



Support Centre Prime Ecosystem

Updated 16.01.23

Prime Support Centre

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

AJG0101 240 Waterworks Rd, Ashgrove, QLD, 4060

Test Client | 123456

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*

Share & 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

Finance

Summary Authorised Works Summary Accounts Receivable Invoices **Accounts Payable Invoices** Expenses Timesheets

Accounts Payable Invoices

\$625.42 Work Orders Sell \$424.60 Work Orders Cost \$1,741.85 Invoiced -\$1,317.25 Not Invoiced \$0.00 Paid \$424.60 Not Paid 410.23% % Completed

Work Order Number... Assigned Name... Only Active Group By Assigned Expand All Collapse All Work Order List Invoice List

AJG0101-0063 | In Progress Test Trade 11 Allocation 1 Invoice Go To Work Order Create Invoice

Invoiced Total More Than Work Order Total

Work Order	Work Order Assigned	Work Order Type	Invoice Number	Account No.	Item Code	Amount	Invoiced Date	Due Date	Status	Final Invoice	Ap
AJG0101-0063	Test Trade 11	Direct Allocation	test110122			\$1,741.85	11th Jan 2023	11th Jan 2023	New		Pe

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

Accounts Payable Invoice

Work Order * AJG0101-0063 (Test Trade 11) | Direct Allocation

Work Order Assigned To Test Trade 11 | Synced

Work Order Cost \$424.60

Invoice Number * test110122

Account No. Account No...

Item Code

Amount * \$1,741.85

Includes Tax

Invoiced Date * 11 Jan, 2023

Due Date * 10 Feb, 2023

Approval History

Item	Action At	Action By	Approval	Approved Amount	Note
test110122	11th Jan, 2023 4:49:18 pm	Paige McDonald	Pending	\$1,741.85	Created via Prime Sync

Work Order Details

AJG0101-0063 | In Progress Test Trade 11 Allocation 1 Invoice Go To Work Order

Invoiced Total More Than Work Order Total

Work Order Sell	Work Order Cost	Invoiced	Not Invoiced	Paid	Not Paid
\$625.42	\$424.60	\$1,741.85	-\$1,317.25	\$0.00	\$424.60

test110122 | \$1,741.85 | New Invoiced 11th Jan 2023 | Due 11th Jan 2023

- 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

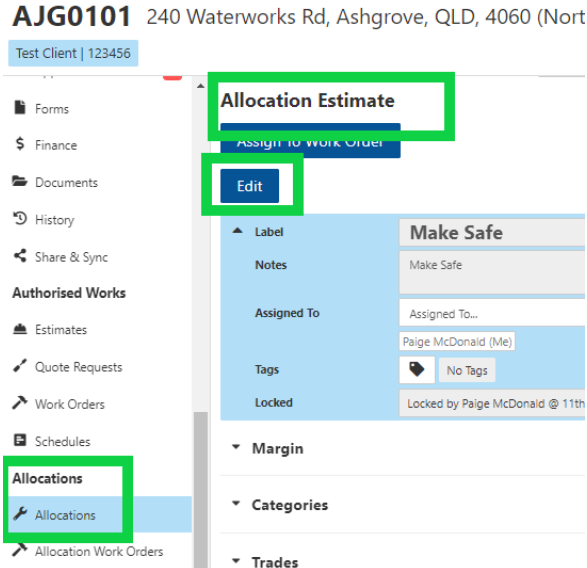
ADJUSTING ORIGINAL ESTIMATE

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 subcontractors invoice has exceeded the allowance a variation must be created to cover these costs

Adjusting the original estimate

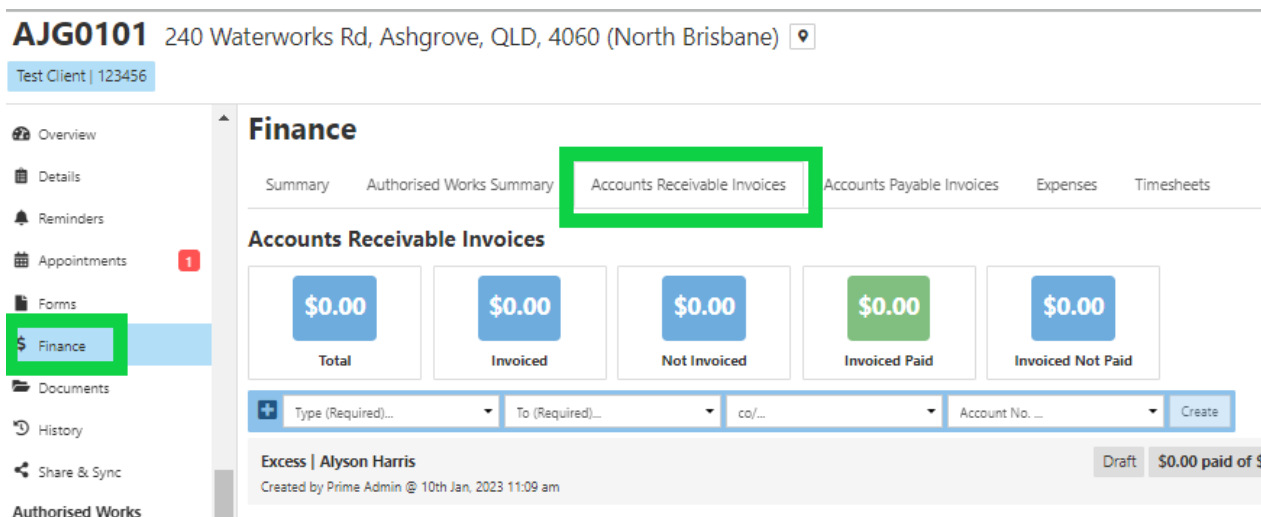
1. Open the allocation and scroll down to Allocation Estimate and click 'Edit'



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'

Finance

Summary Authorised Works Summary Accounts Receivable Invoices Accounts Payable Invoices Expenses Timesheets

Accounts Receivable Invoices

\$0.00 Total	\$0.00 Invoiced	\$0.00 Not Invoiced	\$0.00 Invoiced Paid	\$0.00 Invoiced Not Paid
-----------------	--------------------	------------------------	-------------------------	-----------------------------

Allocations Instructing Client - Test Client Account No. ...

Excess | Alyson Harris Draft \$0.00 paid of \$0.00
Created by Prime Admin @ 10th Jan, 2023 11:09 am

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'.

Allocation A0058 | Make Safe As One Item

No items have been added

Invoices

There are no active invoices

0 Invoices

A0058 | Make Safe
 A0059 | Plumbing Report

3. Edit the 'Description', if required

Allocation Select from a locked all

Description

Make Safe

Allocation | Make Safe

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

Forms

← List Go Back To Accounts Receivable

Title: Title...

Notes: Additional Notes...

Linked Document: No document linked

Save & Preview PDF Generate Generate & View Actions

Autosave enabled

 Building Invoices Tax Invoice Exact Match

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

Allocations

To: Instructing Client - Test Client

cof: ...

Account Number: Account No. ...

Notes: Additional Notes...

Items

Description	Item Code	Rate	Unit	Qty	Subtotal	Ta
Make Safe						
Allocation Make Safe	Item Code...	3001.84	Ea	x 1	3,001.8400	300.180

Invoices

Invoice Number	Invoice Date	Due Date	Payment %	Invoice Amount	Total	Status
INV-121	12th Jan 2023	26th Jan 2023	100.0000 %	3,302.0200	3,302.0200	Pending

1 Invoice

3,302.0290

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