



# 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.



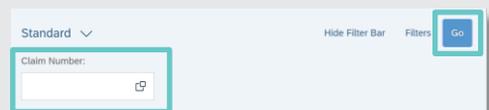
3. The Group Manual Certification screen will show with the list of eligible claims displayed (see dot points above regarding eligibility).

**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.

Claim Number	Created On	Claimant	Expense Category	Expense Type	Vendor Name	Vendor ABN	Invoice Number
<input type="checkbox"/> 8012854	2001/2025	Mr Ryan Davies	Office Services	Communication	15 JAN CONSULTING	35179601013	325652
<input type="checkbox"/> 8012853	2001/2025	Mr Ryan Davies	Office Services	Publications	1080 PRODUCTION	88187647375	35653612
<input type="checkbox"/> 8012852	2001/2025	Mr Ryan Davies	Office Services	Office Machines	1080 PRODUCTION	88187647375	32185465231

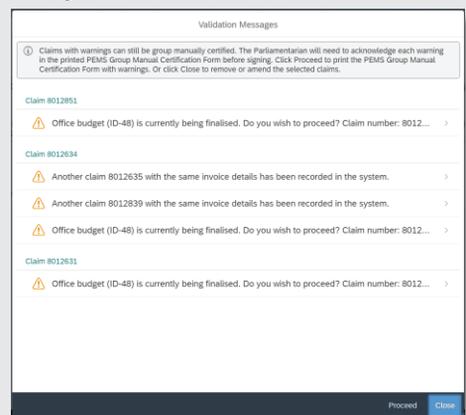
**Note:** To find a specific claim/s, enter the claim number in the 'Claim Number' filter field at the top of the screen (press the 'Enter' key after each claim number to input multiple) and click 'Go'.



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



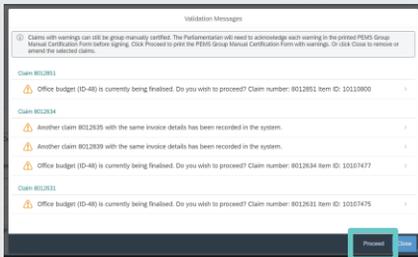
6. If any of the selected claims have warnings against them, a pop-up will display the warnings.



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

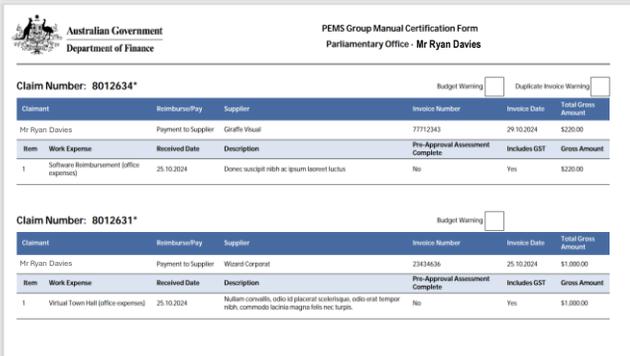
- **Duplicate Invoice Warning:** Check the claim numbers identified to ensure expenses are not being claimed more than once. If there is a duplicate, delete one of the claims by opening the claim and clicking 'Delete'.
- **Budget Warning:** Check the funds for this budget. If unsure, contact the PBR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



**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.



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

- 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).
- Click the 'Manually Certify Claims' button.



- 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'.

- 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 MaPS Administrators for verification.

- 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.

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

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

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

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

- 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.)