



HELP GUIDE

GROUP MANUAL CERTIFICATION OF OFFICE CLAIMS

The Group Manual Certification function allows staff to print multiple office claims from PEMS in a single physical form. The Parliamentarian is then able to certify all the selected claims at once by signing the printed form.

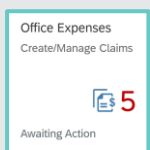
A **maximum of 10** office claims can be selected for Group Manual Certification at one time.

Group Manual Certification can **ONLY** be done for claims where:

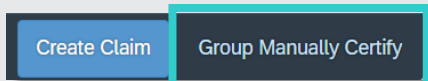
- the **claimant** is the Parliamentarian,
- the claim **status** is Draft,
- all **mandatory fields** for the claim have been completed, and
- **supporting documentation** has been attached.

Select claims and print the 'PEMS Group Manual Certification Form'

1. Log into PEMS and select the 'Office Expenses' tile to navigate to the office claims screen.



2. At the bottom of the office claims screen click the 'Group Manually Certify' button.



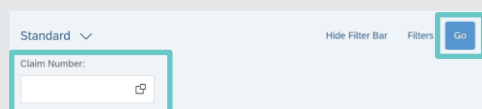
3. The Group Manual Certification screen will show with the list of eligible claims displayed (see dot points above regarding eligibility).

Note: By default, you will only see claims that *you* have created. To view all claims created by your office, you must request and receive approval from your Parliamentarian for the 'View Senator and Member Budgets' authorisation.

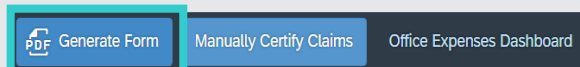
4. Use the tick boxes to select up to 10 claims for manual certification.

Office Claims (7) Standard							
☐ Claim Number	Created On	Claimant	Expense Category	Expense Type	Vendor Name	Vendor ABN	Invoice Number
☐ 8012854	20/01/2025	Mr Ryan Davies	Office Services	Communication	15 JAN CONSULTING	35179801013	329652
☐ 8012853	20/01/2025	Mr Ryan Davies	Office Services	Publications	1080 PRODUCTION	88187647375	35653612
☐ 8012852	20/01/2025	Mr Ryan Davies	Office Services	Office Machines	1080 PRODUCTION	88187647375	32356465231

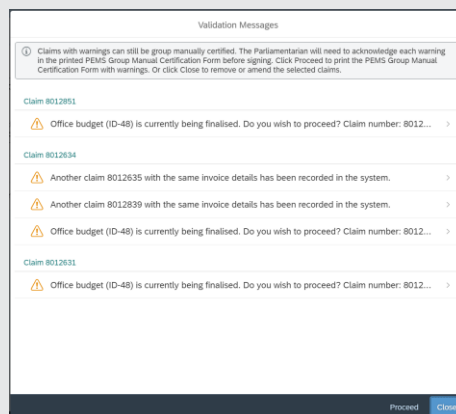
Note: To find a specific claim/s, enter the claim number in the 'Claim Number' filter field at the top of the screen (press the 'Enter' key after each claim number to input multiple) and click 'Go'.



5. Once the desired claims are selected, click the 'Generate Form' button at the bottom of the screen.



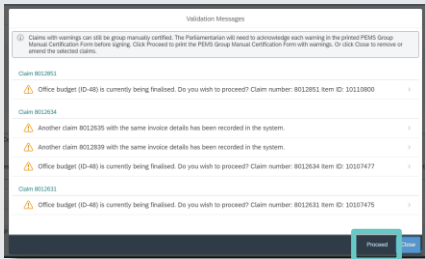
6. If any of the selected claims have warnings against them, a pop-up will display the warnings.



Please review all claims with warnings to avoid them being returned by the Administrator. (See next page for advice on reviewing claims with warnings.)

- **Duplicate Invoice Warning:** Check the claim numbers identified to ensure expenses are not being claimed more than once. If there is a duplicate, delete one of the claims by opening the claim and clicking 'Delete'.
- **Budget Warning:** Check the funds for this budget. If unsure, contact the IPEA for confirmation before submitting.

7. Once you have reviewed the warnings and are confident there are no duplications or budget overspends, repeat Steps 1-6 above to return to this step and select 'Proceed' on the warning pop-up. The Parliamentarian will need to acknowledge all warnings in the printed form.



8. After clicking 'Proceed' on the warning pop-up, or if there are no warnings present, the 'PEMS Group Manual Certification Form' will display as a PDF file. Print the PDF form.

Review the form carefully to ensure it displays the correct claims and information.

Australian Government Department of Finance

PEMS Group Manual Certification Form
Parliamentary Office - Mr Ryan Davies

Claim Number: 8012634*

Budget Warning ☐ Duplicate Invoice Warning ☐

Claimant	Reimburse/Pay	Supplier	Invoice Number	Invoice Date	Total Gross Amount	
Mr Ryan Davies	Payment to Supplier	Grafia Visual	77712343	29.10.2024	\$220.00	
Item	Work Expense	Received Date	Description	Pre-Approval Assessment Complete	Includes GST	Gross Amount
1	Software Reimbursement (office expense)	25.10.2024	Domec suscipit nibh ac ipsum laoreet luctus	No	Yes	\$220.00

Claim Number: 8012631*

Budget Warning ☐

Claimant	Reimburse/Pay	Supplier	Invoice Number	Invoice Date	Total Gross Amount	
Mr Ryan Davies	Payment to Supplier	Wizard Corporat	23434636	25.10.2024	\$1,000.00	
Item	Work Expense	Received Date	Description	Pre-Approval Assessment Complete	Includes GST	Gross Amount
1	Virtual Town Hall (office expense)	25.10.2024	Nulam conamulla, odio id placiat scelerisque, odio erat tempus nibh, conamulla lacrima magna felis nec turpis.	No	Yes	\$1,000.00

Note: It is recommended you save the PDF for your records since PEMS will not remember which claims were previously selected. If you misplace the printed form without saving it, you will need to re-select the claims individually to print the form again.

Note: If your Parliamentarian chooses not to certify one of the claims on the printed form, cross out both the claim's table and the claim number in the summary on the last page.

Do not re-select that claim when submitting the grouped claims to MaPS for verification in PEMS (from Step 12 below).

Sign and scan the 'PEMS Group Manual Certification Form'

9. On the printed form, an asterisk (*) will show next to the claim number of any claims that have warnings. A box will also appear at the top of the claim identifying the warning type (ie: 'Duplicate Invoice Warning' and/or 'Budget Warning').

The Parliamentarian must initial or tick the boxes to acknowledge all the warnings for the claims to be processed.

Australian Government Department of Finance

PEMS Group Manual Certification Form
Parliamentary Office - Mr Ryan Davies

Claim Number: 8012634*

Budget Warning ☐ Duplicate Invoice Warning ☐

Claimant	Reimburse/Pay	Supplier	Invoice Number	Invoice Date	Total Gross Amount	
Mr Ryan Davies	Payment to Supplier	Grafia Visual	77712343	29.10.2024	\$220.00	
Item	Work Expense	Received Date	Description	Pre-Approval Assessment Complete	Includes GST	Gross Amount
1	Software Reimbursement (office expense)	25.10.2024	Domec suscipit nibh ac ipsum laoreet luctus	No	Yes	\$220.00

Claim Number: 8012631*

Budget Warning ☐

Claimant	Reimburse/Pay	Supplier	Invoice Number	Invoice Date	Total Gross Amount	
Mr Ryan Davies	Payment to Supplier	Wizard Corporat	23434636	25.10.2024	\$1,000.00	
Item	Work Expense	Received Date	Description	Pre-Approval Assessment Complete	Includes GST	Gross Amount
1	Virtual Town Hall (office expense)	25.10.2024	Nulam conamulla, odio id placiat scelerisque, odio erat tempus nibh, conamulla lacrima magna felis nec turpis.	No	Yes	\$1,000.00

10. The Parliamentarian must review the claim details and sign the printed form. (As noted above, cross out the claim table and claim number in the summary for any claims the Parliamentarian chooses not to certify.)
11. Scan all pages of the signed form including all the claim detail tables and claim summary.

Submit grouped claims to Admins

12. Perform steps 1 – 4 above to re-select the claims for manual certification. Ensure you select only the claims that were signed off by the Parliamentarian in the printed form (refer to the Claims Summary section on the last page).
13. Click the 'Manually Certify Claims' button.
14. You will again be notified of any claims that have warnings. (Refer to Step 6 above for advice on reviewing claims with warnings.) If none of the claims have warnings this pop-up will not display.
Enter a comment (eg: 'Warnings have been checked. Please proceed.') and Click 'Proceed'.

Validation Messages

The claims selected contain warning messages. You are required to enter a comment to acknowledge these warnings and confirm that the Parliamentarian approves proceeding with Manual Certification.

- Claim 8012651
 - Office budget (ID-48) is currently being finalised. Do you wish to proceed? Claim numb...
- Claim 8012634
 - Another claim 8012635 with the same invoice details has been recorded in the system.
 - Another claim 8012639 with the same invoice details has been recorded in the system.
 - Office budget (ID-48) is currently being finalised. Do you wish to proceed? Claim numb...
- Claim 8012631
 - Office budget (ID-48) is currently being finalised. Do you wish to proceed? Claim numb...

Additional Comments: Please note that all comments are included with your claims to MAPS

Proceed Close

15. A pop-up will display to add supporting documentation. Attach all pages of the signed and scanned 'PEMS Group Manual Certification form'. Click the 'Proceed' button to attach the form to all selected claims and submit them to IPEA Administrators for verification.

Confirm

A scanned copy of the Group Manual Certification Form signed by the Parliamentarian must be attached to ensure processing of these claims. The file uploaded here will be attached to every claim selected in this group.

Parliamentarian: Mr Ryan Davies
Office: Mr Ryan Davies

Attachments (0)

Drop file to upload, or use the "+" button.

Submit Close

16. A pop-up will display to confirm that the process is now complete, and your claims have been submitted.

Actioning a returned Group Manually Certified claim

If you have a group manually certified claim that has been returned, it is recommended that you delete the old Group Manual Certification Form prior to re-submitting. This will help the verification process and avoid additional questions or returns.

1. Open the claim that has been returned and click the 'Recall' button.

Office Expenses

Claim: 8012634 (Returned)

I am completing this claim for: Mr Ryan Davies

Status: Returned [Show Status History](#)

Expense Details

> Communication 220.00 AUD

Goods/Services Received Date: 25/10/2024

Expense Category: Office Services

Expense Type: Communication

Work Expense: Software Reimbursement

Pre-approval Assessment Completed: No

URL:

Print Claim Assign To Manually Certify Recall

2. You will be returned to the Office Claims dashboard where you can see that the claim is now at a status of Draft

Office Claims (1) Standard						
Claim Number	Claimant	Expense Category	Expense Type	Vendor Name	Invoice Number	Gross Amount Status
8012634	Mr Ryan Davies	Office Services	Communication	Giraffe Visual	77712343	220.00 AUD Draft

3. Open the claim and navigate to the 'Supporting Documents' tab. Select the 'x' icon next the old Group Manual Certification Form.

For reimbursements:

- Proof of payment (receipt or bank statement)
- Tax invoice for purchases within Australia
- If the purchase has been made overseas (e.g. Facebook, MailChimp, etc.) a receipt showing currency conversion in AUD is required

For payments to suppliers:

- Correctly rendered Tax Invoice made out to Parliamentarian or Electorate
- Statements cannot be accepted in lieu of Tax Invoice, though Tax Invoice/Statement is acceptable

Samples must be attached to claims for the following Work Expenses:

- Printing and Communications Work Expense items such as Printed Items, Design Work (including Photography/Videography/digital artwork provided)
- Radio Broadcasting Services transcripts
- Interactive Voice Response transcripts

Attachments (2)

Giraffe Visual_Invoice 77712343_29/10/2024.pdf

Manual Group Certification_J.Davies_Test_23-01-2025.pdf

4. Confirm deletion of the old Group Manual Certification Form and then progress the claim as normal using one of the certification methods (digital or manual, individually or as part of a new group certification.)