

## ACCOUNTS PAYMENTS MODULE



### SUMMARY

The Accounts Payments module handles contractors' invoices, matching them with original order details, and controlling the processes for approval and certification of the claim. It integrates intimately with the General Maintenance and Works Ordering modules. "Unallocated claims", where there is no match with an order, can also be processed.

A contractor's claims may be entered manually, or electronically via a standard interface from the contractor's own Insight system. Claims are checked for arithmetical accuracy, and in accordance with contract terms. Tolerances may also be set to highlight significant differences between orders and invoices, enabling staff to focus on the more contentious claims.

With multiple-defect orders, the value of the claim may be distributed proportionately against all "tagged" defects on the order. This is particularly useful for high-volume, low value works. For larger works, claim values may be checked against calculated totals, based on interim and final measures of the work completed. Supplementary claims and credit notes can also be accommodated.

Part-payment may be authorised and, if required, a defined proportion of the approved claim kept in retention. Payment certificates may be produced for approved amounts, either in printed form, or as files for direct interfacing with a creditors system. Claims processing automatically adjusts both commitment and payment details on the internal expenditure budget file. A full audit trail of claims and approvals is provided, together with all other related events in the life of the works, such as orders, variations, inspections and measures. This enables contractors' queries on the progress of claims to be answered quickly and easily.

### KEY FEATURES

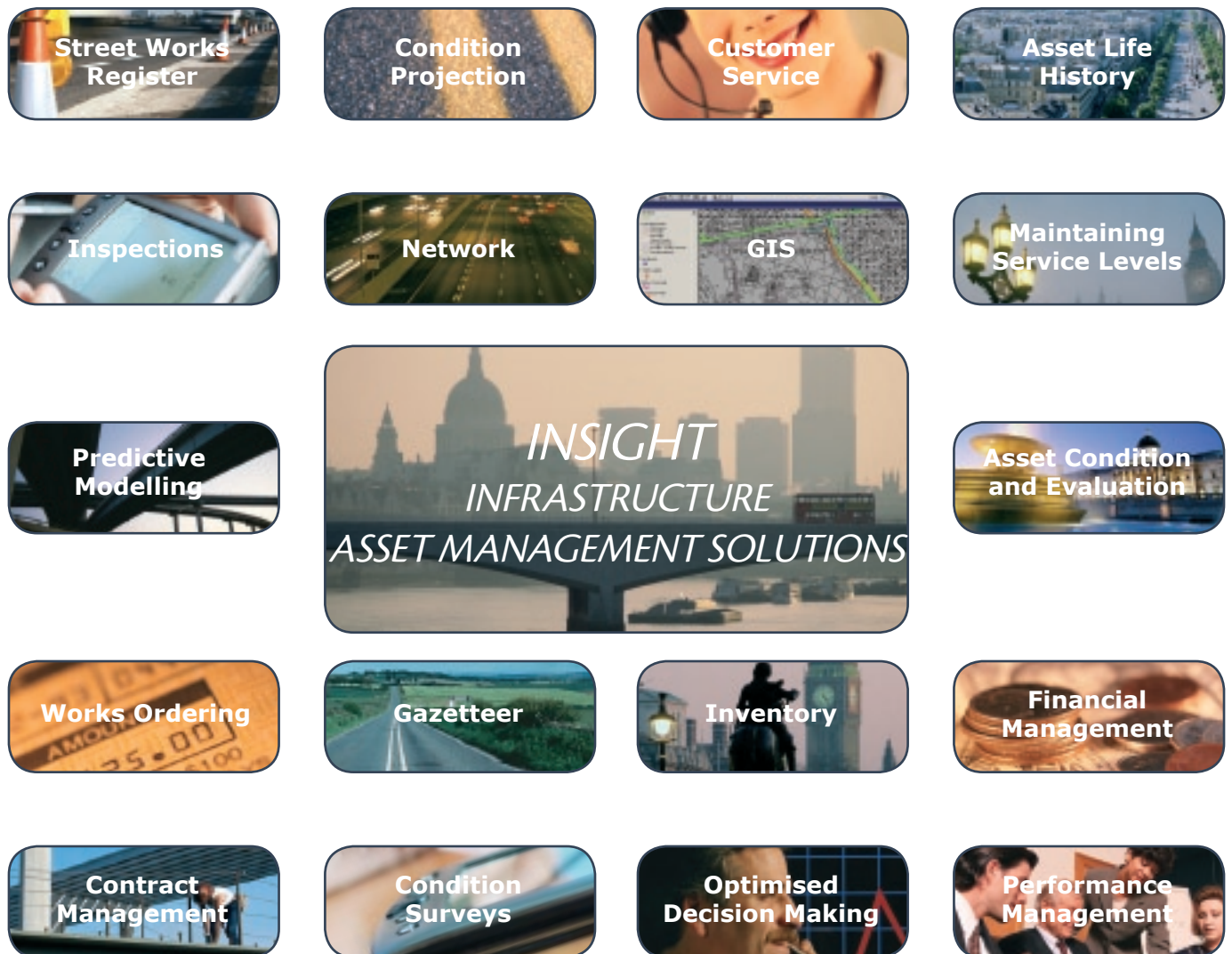
- Contractor invoice claims processing
- Electronic interface with Contractors' systems
- Invoice matching with Order details
- Interim and final invoices
- Updating "actual spend" details against the Expenditure Budget
- Automatic adjustment/cancellation of commitment
- Claim/Order details comparison
- Automatic hold/approval in accordance with defined tolerance limits
- Search by Contractor, Order number, claim or defect reference
- Review and approval of invoice claims
- Post-completion measures
- Certificate of payment production
- Supplementary invoice and credit note processing
- Two levels of Contract retention
- Automated bulk retention release
- Accommodates multiple orders on single invoice claim
- Unallocated claims processing
- Optional interface with corporate finance systems

# INSIGHT

## INFRASTRUCTURE ASSET MANAGEMENT SOLUTIONS

Symology's Insight range of Asset Management solutions are designed specifically to provide an integrated solution for the management of infrastructure, including land and property, highways, structures, public lighting and distribution networks.

The flexible and comprehensive facilities make it the ideal product for managing the life-cycle of assets, and ensuring that required service levels are achieved and maintained.



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