Updated 16.01.23

Make Safe Coordinators Responsibility

Approving trade invoice – make safe allocation

Trade submits invoice via the Sync function within the trade portal.

1. Go to 'Share & Sync' section within the job

2. Select the 'Sync' tab and 'Account Receivable Invoice Submission' will be displayed
3. Select 'Accept' – *This does not accept the invoice. It only accepts the Sync*

4. In the Finance section within the job, select 'Accounts Payable Invoices' tab. The invoice will be in 'New' Status.
   If the invoice total is more than the work order total, the invoice header will be orange and a notification will be displayed advising the invoice total is more than the work order total

5. Select the invoice to review invoice details
   a. **Check Due Date is 30 days from Invoiced Date. If it isn't, update the due date**

b. Review the invoice and either Approve or Decline the invoice, by adjusting the 'Approval' and 'Status'

Approval = the status of the contractor invoice (notification will be sent to contractor)

Status = The notification to accounts in reference to the contractor invoice (notification will be sent to accounts)

If you are approving the trade invoice:
Approval = Approved
Status = Approval

Approval

Approved ▼ ✕

Approved By

Paige McDonald

Approved At

12th Jan 2023

Approval Note

Approval Note...

Status *

Approved ▼ ✕

If you are declining the invoice:
Approval = Not Approved
Approval Note = Reason for denying the invoice
Status = cancelled

Approval

Not Approved ▼ ✕

Approval Note

Approval Note...

Status *

Cancelled ▼ ✕

ADJUSTING ORIGINAL ESTIMATE

If additional work has been required onsite or the subcontractor has invoiced higher than the estimated amount, the original estimate will need to be updated

> **Prime will invoice exactly as per our estimate. If the subontractors invoice has exceeded the allowance a variation must be created to cover these costs**

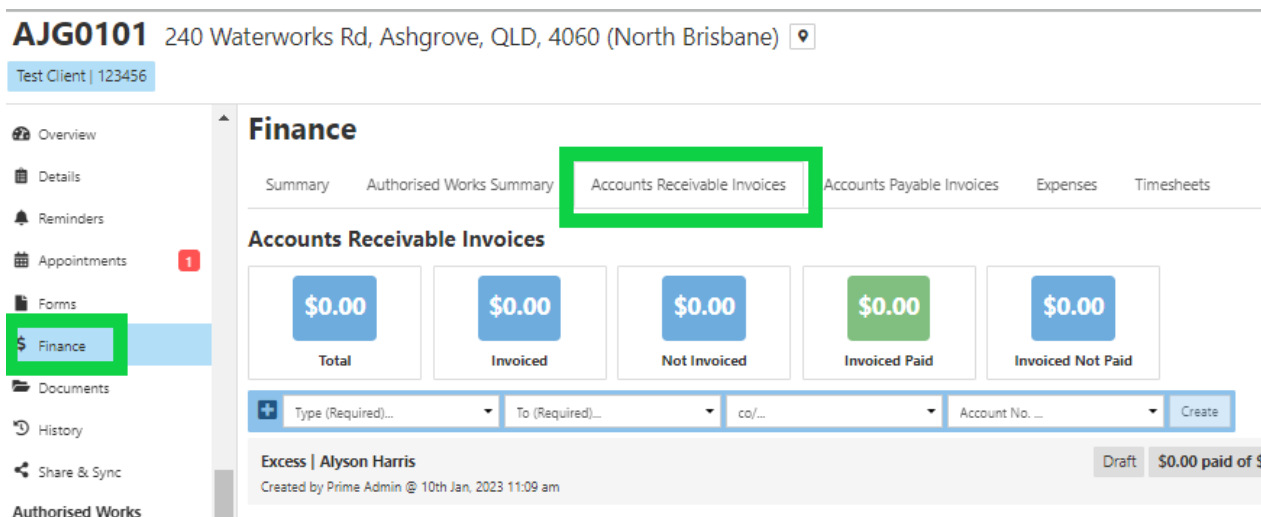**Adjusting the original estimate**
1. Open the allocation and scroll down to Allocation Estimate and click 'Edit'
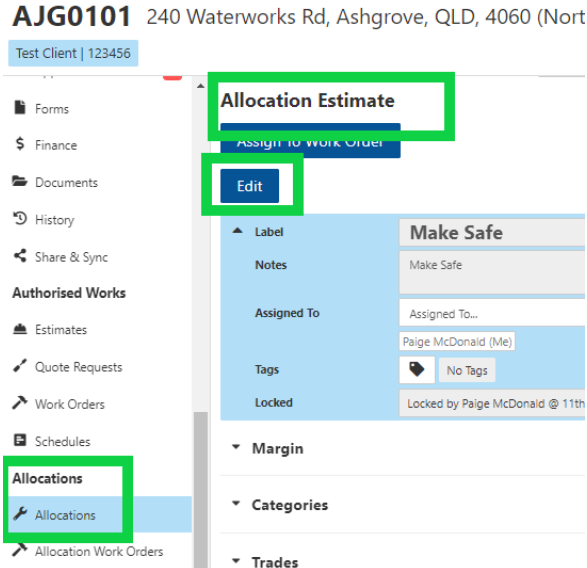
2. Adjust the hours and/or material as required
3. 'Lock' the estimate once the desired margin has been achieved

Invoicing the make safe

1. Under the 'Finance' section within the job, select 'Accounts Receivable Invoices' tab

a. Type = Allocation
b. To = the 'Bill To'. For CBA jobs, the bill to is Hollard Insurance Partners Limited
c. Click 'create'

2. Next to Allocation, click on 'Select from a locked allocation estimate' and select the allocation you are invoicing. You can invoice multiple authorised estimates together or separately and then click 'Add Item'.

3. Edit the 'Description', if required

4. Select 'Create PDF'
5. Select 'Template', Division = Building, Type = Invoices, Select 'Show All' and select 'Tax Invoice'

6. Select 'Save and Preview PDF'
7. Invoice will then be displayed
8. Close window and click 'Generate'
9. Invoice status will move from 'Draft' to 'Pending'
10. Select 'Pending' to be update the invoice status to 'Approved' which will trigger the API to our accounting software

11. Copy of the invoice will be under 'Documents' tab
12. Locate the invoice and upload to Estimage
13. Allocation status to be updated to 'Invoiced' status