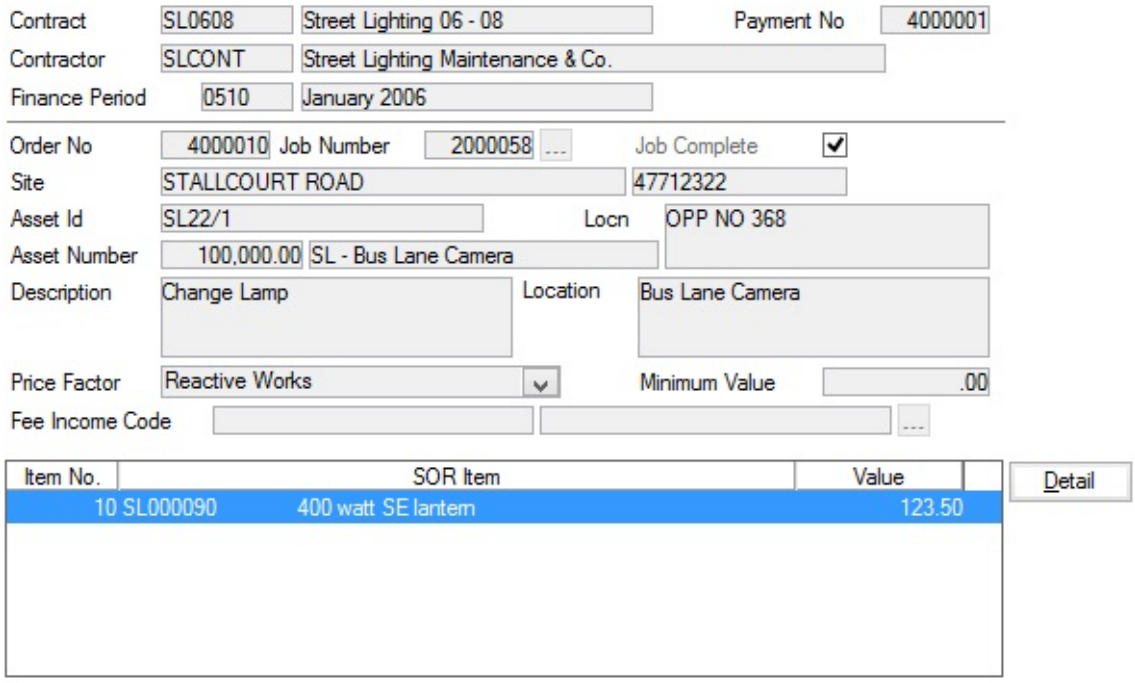
Payment Job

The payment Job is displayed from the Job button, on the Payment Batch header. It displays the details of the Jobs that have been included on the Payment Batch. The alterations that may be made to a Payment Job will vary according to whether they are part of a Payment Request or not, and how the defaults and limits have been set in the system.

To add a Payment Job

Click on the 'Clear' button. Enter the Job number, or select from the Pick list. The pick list displays Jobs in the Contract and Contract area that are entered on the Payment Batch header. A Job can only be added to the batch if:

- It is not already on another (committed or uncommitted) Payment Batch - except for Partial Payment Jobs that are not 'complete'.
- It has a Status that allows payment, i.e. the 'Payment' flag is checked for that status. See **Asset Maintenance\Maintenance Lookups\Job Status** for information on creating Statuses and flagging them for specific actions.
- It is not on a Payment Request.



The Payment Job will copy in the Job details, most of which will be greyed out and cannot be amended. The following fields may be editable:

Job Complete: The Job Complete flag will be checked where the original Job was not checked for 'Partial Payment'.

It will not be checked for Job which were checked for 'Partial Payment'

The Job Complete flag tells the Payment Job whether it will be finished with when this payment is made (and therefore should deduct the Post Completion Retention and start calculating the Retention period, and/or calculate the Liquidated Damages; or archive), or whether it will need to be held open for further payment(s) to be made.

Jobs on Payment Request:

The Complete flag will not be editable for Jobs on Payment Requests (the Complete flag is set on the Request)

Jobs not on a Payment Request:

You may override the original selection on Partial Payment by changing the selection here. So that a Job not originally flagged as Partial Payment can now be paid in instalment by un-checking the Complete check box. And conversely - a Job originally flagged for partially payment can now be paid and closed by checking the Job closed box.

Note: The deciding factor in whether a Job is closed is not whether the original amount has been paid in full - only whether is it flagged as 'Job Complete' or not. So paying £50 of a Job originally worth £75 will hold the remaining £25 for payment at another time if not flagged as 'Job Complete', or simply close with the remaining £25 unpaid if flagged as 'Job Complete'

Price Factor: Jobs on Payment Request:

Cannot be edited for a Job on a Payment Request. Jobs on Payment Request may have the Price Factor altered on the Request.

Jobs not on Payment Request:

To change the Price Factor select from the drop down menu. The drop down list displays all the Price Factors applied to this Contract (i.e. the Contract entered on the Payment Batch header).

Contract Preparation\Contract - Price Factor tab

Minimum Value: Where a Minimum Value applies to the Job (this may have been set manually when the Job was raised, or may have defaulted from the Contract Price Factor), this will be shown in this field.

The Minimum Value may be edited.

Note: the Payment will not Commit if Contract Tolerances do not allow a Job on Payment Authorisation Excess or Shortfall equal to the change in value resulting from an alteration of the Minimum Value

Fee Income Code (Administration Fee Recovery module)

Default from the Income Code entered for the Order Job. See" **Maintenance Management\Job** for information on how the Income Code is derived.

The Income Code may be edited in all cases, by entering another Cost Code from the Cost Code Lookup

Site Register\Site Lookups\Operational Lookups

Delete button

Click on the Delete Button on the Payment Job form. The Job will be removed from the Batch.

Note: You may need to amend the Job status to prevent it from being automatically included on any subsequent batches until you are ready to pay it.

Note: Removing a Job from the Payment Batch which is on a Payment Request will remove all the other Jobs on the same Payment Request.

Alter CC button

It is possible to change the Cost Code for the whole Payment Job or for particular SOR Items.

When the 'Alter CC' button is clicked on the Payment Job screen, the selected Cost Code will be applied to each SOR Item on the Job. This will be done by reducing to zero quantities all Items on the Job that do not carry the new Cost Code. These Items will be re-entered on the Job, with the original quantities, carrying the new Cost Code. All Items involved will be flagged as 'Complete'. When the Payment Batch is committed, the system will create an automatic Variation Order to audit the change.

Note: Retention, liquidated damages, minimum and contingency items will be ignored.

When the 'Alter CC' button is clicked on the Payment Item screen, the selected Cost Code will be applied to the current SOR Item only. This will be done by reducing the item to zero quantity before re-entering the item on the Job, with the original quantities, carrying the new Cost Code. The original and replacement item will be flagged as 'Complete'. When the Payment Batch is committed, the system will create an automatic Variation Order to audit the change.

When the 'Alter CC' button is clicked, the Amend Cost Code Filter will be displayed:

Enter, or select from the pick list, the required new Cost Code. The pick list references the Cost Code lookup. **Site Register\Site Lookups\Operational Lookups**

Click on OK to replace the Cost Code.

Items Pane

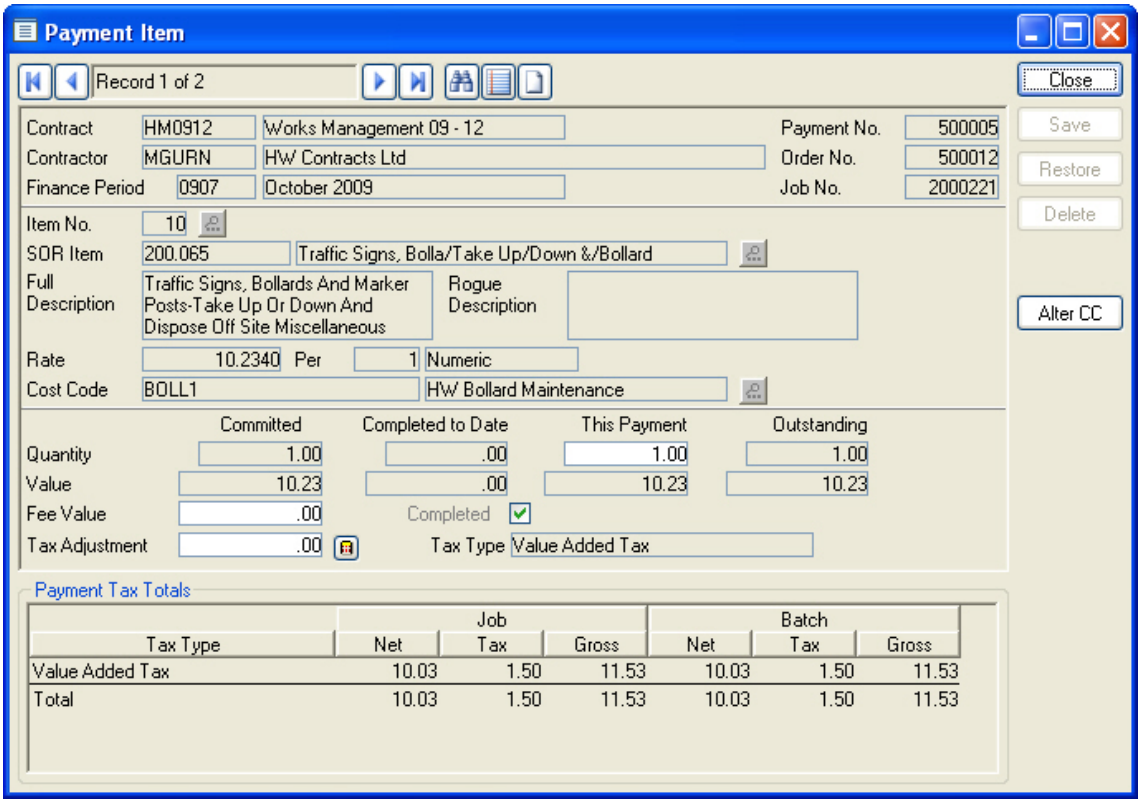
Listed in the lower pane are all the SOR Items included on this Payment Job. This may include items not on the original Job:

Retentions: Pre completion retention will be calculated on Job not flagged as 'Job Complete'. Post Completion Retention (which will take account of any Pre Completion Retention already taken in previous payments on this Job) will be calculated on Jobs flagged as 'Job Complete'. The SOR Item identified as the 'Retention Item' will be used to make the calculation.

Liquidated Damages: liquidated damages will have been calculated when the Job attained a Status which is flagged as 'Complete', based on the difference between the Estimated Completion for the Job and the Actual Completion date. The SOR Item identified for Liquidated Damages will have been used to calculate any penalties on the Job.

Payment Items

Click on the 'Detail' button in the Payment Job Form to display the Payment Item form:



Payment Items are copied from the Job, and may include Items generated by the system for Retentions and Liquidated Damages. Most fields will be greyed out. The following fields may be edited:

Cost Code:	(Retentions and LD module) The Cost Code is editable for SOR Items flagged as 'Liquidated Damages', or as 'Retention', in the SOR Item library. **Asset Maintenance\SOR Item**
This Payment:	Two fields are shown under this heading: Payment Quantity: may be edited for all, except Jobs on a Payment Request.

Payment Value: displays the value calculated from the quantity and the SOR item rate. This will alter if the quantity is altered.

Note: The payment Quantity may be altered, but an alteration will prevent a committal of the Payment Batch if the Contract tolerances do not allow a Payment to vary from the original Job value - see Contract Preparation\Contract - tolerances tab for information on setting up Contract tolerances.

Fee Value: (Administration Fee Recovery module)

A Fee value will be calculated based on the information on the Additional Tab of the Order Job. This field can be edited.

Complete: This check box will be automatically checked, and cannot be unchecked, if the 'Job Complete' flag on the Payment Job is checked.

If the 'Job Complete' flag on the Payment Job is not checked, the individual Items can be checked as 'Complete', or not.

Items checked as 'Complete' will pay the amount shown in the Payment Value field, and will archive and therefore is not available for further payment on this Job.

Items not checked as 'Complete' will pay the amount shown in the Payment Value field and retain the balance for payment at a future date.

For Jobs on a Payment Request, the 'Complete' check box is greyed out and is not editable.

Tax Type: The Tax Types that are applicable to the SORs on the Payment are displayed.

Job: 'Net' - This value will be the sum of each 'Payment Value' for Job Items within the Tax Type.

'Tax' - The tax value is displayed for the Job within the Tax Type.

'Gross' - This value will be the sum of the 'Net' and 'Tax' Job values for the Tax Type.

Batch: 'Net' - This value will be computed as the sum of each 'Payment Value' for Batch Items within the Tax Type.

'Tax' - The tax value is displayed for the Batch within the Tax Type.

'Gross' - This will be computed as the sum of the 'Net' and 'Tax' Batch values for the Tax Type.

To add an Item to a Payment Job:

Items may be added to Payment Jobs, whether they are checked as 'Job Complete' or not.

Only the following Items may be added:

SOR Items flagged as Liquidated Damages, or as Retention, in the SOR Item library.

Asset Maintenance\SOR Item

Where the Contractor Invoices module is present - any SOR Item that is in a Payment Category that is checked 'an add to Requested Payment Certificate'

Maintenance Management\Contract Management Lookups\Payment Category

Any item priced under the Contract may be added, and given a Quantity to generate a value. When the Item screen is first opened and there are no current Payment Items, Confirm will prompt the user if they want the default Order Items to be created.

Note: The Contract tolerances will prevent the committal of the Payment Batch, if adding an SOR Item to a Payment Job alters its value to beyond the specified tolerance. See"**Contract Preparation\Contract Form - Tolerances tab** for information on setting tolerances.

Delete button

Items may be removed from Payment Jobs as long as:

1. The Job is not on a Payment Request
2. The Payment Job is not checked as 'Job Complete'. If the Payment Job is checked as 'Job Complete', then only Items added in this Payment Batch may be removed.

To remove an Item - scroll to the Item and click on the 'Delete' button. If the 'Delete' button is inactive, the Item cannot be deleted because one of the above conditions applies.

Note: Deleting an Item from a Payment Job removes it from this Payment Batch. Where the Item was on the original Job, the item remains on the Job and is available for payment on another Payment Batch.

Alter CC button

It is possible to change the Cost Code for the whole Payment Job or for particular SOR Items.

When the 'Alter CC' button is clicked on the Payment Job screen, the selected Cost Code will be applied to each SOR Item on the Job. This will be done by reducing to zero quantities all Items on the Job that do not carry the new Cost Code. These Items will be re-entered on the Job, with the original quantities, carrying the new Cost Code. All Items involved will be flagged as 'Complete'. When the Payment Batch is committed, the system will create an automatic Variation Order to audit the change.

Note: Retention, liquidated damages, minimum and contingency items will be ignored.

When the 'Alter CC' button is clicked on the Payment Item screen, the selected Cost Code will be applied to the current SOR Item only. This will be done by reducing the item to zero quantity before re-entering the item on the Job, with the original quantities, carrying the new Cost Code. The original and replacement item will be flagged as 'Complete'. When the Payment Batch is committed, the system will create an automatic Variation Order to audit the change.

When the 'Alter CC' button is clicked, the Amend Cost Code Filter will be displayed:

Enter, or select from the pick list, the required new Cost Code. The pick list references the Cost Code lookup. **Site Register\Site Lookups\Operational Lookups**

Click on OK to replace the Cost Code.

Tax Adjustment

(Contractor Invoice module)

Payment Items may have the Tax directly entered where the tax being requested differs from the Tax calculated by Confirm.

Note: The amount that may be entered as a Tax Adjustment is restricted by the Tax Adjustment Limit set in the Invoice Payment System Settings.

Although adjustments are being made at Item level, the adjustment relates to the tax, in this Tax Type, claimed on the whole Job i.e. the total in the Tax Type for all the Items. The adjustment may therefore be made against one item for the whole Job.

The following fields are provided:

Tax Adjustment:

To enter an adjustment:

Enter an amount which when added to the Job total shown below will bring the total tax to the correct figure.

Click on the 'Calculate' button to have Confirm calculate the adjustment, via the Tax Adjustment Calculator screen. The current tax is entered by default. Enter the correct tax figure and click on 'OK'. Confirm will calculate the adjustment required and enter it into the Tax Adjustment field.

Print Payment Certificates

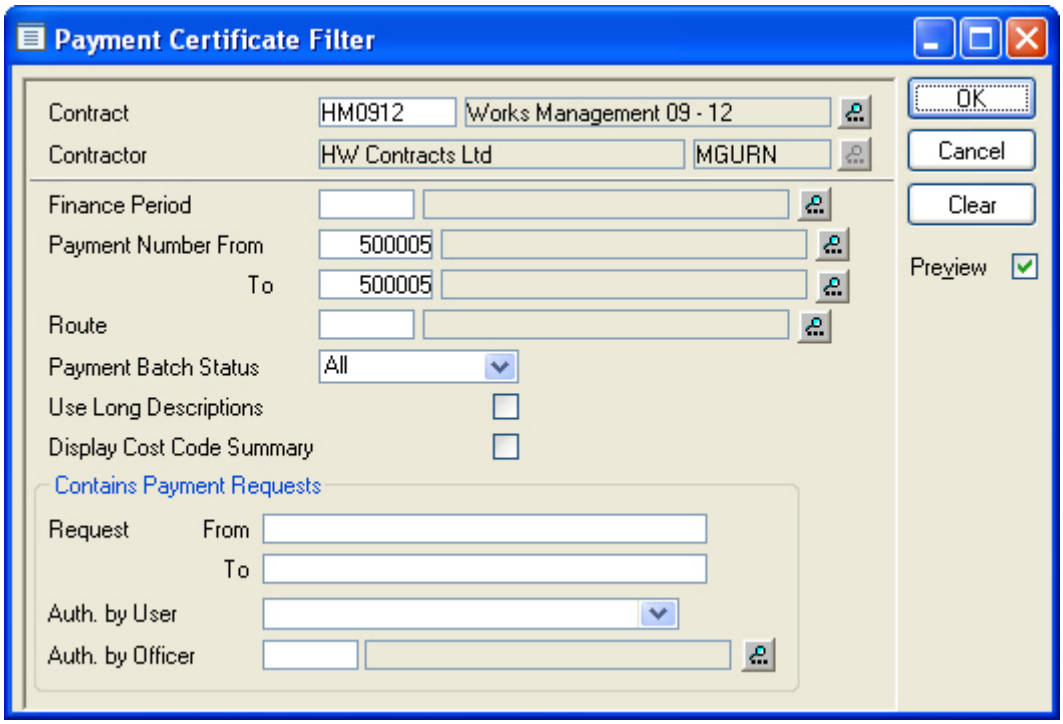
The Payment Certificates will detail all the Items included on the selected Payment batches and give a total for the Batch.

Where a Tax is entered against the Contract, this will be calculated and displayed after the net total, then added to provide a gross total for the Certificate. Tax Types are set in the Contract form.

Routine Work is displayed by Site and Plot, detailing the Regimes and SOR Items, Quantities and values. Non Routine Work will be displayed by Site and Job, detailing the information entered on the Job form and the SOR items, quantities and values.

Each Payment Batch will generate a separate Payment Certificate.

Payment Certificates can be printed for uncommitted Payment Batches as well as committed Payment Batches.



Contract:	A mandatory field a Contract must be selected. The pick list references awarded Contract and Non term Contracts (where the Non Term Bidding module is present).
Contractor:	Entered automatically if an awarded Contract is selected in the Contract field. If a Non-term Contract is selected (non-term bidding module only), then the Contractor for whom the payment is to be made can be entered here. If the field is left blank for a non-term Contract, then a separate Payment Certificate will be raised for each of the Contractors who have payments in the filter parameters.
Finance Period:	Enter a finance Period or leave blank to print for all available Finance Periods.
Payment Number:	Enter a Range of Payment numbers to limit the print, or leave blank to print all available Certificates
Route:	Enter a Route to order the Sites in the selected Certificates by Route. Sites not in the Route will appear after the routed Sites, in alphabetical order.

Payment Batch Status:	Select from the drop list to limit the selection to Payment Batches of a particular status.
Use Long Description:	Check this to show SOR full description on Payment Certificate in place of description.
Display Cost Code Summary:	Check this to summarise each Payment Certificate by Cost Code at the end of the Certificate.

Contains Payment Requests

Request:	Optionally specify a Request or range of Requests.
Auth. by User:	Optionally select a Confirm User that Authorised the Payment Request.
Auth. by Officer:	Optionally select a Confirm Action Officer that Authorised the Payment Request.

Note: The filter will always return whole Payment Batches. Therefore if the 'Auth. by User' is completed, any Payment Batch that includes at least one Payment Request that was authorised by the specified User will be returned.

Click on OK to display a preview of the Certificate(s). Click on the Print button in the Preview window to send to printer.

Making a Payment - step-by-step

Before you begin

Routine Work:

- You must have raised and committed a Routine Works Order that includes the Period you now want to pay.
- You must have raised and committed Routine Works Payments in previous Periods
- You must have raised and committed all Variations to Routine work for the Period you now want to pay.

Non Routine Work

- Jobs not on Payment Requests must be at a Status that allows payment, i.e. has 'Payment' checked. Use '**Update Job Status**', or '**Batch Update Job Status**' to change the Job status on Jobs selected for payment.
- Job on Requests - the Request must be at a Request Status that allows payment. This is 'Authorised' or 'Manually Authorised' in the standard Request statuses given in this book - see **Standard Statuses** on page 50.
- Raised and committed all Variations to Jobs.

Creating a Payment Batch:

1. Select '**Batch Create Payments** on page 7' (Payment Processing folder). Only 'Period' must be completed - all other fields in the filter are optional.
2. Run the batch to create the payment batch(es)
3. To view the results you may:

   ~ View the Payment Batch(es) through '**Payment Batch** on page 10' headers.

   ~ Run Payment Analysis reports

4. **Commit Payments** on page 11 the payment. As a result of the committal:

   ~ Routine Work on a committed Payment Batch is unavailable for Variation or for Contract Monitoring.

   ~ Jobs on a committed Payment Batch, which are flagged as 'Complete', will move to the 'closed' Status, which will archive the Job.

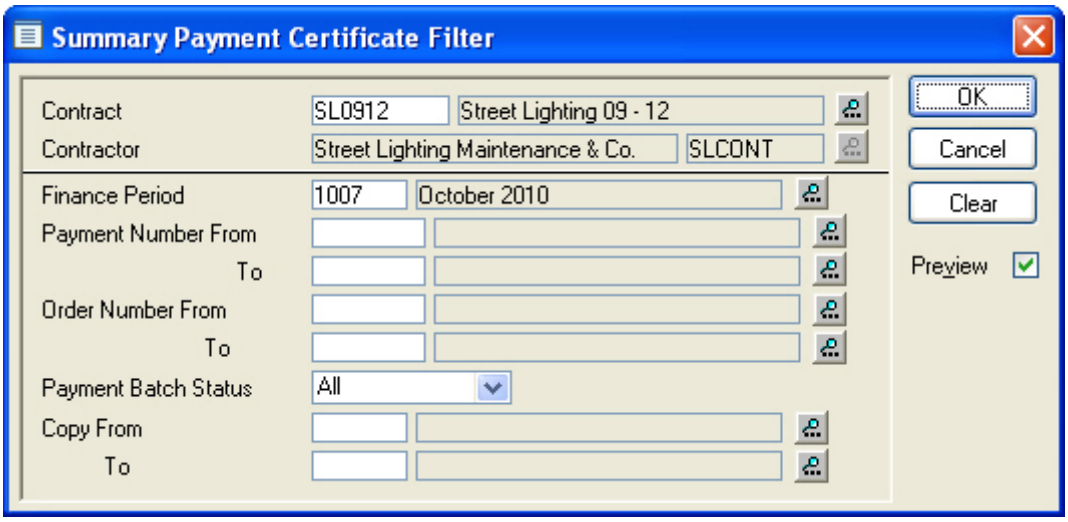
   ~ Jobs on a committed Payment Batch, which are not flagged as 'Complete', i.e. Partial Payment Jobs with payments still outstanding, will move to the 'Payment Committed' status. This Status will keep the Jobs open to be filtered for when the next payment is made.

   ~ Request Jobs on a committed Payment Batch will advance the Request Status to the 'Closed' status. Jobs on the Request will move to the 'Closed' status.

Print Summary Payment Certificate

(Contractor Invoices module)

The Summary Payment Certificate will summarise the payment by Payment Category. Taxable Items are totalled and have the tax applied. Non-taxable Items are separately totalled, and finally an overall total is given of taxable items, tax, and non-taxable items.



Contract:	A mandatory field - a Contract must be selected. The pick list references awarded Contract and Non term Contracts (where the Non Term Bidding module is present) **Contract Preparation\Contract**
Finance Period:	Enter a finance Period or leave blank to print for all available Finance Periods
Payment Number:	Enter a range of Payment numbers to limit the print, or leave blank to print all available Certificates
Order Number:	Enter a range of Order numbers to limit the print, or leave blank to print all available Certificates
Payment Batch Status:	Select from the drop list to limit the selection to Payment Batches of a particular status.
Copy From/To:	Enter, or select from the pick list, the range of print copies to be printed. The pick list references the Payment Certificate Copy lookup **Maintenance Management\Contract Management Lookups**

Click on OK to display a preview of the Certificate(s). Click on the Print button in the Preview window to send to printer.

Commit Payments

Committing a Payment is the final stage in the life of work within Confirm. Work on committed Payment batches will be archived and is not available to be Varied, or for monitoring (Contract Monitoring module). Budget reports will display the work on committed Payment batches as paid.

The only exceptions are:

- Partial payment Jobs, where remaining values, or SOR Item deleted from the payment batch, but on the original Job, will be available for further payment.
- Jobs where a Retention has been applied. These Jobs will remain available for the final payment of the Retention when the Liability date is reached.

Confirm validates Payments for each Job by adding the value for the new Payment to the completed Payments made so far to give the total paid, then works out the difference between this and the committed current value for the Job. The following checks are then made:

- If the new total paid exceeds the committed current value then the difference is compared against the user's Maximum Commit Limit as set on the User Commit Limit screen in Maintenance Management. If the Maximum Commit Limit is exceeded then the Payment is rejected.
- If the Payment is a Closing Payment if the total amount paid for the Job is less than the expected committed amount by more than the user's Minimum Commit Limit then the payment is rejected.

To Commit Payments:

Contract:	A Contract, or range of Contracts must be entered.
Payment Number:	A Payment number or range of Payment numbers can be entered here.
Jobs Completed:	A date or range of dates can be entered here.

Contains Payment Requests

Request:	Optionally specify a Request or range of Requests.
Auth. by User:	Optionally select a Confirm User that Authorised the Payment Request.
Auth. by Officer:	Optionally select a Confirm Action Officer that Authorised the Payment Request.

Note: The filter will always return whole Payment Batches. Therefore if the 'Auth. by User' is completed, any Payment Batch that includes at least one Payment Request that was authorised by the specified User will be returned.

Click on OK to display the Preview. The preview will give the Payment Number(s), Order Number(s), Job Number(s) and values. The last column of the preview will report on whether the Jobs or Payments can be committed. If the Payment cannot be committed, a short line of text will describe the problem. A problem with any single Job on the Payment will prevent the whole Payment from committing.

If no problems are reported, or to commit the Payments without problems, click on the Save button.

Customer Statement

(Customer Account Module)

The Customer Statement will be based on Cost Codes assigned to external Customers, or Accounts, set up under the Customer Account module. **Finance and Budgets\Customer Account**

These Customer Accounts are quite separate from the Customers assigned to Sites and Features under Site Register and Asset Register.

The Customer Statement draws together payments made under a particular Cost Code, and addresses the Statement to the Customer Account that has been assigned that cost code.

The Filter allows selection by many standard parameters including:

Account Code Like:	Enter or select from the pick list. The pick list references the Customer Account library. **Finance and Budgets\Customer Account**
Contact Like:	Enter or select from the pick list. The pick list references the Contact library.
Customer:	This field references the Site Customer Lookup. Site Register\Site Lookups\Operational Site Lookups

Click on OK to display the Preview. The Statement will display, for each Sites included in it:

Work Description:	As it a appears in the Regime Name (for Routine Work) or in the Work Description field of the Job (for Non-Routine work)
Payment Status:	These may be shown as: Interim: for payments on a Job that is not Complete, and for all Routine Work. Retention: to indicate that all payments have been made on a Job but a retention is being held (Retention and LD module). Final: To indicate that final payment has been made.
Application:	The ordered value of the Job.
Retention:	The amount currently retained (Retention and LD module).
Fee:	The total fee amounts added to each order item (Administration Fee Recovery module).
LAD:	(Liquidated and Ascertained Damages) the damages on the Job (Retention and LD module).

Note: For Retention and Liquidated Damages, the adjustment Items must have a Cost Code that relates to the Customer Account. The Cost Code of these adjustment items can be amended in the Payment Item form.

Payment Requests

Payment Requests provide a means of processing large numbers of Jobs through to Payment.

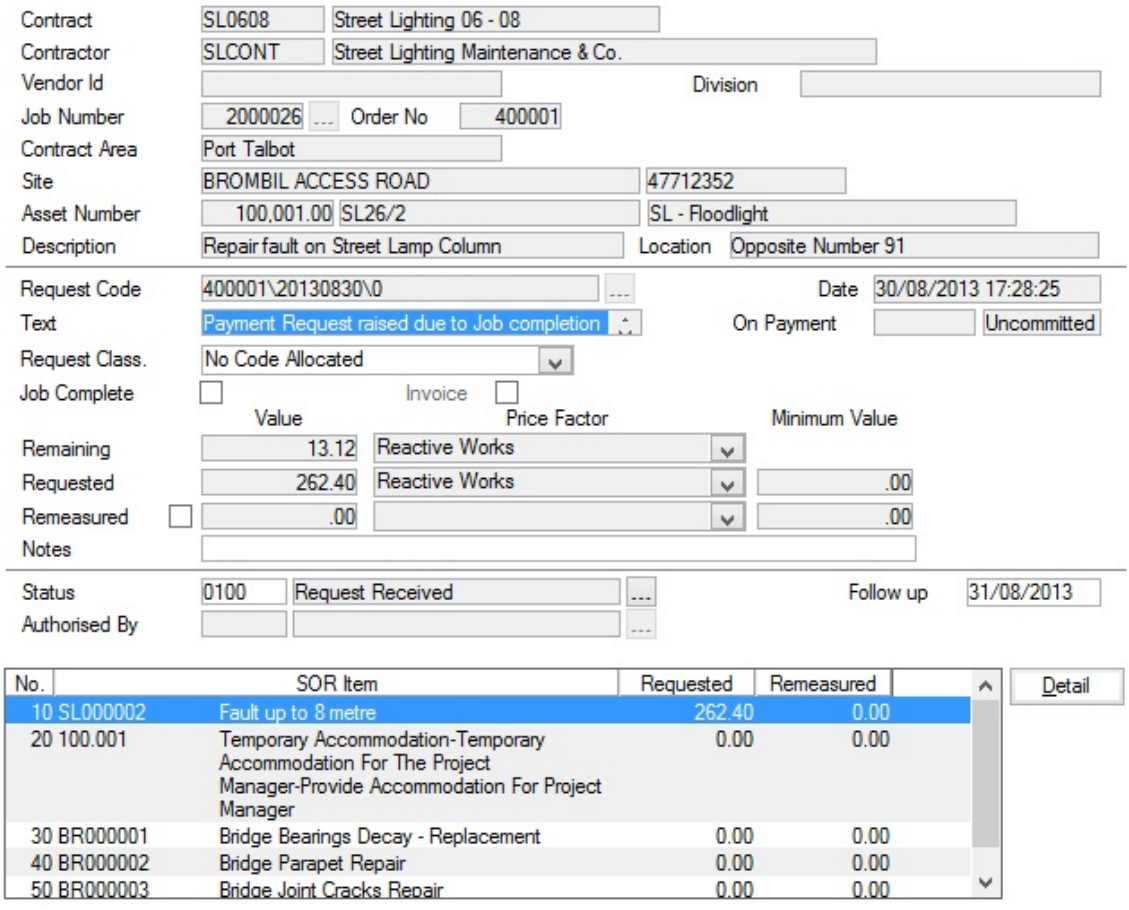
The process is automated so that Requests for payment are entered against the Jobs. These Requests are checked against a set of defaults, which define what degree of variation from the original Job value is acceptable. If the system passes the Request then the Jobs on it can be included on a Payment Batch. Any difference between the ordered value of the Job and the Requested amount is accounted for by the automatic raising and committing of a Variation Order.

Requests that fail the checking process can be remeasured, and/or authorised manually.

Fast Request for Payment

The Fast Request for Payment screen allows information about the Job to be recalled, and the requested payment to be entered against the Job.

The Fast Request form can also be used to recall and view existing Payment Requests



Job Number: Enter the Job number, or select from the pick list. The pick list displays all Jobs on Committed Orders.

Entering a Job number will enter the other Job details in the top portion of the form (above the grey line). All the fields will be greyed out and cannot be altered.

Request Code: Enter a new code to create a new Request, or enter an existing code (or select from the pick list) to add this Job to an existing Request. The pick list references all Requests that are not on Payment Batches

Date: Today's date is automatically entered. This can be edited.

This date will be used as the 'Invoice received' date in the Contractor Invoices module.

Text: An optional free text field

Request Class: This will default to the selected Contract's Payment Request Classification. This can be changed to any live Payment Request Classification in the database.

Job Complete: The Job Complete flag will be ticked where the original Job was not checked for 'Partial Payment'.

The Job Complete flag tells the Payment Job whether it will be finished with when this Payment is made (and therefore should deduct the Post Completion Retention and start calculating the Retention period, and/or calculate the Liquidated Damages; or archive the Job), or whether it will need to be held open for further Payment(s) to be made.

It is possible to override the original selection on Partial Payment by changing the selection here. A Job not originally flagged for 'Partial Payment' can now be paid in instalments by un-checking the 'Job Complete' flag. A Job originally flagged for 'Partial Payment' can now be paid and closed by checking the Job Complete flag.

This will not be available if the Request is Suspended, the 'Remeasured' flag has been checked and the Payment System Setting 'Block Remeasure on Final Payment Request' setting has been turned on.

Note: The deciding factor in whether a Job is closed or not is not whether the original amount has been paid in full - only whether is it flagged as 'Job Complete' or not. So paying £50 of a Job originally worth £75 will hold the remaining £25 for payment at another time if not flagged as 'Job Complete', or simply close with the remaining £25 unpaid if flagged as 'Job Complete'

Invoice: (Contractor Invoices module)

This is to specify whether an Invoice number must be specified on the Payment Batch (therefore effectively raising a separate Payment Certificate for each Invoice or Request). If an Invoice number is to be given, then the system assumes the Invoice number is the code you have entered in the Request Code field.

When the 'Invoice' is ticked and there is more than one Job on the current Request, when **Batch Create Payments** is run all of the Jobs are put on the same Payment Batch so they have the same Invoice Number and Received Date (which is taken from the Payment Request Header).

The appearance of this check box is governed by the default for it set on the Contract Payment tab. If either 'None', or 'Mandatory' have been selected, then this checkbox will already be set and greyed out. If 'Optional' has been selected on the Contract Payment tab, then you can select, on the Request, whether an Invoice number is required.

Contract Preparation\Contract - Payment tab

Remaining/Value: The balance of payment* due will be entered here - this may not be edited.

*The balance of payment will be calculated as the committal cost of the work (as amended by any Variations committed against the Job), less any payments

already made, where the Job was not 'complete' when the payment was made.

Requested/Value: You may enter the requested amount in this field (or leave this blank and enter values against the individual Items on the Job).

Note: Where a Request is made at Job level, the system will pay all the current SOR Items at zero, and make up the amount claimed with the Adjustment Item specified in the Request System Settings (usually the 'Pound' item). These adjustments will be made at Payment committal.

Requested/Price Factor: Defaults to the Price Factor originally selected for the Job. May be altered by selecting a new Price Factor from the drop down list. The drop down list references the Price Factors for the Contract.

Contract Preparation\Contract - Price Factor tab

Minimum Value: Copied from the Job.

Remeasured: Tick this to 'Remeasure' the Request, that is to enter a revised amount after the initial request is suspended.

This will not be available if the Request is Suspended, the 'Job Complete' flag has been ticked and the Payment System Setting 'Block Remeasure on Final Payment Request' setting has been turned on.

Note: Remeasured quantities must be entered against individual SOR items, therefore this field is not editable, it will only reflect the total of all quantities entered in the Remeasurement field of each SOR item on the Request Job.

Notes: A free text field. This field is only available for uncommitted Payment Requests.

If the Payment System Setting 'Mandatory Comments for Remeasurement' setting has been turned on, Notes must be supplied if the 'Remeasured' flag has been ticked.

Notes may also be required if the current Status has ‘Job Notes mandatory…’ ticked to indicate that Notes are mandatory for that Status.

Status: The current Status of the Request is displayed. For a new Request the Status is set from the Payment Systems Setting.

Payment System Settings

The Starting Status cannot be amended directly from the Fast Request Screen. Subsequent Statuses can be amended by selecting from the pick list. The pick list references the Request Status library.

If the Status is changed to one that has ‘Job Notes mandatory…’ ticked then Notes must be entered before the Status change can be saved. If other Jobs linked to the same Payment Request have no Notes then the Status change will be prevented until Notes have been entered on the other Jobs.

Request Status

Follow Up: The date is calculated by adding the Follow up period assigned to the current Status to the date set in the 'Date' field. The date may be amended.

Authorised By: Where the Status is changed in such a way as to require an Action Officer, the Action Officer will be entered in this field. Some Statuses will allow this to be amended - some will not.

The starting Status does not require an Action Officer.

Contractor Users

For Contractor Users some functionality will be different and they should be aware of the following:

- The screen title will start with the word 'Contractor'.
- Requests whose current Status is marked as 'checked' will not be visible.
- Request Statuses marked as 'checked' or 'Authorised' are not available to the contractor when creating or editing a request.
- The Follow up value cannot be modified from the value determined by the status.
- The 'Authorised By' officer field is not available for editing and is left blank.

Delete button

Click on the Delete Button on the Request form to remove the Job from the Request.

The Job is then available for inclusion on another Request, or for direct inclusion in a Payment Batch.

Note: This does not Delete the Request Header.

Other button

On selection of one of the following menu options, the appropriate screen will open with the Contractor, Job or Payment Job(s) associated with the current Request Job. Please see the relevant manual for further details.

Contract Preparation: **Contractor**

Maintenance Management: **Job**

Maintenance Management: **Payment History**

Links button

Provides links to external files. Please see the Systems Fundamentals manual for more information on linking to external data.

Systems Fundamentals\Document Links

Pay As Ordered button

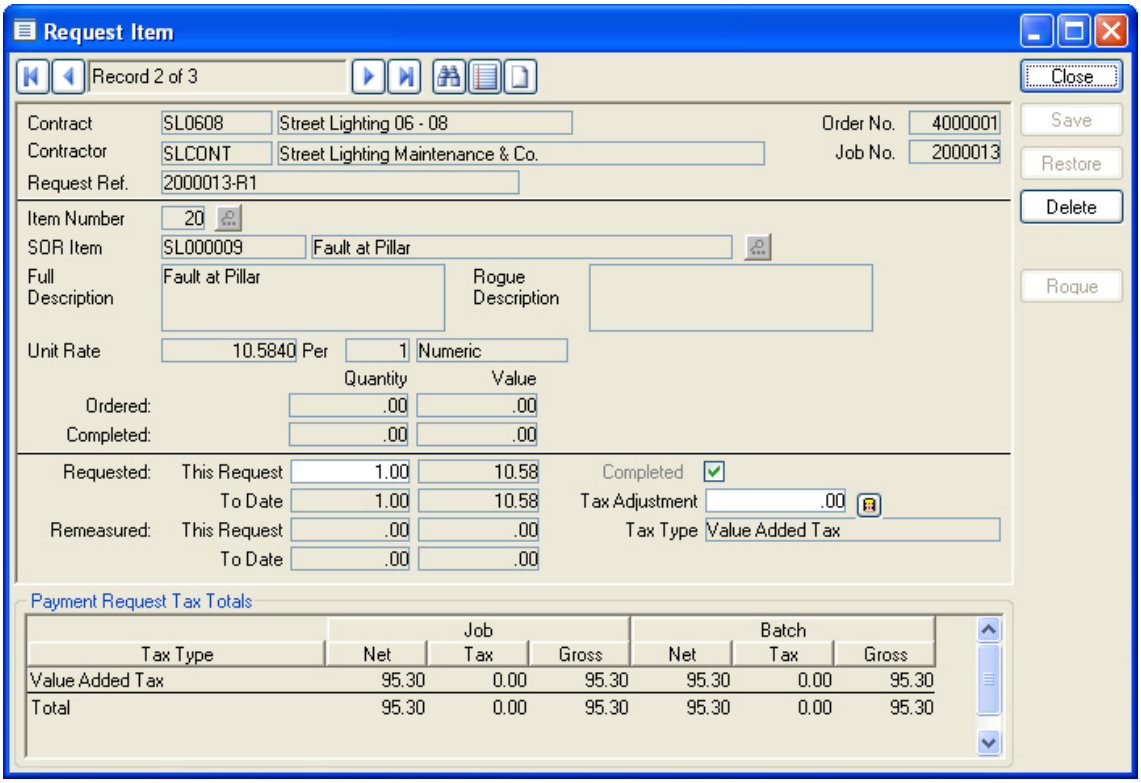
The 'Pay As' Ordered button will automatically add the SOR Items and Quantities that were Committed on the Order Job to the Payment Request. If a Partial Payment has already been created for the Job then the Completed Quantity will be deducted.

This button will only be available on Payment Requests which have not been placed on a Payment Batch and which do not have any Payment Request Items.

Note: This button will ignore the 'Default Payment Quantity' Payment System Setting.

Request Items

To recall or view the SOR Items, click on the 'Detail' button. The Request Item is displayed:



Request Items are copied from the Job, and may include Items generated by the system for Retentions and Liquidated Damages. Most fields will be greyed out.

Items may be added to Request, whether it is checked as 'Job Complete' or not. Any item priced under the Contract may be added, and given a Quantity to generate a value.

The following fields may be edited for Requests but not on a Payment Batch:

Complete:	This check box will be automatically checked, and cannot be unchecked, if the 'Job Complete' flag on the Request Job is checked. If the 'Job Complete' flag on the Request Job is not checked, the individual Items can be checked as 'Complete', or not. Items checked as 'Complete' will pay the amount shown in the This Request field, and will not be available for further payment on this Job. Items not checked as 'Complete' will pay the amount shown in the 'This Request' field and retain the balance for payment at a future date.
Requested: This Request:	Two fields are shown under this heading: 'Quantity' - May be edited. For a 'Complete' item, this will be the final payment made - regardless of whether this represents the full original value. For an item that it not 'Complete' the amount entered represents a partial payment, the rest of the Quantity being held for further payment Note:Percentage items cannot be updated. 'Value' - Displays the value calculated from the quantity and the SOR item rate. This will alter if the quantity is altered.
Requested: To Date:	The total which has been requested on this and other Requests for Partial Payment Jobs

Note: Where Cumulative Quantities has been enabled, The 'To Date' field will be labelled: Cumulative.

For Cumulative Quantities the 'This Request' field is not editable and shows what has already been requested. To make a further claim, the full amount due to-date is entered in the 'Cumulative' field. For example: to request a payment quantity of 200 when there has already been a previous payment of 100 you would enter 300 in the Cumulative field

Remeasured: This Request:	This field will be available if: The job is on a Request which has a status of 'Suspended' or 'Random Sample' And The Remeasured check box on the Request Job form has been checked. Use this field to enter the remeasured quantity.
Remeasured: To Date:	The total which has been remeasured on this and other Requests for Partial Payment Jobs
Tax Type:	The Tax Type(s) which are allocated to SORs via Payment Category on this request are listed.
Job:	'Net' - For non 'Remeasured' Payments, the values for the Job will be computed as the sum of each 'Requested Value' for Request Items on the Job within the Tax Type. For 'Remeasured' Payments, the values for the Job will be computed as the sum of each 'Remeasured Value' for Request Items on the Job within the Tax Type. 'Tax' - The Tax figure is calculated for this Job. 'Gross' - Calculated as the sum of the 'Net' and 'Tax' Job values for this Tax Type.
Batch:	'Net' - The value for the Payment Request will be computed as the sum of each 'Requested Value' (for non 'Remeasured' Payment Items) and each 'Remeasured Value' (for 'Remeasured' Payment Items) on the Batch within the Tax Type. 'Tax' - The Tax figure is calculated for the whole Payment Request. 'Gross' - The 'Gross' values for the Payment Request will be computed as the sum of the 'Net' and 'Tax' Batch values for the Tax Type.

Tax Adjustment

(Contractor Invoice module)

Request Items may have the Tax directly entered where the tax being requested differs from the Tax calculated by Confirm.

Note: The amount that may be entered as a Tax Adjustment is restricted by the Tax Adjustment Limit set in the Invoice Payment System Settings.

Although adjustments are being made at Item level, the adjustment relates to the tax, in this Tax Type, claimed on the whole Job i.e. the total in the Tax Type for all the Items. The adjustment may therefore be made against one item for the whole Job.

The following fields are provided:

Tax Adjustment:

To enter an adjustment:

Enter an amount which when added to the Job total shown below will bring the total tax to the correct figure.

Click on the 'Calculate' button to have Confirm calculate the adjustment, via the Tax Adjustment Calculator screen. . The current tax is entered by default. Enter the correct tax figure and click on 'OK'. Confirm will calculate the adjustment required and enter it into the Tax Adjustment field.

Payment Request Tax Totals

These fields display information about the Tax and may not be edited:

Tax Type:	Each Tax Type used in this Job is listed. Tax Types are assigned to SORs through the Payment Category.
Job:	The Total Tax in each Tax Type for the Payment Job is shown here. This is changed as adjustments are made.
Batch:	The Total Tax in each Tax Type for the Request is shown here. This is changed as adjustments are made.

Delete button

Items may be removed from Request Jobs as long as:

1. The Request is not on a Payment Batch.
2. The Request Job is not checked as 'Job Complete'. If the Request Job is checked as 'Job Complete', then only Items added in this Request may be removed.

To remove an Item - scroll to the Item and click on the 'Delete' button. If the 'Delete' button is in-active, the Item cannot be deleted because one of the above conditions applies.

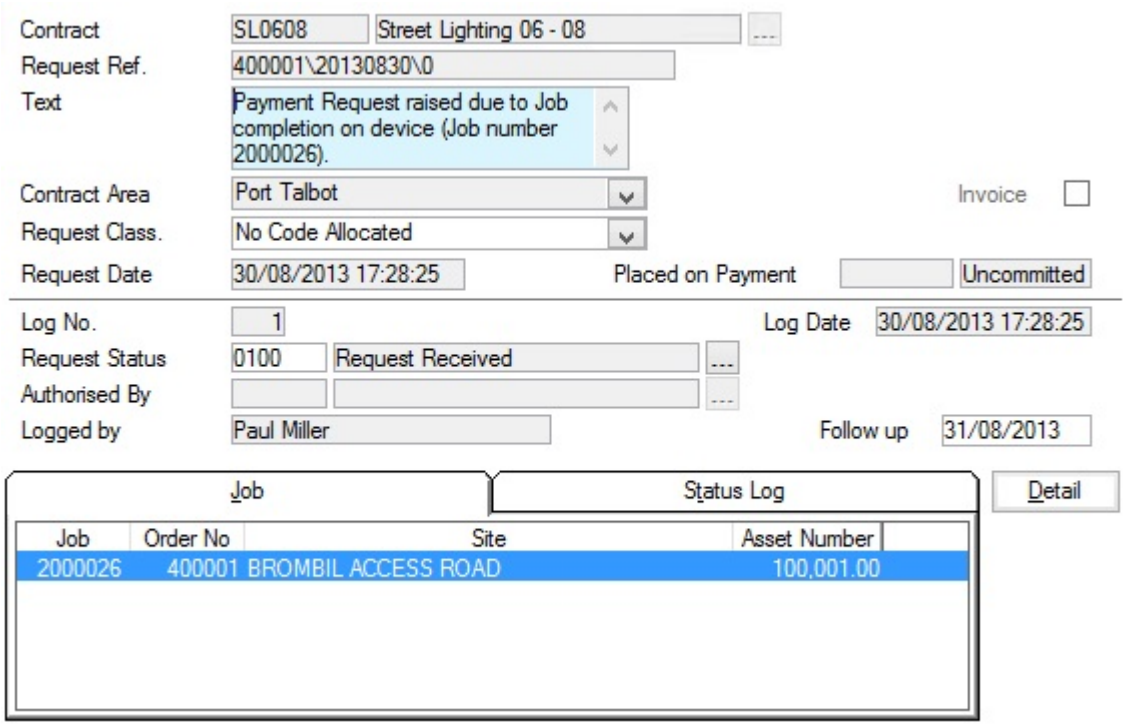
Note: Deleting an Item from a Request removes only removes it from this Request. Where the Item was on the original Job, the item remains on the Job and is available for payment on another Request.

Request for Payment

The Request for Payment displays the Payment Request header. Existing Requests can be viewed by recalling the records into the form with the 'Find' button. Only Uncommitted Requests are recalled by default, Select 'All' or 'Committed Only' to view Requests on committed Payment batches.

Each Request selected can then be scrolled and viewed.

Jobs may be added, amended or removed on uncommitted Payment Requests.



When Requests are retrieved into the Payment Request Header, the current Request details are displayed, including the Payment Number, if the Request is on a Payment Batch, and whether the Payment Batch is committed or Uncommitted. The Current Status is also shown, and the past statuses are displayed on the Status Log tab.

If the Request Status is changed to one that has the ‘Job Notes mandatory…’ ticked then all of the Jobs listed for the Payment Request must have Notes before the Status change can be saved.

Contractor Users

For Contractor Users some functionality will be different and they should be aware of the following:

- The screen title will start with the word 'Contractor'.
- Requests whose current Status is marked as 'checked' will not be visible.
- Request Statuses marked as 'checked' or 'Authorised' are not available to the contractor when creating or editing a request.
- The Follow up value cannot be modified from the value determined by the status.
- The 'Authorised By' officer field is not available for editing and is left blank.

Delete button

If a Payment Request Header has been created but is not required it can be removed from the database with the 'Delete' button.

Note: This button will not be available if the Request has been 'Checked' or 'Authorised'.

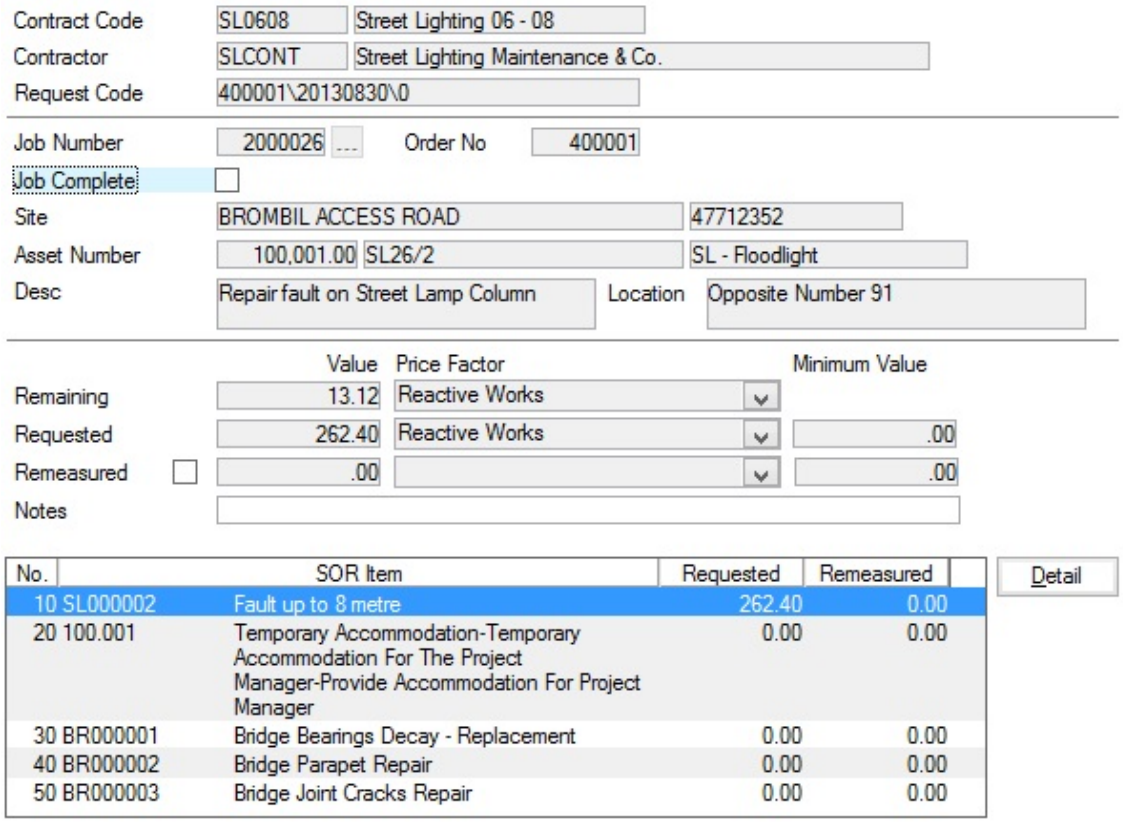
Links button

Provides links to external files. Please see the Systems Fundamentals manual for more information on linking to external data.

Systems Fundamentals\Document Links

Request Job

Select the Job tab, and click on the 'Detail' button. The Request Job form is displayed:



Request Jobs on Committed Payment Batches: may not be altered in any way.

Request Jobs on uncommitted Payment Batches may not be amended in the Request header - however, some alterations to items can be made directly in the Payment Batch.

Request Jobs not on a Payment batch may be amended in the following ways:

Job Complete:	Please see the 'Fast Request for Payment' section.
Remaining/Value:	The balance of Payment due will be entered here - this may not be edited. **Note:** The balance of payment will be calculated as the committal cost of the work (as amended by any Variations committed against the Job), less any payments already made, where the Job was not 'complete' when the payment was made.
Requested/Value:	You may enter the requested amount in this field (or leave this blank and enter values against the individual Items on the Job).
Requested/Price Factor:	Defaults to the Price Factor originally selected for the Job. May be altered by selecting a new Price Factor from the drop down list. The drop down list references the Price Factors for the Contract. **Contract Preparation\Contract - Price Factor tab**
Minimum Value:	Copied from the Job.
Remeasured:	Tick this to indicate that you wish to enter remeasured quantities against the Items on this Job. When this check box is ticked on Request Jobs at a Request

Status of 'Suspended' or 'Random Sample', the remeasured field on each of the item becomes available for the entry of a remeasured quantity.

This will not be available if the Request is Suspended, the 'Job Complete' flag has been ticked and the Payment System Setting 'Block Remeasure on Final Payment Request' setting has been ticked.

Note: When SOR Banding is active this must be ticked before any Remeasured Quantity values can be entered against Request Items.

Notes: An optional free text field. This field is only available for uncommitted Payment Requests.

If the Payment System Setting 'Mandatory Comments for Remeasurement' setting has been turned on, Notes must be supplied if the 'Remeasured' flag has been ticked.

If the Request Status is currently one that has the 'Job Notes mandatory…' ticked then it will not be possible to save the Job without Notes.

Requests not on a Payment Batch may have Jobs added or removed. Jobs and Items on these Requests may be amended in the ways described for **Fast Request for Payment**.

Click on the 'Clear' button. Enter the Job number, or select from the Pick list. The pick list displays committed Jobs in the Contract and Contract area, which are entered on the Request Header. A Job can only be added to the batch if it is not already on another (committed or uncommitted) Request - except for Partial Payment Jobs that are not 'complete'.

Delete button

Click on the Delete Button on the Request form to remove the Job from the Request.

The Job is then available for inclusion on another Request, or for direct inclusion in a Payment Batch.

Note: This does not Delete the Request Header.

Other button

On selection of one of the following menu options, the appropriate screen will open with the Contractor, Job or Payment Job(s) associated with the current Request Job. Please see the relevant manual for further details.

Contract Preparation: **Contractor**

Maintenance Management: **Job**

Maintenance Management: **Payment History**

Pay As Ordered button

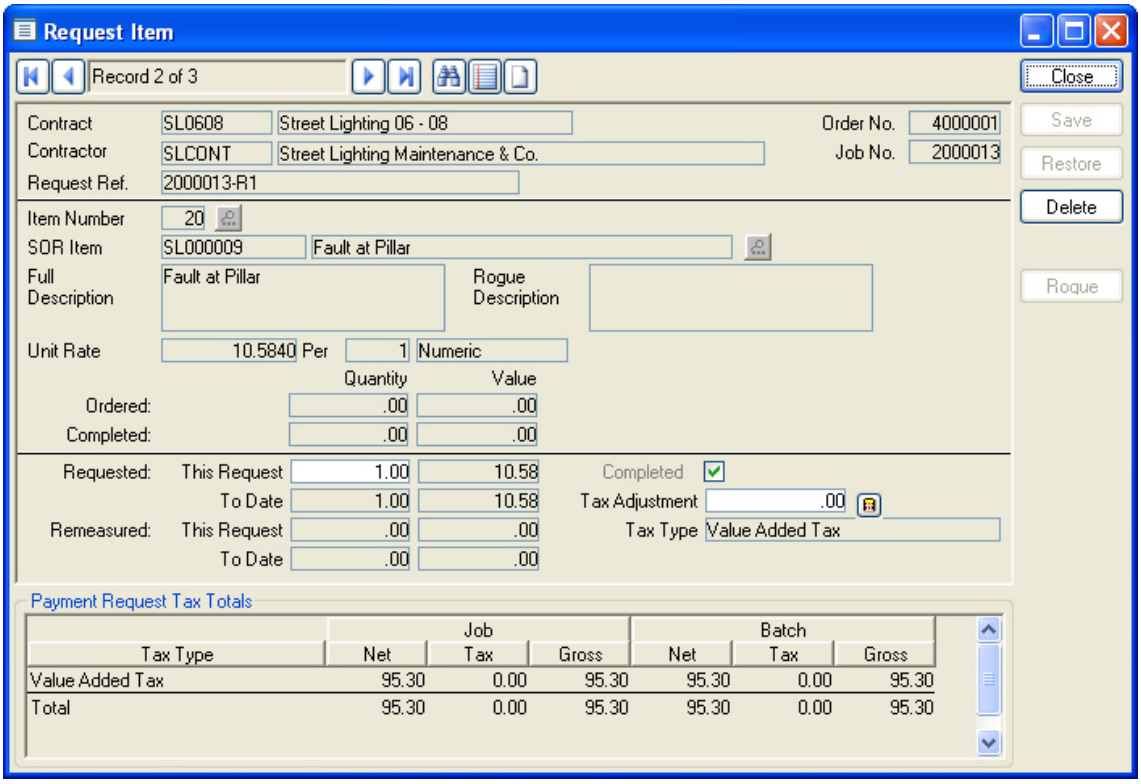
The 'Pay As' Ordered button will automatically add the SOR Items and Quantities that were Committed on the Order Job to the Payment Request. If a Partial Payment has already been created for the Job then the Completed Quantity will be deducted.

This button will only be available on Payment Requests which have not been placed on a Payment Batch and which do not have any Payment Request Items.

Note: This button will ignore the 'Default Payment Quantity' Payment System Setting.

Request Items

To recall or view the SOR Items, click on the 'Detail' button. The Request Item is displayed:



Request Items are copied from the Job, and may include Items generated by the system for Retentions and Liquidated Damages. Most fields will be greyed out.

Items may be added to Request, whether it is checked as 'Job Complete' or not. Any item priced under the Contract may be added, and given a Quantity to generate a value.

The following fields may be edited for Requests but not on a Payment Batch:

Complete:	This check box will be automatically checked, and cannot be unchecked, if the 'Job Complete' flag on the Request Job is checked. If the 'Job Complete' flag on the Request Job is not checked, the individual Items can be checked as 'Complete', or not. Items checked as 'Complete' will pay the amount shown in the This Request field, and will not be available for further payment on this Job. Items not checked as 'Complete' will pay the amount shown in the 'This Request' field and retain the balance for payment at a future date.
Requested: This Request:	Two fields are shown under this heading: 'Quantity' - May be edited. For a 'Complete' item, this will be the final payment made - regardless of whether this represents the full original value. For an item that it not 'Complete' the amount entered represents a partial payment, the rest of the Quantity being held for further payment Note:Percentage items cannot be updated. 'Value' - Displays the value calculated from the quantity and the SOR item rate. This will alter if the quantity is altered.
Requested: To Date:	The total which has been requested on this and other Requests for Partial Payment Jobs

Note: Where Cumulative Quantities has been enabled, The 'To Date' field will be labelled: Cumulative.

For Cumulative Quantities the 'This Request' field is not editable and shows what has already been requested. To make a further claim, the full amount due to-date is entered in the 'Cumulative' field. For example: to request a payment quantity of 200 when there has already been a previous payment of 100 you would enter 300 in the Cumulative field

Remeasured: This Request:	This field will be available if: The job is on a Request which has a status of 'Suspended' or 'Random Sample' And The Remeasured check box on the Request Job form has been checked. Use this field to enter the remeasured quantity.
Remeasured: To Date:	The total which has been remeasured on this and other Requests for Partial Payment Jobs
Tax Type:	The Tax Type(s) which are allocated to SORs via Payment Category on this request are listed.
Job:	'Net' - For non 'Remeasured' Payments, the values for the Job will be computed as the sum of each 'Requested Value' for Request Items on the Job within the Tax Type. For 'Remeasured' Payments, the values for the Job will be computed as the sum of each 'Remeasured Value' for Request Items on the Job within the Tax Type. 'Tax' - The Tax figure is calculated for this Job. 'Gross' - Calculated as the sum of the 'Net' and 'Tax' Job values for this Tax Type.
Batch:	'Net' - The value for the Payment Request will be computed as the sum of each 'Requested Value' (for non 'Remeasured' Payment Items) and each 'Remeasured Value' (for 'Remeasured' Payment Items) on the Batch within the Tax Type. 'Tax' - The Tax figure is calculated for the whole Payment Request. 'Gross' - The 'Gross' values for the Payment Request will be computed as the sum of the 'Net' and 'Tax' Batch values for the Tax Type.

Tax Adjustment

(Contractor Invoice module)

Request Items may have the Tax directly entered where the tax being requested differs from the Tax calculated by Confirm.

Note: The amount that may be entered as a Tax Adjustment is restricted by the Tax Adjustment Limit set in the Invoice Payment System Settings.

Although adjustments are being made at Item level, the adjustment relates to the tax, in this Tax Type, claimed on the whole Job i.e. the total in the Tax Type for all the Items. The adjustment may therefore be made against one item for the whole Job.

The following fields are provided:

Tax Adjustment:

To enter an adjustment:

Enter an amount which when added to the Job total shown below will bring the total tax to the correct figure.

Click on the 'Calculate' button to have Confirm calculate the adjustment, via the Tax Adjustment Calculator screen. . The current tax is entered by default. Enter the correct tax figure and click on 'OK'. Confirm will calculate the adjustment required and enter it into the Tax Adjustment field.

Payment Request Tax Totals

These fields display information about the Tax and may not be edited:

Tax Type:	Each Tax Type used in this Job is listed. Tax Types are assigned to SORs through the Payment Category.
Job:	The Total Tax in each Tax Type for the Payment Job is shown here. This is changed as adjustments are made.
Batch:	The Total Tax in each Tax Type for the Request is shown here. This is changed as adjustments are made.

Delete button

Items may be removed from Request Jobs as long as:

1. The Request is not on a Payment Batch.
2. The Request Job is not checked as 'Job Complete'. If the Request Job is checked as 'Job Complete', then only Items added in this Request may be removed.

To remove an Item - scroll to the Item and click on the 'Delete' button. If the 'Delete' button is inactive, the Item cannot be deleted because one of the above conditions applies.

Note: Deleting an Item from a Request removes only removes it from this Request. Where the Item was on the original Job, the item remains on the Job and is available for payment on another Request.

Request Checking

Once Jobs are entered onto Requests with the amounts requested for Payment, the requested values are checked against the original Job values and 'passed' or 'failed' according to the tolerances set in the Contract and the checks performed by a Request Checking Data Source which has optionally been supplied in the **Payment System Settings.**

Contract Preparation\Contract - Tolerances tab

Requests, which are 'passed', will be available for Authorisation for payment.

Where the Payment Value is different from the original value, an automatic Variation Order will be raised and committed to account for the difference when the Request is paid (i.e. placed on a Payment Batch and committed).

The Jobs on these Requests can then be placed on a Payment Batch and paid.

Jobs on Requests which 'fail' the testing can be examined on the **Request Remeasurement** on page 41.

The filter allows selection by:

Contract:	Enter, or select from the pick list. The pick list reference all live Contracts
Job Action Officer:	Optionally, enter an Action Officer to restrict the Checking to only those Jobs assigned to them.
Request Reference:	Enter or select from the pick lists. The pick lists reference the Request Code for all uncommitted Requests.

Request Date:	Enter a data or range of dates. The selection will be based on the date entered in the 'Date' field of the Request.

Leave all filter fields empty to carry out the check on all available Requests.

Click on OK to carry out the check and display the results. The report will display the Contract, the Request reference and text, and 'Check Comments'. The Check Comments will indicate whether the Request has Checked OK, or been suspended. If the request is suspended the reason is given.

Save the report to update the statuses of all the Requests in the report.

Where the Request has 'Checked OK', the status will update to the one given in the Payment System Settings for Checked, and will be available to be authorised for Payment.

Where the Request has been suspended, the status will update to the one given in the Payment System Settings for Suspended, and will need to be remeasured, or authorised manually, before it can be paid.

Automatic Monitoring

If the Work Type used for the Order dictates that Jobs must be automatically monitored, they will be placed on a Monitoring batch at the Request Checking stage.

The Request Check - Result report will be displayed. The right-hand column will indicate which Jobs have been placed on a Monitoring batch and give the Monitoring batch number for each Job.

The following rules are used in determining how Jobs are placed on Monitoring Batches:

- If an existing Works Monitoring Item exists then the user will be notified instead of a Works Monitoring Item being created.
- If a Works Monitoring Item does not exist then a new one is created.
- Newly created Works Monitoring Items will be grouped onto Monitoring Batches appropriately e.g. by Contract Area and Officer.
- The inspecting officer is obtained using the officer associated with the last Job Status Log entry.

The Job now carries the 'Being Monitored' Job Status, which, if it is correctly flagged as preventing Request Authorisation, will prevent the Job from going forward for payment.

Request Random Sample

The Request Random Sample enables a test check of Requests that have been passed. This is not a necessary step and can be ignored if you are happy to authorise all Requests that have passed the checking process.

The Request Random sample will produce a list of all Requests whose status indicates that they have been 'Checked OK'.

According to the filter criteria, the status of some, or all, of these Requests will be changed to one that indicates that they have been selected as a 'Random Sample'.

These Requests will then be included in the Payment Request Remeasurement Sheet (provided that the Random Sample status has been correctly flagged.

Contract:	Enter a live Contract, or leave blank to select from all live Contracts
Job Action Officer:	Optionally, enter an Action Officer to restrict the Checking to only those Jobs assigned to them.
Request Reference:	Enter a range of Request Codes, or leave blank to select from all uncommitted Requests.

Note: Only Requests at the 'Checked OK' Status are included in the selection, regardless of the range of Requests entered.

Random Sample Ratio:	Enter a number up to 100 to represent a percentage of Requests to be sampled.

Click OK to run the selection. A list of Requests will be displayed. Click the Save button in the report window to moved the listed Requests to the 'Random Sample' status.

Request Remeasurement

The Request Remeasurement utility will produce a list of all Jobs on Requests that are at the 'Checked-Suspended' status, or the 'Random Sample' status. i.e. all Requests which have failed the Request Checking, or were selected on the Request Random Sample.

The Resulting list can be printed off as a Payment Request Remeasurement Sheet which can be used to inspect and/or authorise the Jobs in question and enter a 'Remeasured Quantity' on the Job.

Filter fields include:

Status Like:	This references the Job Status as it currently appears on the Status tab of the Job form (and not the Request Status)
Follow Up Date:	References the Follow Up date for the Job Status as it currently appears on the Status tab of the Job form.
Customer Ref:	References the Customer Ref field of the Job tab of the Job form. It does not refer to the Site or Feature Customer, nor to Customer Accounts (Customer Accounts module)
Route:	Select a Route here to order the resulting list by Site Route. Any Jobs on Sites not on the Route will be listed alphabetically by Site at the end of the list.

Click OK to display the preview Payment Request Remeasurement Sheet. Click the print button in the report window to print.

Entering remeasured quantities

When the sheet has been completed with the Remeasured quantities, the revised amounts should be entered into the Requests. This can be done in the **Fast Request for Payment** on page 27, or the **Request for Payment** on page 33.

Authorising remeasured Requests

Requests that have been Remeasured will have a Status of 'Suspended' or 'Random Sample' and therefore will not be included on the Request Authorisation. The Requests must be manually Authorised by changing the Status on the Request to one that allows payment. This may be the 'Authorised' status, or you may want to create another Status to indicate that the Request was 'Manually Authorised'

To change the Status of a Payment Request: recall the Request into the Request for Payment form, and select a new status from the pick list in the 'Status' field. Save the record to update the Status.

Request Authorisation

Request Authorisation will automatically update all requests with a current Status of 'Checked' to a Status of 'Authorised'.

Requests with a Status of 'Authorised' can the be automatically included on Payment Batches when using the Batch Create Payments utility.

The filter includes options to select a Contract and/or a range of Requests by Request Code.

An 'Authorised By' Action Officer must be supplied who will be entered on the Status Log of each Request Job against the 'Authorised' Status.

Click OK to display the list of Requests that will be 'Authorised'.

Click the Save button in the report window to update the Statuses of all the listed Requests.

Note: Any Requests that contain Jobs with a Status flagged 'Prevent Payment Request Authorisation' cannot be authorised.

Payment Request Reports

There are two Payment Request Reports each giving values for the Original Job Value, the Original Request, and the Current Request:

Request Analysis by Work Type which will list all the selected Requests by Status and Work Type, giving totals for each Status, for each Work Type within each Status and for each Contract within each status. Report totals are given at the end.

Request Analysis by Priority which will list the Request Jobs by Priority, giving totals for each Priority. Report totals are given at the end.

A similar filter is displayed for each report which include options for:

Request From/To:	References Request Codes as entered on the Request Header
Request Date:	References the date the request was entered into the Fast Request for Payment screen
Payment Number:	For requests on a Payment Batch - references the Payment Batch number.
Payment Status:	For Requests on a Payment Batch - will select from Uncommitted, Committed, or All Payment Batches. The Default entry is for 'All' which will include Requests which are not on a Payment Batch.
Route:	Select a Site Route to restrict the selection to Request Jobs for Sites in the Route (or part of a Route if the From/To fields are completed)
Report Level:	Select the level of detail required in the Report from the drop down list.

Payment Request Setup

The Payment Request Setup provides the tools for creating Request Statuses and for assigning Statuses to systems functions.

The Work Type and SOR Item to be used for automatic Variations are defined in the Payment Systems Settings, together with the Retention Item.

You will need to complete the Status Lookup before defining the Payment Systems Settings, since the Request Statuses are referenced in the Payment System Settings.

Payment System Settings

Payment System Settings links Statuses to system functions, and sets defaults.

The top seven fields are for linking Request Statuses to system functions so that Statuses can be updated when certain procedures are carried out. Creating and saving a Random Sample for instance, will update all the Requests included in the Sample to whichever status is entered here against 'Random sample'.

The above illustration shows the Statuses given in **Standard Statuses** on page 50, correctly linked to the system functions.

All these fields reference the **Request Status** on page 49.

New:	Enter, or select from the pick list, the Status to be assigned to a newly created Request.
Checked:	Enter, or select from the pick list, the Status to be assigned to Requests that are checked and found to be within the Contract tolerances.
Authorised:	Enter, or select from the pick list, the Status to be assigned to Requests that are selected and saved in the 'Request Authorisation'.
Suspended:	Enter, or select from the pick list, the Status to be assigned to Requests that are checked and found to be outside the Contract tolerances.
Random sample:	Enter, or select from the pick list, the Status to be assigned to Requests that are selected and saved in the 'Request Random Sample'.
Superceded:	Used for Contractor Interface module. Leave this status blank.
Paid:	Enter, or select from the pick list, the Status to be assigned to Requests on a committed Payment Batch.

The remaining fields define defaults for Requests, Variations and Retentions:

Adjustment Item:	Enter, or select from the pick list, the SOR Item to be used on the automatic Variation Order. Select an Item that is measured 'per 1 Pound'. The pick list references the SOR Item library. **Maintenance\SOR item**
Retention Item:	(Retentions and LDs module) Enter, or select from the pick list, the SOR Item to be used when calculating Retention. Select an Item that is measured 'per 1 Pound' and is flagged as Retention Item in the SOR Item library. **Asset Maintenance\SOR item**
Default Payment Quantity:	You may alter the way payment amounts are defaulted on Payment Items, and on Payment Request Items. Select from: 'Ordered'(Default) - to show the full amount entered on the Order Job Item. 'Completed' - to show the quantity paid to date
Work Type for Payment VOs:	Enter, or select from the drop down list, the Work Type to be assigned to automatic Variations. The drop down list references the Work Type Lookup. Maintenance Management\Contract Management Lookup

Default Request Classification on... :	This mandatory field will be the default applied to new Contracts. The drop down will only include live Request Classifications.
Display Request Classification on... :	Check this to display the Request Classification on the Payment Certificate.
Cumulative Quantities:	Check this to indicate that Requests on Partial Payment Job will be made on a cumulative basis. For example: to request a payment quantity of 200 when there has already been a previous payment of 100, 300 is entered in the Request.
Allow Alteration of Cost Codes... :	(Contractor Interface XML) When importing Payment Requests through the XML interface, Confirm will normally only allow the original Cost Code (where an existing item is being claimed), or the default Cost Code (where a new item is added). Check this to allow Cost Codes to be specified which are not the original, or the default.
Multiple Orders:	Uncheck this to restrict Requests to the Jobs from a single Order.
Prevent Change of Price Factor :	Check this to prevent the committal of Payments that contain Jobs in which the Price Factor has been changed on Payment Request.
Job Completion Warning:	Check this to cause Confirm to display a warning message when saving a Fast Payment Request or Payment Request Job if the Actual Job Completion date is later than the Estimated Completion date. The message will be shown the first time that the Payment Request Job/Fast Payment Request is saved where the Actual Completion is late regardless of the Interim Payment Flag. The 'Job Estimated End Date' text will be replaced with the 'Job 'Est. Completion Name' text specified on the Job System Settings. Maintenance\Maintenance Lookups
Always Display Payment No:	If this is checked, the payment Certificate will display the Payment Number as 'contract code - payment batch number'.
Update Attribs/Warranties:	Check this to update Warranty Dates, and Attribute Values when the Request checking is carried out. 'Warranty Dates' - if this is checked, the Warranty date will be updated based on the date the Request Checking is carried out, and updated again on Payment, based on the committal date for the Payment Batch. 'Attribute Values' - if this is checked, the Inventory Attribute (numerical) values will be updated in line with the SOR quantities as they appear on the Request Job. The Attribute Values are updated when the Payment is committed to correctly reflect the quantities on the Job on that date (which may be different from those obtaining when the Job was Request Checked.)
Display Commit Button on Batch... :	Check this to display a 'Commit' button on the Batch Create Payments preview report. This button then allows a link between creating a Payment Batch and Committing it.
Validate Against Contractor... :	When checked on Commit of a Payment Batch the SOR Items Schedules are checked to see if they are on Contractor Standing Lists. If they are, further

validation is done to see if the Contractor for the Job has the necessary Contractor Credentials. If they do not, the Payment Commit process will be blocked.

When unchecked the SOR Items will not be validated against Contractor Credentials when Payments are committed and so, if the Contractor for the Job does not have the correct Credentials, the Payment commit may still proceed.

Prevent Payment Commit for... : Select this to prevent Payment Batches from being Committed for Finance Periods in the future.

Mandatory Comments for Remeasurement: Check this to force the User to enter a comment in the 'Notes' field on any Payment Request that is 'Remeasured'.

Block Remeasure on Final Payment Request: Check this to disable the 'Remeasured' flag on any Payment Request where the 'Job Complete' flag has been set and the Request Status is one flagged as 'Suspended'.

Enable Complete Flag on Suspended Requests: Check this to allow the User to change the 'Job Complete' flag on a Payment Request. If the 'Job Complete' flag is unchecked Confirm will ask the User if they wish to clear the completed flag on ALL items. Answering 'Yes' will uncheck the Complete flag on all of the items on the Request. Answering 'No' will leave the items unchanged.

Create Remeasurement Status Log: Check this option to create a Payment Request Status Log entry whenever the 'Remeasured' flag is checked or unchecked. The Log Date of the status log entry will be date and time that the 'Remeasured' flag was set. The user logged in at the time will also be recorded. The Notes on the log entry will include whether the 'Remeasured' flag was checked or cleared and also the Job Number that was affected.

Request Checking Data Source: A user defined Data Source may be selected to run against all Payment Requests during the Request Checking process. The Data Source will be used to determine the Request Status to which the Request will be moved to. If no Data Source is present or no valid Request Status is returned the Payment Request will be moved to the default Suspended Status.

Enter the name of the Data Source directly, or select it using the pick button.

The Payment Request Checking Data Source must conform to the following rules:

1. The Data Source must return fields called 'Status Code' and 'Comment'.
2. The 'Status Code' should map to an existing Payment Request Status code.
3. The 'Comment' field is a user-defined message, which describes the Status code.
4. Results should only be returned for the Jobs that fail any of the user-defined checks.
5. The data source must have a Linked table to 'Payment Request Header'.

For more information and examples see **Payment Request Checking Data Source** on page 46.

Reporting\Reporting Lookups

Commit Validation Data Source: A user defined Data Source may be selected to run against a Payment Batch during the Commit Payments process. If the Data Source returns any com-

ments, the Payment Batch will not be committed and the comments will be reported to the User.

Enter the name of the Data Source directly, or select it using the pick button.

The Payment Commit Validation Data Source must conform to the following rules:

1. The Data Source must return a 'Comment' field.
2. The 'Comment' field is a user-defined message, which contains an appropriate error message for the particular check.
3. Results should only be returned for any Payments that fail the user-defined checks.
4. The data source must have Linked tables to 'Payment Batch' and 'Payment Job'.

For more information and examples see **Commit Validation Data Source** on page 48.

Reporting\Reporting Lookups

Payment Request Checking Data Source

Payment Request Checking Data Source is used by Request Checking. It is run when the user selects OK on the **Request Checking** on page 39. It is capable of modifying the Payment Status and providing a message to the user when the Status is changed.

The Data Source must be configured using the Data Sources screen, and it is selected from the **Payment Request System Settings.**

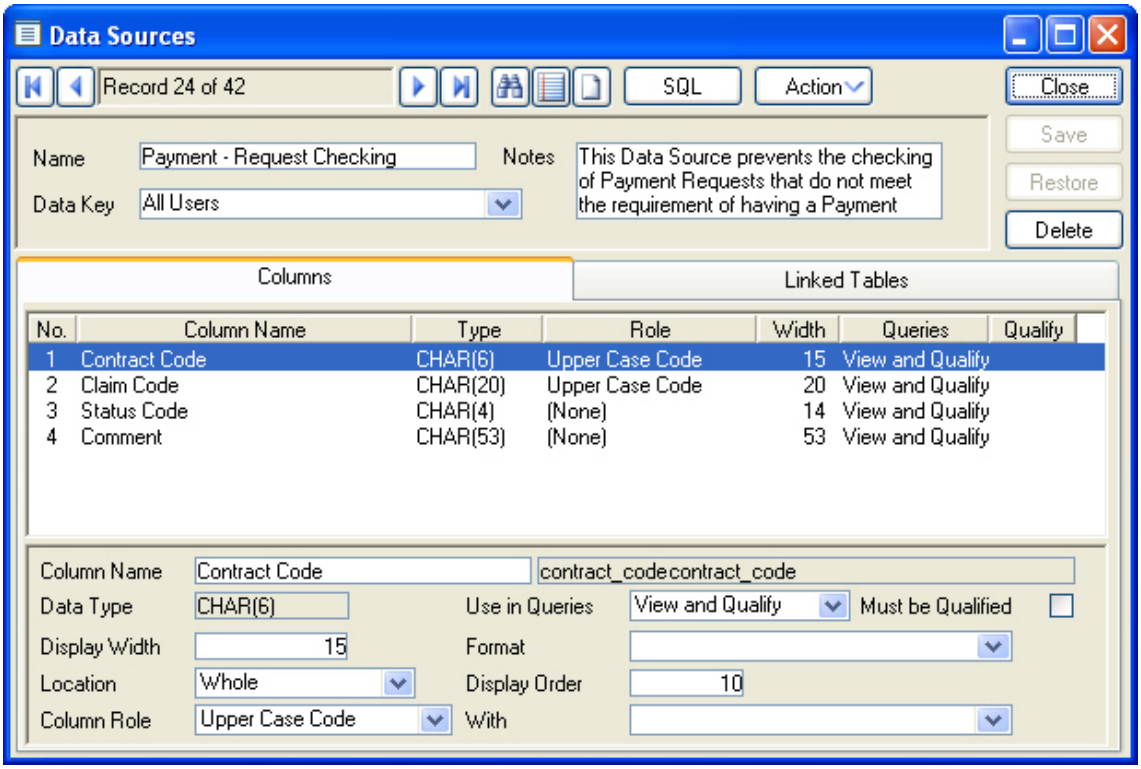
Reporting\Data Sources

Data Source Columns

The Data Source must contain two compulsory columns;

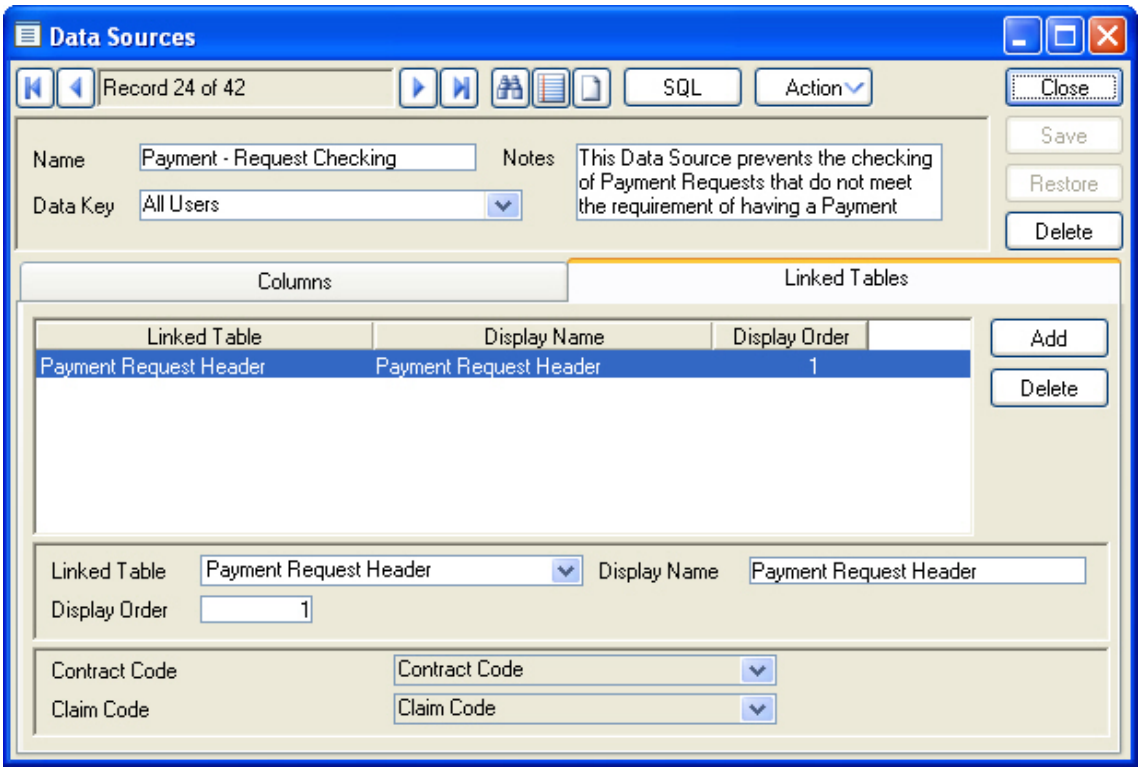
- 'Status Code' - is that char(4) type that specifies the Status that the job will be moved to.
- 'Comment' - is a char(53) and provides a message that will be displayed on the Request Checking report.

These compulsory columns can appear in any order.



Linked Tables

A single Linked Table must be defined within the Data Source to link to the specific Payments, as show in the screen shot below.



Example

In the following example, the SQL will change the Payment status code to 0300 and display the message 'Checked - Suspended: Final Payment Request', if a Closing Payment Job exists on the Payment.

SELECT contract_code, claim_code, '0300', 'Checked - Suspended: Final Payment Request'

FROM claim_header

WHERE EXISTS (SELECT 1 FROM claim_job cj WHERE claim_header.contract_code = cj.contract_code AND claim_header.claim_code = cj.claim_code AND cj.job_close_flag = 'Y')

Commit Validation Data Source

The Commit Validation Data Source is used by Payment Batch Commit. It is run on each Payment when the user commits the batch. It is capable of rejecting the Payment and providing a message to the user when this happens.

The Data Source must be configured using the Data Sources screen, and it is selected from the **Payment Request System Settings.**

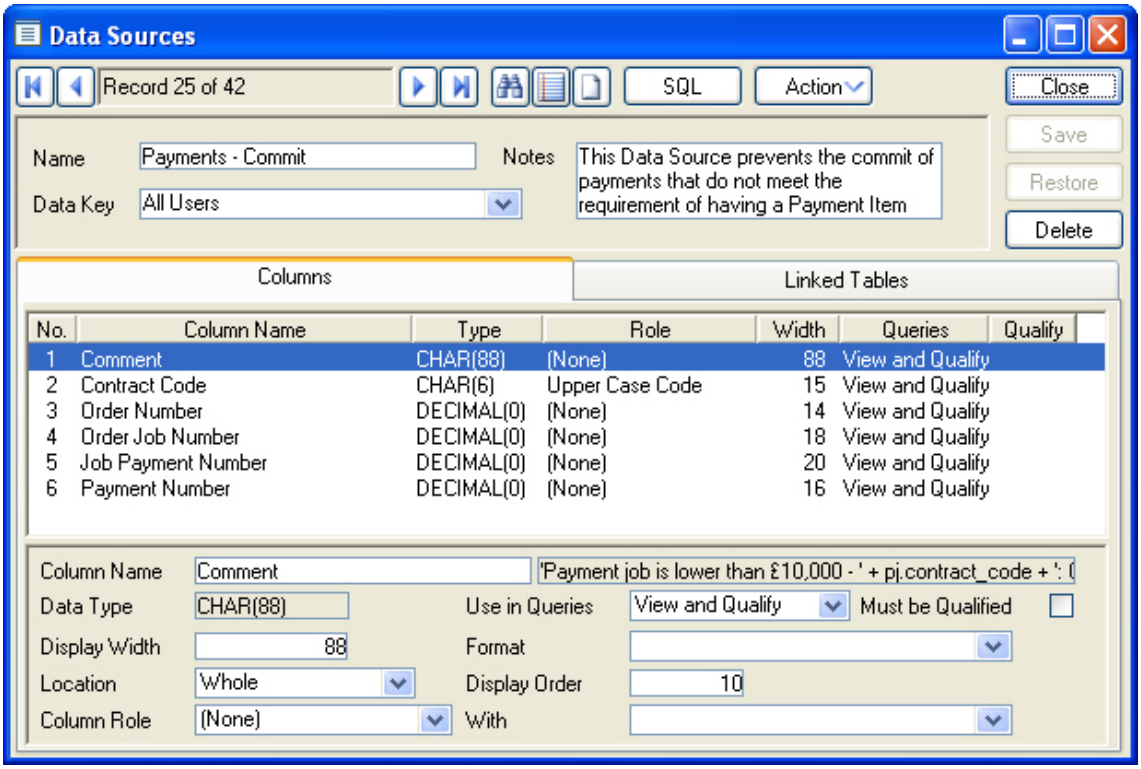
Reporting\Data Sources

Data Source Columns

The Data Source must contain two compulsory columns;

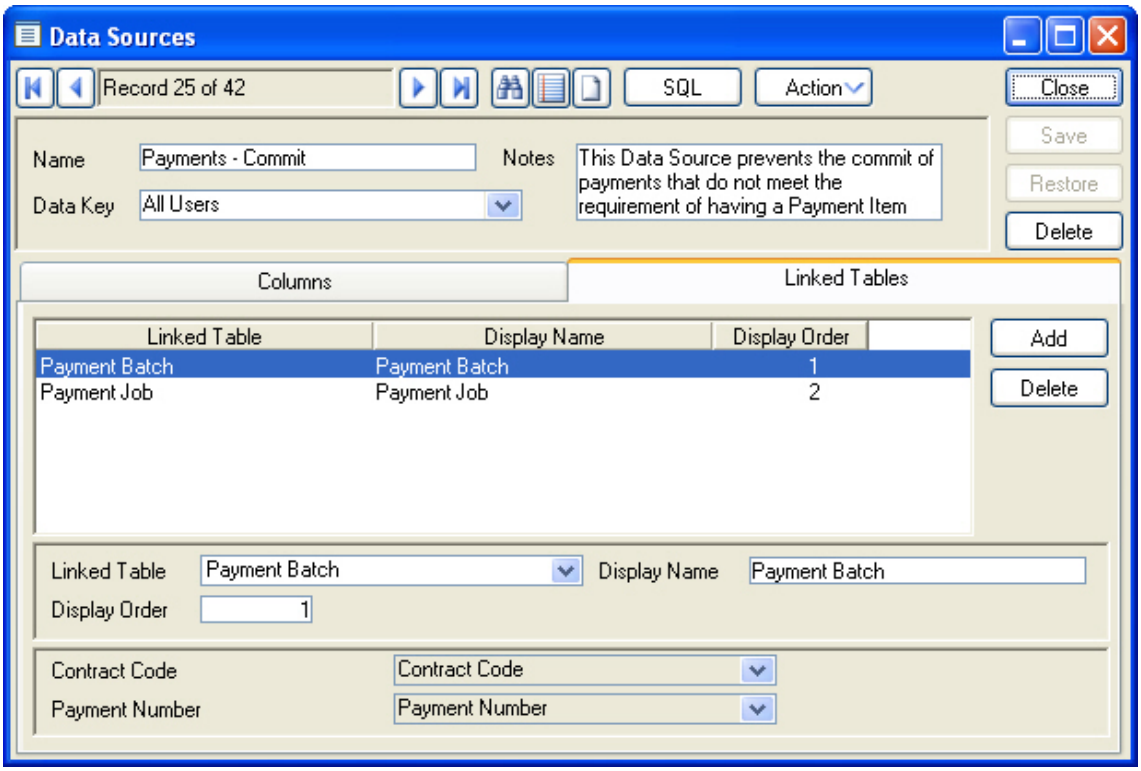
- 'Order Job Number' - is a Decimal type that specifies the Order Job Number.
- 'Comment' - is a char(88) and provides a message that will be displayed on the Request Checking report.

These compulsory columns can appear in any order.



Linked Tables

Linked Tables 'Payment Job' and 'Payment Batch' must be defined within the Data Source to link to the specific Payments, as show in the screen shot below.



Example

In the following example, the SQL will prevent the Payment from committing if the value is lower that 10,000 and will display the message, "Payment job is lower than 10,000 .... " on the Report screen.

SELECT 'Payment job is lower than 10,000 - ' + pj.contract_code + ': Order No:' + cast(pj.order_number as char(10)) + ' Order Job No: ' + cast(pj.order_job_number as char(10)), pj.contract_code, pj.order_number, pj.order_job_number, pj.job_payment_number, pj.payment_number

FROM payment_job pj, payment_batch pb

WHERE (10000 > (SELECT SUM(payment_value) FROM payment_item pi WHERE pi.contract_code = pj.contract_code AND pi.order_number = pj.order_number AND pi.order_job_number = pj.order_job_number AND pi.job_payment_number = pj.job_payment_number)) AND pb.contract_code = pj.contract_code AND pb.payment_number = pj.payment_number

Request Status

Request Statuses define the life of a Request, from the first entry to the final payment. For each Status a set of flags is set to indicate what processes can be carried out on Requests with this Status.

Status Code:	Up to four alphanumeric characters
Name:	Up to 30 characters

Follow Up:	The minimum time that must elapse before the Request can move on to the next Status. The drop down list references the Follow Up Lookup.
	Asset Maintenance\Maintenance Lookups
Checked:	Tick this box for Statuses assigned to Requests that have been through the Request Check procedure.
Suspended:	Tick this box for Statuses assigned to Requests that have been through the Request Check procedure, and found to be outside the Contract Tolerances.
Authorised:	Tick this box for Statuses assigned to Requests that have been authorised for payment.
Closed:	Tick this box for Statuses assigned to Requests that are on a committed Payment Batch.
Job Notes mandatory…:	When this is ticked any Job being set to this Status must have Notes entered before the record can be saved. If there are multiple Jobs linked to a Payment Request they must all have Notes before the Status can be changed.

Standard Statuses

The following table gives a standard list of Statuses, with details of which boxes should be checked:

Status Name	Checked	Suspended	Authorised	Closed
Request Received				
Checked OK	X			
Checked Suspended	X	X		
Random Sample	X	X		
Authorised	X		X	
Manually Authorised	X		X	
Paid	X		X	X

Requests at statuses that have no boxes checked will be called on when 'Request Checking' is run.

Requests at statuses that have the 'Checked' box only checked will be called on for Authorisation when 'Request Authorisation' is run.

Requests at statuses that have both the 'Checked', and the 'Suspended' boxes checked will be available for Remeasurement when 'Request Remeasurement' is run.

Requests at statuses that have both 'Checked', and 'Authorised' boxes checked can be placed on Payment Batches.

Payment Request Classification

Payment Request Classifications can be created to be used on Payment Requests.

Code:	Up to six alphanumeric characters.
Name:	Up to 50 characters.
Notes:	Optional free text field.

Display Order:	Use this to set the order of the Classifications in the drop down on the Payment Request screens.
Dead:	Check this to prevent this Classification from being used on any new Payment Request records. **Note:** It will not be possible to set a Payment Request Classification to dead if it is either on a Contract or set in the Payment system Settings.

Payment Requests - Step by Step

Before Requests can be used, the Statuses and Payment Systems Settings must be in place.

On receipt of a contractor's invoice:

1. **Fast Request for Payment** on page 27 - enter each Job that is being claimed, with the amount that is being claimed. You may use the Invoice number as the Request Code, and put all the Jobs being claimed on an Invoice into the same Request.
2. **Request Checking** on page 39 - If all Requests pass the check - move straight to Request Authorisation.
3. **Request Random Sample** on page 40 - If you wish to carry out a test check on Jobs which have passed the checking process, then run Request Random Sample to pick out a percentage of Jobs.
4. **Request Authorisation** on page 42 - Authorise Requests that have passed the checking process.
5. **Request Remeasurement** on page 41 - To view, and print out, the Jobs that have failed the check, or have been selected as a random sample. The Payment Request Remeasurement Sheet can be used on inspection or discussion to make a note of the Remeasured quantities for each Job Item.
6. **Request for Payment** on page 33 - Enter Remeasured quantities into the Job Items, and raise the status to 'Authorised' or 'Manually Authorised'. You may remove Jobs from Requests, or Items from incomplete Jobs, that you have decided not to pay.

Jobs on Requests which have been authorised, i.e. carry a status which is flagged 'Checked' and 'Authorised', will be automatically included in the Payment batching process unless specifically excluded in the 'Batch Create Payments' filter.

The difference (if any) between the value of the original Job, and the authorised requested amount, will be accounted for in the system by a Variation Order (VO) which will be automatically raised. The Work Type identified in the Payment Systems Settings will be assigned to these VOs (you may therefore want to create a Work Type that uniquely identifies these VOs in order to be able to report on them). The Adjustment item identified in the Payment System Settings will be used to generate a value for the VO.

Payment Reports

The Payment Reports provide the means of analysing the Payment Batches (committed, uncommitted or both) in various ways and by various parameters.

Two 'Jobs for Payment' reports will identify Jobs that could be paid but haven't, and Jobs on Payment Batches that were completed late.

A Payment Details report provides a simple report, which breaks down Payments by Payment Batch and Site providing totals for Sites as well as a full report total.

Payment Analysis reports provide payment information split up by the parameter given in the report title. So a Payment analysis by work type will give totals for each of the Work Types included, and well as information within each Work Type at the level selected in the report filter.

Filter options include:

Show:	(Administration Fee Recovery module) Select from the drop down list: whether to show Fees and Values, just Values or just Fees.
Route:	Select a Site Route to restrict the selection to Jobs for Sites in the Route (or part of a Route if the From/To fields are completed)
Report Level:	Select the level of detail required in the Report from the drop down list.

This Report will select from all Jobs that are available for payment but are not on a committed Payment Batch.

Jobs that are 'Available for payment' are those that have a Job Status that permits payment i.e. 'Commit', 'Payment' and 'Outstanding' are all checked for the Status in the **Status lookup**.

The Report enables a 'clean up' to identify Jobs which should have been paid but have slipped though the administrative net.

Print Payment Details provides similar information to that available on the Payment Certificate, but provides sub-totals by Site.

Report on Overdue Jobs on Payment Batches. An overdue Job is one in which the Actual completion date is after the Estimated completion date.

The report details each of these Jobs, specifies how many days overdue the Job is, and gives the value of each of the overdue Jobs.

Financial Systems Interface

(Financial Systems Interface module)

The Financial Systems Interface provides the means of exporting financial information from Confirm, in the form of a text file, which can then be imported into a Financial Management System.

The file will contain all the financial information new to the system since the last file was prepared and sent.

The information is broken down as:

- New Commitments - all work on committed Works Orders
- Job Variations - the changes effected by committed Variations
- Completion Value - all work on committed payment batches
- Job Closed - a count of Jobs closed

Further details on the structure and meaning of the exported text file are available as a technical document from Confirm.

Re-export Ledger Batch Filter

Using this screen a ledger batch can be re-exported. This screen can be used when the Financial Interface XML Agent created a file, but the file needs to be recreated.

Batch Number:	Supply the batch number to be re-exported
Stylesheet:	The stylesheet to be applied to the data.
Export file:	The file that is to be created

Click OK to create the file. Any errors or warnings encountered during the processing will be displayed.

Ledger Output File

The Ledger Output file sets the batch number, description and date for the output file.

Make sure that the database is backed up before proceeding with the export, since data included on the batch will be fixed. So, that if you had forgotten to Commit a Payment that should have been included on the batch you would have to wait until the next batch before it would be included. If a backup is made, the database can be restored from backup, to carry out the Committal and run the batch.

Note: Payment details will only be included in the export when the Action Officer who committed the Payment Batch is linked to a Confirm User login. This is required as the committing Users Action Officer code is included in the export.

Ledger Batch:	Leave blank when creating a new batch - the system will assign the next available number.
Description:	Up to 30 characters.
Date:	Today's date will be automatically entered and cannot be edited.
Week Number:	Enter the Week number (or number of the final Week in the batch) that this batch represents.

Year Number:	Enter the Year number

Note: Week Number and Year Number are not restricting the batch in any way - merely providing labels that will appear in the export file.

Click OK to display a preview of the information that will be exported. Save the preview to carry out the export.

Ledger System Settings

Ledger System Settings set the paths for the export files, and the export file format.

Ledger Export file:	Enter the location for the export file
and copy:	Enter the location for a copy of the export file
Export File format:	Select the file format from the drop down. Confirm will advise on the selection that should be made.
Ledger DataSet:	Confirm will advise on the entry that should be made.

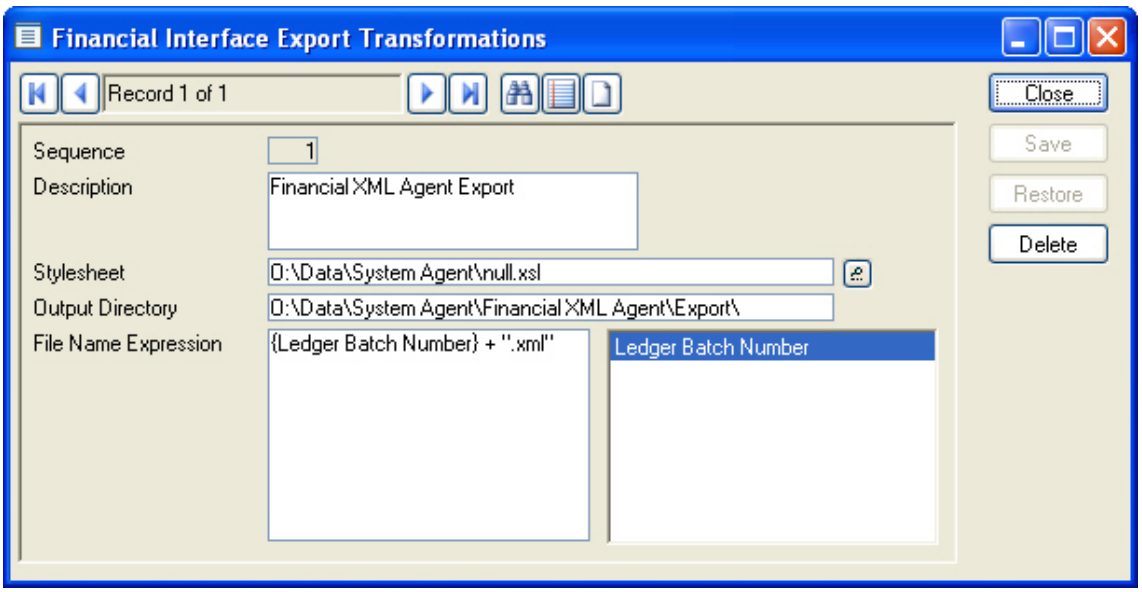
To exclude specific Contracts from the export please refer to the Contract setting '**Financial Interface**' setting.

Contract Preparation\Contract

Financial Interface XML Settings

(Financial XML Agent)

Financial Interface Export Transformations can be created to define how Financial data is exported from Confirm. Multiple records can be created if different stylesheets need to be used for different systems or types of data.



Sequence:	A mandatory field, number assigned to each task, which must be unique.
Description:	Enter a description for this task.

Stylesheet:	Directory and file name where the Stylesheet is stored. This directory must be accessible by the server running Confirm Task Processor.
Output Directory:	Directory for the export file to be generated. This path entry must be accessible to the Confirm Task Processor server. The path must finish with a backslash - \
File Name Expression:	File name expressions can be defined for exported files to have unique filenames; this will avoid overwriting of any previously generated files.