Commercial Module User Guide

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1. Commercial Dashboard

Purpose

Centralised view of commercial health: budgets, claims, variations, retentions, cash indicators.

When to Use

- Project start-up baseline checks.
- Monthly reporting and leadership updates.
- Pre-claim review to spot risks.

Steps

1. Go to Commercial → Dashboard and select project.
2. Review Budget Overview (Original, Forecast, Variance).
3. Check Claims summary (Submitted, Certified, Pending).
4. Scan Variations (Approved, Pending, Disputed).
5. Drill to registers via quick links. Cross-check with Budget Register and Forecasting.

User Story

As a Commercial Manager, I need a one-page financial snapshot to act early on risks.

Use Cases

- Monthly management review before cost report.
- Variation risk monitoring.
- Client meeting snapshot.

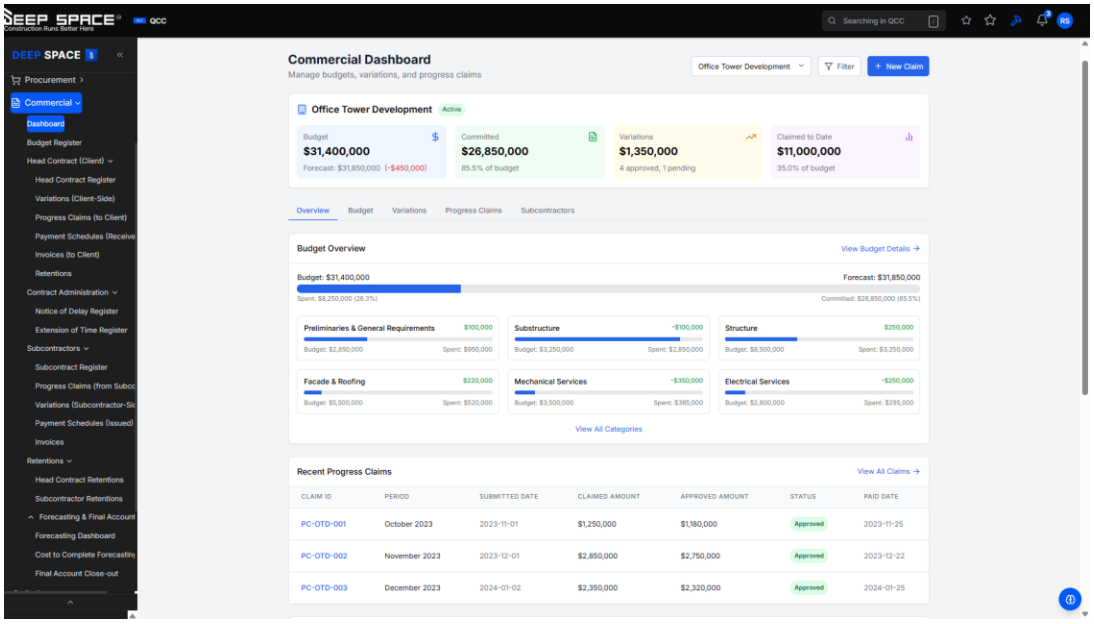


Figure 1: Commercial Dashboard

2. Budget Register

Purpose

Financial control centre consolidating budgets, commitments, actuals, and forecasts by cost code.

When to Use

- At contract award handover.
- Monthly forecasting and reporting.
- Reconciling POs, claims, direct costs.

Steps

6. Go to Commercial → Budget Register.
7. Set period. Review Original, Variations, Revised, Committed, Actuals, Remaining, Forecast, Variance.
8. Drill into a cost code to see linked POs/claims/timesheets.
9. Export or snapshot for Forecasting comparison.

User Story

As a PM, I track actual vs forecast by code to control performance.

Use Cases

- Award setup from BOQ/estimate.
- Monthly forecast adjustments.
- Trace overspend back to source docs.

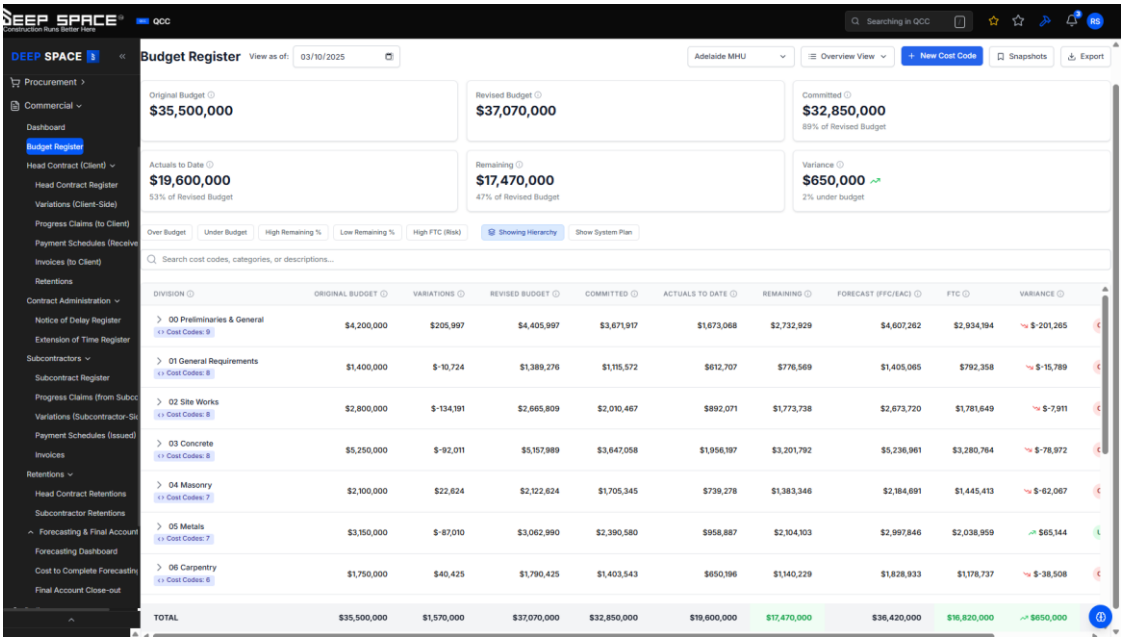


Figure 2: Budget Register

3. Head Contract Register

Purpose

Master record of client head contract: contract sum, milestones, claims, variations, retention.

When to Use

- Project award setup.
- Ongoing claims and variation management.
- Close-out reconciliation.

Steps

10. Commercial → Head Contract → Head Contract Register.
11. Create/select contract. Enter client, sum, payment terms, DLP.
12. Link variations, claims, invoices, retentions.
13. Monitor cumulative claimed vs certified and revisions.

User Story

As a CA, I centralise the client contract so downstream artefacts stay aligned.

Use Cases

- Baseline setup.
- Variation approval updates sum.
- Retention balance visibility.

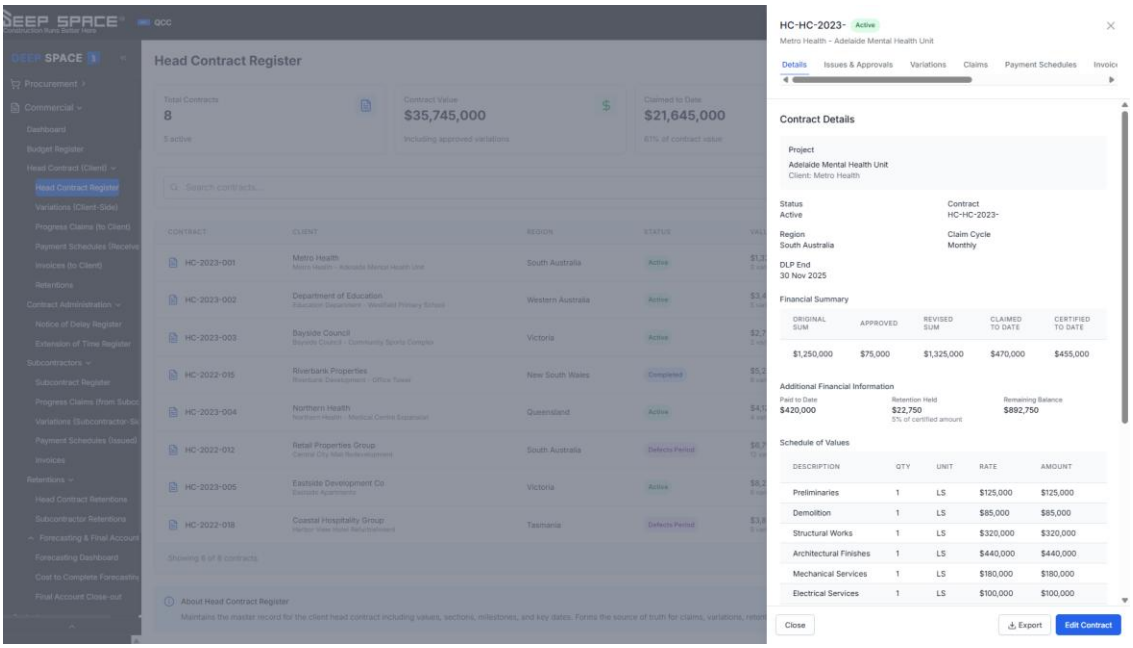


Figure 3: Head Contract Register

4. Variations (Client-Side)

Purpose

Manage client-side scope/time/cost changes with approvals and evidence.

When to Use

- Client-initiated changes.
- Builder-initiated latent/site instructions.
- Dispute scenarios.

Steps

14. Commercial → Head Contract → Variations.
15. New Variation: enter scope, cost, time impact. Attach RFIs/drawings/emails.
16. Submit to client; track status Pending/Approved/Disputed.
17. On approval, contract sum/time update; values flow to claims and budget.

User Story

As a PM, I ensure contract reflects current scope and date.

Use Cases

- Design change via revised drawings.
- Latent condition costs.
- Disputed variation record.

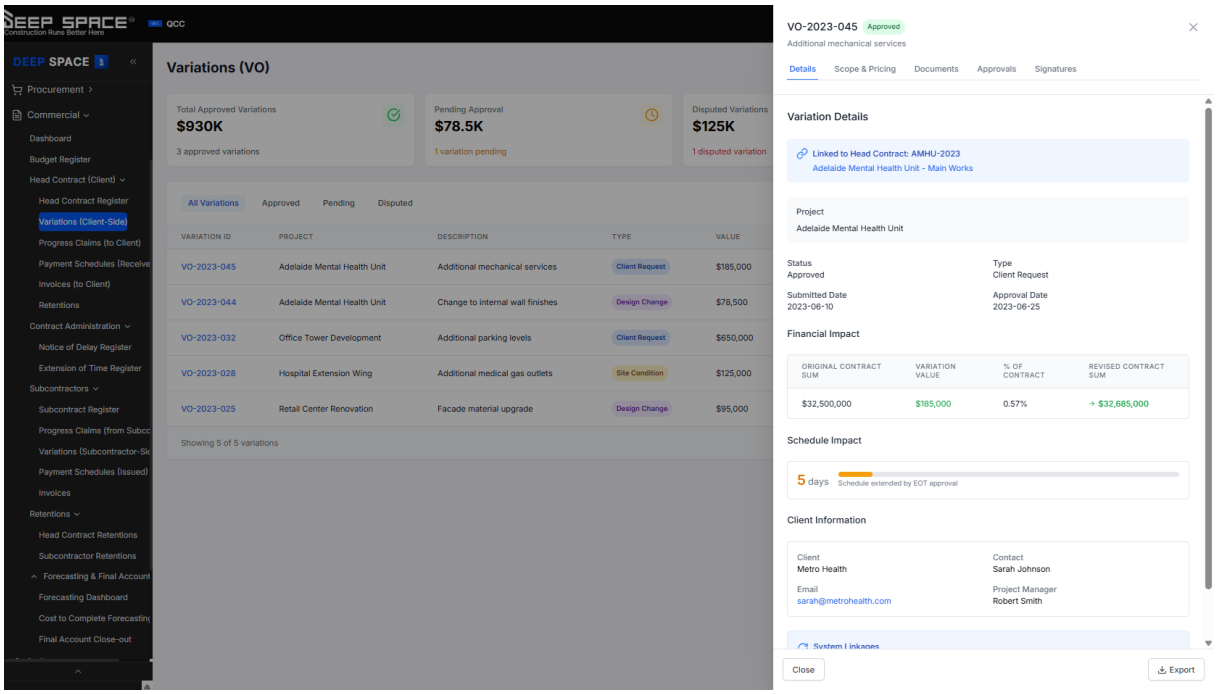


Figure 4: Variations (Client-Side)

5. Progress Claims (to Client)

Purpose

Issue compliant client claims aligned with head contract, variations, and evidence.

When to Use

- Each claim cycle.
- When seeking certification and payment.

Steps

18. Commercial → Head Contract → Progress Claims → + New Claim.
19. System pulls sum, previous claims, approved variations, retention.
20. Apply SOPA/CC Act template; enter % complete or values; attach evidence.
21. Generate branded PDF and email via integration; log thread.
22. Payment Schedule reconciliation updates Budget, Retentions, Forecasting.

User Story

As a PM, I submit accurate claims and keep downstream ledgers aligned.

Use Cases

- Standard monthly claim.
- Claim incl. approved variations auto-pulled.
- Retention release at PC/FC.
- Disputed shortfall flagged.

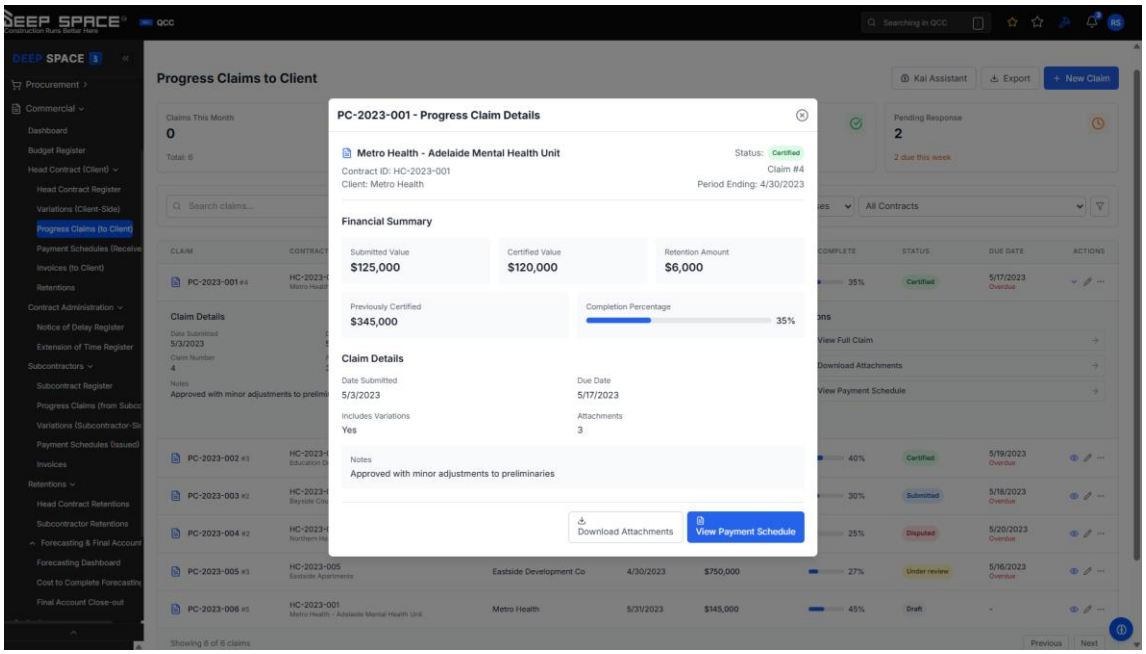


Figure 5: Progress Claims (to Client)

6. Payment Schedules (Received)

Purpose

Log and reconcile client-issued payment schedules against your claim.

When to Use

- After client issues schedule in response to claim.
- During monthly reconciliation.

Steps

23. Commercial → Head Contract → Payment Schedules (Received).
24. Open linked claim and upload client schedule.
25. System compares claimed vs certified; flags shortfall.
26. Certified totals flow back to Budget, Forecasting, Retentions.

User Story

As a CA, I reconcile certification to confirm cash flow position.

Use Cases

- Full certification auto-reconciles.
- Shortfall triggers dispute workflow.
- Overdue schedules flagged.

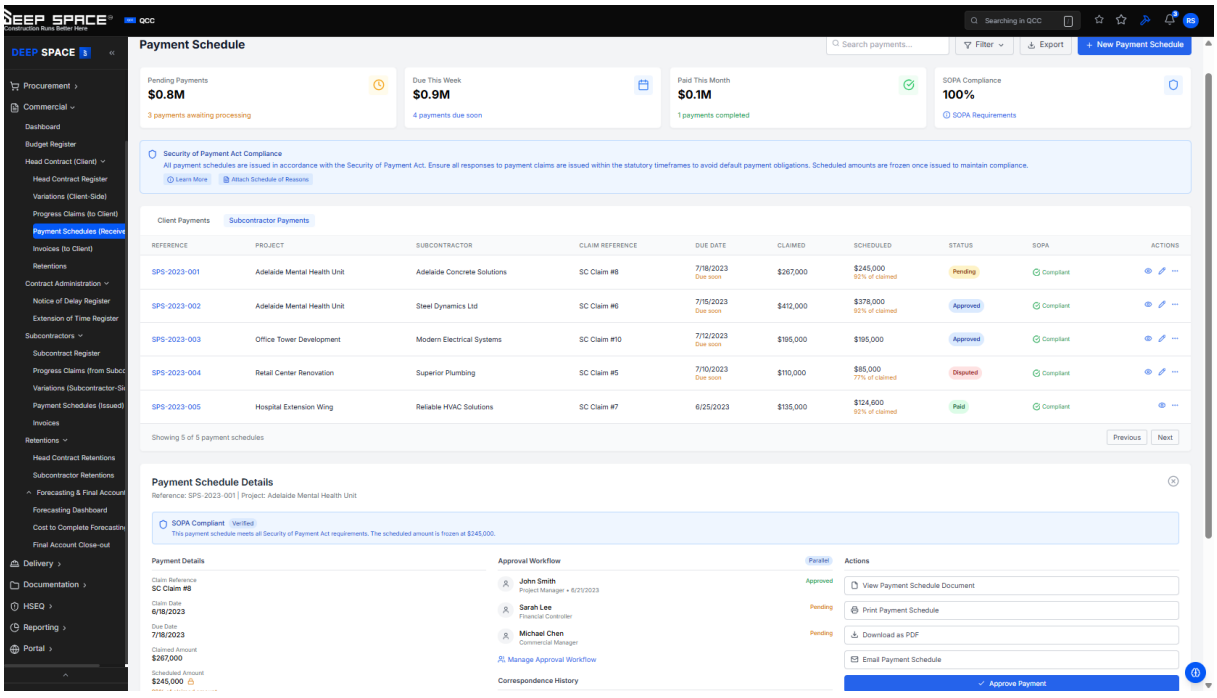


Figure 6: Payment Schedules (Received)

7. Invoices (to Client)

Purpose

Create and track invoices tied to certified client claims.

When to Use

- When issuing invoice post-certification.
- Billing cycles.

Steps

27. Commercial → Head Contract → Invoices (to Client) → + New Invoice.
28. Select certified claim. System pre-fills breakdown.
29. Send via email integration or export to ERP.
30. Track status Draft → Sent → Paid.

User Story

As a PM, I bill certified values and track payment status.

Use Cases

- Auto-draft from certified claim.
- Email logged to contract record.
- ERP sync for accounting.

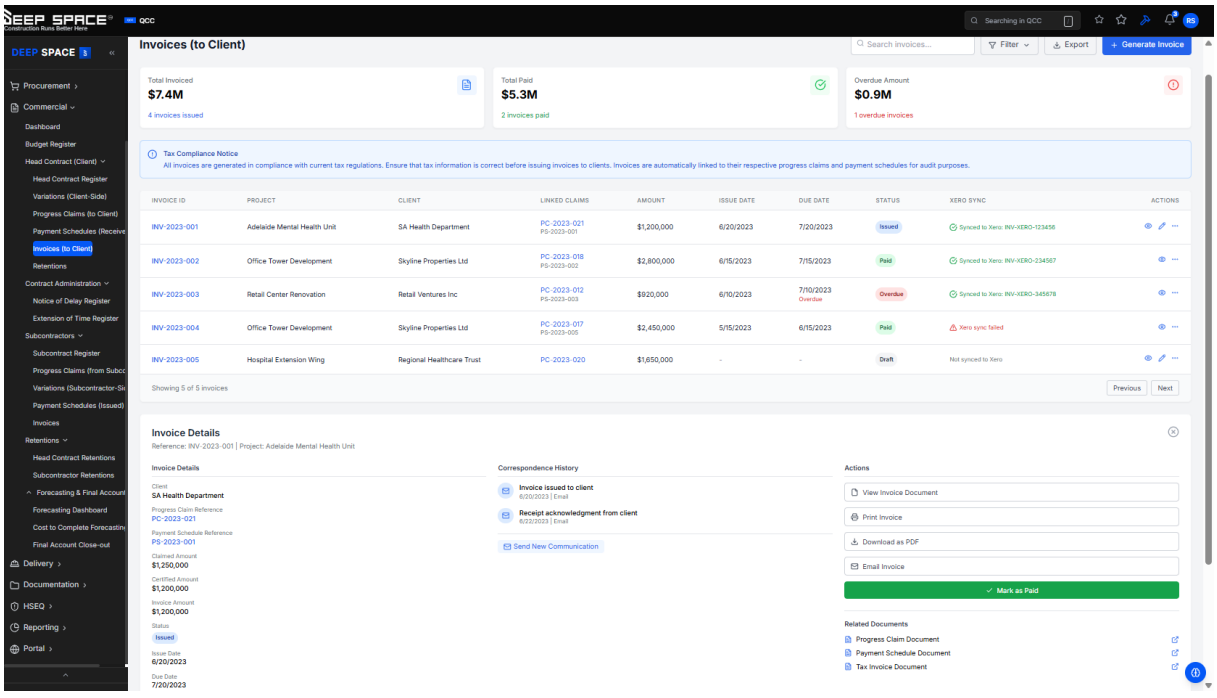


Figure 7: Invoices (to Client)

8. Head Contract Retentions

Purpose

Track client-held retentions and manage PC/FC releases.

When to Use

- At certification when retention withheld.
- At PC/FC for release.

Steps

31. Commercial → Head Contract → Retentions.
32. Review cumulative retention held.
33. At PC: mark release and generate request.
34. At FC: final release; documents filed; ledgers update.

User Story

As a Commercial Manager, I release retention on milestones without error.

Use Cases

- Auto-withheld each certified claim.
- PC partial release.
- FC final release.

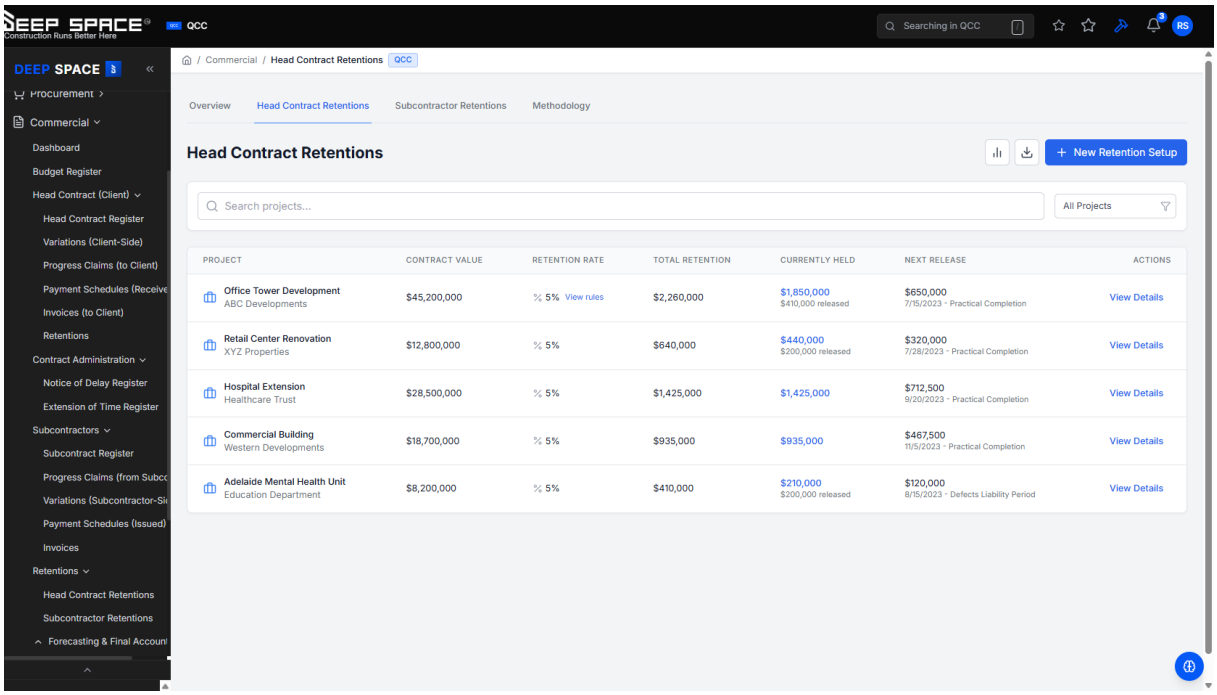


Figure 8: Head Contract Retentions

9. Notice of Delay (NoD)

Purpose

Issue and track delay notices in compliance with contract rules; link to EoT and claims.

When to Use

- When delays impact programme and entitlement.
- When contractual notification is required.

Steps

35. Commercial → Contract Administration → Notice of Delay Register.
36. New Notice: record cause/date/impacted tasks; attach evidence.
37. Submit via email; track Draft → Submitted → Acknowledged → Resolved.

User Story

As a CA, I preserve entitlement to time/cost via timely notices.

Use Cases

- Weather delay with BOM data.
- Design delay tied to RFIs.
- Access delay evidence trail.

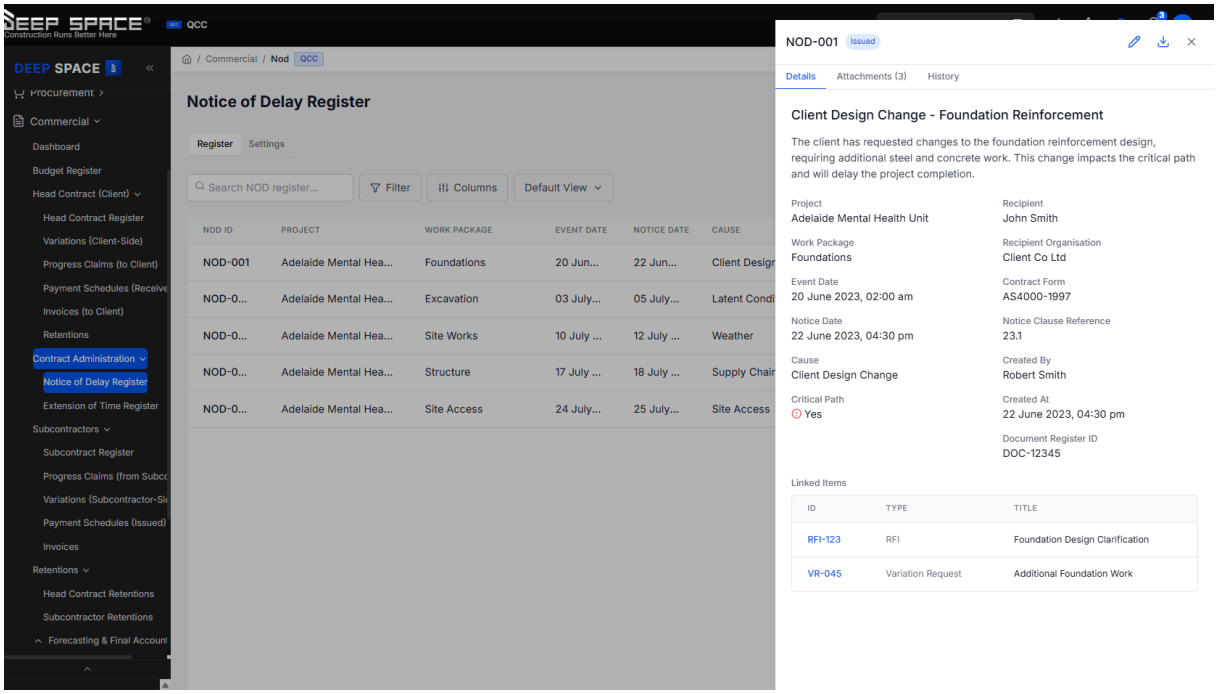


Figure 9: Notice of Delay (NoD)

10. Extension of Time (EoT)

Purpose

Manage EoT requests linked to NoDs with days claimed and programme impacts.

When to Use

- When delays require contractual date adjustments.
- When client approval is needed.

Steps

38. Commercial → Contract Administration → Extension of Time Register.
39. New EoT: reference NoD(s), cause, days requested; attach programme analysis.
40. Submit; track Draft → Submitted → Approved/Rejected.
41. On approval, Head Contract dates update.

User Story

As a PM, I formalise programme shifts to avoid LDs.

Use Cases

- EoT granted for latent condition.
- EoT rejected and escalated.
- Auto-reference to related NoDs.

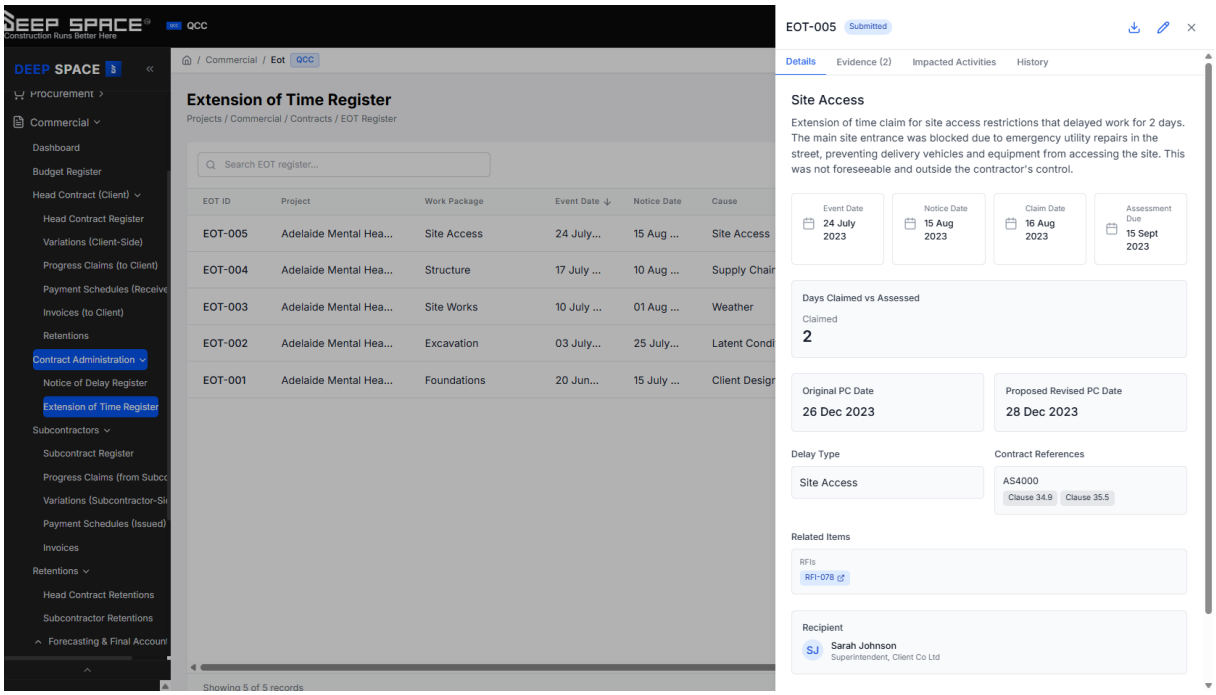


Figure 10: Extension of Time (EoT)

11. Subcontract Register

Purpose

Register of all subcontract agreements with scope, value, variations, claims, retentions.

When to Use

- At award when subcontracts are let.
- During delivery for performance tracking.
- Close-out reconciliation.

Steps

42. Commercial → Subcontractors → Subcontract Register.
43. New Subcontract: contractor details, scope, sum; link compliance and retention terms.
44. Monitor claims, variations, invoices history.

User Story

As a CA, I centralise subcontract data to manage obligations and payments.

Use Cases

- Setup at project commencement.
- Track financial exposure.
- Close-out with retention release.

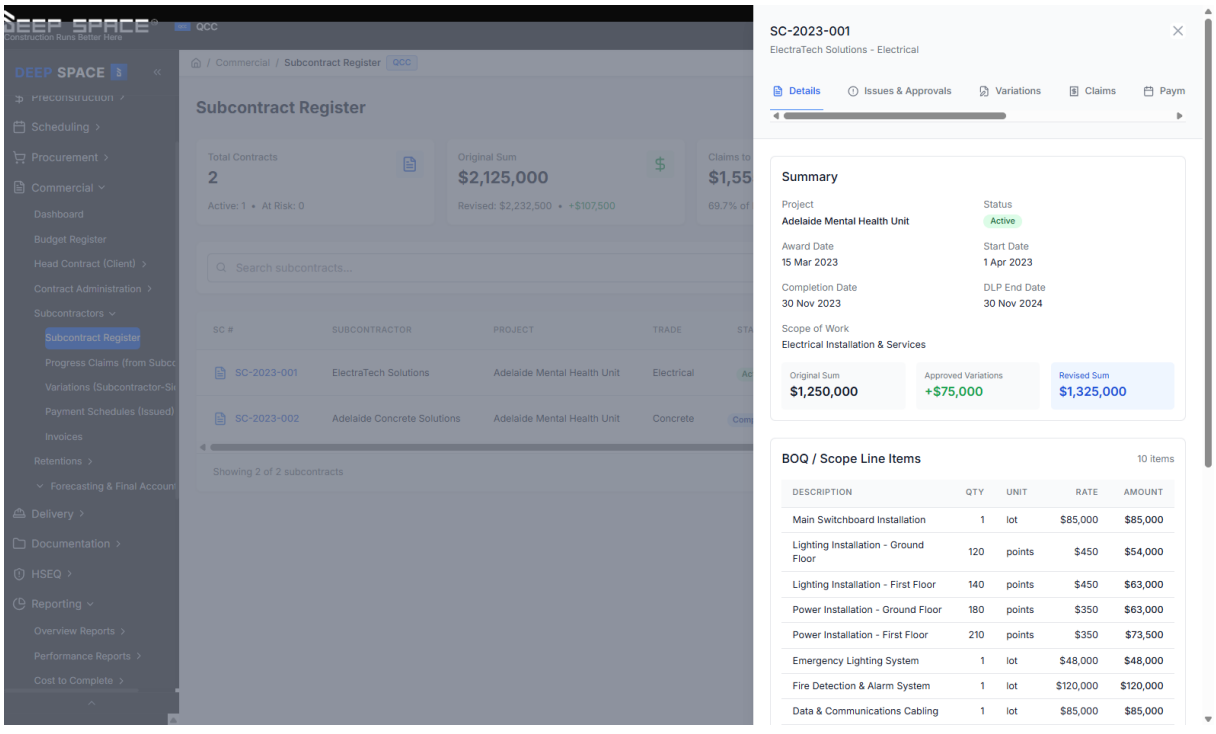


Figure 11: Subcontract Register

12. Subcontractor Progress Claims

Purpose

Capture, review, and certify subcontractor claims; integrate with payment schedules.

When to Use

- Each subcontractor claim cycle.
- Certification of subcontractor work.

Steps

45. Commercial → Subcontractors → Progress Claims (from Subcontractors).
46. Open submitted claim (portal/manual). System pulls subcontract sum, previous claims, approved variations, retention.
47. Review evidence; certify or amend; generate certification report.
48. Certified values flow to Payment Schedule (Issued).

User Story

As a CA, I certify subcontractor progress accurately and defensibly.

Use Cases

- Standard monthly claim certified.
- Variation included automatically.
- Retention deducted per contract.

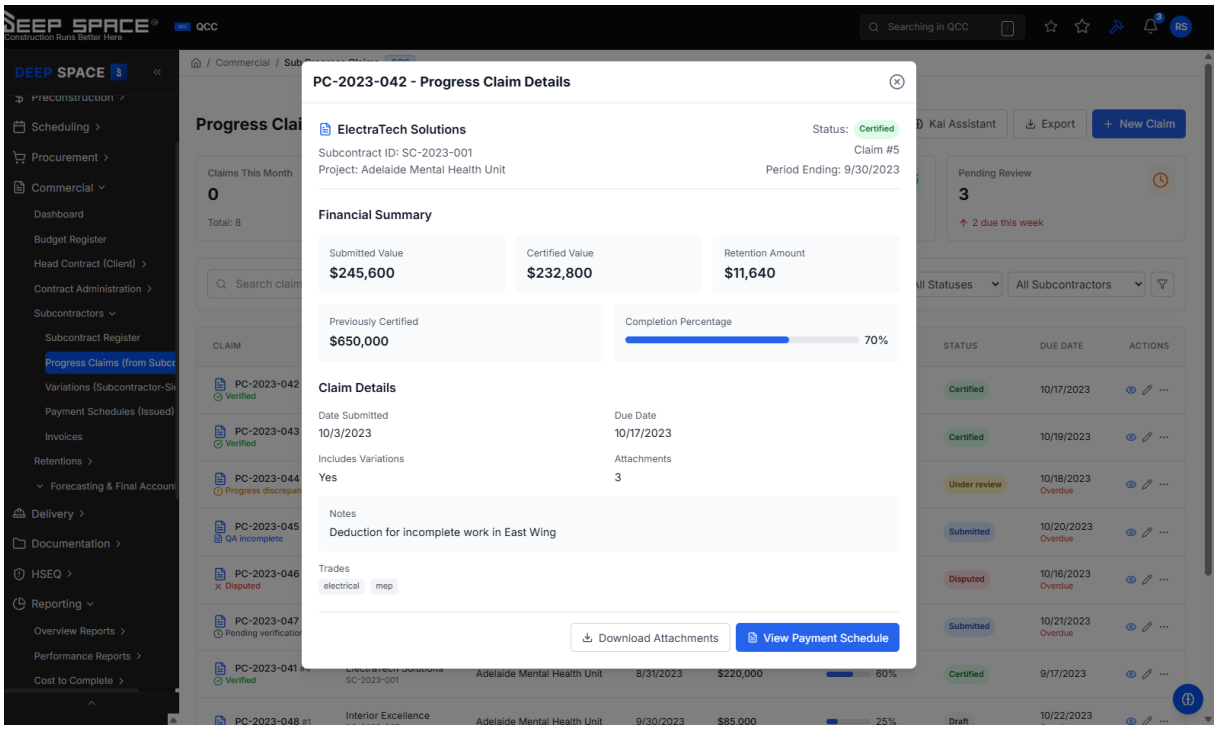


Figure 12: Subcontractor Progress Claims

13. Subcontractor Variations

Purpose

Manage subcontractor VO requests; link to head contract variations when relevant.

When to Use

- When subbies initiate change.
- When client VO impacts subcontract scope.

Steps

49. Commercial → Subcontractors → Variations.
50. New Variation: details and attachments; approve/reject.
51. Update subcontract sum; link to client VO if applicable.

User Story

As a PM, I align subcontract values with actual scope.

Use Cases

- VO due to design change.
- Cost linked to latent condition.
- Rejected VO due to insufficient evidence.

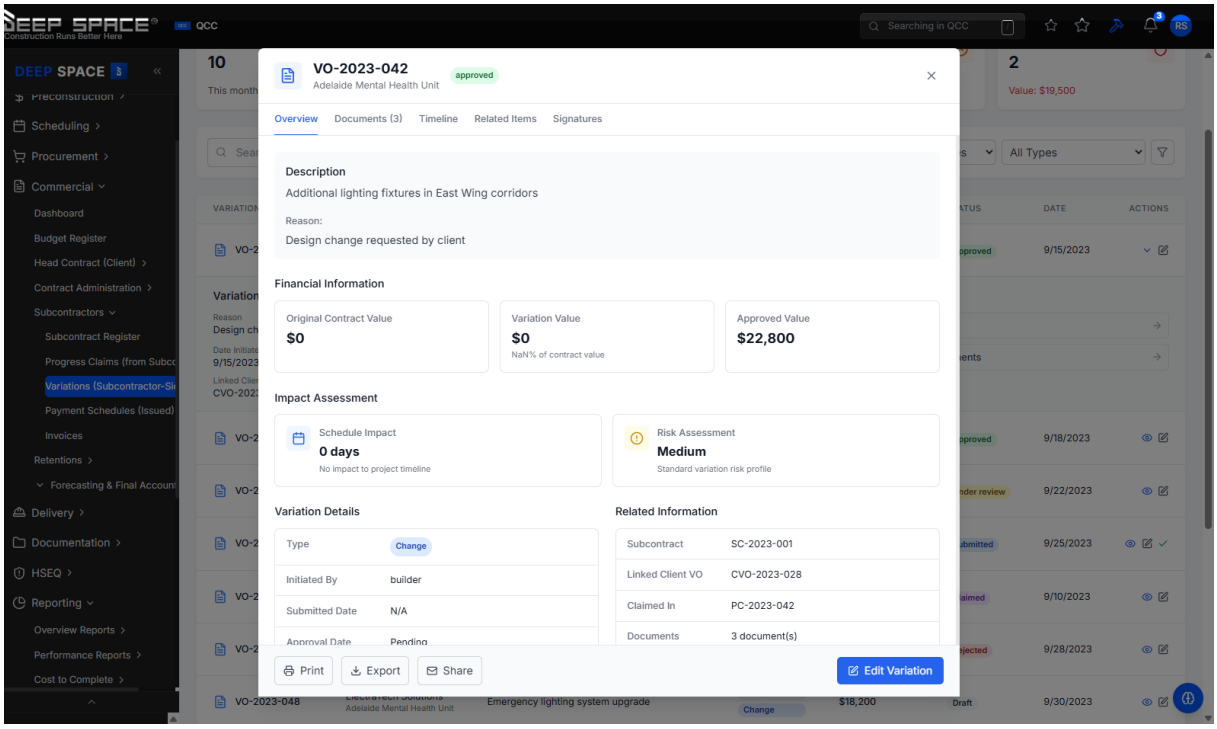


Figure 13: Subcontractor Variations

14. Payment Schedules (Issued)

Purpose

Issue compliant payment schedules to subcontractors against their claims.

When to Use

- After subcontractor submits a claim.
- When certifying payable or disputed amounts.

Steps

52. Commercial → Subcontractors → Payment Schedules (Issued).
53. Open claim; system pre-fills claimed vs certified; enter reasons if withholding.
54. Generate PDF schedule; email to subcontractor; ledgers update.

User Story

As a CA, I notify subcontractors of certified amounts in line with legislation.

Use Cases

- Full certification.
- Partial certification with reasons.
- Retention applied automatically.

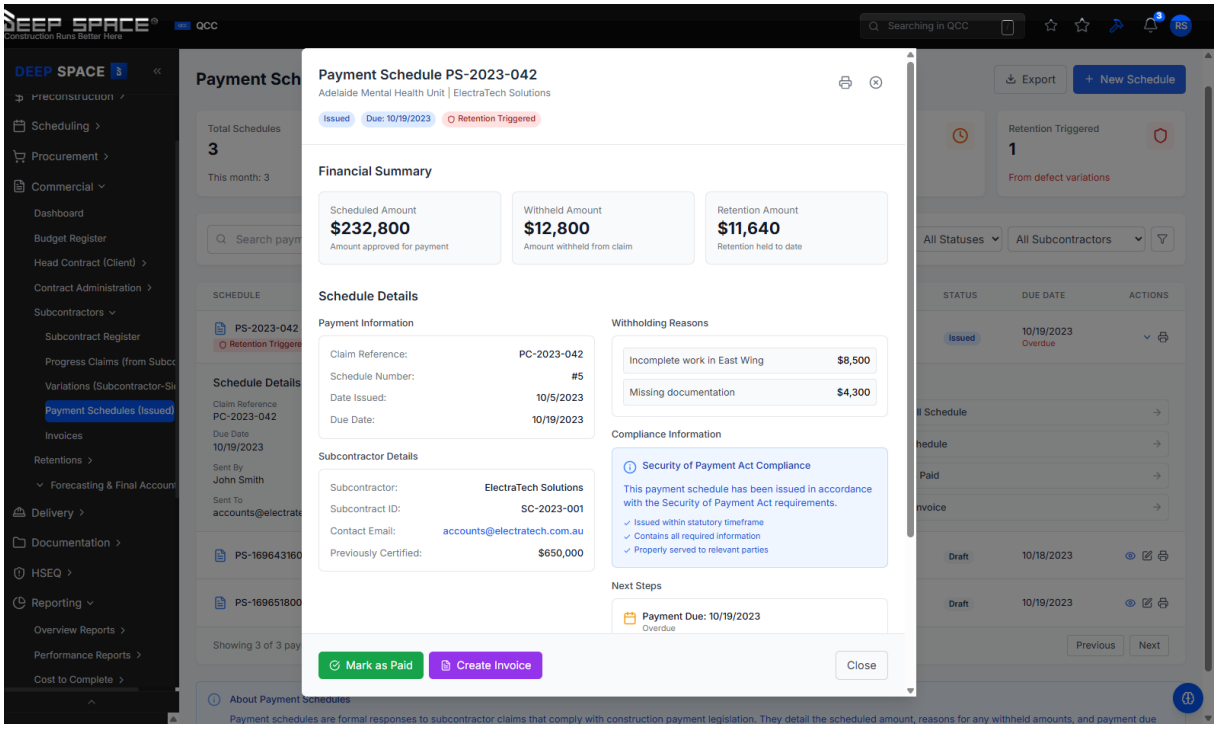


Figure 14: Payment Schedules (Issued)

15. Subcontractor Invoices

Purpose

Capture and reconcile subcontractor invoices to certifications and schedules.

When to Use

- When subbie issues invoice post-certification.
- Monthly reconciliation.

Steps

55. Commercial → Subcontractors → Invoices.
56. Upload or match invoice to certification/schedule.
57. System auto-matches; flag discrepancies; approve and sync to ERP.

User Story

As a PM, I ensure invoices align to certified amounts.

Use Cases

- Exact match approved immediately.
- Over-claim flagged for dispute.
- ERP sync for accounting.

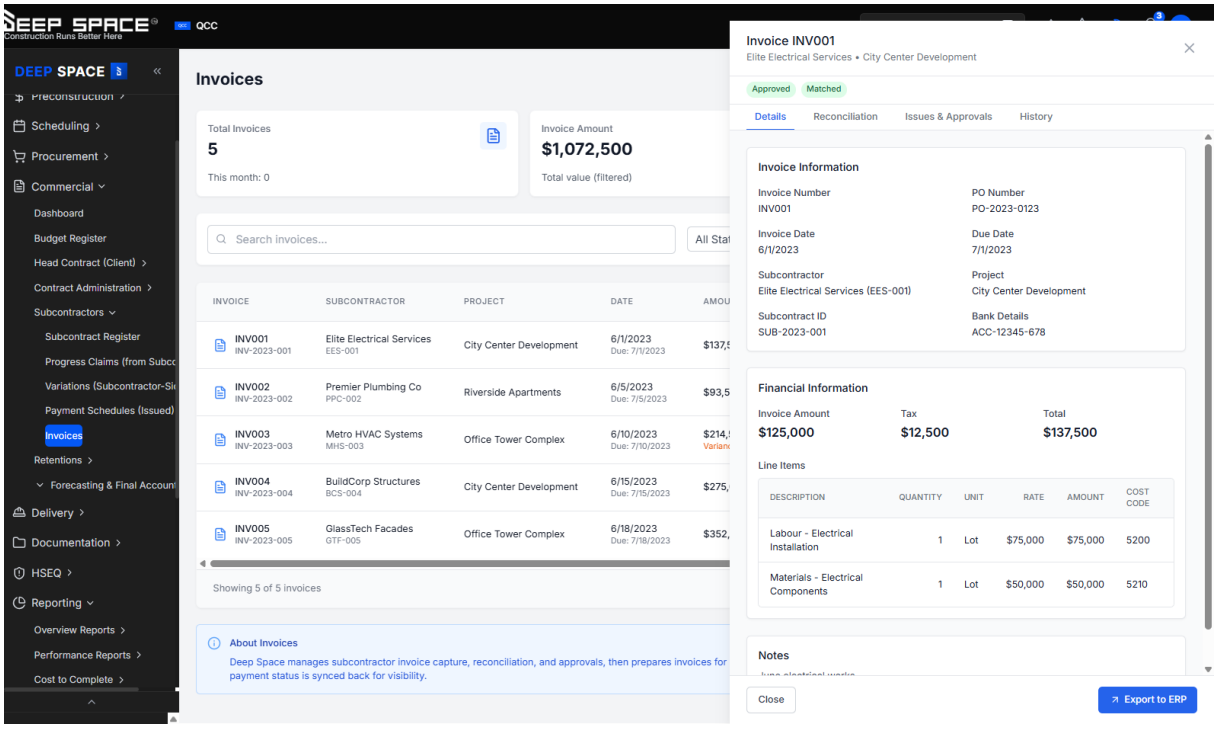


Figure 15: Subcontractor Invoices

16. Subcontractor Retentions

Purpose

Track retention withheld and manage releases at PC/FC milestones.

When to Use

- When certifying claims with retention.
- At PC/FC for release.

Steps

58. Commercial → Subcontractors → Retentions.
59. Review cumulative held per subcontract.
60. PC: partial release request; FC: final release certificate.

User Story

As a CA, I withhold and release retention per contract without errors.

Use Cases

- Auto-withheld in claims.
- PC partial release.
- FC final release.

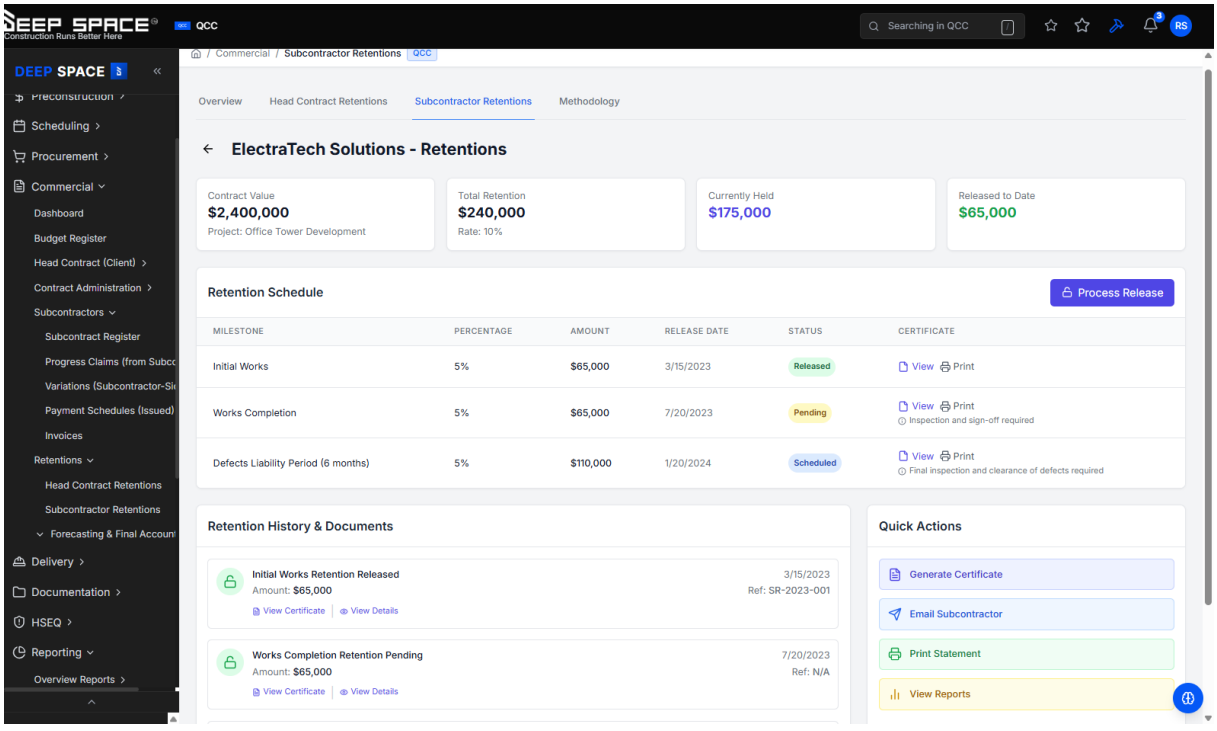


Figure 16: Subcontractor Retentions

17. Forecasting Dashboard

Purpose

Live overview of project performance vs forecast and cash flow.

When to Use

- Monthly reporting.
- Leadership reviews.

Steps

61. Commercial → Forecasting & Final Accounts → Forecasting Dashboard.
62. Select period; review Forecast Summary, variance to Budget, cash curves.
63. Lock snapshot to prevent retro edits.

User Story

As a PM, I communicate accurate forecasts to leadership.

Use Cases

- Monthly forecast review.
- Cash flow monitoring.
- Variance analysis.

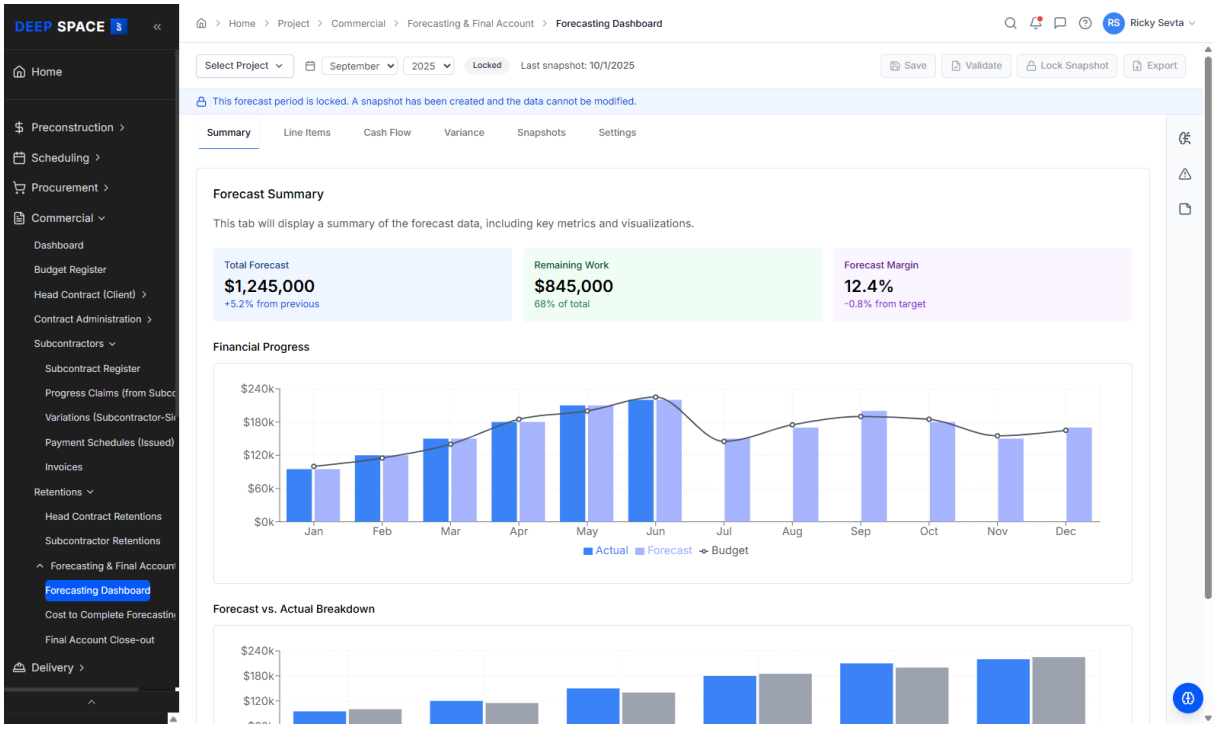


Figure 17: Forecasting Dashboard

18. Cost to Complete Forecasting

Purpose

Granular remaining cost by category and code with auto variance maths.

When to Use

- Preparing monthly forecasts.
- Tracking budget vs actual.

Steps

64. Commercial → Forecasting & Final Accounts → Cost to Complete Forecasting.
65. Enter cost-to-date, cost-to-complete, forecast-final by code.
66. System calculates variances and % progress; compare totals to budget; export report.

User Story

As a Commercial Manager, I forecast outcomes early and often.

Use Cases

- Labour forecast using timesheets.
- Subcontract forecasts include pending VOs.
- Plant hire based on utilisation.

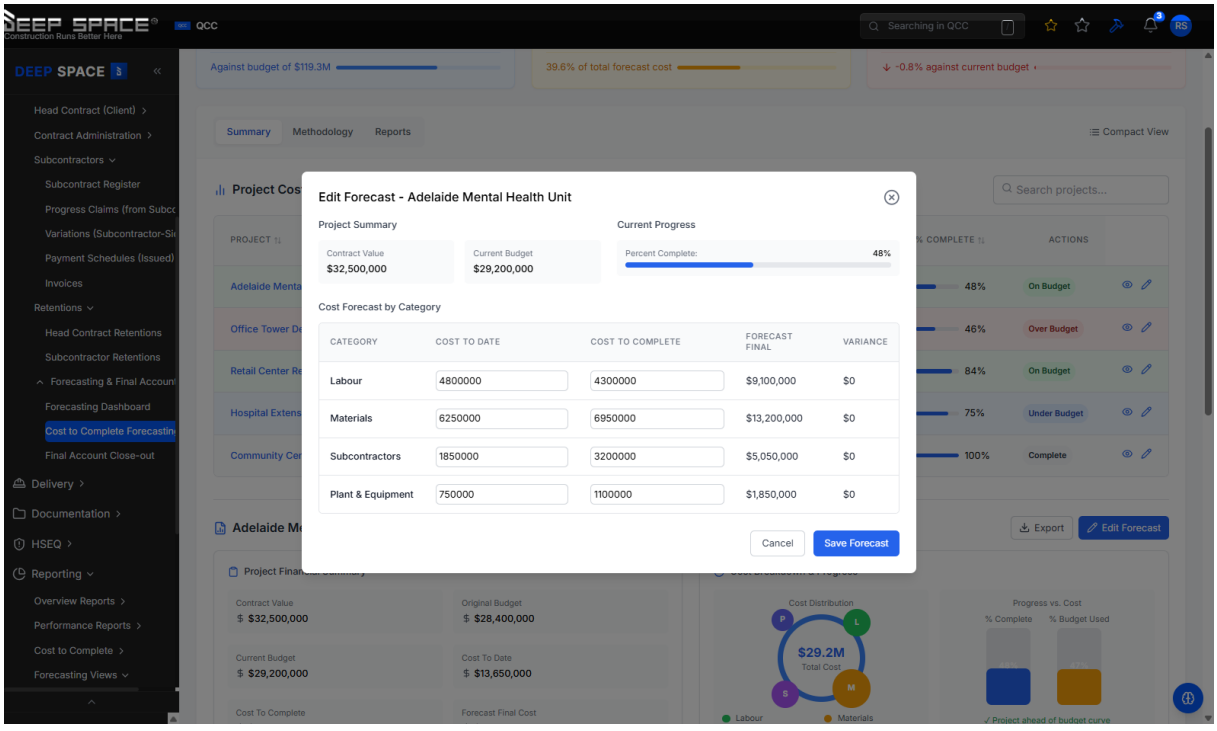


Figure 18: Cost to Complete Forecasting

19. Final Account Close-Out

Purpose

Formalise close-out with reconciled forecasts, certified claims, and retention releases.

When to Use

- At completion.
- When issuing final account statements.

Steps

67. Commercial → Forecasting & Final Accounts → Final Account Close-Out.
68. Open project; review forecast vs contract value; enter final adjustments and notes.
69. Generate Final Account Statement (PDF) and file; process final retention release.

User Story

As a PM, I close the job cleanly with complete commercial records.

Use Cases

- Final account issued to client.
- Retention released.
- Disputes linked to final statement.

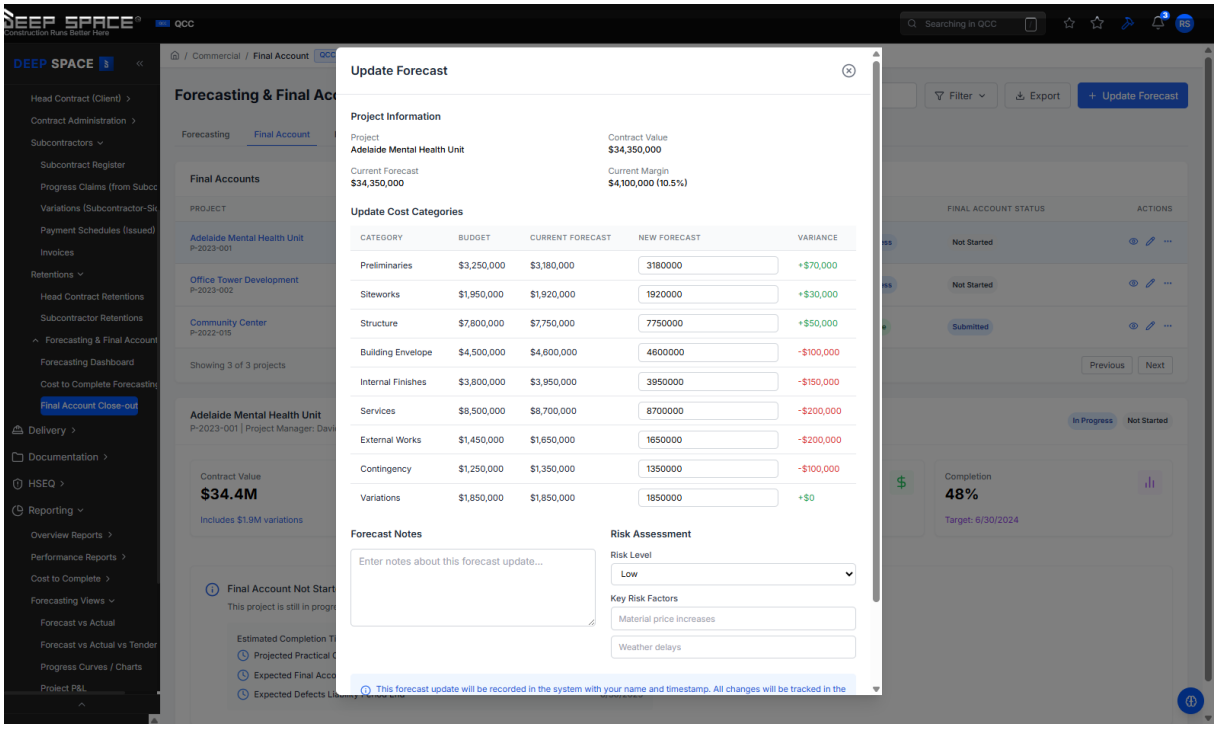


Figure 19: Final Account Close-Out