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User Reference

# Subcontract Management v10x (ADF)

By CMiC

**CMiC**  
*Computer Methods*  
*international Corp.*

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# Contents

- SUBCONTRACT MANAGEMENT – ADF.....1**
- OVERVIEW – SUBCONTRACT MANAGEMENT ..... 1
- FUNCTIONALITY ..... 1
- SUBCONTRACT CHECKLIST ..... 2
- SUBCONTRACT LIFECYCLE..... 2
- Subcontractor Prequalification & Bid Management (xProjects)*..... 2
- Start Job* ..... 3
- Enter Subcontract* ..... 3
- Post Subcontract* ..... 3
- Enter Change Orders/PCIs As Needed*..... 3
- Make Payments Against Subcontract* ..... 4
- Subcontract Statuses* ..... 4
- PREREQUISITES..... 4
- INTEGRATION ..... 5
- Project Management* ..... 5
- Change Management*..... 5
- Job Costing*..... 5
- Job Billing* ..... 6
- Accounts Payable*..... 6
- LOCAL TABLES .....7**
- CONTROL (SC CONTROL FILE)..... 7
- Contract Defaults – Tab*..... 7
- RFP Defaults – Tab*..... 13
- PREPAID INSURANCE (CONTRACTOR CONTROLLED INSURANCE PROGRAM) ..... 17
- Overview – Prepaid Insurance* ..... 17
- Setup – Prepaid Insurance*..... 17
- Contract Entry – Prepaid Insurance* ..... 19
- Request for Payment – Prepaid Insurance* ..... 20
- Post RFP – Prepaid Insurance* ..... 20
- CONTRACTS.....23**
- ENTER SUBCONTRACT/CHANGE ORDER ..... 23
- Selection Criteria – Section*..... 24
- Subcontract Information – Section*..... 24
- Summary – Tab*..... 31
- General – Tab*..... 33
- Schedule of Values – Tab*..... 36
- Change Orders – Tab*..... 38
- Creating Contract Change Orders*..... 39
- Dates – Tab*..... 45
- Text Codes – Tab* ..... 46
- Free Form – Tab*..... 47
- Attachment – Tab*..... 49
- Special Pricing – Tab*..... 50

<i>Inclusions – Tab</i> .....	50
<i>Exclusions – Tab</i> .....	51
PREPARE BATCH.....	51
PRINT CONTRACT .....	53
POST CONTRACT .....	54
VOID CONTRACT .....	56
<b>PAYMENTS .....</b>	<b>59</b>
WORKING WITH PAYMENT REQUESTS .....	59
ENTERING REQUEST FOR PAYMENT .....	59
<i>Details – Tab</i> .....	62
<i>Amount Summary – Tab</i> .....	64
<i>Default – Tab</i> .....	66
<i>Joint Check – Tab</i> .....	66
<i>Attachments – Tab</i> .....	67
<i>Schedule of Values – Section</i> .....	68
PRINTING EDIT LIST – RFP PROCESS TRAIN.....	69
POSTING REQUESTS FOR PAYMENT – RFP PROCESS TRAIN.....	70
APPROVE REQUESTS FOR PAYMENT .....	71
SELECT MULTIPLE RFP BATCHES .....	73
PRINT CERTIFICATE OF PAYMENT.....	74
VOID REQUEST FOR PAYMENT .....	75
RELEASING RETAINAGE – NON-SCHEDULE DETAIL RELEASE .....	76
<i>Releasing Subcontract Retainage</i> .....	77
<i>Posting Retainage Release</i> .....	81
PRINT WAIVER .....	83
<b>STATUS.....</b>	<b>85</b>
OVERVIEW – STATUS .....	85
OVER-RIDE VOUCHER STATUS.....	85
CHANGE COMPLIANCE STATUS – POPUP.....	89
COMPLIANCE STATUS – POPUP.....	91
<b>LOGS.....</b>	<b>97</b>
SUBCONTRACTS .....	97
SUBCONTRACTS - ALL PROJECTS.....	98
<b>QUERY .....</b>	<b>101</b>
EXECUTIVE QUERY BY JOB .....	101
EXECUTIVE QUERY BY VENDOR.....	104
COMPLIANCE SUMMARY QUERY .....	106
COMPLIANCE DETAIL QUERY.....	107
<b>UTILITIES .....</b>	<b>109</b>
CLOSE CONTRACTS .....	109
RE-OPEN CONTRACTS .....	110
DELETE UNPOSTED BATCHES.....	111
ASSIGN POSTED VOUCHER TO POSTED SUBCONTRACT .....	111
MODIFY ORIGINAL CONTRACT.....	113
CHANGED BATCH POST DATE QUERY .....	114
CHANGE BATCH POST DATE .....	115
POST REQUEST FOR PAYMENT – No GL/JC .....	116
PRINT POSTING REPORTS .....	117
<b>SUBCONTRACT CONFIGURATION.....</b>	<b>119</b>
OVERVIEW – SUBCONTRACT CONFIGURATION.....	119

SUBCONTRACTS MAINTENANCE.....	119
<i>Setting the Default Company Logon</i> .....	119
<b>SUBCONTRACT MANAGEMENT SETUP.....</b>	<b>121</b>
SETUP CONSIDERATIONS.....	121
INTERNAL SETUP (SC MODULE).....	121
<i>Accounts Payable</i> .....	121
<i>Accounts Receivable</i> .....	123
EXTERNAL SETUP (OTHER MODULES).....	124
<i>Job Billing</i> .....	124
<i>Accounts Payable</i> .....	124
<i>System Data</i> .....	124
<b>COMPLIANCE (DEFAULTS SETUP).....</b>	<b>127</b>
OVERVIEW – VENDOR COMPLIANCE.....	127
INITIAL SETUP – MASTER SET OF COMPLIANCE CODES & SECURITY.....	127
HIERARCHICAL ASSIGNMENT OF COMPLIANCE CODES .....	127
COMPLIANCE CODES (MASTER) – SYSTEM LEVEL.....	129
COMPLIANCE GROUPS .....	131
INSURANCE/BONDING COMPANIES.....	132
VENDOR CLASS COMPLIANCE – SYSTEM LEVEL .....	133
VENDOR COMPLIANCE – SYSTEM LEVEL .....	134
VENDOR BY COMPANY COMPLIANCE – COMPANY LEVEL .....	138
VENDOR IN JOB’S STATE/PROVINCE TAX COMPLIANCE (SYSTEM MODULE).....	142
<b>QUICK GUIDES .....</b>	<b>143</b>
PREPAID INSURANCE – REPORTS RELATED TO POSTED RFPs.....	143
JOB BANK ACCOUNT – FEATURE .....	146
RETAINAGE & RETAINAGE RELEASE .....	147
WORKING WITH COMPLIANCE CODES.....	147
<i>Compliance Code Security</i> .....	147
<i>Compliance Code Notes</i> .....	148
<i>Compliance Code Change Audit History</i> .....	149
PAY WHEN PAID & DAYS VALUE.....	150
<i>Setting Up &amp; Using Pay When Paid – Quick Guide</i> .....	150
RULES FOR VOIDING SUBCONTRACT CONTRACTS .....	151
<b>APPENDIX .....</b>	<b>153</b>
SCO POSTING TO NOT ALLOW TOTAL LESS THAN BILLED – SC CONTROL FILE CHECKBOX .....	153
<i>Example of Validation</i> .....	153
<b>FREQUENTLY ASKED QUESTIONS .....</b>	<b>158</b>
FREQUENT QUESTIONS ABOUT SUBCONTRACT MANAGEMENT .....	158
<b>INDEX .....</b>	<b>159</b>



# Subcontract Management – ADF

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## Overview – Subcontract Management

The Subcontract Management module is used to track all activity related to subcontracts that may be involved in a project. This includes entry of contract details including billing and taxes, as well as tracking of change orders when used with the Project Management or Change Management module(s).

Subcontract Management features:

- Integration of all Subcontracting activity.
- Management of exposure through detailed tracking of liens, waivers, releases and insurance certificates.
- Control of subcontracting arrangements, contracts, billing and payment arrangements.
- CMiC and Textura have collaborated to integrate our Subcontract, Project Management and Accounts Payable modules with their web-based Construction Payment Management™ solution to improve the operational efficiency of invoicing, compliance management, lien waiver collection and payments related to subcontracts and change orders. Textura uses the details of the received Subcontract/Change Order to create an online tracker for the Tasks (associated to Cost Codes) required to complete the Subcontract/Change Order, which is used by subcontractors to report how much of each Task was completed during each payment cycle for payment purposes. For further details, please refer to our RTI guide.

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## Functionality

The subcontract management module is used to create and track all subcontracts and work related to them. Requests for payment and the actual payment postings may be made in this module for valid subcontracts.

Features of this module are:

- Use of Invoice Series codes allowing for user-defined, automatic numbering of subcontractor invoices.
- Maintenance of subcontracts in local currency.
- Create a schedule of values with an unlimited number of tasks, which can be associated with different cost codes.
- Bonding, insurance, lien waiver and other user-defined subcontract requirements tracked via date-sensitive compliance code functions.
- Establish compliance at the vendor, contract or invoice level.
- Request for Payment screen provides complete payment history to date, including percent complete, amount complete, current amount, previously certified at summary of detail levels.
- Calculate and release retainage at contract or line detail level.

- Print lien waivers and store details.
- Automatically hold pay requests over contract amount.
- Manual or Automatic approval of subcontracts and subcontractor requests for payment.
- Pay when Paid feature creates automatic payment hold until corresponding draw is paid by owner.
- Track committed costs and updates project cost system.
- Track unlimited subcontractor change orders.
- Create and print custom subcontract formats through Enterprise ADF module or Word mail merge.
- Print subcontract Certificate of Payment as backup for checks issued to subcontractors.
- Track subcontract attachments and notes.
- On-line query of project, phase, category amounts and existing contracts when allocating committed costs to the project.
- On-line query by Job or Vendor showing contract amount, invoiced, payments, change orders, retainage and contract balances.
- Contract listing, summary, detail, and non-compliance reports.

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## Subcontract Checklist

Prior to using the Subcontract Management module, several Global tables must be configured, and decisions regarding desired functions must be made.

- Are Invoice Series Codes being used?
- Does Subcontracts or Accounts Payable drive Invoicing?
- What default Retainage amount may be applied and what type of compliance will be defaulted?
- Will the *Pay when Paid* and *Bank Account by Job* functionality be used?
- Will approvals be required for Request For Payments?
- Will separate Pay Requests be made for each Change Order or will single payments be permitted.
- Will an error or warning be issued when a negative contract amount exists?

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## Subcontract Lifecycle

The following summarizes the standard flow of Subcontracts from Job Creation through to payment.

### **Subcontractor Prequalification & Bid Management (xProjects)**

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If you are using the xProjects module, the following preliminary functionality for creating Subcontracts is available:

## Subcontractor Prequalification/Renewal

The Subcontractor Prequalification functionality is used to collect prequalification data to compare subcontractors and to determine which ones are qualified and reliable enough to send an Invitation to Bid for subcontract work. The Self-Service Prequalification Data Entry screen allows for subcontractors to log in and enter their prequalification or qualification renewal information and to upload attachments for the process, such as financial statements and insurance certificates.

## Bid Management

The Bid Management functionality is used to send Invitations To Bid to prequalified subcontractors in order to determine which one would most effectively complete the subcontract work.

Invitations To Bid can include a Bid Package that contains Bid Items associated to Cost Codes and Categories that detail the required subcontract work. When the subcontract work is granted, the Bid Items can be used to create the Subcontract record's Schedule Of Values.

## Start Job

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In Job Costing, you must start the subcontract work's corresponding Job via the Start Job screen (standard treeview path: *JC > Job > Start Job*) before creating any Subcontract records against it.

## Enter Subcontract

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Use this module's Enter Subcontract screen to create a Subcontract, or create one using the xProjects module's Subcontract screen (standard Treeview path: *xProjects > Budget & Cost Management > Subcontract*).

## Post Subcontract

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Post a Subcontract to update the committed costs against the Job in Job Costing. Also, a Subcontract must be posted before a Request for Payment can be entered against it.

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**NOTE:** No General Ledger transactions will take place with the posting of a Subcontract.

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## Voiding Posted Subcontracts

Posted Subcontracts can be voided as long as payments have not been processed against them. Once a payment has been processed against a Subcontract, it can no longer be voided.

Voiding a posted Subcontract reverses the posted commitments against the Job.

## Enter Change Orders/PCIs As Needed

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You can enter Change Orders against a Subcontract using the **Change Orders** tab on the Enter Subcontract/Change screen.

Alternatively, you can use the Change Management module to Enter PCIs in a similar, but more detailed manner, or the Change Orders screen in the xProjects module (standard Treeview path: *Budget & Cost Management > Change orders*).

## Potential Change Items (PCIs)

A PCI is an unapproved Change Order. A PCI can potentially roll into a Subcontract Change Order or an Owner Change Order, but doesn't have to. Also, a PCI can simply be a transfer between budget lines.

## Make Payments Against Subcontract

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Vouchers are used in the Accounts Payable module to process payments against a Subcontract through the use of Compliance Codes. For each Subcontract, there are two options for how Vouchers for payments against it are created in the AP module.

- If the “**Via - Subcontract**” option is used, Vouchers are automatically generated in the AP module using RFPs (Request For Payments) when they are posted in this module. These Vouchers created in the AP module will be posted Vouchers, ready for payment processing.

If this option is used, the Assign Posted Vouchers to Subcontracts utility can be used to link a posted Voucher in the AP module that is associated to a Job/Cost Code/Category combination to the corresponding Schedule lines in the Subcontract. The Subcontracts in this case must have “Contract Level Release Retention” set in their header.

- If the “**Via - Accounts Payable**” option is used, Vouchers against Subcontracts are manually entered through the Enter Vouchers screen of the AP module. If this option is selected, RFPs are not used for the Subcontract.

## Subcontract Statuses

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### Unposted Subcontracts

The status of a new, unposted Subcontract is “**Pending**”.

### Posted Subcontracts

After a Subcontract is posted, its status is changed to “**In Progress/Posted**”.

### Closed Subcontracts

After a Subcontract is closed using the Close Contracts utility (standard Treeview path: *SC > Utilities > Close Contracts*), its status is set to “**Closed**”.

By closing a Subcontract, you stop it from being available in the Accounts Payable module. Also, only closed Subcontracts may be purged from the system.

To re-open a closed Subcontract, use the *Re-Open Contracts* utility.

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## Prerequisites

Prior to using the Subcontract Management Module, the following must be configured:

- Vendors – Specifically Insurance vendors and Companies who will be providing services via Subcontracts must be setup in AP.
- Tax Codes – Taxes must be setup in *System > Global Tables* to be used in contract billing/payment.
- Invoice Series Codes – Invoice Series Codes, which are user-defined codes that are attached to invoices as a means of grouping and numbering different types of invoices, must have been set up in the Invoice Series Code Maintenance screen of the Accounts Payable module.
- Jobs and Master Contracts (JB Contracts) created in Job Cost and Job Billing modules.

# Integration

The following provides an overview of the subcontract functionality in the modules integrated with the Subcontract Management module.

## Project Management

- Communication Management
- Document Management (Submittals)
- Subcontractor Prequalification
- Bid Management
- Budget & Cost Management

## Change Management

The Change Management module provides a single place for the entry of changes to Job Costing, Subcontract Management and Job Billing data. Owner and Internal Change Orders are entered via one screen that allows users to link Subcontract, Costing and Billing information in one transaction.

## Job Costing

The Subcontract Management module directly impacts Job Costing whenever Subcontracts are processed. This includes updates of costs as Subcontracts are completed when Requests For Payments are made.

The JC Control File's **Change Management** tab is used to set the Change Order defaults for Jobs:

**JOB COST CONTROL FILE**

Table Mode Save Exit

SELECTION CRITERIA  
Company CCC CMIC Test Construction Company Copy Control File

Job Setup Accounting Additional Charges Bid Setup Billing Budget Forecasting WIP Revenue Exceptions Jobs **Change Management** Forward Loss

Self Performed Work TEST11 test111  
Owner Change Text Type CCC-PO Purchase Order Text Codes  
Subcontract Text Type CCC-PO Purchase Order Text Codes

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Project Management Object	CM Type	Desc	Status	Desc
Communication				
Document Package				
Document Revision				
Field Work Directives				

Status Proceeding Included In Forecast

Allow Unposted PCI To Be Assigned To Subcontract CO  
 Populate PCI Name On SC CO  
 Allow Only External And Original Budget PCIs On An Owner Change Order  
 Category For Entry Of Cost Code Budget Changes

Allow PCIs On An Owner Change Order  
 External  Internal  Transfer  Original

Default RFQ Review Period Change Item Entry Mode Quantity

Lum Sum PCI Cost Code  
Lum Sum PCI Category  
Category For Entry Of Cost Code Budget Changes

*Pgm: JCCTRLFM – JC Control File; standard Treeview path: Job Costing > Setup > Local Tables > Control File > Change Management – Tab*

## Job Billing

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When a Subcontract is posted, the Job associated with the Subcontract is updated with committed costs for each Schedule of Values line, and each of its SOV lines are matched to their Billing Code lines in the associated JB Contract in order to populate the **Vendor** and **Sub-Contract** fields of the matching Billing Code lines.

Also, Change Orders can change Job Billing amounts. Please refer to the following quick guide for details: *CM - PCI Basics ADF - Quick Guide*.

## Accounts Payable

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The Accounts Payable module is used to process payments against a Subcontract through the use of Vouchers, and through the use of Compliance Codes to ensure that only Vouchers for compliant subcontractors are paid.

For each Subcontract, there are two options for how Vouchers for payments against it are created in the AP module. The default for new Subcontracts is selected via the **Enter Invoices** field on the **Contract Defaults** tab of the SC Control File:

- If “**Via - Subcontract**” is selected, Vouchers are automatically generated in the AP module using Request For Payments (RFPs), when RFPs are posted in this module. These Vouchers created in the AP module will be posted Vouchers, ready for payment processing.  
  
If this option is used, the Assign Posted Vouchers to Subcontracts utility can be used to link a posted Voucher in the AP module that is associated to a Job/Cost Code/Category combination to the corresponding Schedule lines in the Subcontract. The Subcontracts in this case must have “Contract Level Release Retention” set in their header.
- If “**Via - Accounts Payable**” is selected, Vouchers against Subcontracts are manually entered through the Enter Vouchers screen of the AP module. If this option is selected, RFPs are not used for the Subcontract.

# Local Tables

## Control (SC Control File)

The Subcontract Control File screen is used to set the defaults and rules for the Subcontract module for each Company that will be using it.

### Contract Defaults – Tab

The screenshot displays the 'SUBCONTRACT CONTROL' application window. At the top, there is a 'SELECTION CRITERIA' section with a 'Company Code' dropdown set to 'CCC' and a text field containing 'CMIC Test Construction Company'. Below this is a 'Copy Control File' button. The main area is divided into 'Contract Defaults' and 'RFP Defaults' tabs, with 'Contract Defaults' selected. A toolbar contains icons for Search, Insert, Delete, Workflows, Report Options, ECM Documents, and User Extensions. The configuration fields include: 'Enter Invoices' (Via - Subcontract), 'Series Code is Mandatory' (checkbox), 'Default Series Code' (INV1), 'Invoice Series Code 1' (text field), 'Default Category Code' (2000), 'Subcontract' (text field), 'VAT Tax' (text field), 'VAT Accrual Account' (text field), 'Retainage' (10), 'Default Compliance Period' (Year), 'Default Dates' (checkbox), 'Use Current Date As Default Date While Entering Contracts' (checkbox), 'Default Taxes' (checkbox), 'Default Contract To Self-Billed' (checkbox), 'Schedule Level Retainage Release' (checked), 'Print Task Detail' (checkbox), 'Vendor Address Code Mandatory' (checkbox), '\* Update Vendor/Contract Data on JB Contract' (checked), 'Automatic SC Numbering' (checkbox), 'Unique By' (Job @ Vendor), 'Reverse Job Code Selection' (checkbox), 'SCO Posting To Not Allow Total Less Than Billed' (checkbox), 'Mask' (bbbbbb-\*\*\*\*), 'Sample' (bbbbbb-\*\*\*\*), 'Allow Override' (checked), 'Do Not Allow Posting If Contract Exceeds Budget' (checkbox), 'Contract Option' (Base Contract @ Base Contract And Change Order), 'PM Role To Notify' (text field), 'Negative Contract Balance Triggers' (An Error @ A Warning), '\* SOV Sorting' (checkbox), 'Record of Entry' (dropdown), and 'Default Print Waiver Doc' (SC Waiver Conditional Standard 1).

Pgm: SCCTRL – Subcontract Control File – Contract Default settings

### Enter Invoices

For each Subcontract, there are two options for how Vouchers for payments against it are created in the AP module. The option selected for this field defaults into the **Invoiced** field on the **General** tab of new Subcontracts, which can be overridden.

The following provides details about these two options:

**Via – Subcontract:** Vouchers are automatically generated in the AP module using Request For Payments (RFPs), when RFPs are posted in this module. These Vouchers created in the AP module will be posted Vouchers, ready for payment processing.

If this option is used, the Assign Posted Vouchers to Subcontracts utility can be used to link a posted Voucher in the AP module that is associated to a Job/Cost Code/Category combination to the corresponding Schedule lines in the Subcontract. The Subcontracts in this case must have “Contract Level Release Retention” set in their header.

**Via - Accounts Payable:** Vouchers against the Subcontract are manually entered through the Enter Vouchers screen of the AP module.

### **Series Code is Mandatory – Checkbox**

If checked, invoice series codes are mandatory.

### **Default Series Code**

Enter the default Invoice Series Code for new RFPs entered via the Request for Payment screen.

If AP Accounts are entered against the Invoice Series Code, the will be used when the Pay Request Voucher is created.

The Invoice Series Code entered in this field must have been already set up within the Invoice Series Code Maintenance screen of the Accounts Payable module.

### **Default Category Code**

Enter the Category Code that will default as the Category Cost Element within the Task Detail of the Contract Entry screens, both in SC and PM.

If using more than one designated Category Code for Subcontracts, leave this field blank.

### **VAT TAX**

Enter the default VAT Tax Code for the task line items on a Subcontract. This field should only be used for a Tax Credit tax, e.g., GST. In the US, this field is not applicable, and in Canada this would be the GST tax code.

This code must have been defined previously within the Maintain Tax Code screen (standard Treeview path: *System > Global Tables > Tax Code > Maintain Tax Code*).

### **VAT Accrual Account**

Enter or select from the available list, the VAT accrual department and accounts. This account is used when processing VAT information for companies (such as in UK) which use subcontractor payment worksheet for pay request creation.

### **Retainage %**

This is the default retainage percent for all SOV lines within the Task Detail of Subcontracts, except where the vendor has a Terms Code Retainage % set via the **Terms** field on the **Vendors** tab of their Vendor record or an override set via the **Retainage %** field on the **Accounting** tab of their record.

### **Default Compliance Period**

Enter/select the default period Year, Month, Week, or Day that will determine the expiry date of any date sensitive Compliance Codes that are automatically assigned. If you want the default to be Non-Compliant, select the “**Non-Compliant**” option. The system default is “**Day**”.

### **Default Dates – Checkbox**

This setting works in conjunction with the **Default Compliance Period** setting. If checked, the dates on auto assigned Compliance Codes will have the start date set to the system date, and the end date will be the system date plus one Month, Week, Day or Year as set in the previous field. This is for Compliance Codes setup as **Auto Assign** and **Date Sensitive** at the Compliance Code level only. If the Compliance Code is setup at the Vendor level, those dates will default. If the checkbox is unchecked, no dates will default.

## Use Current Date As Default Date While Entering Contracts – Checkbox

When checked, during Subcontract entry, the system date will default into the Subcontract’s date field. If unchecked, the terms will be defaulted from Vendor’s profile.

## Default Taxes – Checkbox

This checkbox’s state is the default for the **Default Taxes** checkbox on the **General** tab of new Subcontract records.

If a Subcontract’s **Default Taxes** box is checked, taxes applicable to the Subcontract will default from the Job, if they exist; otherwise, they default from the Vendor.

## Default Contract to Self-Billed – Checkbox

This option is applicable to our UK clients, to indicate that a Subcontract is “self-billed”.

This checkbox’s state defaults to the **Self Billed** checkbox on the **Summary** tab of new Subcontract records.

## Schedule Level Retainage Release – Checkbox

This checkbox’s state defaults to the **Schedule Level/Retainage Release** checkbox on the **General** tab of new Subcontract records. The defaulted state can be modified for new a Subcontract, however, once the Subcontract is posted, it cannot be modified for new Change Orders.

Schedule Level Retainage Release allows retainage to be managed at the Task Level instead of at the Subcontract Level. This allows each Task Line on a Subcontract to have its own retainage release, and for specific lines of a Subcontract to be 100% complete, including retainage paid out, while others are still open. It is recommended that this box is checked, as it allows for the most flexibility managing Subcontracts.

## Print Task Detail – Checkbox

When printing the Subcontract Change Order document, there is a choice of which description to print: the “Task Short Description” or the “Task Long Description”. To print the long description, check this box.

## Vendor Address Code Mandatory – Checkbox

If checked, during Subcontract entry, the Vendor Address Code is mandatory and users are issued a message until a valid code is entered.

## Update Vendor/Contract Data on JB Contract – Checkbox

Billing Code	* Type	Description	Pct	Self-Per. Work	Vendor	Sub-Contract	SC RFP	Billing Reference	Billing	Burden Level	Job Bur. Stored Material Flag	* Shared Savings	Shared Savings Pct	* Filter
12345.02-100.4	COST	Electrical Wiring - L			A1ELEC	ELEC201			Cost Plus Markup					*
12345.02-100.5000	COST	Electrical Wiring - M			A1ELEC	ELEC201			Cost Plus Markup					*
12345.02-100.8100	COST	Structural Demolition -							Cost Plus Markup					*
12345.02-100.CFB	COST	Structural Demolition -							Cost Plus Markup					*
12345.02-100.NB	COST	Structural Demolition -							Cost Plus Markup					*

Sample of Contract Entry screen in JB module (Standard Treeview path: **JB > Contracts > Enter Contracts**)

When a Subcontract is posted, the posting routine checks if there are JB Contract Lines (listed on the **Billing Codes** tab of the Enter Contract screen, as shown above) in the corresponding JB Contract that match the Subcontract’s SOV Lines, based on their Job/Cost Code/Category combinations. If there are

matching JB Contract Lines, and their **Self-Per. Work** box is not checked and their **Vendor** and **Sub-Contract** fields are empty, the routine enters the Vendor and Subcontract Code into the **Vendor** and **Sub-Contract** fields of those JB Contract Lines, as framed in red in the above screenshot.

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**NOTE:** This feature only works correctly if there is a one-to-one relationship between the Billing Code and the Job/Cost Code/Category and if there is a unique Job/Cost Code/Category for every Vendor/Subcontract.

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### **Automatic SC Numbering – Checkbox**

Check this flag if you wish to have an automatic number generated when creating Subcontracts. Enter the mask to be used in the **Mask** field. The mask is overridable if the **Allow Override** checkbox is checked.

The automatically generated SC Numbers may be set as unique by Job or Vendor by selecting the desired option via the **Unique By** radio buttons.

### **Unique By – Radio Buttons**

These options are relevant to the **Automatic SC Numbering** functionality.

If **Job** is selected, SC Numbers are unique by Job, and two Vendors cannot have the same SC Contract Code on the same Job.

If **Vendor** is selected, SC Numbers are unique by Vendor, and two Vendors can have the same SC Contract Code on the same Job.

### **Reverse Job Code Selection – Checkbox**

These options are relevant to the **Automatic SC Numbering** functionality.

If checked, the specified number of Job Code characters to include in the SC Number are selected starting from the rightmost Job Code character; otherwise, they are selected starting from the leftmost Job Code character.

For example, if the Job Code is “ABCD” and the SC Auto Numbering mask uses three characters from Job Codes as **jjj\*\*\*\*\***, then:

- If this box is checked, the generated SC Number will be “BCD0001”.
- If this box is unchecked, the generated SC Number will be “ABC0001”.

### **SCO Posting To Not Allow Total Less Than Billed – Checkbox**

If checked, when a Subcontract/Subcontract Change Order is posted, posting is not allowed if the change makes the overall Subcontract value less than the Subcontract amount already invoiced.

For further details, please refer to the following section: [SCO Posting To Not Allow Total Less Than Billed – SC Control File Checkbox.](#)

### **Mask, Sample**

If the **Automatic SC Numbering** option is checked, this field is used to enter the mask that specifies how SC Numbers are auto-generated for new Subcontracts.

The **Sample** field displays a sample auto-generated SC Number based on the mask entered in the **Mask** field.

---

**NOTE:** Spaces are not allowed when defining masks.

---

The following are the pre-defined codes to indicate how SC Numbers are to be auto-generated:

Mask	Explanation	Sample
<b>bbbb****</b>	“b” represents a character of the Customer Code entered on the Job. So, if the Customer Code is “ACME01”, the first 4 digits of the Customer Code would start the Job number.	ACME0001
<b>ccb***</b>	“c” represents the Company Code of the Job. So, if the Company Code is “03” this code would also be the first 2 digits of the Job Code.	03ACME001
<b>yy***</b>	“y”, “m”, “d” represent date formats. If the current year is 2004, this mask would start the Job with the number “04”.	04ACME001
<b>#####ss</b>	“#” represents duplicate the controlling Job Number for “x” number of characters. “s” indicates the actual Sub-Job unique code. <hr/> <b>NOTE:</b> This mask should only be used if your Sub-Jobs have dependent numbers. <hr/>	Job: ACME0001 1 <sup>st</sup> Subjob: ACME000101 2 <sup>nd</sup> Subjob: ACME000102
<b>j-****-02</b>	“j” represents a hard coded Job prefix. “-” represents the first delimiter. “*****” represents a 5 character numeric string, auto-generated. “-” represents the second delimiter. “02” represents a predefined suffix.	J-00001-02

#### Allow Override – Checkbox

This option is applicable if the **Automatic SC Numbering** option is checked. If this box is checked, the auto-generated SC Number can be overridden during Subcontract entry, otherwise it cannot.

#### Do Not Allow Posting If Contract Exceeds Budget – Checkbox

This setting is used in conjunction with the **Contract Option** setting as follows:

- I. If this box is checked and the **Base Contract** radio button is selected for the **Contract Option** setting:

Subcontract/Subcontract Change Order posting routine verifies that the dollar amount of the purchase plus all other existing commitments is not larger than the original budget for the Cost Code/Category combination. This will be verified on every line within the Subcontract or SC Change Order.

- II. If this box is checked and the **Base Contract And Change Order** radio button is selected for the **Contract Option** setting:

Subcontract/Subcontract Change Order posting routine verifies that the dollar amount of the purchase plus all other existing commitments is not larger than the current budget (i.e., original budget + approved Change Orders) for the Cost Code/Category combination. This will be verified on every line within the Subcontract or Change Order.

---

**NOTE:** If this option is used, users with the “SCEBAPST” System Privilege granted to their User ID or Security Role are exempted and allowed to post Subcontracts that exceed the budget.

---

If the validation determines that the budget will be exceeded, a notification is sent to the PM Role selected for the **PM Role to Notify** field, and the posting of the Subcontract/Change Order is terminated.

Make sure the Project Contact to receive the notification is assigned to the relevant Project(s) and that:

- PM Role to notify is assigned to their Contact record
- A valid e-mail address is entered in their Contact record
- PM Role to notify has the **Key Player** checkbox checked and can be seen in the **Key Players** tab of the Project

---

**NOTE:** If you are creating Subcontracts in the Change Management module (i.e. CM Control File's **Create Subcontracts from Change Management** option is checked) and the CM Control File's **Post Vendor Contract With The Change Item** option is also checked, while using this option to validate the Subcontract Amount against the Budget, if the user is posting a PCI that will create a Subcontract as well, and if the SC posting fails due to validation, the PCI item posting will be rolled back. The SC posting will not go through, and an error message about the Budget Amount being exceeded is prompted.

---

### **Contract Option – Radio Buttons**

For details, refer to the preceding details about the **Do Not Allow Posting If Contract Exceeds Budget** option, as this option is applicable to it.

### **PM Role to Notify**

This field is applicable to the **Do Not Allow Posting If Contract Exceeds Budget** option. For details about this field, refer to the preceding details about the **Do Not Allow Posting If Contract Exceeds Budget** option.

### **Negative Contract Balance Triggers – Radio Buttons**

The system allows a Subcontract balance to go below zero. This option sets whether this is allowed with a warning, or if this is not allowed by prompting an error message:

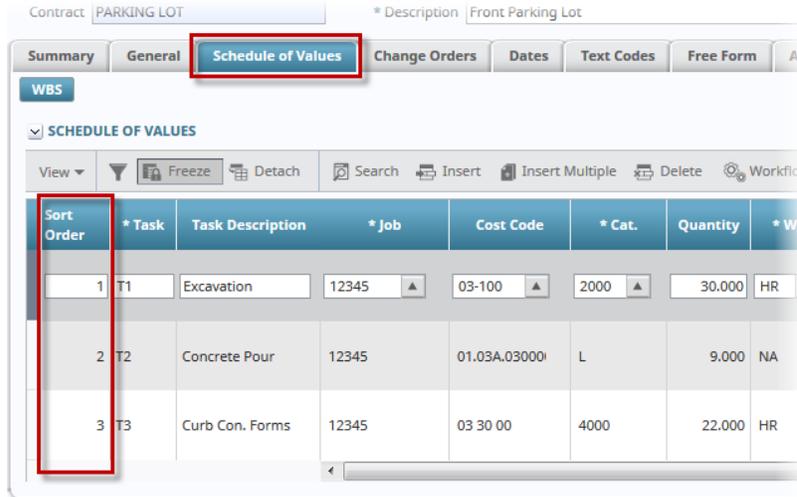
- Select “**Error**” if the system is to return an error when a negative Change Order takes the balance of a Subcontract below zero, preventing the user from proceeding.
- Select “**Warning**” if the system is to return a warning when a negative change order takes the balance of a subcontract below zero, allowing them to proceed.

### **SOV Sorting**

Sorting method to use for SOVs (Tasks) in the Enter Subcontract and RFP screens:

- Select “**None**” to not use a sorting method.

- Select “**Sort Order**” to add a **Sort Order** column, for sorting, to the SOVs table on **Schedule Of Values** tab of the Enter Subcontract screen and to the SOVs table on **Details** tab of the Enter Request for Payment screen, as shown below:



Sample of *Schedule of Values* tab on Enter Subcontract screen.

- Select “**Record of Entry**” to sort SOVs by their date and time of entry.

**NOTE:** If this setting is changed, the affected screens need to be restarted to reflect the change. Also, sorting occurs after SOVs are saved.

## RFP Defaults – Tab

**SUBCONTRACT CONTROL**
Table Mode
Save Exit ? ? ? ? ?

---

**SELECTION CRITERIA**  
 Company Code: 10 CMIC Construction Inc. Copy Control File

---

Contract Defaults

**RFP Defaults**

Request For Payment Approval Required  
 Hold All New SC Pay Requests  
 Auto Hold Pay Requests Over Contract: ● None ○ All ○ Latest  
 Do Not Allow To Post RFP When Exceeds Contract Amount: Not Applicable

Use Bank Accounts By Job  
 Separate Request For Payment For Change Order  
 Allow Only Single Job, Change Order Per Request For Payment  
 Job Name On Request For Payment  
 Use Pay When Paid (SC)  
 Default # of days:

Keep Future Due Date  
 Use Auto Draw Number  
 Warn For Alternate Addresses  
 Edit RFP Remit To Address  
 Import Only SC Registered Pay Requests by Default  
 Allow Payment Request Against Instructed Contracts  
 Use Job Security For Registered Invoices

Pgm: SCCTRL – Subcontract Control File – RFP Defaults

### **Request For Payment Approval Required – Checkbox**

If approval is required before a Request for Payment can be posted to the Accounts Payable system, then this box should be checked.

Check this box to be able to enter separate Requests For Payment for Change Orders on the Subcontract. Otherwise Change Order task lines will be displayed on the original subcontract request for payment.

If more than one Request for Payment per Subcontract can be active during a single period, and the request is not for the same task, then checking this box will allow the second Pay Request to be entered. This feature validates that both open pay requests are not for the same task.

### **Hold All New SC Pay Requests – Checkbox**

If checked, all Requests for Payments are automatically put on hold, by checking the **On Hold** checkbox for new RFPs entered in the Enter Request For Payment screen.

Their corresponding Vouchers in AP are manually released using either the Adjust Held Voucher Status or Adjust Voucher Status screen in the AP module.

### **Auto Hold Pay Request Over Contract – Radio Buttons**

If “None” is selected, this option is not used.

If “All” is selected, when a Requests for Payment plus all previous requests exceed the Revised Contract Value (Original Contract plus Change Orders), its corresponding Voucher and all other Vouchers for the Subcontract will have their **Exceed Hold** checkbox checked and their Voucher Payment Status set to “**Compliance Hold (C)**”.

If “Latest” is selected, when a Requests for Payment plus all previous requests exceed the Revised Contract Value (Original Contract plus Change Orders), only the latest RFP’s corresponding Voucher will have its **Exceed Hold** checkbox checked and its Voucher Payment Status set to “**Compliance Hold (C)**”.

A Voucher’s Exceed Hold and Voucher Payment Status fields can be modified via either of the following screens:

- I. Over-ride Voucher Status (standard path: *SC > Status > Over-ride Voucher Status*)
- II. Adjust Voucher Status (standard path: *AP > Payment > Adjust Voucher Status*)
- III. Adjust Held Voucher Status (standard path: *AP > Payment > Adjust Held Voucher Status*)

### **Do Not Allow To Post RFP When Exceeds Contract Amount**

This setting is enabled if the **Auto Hold Pay Request Over Contract** setting is not used (i.e., set to “None”).

The value for this field controls whether a Request for Payment can be posted if it is over the Subcontract Value or over the budget amount for a Subcontract’s SOV line’s Bill Code, depending on the option selected for this setting:

- If “None” is selected, this feature is not used.
- If “SOV Line Is Greater Than Assoc. Contract SOV” is selected, an RFP cannot be posted if it causes any SOV line in the Subcontract to be over the amount budgeted for its Bill Code.
- If “Overall Request Payment Is Greater Than Contract Amount” is selected, an RFP cannot be posted if it is greater than the overall Subcontract Value.

### **Use Bank Accounts By Job – Checkbox**

If this checkbox is checked, the Job Bank Account feature is activated. Normally, without this feature activated, when creating an RFP, the system uses the default Cash Account set up for the Vendor. If this feature is activated, when creating an RFP, the system uses the default Cash Account set up for the Job,

via the **Bank** tab of the Enter Job screen, instead of the default account set up for the Vendor; and if a Job does not have its default account set up, the system will report an error and require that its default account be set up in order to finish creating the RFP.

Checking this box forces the entry of a valid job bank account for the Job on new Subcontracts. If a default job bank account exists on the Job itself, that account will default into the job bank account field on the Subcontract Entry screen. Leave this field blank if you do not require the bank account to be associated with the Job.

This feature will ensure that all payments for this contract will be taken from the entered bank account.

If this feature is to be used, it needs to be activated in both the AP and SC modules. In AP, it is activated using the **Use Bank Accounts By Job** flag on the **Voucher** tab of the AP Control File screen (standard Treeview path: *AP > Setup > Local Tables > Control File Options*).

#### **Separate Request For Payment For Change Orders – Checkbox**

By default, the system only allows one pay request per Subcontract to be entered but not posted. If this box is checked, more than one pay request is allowed to be entered, but only if the requests are for unique Change Orders.

In other words, users will be able to enter separate requests for payment for Change Orders on the Subcontract. Otherwise, Change Order task lines will be displayed on the original subcontract request for payment. If more than one Request for Payment per Subcontract could be active during a single period, and the request is not for the same task, then checking this box will allow the second Pay Request to be entered. This feature validates that both open pay requests are not for the same task.

#### **Allow Only Single Job, Change Order Per Request For Payment – Checkbox**

If checked, when a payment request is posted, it will be split into multiple Vouchers – one for every unique Job/Sub-Job and Change Order combination on the payment request.

This should be set in conjunction with the **Separate Request For Payment For Change Orders** checkbox.

#### **Description On Request For Payment – Dropdown list**

Flag to indicate that the “Job Name” or “SC Description” will be defaulted as the description of the payment request. The description will then continue to Accounts Payable where it will be the reference description on the payment check.

- Select “**Print SC Description on Request For Payment**” to populate “**SC Description**” to the “**Description**” field on **Details** tab of the Enter Request for Payment screen. User may override it.
- Select “**Print Job Name on Request For Payment**” to populate “**Job Name**” to the “**Description**” field on **Details** tab of the Enter Request for Payment screen. User may override it.
- Select “**Do Not Populate Request For Payment Description**” to not populate “**Job Name**” or “**SC Description**” to the “**Description**” field on **Details** tab of the Enter Request for Payment screen. The field will be left blank. User may override it.

#### **Use Pay When Paid (SC) – Checkbox**

The Pay When Paid feature is used to automatically set a payment hold for RFPs’ corresponding Vouchers, until the draw is paid by the owner.

If this box is checked, the subcontractor payment will not be released until the owner has paid the matching draw. This feature is only applicable to Jobs being billed via Job Billing. If your standard policy is such, then check this box, otherwise leave it unchecked. The value entered here will default into the Enter Subcontract screen, but may be changed during contract entry (but this is kept under “RFP defaults”

to group all the other PWP flags such as “Keep Future Due Date”, “Use Auto Draw Number” etc., together).

For additional details about the Pay When Paid functionality, refer to the following quick guide, [Pay When Paid & Days Value](#).

### **Default # of Days**

This field is used in conjunction with the Pay When Paid functionality to enter the number of days to hold payment after the owner payment is made.

This value can be set regardless of the **Use Pay When Paid** setting, and it defaults to the Subcontract document when Pay When Paid is activated through either the **Use Pay When Paid** setting or by enabling it at the document level. This value represents the number of days to add from the Receipt of the customer payment before making the contract payable.

Enter “0” to have Pay When Paid payables due immediately on payment receipt from the customer.

### **Keep Future Due Date – Checkbox**

If checked, the corresponding Vouchers for the RFPs entered through the Enter Request for Payment screen keep their original due date when they are paid early.

If unchecked, the future due date is not kept, and the Voucher’s due date is recalculated using the AR invoice payment date plus the PWP days. For example, if a subcontractor’s invoice is due in 30 days, but the owner pays today and the PWP days value is set to 5 days, then the subcontractor is to be paid within 5 days.

### **Use Auto Draw Number – Checkbox**

This functionality is used in conjunction with the Paid When Paid functionality.

If this box is checked, when entering a Request For Payment, the Draw Number associated to the “Use Paid When Paid” is not mandatory and may be left as null. When the job billing invoice is produced, the draw number will be automatically associated to the Voucher. If the job billing invoice is subsequently voided, the draw number will be automatically removed, and the next billing draw number will be applied.

### **Warn for Alternate Addresses – Checkbox**

If checked, during Subcontract Pay Request entry, as soon as the user tabs out of the Vendor field, a message will pop up reading “Alternate Addresses exist for this vendor”. This is just a reminder, and users may click [OK] and proceed.

### **Edit RFP Remit To Address – Checkbox**

If checked, the Alternate Address field is editable during Subcontract Pay Request entry.

### **Import Only SC Registered Pay Requests by Default – Checkbox**

When unchecked, users can select from all Registered Invoices, while only those predefined for payment of a Subcontract can be selected/seen when the option is checked and importing Registered Invoices.

### **Allow Payment Request Against Instructed Contracts – Checkbox**

If checked, this option allows payment requests to be made when the originating Subcontract is not posted.

### **Use Job Security For Registered Invoices – Checkbox**

By default, this checkbox is unchecked. When checked, job security is applied to Subcontract registered invoices, so that the SC Pay Request screen’s Registration popup will only display invoices where the user has security access to the Job in the header of the registered invoice.

# Prepaid Insurance (Contractor Controlled Insurance Program)

## Overview – Prepaid Insurance

The Prepaid Insurance Facility allows the construction management or general contracting company to embed the cost for insurance (or any other type of expense) within each Subcontract on a Job, while at the same time not requiring the insurance payments to be made to the subcontractor.

With this setup, the subcontractor includes the cost of insurance within the contract value and bills the management company for the insurance, but the subcontractor does not expect to receive payment for this insurance.

The management company or general contractor processes each payment request from the subcontractor, including the insurance amounts, but the system automatically short-pays the subcontractor by the value of the insurance portion of the invoice. A message is printed on the check stating that a pre-paid expense reduction has been applied in this situation. When this occurs the system automatically transfers the insurance liability from the vendor's Accounts Payable account to the General Liability account in the General Ledger at the time of invoice posting.

The Accounts Payable Aged report and Subcontract Detail report display the full value of each invoice, including the insurance portion, but they show an immediate payment against the invoice equal to the value of the insurance.

In some situations, this function may be called “CCIP”, Contractor Controlled Insurance Program, and in other cases, Prepaid Insurance or OCIP. CMiC has allowed the users to define the titles for the fields required in this facility.

**NOTE:** This feature is only available within the Subcontract Entry screen; it cannot be used when creating a Subcontract directly on a Change Order line within the Change Management module.

## Setup – Prepaid Insurance

PREPAID INSURANCE									
EXPENSE CODE									
* Code	* Name	Description	Available in SC						
CCIP	CCIP Insurance - Umbrella	Umbrella Insurance Covering - All I	<input checked="" type="checkbox"/>						
CCIP-G	CCIP General Insurance	Insurance Cost Prem. Reduction of	<input checked="" type="checkbox"/>						
CCIP-W	CCIP - Workers Compensation	CCIP Reduction of %53 on Job %52	<input type="checkbox"/>						
OCIP	OCIP - Umbrella	Umbrella Insurance for Owners	<input checked="" type="checkbox"/>						

ALLOCATION									
* Comp	* Insurance Provider	Provider Name	Type	* Comp.	Department	Account	Job	Cost Code	Categ
6P	STATE	State Farm	G	6P	05	5000.104			
CA	LLOYD	Lloyd's of London	G	CA	00	2320			
CC	STATE	State Farm	G	CC	00	5000.104			
CH	STATE	State Farm	G	CH	CM	5000.104			
J5	STATE	State Farm	G	J5	PM	5000.104			
JU	PRUD	Prudential	G	JU	PM	5000.104			
MB	PRUD	Prudential	G	MB	CM	5000.104			
R2	STATE	State Farm	G	R2	00	5000.104			
RVCONST1	STATE	State Farm	J	RVCONST1			MASTER01	16SUBPHASE1SUB01	16SUB3CATEG

Pgm: APEXPAL – Prepaid Insurance Setup

To take advantage of the (CCIP) Prepaid Insurance functionality, it is necessary to setup Prepaid Insurance Codes. Using the screen above, the user can setup as many Prepaid Insurance Codes as required, with each code representing a different type of insurance.

When setting up Prepaid Insurance Codes, it is also necessary to identify the accounting allocation for the liability amounts created when clearing the vendor payables. As each Voucher is posted, if there is a Prepaid Insurance amount, the amount will automatically be debited from the Vendor A/P account and credited to the General Liability account associated with the Prepaid Expense Code.

## Expense Code – Section

### Code

Enter a code that will represent the type of insurance covered under Prepaid Insurance. Amounts associated with this code on a Subcontract will be included in the Subcontract, but will not be paid by the subcontractor.

### Name

Enter a name for this Prepaid Insurance.

### Description

Enter a description (up to 60 characters long) for this Prepaid Insurance.

### Available in SC – Checkbox

If checked, the Expense Code will be available to Companies for which it is set up under the **Allocation** section. The code will be available via the **Expense Code** field's LOV for new Tasks entered in the **Schedule Of Values** tab of the Enter Subcontract screen, as shown below:

* Task	Task Description	Rate	Amount	Long Description	Tax1	Taxable	Tax2	Taxable	Tax3	Taxable	Ret%	Expense Code	JB Bill Code	* Fully Purch
T1	drywall installation	32.56	40,862.80	Drywall installation on all 3 floors.	02	Y		N		N		PREPAID001		N

## Allocation – Section

### Comp (Invoice Company)

Enter the Company Code for which the Prepaid Insurance allocation is to be entered. Multiple Companies may use the same Prepaid Insurance Code. The Company selected owns the corresponding Vouchers for payment and is referred to as the Invoice Company.

### Insurance Provider

Select the insurance provider from the LOV, which lists the same insurance companies used by Compliance Codes. This LOV values are maintained using the Insurance/Bonding Companies screen (standard Treeview path: *SC > Local Tables > Compliance > Insurance/Bonding Companies*).

### Provider Name

This field is auto-populated with the name of the insurance provider selected via the **Insurance Provider** field.

### Type

Liability distribution type: “G” for General Ledger or “J” for Job specific distributions.

## Comp

Select the Company that will carry the “Insurance Liability” for the prepaid insurance amounts posted on Vouchers belonging to the Invoice Company. If this Company is not the same as the Invoice Company, inter-company transactions will automatically be generated when the Voucher is posted.

## Department, Account

Select the Department and Account to which the insurance liability is to be posted. This is only used for “G” type distributions.

## Job/Cost Code/Category

If using a “J” distribution, then specify the Job, Cost Code and Category to which the insurance applies.

## Contract Entry – Prepaid Insurance

The screenshot displays the 'SUBCONTRACT MAINTENANCE' interface. The 'SELECTION CRITERIA' section shows 'Company' as 'CMIC Test Construction Company' and 'Project' as 'Freshmart Office Building - Chicago II'. The 'SUBCONTRACT INFORMATION' section shows 'Vendor' as 'A1 MASONS' and 'Description' as 'Exterior stone walkways, walls & curbs'. The 'SCHEDULE OF VALUES' tab is active, showing a table with the following data:

* Task	Task Description	* Job	Cost Code	* Cat.	Amount	ix2	Taxable	Tax3	Taxable	Ret%	Expense Code	JB Bill Code	* Fully Purch
T1	Masonry - stone walkways	J448957	04 0500	2000	32,000.00		N		N	10			N
T2	Masonry - liability insurance	J448957	04 0500	2000	3,000.00		N		N		PREPAID001		N

*Pgm: SCMASTFM – Subcontract Entry – Expense Code (CCIP) field*

When creating a new Subcontract within the Subcontract Contract Entry screen, enter the Prepaid Insurance portion of the Subcontract amount as a Task on the **Schedule Of Values** tab.

For instance, if a Subcontract’s total amount is \$35 000, and the Prepaid Insurance portion of that amount is \$3000, enter one Task for the Subcontract’s amount without the Prepaid Insurance amount, and enter one Task for the Prepaid Insurance amount, as shown above. For the Prepaid Insurance Task, enter its Expense Code in the **Expense Code** field.

Typically, both Tasks are entered with the same Job, Cost Code and Category combination

**NOTE:** The Prepaid Insurance Task line must not have retainage applied.

## Request for Payment – Prepaid Insurance

ENTER REQUEST FOR PAYMENT
Table Mode

Enter Request for Payment    Print Edit List    Post Request for Payment

**SELECTION CRITERIA**

\* Company: CCC    CMIC Test Construction Company

\* Batch: 43722    MIKE 2017-06-23 S

Create Batch    Registration    Print Waiver    Print Certificate of Payment

**Details**    Amount Summary    Default    Joint Check    Attachment

Search    Insert    Delete    Previous    Next    Workflows    Report Options    Import    Attachments    Notes    ECM Documents    User Extensions

Compliance    Release Retainage    Extra Payment Info.    Participation

\* Vendor: A1MASONS    A1 Masons     EFT Flag     On Hold     Discrete Check

\* Contract: P44-A1MASONS    000     Final

Series: INV1    Invoice Series Code 1

\* Invoice: P44-A1MAS-001    Payment Mode:    Reg. Amount:   

Date: 07/12/2017    Customer: FRSHMART

Disc Date: 07/21/2017    PB Contract: J448957    Alt. Address:   

Due Date: 08/15/2017

Dept Account: 00    Bank Account: 1000.100    Check Handling Code:   

Draw: 1    Status: Both NC and PwP

Description: Exterior stone walkways, walls & curbs

Separate Billing Code:    Customer Code:

**SCHEDULE OF VALUES**

View    Freeze    Detach    Search    Workflows    Report Options    Export    Attachments    Notes    ECM Documents    User Extensions

Sort Order	Task	Contract Amount	Percent Complete	Completed Amount	Completed Qty	Prev. Cert Amount	Current Amount	Default Ret %	Ret %	Previous Ret Amt	Current Ret Amt
1	000.T1	32,000.00	10.000	3,200.00	0.000		3,200.00	10.000	10.000		320.00
3	000.T2	3,000.00	10.000	300.00	0.000		300.00		0.000		0.00
		35,000.00		3,500.00			3,500.00				320.00

Masonry - stone walkways

Job: J448957 - Freshmart Office Building - Chicago II    Cost Code: 04 0500 - Masonry    Cat: 2000 - Subcontract

*Pgm: SCPAYREQ – Enter Request for Payment*

When entering a Request for Payment, the entry is done the same as normal Task lines, and the user just enters the percent complete of each line. Typically, the same percentages are entered, but you can enter any percentage for your Prepaid Insurance charge back.

---

**NOTE:** The Prepaid Code may also be referred to as the CCIP Code.

---

When the request is processed, the system will create an AP Voucher for the full amount of the pay request including the prepaid insurance, and the system will create an automatic payment transaction that will reduce the Vendor Liability by transferring the amount to the General Insurance Liability account setup against the Prepaid Insurance Code.

When a check is cut for the pay request, the check will be for the pay request minus the prepaid insurance, however the check stub will indicate that there has been a prepaid insurance deduction made.

## Post RFP – Prepaid Insurance

When the Request For Payment is posted, a Payment record is inserted into the Check table for the insurance amount. This record contains all the attributes of a standard check, but it is given an automatic number (which equals to negative sequence of the check).

From an accounting perspective during the posting, the following transactions occur (excluding any tax, discount or inter-company voucher transactions for which no changes occur).

- Full Invoice Amount is credited to AP Account
- Full Retainage Amount is credited to the AP Retainage Account
- Full Expense Amount is debited to the Job Expense Account
- The Prepaid (CCIP) Amount is debited from the AP Account in line 1
- The Prepaid (CCIP) Amount is credited to the Prepaid Expense Company, Department, and Liability Account
- The Prepaid (CCIP) Amounts are debited and credited to Inter-company clearing accounts if the AP Allocation and the Prepaid Expense Allocation are in different companies
- GL transactions will show a credit transaction for the Prepaid Insurance.

To view samples of the related reports, please refer to the following *Quick Guides* subsection: [Prepaid Insurance – Reports Related to Posted RFPs](#).



# Contracts

## Enter Subcontract/Change Order

**SUBCONTRACT MAINTENANCE** Table Mode Save Exit Help ? ? ? ? ? ? ? ?

**SELECTION CRITERIA**

Company ZZ CMIC Construction Inc. Show Subcontracts Open

Project YR0099 YR0099 Job Code YR0099 Back

**SUBCONTRACT INFORMATION**

Search Insert Previous Next Workflows Report Options Attachments Notes ECM Documents User Extensions

Post Original Participation **Overall Participation** Compliance Joint Check Copy From Contract

\* Vendor A1CEMENT Vendor Name A1 CEMENT INDUSTRIES

Contract CEMENT101 Description CEMENT101

**Summary** General Schedule of Values Change Orders Dates Text Codes Free Form Attachment Special Pricing Inclusions Exclusions

	Original	Changes To Date	Revised
Contract Value	7,000.00	0.00	7,000.00
Completion Date		0 Days	

Contract Type Standard Default Retainage % 0 Do Not Exceed

\* Status POSTED  Self Billed  Override Do Not Exceed Amount

Scope of Work

Default Cost Code Category

*Pgm: PMSCFM – Subcontract Entry*

The Enter Subcontract/Change Order screen is where the details of the Subcontract are entered, some of which are applicable to the Accounts Payable and Job Costing modules.

The Contract Entry screen may also be used to enter Subcontract Change Orders directly.

Use this screen to enter a name for the Subcontract, assigning Tasks (SOVs) against the Job, and assigning the Vendor who will be working on the Subcontract.

Since a Subcontract can be changed through Change Orders, to keep the historical details of a Subcontract, a Subcontract is associated to a Change Order Number.

When a new Subcontract is created, referred to as the base Subcontract, behind the scene it is associated to the “000” Change Order Number. The Schedule of Values for the original (base) Subcontract are displayed on the **Schedule of Values** tab and the Subcontract’s Original Contract Value is displayed by the **Original** field on the **Summary** tab.

If any Change Orders were posted to change the details of a Subcontract, details about the Change Orders are displayed on the **Change Orders** tab and the revised Contract Value is displayed by the **Revised** field on the **Summary** tab.

---

**NOTE:** If the AP Control File's **Allow Only Single Job Per Voucher** option is checked, the Subcontract must be created with the **Schedule Level / Retainage Release** checkbox checked on the **General** tab.

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## Selection Criteria – Section

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### Company

Company under which Subcontract is entered.

### Project

Project for which Subcontract is entered

### Show Subcontracts

This field is used to restrict what Subcontracts are displayed by their Status. Select “**Open**” to only view open Subcontracts, “**Closed**” to only view closed Subcontracts, or “**Both**” to view both open and closed Subcontracts.

### Job Code

This display-only field displays the Job associated to the Project and Subcontract.

### [Back] – Button

This button is enabled if you were brought here via the [SCO] button on the **Detail** tab of the Potential Change Items screen, in order to navigate back to the Potential Change Items screen.

## Subcontract Information – Section

---

This section is used to enter a Subcontract's details or to enter a Change Order against the Subcontract via the **Change Orders** tab.

### Vendor, Vendor Name

Select the Vendor who will be performing the work on this Subcontract. The selected Vendor should not be marked as a “One Time Vendor”, nor should they be “Inactive” or set to “Not Allow Transactions”. Once the Vendor is entered, the system will default the currency and default retainage % set up for the Vendor.

### Contract, Description

This is the Subcontract Code that identifies this Subcontract, which must be unique by Company/Vendor. In other words, two Jobs cannot utilize the same Contract Code for the same Vendor.

Since a Subcontract can be changed through Change Orders, to keep the historical details of a Subcontract, a Subcontract is associated to a Change Order Number. When a new Subcontract is created, behind the scene it is associated to the “000” Change Order Number. The Contract Code and Change Order Number are used together throughout the system to identify the Subcontract with respect to any Change Orders against it.

---

**NOTE:** If the SC Number is unique by Job, then two Vendors cannot have the same SC Contract Code on the same Job. If the SC Number is unique by Vendor, then two Vendors can have the same SC Contract Code on the same Job.

---

## [Post] – Button

This button is enabled for unposted Subcontracts, to post them.

**NOTE:** The [Post] button is only enabled for users that are project contacts and have the “Post Subcontract” Project Role privilege granted to them.

Once a Subcontract is posted:

- Changes to the Subcontract must be entered via Change Orders.
- The Contract Date, Post Date, Start Date and End Date fields are locked.
- The Job associated with the Subcontract is updated with committed costs for each Schedule of Values line.
- It cannot be deleted, and must instead be voided.

## [Original Participation] – Button

**VOUCHER MINORITY PARTICIPATION**

Save Exit ? ? ? ? ? ? ? ? ? ?

**VOUCHER INFORMATION**

Voucher: 21498  
Company: CCC CMIC Test Construction Company  
First Tier Vendor: A1MASONS A1 Masons  
Contract: A1MASON-0001 000 Exterior stone walkways, walls & curbs

**PARTICIPATION DETAIL**

View Filter Freeze Detach Search Insert Insert Multiple Delete Workflows

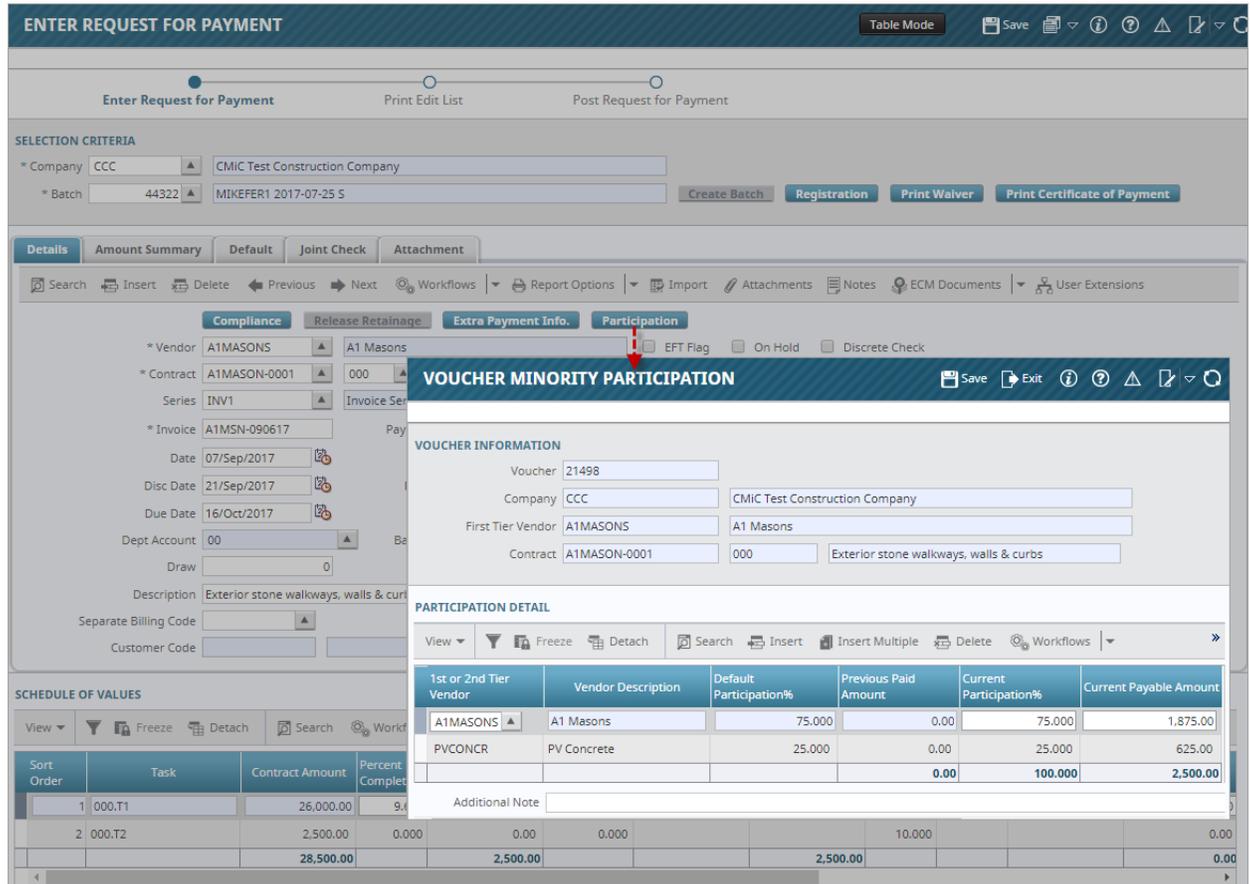
1st or 2nd Tier Vendor	Vendor Description	Default Participation%	Previous Paid Amount	Current Participation%	Current Payable Amount
A1MASONS	A1 Masons	75.000	0.00	75.000	1,875.00
PVCONCR	PV Concrete	25.000	0.00	25.000	625.00
			0.00	100.000	2,500.00

Additional Note

*Sample of Original Participation popup.*

If a Subcontract is going to be handled by more than one Vendor, use this button’s popup to enter participant percentages for the first tier Vendor and the second tier Vendors, which determine how an RFP’s amount is distributed to each of the participating Vendors.

When entering an RFP against a Subcontract, the participation percentages/amounts that will carry over to the Voucher can be reviewed via the **[Participation]** button on the Enter Request for Payment screen, as shown below:



Sample of Participation popup in Enter Request For Payment screen.

If the second tier Vendor(s) are not known before the Subcontract is entered and posted, enter the first tier Vendor with a 100% **Current Participation %**, then when the participation details for the second tier Vendor are known, enter them using a Change Order via the **[CO Participation]** button on the **Change Orders** tab.

---

**NOTE:** Second tier vendors must have been entered in the system as either business partners or project partners.

---

This button is enabled until the Subcontract is posted, after which the **[Overall Participation]** button becomes enabled to view the participation details.

After a Subcontract is posted, the participation can be changed via a Change Order, using the **[CO Participation]** button.

### **[Overall Participation] – Button**

---

This button is enabled if the Subcontract has been posted. Its display-only popup is used to view the Subcontract participation details.

After a Subcontract is posted, its participation details can be changed via a Change Order, using the **[CO Participation]** button.

## [Compliance] – Button

COMPLIANCE STATUS
Save Exit ? ? ? ? ?

Company  CMIC Constuction Inc

Vendor  TMM Mechanical SC Code  Job Code

As Of Date

⌵ ACTIONS

⌵ SUBCONTRACT COMPLIANCE STATUS

View ▾ Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensi

Compl.	Date Compl.	Compliance Code	Compliance Code Description	Insurance/Bonding Company	Certificate Number	Certificate Location	Start Date	End Date	Amount
<input type="checkbox"/>	<input type="checkbox"/>	100%	100 % Complete	*	*		13-Nov-15	13-Nov-16	
<input type="checkbox"/>	<input type="checkbox"/>	ELECTRIC	Electrical Certificate	*	*		13-Nov-15	13-Nov-16	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FINAL	Final	*	*		13-Nov-16	13-Nov-19	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	INSURANCE	Certificate of Insurance on File	ZURIC	8734987131	Corporate C	01-Jan-16	30-Dec-19	10,000,000.0
<input type="checkbox"/>	<input type="checkbox"/>	LIEN-UNCOI	Unconditional Lien Waiver	*	*				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	W9	W9 Form Received	*	*	Corporate C			

Date Sensitive  
 Vendor Level  
 SC Auto Assign  
 PO Auto Assign

Remittance Description

Insurance/Bonding Company Name

View Note

Pgm: INSINFO – Compliance Status popup

This popup is also launched via the **[Compliance]** button on the Change Compliance Status screen (SCTABCOM), and it is also available in the AP and PO modules. What it displays and what functionality is available depends on where this popup was launched.

When launched from this screen (Enter Subcontract), this popup displays the Subcontract’s Compliance Codes at the Subcontract Level, which default to Vouchers against the Subcontract. The Compliance Codes displayed were automatically added to the Subcontract based on the defaults set up for the Vendor at the System, Company or Job (**Compliance** tab of Enter Job screen) Level, or they were manually added to this particular Subcontract.

Since these compliance details are at the Subcontract Level, the **[Add to Companies]**, **[Add to POs]**, and **[Add to Contracts]** buttons are disabled. The **[Apply Changes]** button is enabled, however, to allow changes to be propagated to existing RFPs/Vouchers against the Subcontract.

This popup can be used to:

- I. Add or delete default Compliance Codes to or from a Subcontract. These default Compliance Codes default to any new Vouchers against the Subcontract.

---

**NOTE:** Compliance Codes on a Subcontract are referred to as *defaults*, as they have no impact on the Subcontract. These default Compliance Codes default to RFPs (Vouchers in AP) against the Subcontract, and only affect the ability to make payments against the corresponding Vouchers in the AP module.

---

- II. Change the Compliance Status (compliant/non-compliant) of a Subcontract’s default Compliance Code, which becomes the code’s default status for the Subcontract. The Compliance Code and its

default Compliance Status will default to any new RFPs/Vouchers against the Subcontract. This is useful, for instance, if a Vendor fulfills a Compliance Code's requirement and you want to set the Compliance Status of that Compliance Code to compliant, so that any new RFPs/Vouchers created against the Subcontract will have that Compliance Code's status default to compliant.

- III. Once a Compliance Code's default status is changed, the **[Apply Changes]** button can be used to propagate the change to the existing RFPs/Vouchers against the Subcontract, en masse.

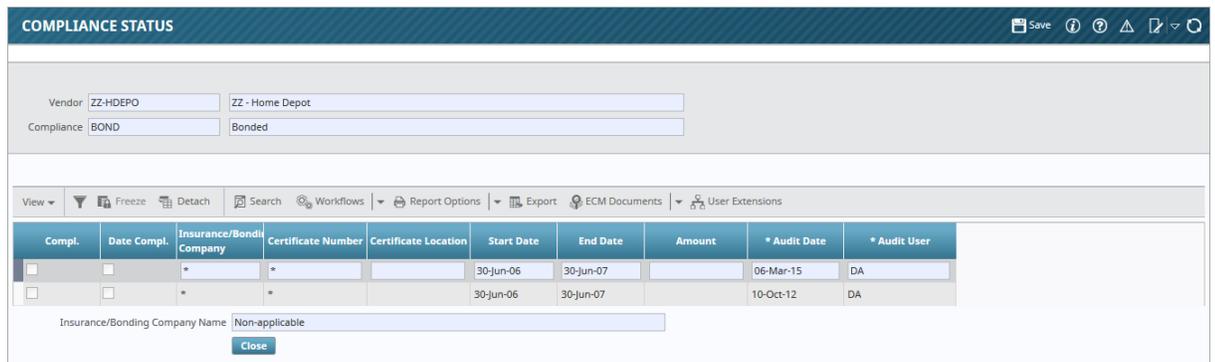
## Actions – Section



### [Delete] – Button

Used to delete a selected Compliance Code.

### [History Of Updates] – Button



Used to view the history of changes to a selected Compliance Code.

### [Copy] – Button

Use the **[Copy]** button to copy the Compliance Code to a target Vendor.

### [Documents] – Button

The Documents popup can be used to maintain reference details (doc number, date, description, and amount) about documents associated to the selected Compliance Code.

### [Add To Companies] – Button

Disabled when this popup (Compliance Status) is launched from the Enter Subcontract screen, as it is only enabled when the popup is launched for a Vendor at the System Level.

### [Add to POs] – Button

Disabled when this popup (Compliance Status) is launched from the Enter Subcontract screen, as it is only enabled when the popup is launched for a Vendor at the System or Company Level.

### [Add to Contracts] – Button

Disabled when this popup (Compliance Status) is launched from the Enter Subcontract screen, as it is only enabled when the popup is launched for a Vendor at the System or Company Level.

### [Apply Changes] – Button

This button is enabled if the popup was launched at the System, Company, or Subcontract Level.

At the Subcontract Level, which this popup is at, this button is used to update the details of Compliance Codes assigned to the RFPs (Vouchers in AP) against the Subcontract. For example, this button can be used to change a Compliance Code's Compliance Status (**Compliance** checkbox) en masse for all RFPs/Vouchers against the Subcontract.

This is done by examining every RFP/Voucher associated to the Subcontract, and if any of these RFPs/Vouchers have the Compliance Code and the **Insurance Company** and **Certificate #** fields matching, the Compliance Code's details will be updated using these details.

To change the Compliance Status (**Compliance** checkbox) of a Compliance Code assigned to a single RFP/Voucher, use the Change Compliance Status screen (program: SCTABCOM).

---

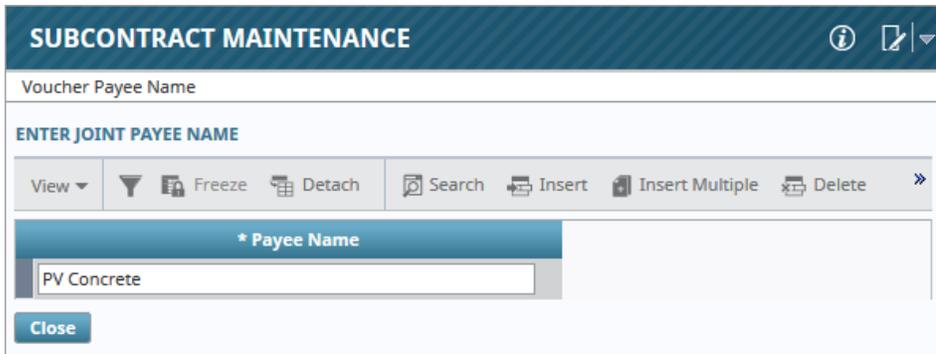
**NOTE:** For RFPs/Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold (C)**". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

---

**[Notes] – Button**

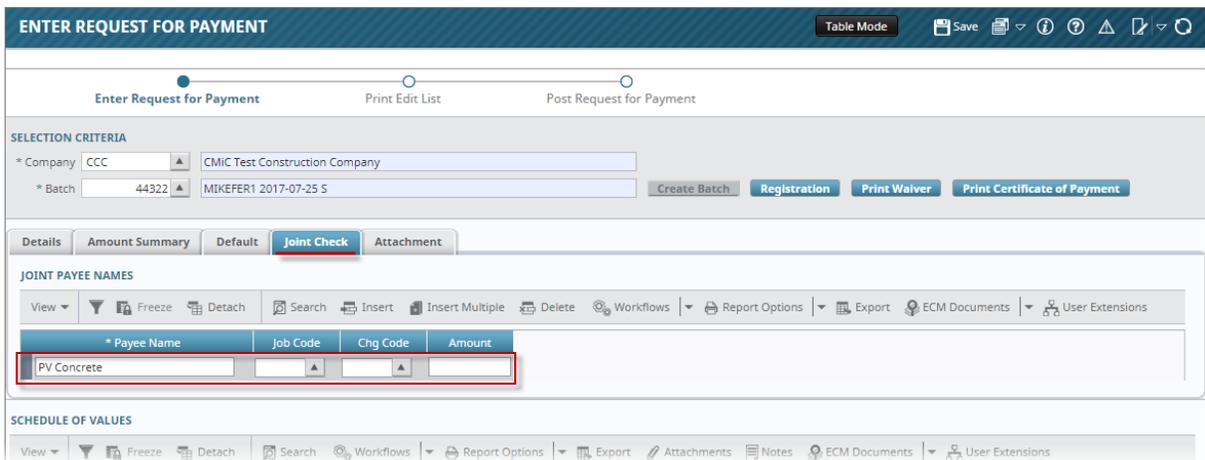
Used to view or add a note to the selected Compliance Code.

**[Joint Check] – Button**



*Sample of Joint Check popup.*

The joint payees added to the Subcontract via this popup, shown above, default to the **Joint Check** tab of the Enter Request For Payment screen, as shown below:



*Sample of Joint Check tab of Enter Request For Payment screen.*

## [Copy From Contract] – Button

The screenshot shows a 'SUBCONTRACT MAINTENANCE' window with a 'Copy From Contract' popup. The popup is titled 'SELECTION CRITERIA' and contains the following fields and options:

- Company: CCC (dropdown), CMiC Test Construction Company (text field)
- Project: P448957 (dropdown), Freshmart Office Building - Chicago II (text field)
- Vendor: A1MASONS (dropdown), A1 Masons (text field)
- Contract: A1MASON-0001 (dropdown), Exterior stone walkways, walls & curbs (text field)

Below the fields are two columns of checkboxes:

- General (checked)
- Schedule of Values (checked)
- Text Codes (checked)
- Special Pricing (checked)
- Inclusions (checked)
- Exclusions (checked)
- Free Form (checked)
- Participation (unchecked)
- Documents (checked)

At the bottom are 'Proceed' and 'Cancel' buttons.

Sample of Copy From Contract popup.

This button is enabled for unposted Subcontracts, to create a Subcontract record using the details from a similar, existing Subcontract.

In the popup, select the existing Subcontract with the details to be copied using the **Company**, **Project**, **Vendor** and **Contract** fields.

Next, select which details from the existing Subcontract to copy over to the new Subcontract using the checkboxes and click [**Proceed**].

## Business Rules of Copy Process

1. When copying from a different project, “**Document**” option is not applicable (cannot copy documents from a different project).
2. Tax Codes in the SOV lines will be copied as long as they exist in the target company. The system solely looks at the characters making up Tax Code when determining if they exist in the target company – it does not attempt to figure out if matching codes actually represent the same tax, e.g., Tax code “01” can be “Illinois Tax” in one company and “Federal Tax” in another company.
3. The “Default Taxes” related business rule does not apply during the copy process – the schedule line is copied from the source “as is” – without defaulting tax codes based on this rule as it normally happens during manual record creation.
4. Job Code from source SOV line can only be used if it matches or is a Sub-Job of the target Subcontract’s associated Job. Otherwise, the system will attempt to use the target Subcontract’s associated Job.
5. Cost Code and Category Codes must exist in the master files in order for a schedule line to be copied over. In case the Cost Code or Category is not found in the master file, the system skips the SOV line and continues on to the next one.
6. When any Cost Code or Category involved is inactive, the system will not create the SOV line using it.
7. The system may establish the following JC structures during the process if necessary:
  - a) Assign phase to job – DA.JCJOBPHS (Phase Setup block in [Assign Job Phases](#) screen)
  - b) Assign category to job phase – DA.JCJOBCAT (Category block in [Assign Job Phases](#) screen)

**NOTE:** No structures will be created if phase or category in question is inactive

8. When SOV lines are being created, the system checks for potential duplicates and will not create the record if a duplicate was found. Task Codes can be repeated, however, when the system finds the exact same existing schedule record (within that Subcontract), it will not create it. “The exact same” means that the record would appear the same when queried in the screen (same value for Task Code, Name, Job, Cost Code, Category, Unit, Wm, Rate, Amt, Taxes, etc.).
9. Expense Code will only be copied if it exists in the target company and has allocation defined for the target company as well. If the code is found to be invalid, Expense Code will remain blank.
10. The system will always attempt to add non-existent data only, as opposed to always adding new lines. Thus, copying twice or three times from the same Subcontract will not cause data to be doubled/tripled. The rule applies to all Subcontract details copied.
11. Contract Type will only be copied if it exists in the target company. System will not create the Contract Type if it is not on file.
12. Text Code record will only be created if it is valid in respect to target company.
13. Free Form data will only be copied if “Free Form” is in use (at least one free form field prompt defined).
14. Participation record will only be copied if the 2nd Tier Vendor Code is valid for the target company.
15. Participation amount is derived based on the current Subcontract’s value.

## Summary – Tab

The **Summary** tab displays information pertaining to the Subcontract related to the Company and Project selected. The following fields are available for review:

### Contract Value

#### Original

This is the Original Contract Amount. This amount is the JC Cost Budget Amount (not JB Revenue Budget Amount) for the Subcontract’s SOV Lines.

#### Changes to Date

The total amount of changes to date for Subcontract’s JC Cost Budget Amount.

#### Revised

This is the revised total of the Subcontract.

## Completion Date

### Original

This is the original Completion Date as set during setup.

### Changes to Date

The number of days that have been affected by changes to the contract.

### Revised

This is the revised completion date, after changes.

## Contract Type

Select a Contract Type from the LOV.

The PM Contract Type maintenance screen (program: PMCTYPE) is used to maintain this field's LOV.

---

**NOTE:** The PM Contract Type maintenance screen is not the same as the OM Contract Type maintenance screen.

---

## Default Retainage %

This field's value defaults in from the Vendor's or Subcontract's setup, based on the following hierarchy, with the first defined default being used:

- 1st.** System checks if default is set using **Retainage %** field on **Accounting** tab of Vendor's record.
- 2nd.** System checks if default is set for Term Code assigned to Vendor using the **Terms** field on the **Vendors** tab of the Vendor's record.
- 3rd.** System defaults in value from Retainage field on the Contract Defaults tab of the Subcontract Control File (standard path: *SC > Local Tables > Control*).

Depending on the Retainage Release Method, this field's value is either the default retainage percentage for the Task Lines (SOVs) to be entered on the **Schedule of Values** tab, or it is the overall retainage percentage for the complete Subcontract.

## Do Not Exceed

Enter maximum amount allowed for RFPs against the Subcontract.

## Status

Subcontract's Status: **Open**, **Pending**, **Posted**, or **Closed**.

## Self-Billed – Checkbox

This option is applicable to our UK clients, to indicate that the Subcontract is "self-billed".

This checkbox's state defaults in from the **Default Contract To Self-Billed** checkbox on the **Contract Defaults** tab of the Subcontract Control File (standard path: *SC > Local Tables > Control*).

## Override Do Not Exceed Amount – Checkbox

If the **Do Not Allow Posting If Contract Exceeds Budget** option is checked on the **Contract Defaults** tab of the SC Control File, check this box to disable that option for this particular Subcontract.

## Scope of Work

Use this text area to enter details about the scope of work.

## Default Cost Code, Category, Amount (Single-Cost-Code Subcontracts)

The **Default Cost Code**, **Category** and **Amount** (only visible before a new Subcontract is saved) fields are relevant to single-cost-code Subcontracts. If these fields are utilized, saving the Subcontract causes the corresponding SOV line to be automatically created on the **Schedule of Values** tab.

### Default Cost Code

Select the Cost Code associated with the cost element on the Job handled by this single-cost-code Subcontract.

### Category

Enter the Category Code for the cost element being handled by this Subcontract. The entered Category must have been associated to Cost Code entered via the **Default Cost Code** field to this field's left.

This field's default Category is set by the **Default Category Code** field on the **Contract Defaults** tab of the SC Control File (standard path: *SC > Local Tables > Control*).

### Amount

This field is only visible before a new single-cost-code Subcontract is saved, as it is only used to automatically create the corresponding SOV line based for the selected Cost Code, Category and this amount.

## General – Tab

The screenshot shows the 'General' tab of a software interface. The tabs at the top are: Summary, General (selected), Schedule of Values, Change Orders, Dates, Text Codes, Free Form, Attachment, Special Pricing, Inclusions, and Exclusions. The 'General' tab contains the following fields and options:

- Contact: AM (dropdown), Andy Murray (text)
- Address: ADD2 (dropdown)
- Corresp Address: (empty dropdown)
- \* Currency: US (dropdown), US Dollars (text)
- Terms: NET30 (dropdown), Net 30 Days Ret10% Disc 2% (text)
- Check Hdl: (empty dropdown)
- Dept Account: 00 (dropdown)
- Bank Account: 1000.100 (dropdown)
- Rating: (empty text field)
- Orig Amt From Bid Package: (empty text field)
- Invoiced: Via - Subcontract (dropdown)
- Pay When Paid and hold payment for another [ ] day(s)
- Schedule Level / Retainage Release
- Calculate Tax on Net Amount
- Default Taxes
- Allow Only Single Job, CO Per RFP

### Contact

Contact for Vendor. Contacts available in LOV are those entered for the Vendor via the Maintain Vendors screen.

### Address

Vendor's address that is relevant to the Subcontract. Address records available in LOV are those entered for the Vendor via the **Address** tab of the Business Partner Maintenance screen, with their **Active** and **Remit To** checkboxes checked.

### Corresp Address

Vendor's correspondence address. Address records available in LOV are those entered for the Vendor via the **Address** tab of the Business Partner Maintenance screen, with their **Active** checkbox checked.

## Currency

Currency for Subcontract's Schedule of Value lines.

The currency defaults from the **Currency** field on the **Accounting** tab of the Vendor's record.

## Terms

The Terms Code defaults in from the **Terms** field on the **Vendors** tab of the Vendor's record, unless the **Default Terms From Job** checkbox is checked on the **Contract Defaults** tab of the SC Control File, in which case the Terms Code defaults in from the **Terms** field on the **Job Detail** tab of the Job's record.

## Check Hdl (Check Handling Code)

Select a Check Handle if the vendor's address on the payment is to be the address associated to a Check Handle; otherwise, select the vendor's address via the **Address** field.

Check Handling Codes are maintained using the Check Handling Codes screen in the Accounts Payable module (standard path: *AP > Setup > Global Tables > Check Handling Codes*).

## Dept Account

This field and its corresponding **Bank Account** field are enabled if the Job Bank Account feature has been activated by checking the **Use Bank Accounts By Job** checkbox on the **RFP Defaults** tab of the **SC Control File** screen. Refer to the following field for further details.

## Bank Account

This field and its corresponding **Dept Account** field are enabled if the Job Bank Account feature has been activated by checking the **Use Bank Accounts By Job** checkbox on the **RFP Defaults** tab of the **SC Control File** screen.

If activated, the default department and bank account for a new RFP (Request for Payment) comes from the Job record instead of the Vendor record. The Job's default bank account will default into this field, and any other accounts set for the Job will be available via this field's LOV. The selected account becomes the default account for new RFPs.

For details, please refer to the subsection: [Subcontract Management > Job Bank Account – Feature](#).

## Rating

This field's value represents an internal Subcontract rating, for reference purposes, to track performance of Subcontractors.

## Orig Amt From Bid Package

Original Subcontract amount from Bid Package.

## Invoiced

The value defaulted in this field is from the Subcontract Control file.

- Specifying “**Via Subcontracts**” indicates that invoices will only be generated on this contract through the Subcontracts Request for Payment
- Specifying “**Via Accounts Payable**” will allow you to enter invoices in the Accounts Payable application against this contract

---

**NOTE:** Subcontract will not be available in Enter Request For Payment screen.

---

## Pay When Paid, and hold payment for another “x” day(s)

The “Pay When Paid” checkbox tells the system to hold the payment on a Request for Payment against this contract until your client has paid the Job Billing Invoice and the specified number of “Days” has

passed. This allows a general contractor to match a subcontractor's invoice/draw for work performed with his own invoice/draw to the owner for the same work performed, and to prevent payment to the subcontractor until they have been paid for the work by the owner (this also requires that the Draw Numbers match). This enables matching to the various "Prompt Pay Acts" currently in effect.

The defaults for these fields are determined by the SC Control File, and they may be changed if required.

For additional details about the Pay When Paid functionality, refer to the following quick guide, [Pay When Paid & Days Value](#).

#### **Schedule Level/Retainage Release – Checkbox**

This checkbox is used to specify whether retainage release will be from the schedule level. It defaults from the control file. However, this can be modified on this screen. It is only applicable if the contract is being invoiced via Subcontract.

This checkbox state can only be modified if the Subcontract is not posted. If a user tries to check it when the invoiced method is *Via Accounts Payable*, a warning is issued to the user indicating that it is only applicable if the Subcontract is being invoiced *Via Subcontract Management*, and it is reset back to the unchecked state.

#### **Calculate Tax on Net Amount – Checkbox**

The state of this checkbox defaults from the **Calculate Tax On Net Amount** checkbox on the **System Defaults** tab of the AP Control File. When checked, the tax will be calculated on Net Amount and tax on retainage will be calculated at the time of release, based on the current tax percentage

#### **Default Taxes – Checkbox**

The state of this checkbox defaults from the **Default Taxes** checkbox on the **Contract Defaults** tab of the SC Control File.

If a Subcontract's **Default Taxes** box is checked, taxes applicable to the Subcontract will default from the Job, if they exist; otherwise, they default from the Vendor. In either case, the taxes can be updated at any time until the Subcontract is posted. Changing the state of this box does not affect any existing records.

#### **Allow Only Single Job, CO Per RFP – Checkbox**

This checkbox's state defaults from the **Allow Only Single Job, Change Order Per Request For Payment** checkbox on the RFP Defaults tab of the SC Control File.

If checked, multiple Vouchers will be produced at the time of posting the RFP, allowing only one Job and Change Order per Voucher.

## Schedule of Values – Tab

* Task	Task Description	* Job	Cost Code	* Cat.	Quantity	* WM	Rate	Amount	Long Descripti
T1	Masonry - Stone Wal	J448957	04 0500	2000		\$		26,000.00	
T2	Masonry - Liability Ins	J448957	04 0500	2000		\$		2,500.00	

This tab displays the Subcontract's Schedule of Values (Tasks), which make up the Subcontract total. These SOVs are used with the RFP and Schedule Level Release of Retainage functionality. For instance, the Request for Payment screen allows you to create Vouchers against Subcontracts through a Schedule of Values.

Once the Subcontract is posted, this tab's SOVs are no longer editable.

---

**NOTE:** You will need to enter/verify the Tax Codes and Retainage Percentage for each SOV line.

---

### Task (SOV Line)

The Task Code is a user defined alphanumeric identifier.

There is no need to keep track of Task Line numbers across Change Orders, as each Task Change Order is associated with its Change Order number and displayed in sequence by Change Order numbers.

### Task Description

Enter the description for the Task that is being defined.

### Job Code

Subcontracts can only be associated with a single Job. The allocation of Tasks to a cost element may however apply to the Sub-Jobs associated with the Controlling Job. For this reason, the Job Code defaults from the Job Code in the first section of this screen, however it will allow you to change to Job Code to Sub-Jobs of the Controlling Job.

### Cost Code

Enter the Cost Code representing the cost element of this Task.

### Cat.

Enter the Category Code for the cost element being entered in this line. The Category entered must have been previously set up in the Job Costing application and associated with the Cost Code entered in the **Cost Code** field.

If a default Category is entered for the **Default Category Code** field on the **Contract Defaults** tab of the SC Control File, it default to this field upon entry of a new Task Line. This may be changed as desired on a line by line basis.

### Quantity

Enter the quantity being allocated, if applicable to this cost element. An entry might be made here if this cost element is budgeted in units, and it is important to measure the contribution of the Subcontract in units rather than dollars in the Job Costing module.

### **Weight/Measure Code**

Enter the weight/measure code for this cost element. A valid weight/measure code must be entered for each job cost allocation.

### **Rate**

Enter the rate of the quantity for this cost element. The system will automatically calculate the contract amount from the Task Quantity and Rate for this cost element.

### **Amount**

Enter the amount to complete the Task (before VAT taxes). The total Subcontract amount will be the total amounts entered for each Task.

### **Long Description**

(Optional) Enter a long description for the Task that you are defining. The long description field can be up to 2000 alphanumeric characters in length. This field is used when printing The “Change Order” document.

### **Tax 1, Tax 2, Tax 3**

Each SOV line can have taxes applied. The system may have defaulted values from either the Job or the Vendor into these fields if the **Default Taxes** checkbox is checked in the upper section. These are defaults can be changed on a line by line basis. There is a maximum of 5 unique tax codes per contract.

### **Taxable**

The Taxable fields are used to indicate if their corresponding taxes are taxable for the Task.

### **Ret% (Retainage Percentage)**

Enter the Retainage Percentage applicable to the specific Task Line being defined.

If a default Retainage Percentage is entered for the **Default Retainage %** field on the **Summary** tab, the system will default that value to this field upon entry of a new Task Line. This may be changed as desired on a line by line basis.

### **Expense Code (Prepaid Insurance)**

If you are using the Prepaid Insurance/Expense feature and this Subcontract has Prepaid Insurance, then enter select the Expense Code from the LOV. If entering an Expense Code, make sure that the **Ret%** column is set to zero, as Prepaid Insurance cannot have retainage applied to it.

For details about the Prepaid Insurance/Expense feature, please refer to the following section, [Prepaid Insurance \(Contractor Controlled Insurance Program\)](#).

### **JB Bill Code**

For details about the functionality for which this field is relevant, please refer to the following subsection in the JB-ADF reference guide, under the *Quick Guides* section:

*Create Separate Invoices for Each Customer on Single JB Contract – Quick Guide*

### **Fully Purch (Fully Purchased)**

This field is relevant to the functionality enabled by the **Auto-create PCI Line for SOV Line Not Fully Purchased** checkbox on the **Bid Management** tab of xProjects’ Company Control screen (standard path: *xProjects > File Maintenance > Company Control*).

For further details, please refer to the *Tracking Remaining Amount – Subcontract versus PCI* subsection under the *Potential Change Items* section of the xProjects reference guide.

This field is used to indicate if the remaining amount on a Bid Item (linked to a buyout item), if not fully purchased, is to be kept as 'yet to buy' or the remaining amount is to be closed. If the remaining amount is to be kept as "yet to buy", when the Subcontract (or Subcontract Change Order) is posted, the system will create a new Bid Item for the remaining amount. This new Bid Item will be a copy of the original line (with a suffix '- 1'), but only the "Estimated Pricing Set" will have an amount.

The Estimated Pricing set of the original Bid Item is reduced by the amount of the purchase in both the Bid Item and Bid Package screens. The newly created Bid Item reflects the remaining amount.

## Change Orders – Tab

The screenshot displays the 'Change Orders' tab in a software application. At the top, there are several tabs: Summary, General, Schedule of Values, Change Orders (selected), Dates, Text Codes, Free Form, Attachment, Special Pricing, Inclusions, and Exclusions. Below these tabs, there are input fields for Contract Value (Original: 28,560.00, Changes To Date: 0.00, Revised: 28,560.00, Unposted Changes: 0.00, New Revised: 28,560.00) and Completion Date (0 Days, 5 Days). Below the input fields are buttons for Edit CO, Post CO, CO Participation, Allocation, and Show Posted CO. A toolbar contains icons for View, Freeze, Detach, Search, Insert, Delete, Workflows, Report Options, Export, Attachments, and Notes. At the bottom, there is a table with columns: Post Date, CO#, Description, Cost, Days Impact, Date Created, Default Cost Code, Default Category, and Default Amount. The table contains two rows: one for CO# 002 (OBC SCO) with a cost of 0.00 and 5 days impact, and another for CO# 001 (Changed participation percentages) with a cost of 0.00 and 26/Jul/2017 date created.

This tab is used to create Subcontract Change Orders, to change a Subcontract's JC Cost Budget Amount for its associated Cost Code & Category.

**NOTE:** The Enter PCI (program: PMCHGFM) screen is recommended to make change orders, as an audit trail is created via that screen. For details about creating Change Orders via the Enter PCI screen, please refer to the following quick guide: *CM - PCI Basics ADF - Quick Guide*.

### Contract Value

Field	Description
<b>Original</b>	Contract's original amount.
<b>Changes To Date</b>	Total of posted changes to Original Subcontract Value.
<b>Revised</b>	<b>Original + Changes To Date</b>
<b>Unposted Changes</b>	Total amount of unposted changes.
<b>New Revised</b>	<b>Revised + Unposted Changes</b>

### Completion Date

Field	Description
<b>Changes To Date</b>	Total number of days Completion Date is impacted from posted Change Orders.
<b>Unposted Changes</b>	Total number of days Completion Date is impacted from unposted Change Orders.

# Creating Contract Change Orders

The screenshot shows the 'SUBCONTRACT CHANGE ORDER MAINTENANCE' form in 'Table Mode'. The 'SELECTION CRITERIA' section includes fields for Company (CCC), Project (KM34PROJ), Vendor (A1METAL), Contract (SC01-TEST), and Change (002). The 'SUBCONTRACT CHANGE ORDER' section has tabs for General, Detail, Text Codes, Free Form, and Attachment. The General tab is active, showing fields for Status (PENDING), Title (34 Project - 01), Scope of Work (Demolition of area 34), Default Cost Code (02-100), Default Category (WIP-EB), SCO Date (04/28/2017), Issued Date, Executed Date, Received Date, and a table for Contract Value and Completion Date.

	Original	Prior Changes	Current Change	Revised
Contract Value	5,000.00	2,000.00	3,500.00	10,500.00
Completion Date		0 Days	0 Days	

A Subcontract Change Order is created in much the same way as a standard Contract. Follow the steps outlined in the [Enter a Subcontract Section](#) of this manual.

**NOTE:** Remember to enter the same vendor and contract code used on the original contract but in the change order field (displaying a “000” as the original contract) enter the number which will identify this change order.

The screenshot shows the 'SUBCONTRACT CHANGE ORDER' form in the 'Detail' tab. The 'Add Change Items' section is active, displaying a table with columns for Task/PCI Number, Task Name, Job, Cost Code, Cat, Quantity, WM, Rate, Amount, Impact Days, Description, and Go To PCI. A single entry is visible with a Task/PCI Number of 01, Task Name of 34 Project - 01, Job of KM34PROJ, Cost Code of 02-100, Cat of WIP-EE, and an Amount of 3,500.00.

* Task/PCI Number	Task Name	* Job	* Cost Code	* Cat.	Quantity	WM	Rate	Amount	Impact Days	Description	Go To PCI
01	34 Project - 01	KM34PROJ	02-100	WIP-EE		NA		3,500.00			Go To PCI

Once you have distinguished this as a Change Order, move to the detail block and enter the task information on this change order. To complete the change order entry, simply enter the amount (and /or units) of the change order and commit the entry.

Depending on the setting in the Control File regarding Separate Request for Payment on Change Orders, the change order may or may not attach itself to the end of the Schedule of Values of the Request for Payments. The Task/PCI number used on the Contract Change Order will be preceded by the change order number so it could be distinguished during the Request for Payment.

This will allow for the processing Change Order Requests for Payments along with the original contract while keeping tasks numbers unique across the contract.

## Entering RFP against Change Order

The Request for Payment entered against a Change Order is done in the same way as a Request for Payment against the original contract.

When entering the Request for Payment against a contract, which has a change order, enter the voucher details as you would against the original contract (see Enter a Request for Payment section for more details).

Depending on the setting in the Control File regarding Separate Request for Payment on Change Orders, the Change Order may or may not attach to the original Schedule of Values of the Subcontract and appear sequentially at the end of the Schedule of Values.

As stated in the previous section, once a Change Order has been posted in Contract Entry it will attach itself to the end of the Schedule of Values of the Request for Payments. The task number used on the Contract Change order will be preceded by the change order number to distinguish it during the Request for Payment.

**NOTE:** The amounts in the Voucher details block will include all change orders amounts in their totals.

**SELECTION CRITERIA**

\* Company 10 CMC Construction Inc.  
 \* Batch 5838 New Kaiser Auditorium (T&M)

**Details** | Amount Summary | Default | Joint Check | Attachment

**Compliance** | Release Retainage | Extra Payment Info | Participation

\* Vendor 15799 Peninsula Plumbing  
 \* Contract 10001.119 000 Final  
 Series SUB Subcontractors  
 \* Invoice INVDIST-001 Payment Mode Reg. Amount  
 Date 19-Mar-15 Customer KAISER  
 Disc Date 19-Mar-15 PB Contract 10001 Alt. Address  
 Due Date 18-Apr-15  
 Dept Account 00 Bank Account 10001 Check Handling Code  
 Draw Status Non-Compliant  
 Description New Kaiser Auditorium (T&M)  
 Separate Billing Code  
 Customer Code

**SCHEDULE OF VALUES**

Sort Order	Task	Contract Amount	Percent Complete	Completed Amount	Completed Qty	Prev. Cert Amount	Current Amount	Default Ret %	Ret %	Previous Ret Amt	Current Ret Amt	Total Ret Amt	Previous Release Amt	Outstanding Release Amt
	000.GST & PST	400.00	50.00%	200.00	0.000		200.00	10.00%	9.345		18.69	18.69		0.00
	000.GST ONLY	300.00	45.667	137.00	0.000		137.00	10.00%	10.000		13.70	13.70		0.00
							337.00							

*Pgm: SCPAYREQ – Enter Payment Request*

Depending on how invoices by Subcontractors are received and at what level of detail invoices are being kept, you may wish to enter pay requests directly against the change order. This may be done by changing “000” to the Change Order number required. However, if a pay request covered multiple change orders, you would then be required to create multiple vouchers and each would have to be entered separately.

## [Edit CO] – Button

**SUBCONTRACT CHANGE ORDER MAINTENANCE** Table Mode Save Exit ? ? ? ? ? ?

Check To Indicate A Self-Billed Contract

**SELECTION CRITERIA**

Company: CCC (dropdown) CMIC Test Construction Company  
 Project: P448957 Freshmart Office Building - Chicago II  
 Vendor: A1CEMENT (dropdown) A1 CEMENT INDUSTRIES.  
 Contract: P44-A1CEMENT-001  
 Change: 002

Post Print Back

---

**SUBCONTRACT CHANGE ORDER**

General Detail Text Codes Free Form Attachment

Search Previous Next Workflows Report Options Attachments Notes ECM Documents User Extensions

\* Status: PENDING  \* Self Billed  Override Flag

\* Title: OBC SCO

Scope of Work

Default Cost Code (dropdown) Default Category (dropdown)

SCO Date: 03/Aug/2017 Issued Date  
 Executed Date Received Date

Do Not Exceed

	Original	Prior Changes	Current Change	Revised
Contract Value	28,560.00	0.00	0.00	28,560.00
Completion Date		0 Days	5 Days	

The fields on this popup's various tabs are used to change the corresponding fields of the Subcontract.

## [Post CO] – Button

This button is enabled if the selected Change Order has yet to be posted.

## [CO Participation] – Button

**CONTRACT MINORITY PARTICIPATION** Save Exit ? ? ? ? ? ?

**SELECTION CRITERIA**

Change Order - Minority Participation from PCI

Company: CCC (dropdown) CMIC Test Construction Company  
 First Tier Vendor: A1CEMENT (dropdown) A1 CEMENT INDUSTRIES.  
 Contract: P44-A1CEMENT-00 (dropdown) 001 Changed participation percentages [Create Partner on the Fly](#)

---

**PARTICIPATION DETAIL**

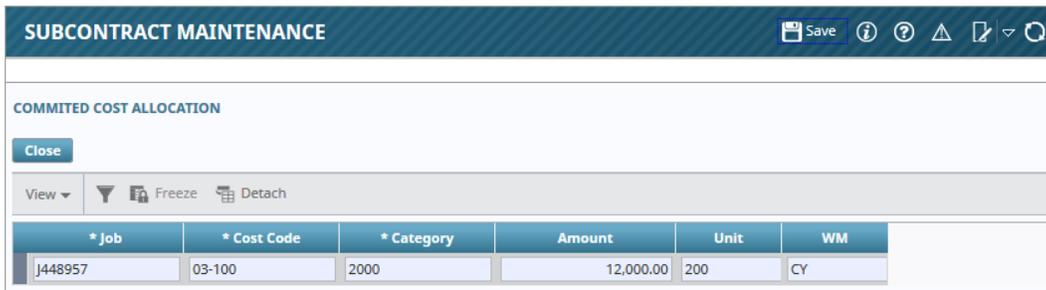
View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents

1st or 2nd Tier Vendor	Vendor Description	Current Participation %	PCI Participation %	Current Participation Amount	Classification Code	Classification Description	Line Type
A1CEMENT (dropdown)	A1 CEMENT INDUSTRIES.	75.0000		0.00	CONC (dropdown)	Concrete	Change O (dropdown)
A1MASONS	A1 Masons	25.0000		0.00	CONCI	Concrete	Change O (dropdown)
		<b>100.0000</b>		<b>0.00</b>			

Additional Note

After a Subcontract is posted, its participation details can be changed using this button's popup.

## [Allocation] – Button



The screenshot shows a software window titled "SUBCONTRACT MAINTENANCE". At the top right, there are icons for Save, Help, and other functions. Below the title bar, the text "COMMITTED COST ALLOCATION" is displayed. A "Close" button is visible. Below that, there are icons for View, Freeze, and Detach. The main area contains a table with the following data:

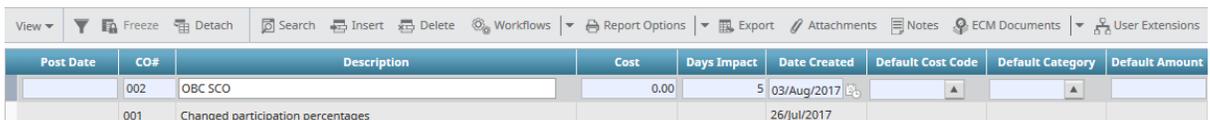
* Job	* Cost Code	* Category	Amount	Unit	WM
J448957	03-100	2000	12,000.00	200	CY

This button's display-only popup displays the cost breakdown in terms of units and weight/measure codes.

## [Show Posted CO] – Button

This button is enabled if the selected Change Order has yet to be posted, and its popup displays the details of the posted Change Order.

## Change Order Table



The screenshot shows a table interface with a toolbar at the top. The toolbar includes icons for View, Freeze, Detach, Search, Insert, Delete, Workflows, Report Options, Export, Attachments, Notes, ECM Documents, and User Extensions. The table has the following data:

Post Date	CO#	Description	Cost	Days Impact	Date Created	Default Cost Code	Default Category	Default Amount
	002	OBC SCO	0.00	5	03/Aug/2017			
	001	Changed participation percentages			26/Jul/2017			

### Post Date

Date Change Order was posted.

### CO Number

Enter the Change Order Number, or leave this field blank and it will auto-populate upon saving.

**NOTE:** The system does allow alphanumeric characters in this field, but CMiC does not recommend using anything other than numeric values for this field (many of the reports in the system will order data according to this change order number).

### Description

Enter the description for the Change Order that is being created.

### Cost

Display-only field that displays the amount of the change entered via the **Default Amount** field once the CO is saved.

### Days Impact

Enter the Amount of days the Change Order will impact.

### Date Created

The system will default to the current system date, and this date can be changed as required.

### Default Cost Code

Cost Code component of Bill Code for which the JC Cost Budget Amount is to be changed.

## Default Category

Category component of Bill Code for which the JC Cost Budget Amount is to be changed.

## Default Amount

Amount, negative or positive, by which to change the JC Cost Budget Amount.

## Creating Subcontract Change Orders – Example

On the **Change Orders** tab, click **[Insert]** to add a new line and enter a Description, Default Cost Code, and Default Category.

The screenshot shows the 'SUBCONTRACT MAINTENANCE' application. The 'Change Orders' tab is selected, and the 'Insert' button in the toolbar is highlighted with a red box. A red arrow points from the 'Edit CO' button to the text 'click to add a Multi-Line CO'. The table below shows the following data:

Post Date	CO#	Description	Cost	Days Impact	Date Created	Default Cost Code	Default Cat
Apr 25, 2017	001	Light Fixture Changes on 4th floor	7,000.00		Apr 25, 2017	160900	S
	***						

To add a Multi-Line CO, click the Edit CO button.

On the **Detail** tab, click **[Insert]** to add a new Task. Enter the Task Code, Name, Job, Cost Code, WM, and Amount. Add Tasks as required. Save and Exit.

**SUBCONTRACT CHANGE ORDER MAINTENANCE**

Table Mode Save Exit

SELECTION CRITERIA  
 Contract: 17-0010.01  
 Change: 001  
 Post directly from this window or Save and Exit to close the window

Post Print Back

SUBCONTRACT CHANGE ORDER  
 General **Detail** Text Codes Free Form Attachment

Add Change Items

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* Task/PCI Number	Task Name	* Job	* Cost Code	* Cat.	Quantity	WM	Rate	Amount	Impact Days	Description	Go To PCI
T4	Light Fixtures	17-0010	160900	S		NA		5,000.00			Go To PCI
T5	Rewiring	17-0010	160600	S		NA		2,000.00			Go To PCI

Back on the main screen, click **[Post CO]**.

**SUBCONTRACT MAINTENANCE**

Table Mode Save Exit

SELECTION CRITERIA  
 Company: VICKI cmic  
 Job: 17-0010 Bid Job 2  
 Show Subcontracts: Open

SUBCONTRACT INFORMATION  
 Search Insert Previous Next Workflows Report Options Attachments Notes ECM Documents User Extensions

Post Compliance Copy From Contract

\* Vendor: EDSEL Vendor Name: Ed's Electrical  
 Contract: 17-0010.01 \* Description: Electrical

Summary General Schedule of Values **Change Orders** Dates Text Codes Free Form Attachment Special Pricing Inclusions Exclusions

Original	Changes To Date	Revised	New Revised
Contract Value: 30,000.00	0.00	30,000.00	0.00
Completion Date: 0 Days	0 Days	0 Days	0 Days

Contract Value: 30,000.00  
 Completion Date: 0 Days

0 Days 0 Days

30,000.00 0.00

0 Days 0 Days

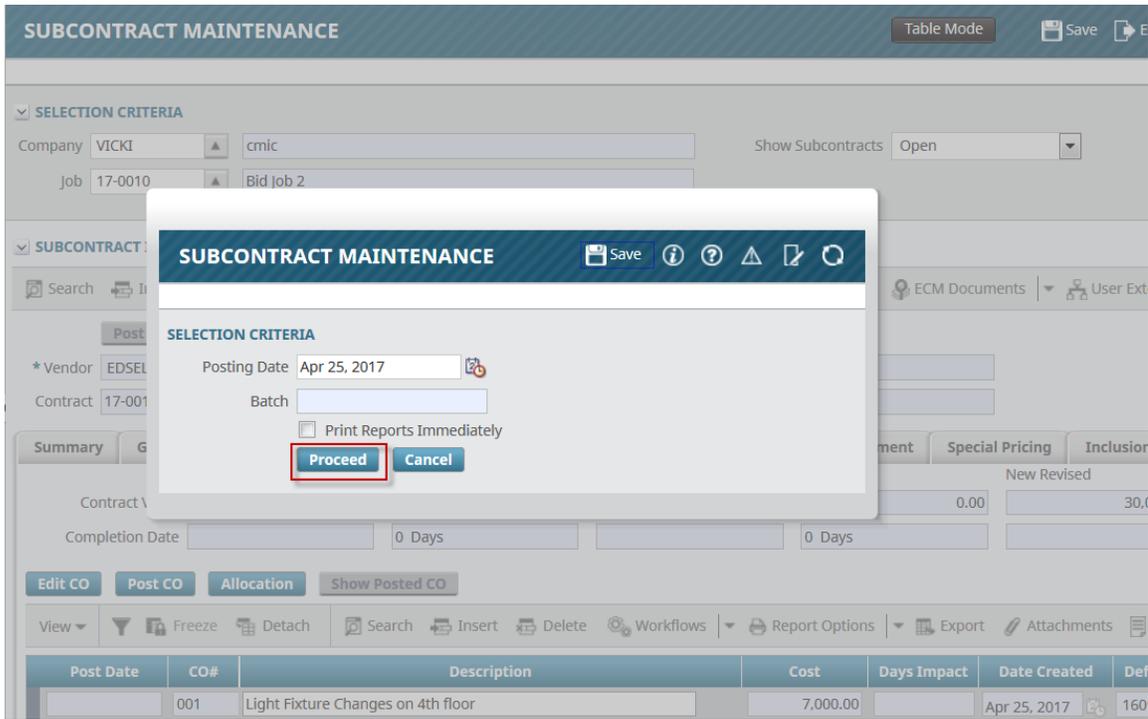
7,000.00

Apr 25, 2017

160900 S

Light Fixture Changes on 4th floor

In the popup, verify the Posting Date and click [**Proceed**].



## Dates – Tab

Summary	General	Schedule of Values	Change Orders	Dates	Text Codes	Free Form	Attachment	Special Pricing	Inclusions	Exclusions
				Contract Date: 12/Jul/2017						
				Post Date: 24/Jul/2017						
				Original Start Date:						
				Original Completion Date:						
				Issued Date:						
				Executed Date:						
				Received Date:						

### Contract Date

This field is for reference purposes only. It defaults to the current system date to indicate the date the Subcontract was entered.

### Post Date

Once the Subcontract is posted, this date will auto populate with the post date.

### Original Start Date

Subcontract's original start date.

### Original Completion Date

Subcontract's original completion date.

### Issued Date

Date when this Subcontract is sent to the subcontractor.

## Executed Date

Date when general contractor and subcontractor both signed the Subcontract.

## Received Date

Date when Subcontract is received and signed by the subcontractor. At this time, the general contractor has not signed the Subcontract yet.

## Text Codes – Tab

Type	Code	Description
WAIVERF1	WAIVERF7	All labor, materials, services, equipment for the project, supplied by the Subcontractor or Supplier has been paid in full. A Final Release for each of the above named is attached.

To add predefined text to the Subcontract, select the Text Type, Code and enter a description to display on the Subcontract.

### Type

Select a predefined Text Type from the LOV. The Text Type maintenance screen (program: TEXTTYP) is found via the following standard Treeview path: *System > Global Tables > Text Type*.

### Code

The default accompanying code will populate, but other codes may be available for selection in the LOV.

The Text Code maintenance screen (program: TEXTTYP) is found via the following standard Treeview path: *System > Global Tables > Text Codes*.

### Description

Add a description about the selected Text Code.

## Free Form – Tab

The screenshot displays the 'SUBCONTRACT MAINTENANCE' application interface. At the top, there is a header bar with 'SUBCONTRACT MAINTENANCE' on the left and 'Table Mode' and various utility icons on the right. Below the header, the 'SELECTION CRITERIA' section includes fields for 'Company' (CCC), 'Project' (1000), and 'Job Code' (1000). The 'SUBCONTRACT INFORMATION' section contains fields for 'Vendor' (12536), 'Vendor Name' (145282), and 'Contract' (CCC-1001). A series of tabs are visible, with 'Free Form' highlighted in a red box. Below the tabs, there is a sub-header with 'Insert' highlighted in a red box, and a grid of empty text input fields for 'Comments', 'Shipping', 'Subcontract Info', and 'Third Party Partners'.

For Free Form fields to be included on the Subcontract, use the Free Form Configuration screen in *System > User Extensions > Free Form Fields* to create field prompts that will populate under this tab (**Free Form**).

## Step 1 – Configure Free Form Fields

Within the System module under *User Extensions > Free Form Fields* you can select the object “**Subcontract – Free Form Tab**” and enter Field Prompts under the **Fields** section.

**FREE FORM FIELDS CONFIGURATION**

Save Exit ? ? ? ? ? ?

**OBJECTS**

View Filter Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Project Management Object

- Budgeting and Planning - Genera
- Daily Report - General Tab
- Daily Report - Safety Tab
- Maintenance - General Section
- Safety Procedures - General Secti
- Site Safety Procedures - General !
- Subcontract - Free Form Tab**
- TYPE1 Check List - General Sectio
- weekly check list2 - General Secti

**FIELDS**

Search Previous Next Workflows Report Options ECM Documents User Extensions

Field 1 Prompt:

Field 2 Prompt:

Field 3 Prompt:

Field 4 Prompt:

Field 5 Prompt:

Field 6 Prompt:

*Pgm: PMFFSET – Free Form Fields Configuration; standard Treeview path: System > User Extensions > Free Form Fields*

## Step 2 – Insert Free Form fields in Subcontract Maintenance

These fields will then populate under the Free Form tab upon clicking the **[Insert]** button in the block toolbar.

The screenshot displays the 'SUBCONTRACT MAINTENANCE' window. At the top, there are navigation icons for Save, Exit, and Help. Below this is the 'SELECTION CRITERIA' section with dropdown menus for Company (CCC), Project (1000), and Show Subcontracts (Open). The 'SUBCONTRACT INFORMATION' section includes a toolbar with Search, Insert, Delete, Previous, Next, Workflows, Report Options, Attachments, Notes, ECM Documents, and User Extensions. Below the toolbar are tabs for 'Original Participation', 'Overall Participation', 'Compliance', 'Joint Check', and 'Copy From Contract'. The 'Free Form' tab is highlighted in red. Below the tabs are fields for Vendor (12536), Vendor Name (145282), Contract (CCC-1001), and Description (www). The 'Free Form' tab contains a toolbar with Search, Insert, Delete, Previous, Next, Workflows, Report Options, and ECM Documents. Below the toolbar are several empty text input fields for adding information.

*Pgm: PMSCFM – Subcontract Maintenance; standard Treeview path: **Subcontract Management > Contracts > Enter Subcontract/Change Order***

## Attachment – Tab

### [Create New Attachment] – Button

Click to add a new attachment.

### [Delete Attachment] – Button

Click to delete selected attachment.

### Attachment

Attachment file.

### Name

Attachment's name.

### Type

Attachment's type.

### Number

Identifying attachment number.

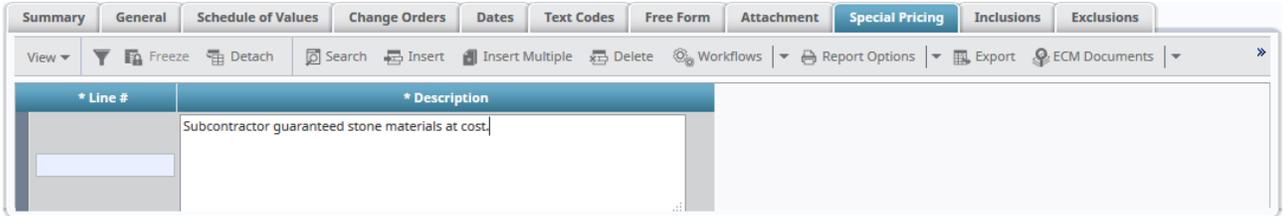
### Rev. Number

Attachment's revision number.

## Rev. Date

Date revision was created.

## Special Pricing – Tab



* Line #	* Description
	Subcontractor guaranteed stone materials at cost.

Special Pricing records are used to track details about costs, such as a guaranteed prices for materials, or price changes due to unforeseen circumstances.

To create a new Special Pricing entry, click the **[Insert]** button, then enter the details in the **Description** field. The **Line #** field is auto-generated.

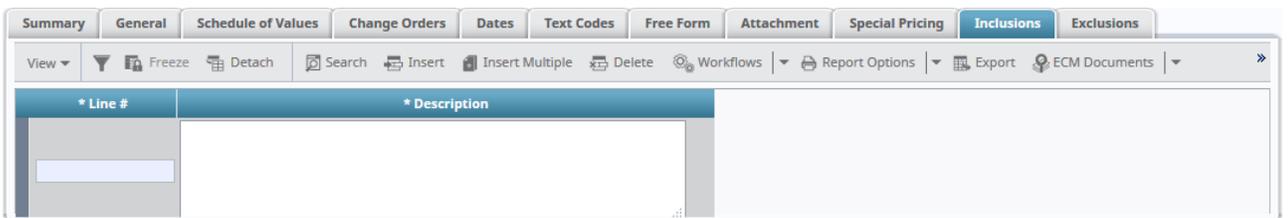
### Line Number

Auto-generated number to identify a Special Pricing entry.

### Description

Details for Special Pricing entry.

## Inclusions – Tab



* Line #	* Description

Inclusions are part of the pricing profile. For example, if a Subcontract is for bricking, you may want the Vendor to include the price of supplying and erecting the required scaffolding.

To create a new Inclusion entry, click the **[Insert]** button, then enter the details in the **Description** field. The **Line #** field is auto-generated.

### Line Number

Auto-generated number to identify an Inclusion entry.

### Description

Details about Inclusion entry.

## Exclusions – Tab

Exclusions are items that are explicitly not included in the Subcontract. For example, the cost of rental equipment needed to erect the scaffolding may not be included, because it is being supplied by your company, or it is accounted for in another Subcontract.

To create a new Exclusion entry, click the **[Insert]** button, then enter the details in the **Description** field. The **Line #** field is auto-generated.

### Line Number

Auto-generated number to identify an Exclusion entry.

### Description

Details about Exclusion entry.

## Prepare Batch

Batch Number	Batch Date	* Batch Name	Control Amount	Batch User	* Type
42431	26/Apr/2017	KAIT	0	KAIT	O
47385	09/Nov/2017	RAVI 2017-11-09 O	0	RAVI	O

*Pgm: JCBCHFM – Prepare Subcontract Batch*

Use the Batch Preparation screen to create or examine (**Posted Batches** tab) a batch of Subcontracts to be processed in the system. The system uses the batch facility to accumulate transaction records into distinct groups (batches) for a Batch Type and date. This feature may also be accessed via the Post Subcontract screen.

## Unposted Batches – Tab

### Verify Batch Type

The **Batch Type** field is used to define the type of batch to process for the current company. The Batch Type will distinguish the detail against the cost elements entered in the schedule as committed cost transactions when they are posted into the Job Cost Application. The batch type will automatically be displayed as “O” for “Committed Costs”.

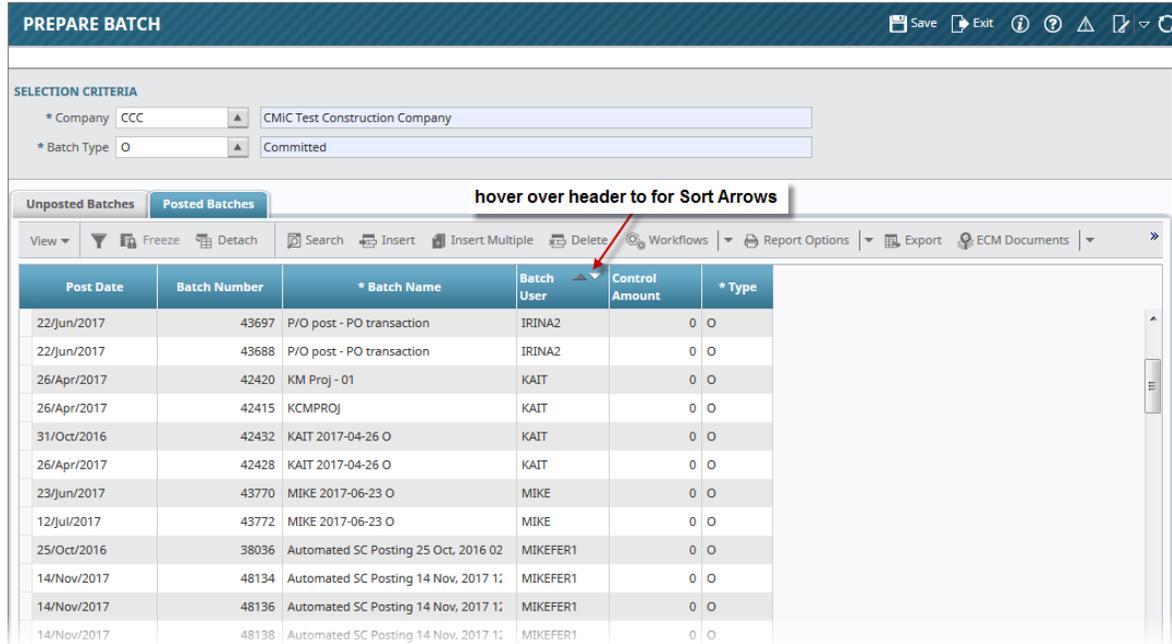
## Batch Date & Name

The system date will default into the **Batch Date** field. When entering a batch date in the General Ledger, remember that it is only used as default for the Reference and Post Date fields in the Transaction Entry screen. Enter the descriptive name in the **Batch Name** field.

## [Insert] – Block Toolbar Button

Click the **[Insert]** button on the Block Toolbar to create more batches for the selected Batch Type.

## Posted Batches – Tab



Post Date	Batch Number	* Batch Name	Batch User	Control Amount	* Type
22/Jun/2017	43697	P/O post - PO transaction	IRINA2	0	O
22/Jun/2017	43688	P/O post - PO transaction	IRINA2	0	O
26/Apr/2017	42420	KM Proj - 01	KAIT	0	O
26/Apr/2017	42415	KCMPROJ	KAIT	0	O
31/Oct/2016	42432	KAIT 2017-04-26 O	KAIT	0	O
26/Apr/2017	42428	KAIT 2017-04-26 O	KAIT	0	O
23/Jun/2017	43770	MIKE 2017-06-23 O	MIKE	0	O
12/Jul/2017	43772	MIKE 2017-06-23 O	MIKE	0	O
25/Oct/2016	38036	Automated SC Posting 25 Oct, 2016 02	MIKEFER1	0	O
14/Nov/2017	48134	Automated SC Posting 14 Nov, 2017 1;	MIKEFER1	0	O
14/Nov/2017	48136	Automated SC Posting 14 Nov, 2017 1;	MIKEFER1	0	O
14/Nov/2017	48138	Automated SC Posting 14 Nov, 2017 1;	MIKEFER1	0	O

This tab displays posted batches for the selected Company and Batch Type.

As show above, hover over column headers to get the Ascending and Descending Arrows for sorting.

# Print Contract

**PRINT DOCUMENT** Save Exit ? ? ? ? ? ? ? ? ? ?

**SELECTION CRITERIA**

Company

Document

**PRINT DOCUMENT**

View  Freeze Detach Search Workflows Report Options Export Attachments Notes ECM Documents User Extensions

* Contract	* ScmstChg	Contract Name	Posted	* Job Code	Job Name	* Vendor
P44-A1CEMENT-001	000	Building's Foundation	<input checked="" type="checkbox"/>	J448957	Freshmart Office Building - Chicago I	A1CEMENT
A1CEMEN-0001	000	Concrete Parking Lot	<input checked="" type="checkbox"/>	J448957	Freshmart Office Building - Chicago I	A1CEMENT
A1CEMEN-0005	000	Rear concrete parking lot	<input checked="" type="checkbox"/>	J448957	Freshmart Office Building - Chicago I	A1CEMENT
A1MASON-0001	000	Exterior stone walkways, walls & curbs	<input checked="" type="checkbox"/>	J448957	Freshmart Office Building - Chicago I	A1MASON
A1MASON-0003	000	A1MASON	<input checked="" type="checkbox"/>	J448957	Freshmart Office Building - Chicago I	A1MASON
A1CEMEN-0003	000	Concrete Parking Lot	<input checked="" type="checkbox"/>	J448957	Freshmart Office Building - Chicago I	A1CEMENT
A1MASON-0002	000	Exterior stone walkways, walls & curbs	<input checked="" type="checkbox"/>	J448957	Freshmart Office Building - Chicago I	A1MASON
A1DOORS-0001	000	Installing all doors.	<input checked="" type="checkbox"/>	J448957	Freshmart Office Building - Chicago I	A1DOORS
A1MARBL-0001	000	Marble supplies and work for lobby.	<input type="checkbox"/>	J448957	Freshmart Office Building - Chicago I	A1MARBLE

*Pgm: SCPRINT – Print Subcontract Document*

This option is for printing of the Subcontract with the subcontractor. This document may be printed before or after posting the Subcontract. This screen provides a standard document report, or there may be custom Subcontracts defined as mail merge documents wish to print the Subcontract by performing a mail merge.

The **Print Document** section displays all Master Contracts (i.e. “000” Change Order code).

To print a selected Subcontract using the CMiC provided format, select **SC Documents on Laser Printer** from the **Document** field. To utilize a custom mail merge document, select **MS Word Mail Merge** from the **Document** field (Mail Merge Document setup is done in System Data module).

To print a selected Subcontract, click the **[Print]** button at the bottom of the screen.

# Post Contract

POST CONTRACT
Save Exit ? ? ? ? ? ?

**SELECTION CRITERIA**

Company:

Batch:

Post Date:  Year:  Period:

**CONTRACTS**

View

Select	* Job	* Vendor	Vendor Name	* Contract	* Change Order	Contract Amt	* Curr	Name
<input type="checkbox"/>	WBS1	A1BRICKS	A1BRICKS-Long Name Accessed AC	S104	000	20,000.00	US	S104
<input type="checkbox"/>	WBS2	A1BRICKS	A1BRICKS-Long Name Accessed AC	S1001	000	400,000.00	US	S1001
<input type="checkbox"/>	WBS1	A1DOORS	A1DOORS INC-NAME	W100	000	7,000.00	US	w100
<input type="checkbox"/>	WBS2	A1DOORS	A1DOORS INC-NAME	S1002	000	40,000.00	US	S1002
<input type="checkbox"/>	1000	A1ROOF	A1 Roofing	ROOF444	000	10,000.00	US	roof444
<input type="checkbox"/>	WBS1	A1SUPPLY	A1SUPPLY NAME	W103	000	20,000.00	US	W103
<input type="checkbox"/>	1000	AECON	Aecon cONSTRUCTION	AECON1001	005	10,000.00	US	test
<input type="checkbox"/>	PCIDETA1	AECON	Aecon cONSTRUCTION	9007	000	139,700.00	US	9007
<input type="checkbox"/>	WBS1	CECON	CECON Speciality Ltd	S101	000	7,000.00	US	S101
<input type="checkbox"/>	WBS1	CECON	CECON Speciality Ltd	S203	000	100,000.00	US	S203

Request ID:   Print Reports Immediately

*Pgm: SCPSTFM – Post Subcontracts*

All Subcontracts and Change Orders entered in the Subcontracts Management module must be posted before a Request for Payment can be entered against them. Posting can be done through this screen.

## Selection Criteria – Section

This section is used to select the Company and Batch for the posting, and to enter the Batch’s post date.

### Company

Select the Company for which Subcontracts/Change Orders will be posted.

### Batch

This field is automatically set to the user’s last unposted Batch. Its LOV is populated with the user’s unposted Batches, and if the user has the security privilege to see other user’s Batches, it is also populated with all unposted Batches for the Company.

The display-only field to the right of this field displays the Batch’s name, which is composed of three parts: user’s name, current date, and Batch Type code (single letter).

### Post Date

The system date defaults into this field, and the current year and period are shown by the display-only fields to the right. If a date outside the current period is entered, a warning message is issued.

### [Create Batch] – Button

To enable this button for the creation of a new Batch, clear the **Batch** field and tab or click away from it. This causes the **[Create Batch]** button to become enabled. Click it to create a new Batch and to have its automatically generated number put into the **Batch** field. Also, when a Batch is created, it is associated to the user, assigned a Batch Type code, and a Batch Name is automatically generated for it.

## Contracts – Section

---

This section lists the unposted Subcontracts and Change Orders to which you have access. Checking a Subcontract's or Change Order's **Select** checkbox adds it to the Batch for posting.

### [Schedule] – Button

The screenshot shows a software interface titled "POST CONTRACT". Below the title bar is a section labeled "SCHEDULE VALUES". This section contains a toolbar with icons for "View", "Freeze", "Detach", "Search", "Workflows", "Report Options", "Export", and "Attachments". Below the toolbar is a table with the following data:

* Task	Name	Unit	WM	Unit Rate	Amount
COB0000002	OBC SCO	0	CY	0	0.00

At the bottom left of the dialog box is a "Close" button.

This button's popup displays the Job Cost allocations entered for the selected Subcontract/Change Order.

### Print Reports Immediately – Checkbox

Check this box to print the posting report immediately after posting.

If unchecked, the posting report will not be printed, but can it be printed later using the Print Posting Reports utility.

### [Post] – Button

Click to begin the posting process for the selected Subcontracts/Change Orders.

# Void Contract

**VOID CONTRACT** Save Exit ? ! [Refresh] [Close]

**SELECTION CRITERIA**

Company: RV123456 R.V.Head Quarters Company, LLC

Batch: 5869 RAFID 2015-06-01 O Create Batch

Post Date: 31012015 Year: 2015 Period: 1

Print Voiding Report

---

**CONTRACTS**

View Freeze Detach Search Workflows Report Options Export ECM User Extensions

Select	* Vendor	Vendor Name	* Job	* Contract	* Change Order	Contract Amount	* Currency	Name
<input type="checkbox"/>	A1BRICKS	A1BRICKS-Long Name Accessed AC	1000	BRICKS1000	000	10,000.00	US	BRICKS1000
<input type="checkbox"/>	A1BRICKS	A1BRICKS-Long Name Accessed AC	1000	BRICKS1000	001	25,000.00	US	BRICKS1000 - Unposted shows up c
<input type="checkbox"/>	A1BRICKS	A1BRICKS-Long Name Accessed AC	1000	BRICKS1001	000	25,000.00	US	UNPOSTED - FOR UPDATE OF COMI
<input type="checkbox"/>	A1BRICKS	A1BRICKS-Long Name Accessed AC	1000	BRICKS1003	000	125,000.00	US	Bricks1003
<input type="checkbox"/>	A1BRICKS	A1BRICKS-Long Name Accessed AC	1000	BRICKS1003	001	45,000.00	US	BRICKS1003-001
<input type="checkbox"/>	A1BRICKS	A1BRICKS-Long Name Accessed AC	1000	BRICKS1004	000	75,000.00	US	BRICKS1004
<input checked="" type="checkbox"/>	A1BRICKS	A1BRICKS-Long Name Accessed AC	1000	UN-POSTED1	000	986.95	US	Un-Posted Subcontract Shows up c
<input type="checkbox"/>	A1BRICKS	A1BRICKS-Long Name Accessed AC	3333	3333-1	001	150,000.00	US	3333-1
<input type="checkbox"/>	A1BRICKS	A1BRICKS-Long Name Accessed AC	SKY700	SKY700-1	000	220,000.00	US	SKY700-1
<input type="checkbox"/>	A1BRICKS	A1BRICKS-Long Name Accessed AC	WBS1	SC15.01364	001	0.00	US	test
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	1491523M	DOOR101	000	100,000.00	US	DOOR101
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	3000	DOOR2	000	10,000.00	US	door2
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	MASTER1	85555	000	10,000.00	US	hgf
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	MASTER1	DOOR1	001	15,000.00	US	DOOR1
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	MASTER1	DOOR678	000	10,000.00	US	Door678
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	PCIBILL1	PCIBILLSUB1	000	455,000.00	US	PCIBILLSUB1
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	RVJOB1	DOOR123456789123	000	12,500.00	US	DOOR444444444
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	RVJOB1	DOOR21	000	250,000.00	US	DOOR21
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	RVJOB1	DOOR6677	000	12,500.00	US	DOOR6677
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	RVJOB1	SKY1DOOR1	001	95,000.00	US	test cREATE cHANGE oRDER

Schedule Void

*Pgm: SCVOID – Void Subcontract*

This feature allows you to void Subcontracts or Subcontract Change Orders after they have been posted. If there are any pay requests against the Subcontract or Change Order, you must void them first before the Subcontract or Change Order can be voided.

Voiding a Subcontract reverses the “Commitments” posted to Job Costing.

## Selection Criteria – Section

This section is used to select the Company and Batch for the posting, and to enter the Batch’s post date.

### Company

Select the Company for which Subcontracts/Change Orders will be voided.

### Batch

This field is automatically set to the user’s last unposted Batch. Its LOV is populated with the user’s unposted Batches, and if the user has the security privilege to see other user’s Batches, it is also populated with all unposted Batches for the Company.

The display-only field to the right of this field displays the Batch’s name, which is composed of three parts: user’s name, current date, and Batch Type code (single letter).

### Post Date

The last day of the current company’s GL year and period is defaulted into this field. The display-only fields to the right display the corresponding year and period for the date.

### [Create Batch] – Button

To enable this button for the creation of a new Batch, clear the **Batch** field and tab or click away from it. This causes the [Create Batch] button to become enabled. Click it to create a new Batch and to have its automatically generated number put into the **Batch** field. Also, when a Batch is created, it is associated to the user, assigned a Batch Type code, and a Batch Name is automatically generated for it.

### Print Voiding Report

Check this box if you wish to print the voiding report immediately after posting.

If this box is left unchecked, the posting report is not printed, but you can print it at a later time using the Print Posting Reports utility.

### Contracts – Section

---

This section lists the posted Subcontracts and Change Orders in the selected Batch. Checking the **Select** box for Subcontracts and Change Orders selects them for posting.

### [Schedule] – Button

* Task	Name	Unit	WM	Unit Rate	Amount
T1	T1	7895.63	NA	0.125	986.95

This button's popup displays the Job Cost allocations entered for the selected Subcontract/Change Order.

### [Void] – Button

---

**NOTE:** Unlike most other programs, the voiding of a Subcontract does an immediate posting.

---

Once all the required Subcontracts/Change Orders have been selected, press this button to begin the voiding process.



# Payments

## Working with Payment Requests

If on the **Contract Defaults** tab of the SC Control File screen, the **Enter Invoices** field was set to “**Via - Subcontract**”, payments must be entered via this module’s Enter Request for Payment screen. If that **Enter Invoices** field was set to “**Via – Accounts Payable**”, the Voucher Entry screen in the Accounts Payable module must be used.

## Entering Request for Payment

The screenshot shows the 'ENTER REQUEST FOR PAYMENT' application window. At the top, there are navigation buttons: 'Table Mode', 'Save', 'Exit', and several icons. Below this is a progress bar with three steps: 'Enter Request for Payment' (active), 'Print Edit List', and 'Post Request for Payment'. The 'SELECTION CRITERIA' section includes dropdowns for 'Company' (RV123456) and 'Batch' (5873), with corresponding text fields for 'R.V.Head Quarters Company, LLC' and 'RAFID 2015-06-05'. Action buttons include 'Create Batch', 'Registration', 'Print Waiver', and 'Print Certificate of Payment'. The 'Details' section has tabs for 'Amount Summary', 'Default', 'Joint Check', and 'Attachment'. Below these are various toolbars and a main data entry area with tabs for 'Compliance', 'Release Retainage', 'Extra Payment Info.', and 'Participation'. This area contains numerous fields for Vendor (A1BRICKS), Contract (10002), Invoice (456456), Date (08062015), and other financial details. The 'SCHEDULE OF VALUES' section at the bottom features a table with columns for Task, Contract Amount, Percent Complete, Completed Amount, Completed Qty, Prev. Cert Amount, Current Amount, Default Ret %, Ret %, Previous Ret Amt, Current Ret Amt, Total Ret Amt, and Previous Release Amt.

Task	Contract Amount	Percent Complete	Completed Amount	Completed Qty	Prev. Cert Amount	Current Amount	Default Ret %	Ret %	Previous Ret Amt	Current Ret Amt	Total Ret Amt	Previous Release Amt
000.T1	312,500.00	0.020	59.05	2,480	59.05	0.00	10.000		0.00	0.00	0.00	
000.T2	350,000.00						10.000					0.00
						0.00						

Pgm: SCPAYREQ – Enter Request for Payment

The Request for Payment screen allows you to create Vouchers against Subcontracts through a Schedule of Values.

Depending on how the Subcontract was defined, the screen may change. If the Subcontract was defined with Schedule Level Release of Retainage, there will be extra fields in the schedule section of the screen where the user can enter the retainage release directly against the line item. If this was not set on the Subcontract, then retainage release is done using the Release Retainage screen (standard Treeview path: *Subcontract Management > Payments > Release Retainage*).

There is also a JSP Version of the Payment Request screen available in JSP xProjects module.

## Selection Criteria – Section

---

This section is used to select the Company and Batch for the posting, and to enter the Batch's post date.

### Company

Select the Company for which the RFP will be entered.

### Batch

This field is automatically set to the user's last unposted Batch. Its LOV is populated with the user's unposted Batches, and if the user has the security privilege to see other user's Batches, it is also populated with all unposted Batches for the Company.

The display-only field to the right of this field displays the Batch's name, which is composed of three parts: user's name, current date, and Batch Type code (single letter – "S" indicates that Batch contains Subcontract RFPs, which are Vouchers against Subcontracts in AP module).

### [Create Batch] – Button

To enable this button for the creation of a new Batch, clear the **Batch** field and tab or click away from it. This causes the **[Create Batch]** button to become enabled. Click it to create a new Batch and to have its automatically generated number put into the **Batch** field. Also, when a Batch is created, it is associated to the user, assigned a Batch Type code, and a Batch Name is automatically generated for it.

[Registration] – Button

ENTER REQUEST FOR PAYMENT

---

**INVOICE REGISTRATION**

View ▼ | Freeze ▼ | Detach ▼ | Search ▼ | Workflows ▼ | Report Options ▼ | Export ▼ | Attachments ▼ | Notes ▼ | ECM D

Select	Group Code	Vendor	Invoice Number	Invoice Series	Invoice Date	Amount	Status	Subcontract Number
<input type="checkbox"/>	CMIC	1000-230 ▲	INVOICE6	INV1 ▲	20/Apr/2012	500.00	Approved	
<input type="checkbox"/>	CMIC	12536	1425		19/Oct/2011	100.00	Approved	
<input type="checkbox"/>	CMIC	1TIME	987987		04/Aug/2011	10,700.40	Approved	
<input type="checkbox"/>	CMIC	1TIME	98878787		04/Aug/2011	10,604.00	Approved	
<input type="checkbox"/>	CMIC	A1BRICKS	123123		21/Jul/2011	1,250.00	Approved	
<input type="checkbox"/>	CMIC	A1BRICKS	3000111		22/Oct/2011	100.00	Approved	
<input type="checkbox"/>	CMIC	A1BRICKS	45001		22/Oct/2011	200.00	Approved	
<input type="checkbox"/>	CMIC	A1BRICKS	64	INV1	14/Oct/2011	5,000.00	Approved	
<input type="checkbox"/>	CMIC	A1BRICKS	678		11/Nov/2011	125.00	Approved	
<input type="checkbox"/>	CMIC	A1BRICKS	758966		10/Sep/2011	123.00	Approved	
<input type="checkbox"/>	CMIC	A1BRICKS	8596		03/Feb/2011	100.00	Approved	
<input type="checkbox"/>	CMIC	A1BRICKS	859666		25/May/2011	1.00	Approved	
<input type="checkbox"/>	CMIC	A1METAL	8011	INV1	18/Jun/2011	100.00	Approved	CCC-A1METAL-
<input type="checkbox"/>	CMIC	A1METAL	8012	INV1	18/Jun/2011	200.00	Approved	CCC-A1METAL-
<input type="checkbox"/>	CMIC	A1METAL	8013	INV1	18/Jun/2011	0.00	Approved	CCC-A1METAL-
<input type="checkbox"/>	CMIC	A1PAVIN	PAV101		05/Oct/2011	1,000.00	Approved	
<input type="checkbox"/>	CMIC	A1WIND	12345		28/Oct/2011	100.00	Approved	
<input type="checkbox"/>	CMIC	ACCESSEI	A105	INV1	18/Jun/2011	112.00	Not Applicable	
<input type="checkbox"/>	CMIC	ACCESSEI	ACCENG-1007	INV1	08/Jan/2011	140.94	Approved	
<input type="checkbox"/>	CMIC	ACCESSEI	ACCENG-1008	INV1	08/Jan/2011	197.31	Approved	
<input type="checkbox"/>	CMIC	ACCESSEI	ACCENG-1009	INV1	08/Jan/2011	273.98	Approved	
<input type="checkbox"/>	CMIC	ACCESSEI	ACCENG-1012	INV1	09/Jan/2011	112.75	Approved	
<input type="checkbox"/>	CMIC	ATCO	9696		12/Sep/2011	1,000.00	Approved	

Exclude Non-contract
 

Vendor Name:

Invoice Series:

*Pgm: SCPAYREQ – Enter Request for Payment – Registered Invoice Selection*

Use the Registration popup to allocate invoices within the Invoice Registry through Subcontract Request for Payments. Invoice registration allows you to post invoices into Accounts Payable without entering and posting their allocation at the time of entry.

Once the allocation is known, the proper distribution can be assigned and posted. The Subcontract Request for Payment allows you to access those invoices that have been entered within the Invoice Registry and complete their distribution by applying them to subcontract invoices.

Using the relevant **Select** checkbox, select the desired invoice from the registry and press the **[Select]** button. The system will default the relevant voucher information into the tabs of the main screen.

---

**NOTE:** Multiple invoices can be selected, if they have their distribution completed.

---

On the **Details** tab of the main screen, fill out the relevant details that pertain to the Subcontract and move to the **Schedule of Values** section to enter the completed amounts on the Subcontract. The total of the current completed amounts within the schedule of values should equal the registered amount shown by the **Reg. Amount** display-only field. If these values are not equal the system will return a warning and prompt whether you wish to continue.

#### **[Print Waiver] – Button**

This button brings up the Print Waiver screen in a popup. For details about this screen, please refer to the [Print Waiver](#) section in this guide.

#### **[Print Certificate of Payment] – Button**

This button brings up the Print Certificate of Payment screen in a popup. For details about this screen, please refer to the [Print Certificate of Payment](#) section in this guide.

## **Details – Tab**

---

### **Vendor**

Enter the Vendor Code for the supplier who has requested payment for the work on the Subcontract.

If the SC Control File's **Warn for Alternate Addresses** checkbox is checked on the **RFP Defaults** tab, and alternate addresses are specified for the Vendor, as soon as you navigate out of this field, a message pops up to remind you that there are alternate addresses for this Vendor.

### **EFT Flag**

This flag's default state comes from the **EFT Payments** flag on the Vendor record's **Account** tab. If this flag is checked, it indicates that this RFP is to be paid electronically instead of by check.

In order to use this payment method, the vendor's banking and EFT information must have been set up on the Vendor's record.

### **On Hold – Checkbox**

This checkbox can be checked manually or automatically by checking the **Hold All New SC Pay Requests** checkbox on the **RFP Defaults** tab of the SC Control File.

If checked, the corresponding Voucher in the AP module will have its On Hold checkbox checked.

### **Discrete Check – Checkbox**

The checkbox's state defaults from the Vendor > Accounting setup.

During payment processing, all outstanding Vouchers for a vendor are processed together and paid via a single check. If the Discrete Check feature is used, each Voucher for the vendor is paid via separate checks.

Leave this box blank if this Voucher can be combined with other outstanding Vouchers in order to generate a single check for this vendor during payment selection and check printing.

### **Contract, *Change Order Code***

Enter the Contract and Change Order number against which this invoice will be processed. Only those contract codes, which apply to the Vendor code entered in the previous field, can be entered.

### **Final – Checkbox**

This box indicates if the RFP is the final pay request.

The flag is automatically updated to "checked", if the previously completed RFP plus the current RFP equal the total Subcontract value. The user can override this value.

This flag:

- a) Defaults into the Print Lien Waivers screen
- b) Is used in conjunction with the Hold Final Payment Only functionality for Compliance Codes

When a Compliance Code is marked as “Hold Final Payment Only”, it will only be considered on a final payment Voucher.

If a Compliance Code assigned to the RFP is not compliant, and the Hold Final Payment Only flag is unchecked, the Voucher will not be considered on payment hold.

### **Series**

Enter the Series Code that will apply to the Voucher generated from this Request for Payment. The Series Code will default from the SC Control File, if entered.

### **Invoice**

Enter the vendor's invoice number for the Request For Payment that is being entered.

### **Payment Mode**

Select the Third Party Payment mode for the RFPs corresponding Voucher in the AP module.

### **Reg. Amount – Display-Only Field**

Registered amount.

### **Date**

Enter the date for the Voucher to be generated from this Request for Payment.

### **Customer – Display-Only Field**

Displays corresponding Customer.

### **Disc Date**

The discount date will default to this field based on the Term's Code defined for the Vendor. Change this date as required.

### **PB Contract – Display-Only Field**

Code of Subcontract for which this payment is against.

### **Alt. Address**

This field generally displays the Address Code of the Vendor, either from the Subcontract, if exists, or from the Vendor file.

If the SC Control File's **Edit Remit To Address** checkbox is checked on the **RFP Defaults** tab, the user may select an Alternate Address Code from this LOV.

### **Due Date**

The due date will default to this field based on the term's code defined for the Vendor. Change this date as required.

### **Dept. Account, Bank Account**

This is the department and account associated with the bank account from which the corresponding Vouchers in AP will be paid. When a check is produced for this vendor's Voucher, it will be issued against this bank account.

These fields default from the **Cash** and bank account fields on the **Accounting** tab of the Vendor's record (Maintain Vendors screen).

If the **Use Bank Accounts by Job** flag is checked in the **Voucher** tab of the AP Control File, and a Job Code is entered, this field will default to the default Cash Account for the Job. If the user entering the Voucher has a default Cash Department and Cash Account declared on their login to AP, this will override the defaults set for the Vendor. If the **Default AP Accounts** field on the **Voucher** tab of the AP Control File is set to "**Currency**", the bank account will default from the setup in the Currency Accounts screen, under the Local Tables node of the Treeview.

### Check Handling Code

If this field is used, the address associated to the Check Handling Code will replace the company address when a check is printed for this payable. The LOV shows all available Check Handling Codes. The Check Handling Code may have defaulted from the Company default setup.

### Draw

This field is used for the Pay When Paid feature. It is the Job Billing Contract Draw number entered for the Job. This will usually be either the current or next Draw Number for the Subcontract. This is the Draw Number on which this Voucher will be paid to the Vendor.

If the "**Use Auto Draw Number**" box is checked in the SC Control File, the Draw Number may be left as null, and the RFP's Voucher will be automatically given a draw number from the next job billing invoice.

If the "**Use Auto Draw Number**" is unchecked on the SC Control File, this field is mandatory.

The Draw Number is a user entered number, which must be unique for each Request for Payment.

If the "**Use Auto Draw Number**" is unchecked in the SC Control File, and the "**Pay When Paid**" box is checked, the Draw Number will default the current Job Billing Draw # plus one.

If the "**Use Auto Draw Number**" box is unchecked, and the "**Pay When Paid**" box is unchecked, the Draw Number must be entered manually, ensuring that the Draw Numbers are the same for matching purposes with Job Billing Draw Numbers.

### Description

Enter a short description about this Request for Payment.

### Separate Billing Code

This field is populated with JB separate billing REF code when creating an RFP from posting a job billing invoice. In other words, this field is related to the Job Billing functionality of creating an RFP from JB Invoice posting. This field establishes the relationship between the voucher header and the job billing detail line.

### Customer Code

Code for Customer associated to this payment.

## Amount Summary – Tab

---

### Ret Rel Method

The Retainage Release Method determines if the retainage percentage is applied to the Task Lines (SOVs) or to the complete Subcontract.

### Current Period

Current AP Period.

**Total Contract Amount**

Total amount of Subcontract.

**Total Taxes**

Total amount of taxes.

**Amount Completed**

Completed amount for Subcontract.

**Amount Payable**

**Amount Completed - Retainage**

**Previously Certified**

Amount previously certified

**Discount Amount**

Discount amount.

**Previously Retained**

Amount previously retained.

**Prepaid Amount**

Amount prepaid.

**Previously Released**

Amount previously released.

**Retainage**

Amount being retained.

**CIS/RCT%**

This field is applicable to the Self Billing functionality used by our UK clients.

**Release Retainage**

Amount of retainage being released.

**CIS/RCT Applicable Amount**

This field is applicable to the Self Billing functionality used by our UK and Ireland clients.

**Tax Treatment %**

This field is relevant to our UK and Ireland clients, and it works in conjunction with the **CIS/RCT%** field.

Enter the percentage to tax the taxable amount of the Voucher

**CIS Verification #**

This field is applicable to the Self Billing functionality used by our UK and Ireland clients.

Enter the CIS Verification number.

## Default – Tab

---

The system defaults these details from the Vendor's record, such as payment terms, retainage %, and all applicable Tax Codes. The **Defaults** tab is used to override these defaults. This tab allows amounts to be entered for taxes and retainage instead of using percentages.

### Tax 1, Tax 2, Tax 3 (Tax Codes)

Selected tax code(s) for the applicable taxes. Keep in mind, the system calculates taxes sequentially, hence if a tax is calculated on another tax (tax code's **Tax on Tax** checkbox is checked), it is important that you enter the tax codes in the order that you want them calculated. If a tax code's **Tax on Tax** checkbox is checked, the tax code will be applied to the RFP's amount plus the tax amounts due from preceding tax codes.

### Taxable Amount 1, Taxable Amount 2, Taxable Amount 3

These are the amounts that are taxable for the corresponding tax codes. If a tax code has its **Freight** and **Tax on Tax** checkboxes checked, the freight amount and all preceding tax charges will be included. This field is automatically calculated, but its calculated value can be overridden with a user specified amount.

### Retainage Amount – Tax 1

This is the amount of Tax 1 that is being withheld due to retainage. This is only applicable for Tax Credit style taxes such as VAT and GST taxes.

### Retainage Amount – Tax 2

This is the amount of Tax 2 that is being withheld due to retainage. This is only applicable for Tax Credit style taxes such as VAT and GST taxes.

## Joint Check – Tab

---

* Payee Name	Job Code	Chg Code	Amount
Johnny Boy	IMP4	000	6,000.00
Betty Boo	IMP4	000	5000

The Joint Payee names will be defaulted from the Subcontract, if entered via the PM version of the Subcontract Entry screen (PMSCFM).

If at the time of entering the RFP, it is known that its payment is to be split among multiple payees, with each payee being issued a separate payment, the payees can be entered on this tab, along with the amounts they are to receive.

To add a joint payee, click the Block Toolbar's **[Insert]**, then use the new row to enter the payee's name and the amount they are to receive. The amount cannot be greater than the Net Amount of the Voucher or a null value.

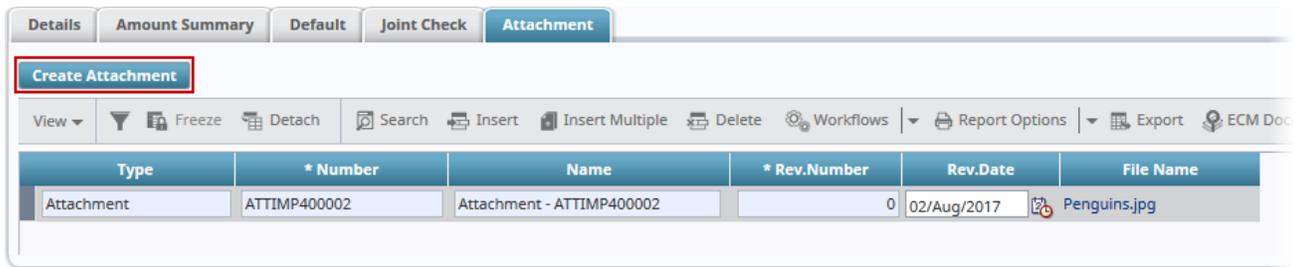
If Voucher has been posted, and you need to modify the joint payee details, the Adjust Voucher Status screen can be used to do so before issuing the payment.

---

**NOTE:** The Joint Payee will not be taken into consideration if the corresponding Voucher is paid through 'Quick Pay' on the Voucher Entry screen.

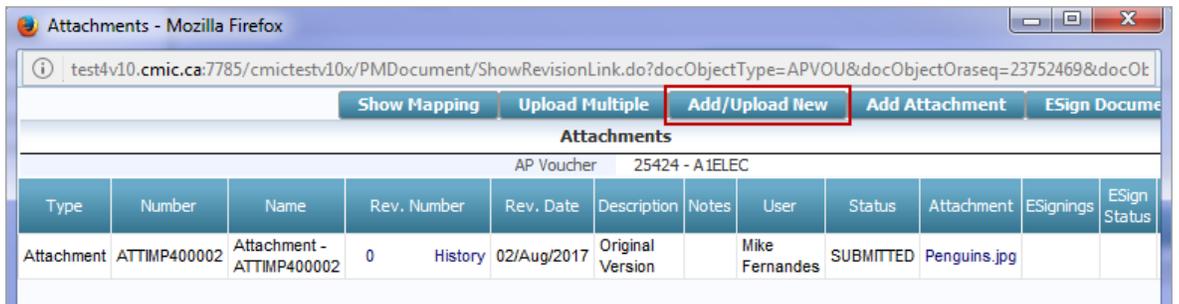
---

## Attachments – Tab

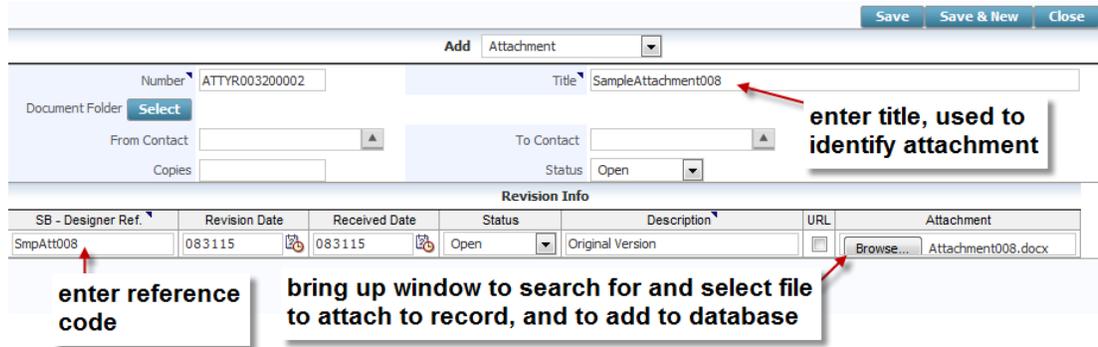


This tab displays attachments added to the RFP. To add a new attachment, click the **[Create Attachment]** button.

### **[Create Attachment]** – Button

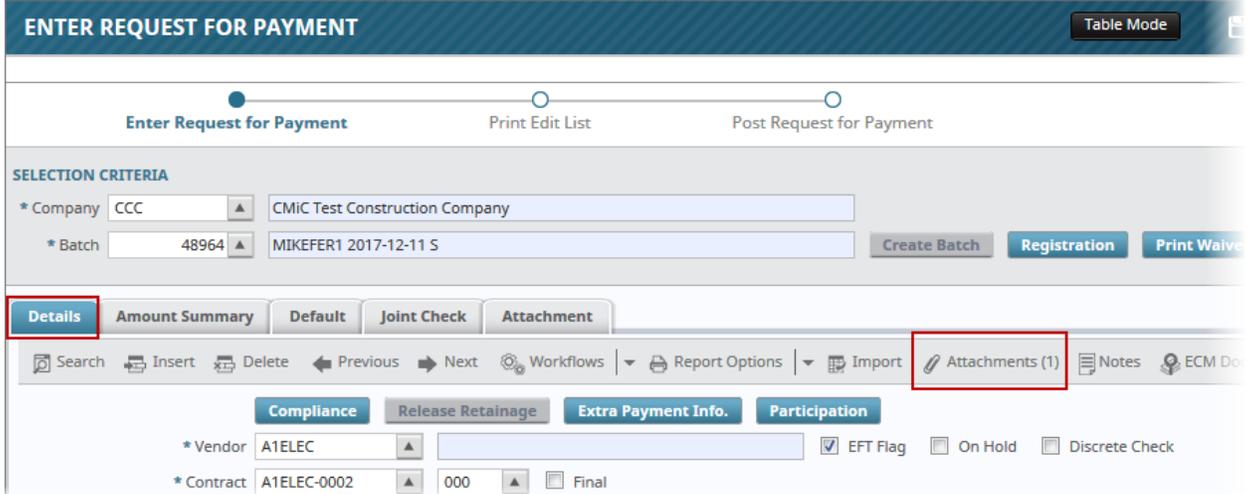


To add an attachment via the popup, click the **[Add/Upload New]** button, shown above, to bring up the following screen:



In the new window, as shown above, enter a name for the attachment using the **Title** field, and a reference code using the **SB – Designer Ref.** field. If necessary, you can change any of the automatically populated values. Click **[Browse]** to bring up a window to search for and select the file to attach. Back in the Create Attachment window, as shown above, click **[Save]** and then **[Close]**. Finally, click the **[Refresh Attachment List]** button, which is next to the **[Create Attachment]** button.

If the RFP has any attachments, the **[Attachments]** button on the **Details** tab's Block Toolbar indicates how many, as shown below:



## Schedule of Values – Section

Sort Order	Task	Contract Amount	Percent Complete	Completed Amount	Completed Qty	Prev. Cert Amount	Current Amount	Default Ret %	Ret %	Previous Ret Amt	Current Ret Amt	Total Ret Amt	Previous Release Amt	Outstanding Release Amt	Release Amt	JB Bill Code
1	000.T1	32,187.50	50.000	16,093.75	625.000		16,093.75	10.000	3.107		500.00	500.00		0.00	0.00	
		32,187.50		16,093.75			16,093.75				500.00	500.00		0.00	0.00	

TASK1  
Job: IMP4 - IMP4      Cost Code: 01-100 - Temporary Buildings      Cat: 2000 - Subcontract

Move to the Schedule Block and enter the Percent Complete amounts or quantities for the required tasks.

As you move into the schedule block the system will display all the tasks associated with the contract for which you are creating a voucher. You can establish a voucher amount by entering the different types of values within the schedule:

- **Percent Complete**
- **Completed Amount** (amount completed to date)
- **Completed Qty** (quantity completed)
- **Current Amount** (current amount completed on this RFP)
- **Ret % / Current Ret Amt** (retention amount for payment - use either field, and other is auto-updated)

As you enter any of these values, the remaining values will be calculated for you.

# Printing Edit List – RFP Process Train

SC EDIT LISTING

Save ? ? ? ? ?

Enter Request for Payment **Print Edit List** Post Request for Payment

**SELECTION CRITERIA**

Company CCC ▲ CMIC Test Construction Company

\* Batch Type Unposted ▼

\* Batch Number 48964 ▲ MIKEFER1 2017-12-11 S

Starting Vendor ▲

Ending Vendor ▲

Starting Invoice ▲

Ending Invoice ▲

\* Sort By Vendor ▼

Print

*Pgm: SCREQLST – Request for Payment Edit List*

The screen is used to print a list of Vouchers which will be created in the AP module once the Request for Payments have been posted.

## Company

Company for which Batch of RFPs is being created.

## Batch Type

Batch Type of Batch for which the list is to be printed.

## Batch Number

Batch Number of Batch for which the list is to be printed.

## Starting Vendor, Ending Vendor (Range of Vendors)

If both fields are left blank, the range includes all Vendors.

If the **Starting Vendor** field is left blank, the range starts with the first Vendor, by code.

If the **Ending Vendor** field is left blank, the range ends with the last Vendor, by code.

## Starting Invoice, Ending Invoice

If both fields are left blank, the range includes all RFPs (Vouchers in AP).

If the **Starting Invoice** field is left blank, the range starts with the first Invoice, by code.

If the **Ending Invoice** field is left blank, the range ends with the last Invoice, by code.

## Sort by

Select the list's sort order (Vendor/Transaction Number).

## [Print] – Button

Click to print the report.

# Posting Requests for Payment – RFP Process Train

**POST REQUEST FOR PAYMENT**

Enter Company Code

Enter Request for Payment      Print Edit List      **Post Request for Payment**

**SELECTION CRITERIA**

\* Company CCC CMIC Test Construction Company

Current Period 1 A/P Starting Date 01/Jan/2017 A/P Ending Date 31/Jan/2017

User MIKEFER1

\* Batch Number 48964 MIKEFER1 2017-12-11 S

\* Posting Date 31/Jan/2017 Post To Year 2017 Post To Period 1

\* Journal AP Accounts Payable

Print Reports Immediately

**Post**

*Pgm: SCREQPST – Post Request for Payment (AP Post)*

The Post Request for Payment screen is used to post the payment requests. Posting the request indicates that you have agreed with the subcontractor on the request/completion quantities and amounts.

## Company

Company for which Batch of RFPs is to be posted, creating corresponding Vouchers in AP.

## Current Period – Display-Only

Current AP Period for post date.

## A/P Starting Date – Display-Only

Start date of current AP Period.

## A/P Ending Date – Display-Only

End date of current AP Period.

## User

User ID of user posting the Batch.

## Batch Number

Batch Number of Batch to be posted, creating corresponding Vouchers in AP.

The display-only field to the right of this field displays the Batch's name, which is composed of three parts: user's name, current date, and Batch Type code (single letter – "S" indicates that Batch contains Subcontract RFPs, which are Vouchers against Subcontracts in AP module).

## Posting Date

Defaults to last day of current AP Period; current period is displayed by **Current Period** field.

## Journal Code

Defaults to AP Journal set up in AP Control File (standard path: *Accounts Payable > Setup > Local Tables > Control File Options*).

## Print Reports Immediately – Checkbox

Check this box to print the posting report immediately after posting.

If unchecked, the posting report will not be printed, but can it be printed later using the Print Posting Reports utility.

## Delete Reports after Posting

(Optional) Check this box if you want to delete this posting report at the end of the posting process. Once deleted, users will not be able to print the posting report at a later time. If you leave this box blank, the posting report can be deleted at a later time.

## [Post] – Button

Posting an RFP Batch creates Vouchers in the AP module, with distributions to both Job Costing and the General Ledger.

# Approve Requests for Payment

### APPROVE REQUEST FOR PAYMENT

Save Exit ? ? ? ? ? ? ? ? ? ?

**SELECTION CRITERIA**

Company

Job Picklist/Job

**UNAPPROVED REQUESTS**

View

Vendor	Contract	Change Order	Job	Invoice	Invoice Date	Invoice Amount	Contract Amount	Curr. Contract Balance	Mod	App
A1BRICKS	B3001	000	12345	B3001-1	09/Jun/2016	1,375.00	137,500.00		<input type="checkbox"/>	<input type="checkbox"/>
A1FLOOR	000000001	000	CMICTEST3	2222	04/May/2016	500.00	5,000.00		<input type="checkbox"/>	<input type="checkbox"/>
A1BRICKS	3000-1	000	3000	3000-6	26/Jun/2017	750.00	10,000.00	8,750.00	<input type="checkbox"/>	<input type="checkbox"/>
A1BRICKS	BRICK4	000	523M	8669	02/Aug/2016	12,750.00	4,000.00	3,300.00	<input type="checkbox"/>	<input type="checkbox"/>
A1CEMENT	A1CEMEN-0001	000	J448957	A100	07/Sep/2017	1,450.00	14,500.00		<input type="checkbox"/>	<input type="checkbox"/>

Vendor Name  Reference ID

**APPROVED REQUESTS**

View

Vendor	Contract	Change Order	Job	Invoice	Invoice Date	Invoice Amount	Contract Amount	Curr. Contract Balance	Mod	Un App
A1BRICKS	1385911-1	000	1385911	IH-2	07/Apr/2016	50.00	6,000.00	5,793.60	<input type="checkbox"/>	<input type="checkbox"/>

Vendor Name  Reference ID

Pgm: SCREQAPR – Approve Request for Payment

This option allows for the approval of entered Request For Payments.

This step is required if the **Request for Payment Approval Required** box is checked on the **RFP Defaults** tab of the SC Control File. Through this screen, users can view unposted pay requests that are both approved and not approved.

### **Job Picklist/Job**

Select the appropriate item or leave blank to see all unposted pay requests for all jobs. This field is not a mandatory field. It only limits the details displayed in the next two blocks.

#### **[Refresh] – Button**

Click to refresh screen if a selection criteria field is changed.

### **Unapproved Request – Section**

---

This section lists all approved pay requests.

To unapprove an approved pay request, check the relevant **Un App** checkbox and click [**Unapprove**].

To review or edit details of an RFP, select it in the table and click [**Edit Voucher**], which brings up the Enter Request for Payment screen.

The **Mod** display-only checkbox indicates if the pay request has been modified or viewed via this screen.

### **Approved Request – Section**

---

This section lists all unapproved and unposted pay requests for the selected criteria.

To approve a pay request, check the corresponding **App** checkbox and click [**Approve**].

To review or edit details of an RFP, select it in the table and click [**Edit Voucher**], which brings up the Enter Request for Payment screen.

The **Mod** display-only checkbox indicates if the pay request has been modified or viewed via this screen.

# Select Multiple RFP Batches

**SELECT MULTIPLE RFP BATCHES**
Save Exit ? ? ? ? ? ? ? ?

Checked: Selected Batch

---

**SELECTION CRITERIA**

Company

Batch

---

**BATCH DETAILS**

View

* Batch Number	Batch Name	Invoice	Invoice Date	Job	Vendor	Ready To Post	Select
35390	DA 2016-07-18 S	INVOICE6	20/Apr/2015		1000-230	Yes	<input type="checkbox"/>
33276	IRINA2 2016-04-07 S	IH-2	07/Apr/2016	1385911	A1BRICKS	Yes	<input type="checkbox"/>
44322	MIKEFER1 2017-07-25 S	A1MSN-090617	07/Sep/2017	J448957	A1MASONS	Yes	<input checked="" type="checkbox"/>
44322	MIKEFER1 2017-07-25 S	222333	06/Jan/2015		A1CEMENT	Yes	<input checked="" type="checkbox"/>
44322	MIKEFER1 2017-07-25 S	A100	07/Sep/2017	J448957	A1CEMENT	Yes	<input checked="" type="checkbox"/>
33842	RAVI 2016-05-04 S	2222	04/May/2016	CMICTEST3	A1FLOOR	Yes	<input type="checkbox"/>
43778	RAVI 2017-06-26 S	3000-6	26/Jun/2017	3000	A1BRICKS	Yes	<input type="checkbox"/>

Pgm: SCSELMULTBCH – Multiple RFP Batch Selection

This screen is used to move RFPs (invoices) from other Batches into the Batch selected via the **Batch** field.

**NOTE:** Care must be taken when using this option, since once RFPs are assigned to a different Batch, they cannot be reassigned to their original Batches. Also, the original Batches are marked “Closed” and can no longer be accessed individually.

## Company

Select relevant Company for Batch.

## Batch

This field is automatically set to the user’s last unposted Batch. Its LOV is populated with the user’s unposted Batches, and if the user has the security privilege to see other user's Batches, it is also populated with all unposted Batches for the Company.

The display-only field to the right of this field displays the Batch’s name, which is composed of three parts: user’s name, current date, and Batch Type code (single letter – “S” indicates that Batch contains Subcontract RFPs, which are Vouchers against Subcontracts in AP module).

## [Create Batch] – Button

To enable this button for the creation of a new Batch, clear the **Batch** field and tab or click away from it. This causes the [Create Batch] button to become enabled. Click it to create a new Batch and to have its automatically generated number put into the **Batch** field. Also, when a Batch is created, it is associated to the user, assigned a Batch Type code, and a Batch Name is automatically generated for it.

## [Accept] – Button

Click to move RFPs (invoices) selected via **Select** checkboxes to Batch selected via **Batch** field.

# Print Certificate of Payment

**PRINT CERTIFICATE OF PAYMENTS**

 Save 
 Exit 
 ? 
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**SELECTION CRITERIA**

Company  ▲ CMIC Test Co

Invoice Format

View ▾
 Freeze
 Detach
 Search
 Workflows ▾
 Report Options ▾
 Export
 ECM Documents ▾
 User Extensions

* Contract	Job Title	* Vendor	Select	Unposted	* Chg Ord	Invoice #	Invoice Date	Posted	Work From Date	Work To Date	Invoice Due Date
0000000-001	Jamal Job 1	00000001	<input type="checkbox"/>	<input type="checkbox"/>	000	D	12-Jul-2017	<input type="checkbox"/>			11-Aug-2017
00000000002	CMIC Open Enterprise v10	00000001	<input type="checkbox"/>	<input type="checkbox"/>	000	1989	10-Mar-2017	<input type="checkbox"/>			24-Mar-2017
000000601	Retirement House - Extending	00001	<input type="checkbox"/>	<input type="checkbox"/>	000	12345	11-Sep-2007	<input type="checkbox"/>			11-Sep-2007
000000603	Retirement House - Extending	00001	<input type="checkbox"/>	<input type="checkbox"/>	000	RS111	08-Jul-2016	<input type="checkbox"/>			07-Aug-2016
00001-119	Rover project now in V10_X	00001	<input type="checkbox"/>	<input type="checkbox"/>	000	10125	08-Sep-2014	<input type="checkbox"/>			03-Oct-2014
00021-008	ZZ - Jim Job Billing Job2	00000001	<input type="checkbox"/>	<input type="checkbox"/>	000	ALEX1-TEST	01-Nov-2017	<input type="checkbox"/>			01-Dec-2017
000MC0001	Retirement House - Extending	MCGUIRE	<input type="checkbox"/>	<input type="checkbox"/>	000	RETAINAGE1	19-Mar-2008	<input type="checkbox"/>			19-Mar-2008
000ZZ0001	Retirement House - Extending	ZZ-ACME	<input type="checkbox"/>	<input type="checkbox"/>	000	SSS	12-May-2008	<input checked="" type="checkbox"/>			11-Jun-2008
000ZZ0572	Retirement House - Extending	ZZ-WMT	<input type="checkbox"/>	<input type="checkbox"/>	000	0815234-1	16-Jan-2008	<input checked="" type="checkbox"/>			15-Feb-2008
000ZZ0573	Retirement House - Extending	ZZ-WMT	<input type="checkbox"/>	<input type="checkbox"/>	000	0815234A	16-Jan-2008	<input checked="" type="checkbox"/>			15-Feb-2008
000ZZ0574	Retirement House - Extending	ZZ-WMT	<input type="checkbox"/>	<input type="checkbox"/>	000	12345F	16-Jan-2008	<input checked="" type="checkbox"/>			16-Jan-2008
000ZZ0575	Retirement House - Extending	ZZ-WMT	<input type="checkbox"/>	<input type="checkbox"/>	000	12345G	16-Jan-2008	<input checked="" type="checkbox"/>			16-Jan-2008
000ZZ0576	Retirement House - Extending	ZZ-WMT	<input type="checkbox"/>	<input type="checkbox"/>	000	0815234-3	22-Jan-2008	<input checked="" type="checkbox"/>			21-Feb-2008

Do Not Limit Change Orders To date Range
 

Message

Print

Pgm: SCCERPAY – Print Certificate of Payment

A certificate of payment can be printed any time after the pay request has been posted. The certificate is like the standard PB G702/703 document, but the details are for the Subcontract, and are intended as backup documentation to be sent with the payment to the vendor.

## Selection Criteria – Section

### Company

Company under which Contracts were created.

### Invoice Format

Select the required format from LOV.

## Table of Contracts

### Select – Checkbox

The system will automatically display all the contracts that have Pay Requests against them.

Select the required Contracts by checking the **Select** box, and enter the **Work From Date** and **Work To Date** fields as required. Once all required Contracts have been selected, click [**Print**] to print them.

## Unposted – Checkbox

If checked, details for all unposted Change Orders are included in the Certificate of Payment.

---

**NOTE:** The Certificate of Payment prints as of the Last Posted Pay Request

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# Void Request for Payment

**VOID REQUEST FOR PAYMENT**

Company

**SELECTION CRITERIA**

\* Company  CMIC Test Construction Company \* Voiding Date

\* Batch  MIKEFER1 2017-12-12 O

**VOID REQUEST FOR PAYMENT**

View

Select	Vendor	Vendor Name	Date	Amount	Retainage Amount	* Voucher	Voucher Description	Invoice
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing	04/Jul/2014	12000	1200	6024	1488395 - PCI Detail	200001
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing	12/Dec/2014	4500	0	7532	14.91523M - Ability I	TEST34-1
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing	17/Feb/2015		-2.5	8017	1487331 - HUNTCG	REL4
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing	27/Feb/2015	4200	420	8294	1500257	1500257-1
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing	10/Jun/2015	50	0	9372	JSP100 Contract For	JSP101-1
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing	16/Jun/2015	7500	750	9500	Contractor Default I	485
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing	16/Jun/2015	802	80.2	9501	Contractor Default I	485
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing	16/Jun/2015	2118	211.8	9502	Contractor Default I	485
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing	16/Jun/2015	1140	114	9503	Contractor Default I	485
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing	16/Jun/2015	2997	299.7	9504	Contractor Default I	485

Print Reports Immediately

Pgm: SCVODREQ – Void Payment Requests

This program is to be used to void a posted Request for Payment. This screen is very similar to the one used to void a Voucher in the Accounts Payable system.

If a check has been issued against the pay request, you must void the check via the Void Vouchers screen (standard path: *Accounts Payable > Voucher > Void Vouchers*) before you can void the Request for Payment.

## Posting Date

Enter the date on which you wish to have the voiding transaction posted. The system will default the last day of the Current Account Payable year and period.

## Select a Request(s) for Payment for voiding

Use this block to select the Request(s) for Payment (Vouchers) to be voided. The system will automatically place you in query mode. Enter the query criteria and execute the query to display the Pay Requests to be voided.

Check the box next to the vendor code to mark the Request(s) for Payment that are to be voided.

---

**NOTE:** If you need to issue multiple queries to select all required pay requests use the [**Accept**] button to save your marked Request(s) for Payment. If you want to remove all previously accepted Request(s) for Payment use the [**Clear**] button.

---

#### **Print Reports Immediately** – Checkbox

Check this box to print the posting report immediately after posting.

If unchecked, the posting report will not be printed, but can it be printed later using the Print Posting Reports utility.

#### **[Void]** – Button

Once all required RFPs (Vouchers in AP) have been checked, press the [**Void**] button, and the voiding process will begin.

---

**NOTE:** The voiding of RFPs does an immediate posting.

---

---

## **Releasing Retainage – Non-Schedule Detail Release**

Releasing Retainage at a non-detail level is done via this screen accessed via the **Payments** Treeview node, or directly in the Enter Request for Payment screen, depending on the Contract setup.

---

**NOTE:** *Pay When Paid* functionality is not available on Releasing Retainage in this fashion.

---

If using the non-schedule release method, there are three steps in release of retainage including:

- Enter Retainage Release details
- Verify via the Edit Listing
- Posting Retainage Release

## Releasing Subcontract Retainage

**SC RELEASE RETAINAGE** Table Mode Save Exit ? ? ? ? ? ? ? ? ? ?

Release Retainage Print Edit List Post Retainage Release

**SELECTION CRITERIA**

\* Company RV123456 R.V.Head Quarters Company, LLC  
\* Batch 5877 RAFID 2015-06-05 E Create Batch

**VOUCHER**

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options Import Attachments Notes ECM

\* Voucher 2017  
\* Vendor A1DOORS A1DOORS INC-NAME  
\* Invoice 132456  
Retainage  
Tax on Retainage  
Invoice Date 05062015  
Due Date 05072015  
\* Contract DOOR500 DOOR500  
Alt. Address Code ADD1  
\* Series AP1  
Job Code 1000 Control Job 1000  
\* Cash Dept 00  
\* Cash Account 1000.650  
Description Inv 132456  
\* Currency US US Dollars  
Draw  
 EFT Flag  
 Discrete Check  
Status

Compliance Distribution Release Retainage

Pgm: SCRELRET – Release Retainage

The Subcontract Retainage Release screen allows you to release retainage from several invoices via a Batch. During Retainage Release a single invoice with a zero invoice amount and a negative retainage amount is generated. Invoices that have been selected for retainage release will subsequently have the “retainage released” amount updated so that they cannot be reduced further.

Note, this screen can be used in Table Mode or Form Mode. In the above screenshot, the screen is in Form Mode, and it can be switched to Table Mode by click the framed [Table Mode] button.

In Form Mode (shown above), to add a new Voucher to the Batch, click the Block Toolbar’s [Insert] button. In Table Mode, either click the [Add New] button to add it via the screen in Form Mode, or click the Block Toolbar’s [Insert] button to add it via the screen in Table Mode.

Once the Voucher for the retainage release payment have been entered and filled out, click [Release Retainage] to enter the release amount.

### Enter Voucher Details

#### Vendor

Select Vendor who has requested payment on the retainage portion of his/her invoice(s).

## Invoice Number

Enter the Vendor's invoice number for the Retainage Release that you are entering.

## Invoice Date

Enter the date of the invoice to be generated for the Retainage Release being entered.

## Due Date

The due date will default to this field based on the Term Code defined for the Vendor. You may change this date as required.

## Contract

Select Subcontract Contract that applies to the invoices from which retainage should be released.

## Series

(Optional) Enter the series code that will apply to the invoice generated from this Request for Payment. The Series Code will default from the Control File if entered.

## Job Code

The job code will default from the contract number entered in the previous field. Verify that the job code applies to the contract to which you are releasing retainage.

## Cash Dept, Cash Account

Verify/Modify the Bank department and account from which the invoice generated by this retainage release will be paid.

The cash department and account will default from the cash account specified by the selection of "Default AP Accounts". The system allows for the selection of default AP accounts by Vendor, Invoice Series and Currency.

If the Job Bank Account feature has been activated in this module (**Use Bank Accounts By Job** flag set on the **RFP Defaults** tab of the SC Control File screen), the bank department and account will default from the default bank account specified for the Job via the Enter Job screen. For details about this feature, please refer to the previous subsection: *Subcontract Management > Job Bank Account – Feature*.

## Description

Enter a description for the retainage release that you are processing. The description can be up to 60 alphanumeric characters in length.

## Draw Number

Enter the Billing draw number that this retainage release is associated with.

## EFT Flag – Checkbox

This flag's default state comes from the **EFT Payments** flag on the Vendor record's **Account** tab. If this flag is checked, it indicates that this payment is to be paid electronically instead of by check.

In order to use this payment method, the Vendor's banking and EFT information must have been set up on the Vendor's record.

## Discrete Check – Checkbox

The checkbox's state defaults from the Vendor > Accounting setup.

During payment processing, all outstanding payments for a Vendor are processed together and paid via a single check. If the Discrete Check feature is used, each Voucher for the Vendor is paid via separate checks.

## [Compliance] – Button

To modify or view the Compliance for the related retainage, click the **[Compliance]** button and make any changes as required.

## [Distribution] – Button

To view the distribution of items in retainage, click the **[Distribution]** button. This is a display only option.

## [Release Retainage] – Button

The screenshot displays the 'SC RELEASE RETAINAGE' interface. A popup window is open, allowing the user to enter a release amount. The popup has a title bar 'SC RELEASE RETAINAGE' and a search icon. Below the title bar, there is a text input field labeled '\* Release Amount' with the value '2,500.00' entered. Below the input field, there is a table with the following columns: Job, Invoice, Invoice Date, Invoice Amount, Outstanding Invoice Amount, Outstanding Retainage Amount, and Release Amount. The table contains one row of data: Job 17-0010, Invoice 134856, Invoice Date Apr 25, 2017, Invoice Amount 30,000.00, Outstanding Invoice Amount 27,000.00, Outstanding Retainage Amount 3,000.00, and Release Amount 2,500.00. Below the table, there are two buttons: 'Accept' and 'Close'. The 'Accept' button is highlighted with a red box. The background of the interface shows a table with columns for Job, Invoice, Invoice Date, Invoice Amount, Outstanding Invoice Amount, Outstanding Retainage Amount, and Release Amount. The table contains one row of data: Job 17-0010, Invoice 134856, Invoice Date Apr 25, 2017, Invoice Amount 30,000.00, Outstanding Invoice Amount 27,000.00, Outstanding Retainage Amount 3,000.00, and Release Amount 2,500.00. The 'Release Amount' column is highlighted with a red box. Below the table, there are two buttons: 'Accept' and 'Close'. The 'Accept' button is highlighted with a red box. The background of the interface shows a table with columns for Job, Invoice, Invoice Date, Invoice Amount, Outstanding Invoice Amount, Outstanding Retainage Amount, and Release Amount. The table contains one row of data: Job 17-0010, Invoice 134856, Invoice Date Apr 25, 2017, Invoice Amount 30,000.00, Outstanding Invoice Amount 27,000.00, Outstanding Retainage Amount 3,000.00, and Release Amount 2,500.00. The 'Release Amount' column is highlighted with a red box. Below the table, there are two buttons: 'Accept' and 'Close'. The 'Accept' button is highlighted with a red box.

Once the Voucher for the retainage release payment has been created, the next step is to enter the release amount via this button's popup.

### Release Amount

Enter the total amount of retainage to be released on this Subcontract. The release amount entered within this field cannot exceed the total outstanding retainage on all the invoice vouchers applicable to the contract specified on the first screen.

### Release Method

Select the Release Method that pertains to the retainage release that you are generating. The system allows you to select from two (2) different release methods: Retainage Outstanding Invoices and ALL Outstanding Invoices.

- Select "Retainage Outstanding Invoices" when you want to select only invoices with outstanding retainage.
- Select "ALL Outstanding Invoices" when you want to select all outstanding invoices.

### Verify/Modify Release Amounts

The system will automatically release amounts from the oldest to the newest invoice up to the "Release Amount" on the header.

Verify/Modify the amounts so that they are consistent with how you want to release retainage on the invoices displayed.

Press the [Accept] button to accept the release and commit the entry.

## Edit Listing

The screenshot shows the 'AP EDIT LIST' interface. At the top, there is a header bar with the title 'AP EDIT LIST' and several utility icons (Save, Help, Warning, Print, Refresh). Below the header, there is a progress bar with three stages: 'Release Retainage', 'Print Edit List' (which is currently active), and 'Post Retainage Release'. The main content area is titled 'VOUCHER EDIT LIST PRINTING OPTIONS' and contains several input fields and a 'Print' button. The fields are: '\* Company' (dropdown menu with 'CCC' selected and 'CMIC Test Construction Company' displayed), '\* Report Type' (dropdown menu with 'Unposted' selected), '\* Batch Number' (input field with '32825'), 'Starting Vendor' (input field), 'Ending Vendor' (input field), 'Starting Voucher' (input field), 'Ending Voucher' (input field), and 'Sort By' (dropdown menu with 'Vendor' selected). There is also a checkbox for 'Print WBS and TAC codes' and a 'Print' button at the bottom.

*Pgm: VOUCHLST – Retainage Release Edit List*

Use the voucher edit list to check the unposted retainage vouchers created through the process of retainage release. The listing can be printed for the complete batch, or be limited to specific vouchers and or vendors.

### Company

Company for which Batch of Vouchers for release payments is being created.

### Batch Type

Batch Type of Batch for which the list is to be printed.

### Batch Number

Batch Number of Batch for which the list is to be printed.

### Starting Vendor, Ending Vendor (Range of Vendors)

If both fields are left blank, the range includes all Vendors.

If the **Starting Vendor** field is left blank, the range starts with the first Vendor, by code.

If the **Ending Vendor** field is left blank, the range ends with the last Vendor, by code.

### Starting Voucher, Ending Voucher

If both fields are left blank, the range includes all Vouchers.

If the **Starting Voucher** field is left blank, the range starts with the first Voucher, by code.

If the **Ending Voucher** field is left blank, the range ends with the last Voucher, by code.

### Sort by

Select the list's sort order (Vendor/Transaction Number).

### Print WBS and TAC Codes

If checked, WBS and TAC Codes will be included in report.

[Print] – Button

Click to print the report.

## Posting Retainage Release

The screenshot shows the 'AP POST BATCH' screen. The header includes 'AP POST BATCH' and icons for Save, Help, Warning, Print, and Refresh. The progress bar indicates the current step is 'Post Retainage Release'. The 'SELECTION CRITERIA' section contains the following fields:

- \* Company: CCC (dropdown), CMIC Test Construction Company (text)
- Current Period: 1 (text)
- A/P Starting Date: 2017-01-01 (text)
- A/P Ending Date: 2017-01-31 (text)
- A/P Period: 2 (text)
- A/P Starting Date: 2017-02-01 (text)
- A/P Ending Date: 2017-02-28 (text)
- A/P Period: 3 (text)
- A/P Starting Date: 2017-03-01 (text)
- A/P Ending Date: 2017-03-31 (text)
- User: MIKEFER1 (text)
- \* Batch Number: 32825 (text)
- Posting Date: 31/Jan/2017 (text)
- Post To Year: 2017 (text)
- Period: 1 (text)
- \* Journal: AP (dropdown), Accounts Payable (text)
- Batch Total: (empty text)

There are also checkboxes for 'Print Reports Immediately' and 'Preview Posting'. A 'Post Batch' button is located at the bottom left.

Pgm: APPST – Post Retainage Releases

Use this screen to post the retainage release batch. In addition to posting the retainage release within the Subcontract Management, the batch-posting program will update the Accounts Payable, General Ledger and Subcontract applications.

### Company

Select the Company for which Batch will be posted.

### Current Period – Display-Only

Current AP Period for post date.

**A/P Starting Date** field displays start date of current AP Period.

**A/P Ending Date** field displays end date of current AP Period.

### A/P Period – Display-Only

AP Period after the current AP Period.

**A/P Starting Date** field displays start date for this AP Period.

**A/P Ending Date** field displays end date for this AP Period.

### A/P Period – Display-Only

AP Period after the AP Period displayed by the previous **A/P Period** field.

**A/P Starting Date** field displays start date for this AP Period.

**A/P Ending Date** field displays end date for this AP Period.

**User**

User ID of user posting the Batch.

**Batch Number**

Enter the required batch number, or use the List of Values that is available, to display all unposted batches for the current user. A valid batch number must be entered.

**Posting Date**

The last day of the current Account Payable year and period is defaulted into this field. The display-only fields to the right display the corresponding year and period for the date.

**Post To Year – Display-Only**

Year of post date.

**Period – Display-Only**

AP Period of post date.

**Journal**

The system will default the Journal Code from the AP Control File.

**Print Reports Immediately – Checkbox**

Check this box to print the posting report immediately after posting.

If unchecked, the posting report will not be printed, but can it be printed later using the Print Posting Reports utility.

**Preview Posting**

This option is used to preview the posting report without actually posting.

**[Post Batch] – Button**

Click to begin posting process.

# Print Waiver

PRINT WAIVER

 Save Exit ? ⚠

---

**SELECTION CRITERIA**

\* Company

\* Document

Show Closed Contracts

---

**SELECTION**

View  Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Contract	Chg	Invoice	Invoice Amount	Job	Vendor	Final	Select
1385911-1	000	1-1	30.00	1385911	A1BRICKS	<input type="checkbox"/>	<input type="checkbox"/>
1385911-1	000	IH-2	50.00	1385911	A1BRICKS	<input type="checkbox"/>	<input type="checkbox"/>
1385911-1	000	554	176.40	1385911	A1BRICKS	<input type="checkbox"/>	<input type="checkbox"/>
1487331-1	000	REL4		1487331	A1BRICKS	<input type="checkbox"/>	<input type="checkbox"/>
1487331-1	000	1487331-11	325.00	1487331	A1BRICKS	<input type="checkbox"/>	<input type="checkbox"/>
1487331-2	000	1487331-21	850.00	1487331	A1CEMENT	<input type="checkbox"/>	<input type="checkbox"/>
1488395-1	000	26296	4,000.00	1488395-1	A1BRICKS	<input type="checkbox"/>	<input type="checkbox"/>
1488395-1	000	200001	12,000.00	1488395-1	A1BRICKS	<input type="checkbox"/>	<input type="checkbox"/>
1488395-5	000	200002	23,200.00	1488395-1	A1DOORS	<input type="checkbox"/>	<input type="checkbox"/>
1488395-5	000	665		1488395-1	A1DOORS	<input type="checkbox"/>	<input type="checkbox"/>
1488395-55	000	200003	21,200.00	1488395-1	A1CEMENT	<input type="checkbox"/>	<input type="checkbox"/>
1490730-1	000	7555445	12,985.00	1491730	A1BRICKS	<input type="checkbox"/>	<input type="checkbox"/>
1491214-1	000	1491214-1-3	100.00	1491214	A1FLOOR	<input type="checkbox"/>	<input type="checkbox"/>
1491214-1	000	1491214-1-4	200.00	1491214	A1FLOOR	<input type="checkbox"/>	<input type="checkbox"/>
1491214-1	000	1491214-1-1	1,200.00	1491214	A1FLOOR	<input type="checkbox"/>	<input type="checkbox"/>
1496864-2	000	1496864-2-1	500.00	1496864.2	A1HVAC	<input type="checkbox"/>	<input type="checkbox"/>
1500257-1	000	1500257-1	4,200.00	1500257	A1BRICKS	<input type="checkbox"/>	<input type="checkbox"/>
1503-1	000	456	150.00	1503421	A1BRICKS	<input type="checkbox"/>	<input type="checkbox"/>

Job Name

Vendor

Pgm: SCPRINTW – Print Subcontract Waiver

The Print Waiver screen will print either final or partial waivers for the subcontractors to sign upon receipt of payment. The printed document indicates the amount of the payment and allows room for any materials or equipment used, to be listed manually on the page.

## Company

Company under which Contracts were created.

## Document

Select the required format from LOV.

### **Show Closed Contracts** – Checkbox

Check this box to have closed Subcontracts displayed. Otherwise, only non-closed Subcontracts will be available for printing of waivers.

### **Selection** – Section

---

The **Final** box's state defaults from the Request for Payment. If you want a Final Waiver to be printed, check **Final** box.

Select the required invoices using the **Select** box.

### **[Print]** – Button

Click to print the selected waivers.

# Status

## Overview – Status

This section provides details about changing the Compliance Status of Compliance Codes assigned to posted RFPs (Vouchers in AP).

For details about setting up default Compliance Codes for Vendors, please refer to this guide's [Compliance \(Defaults Setup\)](#) section.

## Over-Ride Voucher Status

**OVER-RIDE VOUCHER STATUS**
Save Exit Print Help ? ? ? ? ? ? ? ? ? ?

Voucher Status Code - The Only Valid Value For Manual Entry Is 'E'

**SELECTION CRITERIA**

Company

Job

Vendor

As of Date   Show Closed Invoices Change Compliance Status

**INVOICES**

View Filter Freeze Detach Search Workflows Report Options Export Attachments Notes ECM Documents

Job	Vendor	Vendor Name	Invoice Code	Contract Code	Outstanding	Exceed Hold	Overpayment Amount	PwP Hold	VouCPayCode	Status	Closed Status
1000	A1BRICKS	A1 Bricks Manufact	1000-5-1	000000005	300.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	C	Compliance Hold	P
1000	A1BRICKS	A1 Bricks Manufact	123456	BRICKS1000	8,258.25	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	C ▲	Compliance Hold	O
1000	A1BRICKS	A1 Bricks Manufact	52	BRICKS1000	4,632.25	<input type="checkbox"/>	0.00	<input type="checkbox"/>	C	Compliance Hold	P
1000	A1BRICKS	A1 Bricks Manufact	BRICKS-1	BRICKS1000	1,800.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	C	Compliance Hold	P
1000	A1BRICKS	A1 Bricks Manufact	BRICKS1000-2	BRICKS1000-1	1,800.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	C	Compliance Hold	P
1000	A1BRICKS	A1 Bricks Manufact	BRICKS1000-3	BRICKS1000-1	2,700.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	C	Compliance Hold	P
1000	A1BRICKS	A1 Bricks Manufact	BRICKS1000-4	BRICKS1000-1	3,600.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	C	Compliance Hold	P
1000	A1BRICKS	A1 Bricks Manufact	BRICKS1000-6	BRICKS1000-1	888.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	C	Compliance Hold	P
1000	A1BRICKS	A1 Bricks Manufact	SC ASSOCIATEE	BRICKS1000	81,677.40	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	C	Compliance Hold	O
12345	A1BRICKS	A1 Bricks Manufact	12345-1	CCC-A1BRICK-	135.00	<input type="checkbox"/>	1,259.99	<input checked="" type="checkbox"/>	C	Compliance Hold	P
					1,540,117.19						

Cust. Contract  PB Draw Number

Remittance Desc

Pay Notes

Compliance

Pgm: SCVOUST – Override Voucher Status

This screen is used to update the Compliance Status of posted RFPs (Vouchers in AP), to control their payment.

During Subcontract entry, you must specify if you wish the invoice to be “Pay when Paid” and if you wish to have the Compliance Code conditions met prior to the payment of a Subcontract invoice.

## Selection Criteria – Section

---

### Company

Specify the company to adjust details for.

### Job

Enter the Job Code for the invoices required an over-ride to the payment status.

Leave this field blank to view outstanding invoices for all Jobs.

### Vendor

Enter the code of the Vendor for whom to adjust the payment status.

Leave this field blank to view invoices for all Vendors.

### As Of Date

Modify this to see Date Compliance status in effect on the date entered. This will default to the current date.

### Show Closed Invoices – Checkbox

Check this box to have closed RFPs displayed. Otherwise, only non-closed RFPs are shown.

### [Change Compliance Status] – Button

This button launches the Change Compliance Status screen (program: SCTABCOM). For details, please refer to the [Change Compliance Status](#) section in this guide.

## Invoices – Section

---

This section is used to change the Compliance Status of RFPs (Vouchers in AP).

### Exceed Hold – Checkbox

This Hold can be changed by the user to override a hold applied when the Payment Requests exceed the Contract (including Change Orders) value. Users will be warned about setting this hold on when the Contract is not exceeded, however they still may apply the hold.

### PwP Hold – Checkbox

The Pay When Paid Hold may also be released by unchecking the flag. The Voucher is still identified as being Pay When Paid; however, the flag when unchecked will allow payment of the selected invoice.

### VouCPayCode, Status

#### C – Compliance Hold (Set by System Only)

---

**NOTE:** This status can only be set by the system. Users cannot set a Compliance Status to “**Compliance Hold (C)**”.

---

A Voucher is automatically assigned the **Compliance Hold (C)** status when an RFP is posted and the system determines that it is not compliant.

## E – Express

Indicates that RFP (Voucher in AP) is to be paid during the next Check Run, regardless of its Due Date.

## N – Normal

Indicates that the Due Date is used to determine when the RFP (Voucher in AP) will be paid.

---

**NOTE:** If the status is overridden to “Normal”, the **Pay When Paid** checkbox will be automatically unchecked.

---

## P – Permanent Deferral

Indicates that RFP (Voucher in AP) is deferred until its Compliance Status is changed.

## T – Temporary Deferral

Indicates that RFP (Voucher in AP) is deferred until after the next Check Run; after the next Check Run, its status will automatically be set to “Normal (N)”.

## [Compliance] – Button

**COMPLIANCE STATUS** Save Exit ? ? ? ? ? ? ? ? ? ?

Company  CMIC Test Construction Company  
Vendor  A1ELECTRIC Company Invoice    
As Of Date

▼ ACTIONS

▼ SUBCONTRACT COMPLIANCE STATUS

View ▼

Compl.	Date Compl.	Compliance Code	Compliance Code Description	Insurance/Bond/Company	Certificate Number	Certificate Location	Start Date	End Date
<input type="checkbox"/>	<input type="checkbox"/>	CDI	Contractor Default Insurance	*	*			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	INS	Certificate of Insurance	*	*			
<input type="checkbox"/>	<input type="checkbox"/>	NO DAM	No significant damage upon delivery	*	*			
<input type="checkbox"/>	<input type="checkbox"/>	BOND-PE	Performance Bond	*	*			
<input type="checkbox"/>	<input type="checkbox"/>	00-AAOA1	First compliance in the list	*	*			
<input type="checkbox"/>	<input type="checkbox"/>	CLSOUT-I	Job Close Out - operations & mainter	*	*			
<input type="checkbox"/>	<input type="checkbox"/>	BOND-BII	Bid Bond	*	*			
<input type="checkbox"/>	<input type="checkbox"/>	BOND-PA	Payment Bond	*	*			

Date Sensitive  
 Vendor Level  
 SC Auto Assign  
 PO Auto Assign

Remittance Description

*Pgm: INSINFO – Compliance Status popup*

This popup is also launched via the **[Compliance]** button on the Change Compliance Status screen (SCTABCOM), and it is also available in the AP and PO modules. What it displays and what functionality is available depends on where this popup was launched.

When launched from this screen (Over-Ride Voucher Status), this popup is launched at the RFP/Voucher Level, and displays a selected RFP's Compliance Codes and their Compliance Status.

The Compliance Codes displayed were automatically added to the RFP's corresponding Subcontract, which default to RFPs against it, based on the defaults set up for the Vendor at the System, Company or Job (**Compliance** tab of Enter Job screen) Level, or they were manually added to this particular RFP.

Since these compliance details are at the RFP/Voucher Level, the **[Add to Companies]**, **[Add to POs]**, **[Add to Contracts]** and **[Apply Changes]** buttons are disabled, as there are no lower levels to which changes can be propagated.

This popup can be used to:

- I. Add or delete default Compliance Codes to or from an RFP (Voucher in AP).
- II. Change the Compliance Status (compliant/non-compliant) of an RFP's Compliance Code.

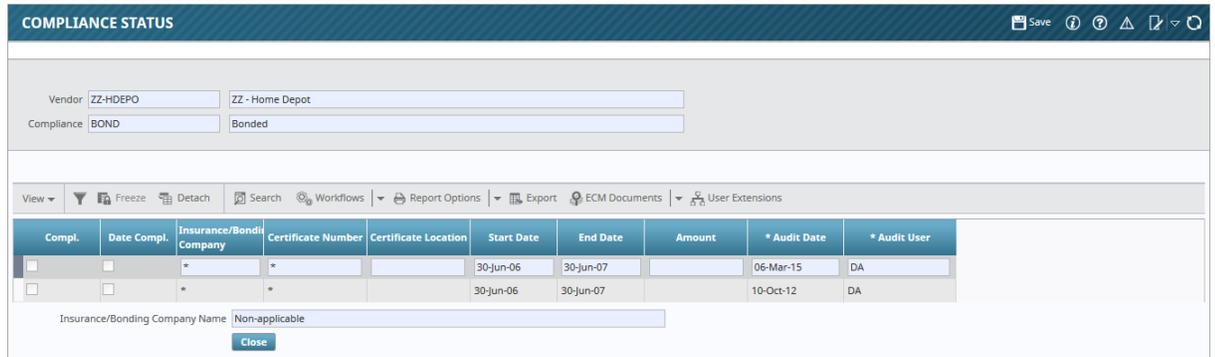
## Actions – Section



### [Delete] – Button

Used to delete a selected Compliance Code.

### [History Of Updates] – Button



Used to view the history of changes to a selected Compliance Code.

### [Copy] – Button

Use the **[Copy]** button to copy the Compliance Code to a target Vendor.

### [Documents] – Button

The Documents popup can be used to maintain reference details (doc number, date, description, and amount) about documents associated to the selected Compliance Code.

### [Add To Companies] – Button

Disabled when this popup is launched from this screen (Over-Ride Voucher Status), as it is only enabled when the popup is launched for a Vendor at the System Level.

**[Add to POs] – Button**

Disabled when this popup is launched from this screen (Over-Ride Voucher Status), as it is only enabled when the popup is launched for a Vendor at the System or Company Level.

**[Add to Contracts] – Button**

Disabled when this popup is launched from this screen (Over-Ride Voucher Status), as it is only enabled when the popup is launched for a Vendor at the System or Company Level.

**[Apply Changes] – Button**

Disabled when this popup is launched from this screen (Over-Ride Voucher Status), as it is only enabled when the popup is launched for a Vendor at the System or Company Level, or launched at the Subcontract Level.

**[Notes] – Button**

Used to view or add a note to the selected Compliance Code.

## Change Compliance Status – Popup

**CHANGE COMPLIANCE STATUS**

Exit ⓘ ? ⚠ 📄 ↕

**SELECTION CRITERIA**

Company

Vendor

Job

As Of Date   Display Only Vendors with Contracts

**Vendor** | **Company** | **Contract** | **Voucher**

View

Vendor	Vendor Name	Contract	Changes	Billed	Paid
1000-230	TRHI	20,000.00	0.00	0.00	0.00
1TIME	1 Time	61,200.00	0.00	0.00	0.00
A1BRICKS	A1 Bricks Manufacturing Company	6,215,815.00	586,725.00	206,688.73	6,759.85
A1CEMENT	A1 CEMENT INDUSTRIES.	3,226,339.00	107,100.00	309,642.56	0.00
A1DOORS	A1DOORS' - 'Company RRR'	149,818,172.00	316,292.00	367,966.27	96,802.64
A1ELEC	A1ELECTRIC Company	3,657,698.75	164,225.00	165,846.73	6,849.14
A1FLOOR	A1 FLOOR MAKER	1,745,737.34	0.00	70,041.62	90.00
A1GARDEN	A1GARDEN Subcontractor Vendor	21,504,900.38	0.00	139,865.48	900.00
A1HVAC	A1 Heating and Cooling	1,780,000.00	75,000.00	23,586.00	0.00
A1MARBLE	A1MARBLE	1,795,625.00	0.00	73,510.00	0.00
A1MASONS	A1 Masons	106,000.00	96,170.78	19,620.37	315.00
A1MECH	A1 Mechanical Services	2,674,675.00	75,000.00	184,272.00	0.00
A1METAL	A1METAL	449,750.00	2,000.00	19,582.94	0.00
A1PAPERS	A1 PAPER IND.	10,000.00	0.00	0.00	0.00
A1PAVING	A1PAVING-Excellent Grade Paving Company IN	484,093.50	0.00	29,203.13	2,700.00
A1ROOF	A1ROOFING CO	260,000.00	0.00	0.00	0.00

Pgm: SCTABCOM – Change Compliance

Via the popup launched by the [**Compliance**] buttons on the **Vendor**, **Company** and **Contract** tabs, this screen is used to update default Compliance Code details and statuses for a Vendor at the System, Company, and Subcontract/PO Level. These updates can then be propagated down to the corresponding Vouchers, en masse, via the popup's [**Apply Changes**] button.

On the **Voucher** tab, the [**Compliance**] button's popup can be used to update compliance details for individual Vouchers.

For details about the [**Compliance**] button's popup, please refer to the following subsection in this guide: *Compliance Status – Popup*.

---

## Selection Criteria – Section

---

Use the fields in this section to filter entries on the tabs, leaving a field blank to not filter entries according to its value.

To only list Vendors with associated Contracts, check the **Display Only Vendors with Contracts** checkbox.

Once a section criteria is entered or modified, click [**Refresh**] to refresh the entries on the tabs accordingly.

---

**NOTE:** If Compliance Code Security has been applied to a Compliance Code, then only authorized users may modify details on that Code.

---

---

## Vendor – Tab

---

The **Vendor** tab lists Subcontracts according to the **Selection Criteria** parameters.

### [**Compliance**] – Button

For a selected Subcontract, the [**Compliance**] button's popup on this tab displays Compliance Code defaults set up for the associated Vendor at the System Level.

---

**NOTE:** **Company** field in popup is in regards to the Subcontract, and does not mean popup is at Company Level.

---

At the System Level, this button's popup is used to change a Vendor's Compliance Code's default details and Compliance Statuses, which can be propagated down to various levels via its buttons.

The security privilege **VENCOMPL** is used to restrict access to the [**Compliance**] button at the Vendor Level.

---

## Company – Tab

---

The **Company** tab lists Subcontracts according to the **Selection Criteria** parameters.

### [**Compliance**] – Button

For a selected Subcontract, the [**Compliance**] button's popup on this tab displays Compliance Code defaults set up for the associated Vendor at the Company Level.

At the Company Level, this button's popup is used to change a Vendor's Compliance Code's default details and Compliance Statuses, which can be propagated down to various levels via its buttons.

The security privilege **VENCOMPL** is used to restrict access to the [**Compliance**] button at the Vendor Level.

## Contract – Tab

The **Contract** tab lists Subcontracts according to the **Selection Criteria** parameters.

### [Dates] – Button

This button's popup allows entry of dates related to the Subcontract.

### [Compliance] – Button

For a selected Subcontract, the **[Compliance]** button's popup on this tab displays Compliance Code defaults for the Subcontract, which defaulted to the Subcontract from higher levels, or were manually added to it.

This button's popup is used to change a Subcontract's Compliance Code's default details and Compliance Statuses, which can be propagated down to its RFPs (Vouchers in AP).

## Voucher – Tab

The **Voucher** tab lists RFPs (Vouchers in AP) according to the **Selection Criteria** parameters.

### [Compliance] – Button

For a selected RFP/Voucher, the **[Compliance]** button's popup on this tab displays its Compliance Codes, which defaulted in from higher levels, or were manually added to it.

This button's popup is used to change a Voucher's Compliance Code's details and Compliance Statuses.

## Compliance Status – Popup

COMPLIANCE STATUS

Company: ZZ, CMIC Test Company  
Vendor: BE0001, Bingham Engineers  
As Of Date: 26-Oct-2016

**ACTIONS**

Delete History Of Updates Copy Documents Add to Companies Add to PO's Add to Contracts Apply Changes Notes

**SUBCONTRACT COMPLIANCE STATUS**

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extension

Compl.	Date Compl.	Compliance Code	Compliance Code Description	Insurance/Bonding Company	Certificate Number	Certificate Location	Start Date	End Date	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SC-BOND	Bonded	*	*		01-Jan-2016	01-Jan-2017	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SC_LIEN	Lien Waiver	*	*		01-Oct-2016	01-Jan-2017	0.00

Date Sensitive  
 Vendor Level  
 SC Auto Assign  
 PO Auto Assign

Remittance Description:

Insurance/Bonding Company Name: Non-applicable

View Note

Pgm: INSINFO – Compliance Status popup (sample of popup at System Level)

This popup is launched via the [**Compliance**] button on the Enter Subcontract/Change Order, Over-Ride Voucher Status, and Change Compliance Status screens. It is also available in the AP and PO modules. What it displays and what functionality is available depends on where this popup was launched.

For a particular Vendor, at the System Level down to the Voucher Level, this popup can be used to:

- I. Add or delete Compliance Codes to or from a selected Vendor's existing Subcontracts, POs and Vouchers.
- II. Change the Compliance Status (compliant/non-compliant) of a Vendor's default Compliance Code, which becomes the code's default status. The Compliance Code and its default Compliance Status will default to any new Vouchers against the Vendor. This is useful, for instance, if a Vendor fulfills a Compliance Code's requirement, and you want to set the Compliance Status of that Compliance Code to compliant, so that any new Vouchers created for the Vendor will have that Compliance Code's Compliance Status default to compliant.
- III. Also, once a Compliance Code's default status is changed, the [**Apply Changes**] button can be used to propagate the change to the existing Vouchers for the Vendor, en masse.

---

**NOTE:** When leaving the Compliance Status popup at the Voucher Level, if the Voucher is not compliant based on all of its Compliance Codes, the system will set its Payment Status to "**Compliance Hold (C)**".

---

## **System Level – Vendor's Default Codes Under All Companies**

---

If this popup was launched for a Vendor at the System Level, this popup displays the default Compliance Codes for the Vendor's Subcontracts and POs at the System Level. This popup is launched at the System Level by clicking the [**Compliance**] button on the **Vendor** tab of the Change Compliance Status screen (note: even though a Company is specified in this screen, when the [**Compliance**] button is clicked on the **Vendor** tab, the popup is launched at the System Level; if clicked on the **Company** tab, the popup is launched at the Company Level).

Since these Vendor Compliance details are at the System Level, the [**Add to Companies**], [**Add to POs**], [**Add to Contracts**], and [**Apply Changes**] buttons are enabled to allow changes to be propagate to lower levels, being:

- Vendor's default Compliance Codes for POs/Subcontracts, under all Companies
- existing POs/Subcontracts for Vendor, under all Companies
- existing posted Vouchers associated to PO/Subcontract for Vendor, under all Companies

These System Level defaults for the Vendor can also be viewed via the Vendor Compliance screen.

## **Company Level – Vendor's Default Codes Under Specified Company**

---

If this popup was launched for a Vendor at the Company Level, via the **Company** tab of the Change Compliance Status screen, this popup displays the default Compliance Codes set up for this Vendor's Subcontracts and POs at the Company Level.

Since these Vendor Compliance details are at the Company Level, the [**Add to Companies**] button is disabled (only enabled at System Level), but the [**Add to POs**], [**Add to Contracts**], and [**Apply Changes**] buttons are enabled to allow changes to be propagate to lower levels, being:

- existing POs/Subcontracts for Vendor, under specified Company
- existing posted Vouchers for the Vendor associated to PO/Subcontract, under specified Company

These Company Level defaults for the Vendor can also be viewed via the Vendor by Company Compliance screen.

## PO/Subcontract Level – PO/Subcontract’s Assigned Codes & Details

If this popup was launched for a particular PO or Subcontract, this popup displays its Compliance Codes, which default to Vouchers against them. The Compliance Codes displayed were automatically added to the Subcontract or PO based on the defaults set up for the Vendor at the System, Company or Job (**Compliance** tab of Enter Job screen) Level, or they were manually added to this particular Subcontract/PO. Since these compliance details are at the PO/Subcontract Level, the **[Add to Companies]**, **[Add to POs]**, and **[Add to Contracts]** buttons are disabled. The **[Apply Changes]** button is enabled, however, to allow changes to be propagate to existing Vouchers for the Vendor, under the specified Company.

## Voucher Level – Voucher’s Assigned Codes & Details

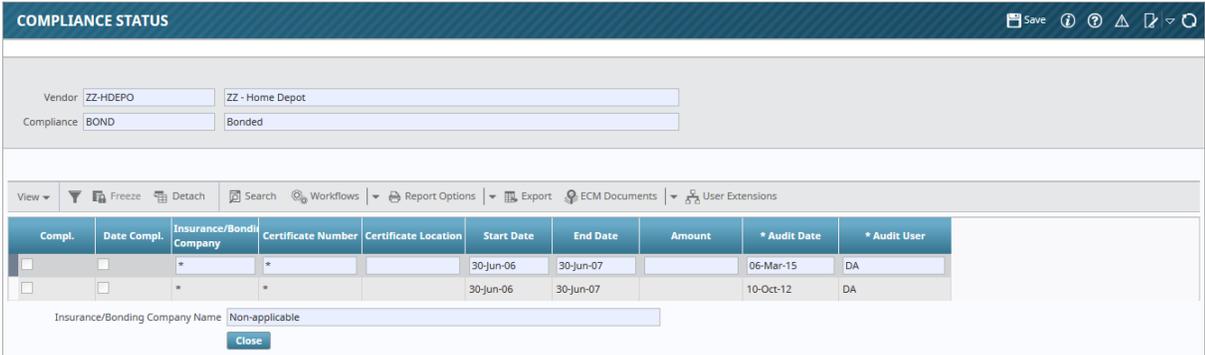
If this popup was launched for a particular Voucher, this popup displays its compliance details. The Compliance Codes displayed were automatically added to the Voucher based on the defaults set up for the Vendor, or they were manually added. Since these Vendor Compliance details are at the Voucher Level, the **[Add to Companies]**, **[Add to POs]**, **[Add to Contracts]**, and **[Apply Changes]** buttons will be disabled, as there are no lower levels to propagate changes to.

## Screen’s Buttons

### **[Delete]** – Button

Used to delete a selected Compliance Code.

### **[History Of Updates]** – Button



The screenshot shows a window titled "COMPLIANCE STATUS" with a dark blue header. Below the header are input fields for Vendor (ZZ-HDEPO), Compliance (BOND), and other details. A toolbar contains icons for View, Freeze, Detach, Search, Workflows, Report Options, Export, ECM Documents, and User Extensions. The main area is a table with the following columns: Compl., Date Compl., Insurance/Bonding Company, Certificate Number, Certificate Location, Start Date, End Date, Amount, \* Audit Date, and \* Audit User. Two rows of data are visible. Below the table is a field for Insurance/Bonding Company Name (Non-applicable) and a Close button.

Compl.	Date Compl.	Insurance/Bonding Company	Certificate Number	Certificate Location	Start Date	End Date	Amount	* Audit Date	* Audit User
<input type="checkbox"/>	<input type="checkbox"/>	*	*		30-Jun-06	30-Jun-07		06-Mar-15	DA
<input type="checkbox"/>	<input type="checkbox"/>	*	*		30-Jun-06	30-Jun-07		10-Oct-12	DA

Used to view the history of changes to a selected Compliance Code.

### **[Copy]** – Button

Use the **[Copy]** button to copy the Compliance Code to a target Vendor.

### **[Documents]** – Button

The Documents popup can be used to maintain reference details (doc number, date, description, and amount) about documents associated to the selected Compliance Code.

### **[Add To Companies]** – Button

This button is only enabled if this popup was launched at the System Level.

This button is used to assign a selected Compliance Code as a default for the Vendor, under all Companies.

When this button is clicked, a record of the default will be created under all Companies the Vendor exists. These defaults can be viewed via the Vendor Compliance by Company screen, in which there will be a record of the default code for the Vendor under each Company the Vendor exists.

**Example:** Say there are instances of a Vendor, Ven1, under three Companies: Comp1, Comp2, and Comp3. If a default Compliance Code is assigned to Ven1 system wide via this screen, in the Vendor by Company Compliance screen, an entry of the default for Ven1 will exist under Comp1, Comp2, and Comp3.

---

**NOTE:** This button is not available in the Vendor by Company Compliance screen as this button creates defaults at the System Level

---

#### [Add to POs] – Button

This button is enabled if the popup was launched for a Vendor at the System or Company Level.

If this popup was launched at the System Level, this button assigns a new Compliance Code to the Vendor's existing posted POs and their associated posted Vouchers system wide.

If this popup was launched at the Company Level, this button assigns a new Compliance Code to the Vendor's existing POs and Vouchers associated to the POs under the specified Company.

If this popup was launched at the System Level, this application will examine every PO and Voucher associated to a PO for the selected Vendor system wide. If this popup was launched at the Company Level, this application will examine every PO and associated Voucher for the Vendor under the specified Company. If the POs or Vouchers do not have the code, it will be added. If any of them already have this code and the **Insurance Company** and **Certificate #** fields match, the code's details will be overwritten with this code's details. If a PO or Voucher already has this code and the **Insurance Company** and **Certificate #** fields do not match, this code will be added under the variant version so that users can see details such as when the older compliance certificate ends and the new one begins.

---

**NOTE:** For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold (C)**". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

---

#### [Add to Contracts] – Button

This button is enabled if the popup was launched for a Vendor at the System or Company Level.

If this popup was launched at the System Level, this button assigns a new Compliance Code to the Vendor's existing posted Subcontracts and their associated posted Vouchers system wide.

If this popup was launched at the Company Level, this button assigns a new Compliance Code to the Vendor's existing Subcontracts and Vouchers associated to the Subcontracts under the specified Company.

If this popup was launched at the System Level, this application will examine every Subcontract and Voucher associated to a Subcontract for the selected Vendor system wide. If this popup was launched at the Company Level, this application will examine every Subcontract and associated Voucher for the Vendor under the specified Company. If the Subcontracts or Vouchers do not have the code, it will be added. If any of them already have this code and the **Insurance Company** and **Certificate #** fields match, the code's details will be overwritten with this code's details. If a Subcontract or Voucher already has this code and the **Insurance Company** and **Certificate #** fields do not match, this code will be added under the variant version so that users can see details such as when the older compliance certificate ends and the new one begins.

---

**NOTE:** For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold (C)**". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed

to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

---

### [Apply Changes] – Button

This button is enabled if the popup was launched at the System, Company, or PO/Subcontract Level, to propagate changes down to the corresponding Vouchers.

This button is used to update the details of a Compliance Code assigned to a Vendor's posted Subcontracts, POs and Vouchers associated to the Subcontracts and POs. If this popup was launched at the System Level, this application will examine every PO, Subcontract and Voucher associated to a PO or Subcontract for the selected Vendor system wide. If this popup was launched at the Company Level, this application will examine every PO, Subcontract and associated Voucher for the Vendor under the specified Company. If this popup was launched at the PO/Subcontract Level, this application will examine every Voucher associated to the PO or Subcontract. If any of these items have the Compliance Code and the **Insurance Company** and **Certificate #** fields matching, the Compliance Code's details will be updated using these details.

This button can also be used to change the Compliance Status (**Compliance** checkbox) of a Compliance Code assigned to Vouchers en masse, at the following levels:

- System Level: all Vouchers associated to POs & Subcontracts for Vendor, system wide
- Company Level: all Vouchers associated to POs & Subcontracts for Vendor, under specified Company
- PO/Subcontract Level: all Vouchers associated to PO/Subcontract

To change the Compliance Status (**Compliance** checkbox) of a Compliance Code assigned to a single Voucher, use the Adjust Voucher Status screen.

---

**NOTE:** For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold (C)**". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

---

### [Notes] – Button

Used to view or add a note to the selected Compliance Code.



# Logs

## Subcontracts

SC - SUBCONTRACT LOG																
Search																
View Format Freeze Detach Wrap Clear Query Export ECM Documents																
Find Go																
Company	Job Code	Vendor Name	Cont Code	Chg	Name	Contact Name	Date	Post Date	Status	Start Date	End Date	Issued Date	Executed Date	Received Date	Contract Type	Contract Amt
CCC	J448957	A1 CEMENT II	A1CEMEN-0001	000	Concrete Parking Lot	Hard Bond	24/Aug/2017	24/Aug/2017	In Process						Contractual	14,500.00
CCC	J448957	A1 CEMENT II	A1CEMEN-0003	000	Concrete Parking Lot		09/Nov/2017	09/Nov/2017	In Process							12,000.00
CCC	J448957	A1 CEMENT II	P44-A1CEMENT-001	000	Building's Foundation		12/Jul/2017	24/Jul/2017	In Process							28,560.00
CCC	J448957	A1 CEMENT II	A1CEMEN-0005	000	Rear concrete parking lot		14/Nov/2017	14/Nov/2017	In Process						Lump Sum	110,000.00
CCC	J448957	A1 Masons	A1MASON-0003	000	A1MASONS	Huey Luie	09/Nov/2017	09/Nov/2017	In Process							10,000.00
CCC	J448957	A1 Masons	A1MASON-0001	000	Exterior stone walkways, walls	Huey Luie	07/Sep/2017	07/Sep/2017	In Process						Lump Sum & S	28,500.00
CCC	J448957	A1 Masons	A1MASON-0002	000	Exterior stone walkways, walls	Huey Luie	08/Nov/2017	09/Nov/2017	In Process						Lump Sum	15,000.00
CCC	J448957	A1 Masons	P44-A1MASONS	000	Exterior stone walkways, walls		12/Jul/2017	12/Jul/2017	In Process							35,000.00
CCC	J448957	A1DOORS	A1DOORS-0001	000	Installing all doors.	Andy Murray	08/Sep/2017	10/Oct/2017	In Process							18,750.00
CCC	J448957	A1ELECTRIC	A1ELEC-0005	000	Interior Electrical Work		10/Nov/2017	10/Nov/2017	In Process							25,000.00
CCC	J448957	A1MARBLE	A1MARBL-0001	000	Marble supplies and work for li	George Michael	08/Sep/2017		Pending						Lump Sum	25,000.00
																<b>322,310.00</b>

Pgm: PMSC\_LOG – Subcontract Log

This log screen displays details for all Subcontracts under a particular Job.

As shown below, to set which Job is displayed by this screen, launch the Set User Defaults screen in the JC module, and click the [PM User Default] button. In the popup (shown below), select the relevant **Default Company** and **Default Project**:

The image shows two screenshots from a software application. The top screenshot is titled 'JC USER DEFAULTS' and shows a form for setting user defaults. The 'User' field is 'MIKEFER1'. The 'Default Company' is 'CCC' (CMiC Test Construction Company). The 'Default Project' is '12345' (12345 - Contract Forecasting). A blue button labeled 'PM User Default' is highlighted with a red arrow. The bottom screenshot is titled 'PROJECT MANAGEMENT LOGON' and shows a form for selecting a project. The 'User' is 'MIKEFER1'. The 'Default Company' is 'CCC' (CMiC Test Construction Company). The 'Default Project' is 'P448957' (Freshmart Office Building - Chicago II). The 'Job' is 'J448957'. There are three checkboxes: 'Display Pre- Lov Filter' (unchecked), 'Display Project partners Only' (unchecked), and 'Propagate Default Company To Relevant Systems' (checked).

## Subcontracts - All Projects

Comp Code	Job Code	Ven Code	Ven Name	Abbrev Partn Code	Cont Code	Chg Code	Job Ctrl Code	Contact Code	Contact Name	Date	Post Date	Name	Scope Desc	Cont Amt	Stat Code	Stat Desc	Start Date
CCC	3000	A1CEMENT	A1 CEMENT IND	A1CEMENT	3000-2	000	ALL			19/Oct/2015	19/Oct/2015	3000-2		1250000	I	In Process	
CCC	3000	A1DOORS	A1DOORS' - Cor	A1DOORS	DOOR3000	000	ALL			10/Jun/2011	10/Jun/2011	DOOR3000		1000000	I	In Process	
CCC	3000	FIDELITY	Fidelity Investm	FIDELITY	FIDELITY1	000	ALL			10/Jun/2011	10/Jun/2011	FIDELITY1		1000000	C	Closed	
CCC	3300	A1DOORS	A1DOORS' - Cor	A1DOORS	3300-1	000	ALL	AS	Andrew Schneider	05/Jan/2016	05/Jan/2016			362500	I	In Process	
CCC	3300	A1DOORS	A1DOORS' - Cor	A1DOORS	33001	000	ALL	DA	Dorman Allen	30/May/2014	30/May/2014	33001		50000	I	In Process	
CCC	3300	A1FLOOR	A1 FLOOR MAKE	A1FLOOR	33002	000	ALL			30/May/2014	30/May/2014	33002		50000	I	In Process	
CCC	4444	A1DOORS	A1DOORS' - Cor	A1DOORS	4444-1	000	ALL			08/Jan/2016	05/Feb/2016	4444-1		210000	I	In Process	
CCC	523M	13-82852	FOR TEST	13.82852	13-8285-0001	000	ALL			22/Nov/2017		testt			P	Pending	
CCC	523M	A1BRICKS	A1 Bricks Manuf	A1BRICKS	BRICK4	000	ALL			01/Nov/2014	01/Nov/2014	BRICK4		4000	I	In Process	
CCC	523M	A1BRICKS	A1 Bricks Manuf	A1BRICKS	BRICK3	000	ALL			01/Nov/2014	02/Jun/2015	brick3		4000	I	In Process	
CCC	523M	A1BRICKS	A1 Bricks Manuf	A1BRICKS	BRICK1	000	ALL			01/Nov/2014	02/Jun/2015	brick1		4000	I	In Process	01/Nov/2014
CCC	523M	A1BRICKS	A1 Bricks Manuf	A1BRICKS	BRICK2	000	ALL			01/Nov/2014	01/Nov/2014	exter		4000	I	In Process	
CCC	523M	A1CEMENT	A1 CEMENT IND	A1CEMENT	CEMENT13	000	ALL			01/Nov/2014	02/Jun/2015	cement13		4000	I	In Process	

Pgm: PMSC\_ALLPROJ\_LOG – Subcontracts - All Projects

This log screen displays details for all Subcontracts under a particular Job, for all Jobs under the Company set up as the default for the user.

As shown below, to set which Company is displayed by this screen, launch the Set User Defaults screen in the JC module, and click the [PM User Default] button. In the popup (shown below), select the relevant **Default Company**:

The image shows two screenshots of a software interface. The top screenshot is titled "JC USER DEFAULTS" and displays configuration options for user "MIKEFER1". The "Default Company" is set to "CCC" (CMiC Test Construction Company) and the "Default Project" is "12345" (12345 - Contract Forecasting). A blue button labeled "PM User Default" is highlighted with a red arrow. The bottom screenshot is titled "PROJECT MANAGEMENT LOGON" and shows the same user's defaults after the button is clicked. The "Default Project" is now "P448957" (Freshmart Office Building - Chicago II) and the "Job" is "J448957". There are also checkboxes for "Display Pre- Lov Filter", "Display Project partners Only", and "Propagate Default Company To Relevant Systems".



# Query

## Executive Query by Job

EXECUTIVE QUERY BY JOB								
SELECTION CRITERIA								
Company: CCC CMC Test Construction Company								
<input type="checkbox"/> Include Voiced Subcontracts <input type="checkbox"/> Include Closed Subcontracts								
JOB SUMMARY								
Job	Total Contracts	Total Retainage	Released Retainage	Total Current Retainage	Original Contract	Changes	Billed	Paid
1000	6,107,065.00	13,035.73	0.00	13,035.73	6,107,050.00	15.00	228,174.14	112,039.2
12345	20,164,735.00	17,074.97	156.50	16,918.47	19,810,010.00	354,725.00	177,348.32	3,700.00
13,77210	220,000.00	150.00	0.00	150.00	220,000.00	0.00	1,500.00	
1385911	86,000.00	16.70	0.00	16.70	86,000.00	0.00	206.40	
1487331	173,500.00	132.50	2.50	130.00	173,500.00	0.00	1,325.00	
1488395	700,000.00	2,937.50	12.56	2,924.94	700,000.00	0.00	33,000.00	
1488395-1	1,600,000.00	9,394.00	23.75	9,370.25	1,575,000.00	25,000.00	100,900.00	3,600.00
1488395-2	1,055,000.00	10,193.21	0.00	10,193.21	1,040,000.00	15,000.00	103,052.09	
1490125-2	50,000.00	0.00	0.00	0.00	50,000.00	0.00	0.00	
1490125-3	50,000.00	0.00	0.00	0.00	50,000.00	0.00	0.00	
1490125-4	50,000.00	0.00	0.00	0.00	50,000.00	0.00	0.00	
1491214	10,000.00	150.00	0.00	150.00	10,000.00	0.00	1,500.00	
1491523M	154,075.00	712.50	0.00	712.50	154,075.00	0.00	12,347.15	100.00
1491730	250,000.00	1,298.50	0.00	1,298.50	250,000.00	0.00	12,985.00	
1491730S	175,000.00	925.00	0.00	925.00	175,000.00	0.00	9,250.00	
1494257M	5,000.00	1.38	0.00	1.38	2,500.00	2,500.00	50.00	
1496492	1,420,000.00	98,025.00	0.00	98,025.00	1,420,000.00	0.00	980,250.00	
1496757	9,000.00	450.00	0.00	450.00	9,000.00	0.00	4,500.00	
1496763	3,500.00	20.00	0.00	20.00	3,500.00	0.00	200.00	
1496864.1	41,000.00	15.00	0.00	15.00	41,000.00	0.00	500.00	

Pgm: SCEXQRYJ – Executive Query By Job

The Executive query provides the means to examine Subcontract information on a Job by Job basis. Each Job total may be broken down into the various Subcontracts, which make up the total Job.

The Job totals and the Subcontract breakdowns analyze the Contract and change order amounts against the billed and paid amounts. At the Contract level vouchers and their associated checks can be examined to determine the make up of the billed and paid amounts.

The Job Executive Query consists of the following:

### Summary Levels:

- Job Summary Level
- Contract Summary Level
- Change Order Summary Level

### Detail Levels:

- Voucher Detail

- Check Detail

### Show Voided Subcontracts – Checkbox

The default for this box is to be checked, which means that contracts displayed in the next block will include voided contracts.

If you don't want to view voided contracts, uncheck the box and voided contracts will not be displayed.

### Show Closed Subcontracts – Checkbox

The default for this box is to be checked, which means that contracts displayed in the next block will include closed contracts.

If you don't want to view closed contracts, uncheck the box and closed contracts will not be displayed.

### [Drill Down] – Button

Select the desired Job for which you wish to view the details and press the **[Drill Down]** button.

**EXECUTIVE QUERY BY JOB**

SELECTION CRITERIA

Company: CCC | CMIC Test Construction Company

Job: 1488395-2 | Original Contract: 1,040,000.00 | Changes: 15,000.00 | Billed: 103,052.09 | Paid: [ ]

Total Current Contract: 1,055,000.00 | Total Retainage: 10,193.21

---

DETAILS

Contract Code	Void	Vendor	Total Current Contract	Total Retainage	Retainage Release	Outstanding Retainage	Original Contract	Changes	Billed	Paid
200001	<input type="checkbox"/>	A1BRICKS	460,000.00	105.21	0.00	105.21	460,000.00	0.00	1,052.09	
200002	<input type="checkbox"/>	A1CEMENT	105,000.00	2,700.00	0.00	2,700.00	100,000.00	5,000.00	27,000.00	
200003	<input type="checkbox"/>	A1FLOOR	110,000.00	550.00	0.00	550.00	110,000.00	0.00	5,500.00	
200004	<input type="checkbox"/>	A1ELEC	130,000.00	390.00	0.00	390.00	130,000.00	0.00	3,900.00	
200004	<input type="checkbox"/>	A1GARDEN	140,000.00	448.00	0.00	448.00	140,000.00	0.00	5,600.00	
CCC0001	<input type="checkbox"/>	A1WINDOW	110,000.00	6,000.00	0.00	6,000.00	100,000.00	10,000.00	60,000.00	

Job Name: 1488395 - PCI Detail Billing

Contract: Original

Vendor: A1 Bricks Manufacturing Company

Buttons: Tasks, Vouchers, Changes, Close

Pgm; SCEXQRYJ – Executive Query by Job – Drill-Down Window

### [Tasks] – Button

**EXECUTIVE QUERY BY JOB**

SELECTION CRITERIA

Company: CCC | CMIC Test Construction Company

Contract Code: 200001 | Original Contract: 460,000.00 | Changes: 0.00 | Billed: 1,052.09 | Tax: 0.00 | Paid: [ ]

Contract: Original

---

SCHEDULE OF VALUES

Task	Voided	Contract Amount	Percent Complete	Amount Completed	Previously Certified Amt	Completed	Contract	Prev. Cert.	Current Amount
000.T1	<input type="checkbox"/>	100,000.00	0.300	295.56	295.56	2,955,600.00	1000	-62,956	0.00
000.T2	<input type="checkbox"/>	110,000.00	0.280	306.53	306.53	2,786,636.36	1000	0	0.00
000.T3	<input type="checkbox"/>	120,000.00	0.380	450.00	450.00	3,750,000.00	1000	0	0.00
000.T4	<input type="checkbox"/>	130,000.00	0.000	0.00	0.00	0.00000000	1000	0	0.00

Buttons: Close

Pgm; SCEXQRY – Executive Query by Job – Contract Task Details

The Tasks block allows you to view the breakdown of the tasks, which make up the Subcontract total. This displays the schedule of values

## [Vouchers] – Button

**EXECUTIVE QUERY BY JOB** Save ⓘ ⚠ ↻

**SELECTION CRITERIA**

Company

Contract Code  Original Contract  Changes  Billed  Tax  Paid

Contract

---

**VOUCHERS**

View  Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Vendor	Voucher	Voided	Invoice	Invoice Amount	Retainage Amt	Outstanding Amt	Current Retainage Amt	Due Date	Changes	Job	Invoice Date	Post Date
ATWINDOW	6068	<input type="checkbox"/>	204	60,000.00	6,000.00	54,000.00	6,000.00	08/06/2014	000	1488395-2	07/07/2014	07/07/2014
				<b>60,000.00</b>	<b>6,000.00</b>	<b>54,000.00</b>						

Include Voiced Vouchers

Vendor

*Pgm: SCEXQRYJ – Executive Query by Job – Vouchers Window*

This button will open a window that displays all the vouchers/payment requests associated with the contract. From this screen, it is possible to **[Drill Down]** to view any payments (checks) associated with a specific voucher plus by using the **[Ret. Applied]** button when the cursor is on a retainage release voucher view the retainage application.

## [Changes] – Button

**EXECUTIVE QUERY BY JOB** Save ⓘ ⚠ ↻

**SELECTION CRITERIA**

Company

Job  Original Contract  Changes  Billed  Tax  Paid

Vendor   Original Contract  Changes  Billed  Tax  Paid

---

**CHANGE ORDERS**

View  Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Change #	Voided	Contract Amount	Percent Compl	Amount Completed	Previously Certified Amt
001	<input type="checkbox"/>	10,000.00	100.00	10,000.00	10,000.00

Change

Vendor  Contract

*Pgm: SCEXQRYJ – Executive Query by Job – Change Order Window*

The Change order block allows you to view the breakdown of the change orders, which make up the change total.

# Executive Query by Vendor

EXECUTIVE QUERY BY VENDOR									
SELECTION CRITERIA									
Company: CCC [CMIC Test Construction Company]									
<input type="checkbox"/> Include Voided Subcontracts <input type="checkbox"/> Include Closed Subcontracts									
VENDOR SUMMARY									
Vendor	Total Contracts	Total Retainage	Released Retainage	Total Current Retainage	Original Contract	Changes	Billed	Paid	
1000-230	20,000.00	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00	
1TIME	1,200.00	0.00	0.00	0.00	1,200.00	0.00	0.00	0.00	
A1BRICKS	6,958,040.00	115,382.49	159.00	115,223.49	6,371,315.00	586,725.00	1,187,661.73	6,676.1	
A1CEMENT	3,000,023.00	28,896.97	0.00	28,896.97	2,995,023.00	5,000.00	307,477.81	0.00	
A1DOORS	149,570,491.00	14,540.46	147.31	14,393.15	149,259,199.00	311,292.00	263,725.00	96,802.6	
A1ELEC	3,168,825.00	5,646.40	0.00	5,646.40	2,995,700.00	173,125.00	60,147.33	1,990.0	
A1FLOOR	1,669,814.00	5,182.50	0.00	5,182.50	1,669,814.00	0.00	61,825.00	90.00	
A1GARDEN	18,188,811.02	4,944.96	0.00	4,944.96	18,188,811.02	0.00	50,983.05	0.00	
A1HVAC	1,855,000.00	2,343.60	0.00	2,343.60	1,780,000.00	75,000.00	23,586.00	0.00	
A1MARBLE	1,700,000.00	7,351.00	0.00	7,351.00	1,700,000.00	0.00	73,510.00	0.00	
A1MECH	2,689,675.00	18,307.20	6,250.00	12,057.20	2,614,675.00	75,000.00	183,072.00	0.00	
A1METAL	444,750.00	1,955.00	250.00	1,705.00	444,750.00	0.00	19,582.94	0.00	
A1PAPERS	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	

Pgm: SCEXQRYV – Executive Query by Vendor

The Executive Query by Vendor provides the means to examine Subcontract information on a Vendor by Vendor basis. Each Vendor total may be broken down into the various Subcontracts that make up the Vendor total.

The Vendor totals and the Subcontract breakdowns analyze the Subcontract and Change Order amounts against the billed and paid amounts. At the Subcontract Level, Vouchers and their associated checks can be examined to determine the make up of the billed and paid amounts.

The Vendor Executive Query consists of the following:

### Summary Levels:

- Vendor Summary Level
- Contract Summary Level
- Change Order Summary Level

### Detail Levels:

- Voucher Detail
- Check Detail
- Retainage Release Detail

This query works in the same manner as the Executive Query by Job, except that its orientation is by Vendor instead of Job.

### Include Voided Subcontracts – Checkbox

The default for this box is to be unchecked, which means that contracts displayed in the next section will not include voided Subcontract.

If you want to view voided Subcontract, check this box.

### Include Closed Subcontract – Checkbox

The default for this box is to be unchecked, which means that Subcontract displayed in the next section will not include closed Subcontract.

If you want to view closed Subcontract, check this box.

### [Drill Down] – Button

EXECUTIVE QUERY BY VENDOR
Save ? ? ? ? ?

**VENDOR SUMMARY**

Company

Vendor  Original Contract

Changes  Billed  Paid

**CONTRACTS**

View ▾ | Freeze | Detach | Search | Workflows | Report Options | Export | ECM Documents | User Extensions

Contract Code	Voided	Job	Total Current Contract	Total Retainage	Retainage Released	Outstanding Retainage	Original Contract	Changes	Billed	Paid
BRICK6666	<input type="checkbox"/>	12345	0.00				0.00	0.00		
BRICKS1000	<input type="checkbox"/>	1000	200,000.00	6,850.41	0.00	6,850.41	200,000.00	0.00	92,408.25	0.00
BRICKS1000-1	<input type="checkbox"/>	1000	100,000.00	1,000.00	0.00	1,000.00	100,000.00	0.00	10,000.00	12.00
BRICKS191	<input type="checkbox"/>	1503421	125,000.00				125,000.00	0.00		
BRICKS200	<input type="checkbox"/>	CD11	505,000.00	1,850.25	0.00	1,850.25	300,000.00	205,000.00	18,502.50	108.00
BRICKS300	<input type="checkbox"/>	CD11	125,000.00				125,000.00	0.00		
BRICKS400	<input type="checkbox"/>	CD11	125,000.00				125,000.00	0.00		
BRICKSNAP1	<input type="checkbox"/>	SNAPSHOT	85,605.00	85.61	0.00	85.61	85,605.00	0.00	856.05	

Job Name

Vendor

Contract

Tasks
Vouchers
Changes
Close

*Pgm: SCEXQRYV – Executive Query by Vendor – [Drill-Down] Window*

Select the Vendor for whom you wish to view the Subcontract details and press the **[Drill Down]** button to review the Subcontract for the selected Vendor.

In the same manner as the Executive Query By Job, the user may drill into the Tasks, Vouchers and Change Orders related to the individual Subcontract.

# Compliance Summary Query

**COMPLIANCE SUMMARY QUERY**
Save Exit ? ? ? ? ? ?

**SELECTION CRITERIA**

Company: CCC ▲ CMIc Test Construction Company

Job/Picklist: ▲ Edit Selection Criteria

Vendor: ▲

Compliance Group: ▲  Include Closed Contracts

Compliance Code: ▲  Include Only Outstanding Contracts

Insurance Company: ▲ \* Include Compliancy: All ▼

From: 04/01/2014 📅 To: 04/25/2017 📅 Populate

---

**COMPLIANCE GROUPS**

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Group	Group Name	Total # of Contracts	Total # of Non-Compl	Total # of Expired	Total # of Not Rec	Total # of Def
*	*	6	6	9	5	5
CINDY	Test Compliance Group	1	1	0	0	1
CLEANUP	Site Cleanup	5	5	0	5	0

Drill Down

---

**COMPLIANCE COVER TYPES**

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Cover Type	Cover Type Name	Total # of Contracts	Total # of Non-Compl	Total # of Expired	Total # of Not Rec	Total # of Def
PRE-QUALC1	Pre-Qualification Comp	1	1	0	1	0
MATERIAL	Materials Removed	4	0	0	0	0
WC	Workers Compensator	1	1	1	0	1
COMPTST	QUALITY ASSURANCE	1	1	1	0	0
00-DNODEF	No Compl. Hold Final	1	1	0	1	0

Drill Down

*Pgm: SCCOMPLSUM - Compliance Summary Query; standard Treeview path: Subcontract Management > Query > Compliance Summary Query*

The query screen displays compliance related summaries for Compliance Codes and Compliance Groups as they related to the entered **Selection Criteria** parameters.

# Compliance Detail Query

**COMPLIANCE DETAIL QUERY** Save Exit ? ? ? ? ?

**SELECTION CRITERIA**

Company: CCC CMIC Test Construction Company

Vendor: [ ]

Job/PickList: [ ] [Edit Selection Criteria](#)

Compliance Group: [ ]

Compliance Code: [ ]

Insurance Company: [ ]

\* Include Compliancy: Non - Compliant \* Query Mode: Full  Include Closed Contracts [Populate](#)

---

**Vendor** | **Company** | **Contract** | **Voucher**

View | Freeze | Detach | Search | Workflows | Report Options | Export | ECM Documents | User Extensions

Vendor	Compliance Group	Comp	Date Sens	Date Compl	Default Compl	Compliance Code	Insurance Company	Financial Strength	Cert Number	Cert Location	Start Date	End Date	Amount	PO	SC	Ne
A1DOORS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NEW_COVER	*		*	DASHBOARD	01/01/2013	12/31/2015	6,789.00	<input type="checkbox"/>	<input type="checkbox"/>	
A1DOORS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	W-9	*		*					<input type="checkbox"/>	<input type="checkbox"/>	
A1ELEC	CINDY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONTRACT	APX	5	4567	OFFICE				<input type="checkbox"/>	<input type="checkbox"/>	
A1ELEC	CLEANUP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EQUIP	ALL	1	123	OFFICE			1,235.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A1GARDEN	CINDY	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CXRULE	ALL	1	*		01/01/2016	12/31/2016	7,500.00	<input type="checkbox"/>	<input type="checkbox"/>	
A1HVAC		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ADDLINSURE	COMP1		VenComp-SysLeve	VENDOR'S HQ	01/01/2016	01/01/2017	555,000.00	<input type="checkbox"/>	<input type="checkbox"/>	
A1HVAC		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CDI	APX	5	APX43588	AP DEPARTMENT	01/01/2016	02/01/2017	100,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A1METAL		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COMPTST	TST		*		06/01/2012	06/26/2016	240,000.00	<input type="checkbox"/>	<input type="checkbox"/>	

Vendor: 1 Time | Compl Desc: Vendors regular Compliance | Insurance Company: Non-applicable

[Documents](#) | [Notes](#) | [Company](#) | [Contract](#) | [Voucher](#)

Pgm: SCCOMPLDET – Compliance Detail Query; standard Treeview path: **Subcontract Management > Query > Compliance Detail Query**

This query screen displays compliance related summaries for Compliance Codes as they related to the entered **Selection Criteria** parameters.

Compliance summaries can be viewed at four different levels: Vendor, Company, Contract and Voucher.



# Utilities

## Close Contracts

**CLOSE COMPLETED CONTRACTS** Save Exit Help Print Refresh

**SELECTION CRITERIA**

Company: CC

Order By:  Job  Vendor Post Date: 31-May-15 Yr: 2015 Per: 5

Select All

---

**CONTRACTS**

View Freeze Detach Search Workflows Report Options Export Attachments Notes ECM User Extensions

Sel	Job	Vendor	Contract	Chg Ord	Close Date	Contract Amt	Invoiced Amt	Paid Amt
<input type="checkbox"/>	BCDJOB1	A1BLOCK	CC0800001	000		7,000.00	747.25	
<input type="checkbox"/>	CC-AR1	A1BLOCK	CC0800006	000		2,000.00	2,000.00	
<input type="checkbox"/>	CC-AR1	A1BLOCK	CC0800007	000		2,000.00	2,000.00	
<input type="checkbox"/>	CC-AR1	A1BLOCK	CC0800007	001		12,500.00		
<input type="checkbox"/>	CC-BACK1	A1BLOCK	CC0800008	000		218,000.00	80,000.00	0.00
<input type="checkbox"/>	CC-BJOB1	A1BLOCK	CC0800002	000		13,000.00	4,625.00	
<input type="checkbox"/>	CC-J1	A1BLOCK	CC0800009	000		2,216.93	700.00	
<input type="checkbox"/>	CC-U15	A1BLOCK	CC0800003	000		7,003,554,455,666.1	4,005,321,920,299.1	
<input type="checkbox"/>	CC-U15	A1BLOCK	CC0800004	000		12,500.00		
<input type="checkbox"/>	CC-U15	A1BLOCK	CC0800005	000		25,000.00		

BLOCK CONTRACT  Close

---

**DETAILS**

View Freeze Detach Search Workflows Report Options Export ECM User Extensions

Phase	Cat	Contract Amt	Posted Amt	Units	Posted Unit	WM
01-100	4000	1,500.00				NA
01-101	4000	2,200.00				NA
01-102	4000	3,300.00				NA

*Pgm: SCCNTCLS – Close Completed Contracts; standard Treeview Path: Subcontract Management > Utilities > Close Contracts*

Use this screen to close contracts that are completed. By closing a contract, you stop the contract from being available in the Accounts Payable system. Also, only closed contracts may be purged from the system.

### Order by Option

When closing contracts, the system allows you to order the appearance of the contracts by Vendor or by Job. This will make it easier to close a grouping of Job contracts or all contracts from a selected Vendor(s). The default for this option is by Vendor.

### Post Date

The post date will default with last day of the current period. This value can be changed if required.

### Select the Contracts

To select a contract(s) for closure, check the box(s) beside the job code. The detail block shows the contract allocation and the amount paid, plus the number of units paid for the currently selected Contract.

## Close Date

Once the contract is selected for closing, the Close Date field becomes available and defaults a Post Date value, but can be manually changed by the user.

Press [**Close**] to change the status of the selected Contracts from Open to Closed.

---

**NOTE:** Manual adjustment needs to be entered for the remaining commitment to the Job before closing.

---

## Re-Open Contracts

**RE-OPEN CONTRACTS** Save Exit

**SELECTION CRITERIA**

Company: RV123456 R.V.Head Quarters Company, LLC  
Order By:  Job  Vendor

**CONTRACTS**

View Freeze Detach Search Workflows Report Options Export Attachments Notes ECM User Extensions

Sel	Job	Vendor	Contract	Chg Ord	Close Date	Contract Amt	Invoiced Amt	Paid Amt
<input type="checkbox"/>	3333	A1BRICKS	3333-1	001	31012015	150,000.00		

3333-1 **Open**

**DETAILS**

View Freeze Detach Search Workflows Report Options Export ECM User Extensions

Phase	Cat	Contract Amt	Posted Amt	Units	Posted Unit	WM
023300	2000	150,000.00		1500		LS

*Pgm: SCCNTCLS – Re-Open Contracts; standard Treeview path: Subcontract Management > Utilities > Re-Open Contracts*

Use this screen to re-open closed Subcontracts. By re-opening a Subcontract, you make it available for invoicing in the Accounts Payable module.

### Order by Option

When re-opening Subcontracts, the system allows you to order the appearance of the Subcontracts by Vendor or by Job. This will make it easier to close a grouping of Job Subcontracts or all Subcontracts from a selected Vendor(s). The default for this option is by Vendor.

### Post Date

The Post Date will default with last day of the current AP Period. This value can be changed if required.

### Select the Contracts

To select a contract(s) for re-opening, check the box beside the Job Code. The detail block shows the contract allocation and the amount paid, plus the number of units paid for the currently selected Contract.

Press [**Open**] – this will change the status of the selected Subcontracts from “**Closed**” to “**Open**”, and erase the value for the **Close Date** field for the record.

---

**NOTE:** Manual adjustment needs to be entered for the remaining commitment to the Job.

---

## Delete Unposted Batches

*Pgm: DELBATSC – Delete Unposted SC Batches; standard Treeview path: SC Management > Utilities > Delete Unposted Batches*

This menu option will remove unposted Pay Request batches and their related data from the system.

Verify/modify the company code, select the **To** and **From Batch** range to delete and press **[Delete]** to remove the selected range of batches

## Assign Posted Voucher to Posted Subcontract

*Pgm: SCPSTVSC – Assign Posted Voucher to Subcontracts; standard Treeview path: Subcontract Management > Utilities > Assign Posted Voucher to Subcontract*

The Assign Posted Vouchers to Subcontract screen is used to assign previously posted Vouchers within Accounts Payable to Posted Subcontracts.

Normally Vouchers are attached to Subcontracts through the process of Pay Requests. “Percent Complete” or “Amount Complete” is entered against the task detail, thus generating a Voucher against the Subcontract.

When assigning a posted Voucher to a posted Subcontract, you may select the Voucher for application, although the system will restrict the application of a posted Voucher to a Subcontract based on the Job Code. A Voucher must be distributed to one Job, and that Job must be the same Job as the one on the Subcontract. Once connected, the distribution amount must be linked to the Schedule of Values by applying the voucher amount to the task detail line. Please refer to the section on entering the Schedule of Values within the Request for

Payment for the entry of Percent Completes within the schedule. Those Subcontracts that use scheduled Release Retainage will not allow a Voucher to be assigned.

#### **Print Reports Immediately – Checkbox**

Check this box to print the posting report immediately after posting.

If unchecked, the posting report will not be printed, but can it be printed later using the Print Posting Reports utility.

#### **Delete Reports After Printing – Checkbox**

This checkbox can be checked if the **Print Reports Immediately** checkbox is checked to print the Posting Report. If this checkbox is checked, the Posting Report will be deleted after it is printed. Once deleted, users will not be able to print the Posting Report later. If this box is left unchecked, the Posting Report can be re-printed later using the Print Posting Reports utility.

### **Select Invoice – Section**

---

#### **Vendor Code**

Select the Vendor who's Voucher you wish to assign to a Subcontract.

#### **Invoice Code**

Enter/Select the Invoice Code for the Voucher you wish to assign to a Subcontract.

#### **Assign to Contract**

Select the Subcontract to which to assign the invoice specified in the previous field.

The system only allows you to select Subcontracts that have a Job Code matching the Job Code associated with the distribution of the invoice selected in the previous field. Also, Subcontracts that use Scheduled Release Retainage do not allow a Voucher to be assigned.

### **Distribution – Section**

---

#### **Select the Distribution Line**

Select job distribution line for which you are applying the percent complete within the task schedule.

### **Schedule – Section**

---

#### **Enter the Percent Complete within the Task Schedule**

Move to the schedule block and enter the Percent Complete for the task that is associated with the distribution in the previous block.

Please refer to the section on Entering the Schedule of Values within the [Request for Payments](#) for the complete description of Percent Complete entry.

Return to the "Select Invoice" section and press the [**Process**] button to begin the posting of the application process.

---

**NOTE:** The [**Save**] button is disabled in the CMiC standard menu at the top. Users must move up from the "Schedule" block to the "Distribution" block to get the [**Process**] button enabled. Validations exist that users must either "Process" or Cancel the current distribution before exiting the screen. This is to prevent any possible data issues.

---

# Modify Original Contract

**MODIFY ORIGINAL CONTRACT**

Table Mode Save Exit Help Refresh

**SELECTION CRITERIA**

Company ZZ CMIC Test Company Show Subcontracts Open

Project DEFAULT Default PM Project Sample Job Code ZZ-WMT

Request Id NONE

Post  Print Report Immediately  Delete Reports After Printing

**SUBCONTRACT INFORMATION**

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options Attachments Notes ECM User Extensions

\* Vendor A1ROOF A1 Roofing

\* Contract

Contact

Default Retainage % 0

Alt.Add. Code

Date 28122011

\* Currency US US Dollars

Terms NET30 Net 30

Check Hdl

Bank Account

Invoiced SC

Pay When Paid

Override Flag

Pgm: SCMSTUPD – Modify Original Contract; standard Treeview path: **Subcontract Management > Utilities > Modify Original Contract**

This program allows the user to modify Subcontracts that have already been posted. The purpose of this screen is to allow for the changes that occur during the negotiation phase of the contract.

This screen has specific rules for what can be changed. They are as follows:

- If there has been a Pay Request issued against the contract, you may modify the units or amounts, change the task description and turn the tax flags on or off, add new lines or change the Prepaid Code or Long Description of the task. You can also change the allocation (Cost Code/Category). In the latter case, another set of posting reports are produced if a posted RFP exists for the contract. This set of reports will show the adjustments against the posted RFP. If the Cost Code/Category of the contract is modified while having a related un-posted RFP, the adjustment will be reflected when the RFP is eventually posted.
- If there is no valid Pay Request, the user may change or add new lines, including changing the distribution

---

**NOTE:** It is not possible to remove a line, however you may set the amount to “0” and create a new line as needed.

---

## Selection Criteria – Section

### Company

Company under which Subcontract was entered.

### Project

Project for which Subcontract was entered.

### Show Subcontracts

This field is used to restrict what Subcontracts are displayed by their Status. Select “**Open**” to only view open Subcontracts, “**Closed**” to only view closed Subcontracts, or “**Both**” to view both open and closed Subcontracts.

### Job Code – Display Only

This display-only field displays the Job associated to the Project and Subcontract.

### Request ID

If you are entering a Tender Proposal select the request ID. There is an LOV that will display all Tender Package ID's for the Job. If the Subcontract is being directly entered, leave the default value of “NONE” in this field.

### [Post] – Button

---

**NOTE:** Once changes are made to the Schedule of Values section, click outside the field for the [Post] button to become available.

---

Once you made the required changes, post them via this button. The posting program will reverse the original Job Cost Commitments and replace them with the new values.

### Print Reports Immediately – Checkbox

Check this box to print the posting report immediately after posting.

If unchecked, the posting report will not be printed, but can it be printed later using the Print Posting Reports utility.

### Delete Reports after Posting – Checkbox

Check this box if you want to delete this posting report at the end of the posting process. Once deleted users will not be able to print the reports later. If you leave this box blank, the posting report can be re-printed later.

### Subcontract Information – Section

---

The Subcontract Information header is in query mode: you may use the [Next] and [Previous] buttons in the block toolbar to scroll through the available Subcontracts on the Job until you find the correct one.

Press the [Post] button to accept the changes entered.

### Schedule Of Values – Section

---

This section displays the SOVs for the selected Subcontract in the above section, for editing.

---

## Changed Batch Post Date Query

App	Batch	Batch Name	Type	Description	Old Post Date	New Post Date	Date Of Change	User	Name
SC	490	RRR	S	Subcontract Request for Payment	20042011	21042011	20042011	RAVI	Ravichandran Venkatachalam

*Pgm: SYS\_POST\_DATE\_CHANGE\_DATE\_QRY – Changed Batch Post Date Query; standard Treeview path: Subcontract Management > Utilities > Changed Batch Post Date Query*

A generic utility query is available providing an audit table for changed batch post dates. The query is available in all applications where the “Change Batch Post Date” utility is available.

# Change Batch Post Date

**CHANGE BATCH POST DATE**

**SELECTION CRITERIA**

- \* Application: SC Subcontracting System
- \* Company: RV123456 R.V.Head Quarters Company, LLC
- \* Batch Type: Subcontract Request for Payment Batch
- \* Batch Number: 490 RRR
- Current Post Date: 21042011
- \* New Posting Date: 05062015

Warnings

**Update Post Date**

*Pgm: SYS\_POST\_DATE\_CHANGE – Change Batch Post Date; standard Treeview path: **Subcontract Management > Utilities > Change Batch Post Date***

A generic utility is available in AP, JC, SC, PY, PYC, CI and PRM that allows a new batch post date to be applied to an already posted batch. This will reverse the original posting by creating a negating transaction in all affected sub-ledgers, and creating a new transaction as of the new posting date. The new batch will use the original posting batch number. Where multiple post dates within a batch are affected, the new batch will have one post date only. In Job Costing, there will be no recalculation of the projections.

## Selection Criteria – Section

### Application

Displays current system module (SC – Subcontracting System).

### Company

Company under which Batch was posted.

### Batch Type

Select Batch Type, which limits available Batches in **Batch Number** field.

### Batch Number

Select Batch Number of Batch to be given a new post date.

### Current Posting Date

The current posting date will display the actual posting date of the Batch. The current posting date will change to the new posting date after clicking [**Update Post Date**].

### New Posting Date

Enter the new posting date that will be applied to the selected Batch.

### [Update Post Date] – Button

Pressing this button will apply the new post date to the Batch. The original transaction will be marked with the change date (system date) as will the reversing entry. The new transaction will show the post date with the new post date and the change date as null leaving the transaction available for the post date to be changed again, if required. General rules will be followed i.e. not posting to a closed GL or AP period.

# Post Request for Payment – No GL/JC

POST REQUEST FOR PAYMENT - NO GL/JC

SELECTION CRITERIA

\* Company RV123456 R.V.Head Quarters Company, LLC

A/P Period 1 A/P Starting Date 01012015 A/P Ending Date 31012015

User RAFIG

\* Batch Number

\* Posting Date 31012015 Post To Year 2015 Post To Period 1

\* Journal AP

Print Reports Immediately

Post

\*\*\* This program will post Request for Payments without creating records in General Ledger and/or Job Costing \*\*\*

Pgm: SCREQPSTNOGLJC – Post Request for Payment – No GL/JC; standard Treeview path: *Subcontract Management > Utilities > Post Request for Payment – No GL/JC*

This program will post Request for Payments without creating record in the General Ledger and/or Job Costing.

## Selection Criteria – Section

### Company

Company for which Batch of RFPs is to be posted, creating corresponding Vouchers in AP.

### A/P Period – Display-Only

Current AP Period for post date.

### A/P Starting Date – Display-Only

Start date of current AP Period.

### A/P Ending Date – Display-Only

End date of current AP Period.

### User

User ID of user posting the Batch.

### Batch Number

Batch Number of Batch to be posted, creating corresponding Vouchers in AP.

The display-only field to the right of this field displays the Batch's name, which is composed of three parts: user's name, current date, and Batch Type code (single letter – "S" indicates that Batch contains Subcontract RFPs, which are Vouchers against Subcontracts in AP module).

### Posting Date

Defaults to last day of current AP Period; current period is displayed by **Current Period** field.

### Journal Code

Defaults to AP Journal set up in AP Control File (standard path: *Accounts Payable > Setup > Local Tables > Control File Options*).

### Print Reports Immediately – Checkbox

Check this box to print the posting report immediately after posting.

If unchecked, the posting report will not be printed, but can it be printed later using the Print Posting Reports utility.

**[Post]** – Button

Posting an RFP Batch creates Vouchers in the AP module, with distributions to both Job Costing and the General Ledger.

---

## Print Posting Reports

* Batch	Name	* User	* Date
5585	SC Posting from JSP 12-MAY-15	RAVI	12052015
5583	SC Posting from JSP 12-MAY-15	RAVI	12052015
5578	rrrr	RAVI	12052015
5565	g	RAVI	12052015
5562	SC Posting from JSP 11-MAY-15	RAVI	11052015
5338	test	RAVI	12032015
5336	SC Posting from JSP 12-MAR-15	RAVI	12032015
5334	SC Posting from JSP 12-MAR-15	RAVI	12032015
5236	SC Posting from JSP 11-MAR-15	RAVI	11032015
5233	SC Posting from JSP 11-MAR-15	RAVI	11032015
5203	SC Posting from JSP 10-MAR-15	RAVI	10032015
5196	SC Posting from JSP 10-MAR-15	RAVI	10032015

*Pgm: SYSRUN – Re-print Posting Reports*

Use this utility to manage the printing and deleting of posting reports for Batches within your system. Those Companies that post large volumes of data and do not want their system tied up during the day with printing processes use this utility. Often these Companies will defer the printing of posting reports to the evening or the end of the day.

Select the Batch for which the posting report is to be printed, and press **[Print]** to begin the printing process.

To delete a posting report, select the relevant Batch and click **[Delete]**.



# Subcontract Configuration

## Overview – Subcontract Configuration

To utilize the Subcontract Management module, various Global and Local Maintenance tables must be configured.

### System-Wide Maintenance – Global Tables

The Contracts Management application does not require very much direct maintenance, as most of the required setup procedures will be done via the Accounts Payable and Job Costing applications. However, before attempting to use the application, be sure any required System-Wide maintenance tasks have been completed. These are accessed from the Subcontract Management Global Tables Menu.

When entering contracts, you will require currency codes and weight/measure codes and if in Canada, you will require a Value-Added Tax Code (GST) to be setup.

## Subcontracts Maintenance

To utilize the Subcontract Management (as well as access via Project Management), the control file and default Company Logon must be configured. As with all modules in Enterprise, there are settings in the Control file to enable customized use of features within each module. These will be determined during implementation, and typically will not require changes once setup.

### Setting the Default Company Logon

The screenshot shows the 'SC USER DEFAULTS' screen. At the top, there's a title bar with 'SC USER DEFAULTS' and a 'Table Mode' button. Below that, there are icons for Save, Exit, Help, and other functions. The main area is titled 'Enter Default Company Code' and 'DEFAULTS'. It has a search bar and navigation buttons (Search, Insert, Delete, Previous, Next, Workflows, Report Options, ECM Documents, User Extensions). The form fields are: \* User: MIKEFER1; \* Default Company: CCC (dropdown) with 'CMIC Test Construction Company' displayed; Default Project: P448957 (dropdown) with 'Freshmart Office Building - Chicago II' displayed; and a checked checkbox for 'Display Project Partners/Contacts Only (Non-PM Users Only)'.

*Pgm: SCSETFM – Subcontract Logon*

Use this screen to specify the default Company and Project for a user. If using Project Management, and the user has elected the “Propagate to Related Modules” option, then this Company and Project will be changed here as the user changes the values in the PM User Defaults screen.

### Company Code

Enter the Default Company Code to be associated with the User-Id that appears at the top of the form. The name of the Company will be displayed, if found. A valid entry must be made in this field. If previously

set for this User-Id, the Company code specified will appear upon entry to this form. On all other Subcontract forms, the company code specified here will appear as the default value within the company field.

### **Default Project**

Select or Enter the Default Project (applied to users with Project Management) to have a default Project specified in forms relating to the PM SC Management options.

# Subcontract Management Setup

---

## Setup Considerations

Prior to using the Subcontract Management Module, several Global tables must be configured and decisions regarding desired functions must be made.

Below is a short checklist of items that need to be considered before starting to utilize/setup the Subcontract Management system:

- Are Invoice Series Codes being used?
- Does Subcontracts or Accounts Payable drive Invoicing?
- What default Retainage amount may be applied and what type of compliance will be defaulted?
- Will the Pay when Paid function and/or Bank Account by Job be used?
- Is Approval required for Request for Payment activity?
- Will separate Pay Requests be made for each Change Order, or will single payments be permitted?
- Will an Error or Warning be issued when a Negative Contract Amount exists?
- Setup of Compliance codes completed in Local Tables.

---

## Internal Setup (SC Module)

The following lists the setup screens available in this module, which are launched via the **Local Tables** Treeview Menu. Each listed item is a link to the corresponding documentation:

1. [Control File](#)
2. [Prepaid Insurance](#)
3. [Compliance Codes](#)
4. [Compliance Groups](#)
5. [Insurance/Bonding Companies](#)
6. [Vendor Compliance](#)
7. [Vendor Class Compliance](#)
8. [Vendor by Company Compliance](#)

## Accounts Payable

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The interaction with Accounts Payable is determined in part by the decision to process payment requests via AP or SC.

**SUBCONTRACT CONTROL** Table Mode Save Exit ? ? ? ? ?

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**SELECTION CRITERIA**  
 Company Code: CCC CMIC Test Construction Company Copy Control File

---

**Contract Defaults** **RFP Defaults**

---

Search Insert Delete Workflows Report Options ECM Documents User Extensions

**Enter Invoices** Via - Accounts Payable  Series Code is Mandatory

Default Series Code: INV1 Invoice Series Code 1

Default Category Code: 2000 Subcontract

VAT Tax

VAT Accrual Account

Retainage: 10 Default Compliance Period: Day

Default Dates  Use Current Date As Default Date While Entering Contracts  
 Default Taxes  Default Contract To Self-Billed  
 Schedule Level Retainage Release  
 Print Task Detail  Vendor Address Code Mandatory  \* Update Vendor/Contract Data on JB Contract  
 Automatic SC Numbering Unique By: Job Vendor  
 Reverse Job Code Selection

Mask: CCC-\*\*\*\* Sample: CCC-\*\*\*\*  Allow Override

Do Not Allow Posting If Contract Exceeds Budget

Contract Option:  Base Contract  Base Contract And Change Order

PM Role To Notify

Negative Contract Balance Triggers:  An Error  A Warning \*SOV Sorting: None

Pgm: SCCTRL – Subcontract Control; standard Treeview path: *Subcontract Management > Local Tables > Control*

Vendors will be required for the companies providing the subcontracted work, as well as insurance vendors for work with Insurance Coverage and Compliance reasons.

If the **Auto Hold Pay Requests Over Contract** setting in Subcontract Management and the invoiced method for the subcontract is set to Accounts Payable, the following happens in AP:

In the voucher entry screen, the user will receive a warning message that the payable is placed on hold if the contract is exceeded and the invoice hold flag is set to Y. However, if the **Auto Hold Pay Requests Over Contract** is not set, the user receives a warning message that the contract amount is exceeded.

**SUBCONTRACT CONTROL** Table Mode Save Exit ? ? ? ? ?

---

Request For Payment Approval Required

**SELECTION CRITERIA**  
 Company Code: CCC CMIC Test Construction Company Copy Control File

---

**Contract Defaults** **RFP Defaults**

---

Request For Payment Approval Required  
 Hold All New SC Pay Requests

**Auto Hold Pay Requests Over Contract**  None  All  Latest

Do Not Allow To Post RFP When Exceeds Contract Amount: Not Applicable

Use Bank Accounts By Job  
 Separate Request For Payment For Change Order  
 Allow Only Single Job, Change Order Per Request For Payment  
 Job Name On Request For Payment  
 Use Pay When Paid (SC)

Default # of days: 5

Keep Future Due Date  
 Use Auto Draw Number  
 Warn For Alternate Addresses  
 Edit RFP Remit To Address  
 Import Only SC Registered Pay Requests by Default  
 Allow Payment Request Against Instructed Contracts  
 Use Job Security For Registered Invoices

Pgm: SCCTRL – Subcontract Control; standard Treeview path: *Subcontract Management > Local Tables > Control > RFP Defaults - Tab*

In the Invoice Registration screen, the user receives a warning message that the contract amount is exceeded.

In the Process Vouchers screen, the Voucher Hold Flag state is dependent on the user setup.

**AP CONTROL FILE** Table Mode Save Exit

SELECTION CRITERIA  
Company CCC CMiC Test Construction Company Copy Control File

System Defaults Voucher Check Accounting **Other**

Subcontract Controls  
 Is Subcontract Management Installed  
 Validate Subcontract Entry  
 Validate Subcontract CostCode/Category Structure

Material Receipt  
 \* Automatic Numbering Of Material Receipt Number Mask MR\*\*\*\*\* MR012345

Purchase Order Controls  
 Validate PO Entry  
 Automatically Close 0 PO Receipt Lines  
 Verify Invoice PO Amounts

PO Line Variance Allowance

Invoice Variance Allowance

Invoice Variance % Allowance

Raise Error When Variance Limit Is Exceeded  
 Utilize Variance Privilege Code  
 Use PO Terms  
 Do Not Allow Closed PO To Be Assigned To The Voucher (Available Only With Automatic PO Receipt)

IMAGE MANAGEMENT  
Default VAT Rate Code

1099 CONTROLS  
 Print Business Partner Legal Name on 1099s

Pgm: APCTRLFM – AP Control File; standard Treeview path: *Accounts Payable > Setup > Local Tables > Control File Options > Other - Tab*

## Accounts Receivable

The Accounts Receivable module has an impact on Request for Payment if using the **Pay when Paid** option. Through this setting, Requests for Payment will not be on hold until an owner has paid for the work being completed.

**SUBCONTRACT CONTROL** Table Mode Save Exit

Request For Payment Approval Required

SELECTION CRITERIA  
Company Code CCC CMiC Test Construction Company Copy Control File

Contract Defaults **RFP Defaults**

Request For Payment Approval Required  
 Hold All New SC Pay Requests  
 Auto Hold Pay Requests Over Contract  
 None  All  Latest  
 Do Not Allow To Post RFP When Exceeds Contract Amount Not Applicable

Use Bank Accounts By Job  
 Separate Request For Payment For Change Order  
 Allow Only Single Job, Change Order Per Request For Payment  
 Job Name On Request For Payment  
 Use Pay When Paid (SC)

Default # of days 5

Keep Future Due Date  
 Use Auto Draw Number  
 Warn For Alternate Addresses  
 Edit RFP Remit To Address  
 Import Only SC Registered Pay Requests by Default  
 Allow Payment Request Against Instructed Contracts  
 Use Job Security For Registered Invoices

Pgm: SCCTRL – Subcontract Control; standard Treeview path: *Subcontract Management > Local Tables > Control > RFP Defaults - Tab*

# External Setup (Other Modules)

## Job Billing

Job billing is impacted by Subcontracts through the interaction of Job Cost changes that are reflected in the Job Billing amounts.

The screenshot displays the 'JB CONTROL' software interface. At the top, there is a header bar with 'Table Mode' and icons for Save, Exit, and other functions. Below the header, a prompt reads 'Enter An Invoice Series Code To Represent Subcontract Work If Required.' The main area is divided into sections: 'SELECTION CRITERIA' and 'JB CONTROL DETAIL'. Under 'SELECTION CRITERIA', the 'Company' is set to 'CCC' (CMIC Test Construction Company) with a 'Copy Control File' button. The 'JB CONTROL DETAIL' section has tabs for 'General', 'Billing', 'Invoice', 'Department', and 'Risk Management'. The 'Invoice' tab is active, showing various configuration options. A red box highlights the 'Sub-Contracted Work' field, which is set to 'AR1'. Below this, there are checkboxes for 'Allow SC Request For Payment Creation From Billing Invoice' (checked) and 'JB Invoice Void Automatically Voids SC Manual Request For Payment' (unchecked). Other visible fields include 'Default Invoice Format' (U11A), '\* Self Performed Work' (JB1), and 'Self Performed Work Code' (INTERNAL).

Pgm: JBCTRLFM – JB Control; standard Treeview path: **Job Billing > Setup > Local Tables > Control > Invoice - Tab**

## Accounts Payable

After an RFP is approved and posted, a corresponding Voucher is created in the Accounts Payable module for processing.

## System Data

System Data is involved through the standard *System > Global Tables* maintenance screen.

Security for Subcontract Management screens and their functionality is controlled through the standard setups in System Data Security. For example – restricting users from accessing the Payment or Posting screen. Also, Compliance and Job Security assigned to users and Jobs/Compliance Codes can be used to limit user access accordingly.

## User Maintenance – System Module Screen

USER MAINTENANCE

**USER**

\* User  Save/Refresh

General
Assign Roles
System Privileges
Configuration Privileges
Consolidations Access
Company Access
Employee Security
Compliance Security

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

* Code	* Name	Select
PSTCHGSC	SC: Allows the user to change post dates on transactions	<input checked="" type="checkbox"/>
SCEBAPST	SC: Allows the user to post the subcontract even if exceeds the budget.	<input checked="" type="checkbox"/>
SCIMPUSRIC	SC: Allows the user to see and edit the imported Insurance Compliance by other users.	<input checked="" type="checkbox"/>
SCPWP	SC: Allows the user to override the Pay When Paid flag in both AP and SC	<input checked="" type="checkbox"/>
VENCOMPL	SC: Update Vendor Compliance	<input checked="" type="checkbox"/>

*Pgm: SDUSRMNT – User Maintenance; standard Treeview path: System > Security > Users > User Maintenance > System Privileges – Tab*

A users System Privileges for the Subcontract Management module are set via the System module’s User Maintenance screen.



# Compliance (Defaults Setup)

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## Overview – Vendor Compliance

The Vendor Compliance functionality, which is implemented using Vendor Compliance Codes (Compliance Codes for short), is used to ensure compliance with payment terms before a payment can be made against a Subcontract or a Purchase Order via a Voucher in the AP module.

These Compliance Codes are inherited by Vouchers for payments against Subcontracts and Purchase Orders from the defaults set up for the Vendors at various levels.

---

## Initial Setup – Master Set of Compliance Codes & Security

The following provides an overview about setting up the system's Vendor Compliance Codes at the System Level.

### Master Set of Compliance Codes & Insurance/Bonding Companies

Enter the master set of Compliance Codes for the system via the Compliance Codes maintenance screen, and enter the Insurance and Bonding companies via the Insurance/Bonding Companies screen.

### Compliance Code Security

If required, security can be applied to Compliance Codes via the System module, in a manner similar to Job Security. For details, please refer to the *Compliance Security* section in the System reference guide.

### Compliance Groups

If required, Compliance Groups can be set up to assign their default Compliance Codes to the Subcontracts, Purchase Orders and Vouchers associated to a specified Vendor.

---

## Hierarchical Assignment of Compliance Codes

Once the initial setup is completed, the default Compliance Codes for new Subcontracts are set up, which are inherited by all new RFPs and their Vouchers.

Any changes made to these defaults only apply to new Subcontracts and POs, not to existing Subcontracts and POs. To apply changes made to these default Compliance Codes to existing POs and Subcontracts, and their RFPs and Vouchers, use the [**Apply Changes**] button on either the Vendor Compliance screen or the Vendor by Company Compliance screen.

The way in which default Compliance Codes are assigned to new Subcontracts is hierarchical, so that Compliance Codes can be applied at the level that makes sense.

### Example

If a Compliance Code is to default to all new POs, for all Vendors under all Companies in the system, the default Compliance Code is set up in the Compliance Code screen (used to set up codes at the System Level), with the **PO Auto Assign** checkbox checked.

The following is the order in which default Compliance Codes set up for all Vendors, groups of Vendors or particular Vendors are assigned to new Subcontracts, with lower level versions of the Compliance Codes overriding higher level versions of them. In this way, defaults are set up en masse for groups, and exceptions can be set up at lower levels.

A Subcontract's default Compliance Codes are inherited by their RFPs, which are then inherited by their Vouchers.

---

### **1st: Compliance Codes Master – System Level**

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In determining what Compliance Codes need to be assigned to a Vendor's new POs and Subcontracts, the system first assigns Compliance Codes set up for them via the Compliance Codes maintenance screen. If variant versions of the Compliance Codes exist for the POs or Subcontracts at any of the following lower levels, the lowest level versions are assigned.

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### **2nd: Vendor Class Compliance – System Level**

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Next, the system assigns Compliance Codes set up for a Vendor's new POs and Subcontracts via the Vendor Class Compliance screen. Again, if variant versions of the Compliance Codes exist at lower levels, the lowest level versions are assigned.

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### **3rd: Vendor Compliance – System Level**

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Next, the system assigns Compliance Codes to a Vendor's new POs and Subcontracts set up via the Vendor Compliance screen, with variant versions at lower levels overriding versions at higher levels.

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### **4th: Vendor by Company Compliance – Company Level**

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The system then assigns Compliance Codes to a Vendor's new POs and Subcontracts set up via the Vendor by Company Compliance screen, with variant versions of the Compliance Code at lower levels overriding versions at higher levels.

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### **5th: Vendor Subcontract Compliance by Job – Job Level**

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Next, if a new Subcontract is being created, the system assigns it Compliance Codes assigned to its associated Job. Job Level Compliance Codes are set up via the **Compliance** tab of the Enter Job screen, and the default Compliance Codes for all new Jobs are set up in the Compliance Codes maintenance screen, in which codes with the **JC Auto Assign** checkbox checked default to all new Jobs.

---

### **Additional: Vendor Subcontract Tax Compliance by Region – Region Level**

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Additionally, Compliance Codes can be assigned to Region Codes, to ensure that Vendors do not charge state/province taxes when they are not applicable due to locations.

These default Compliance Codes for Regions are not assigned hierarchically. They are set up in the Compliance Codes maintenance screen and then assigned to a Region Code. Then, if a Compliance Code is set up for a Region Code, any Job located in the Region Code's state/province will have the Compliance Code assigned to its new Subcontracts (not existing ones) if its state/province is not the same as that of the Vendor.

# Compliance Codes (Master) – System Level

Code	Description	Collaboration Description	Date Sensitive	Default Compl.	SC Auto Assign.	PO Auto Assign.	JC Auto Assign.	Hold Final Payment Only
DOCUMENTS	Documentation Completed	Documentation Received in Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ELECTRIC	Electric		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FORMS	Forms Test	Forms Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOINT-CHK	Joint Check	Joint Check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KEYS	Keys Given	Keys Given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIAL	Material Removed	Material Removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRE-LIEN	PRE-LIEN	PRE-LIEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QATST	qa test		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RISK-COMP1	RISK Compliance Code	Risk Compliance Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RISKCOMP	RISK Management Compliance Code	Risk Compliance for the Subcontract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAFETY	Safety Compliance	Safety Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WAIVER	Subcontract Waiver Compliance Code	Subcontract Waiver Compliance Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WATER	Water		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ZZ-BONDED	Bonded		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZZ-INSUR	Insurance		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZZ-LIENWVR	Lien Waiver		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZZ-MGMTDSC	Management Discretion		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZZ-WORKCOM	Workers Compensation		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Pgm: INSTYPE – Compliance/Insurance Type Codes*

The Compliance Codes Maintenance screen is used to enter user defined Vendor Compliance Codes, which are used to determine whether a payment can be made against a Purchase Order or a Subcontract Request For Payment.

Vendor Compliance Codes are defined at the System Level, and this screen and its entries are shared by the Purchase Order, Subcontract Management and Accounts Payable modules.

## Code, Description

Enter an identifying code and description for the Vendor Compliance Code being defined.

## Collaboration Description

The collaboration description will be used by JSP applications.

## Date Sensitive – Checkbox

Comp.	Date Compl.	Compliance Code	Compliance Code Description	Insurance/Bonding Company	Certificate Number	Certificate Location	Start Date	End Date	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CDI	Contractor Default Insurance	*	*		01/Jan/2015	31/Dec/2016	1000

Date Sensitive  
 Vendor Level  
 SC Auto Assign  
 PO Auto Assign

This checkbox indicates if the Compliance Code is date sensitive.

Date sensitive Compliance Codes are used to ensure that required insurance or certificates for Vendors are up-to-date. When a date sensitive Compliance Code is defined, a **Start Date** and **End Date** are specified (Coverage Start & End Dates), which the system uses to determine if a Voucher is Date Compliant. A Voucher with a date sensitive Compliance Code is Date Compliant if its Invoice Date or the system date (depending on which date is selected via the **Update Date Sensitive Compliance** field on the **Voucher** tab of the AP Control File) is within the range specified by the Compliance Code's **Start Date** and **End Date**.

**Default Compliant** – Checkbox

Check this box if the Compliance Code is to default to ‘Compliant’.

**SC Auto Assign.** – Checkbox

If checked, the Compliance Code will automatically be applied to new Subcontracts.

**PO Auto Assign.** – Checkbox

If checked, the Compliance Code will automatically be applied to new Purchase Orders.

**JC Auto Assign.** – Checkbox

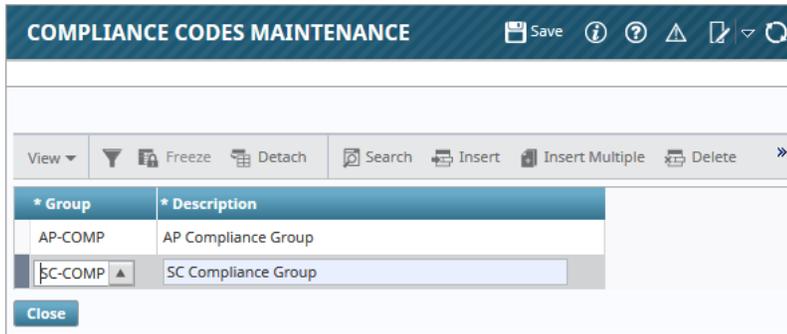
If checked, the Compliance Code will automatically be applied to new Controlling Jobs.

**Hold Final Payment Only** – Checkbox

This checkbox is only applicable to Compliance Codes for RFPs.

If checked, the Compliance Code will only be considered for a Voucher (during Voucher payment in AP) if the Voucher’s corresponding RFP has the **Final** checkbox checked (indicates corresponding Voucher will be a Final Payment Voucher).

**[Groups]** – Button



Press the **[Groups]** button to assign Compliance Groups to the selected Compliance Code.

# Compliance Groups

**COMPLIANCE GROUPS**

* Code	* Description
BOND	Bonds - Compliance Group
INSURANCE	Insurance - Compliance Group
SAFETY	Site Safety - Compliance Group
SC COMPL	SC Compliance - Compliance Group
PO COMPL	PO Compliance - Compliance Group

**COMPLIANCE CODES**

* Code	Description
BOND-BID	Bid Bond
BOND-PAY	Payment Bond
BOND-PERF	Performance Bond

*Pgm: INSGRPS – Compliance Groups*

This screen is used to create Compliance Groups, and to associate Compliance Codes to them. These Compliance Groups can then be used in the Change Compliance Status screen (program: SCTABCOM) of the SC module to assign their associated Compliance Codes to the Subcontracts, Purchase Orders and Vouchers associated to a specified Vendor.

In the Change Compliance Status screen, this functionality is reached by clicking the [**Compliance**] button on the bottom-left of the screen to launch the Compliance Status screen, and then by clicking the [**Copy**] button, as shown below:

**COMPLIANCE STATUS**

Company: CCC CMIC Test Construction Company  
 Vendor: A1ELEC A1ELECTRIC Company  
 As Of Date: 07/10/2017

**ACTIONS**

Delete History Of Updates **Copy** Documents Add to Companies Add to PO's Add to Contracts Apply Changes Notes

**COMPLIANCE STATUS** (Popup)

Target Vendor: A1STEEL A1 Steel Mill  
 Compliance Group: INSURANCE Insurance - Compliance Group  
 Copy Results: [Empty text area]

*Pgm: INSINFO – Compliance Status popup*

Compliance Groups are defined at the System Level, and this screen and its entries are shared by the Purchase Order, Subcontract Management and Accounts Payable modules.

## Compliance Groups – Section

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### Code

Identifying code for the Compliance Group.

### Description

Description of the Compliance Group.

## Compliance Codes – Section

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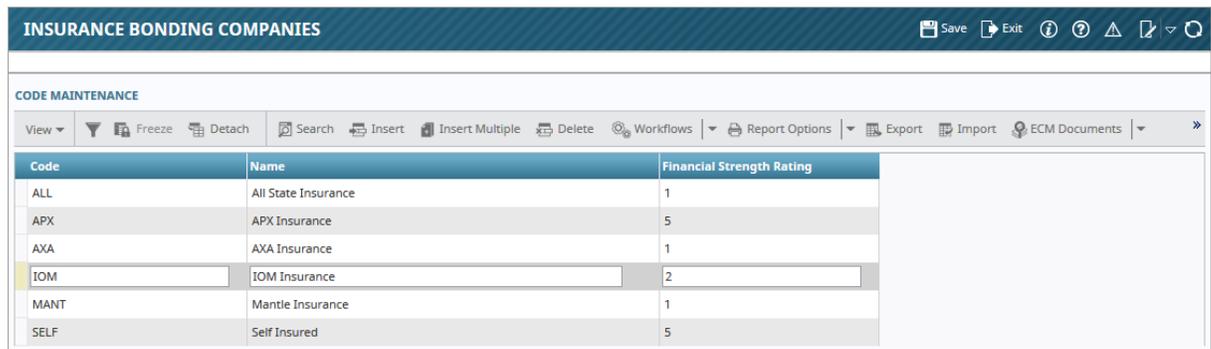
Use this section's **[Insert]** and **[Delete]** buttons, on the Block Toolbar, to manage the Compliance Codes associated to the Compliance Group selected in the upper section.

### Code

Compliance Code associated to the Compliance Group selected in the upper section; note, a Compliance Code can exist in more than one Compliance Group.

---

## Insurance/Bonding Companies



The screenshot shows a software interface titled "INSURANCE BONDING COMPANIES". At the top right, there are icons for Save, Exit, Help, and Refresh. Below the title bar is a "CODE MAINTENANCE" section with a toolbar containing buttons for View, Freeze, Detach, Search, Insert, Insert Multiple, Delete, Workflows, Report Options, Export, Import, and ECM Documents. The main area contains a table with the following data:

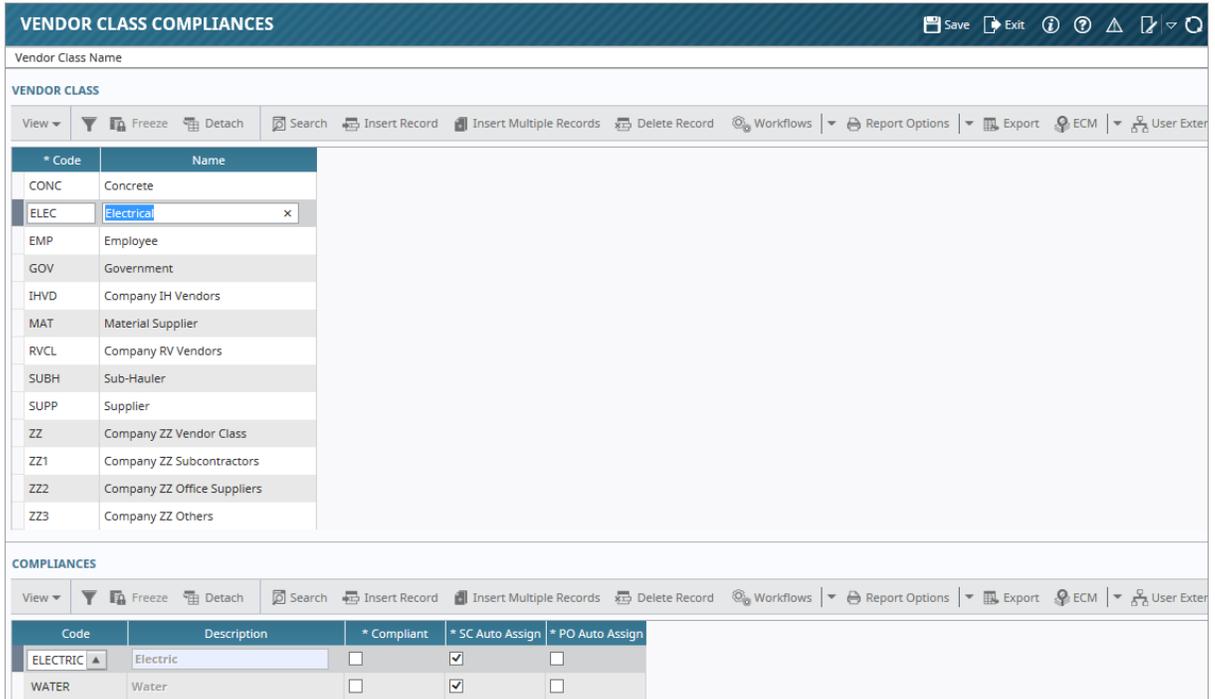
Code	Name	Financial Strength Rating
ALL	All State Insurance	1
APX	APX Insurance	5
AXA	AXA Insurance	1
IOM	IOM Insurance	2
MANT	Mantle Insurance	1
SELF	Self Insured	5

*Pgm: INSCOMP – Insurance/Bonding Companies*

Use this screen to enter Insurance and Bonding companies. These Insurance/Bonding companies are used in conjunction with Compliance Codes to maintain coverage details for assigned vendors.

Enter an identifying code and name for the Insurance/Bonding Company. The **Financial Strength Rating** field is optional.

# Vendor Class Compliance – System Level



Pgm: *INSVENCLASS* – Vendor Class Compliances

This screen is used to associate Vendor Classes in the system to Compliance Codes, so that when creating Subcontracts or Purchase Orders against a Vendor, the Compliance Codes associated to the Vendor’s Vendor Class will automatically be assigned to them, according to the **SC Auto Assign** and **PO Auto Assign** checkbox settings under the **Compliances** section of this screen. This screen is also available in the SC and PO modules.

This auto-assignment of Compliance Codes to Vendors by Vendor Class works in conjunction with the auto-assignment functionality of the Compliance Codes maintenance screen.

## Vendor Class – Section

This section lists the Vendor Classes setup in the system via the Vendor Classes screen.

## Compliances – Section

This section is used to assign Compliance Codes to the Vendor Class selected in the **Vendor Class** section.

If a code’s **Compliant** checkbox is checked, it will automatically be checked as compliant.

If a code’s **SC Auto Assign** checkbox is checked, it will automatically be assigned to new Subcontracts.

If a code’s **PO Auto Assign** checkbox is checked, it will automatically be assigned to new Purchase Orders.

# Vendor Compliance – System Level

**VENDOR COMPLIANCE** Table Mode Save Exit ? ? ? ? ? ?

**INSURANCE/COMPLIANCE DETAILS** Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

\* Vendor: A1HVAC A1 Heating and Cooling

\* Compliance Type: CDI Contractor Default Insurance

\* Insurance Company: APX APX Insurance

\* Certificate #: APX43588

Certificate Location: AP Department

Amount: 100,000.00

Compliant  Date Compliant  Date Sensitive  SC Auto Assign  PO Auto Assign

Coverage Start Date: 01/Jan/2016

Coverage End Date: 01/Feb/2017

Copy Add to Companies Add to Contracts Apply Changes

Pgm: INSM – Vendor Compliance

This screen is used to set up a default Compliance Code for a Vendor at the System Level. Once the details of a default Compliance Code have been entered, the default is assigned to the selected Vendor system wide (i.e. to every instance of the Vendor under all Companies in the system) via the **[Add to Companies]** button. The system wide default for the Vendor is saved as entries in the Vendor by Company Compliance screen, in which there will be an entry of this default Compliance Code for the Vendor for each Company under which the Vendor exists.

**Example:** Say there are instances of a Vendor: Ven1, under three Companies: Comp1, Comp2, and Comp3. If a default Compliance Code is assigned to Ven1 system wide via this screen, in the Vendor by Company Compliance screen, an entry of the default for Ven1 will exist under Comp1, Comp2, and Comp3.

The default Compliance Code will be assigned to new Subcontracts for the Vendor if the **SC Auto Assign** box is checked, and to new POs if the **PO Auto Assign** box is checked. These assigned Compliance Codes are then inherited by the associated RFPs and Vouchers.

To assign Compliance Codes to a Vendor at the Company Level instead of at the System Level, use the Vendor By Company Compliance screen.

Using the **[Add to Contracts]** button, this screen can also be used to add a Compliance Code to a Vendor's existing posted Subcontracts and POs, and to the posted Vouchers associated to the Subcontracts and POs. And using the **[Apply Changes]** button, users can update the details of a Compliance Code assigned to a Vendor's existing posted Subcontracts, POs, and posted Vouchers that are associated to a Subcontract or PO.

---

**NOTE:** Before using this screen's buttons to apply changes, save the changes.

---

## Vendor

Select the Vendor to apply the Compliance Code to.

## Compliance Type

Select the Compliance Code being assigned.

## Insurance Company

Enter the Insurance/Bonding Company that holds the insurance policy that you are detailing.

## Certificate #

An asterisk '\*' will default to this field to indicate that this field is not applicable. If it is, enter the certificate/policy number in this field.

## Certificate Location

If applicable, enter the location of the certificate/policy.

## Amount

Enter the amount of insurance coverage provided by the insurance policy that you are defining.

## Coverage Start Date, Coverage End Date

Enter the Coverage Start and End Date that represents the coverage period of the insurance policy that you are defining. The Coverage End Date will be used to warn the operator if this date is approaching. If the Compliance Code was defined as date sensitive, then these fields are required.

If the Vendor allows the insurance coverage to expire, and the Compliance Code's **Date Sensitive** box is checked, Vouchers cannot be created for the Vendor, and checks to the Vendor cannot be printed.

## Compliant – Checkbox

This field sets the default compliance status of this Compliance Code for the specified Vendor. If it is checked, when this Compliance Code is assigned to a Vendor's PO, Subcontract or Voucher, the **Compliant** checkbox will default to checked.

In this screen, this checkbox's default state comes from the master Compliance Code, in the Compliance Code screen, and it can be changed at this level if desired.

## Date Compliant – Checkbox

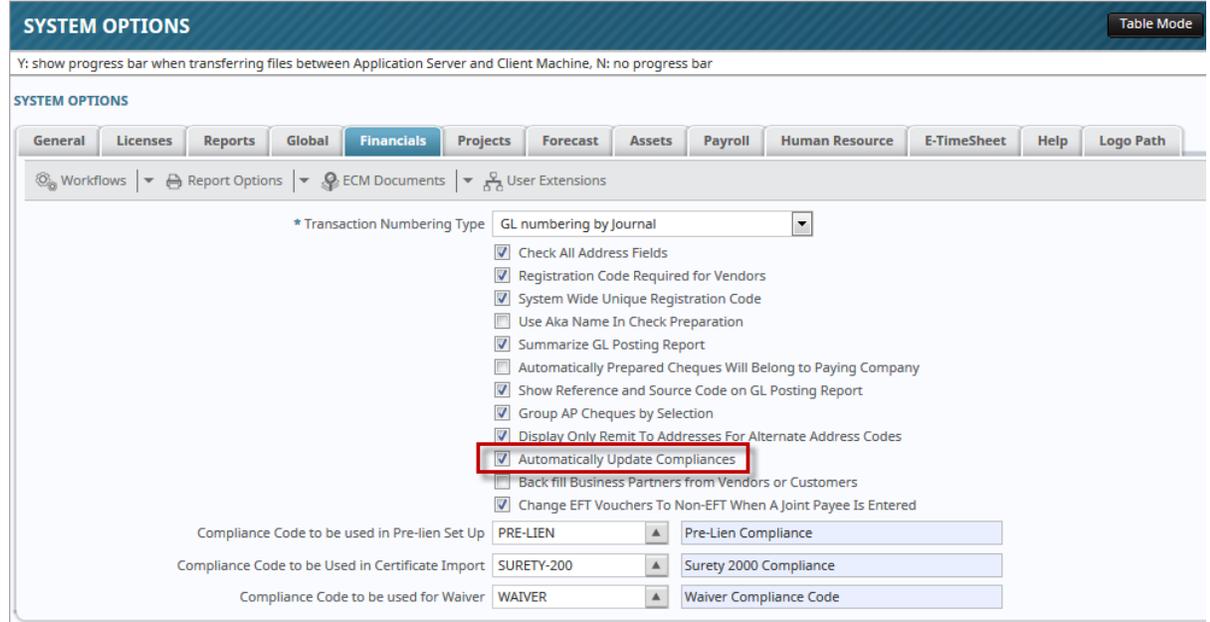
For Vouchers with date sensitive Compliance Codes, this field indicates if the Voucher is Date Compliant. This checkbox is not editable, as its state is automatically determined by the system. A Voucher with a date-sensitive Compliance Code is Date Compliant if its Invoice Date or the system date, depending on the date selected via the **Update Date Sensitive Compliance** field on the **Voucher** tab of the AP Control File, is within the date-sensitive code's **Start Date** and **End Date** (Coverage Start & End Dates).

Also, a backend utility can be enabled to run nightly to check all posted Vouchers in the Accounts Payable module with date-sensitive Compliance Codes to update their Date Compliance Status, and if necessary, their Payment Status accordingly. To enable this nightly utility, the following two checkboxes in the System Options screen of the System Data module must be checked (standard Treeview path: **System > Setup > System Options**):

1. Check the **SC Daily Compliance update** checkbox (shown below) in the Job Queues popup launched by clicking the **[Job Queues]** button on the **General** tab of the System Options screen:

Job Queue	Interval	Enabled
Alert Processor	FREQ=MINUTELY; INTERVAL=1; BYDAY=MON,TUE,WED,THU,FRI	<input checked="" type="checkbox"/>
BC4J Cleanup	FREQ=MINUTELY; INTERVAL=60	<input type="checkbox"/>
Clear ALL_IN_1_QRY Data > 61 days	FREQ=DAILY; BYHOUR=23; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
AP Vendor Compliance	FREQ=DAILY; BYHOUR=22; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
GL - Daily Recalculation of all Balances	FREQ=DAILY; BYHOUR=0; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Nightly Purge	FREQ=DAILY; BYHOUR=22; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Saturday Purge	FREQ=DAILY; BYDAY=SAT; BYHOUR=8; BYMINUTE=0; BYSECOND=0	<input type="checkbox"/>
<b>SC Daily Compliance update</b>	FREQ=DAILY; BYHOUR=0; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Sunday Purge	FREQ=DAILY; BYDAY=SUN; BYHOUR=8; BYMINUTE=0; BYSECOND=0	<input type="checkbox"/>

2. Check the **Automatically Update Compliances** checkbox (shown below) on the **Financials** tab of the System Options screen:



### Date Sensitive – Checkbox

Comp	Date Compl.	Compliance Code	Compliance Code Description	Insurance/Bond Company	Certificate Number	Certificate Location	Start Date	End Date	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CDI	Contractor Default Insurance	*	*		01/Jan/2015	31/Dec/2016	1000

Date Sensitive  
 Vendor Level  
 SC Auto Assign  
 PO Auto Assign

indicates if date sensitive code is Date Compliant  
 indicates code is date sensitive  
 date range for which insurance or certificate is valid

This checkbox indicates if the Compliance Code is date sensitive. This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen, and it is not editable.

Date sensitive Compliance Codes are used to ensure that required insurance or certificates for Vendors are up-to-date. When a date sensitive Compliance Code is defined, a **Start Date** and **End Date** are specified (Coverage Start & End Dates), which the system uses to determine if a Voucher is Date Compliant.

A Voucher with a date sensitive Compliance Code is Date Compliant if its Invoice Date or the system date (depending on which date is selected via the **Update Date Sensitive Compliance** field on the **Voucher** tab of the AP Control File) is within the range specified by the Compliance Code's **Start Date** and **End Date**.

### SC Auto Assign – Checkbox

This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen.

Leave this box blank if you do not wish to assign this Compliance Code to all new Subcontracts under the specified Vendor, otherwise, check this box.

### PO Auto Assign – Checkbox

This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen.

To assign this Compliance Code to all new Purchase Orders against the specified Vendor, check this box.

### [Copy] – Button

Use the [Copy] button to copy the Compliance Code to a target Vendor.

### [Add To Companies] – Button

This button is used to create a default Compliance Code for the selected Vendor at the System Level. Once the details of the default Compliance Code have been entered, the default is assigned to the selected Vendor system wide (i.e. to every instance of the Vendor under all Companies in the system) via this button. The system wide default for the Vendor is saved as entries in the Vendor by Company Compliance screen, in which there will be an entry of this default Compliance Code for the Vendor for each Company under which the Vendor exists.

**Example:** Say there are instances of a Vendor: Ven1, under three Companies: Comp1, Comp2, and Comp3. If a default Compliance Code is assigned to Ven1 system wide via this screen, in the Vendor by Company Compliance screen, an entry of the default for Ven1 will exist under Comp1, Comp2, and Comp3.

---

**NOTE:** This button is not available in the Vendor by Company Compliance screen as this button assigns codes at the System Level

---

### [Add to Contracts] – Button

Use this button to add a Compliance Code to a Vendor's existing posted Subcontracts and POs, and to the posted Vouchers associated to the Subcontracts and POs.

---

**NOTE:** For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold (C)**". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

---

When this button is pressed, the system will examine every Subcontract, PO and posted Voucher associated to a Subcontract or PO for the selected Vendor in the system. If any of these items do not have the code, it will be added. If any of these items already have this Compliance Code, and the **Insurance Company** and **Certificate #** fields match, its details will be overwritten with this code's details. If an item already has this Compliance Code, and the **Insurance Company** and **Certificate #** fields do not match, this code will be added under the variant version, so that users can see details such as when the older compliance certificate ends and the new one begins.

### [Apply Changes] – Button

This button is used to update the details of a Compliance Code assigned to a Vendor's Subcontracts, POs and posted Vouchers associated to a Subcontract or PO, system wide.

When this button is clicked, the system will examine every Subcontract, PO and posted Voucher associated to a Subcontract or PO for the selected Vendor in the system. If any of these items have the Compliance Code, and the **Insurance Company** and **Certificate #** fields match, the Compliance Code's details will be updated using these details.

---

**NOTE:** For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold (C)**". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

---

# Vendor by Company Compliance – Company Level

**VENDOR BY COMPANY COMPLIANCE** Table Mode Save Exit ? ? ▲ ▼

Enter The Insurance Carrier Or Company

**SELECTION CRITERIA**

\* Company CCC CMIC Test Construction Company

**DETAIL**

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

\* Vendor A1BRICKS A1 Bricks Manufacturing Company

\* Compliance Type NO DAMAGE No significant damage upon delivery

\* Insurance Company \* Non-applicable

\* Certificate # \*

Certificate Location

Amount

Compliant  Date Compliant  Date Sensitive  SC Auto Assign  PO Auto Assign

\* Coverage Start Date

\* Coverage End Date

Add to PO's Add to Contracts Apply Changes

*Pgm: INSVCFM – Vendor by Company Compliance*

This screen is used to set up default Compliance Codes for a Vendor at the Company Level. The default Compliance Codes will be assigned to new Subcontracts for the Vendor if the **SC Auto Assign** box is checked, and to new POs if the **PO Auto Assign** box is checked. These assigned Compliance Codes are then inherited by the associated RFPs and Vouchers.

Using the [Add to POs] button, this screen can also be used to add a Compliance Code to a Vendor's existing POs, and to the posted Vouchers associated to the POs.

Using the [Add to Contracts] button, a Compliance Code can be added to a Vendor's existing posted Subcontracts, and to the posted Vouchers associated to the Subcontracts.

And via the [Apply Changes] button, users can update the details of a Compliance Code assigned to a Vendor's existing posted Subcontracts, POs, and posted Vouchers that are associated to a Subcontract or PO.

---

**NOTE:** Before using this screen's buttons to apply changes, save the changes.

---

## Vendor

Select the Vendor to apply the Compliance Code to.

## Compliance Type

Select the Compliance Code being assigned.

## Insurance Company

Enter the Insurance/Bonding Company that holds the insurance policy that you are detailing.

## Certificate #

An asterisk '\*' will default to this field to indicate that this field is not applicable. If it is, enter the certificate/policy number in this field.

## Certificate Location

If applicable, enter the location of the certificate/policy.

## Amount

Enter the amount of insurance coverage provided by the insurance policy that you are defining.

## Coverage Start Date, Coverage End Date

Enter the Coverage Start and End Date that represents the coverage period of the insurance policy that you are defining. The Coverage End Date will be used to warn the operator if this date is approaching. If the Compliance Code was defined as date sensitive, then these fields are required.

If the Vendor allows the insurance coverage to expire, and the Compliance Code's **Date Sensitive** box is checked, Vouchers cannot be created for the Vendor, and checks to the Vendor cannot be printed.

## Compliant – Checkbox

This field sets the default compliance status of this Compliance Code for the specified Vendor. If it is checked, when this Compliance Code is assigned to a Vendor's PO, Subcontract or Voucher, the **Compliant** checkbox will default to checked.

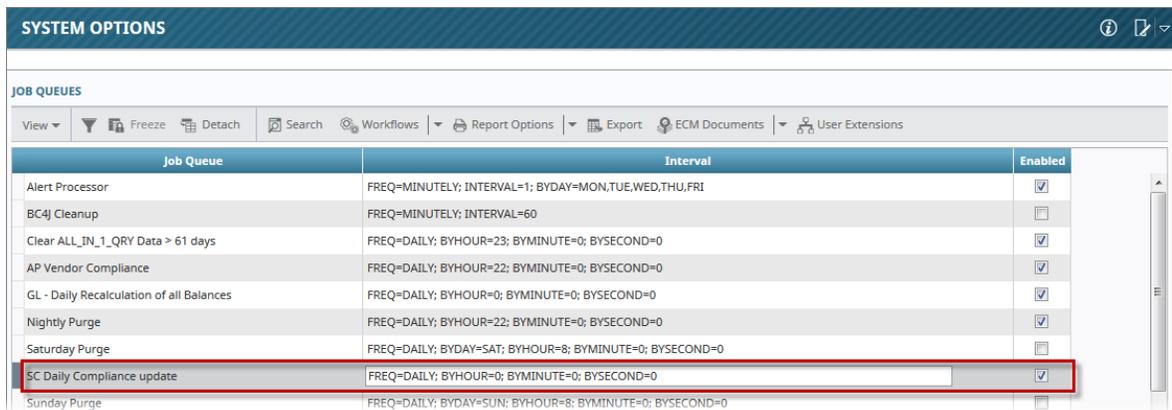
In this screen, this checkbox's default state comes from the master Compliance Code, in the Compliance Code screen, and it can be changed at this level if desired.

## Date Compliant – Checkbox

For Vouchers with date sensitive Compliance Codes, this field indicates if the Voucher is Date Compliant. This checkbox is not editable, as its state is automatically determined by the system. A Voucher with a date-sensitive Compliance Code is Date Compliant if its Invoice Date or the system date, depending on the date selected via the **Update Date Sensitive Compliance** field on the **Voucher** tab of the AP Control File, is within the date-sensitive code's **Start Date** and **End Date** (Coverage Start & End Dates).

Also, a backend utility can be enabled to run nightly to check all posted Vouchers in the Accounts Payable module with date-sensitive Compliance Codes to update their Date Compliance Status, and if necessary, their Payment Status accordingly. To enable this nightly utility, the following two checkboxes in the System Options screen of the System Data module must be checked (standard Treeview path: **System > Setup > System Options**):

1. Check the **SC Daily Compliance update** checkbox (shown below) in the Job Queues popup launched by clicking the **[Job Queues]** button on the **General** tab of the System Options screen:



Job Queue	Interval	Enabled
Alert Processor	FREQ=MINUTELY; INTERVAL=1; BYDAY=MON,TUE,WED,THU,FRI	<input checked="" type="checkbox"/>
BC4j Cleanup	FREQ=MINUTELY; INTERVAL=60	<input type="checkbox"/>
Clear ALL_IN_1_QRY Data > 61 days	FREQ=DAILY; BYHOUR=23; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
AP Vendor Compliance	FREQ=DAILY; BYHOUR=22; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
GL - Daily Recalculation of all Balances	FREQ=DAILY; BYHOUR=0; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Nightly Purge	FREQ=DAILY; BYHOUR=22; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Saturday Purge	FREQ=DAILY; BYDAY=SAT; BYHOUR=8; BYMINUTE=0; BYSECOND=0	<input type="checkbox"/>
<b>SC Daily Compliance update</b>	FREQ=DAILY; BYHOUR=0; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Sunday Purge	FREQ=DAILY; BYDAY=SUN; BYHOUR=8; BYMINUTE=0; BYSECOND=0	<input type="checkbox"/>

2. Check the **Automatically Update Compliances** checkbox (shown below) on the **Financials** tab of the System Options screen:

**SYSTEM OPTIONS** Table Mo

Y: show progress bar when transferring files between Application Server and Client Machine, N: no progress bar

**SYSTEM OPTIONS**

General Licenses Reports Global **Financials** Projects Forecast Assets Payroll Human Resource E-TimeSheet Help Logo Path

Workflows Report Options ECM Documents User Extensions

\* Transaction Numbering Type: GL numbering by Journal

- Check All Address Fields
- Registration Code Required for Vendors
- System Wide Unique Registration Code
- Use Aka Name In Check Preparation
- Summarize GL Posting Report
- Automatically Prepared Cheques Will Belong to Paying Company
- Show Reference and Source Code on GL Posting Report
- Group AP Cheques by Selection
- Display Only Remit To Addresses For Alternate Address Codes
- Automatically Update Compliances**
- Back fill Business Partners from Vendors or Customers
- Change EFT Vouchers To Non-EFT When A Joint Payee Is Entered

Compliance Code to be used in Pre-lien Set Up: PRE-LIEN Pre-Lien Compliance

Compliance Code to be Used in Certificate Import: SURETY-200 Surety 2000 Compliance

Compliance Code to be used for Waiver: WAIVER Waiver Compliance Code

### Date Sensitive – Checkbox

Comp	Date Compl.	Compliance Code	Compliance Code Description	Insurance/Bond Company	Certificate Number	Certificate Location	Start Date	End Date	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CDI	Contractor Default Insurance	*	*		01/Jan/2015	31/Dec/2016	1000

Date Sensitive  
 Vendor Level  
 SC Auto Assign  
 PO Auto Assign

indicates if date sensitive code is Date Compliant  
 indicates code is date sensitive  
 date range for which insurance or certificate is valid

This checkbox indicates if the Compliance Code is date sensitive. This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen, and it is not editable.

Date sensitive Compliance Codes are used to ensure that required insurance or certificates for Vendors are up-to-date. When a date sensitive Compliance Code is defined, a **Start Date** and **End Date** are specified, which the system uses to determine if a Voucher is Date Compliant. A Voucher with a date sensitive Compliance Code is Date Compliant if its Invoice Date or the system date (depending on which date is selected via the **Update Date Sensitive Compliance** field on the **Voucher** tab of the AP Control File) is within the range specified by the Compliance Code's **Start Date** and **End Date** (Coverage Start & End Dates).

### SC Auto Assign – Checkbox

This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen.

Leave this box blank if you do not wish to assign this Compliance Code to all new Subcontracts under the specified Vendor, otherwise, check this box.

### PO Auto Assign – Checkbox

This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen.

To assign this Compliance Code to all new Purchase Orders against the specified Vendor, check this box.

### [Add to POs] – Button

This button is used to add a Compliance Code to a Vendor’s existing POs, and to the posted Vouchers associated to the POs.

---

**NOTE:** For Vouchers, a Compliance Code is added or updated only if the Voucher’s Payment Status is “**Compliance Hold (C)**”. A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

---

When this button is pressed, the system will examine every PO and posted Voucher associated to a PO for the selected Vendor, under the selected Company. If any of these items do not have the code, it will be added. If any of these items already have this Compliance Code, and the **Insurance Company** and **Certificate #** fields match, its details will be overwritten with this code’s details. If an item already has this Compliance Code, and the **Insurance Company** and **Certificate #** fields do not match, this code will be added under the variant version, so that users can see details such as when the older compliance certificate ends and the new one begins.

### [Add to Contracts] – Button

Use this button to add a Compliance Code to a Vendor’s existing posted Subcontracts, and to the posted Vouchers associated to the Subcontracts.

---

**NOTE:** For Vouchers, a Compliance Code is added or updated only if the Voucher’s Payment Status is “**Compliance Hold (C)**”. A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

---

When this button is pressed, the system will examine every Subcontract and posted Voucher associated to a Subcontract for the selected Vendor, under the selected Company. If any of these items do not have the code, it will be added. If any of these items already have this Compliance Code, and the **Insurance Company** and **Certificate #** fields match, its details will be overwritten with this code’s details. If an item already has this Compliance Code, and the **Insurance Company** and **Certificate #** fields do not match, this code will be added under the variant version, so that users can see details such as when the older compliance certificate ends and the new one begins.

### [Apply Changes] – Button

This button is used to update the details of a Compliance Code assigned to a Vendor’s Subcontracts, POs and posted Vouchers associated to a Subcontract or PO, under the selected Company.

When this button is clicked, the system will examine every Subcontract, PO and posted Voucher associated to a Subcontract or PO for the selected Vendor, under the selected Company. If any of these items have the Compliance Code, and the **Insurance Company** and **Certificate #** fields match, the Compliance Code’s details will be updated using these details.

---

**NOTE:** For Vouchers, a Compliance Code is added or updated only if the Voucher’s Payment Status is “**Compliance Hold (C)**”. A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

---

# Vendor in Job's State/Province Tax Compliance (System Module)

**REGION CODE**

PROVINCE/STATE CODES

* Province/State Code	Name	Compliance Code
AK	Alaska	
AL	Alabama	
AR	Arkansas	SITE OFF
AZ	Arizona	EQUIP
BC	British Columbia	
BCN	Baja California	
BCS	Baja California del Sur	
CA	California	
CAM	Campeche	
CHH	Chihuahua	
CHP	Chiapas	
CO	Colorado	
COA	Coahuila	
COL	Colima	
CT	Connecticut	
DC	District of Columbia	
DE	Delaware	
DF	Districto Federal	
DUR	Durango	
FL	Florida	

GT JURISDICTIONS

Jurisdictions

* Code	* Description	* Type	* Type Description	* Tax Percent	AR Maximum Taxable Amount
AR-STATE	Arkansas State Tax	ST	State Tax	6.000	

Update Tax Rates

Pgm: REGFM – Region Maintenance (standard Treeview path: System > Global Tables > Region Codes)

The Region Code screen is found in the System module, and it can be used to associate a Compliance Code to a state/province Region Code, so that in the Subcontract Entry screen, if the Subcontract's Job location state is not the same as that of the Vendor, the Compliance Code assigned to the Region Code will be added to the Subcontract. This can be used to ensure that Vendors do not charge state/province taxes when they are not applicable, due to locations.

For details about this screen, please refer to the *Region Codes* subsection in the System reference guide.

# Quick Guides

## Prepaid Insurance – Reports Related to Posted RFPs

**ENTER REQUEST FOR PAYMENT** Table Mode Save Exit Print Help Refresh

Enter Request for Payment    Print Edit List    Post Request for Payment

**SELECTION CRITERIA**

\* Company: RV123456 | R.V.Head Quarters Company, LLC

\* Batch: 5873 | RAFID 2015-06-05

Create Batch    Registration    Print Walver    Print Certificate of Payment

---

**Details**    Amount Summary    Default    Joint Check    Attachment

Search    Insert Record    Delete Record    Previous Record    Next Record    Workflows    Report Options    Import    Attachments    Notes    ECM    User Extensions

Compliance    Release Retainage    Extra Payment Info.    Participation

\* Vendor: A1BRICKS | A1BRICKS-Long Name Accessed ADF Updated     EFT Flag     On Hold     Discrete Check

\* Contract: 10002 | 000     Final

Series: AP1 | AP1 Invoice Series Code

\* Invoice: 456456 | Payment Mode: [v]    Reg. Amount: [ ]

Date: 08062015    Customer: SKYAIR

Disc Date: 13062015    PB Contract: 1000    Alt. Address: [ ]

Due Date: 08072015    Bank Account: 1000.650    Check Handling Code: [ ]

Draw: [ ]    Status: Pay When Paid

Description: 10002

Separate Billing Code: [ ]

Customer Code: [ ]

---

**SCHEDULE OF VALUES**

View    Freeze    Detach    Search    Workflows    Report Options    Export    Attachments    Notes    ECM    User Extensions

Task	Contract Amount	Percent Complete	Completed Amount	Completed Qty	Prev. Cert Amount	Current Amount	Default Ret %	Ret %	Previous Ret Amt	Current Ret Amt	Total Ret Amt	Previous Releas Amt
000.T1	312,500.00	0.020	59.05	2,480	59.05	0.00	10.000		0.00	0.00		0.00
000.T2	350,000.00						10.000					0.00
						0.00						

For the above RFP that contains a Prepaid Insurance Task line, the following sample reports can be used to verify the posting.

## Job Costing

<b>01 - NEWBRIDGE INDUSTRIES</b>													Page:	1 of 1	
<b>JOB COSTING - JC POSTING REPORT</b>													Date:	08-02-2006	
													Time:	08:49 PM	
<u>Co</u>	<u>T</u>	<u>Dept</u>	<u>Account</u>	<u>Job</u>	<u>Phase</u>	<u>Car</u>	<u>Source Code</u>	<u>Reference Code</u>	<u>Ref Date</u>	<u>Post Date</u>	<u>Batch</u>	<u>Src PO/SC</u>	<u>WM</u>	<u>Quantity/Unit</u>	<u>Amount</u>
01	C	00	50130	10106001	01520	121	SKINNER	93476	06-30-2006	06-30-2006	2051	AP 2006-22 000	NA	0.00	3,200.00
01	C	00	50130	10106001	01520	121	SKINNER	93476	06-30-2006	06-30-2006	2051	AP 2006-22 000	NA	0.00	300.00
Total for Job													10106001	3,500.00	
Total for Company													01	3,500.00	
Total for Currency													US	3,500.00	

<b>END OF REPORT</b>			
Report Parameters			
Batch Number:	2051	Run Date:	08-02-2006
Report Code:	JC705	Run Time:	08:49 PM
Posted with Overheads:	Y	Operator:	ROBERT

Actual costs will be posted in JC for the total completed amount.

## Accounts Payable

<b>01 - NEWBRIDGE INDUSTRIES</b>													Page:	1 of 2					
<b>ACCOUNTS PAYABLE - VOUCHER POSTING REPORT</b>													Date:	08-02-2006					
													Time:	08:50 PM					
Batch Number: 2051						Posting Date: 06-30-2006													
<u>Vendor</u>	<u>Status</u>	<u>Voucher#</u>	<u>Invoice#</u>	<u>Invoice Date</u>	<u>Due Date</u>	<u>Curr</u>	<u>Cash Acc</u>	<u>Purchase</u>	<u>Charges</u>	<u>Discount</u>	<u>Taxes</u>	<u>Net Amount</u>	<u>Retainage</u>						
Currency : US US Dollar																			
SKINNER	Both	645	93476	06-30-2006	07-30-2006	US	10101	3,500.00	0.00	0.00	0.00	3,180.00	320.00						
Skinner Masonry				DISC DATE: 06-30-2006		SERIES CODE: SC		HANDLING CODE:		ADDRESS:									
Masonry						SUBCONTRACT: 2006-22		CHANGE: 000		REQUEST ID: NONE									
<u>Type</u>	<u>Comp</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Qty</u>	<u>WM</u>	<u>Job/Equip/WO</u>	<u>Phs/Equip/WI</u>	<u>Car/Tr/Exp</u>	<u>Expense Cl</u>	<u>PO#/CONT</u>	<u>Item/Task</u>					
G	01	00	23110	ACCOUNTS PAYABLE		3,180.00		NA					2006-22						
G	01	00	23120	SUBCONTRACT RESERVE		320.00		NA					2006-22						
J	01	00	50130	SUBCONTRACT EXPENSE	3,200.00			0	NA	10106001	01520	121	2006-22	01					
J	01	00	50130	SUBCONTRACT EXPENSE	300.00			0	NA	10106001	01520	121	NBSUBG	2006-22	02				
Total For Currency													US	3,500.00	0.00	0.00	0.00	3,180.00	320.00

The Voucher Posting report will show the accounting distribution split and indicate the Expense Code for the prepaid insurance.

01 - NEWBRIDGE INDUSTRIES											Page: 1 of 1	
ACCOUNTS PAYABLE - A/P AGED REPORT											Date: 08-02-2006	
											Time: 08:53 PM	
Inv/Chq/AM	Series Code	F. Date	Job	Original Amount	Discount	Retainage	Outstanding Amount	Outstanding Retainage	Current	31-60	61-90	Total Over 90
Currency	US	US Dollar										
SKINNER Skinner Masonry												
53476	SC	Y 07-30-2006	10106001	3,500.00		320.00	3,180.00	320.00	2,860.00			
-159	SC	C 06-30-2006	10106001	-300.00			2,880.00					
Total for SKINNER				0.00		2,880.00	320.00	2,880.00	0.00	0.00	0.00	
TOTAL FOR CURRENCY US				0.00		2,880.00	320.00	2,880.00	0.00	0.00	0.00	2,880.00

**END OF REPORT**

Report Parameters

Company:	01	Aging Date:	08-30-2006	Show Deposits:	Y
Vendor Class:	All classes	Cut Off Date:	08-30-2006	Age Deposits:	Y
From Series Code:		Group By:	Vendor	Run Date:	08-02-2006
To Series Code:		Show Voucher Detail:	Y	Run Time:	08:53 PM
Pick List:		Show Memos and Checks:	Y	Operator:	ROBERT
Starting Vendor:	SKINNER	Show Closed Vouchers:	N	Report Code:	AP10006
Ending Vendor:	SKINNER	Include Deposits:	Y		

Run the AP Ageing Report for the subcontractor to verify the transactions that you have posted. Note that the report shows a payment for \$300 as a result of the prepaid insurance charge back.

## General Ledger

01 - NEWBRIDGE INDUSTRIES											Page: 1 of 1
GENERAL LEDGER SUMMARY POSTING REPORT											Date: 08-02-2006
											Time: 08:51 PM
Department	Account	Account Name	Post Date	Debit Amount	Credit Amount	Exchq Amount	Curr	Rate			
Company 01	NEWBRIDGE INDUSTRIES										
00	23110	ACCOUNTS PAYABLE	06-30-2006	300.00	3,180.00	-2,880.00	US	1.0000			
00	23120	SUBCONTRACT RESERVE PAYAE	06-30-2006	0.00	320.00	-320.00	US	1.0000			
00	26840	PUBLIC LIABILITY PAYABLE	06-30-2006	0.00	300.00	-300.00	US	1.0000			
00	50130	SUBCONTRACT EXPENSE	06-30-2006	3,500.00	0.00	3,500.00	US	1.0000			
Total for Company 01				3,800.00	3,800.00	Balance	0.00				
Total for Currency US				3,800.00	3,800.00	Balance	0.00				
						Total Batch Balance	0.00				

**END OF REPORT**

Report Parameters

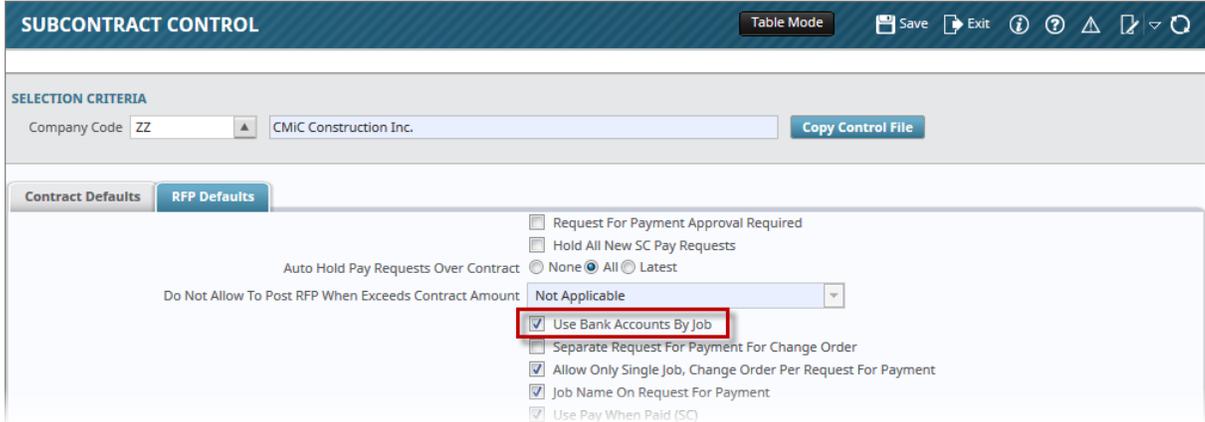
Batch:	2051	Run Date:	08-02-2006
Report Code:	GLPOST	Run Time:	08:51 PM
		Operator:	ROBERT

The GL transactions will show a credit transaction for the Prepaid Insurance.

# Job Bank Account – Feature

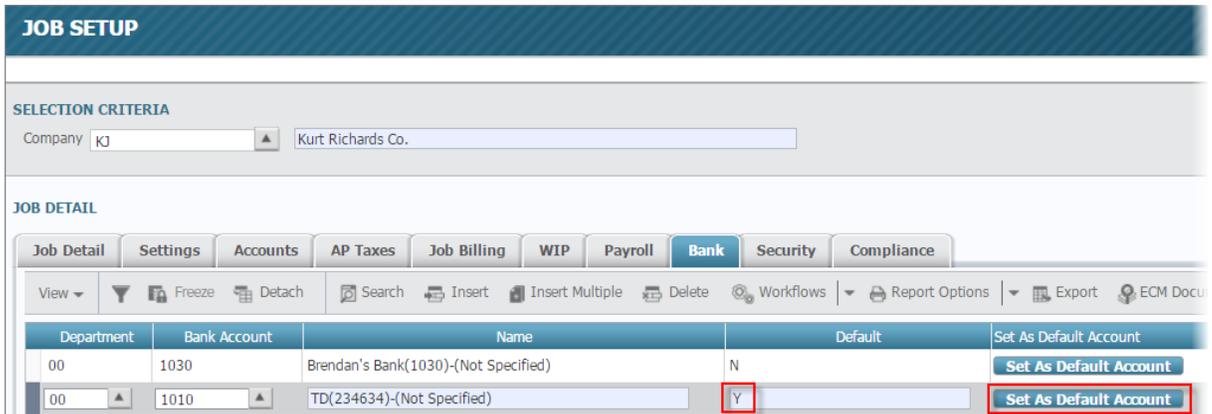
The Job Bank Account feature can be activated to have the default bank account for a new RFP (Request for Payment) come from the Job instead of the Vendor.

In the SC module, it is activated via the **Use Bank Accounts By Job** flag, shown below, on the **RFP Defaults** tab of the SC Control File screen (standard Treeview path: *SC > Local Tables > Control*):



Normally, without this feature activated, when creating RFPs, the system uses the default bank accounts set up for the Vendors. If this feature is activated in the SC module, then when creating an RFP, the system uses the default bank account set up for the Job instead of the default account set up for the Vendor; and if a Job does not have its default account set up, the system will report an error, and require that its default account be set up to finish creating the RFP.

The default bank account for a Job is set via the **Bank** tab on the Enter Job screen, shown below:



*Pgm: JCJOBFM – Enter Job; standard Treeview path: JC > Job > Enter Job*

More than one bank account can be entered via this tab, but one of them must be set as the default via the [Set as Default Account] button. The other entered accounts will be available in the account LOVs for RPFs.

For further details, please refer to the following documentation about the **Bank Account** field on the Subcontract Entry screen: *Working with Contracts > Creating Contracts > Bank Account (Job Bank Account)*.

**NOTE:** if subcontracts are to be created combining Jobs and Sub-Jobs, then the same taxes and bank accounts must be setup identically on the related Jobs.

---

## Retainage & Retainage Release

With the release of the Retainage and Retainage Release modification, Subcontract Management has been modified to enable specification of the retainage and retainage release at the subcontract Request for Payment level. This is controlled via the option in both Subcontract Control and in Enter Contract settings.

Releasing tax retainage on taxes applies only to Credit Tax type tax codes.

### Pay Request Modifications

The Request for Payment screen has been modified and retainage-related fields have been added to it. The user can specify a retainage percent if the default is not desired. Whether the percentage is overridden, the retainage amount is calculated. The user can change the retainage amount that in turn changes the retainage percentage.

The release amount can only be specified if the flag on the master contract for specifying the retainage release at subcontract level is checked. Otherwise, the release field is disabled and the retainage release button is not visible. Retainage release cannot be more than the outstanding release amount. Also, the **Retainage Release** button enables the user to view the voucher where the retainage will be released just as in the subcontract release retainage screen. The user can change the allocation, but not the total amount. The total amount must match the total release amount specified at the Request For Payment schedule level.

In the header block, summary fields have been added to display the previously retained amount, the current retained amount, the previously released amount and the current release amount. In the detail block every schedule line shows the previous retainage amount, the total retainage amount, the previous release amount and the outstanding release amount for that task.

---

**NOTE:** The absolute release amount must be equal to the outstanding amount.

---

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## Working with Compliance Codes

Compliance Codes may be assigned automatically to documents or manually added depending on the company controls and setups. In adding a compliance code, all users have that function, however changes and deletions may be restricted through Compliance Code Security Groups. Viewing of changes and entry/viewing of Notes is also available on specific instances of a Compliance Code.

### Compliance Code Security

---

The system has a setup in System Data that enables restriction of users in their ability to modify Compliance Codes once assigned to an item such as a Subcontract or Purchase Order. By the introduction of Security Groups, specific users and compliance codes can be restricted to only enabling certain users to make changes such as the dates, amounts, compliance status or even removal of the compliance code from an item.

If a user attempts to make a change, and the Security is not enabled for that user/compliance combination, then a message will appear advising the user that they do not have the security to modify the compliance status.

For full details, please consult the System Data Manual however the flow is as follows:

- Compliance Security Group created.
- Users assigned to Group if access will be required
- Compliance Codes assigned to Group to enable those users in the group full control of the Compliance

**NOTE:** If a compliance code is NOT assigned to a Security Group, then all users have full control over that compliance code. All users can add compliance codes, as security is for changes and deletions.

## Compliance Code Notes

**COMPLIANCE STATUS** Save Exit ? ? ! Print Refresh

Company: ZZ CMIC Test Company  
 Vendor: BE0001 Bingham Engineers  
 As Of Date: 26-Oct-2016

**ACTIONS**  
 Delete History Of Updates Copy Documents Add to Companies Add to PO's Add to Contracts Apply Changes **Notes**

**SUBCONTRACT COMPLIANCE STATUS**  
 View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

Compl.	Date Compl.	Compliance Code	Compliance Code Description	Insurance/Bonding Company	Certificate Number	Certificate Location	Start Date	End Date	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SC-BOND	Bonded	*	*		01-Jan-2016	01-Jan-2017	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SC_LIEN	Lien Waiver	*	*		01-Oct-2016	01-Jan-2017	0.00

Date Sensitive  
 Vendor Level  
 SC Auto Assign  
 PO Auto Assign

Remittance Description:

Insurance/Bonding Company Name: Non-applicable

View Note

*Pgm: INSINFO – Compliance Status popup (sample of popup at System Level)*

**NOTES** Save Exit ? ? ! Print Refresh

Documentation Completed

Show Closed Notes

**NOTES**  
 View Freeze Detach Search Delete Record Workflows Report Options Export ECM User Extensions

* Number	User	Date	Closed	Subject	Note
1	Rafid Daud	08062015	<input type="checkbox"/>	Compliance Codes	A note on compliance codes

*[Notes] button's popup*

The [Compliance Status popup](#) screen has a [Notes] button that enables the entry of notes for a Compliance Code, when required. This is the standard Notes function that records the user name, date and time as well as the free-form notes entry field.

# Compliance Code Change Audit History

**COMPLIANCE STATUS** Save Exit ? ? ? ? ? ? ? ?

Company ZZ CMIC Test Company  
 Vendor BE0001 Bingham Engineers  
 As Of Date 26-Oct-2016

**ACTIONS**  
 Delete **History Of Updates** Copy Documents Add to Companies Add to PO's Add to Contracts Apply Changes Notes

**SUBCONTRACT COMPLIANCE STATUS**  
 View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

Compl.	Date Compl.	Compliance Code	Compliance Code Description	Insurance/Bonding Company	Certificate Number	Certificate Location	Start Date	End Date	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SC-BOND	Bonded	*	*		01-Jan-2016	01-Jan-2017	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SC_LIEN	Lien Waiver	*	*		01-Oct-2016	01-Jan-2017	0.00

Date Sensitive  
 Vendor Level  
 SC Auto Assign  
 PO Auto Assign

Remittance Description  
 Insurance/Bonding Company Name Non-applicable  
 View Note

*Pgm: INSINFO – Compliance Status popup (sample of popup at System Level)*

**COMPLIANCE STATUS** Save ? ? ? ? ? ? ? ?

Vendor ZZ-HDEPO ZZ - Home Depot  
 Compliance BOND Bonded

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Compl.	Date Compl.	Insurance/Bonding Company	Certificate Number	Certificate Location	Start Date	End Date	Amount	* Audit Date	* Audit User
<input type="checkbox"/>	<input type="checkbox"/>	*	*		30-Jun-06	30-Jun-07		06-Mar-15	DA
<input type="checkbox"/>	<input type="checkbox"/>	*	*		30-Jun-06	30-Jun-07		10-Oct-12	DA

Insurance/Bonding Company Name Non-applicable  
 Close

*[History of Updates] button's popup*

The [Compliance Status popup](#) has a **[History of Updates]** button for viewing all modifications made by users to the individual Compliance Codes.

---

## Pay When Paid & Days Value

The Pay When Paid (PWP) functionality has both Company Level (SC Control File) and Subcontract Level setup options, depending on the Company requirements. To implement both standard Pay When Paid options, and in meeting the Prompt Pay Acts and regulations in many jurisdictions, there are two components of Pay When Paid setting.

Primarily, the Pay When Paid checkbox must be checked to activate Pay When Paid Processing. Secondly is a “Days” value that must be entered. Entering a “0” (zero) will mean that standard Pay When Paid applies and the Subcontract is payable once full payment has been received on the customer invoice.

Entering a Days value other than “0” will mean that the Subcontract is payable only once the standard Pay When Paid requirements are met, and that number of days has passed.

Although the Pay When Paid setting and the Days value can be set in the SC Control File to default to Subcontracts and their RFPs, they are independent, and the Days can be set regardless of the Pay When Paid setting in control. This means that the Days Value can be automatically populated in a Subcontract when Pay When Paid is activated. Note, any Pay When Paid and Days settings that default to Subcontracts are only defaults, and they can be changed as required for each Subcontract.

If the Pay When Paid functionality is not used, then the standard Terms functionality is used instead.

---

## Setting Up & Using Pay When Paid – Quick Guide

The SC Control File settings for the Pay When Paid functionality are found on its **RFP Defaults** tab:

The screenshot shows the 'SUBCONTRACT CONTROL' interface with the 'RFP Defaults' tab selected. The 'SELECTION CRITERIA' section shows 'Company Code' as 'CCC' and 'CMiC Test Construction Company'. The 'RFP Defaults' section contains various settings, including 'Request For Payment Approval Required', 'Hold All New SC Pay Requests', 'Auto Hold Pay Requests Over Contract' (set to 'None'), 'Do Not Allow To Post RFP When Exceeds Contract Amount' (set to 'Not Applicable'), 'Use Bank Accounts By Job', 'Separate Request For Payment For Change Order', 'Allow Only Single Job, Change Order Per Request For Payment', 'Job Name On Request For Payment', 'Use Pay When Paid (SC)' (checked), 'Keep Future Due Date', 'Use Auto Draw Number', 'Warn For Alternate Addresses', 'Edit RFP Remit To Address' (checked), 'Import Only SC Registered Pay Requests by Default', 'Allow Payment Request Against Instructed Contracts', 'Use Job Security For Registered Invoices', and 'Populate Remittance Desc Field'. A red box highlights the 'Use Pay When Paid (SC)' checkbox and the 'Default # of days' field, which is set to '5'.

If the **Use Pay When Paid (SC)** box is checked, new Subcontracts will have their **Paid When Paid** box checked on the **General** tab.

The **Default # of days** field is used to set how many days to hold payment to a subcontractor after the owner has paid. A value of “0” means that the subcontractor invoice will be able to be paid immediately after receiving the payment. Entering a Days value other than “0” means that the Subcontract is payable only once the standard Pay When Paid requirements are met, and that number of Days has passed. Note, however, it is always possible to manually remove the PWP Hold from an invoice to pay it when desired.

If the **Keep Future Due Date** box is checked, the corresponding Vouchers for the RFPs entered through the Enter Request for Payment screen keep their original due date when they are paid early. If unchecked, the future due date is not kept, and the Voucher’s due date is recalculated using the AR invoice payment date plus the PWP days. For example, if a subcontractor’s invoice is due in 30 days, but the owner pays today and the PWP Days value is set to 5 days, then the subcontractor is to be paid within 5 days.

If the **Use Auto Draw Number** box is checked, when entering a Request For Payment, the Draw Number associated to the “Use Paid When Paid” is not mandatory and may be left as null. When the job billing invoice is produced, the draw number will be automatically associated to the Voucher. If the job billing invoice is subsequently voided, the draw number will be automatically removed, and the next billing draw number will be applied.

When a Request for Payment is posted, a corresponding AP Voucher is also posted. The posted Voucher can be viewed in the Over-ride Voucher Status screen (standard path: *SC > Status > Over-ride Voucher Status*), wherein the PWP Hold can be over-ridden by unchecking the **PWP Hold** box (shown below), in order to make the Voucher available for payment in the Select Payments screen (standard path: *AP > Payment > Select Payments*).

INVOICES											
Job	Vendor	Invoice Code	Contract Code	Outstanding	Exceed Hold	Overpayment Amount	PWP Hold	Payment Status	Status	Closed Status	
14-0018	AV	654	14-0018.02	100.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	C	Compliance Hold	O	
14-0018	FAB	412	14-0018.01	100.00	<input type="checkbox"/>	435.00	<input checked="" type="checkbox"/>	N	Normal	O	

In a typical PWP scenario, the Voucher is held until the owner pays for the last requested draw. Once the owner’s payment (receipt) is applied against the Job Billing Invoice, the PWP Hold will be automatically removed, and the Voucher will be available in AP’s Select Payments screen.

## Rules for Voiding Subcontract Contracts

Following are the rules when voiding a subcontract contract whether “Via Subcontract” or “Via Accounts Payable”.

### When the contract is “Via Subcontract”

- If a contract is payable via subcontract and the original contract has a voucher against it, the Original Contract will not be available for voiding, however, the Change Orders will be available.
- If a contract is payable via subcontract and a change order, only, has a voucher against it both the original contract and the change order will be unavailable for voiding. Should the contract have any other change orders attached to it, which do not have vouchers yet, those change orders will still be available in the void screen for selection.
- All contracts with a credit balance will be treated the same as the above.

### When the contract is “Via Accounts Payable”

- If a contract is payable “Via Accounts Payable” and the Original Contract has a voucher against it the original contract and all the Change Orders associated with the contract will be unavailable for voiding.

- If a contract is payable “Via Accounts Payable” and a change order, only, has a voucher against it both the original contract and the change order will be unavailable for voiding. Should the contract have any other change orders attached to it, which do not have vouchers yet, those change orders will still be available in the void screen for selection.
- All contracts with a credit balance will be treated the same as the above.

# Appendix

## SCO Posting To Not Allow Total Less Than Billed – SC Control File Checkbox

The screenshot displays the 'SUBCONTRACT CONTROL' interface. At the top, there is a header bar with the title 'SUBCONTRACT CONTROL' and a 'Table Mode' button. Below the header, a yellow banner reads 'Prevent SCO Post Making Contract Amount Less Than Billed Amount'. The 'SELECTION CRITERIA' section includes a 'Company Code' dropdown set to 'RVHQ1001' and a text field containing 'RVHQ1001 Long Company Code Nam', with a 'Copy Control File' button to the right. The 'Contract Defaults' tab is active, showing various configuration options. A toolbar with icons for Search, Insert, Delete, Workflows, Report Options, ECM Documents, and User Extensions is visible. The 'Enter Invoices' dropdown is set to 'Via - Subcontract'. The 'Series Code is Mandatory' checkbox is checked. The 'Default Series Code' is 'SC1' and the 'SC1 Invoice Series Code' is 'SC1 Invoice Series Code'. The 'Default Category Code' is '2000' and the 'Subcontract' is 'Subcontract'. The 'VAT Tax' and 'VAT Accrual Account' fields are empty. The 'Retainage' is set to '10' and the 'Default Compliance Period' is 'Year'. Several checkboxes are present: 'Default Dates' (checked), 'Use Current Date As Default Date While Entering Contracts' (checked), 'Default Taxes' (unchecked), 'Default Contract To Self-Billed' (unchecked), 'Schedule Level Retainage Release' (unchecked), 'Print Task Detail' (checked), 'Vendor Address Code Mandatory' (unchecked), '\* Update Vendor/Contract Data on JB Contract' (unchecked), 'Automatic SC Numbering' (unchecked), 'Unique By' (radio buttons for Job and Vendor, with Vendor selected), 'Reverse Job Code Selection' (unchecked), and 'SCO Posting To Not Allow Total Less Than Billed' (checked and highlighted with a red box). The 'Mask' field contains 'bbbbbbbb\*\*\*\*\*' and the 'Sample' field contains 'bbbbbbbb\*\*\*\*\*'. The 'Do Not Allow Posting If Contract Exceeds Budget' checkbox is checked. The 'Allow Override' checkbox is also checked. At the bottom, the 'Contract Option' is set to 'Base Contract And Change Order'.

*SC Control File*

If the **SCO Posting To Not Allow Total Less Than Billed** checkbox on the **Contract Defaults** tab of the SC Control File is checked, when a Subcontract/Subcontract Change Order is posted, posting is not allowed if the change makes the overall Subcontract value less than the Subcontract amount already invoiced.

### Example of Validation

#### Project Management – JSP

The following screens show the validation message when users try to post a SC/CO:

**Subcontract**

<p>Vendor-XX MISSISSAUGA FORECASTING COMPANY</p> <p>Contract No. 4C-100</p> <p>Description 4C-100</p> <p>Invoiced Via - Subcontract</p> <p>Address</p> <p>Default Retainage % 10</p> <p>Allow Only Single Job, CO Per RFP <input type="checkbox"/></p> <p>Start Date</p> <p>Received Date</p> <p>Pay When Paid <input type="checkbox"/></p> <p>Check Hdl</p> <p>Prequalification Status</p> <p>Single Project Limit 0.00 <input type="text"/></p> <p>Aggregate Project Limit 0.00</p> <p>EMR <input type="text"/></p> <p>Scope Of Work</p> <p>Bid Package Description</p>	<p>Contact</p> <p>Contract Type Standard</p> <p>Workflow Status Approved</p> <p>Currency US Dollars</p> <p>Corresp. Address</p> <p>Default Taxes <input checked="" type="checkbox"/></p> <p>SOV Level Retainage Release <input type="checkbox"/></p> <p>End Date</p> <p>Executed Date</p> <p>Days</p> <p>Calculate Tax On Net Amount <input type="checkbox"/></p> <p>Approval Status</p> <p>Single Proj Limit Remaining -921,250.00</p> <p>Aggregate Proj Limit Remaining -1,689,304,428.42</p>
---	---

Date 25/Oct/2017  
Post Date 25/Oct/2017  
Status In Process  
Bank Account 1000.600  
Bid Amount

Issued Date  
Rating Rate It  
Compliant   
CDI

Term Code Net 15 Days Ret 10% Discount 2

SOV-XX	Change Orders	Participation	Attachments	Alternates	Special Pricing_123	Inclusions	Exclusions	Text Codes	Free Form										
Task Code	Task Name	Unit	W/M	Rate	Amount	Job	Phase	Category	JB Bill Code	Tax1	Taxable	Tax2	Taxable	Tax3	Taxable	Retainage %	Expense Code	Fully Purch.	Long D
T1	TASK1	1000	NA	75.000	75,000.00	100001	01-100	2000		T1	<input checked="" type="checkbox"/>	T2	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	10		<input type="checkbox"/>	
T2	TASK2	250	NA	100.000	25,000.00	100001	01-100	3000		T1	<input checked="" type="checkbox"/>	T2	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	10		<input type="checkbox"/>	
T3	TASK3	500	NA	50.000	25,000.00	100001	01-100	4000		T1	<input checked="" type="checkbox"/>	T2	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	10		<input type="checkbox"/>	

**Subcontract**

<p>Vendor-XX MISSISSAUGA FORECASTING COMPANY</p> <p>Contract No. 4C-100</p> <p>Description 4C-100</p> <p>Invoiced Via - Subcontract</p> <p>Address</p> <p>Default Retainage % 10</p> <p>Allow Only Single Job, CO Per RFP <input type="checkbox"/></p> <p>Start Date</p> <p>Received Date</p> <p>Pay When Paid <input type="checkbox"/></p> <p>Check Hdl</p> <p>Prequalification Status</p> <p>Single Project Limit 0.00 <input type="text"/></p> <p>Aggregate Project Limit 0.00</p> <p>EMR <input type="text"/></p> <p>Scope Of Work</p> <p>Bid Package Description</p>	<p>Contact</p> <p>Contract Type Standard</p> <p>Workflow Status Approved</p> <p>Currency US Dollars</p> <p>Corresp. Address</p> <p>Default Taxes <input checked="" type="checkbox"/></p> <p>SOV Level Retainage Release <input type="checkbox"/></p> <p>End Date</p> <p>Executed Date</p> <p>Days</p> <p>Calculate Tax On Net Amount <input type="checkbox"/></p> <p>Approval Status</p> <p>Single Proj Limit Remaining -921,250.00</p> <p>Aggregate Proj Limit Remaining -1,689,304,428.42</p>
---	---

Date 25/Oct/2017  
Post Date 25/Oct/2017  
Status In Process  
Bank Account 1000.600  
Bid Amount

Issued Date  
Rating Rate It  
Compliant   
CDI

Term Code Net 15 Days R

SOV-XX	Change Orders	Participation	Attachments	Alternates	Special Pricing_123	Inclusions	Exclusions	Text Codes	
001	Change No.	Description	Date	Cost	Days Impact	Post Date			
	4C-100	4C-100	25/Oct/2017	45,750.75		25/Oct/2017			

Add RFP Workflow Show Images Print Back To Log

**In Workflow**

RFP Detail	Notes	Attachments
<p>Status SUBMITTED</p> <p>Vendor MISSISSAUGA FORECASTING COMPANY</p> <p>Contract 4C-100</p> <p>Invoice No. 4C-100-1</p> <p>Invoice Date 25/Oct/2017</p> <p>Due Date 09/Nov/2017</p> <p>Post Date</p> <p>Description 100001</p> <p>Workflow Status Pending</p>		<p><b>Amounts</b></p> <p>Net Amount 135,000.00</p> <p>Tax Amount 19,125.00</p> <p>Invoice Amount 154,125.00</p> <p>Retainage Amount 15,000.00</p> <p>Release Amount 0.00</p> <p>Gross Amount 150,000.00</p> <p>Material Only <input type="checkbox"/></p> <p><b>Previously Certified Amounts</b></p> <p>Net Amount 0.00</p> <p>Tax Amount 0.00</p> <p>Invoice Amount 0.00</p> <p>Retainage Amount 0.00</p> <p>Release Amount 0.00</p> <p>Work Completed 0.00</p> <p>Imported Goods <input type="checkbox"/></p>

**Schedule of Values**

Task Code	Task Name	Contracted Quantity	UOM	Rate	Amt	Previously Certified Quantity	Previously Certified Amount	Completed Quantity	Current Quantity	Current Amount	Completed Amount	Retainage %	Previous Retainage Amount	Retainage Amount	Total Retainage Amount	Previous Release Amount	Outstanding Release Amount	Release Amount
T1	TASK1	1,000	NA	75.000	75,000.00	0.00	0.00	1,000	1,000	75,000.00	75,000.00	10	0.00	7,500.00	7,500.00	0.00	0.00	0.00
T2	TASK2	250	NA	100.000	25,000.00	0.00	0.00	225	225	22,500.00	22,500.00	10	0.00	2,250.00	2,250.00	0.00	0.00	0.00
T3	TASK3	500	NA	50.000	25,000.00	0.00	0.00	450	450	22,500.00	22,500.00	10	0.00	2,250.00	2,250.00	0.00	0.00	0.00
T4	TASK4		LS	45,750.75		0.00	0.00	0	0	30,000.00	30,000.00	10	0.00	3,000.00	3,000.00	0.00	0.00	0.00

Review/Approval Show

**RVHQ1001 - RVHQ1001 Long Company Code Nam**  
**ACCOUNTS PAYABLE - VOUCHER POSTING REPORT**

Page: 1 of 2  
 Date: 25-OCT-2017  
 Time: 11:49 AM

Batch Number: 46266      Posting Date: 25-OCT-2017

Vendor	Status	Voucher#	Invoice#	Invoice Date	Due Date	Curr	Cash Acc	Purchase	Charges	Discount	Taxes	Net Amount	Retainage				
Currency : US      US Dollars																	
4CASTER	Non-Comp	23176	4C-100-1	25-OCT-2017	09-NOV-2017	US	1000.600	150,000.00	0.00	2,700.00	19,125.00	151,425.00	15,000.00				
MISSISSAUGA FORECASTING COMPANY				DISC DATE:	27-OCT-2017	SERIES CODE:	SC1	HANDLING CODE:	ADDRESS:								
100001				SUBCONTRACT:	4C-100	CHANGE:	000	REQUEST ID:	NONE								
Type	Comp	Dept	Account	Account Name	Debit	Credit	Qty	WM	Job/Equip/WO	Phs/Equip/WI	Cat/Tr/Exp	Expense Code	PO#/CONT	Item/Task			
G	RVHQ	00	2000.100	Current Payables		154,125.00		NA					4C-100				
G	RVHQ	00	2000.200	Retainage Payable		15,000.00		NA					4C-100				
J	RVHQ	00	5200.100	Job Cost Expenses	84,562.50		1000	CY	100001	01-100	2000		4C-100	T1			
J	RVHQ	00	5200.100	Job Cost Expenses	25,368.75		225	DY	100001	01-100	3000		4C-100	T2			
J	RVHQ	00	5200.100	Job Cost Expenses	25,368.75		450	LS	100001	01-100	4000		4C-100	T3			
J	RVHQ	00	5200.100	Job Cost Expenses	33,825.00		0	LS	100001	01-100	5000		4C-100	T4			
Total For Currency US :												150,000.00	0.00	2,700.00	19,125.00	151,425.00	15,000.00

**Subcontract**

Vendor-XX: MISSISSAUGA FORECASTING COMPANY Contract No: 4C-100 Description: 4C-100 Invoiced Via - Subcontract Address: Default Retainage: Allow Only Single Job, CO Per R... Start Date: Received Date: Pay When Paid: Check H... Prequalification Status: Single Project Lin... Aggregate Project Lin... EMI: Scope Of Work: Bid Package Descrip...	Contact: Contract Type: Standard Workflow Status: Approved Currency: US Dollars Date: 25/Oct/2017 Post Date: 25/Oct/2017 Status: In Process Bank Account: 1000.600 Bid Amount: Issued Date: Rating: Rate It Compliant: <input type="checkbox"/> CDI: <input type="checkbox"/> Term Code: Net 15 Days Ret 10% Discount 2
--	--

**Subcontract Change Orders**

Vendor: MISSISSAUGA FORECASTING COMPANY      Contract No: 4C-100      Change No: 002      Post Date: 25/Oct/2017

Description: 4C-100      Workflow Status: Approved      Date: 25/Oct/2017      Issued Date:

Received Date:      Executed Date:      Scope Of Work:

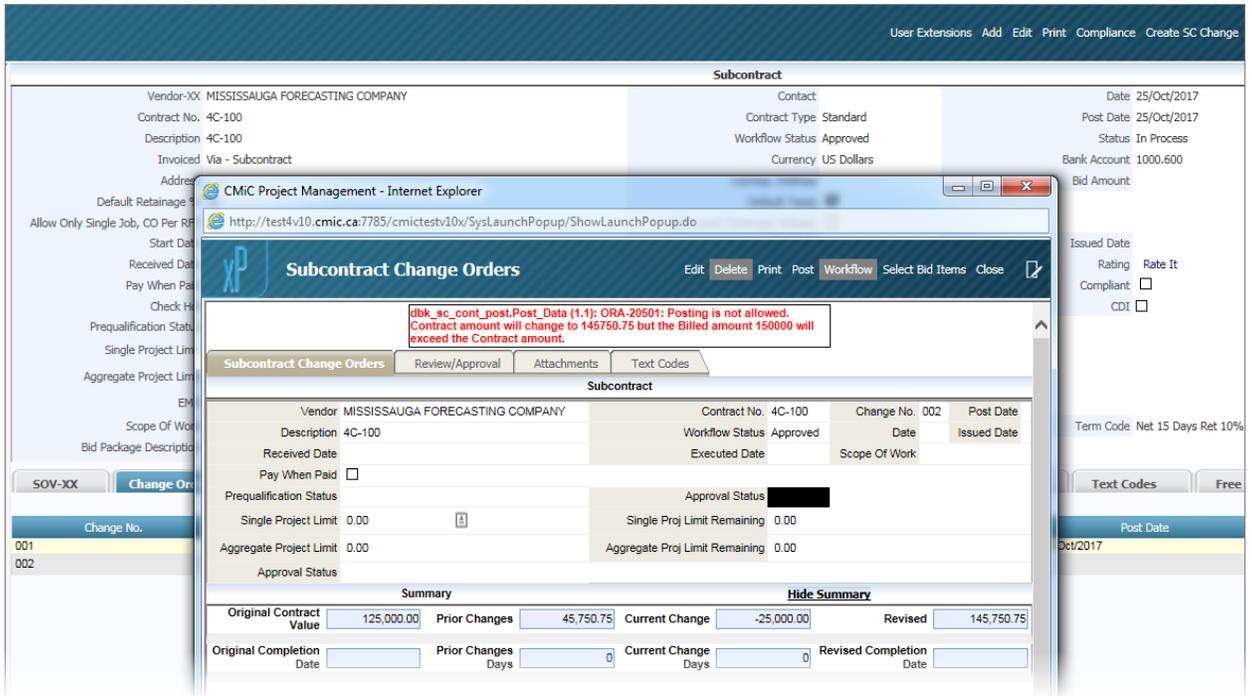
Pay When Paid:       Approval Status:

Prequalification Status:      Approval Status:

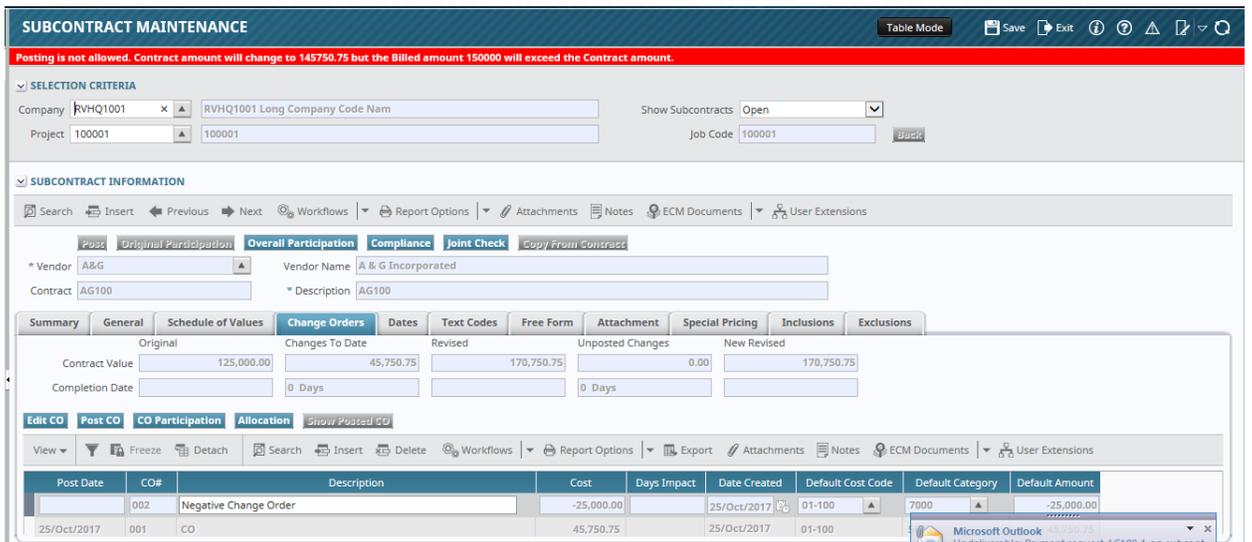
Summary				Hide Summary			
Original Contract Value	Prior Changes	Current Change	Revised	Original Completion Date	Prior Changes Days	Current Change Days	Revised Completion Date
125,000.00	45,750.75	-25,000.00	145,750.75		0	0	

**Schedule of Values**

Item Code	Task Name	Unit	Rate	Amount	Job	Phase	Category	JB	W/M	Days	Tax1	Tax2	Tax3	Tax4	Expense Code	Fully Purch	Long Descript
T5	TASKS	-1000	25,000	-25,000.00	100001	01-100	7000		NA		T1	<input checked="" type="checkbox"/>	T2	<input checked="" type="checkbox"/>		<input type="checkbox"/>	



## Subcontract/Subcontract Change Order Entry & Posting



Subcontract posting from within the Subcontract/Change Order Entry is validated and an appropriate message is issued to users.

## Posting Subcontract/Subcontract Change Order

POST CONTRACT
Save Exit ? ? ? ? ? ? ? ?

**R1001 - 001: Posting is not allowed. Contract amount will change to 5000 but the Billed amount 22500 will exceed the Contract amount.**

**SELECTION CRITERIA**

Company: RVHQ1001 RVHQ1001 Long Company Code Nam

Batch: 46362 RAVI 2017-10-26 O

Post Date: 27/Oct/2017 Year: 2017 Period: 10

**CONTRACTS**

View Freeze Detach Search Workflows Report Options Export Attachments Notes ECM Documents User Extensions

Select	* Job	* Vendor	Vendor Name	* Contract	* Change Order	Contract Amt	* Curr	Name
<input checked="" type="checkbox"/>	100001	A1ROOF	A1ROOFING CO longggggggggggg	R1001	001	-20,000.00	US	CO
<input checked="" type="checkbox"/>	100001	A1ROOF	A1ROOFING CO longggggggggggg	R1002	001	-21,000.00	US	CO
<input checked="" type="checkbox"/>	100001	A1ROOF	A1ROOFING CO longggggggggggg	R1003	001	12,500.00	US	CO
<input checked="" type="checkbox"/>	100001	A1ROOF	A1ROOFING CO longggggggggggg	R104	001	-19,000.00	US	CO

Request ID: NONE

Print Reports Immediately

As shown by the red message along the top of the above screenshot, Subcontract posting, where users create a Batch and select multiple Subcontracts/Subcontract Change Orders for posting, validates the posting as per the **SCO Posting To Not Allow Total Less Than Billed** checkbox's functionality.

# Frequently Asked Questions

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## Frequent Questions About Subcontract Management

**Why would I get a blank Subcontract Posting Report when I re-print my report? I have the original posting report to prove it existed before.**

Check and see if the utility “Modify Contract” has been used. If the modification has been posted the information will be removed from the original subcontract posting report and placed on the modified subcontract posting report.

**If using the AP Option Allow Only Single Job Per Voucher**

If checked in the AP Control settings, a separate voucher number will be given to each line of an invoice distributed to a separate job code.

---

**NOTE:** If this option is selected, the Subcontract must be created with the **Schedule Level / Retainage Release** checkbox checked on the **General** tab.

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# Index

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## A

Accounts Payable.....	6, 121, 124
Accounts Receivable.....	123
Amount Summary - Tab.....	64
Appendix.....	153
Approve Requests for Payment.....	71
Assign Posted Voucher to Posted Subcontract.....	111
Attachment - Tab.....	49
Attachments - Tab.....	67

---

## C

Change Batch Post Date.....	115
Change Compliance Status - Popup.....	89
Change Management.....	5
Change Orders - Tab.....	38
Changed Batch Post Date Query.....	114
Close Contracts.....	109
Compliance (Defaults Setup).....	127
Compliance Code Change Audit History.....	149
Compliance Code Notes.....	148
Compliance Code Security.....	147
Compliance Codes (Master) - System Level.....	129
Compliance Detail Query.....	107
Compliance Groups.....	131
Compliance Status - Popup.....	91
Compliance Summary Query.....	106
Contract Defaults - Tab.....	7
Contract Entry - Prepaid Insurance.....	19
Contracts.....	23
Control (SC Control File).....	7
Creating Contract Change Orders.....	39

---

## D

Dates - Tab.....	45
Default - Tab.....	66
Delete Unposted Batches.....	111
Details - Tab.....	62

---

## *E*

Enter Change Orders/PCIs As Needed .....	3
Enter Subcontract.....	3
Enter Subcontract/Change Order .....	23
Entering Request for Payment .....	59
Example of Validation .....	153
Exclusions - Tab .....	51
Executive Query by Job .....	101
Executive Query by Vendor .....	104
External Setup (Other Modules) .....	124

---

## *F*

Free Form - Tab.....	47
Frequent Questions About Subcontract Management.....	158
Frequently Asked Questions.....	158
Functionality.....	1

---

## *G*

General - Tab.....	33
--------------------	----

---

## *H*

Hierarchical Assignment of Compliance Codes.....	127
--	-----

---

## *I*

Inclusions - Tab .....	50
Initial Setup - Master Set of Compliance Codes & Security .....	127
Insurance/Bonding Companies .....	132
Integration .....	5
Internal Setup (SC Module).....	121

---

## *J*

Job Bank Account - Feature .....	146
Job Billing .....	6, 124
Job Costing.....	5
Joint Check - Tab.....	66

---

## *L*

Local Tables .....	7
Logs .....	97

---

## *M*

Make Payments Against Subcontract .....	4
Modify Original Contract.....	113

---

## ***O***

Over-Ride Voucher Status.....	85
Overview - Prepaid Insurance.....	17
Overview - Status .....	85
Overview - Subcontract Configuration.....	119
Overview - Subcontract Management .....	1
Overview - Vendor Compliance .....	127

---

## ***P***

Pay When Paid & Days Value.....	150
Payments.....	59
Post Contract .....	54
Post Request for Payment - No GL/JC.....	116
Post RFP - Prepaid Insurance .....	20
Post Subcontract .....	3
Posting Requests for Payment - RFP Process Train .....	70
Posting Retainage Release.....	81
Prepaid Insurance - Reports Related to Posted RFPs.....	143
Prepaid Insurance (Contractor Controlled Insurance Program).....	17
Prepare Batch .....	51
Prerequisites .....	4
Print Certificate of Payment .....	74
Print Contract .....	53
Print Posting Reports .....	117
Print Waiver .....	83
Printing Edit List - RFP Process Train .....	69
Project Management .....	5

---

## ***Q***

Query .....	101
Quick Guides.....	143

---

## ***R***

Releasing Retainage - Non-Schedule Detail Release.....	76
Releasing Subcontract Retainage.....	77
Re-Open Contracts.....	110
Request for Payment - Prepaid Insurance.....	20
Retainage & Retainage Release .....	147
RFP Defaults - Tab .....	13
Rules for Voiding Subcontract Contracts .....	151

---

## ***S***

Schedule of Values - Section.....	68
Schedule of Values - Tab .....	36
SCO Posting To Not Allow Total Less Than Billed - SC Control File Checkbox.....	153
Select Multiple RFP Batches .....	73
Selection Criteria - Section.....	24
Setting the Default Company Logon .....	119
Setting Up & Using Pay When Paid - Quick Guide .....	150
Setup - Prepaid Insurance.....	17

Setup Considerations.....	121
Special Pricing - Tab.....	50
Start Job .....	3
Status .....	85
Subcontract Checklist.....	2
Subcontract Configuration.....	119
Subcontract Information - Section .....	24
Subcontract Lifecycle.....	2
Subcontract Management - ADF.....	1
Subcontract Management Setup.....	121
Subcontract Statuses .....	4
Subcontractor Prequalification & Bid Management (xProjects).....	2
Subcontracts .....	97
Subcontracts - All Projects .....	98
Subcontracts Maintenance .....	119
Summary - Tab.....	31
System Data .....	124

---

## ***T***

Text Codes - Tab .....	46
------------------------	----

---

## ***U***

Utilities .....	109
-----------------	-----

---

## ***V***

Vendor by Company Compliance - Company Level.....	138
Vendor Class Compliance - System Level.....	133
Vendor Compliance - System Level.....	134
Vendor in Job's State/Province Tax Compliance (System Module) .....	142
Void Contract .....	56
Void Request for Payment.....	75

---

## ***W***

Working with Compliance Codes .....	147
Working with Payment Requests .....	59

---