Viewpoint Jobpac Connect™

Implementing Flexible Payment Terms
Function Guide
Version: 2.0

Document Control Table

Prepared by	Damien Bourke
Approved or authorised by	
Release date	31/3/2022
Version	2.0
Commercial in Confidence	

Change History

Version	Date	Author	Description of Changes
1.0	01/02/2020	AT	Initial Release
2.0	31/03/2022	DMB	Updated for screen changes.

Table of Contents

Introduction

There is a feature available for maintaining due date calculation methods that are more flexible than the standard options. In line with new SOPA requirements, and different requirements in different states and geographies, more flexibility in defining custom due date calculations was required.

This feature includes the ability to define due date calculations based on business days with public holiday calendars pre-loaded for all ANZ locations and customisable for others. The ability to calculate due dates based on invoice received dates is also available as part of this feature.

For example, you will be able to automatically calculate a due date that is 20 business days from the claim received date. Features include…

- The ability to set up any number of rules and maintain available rules at a global or company level.
- The ability to base due date calculations on Received date or Invoice date.
- Ability to set the calculation to be based on the date itself or from the end of the month based on that date.
- The ability to base calculations on Business days or calendar days.
- The ability to set any number of days for full flexibility.
- GEO specific Business Day Calendars pre populated for our core GEO's for the next 10 years but with a user maintenance facility for other GEO's.
- The ability to set Payment Term overrides at Job Level.
- The ability to set Payment Term overrides at PO level.
- The ability to set Payment Term overrides at SC Agreement level.(available prior to this feature becoming available)
- Changes will apply for both Debtors and Creditors.
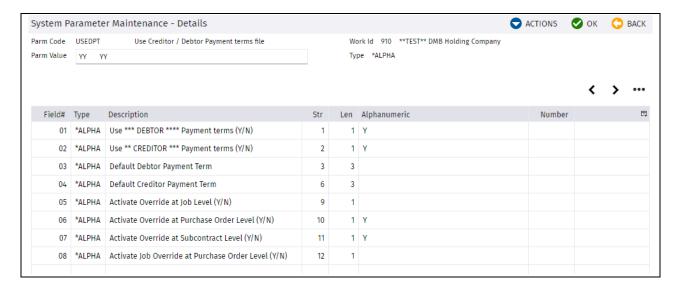
Activating Flexible Payment Terms

There is **a System Parameter** required to activate the Flexible Payment Terms, as shown below. This parameter should be set up in **All Work ID's** once you decide to activate for your business. You should also test the setup in your test environment prior to live activation, or engage a Jobpac Consultant to assist with the change process.

Activating this parameter will automatically replace all your 'old' payment terms and replace them with exact equivalents using flexible payment terms.

Note: It is essential that after activation of the parameter you check and ensure that all existing currently used payment terms in your business are configured in the new Payment Terms Maintenance tables. There is a streamlined way to set these up described in the next section.

Add the Parameter **USEDPT** or seek assistance if you are not familiar with System Parameters.

- Pos 1 Lenth 1 Y or N to activate new terms in Accounts Receivable.
- Pos 2 Lenth 1 Y or N to activate new terms in Accounts Payable.
- Pos 3 Lenth 3 Default Debtor Payment Terms. Can be left Blank.
- Pos 4 Lenth 3 Default Creditor Payment Terms. Can be left Blank.
- Pos 5 Lenth 1 Y or N to activate the ability to override Terms at Job Level.
- Pos 6 Lenth 1 Y or N to activate the ability to override Terms at PO Level.
- Pos 7 Lenth 1 Y or N to activate the ability to override Terms at SC Agreement Level.
- Pos 8 Lenth 1 Y or N to activate the ability to override the Job Level Terms at Purchase Order level.

System Parameter Maintenance - Details   ● ACTIONS ✓ OK ↻ BACK

Parm Code   USEDPT   Use Creditor / Debtor Payment terms file   Work Id 910 **TEST** DMB Holding Company
Parm Value   YY   YY   Type *ALPHA

Field#	Type	Description	Str	Len	Alphanumeric	Number	
01	*ALPHA	Use *** DEBTOR **** Payment terms (Y/N)	1	1	Y		
02	*ALPHA	Use ** CREDITOR *** Payment terms (Y/N)	2	1	Y		
03	*ALPHA	Default Debtor Payment Term	3	3			
04	*ALPHA	Default Creditor Payment Term	6	3			
05	*ALPHA	Activate Override at Job Level (Y/N)	9	1			
06	*ALPHA	Activate Override at Purchase Order Level (Y/N)	10	1	Y		
07	*ALPHA	Activate Override at Subcontract Level (Y/N)	11	1	Y		
08	*ALPHA	Activate Job Override at Purchase Order Level (Y/N)	12	1			

A new Menu option for Payment Terms Maintenance is required if it does not already exist.

We advise that you should add this to the

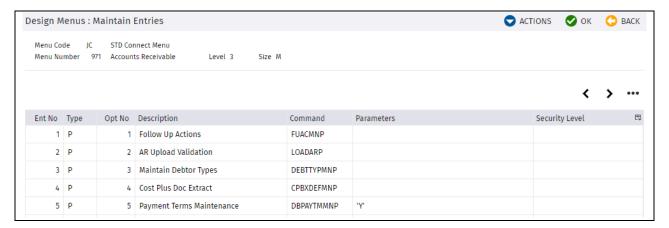**System Admin → Configure Modules → Accounts Receivable menu as shown below.**

We also advise that this menu option be accessible only through System Administration.

Trimble. Construction

Implementing Flexible Payment Terms
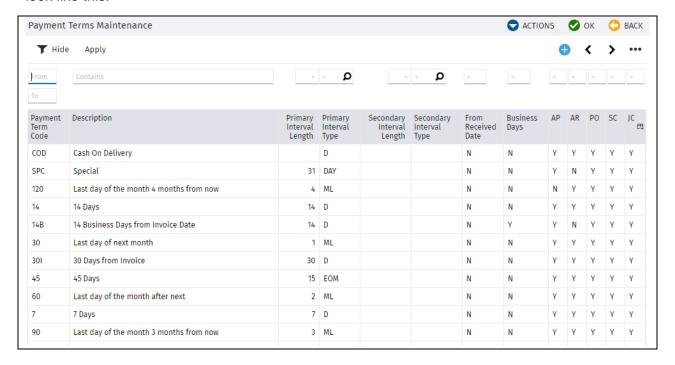
The menu option should call the following Command with Parameters (a screenshot can also be seen below)

- Type   P
- Description   Payment Terms Maintenance
- Command   DBPAYTMMNP
- Parameter   'Y'   (this is essential for Global Payment terms maintenance. Contact us if you need Payment terms for specific companies as there are override options that should be used with care)

Ent No	Type	Opt No	Description	Command	Parameters	Security Level
1	P	1	Follow Up Actions	FUACMNP		
2	P	2	AR Upload Validation	LOADARP		
3	P	3	Maintain Debtor Types	DEBTTYPMNP		
4	P	4	Cost Plus Doc Extract	CPBXDEFMNP		
5	P	5	Payment Terms Maintenance	DBPAYTMMNP	'Y'	

Design Menus : Maintain Entries — Menu Code JC, STD Connect Menu, Menu Number 971, Accounts Receivable, Level 3, Size M

Once you have activated the parameter USEDPT, the Payment Terms Maintenance screen will look like this.

Payment Terms Maintenance

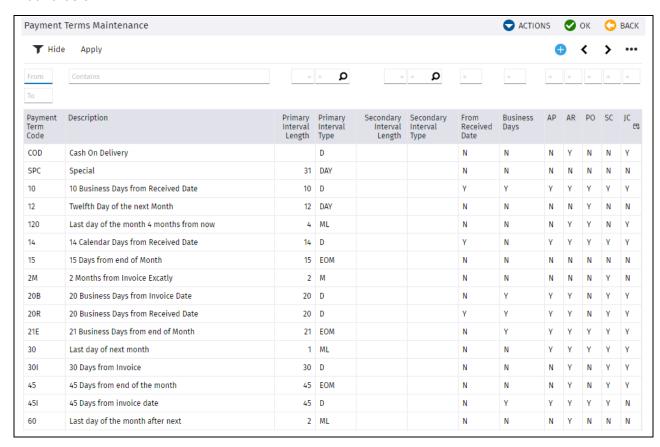| Payment Term Code	Description	Primary Interval Length	Primary Interval Type	Secondary Interval Length	Secondary Interval Type	From Received Date	Business Days	AP	AR	PO	SC	JC
COD	Cash On Delivery		D			N	N	Y	Y	Y	Y	Y
SPC	Special	31	DAY			N	N	Y	N	Y	Y	Y
120	Last day of the month 4 months from now	4	ML			N	N	N	Y	Y	Y	Y
14	14 Days	14	D			N	N	Y	Y	Y	Y	Y
14B	14 Business Days from Invoice Date	14	D			N	Y	Y	N	Y	Y	Y
30	Last day of next month	1	ML			N	N	Y	Y	Y	Y	Y
30I	30 Days from Invoice	30	D			N	N	Y	Y	Y	Y	Y
45	45 Days	15	EOM			N	N	Y	Y	Y	Y	Y
60	Last day of the month after next	2	ML			N	N	Y	Y	Y	Y	Y
7	7 Days	7	D			N	N	Y	Y	Y	Y	Y
90	Last day of the month 3 months from now	3	ML			N	N	Y	Y	Y	Y	Y

Payment Terms Maintenance

After adding the menu option, navigate to Payment Terms Maintenance. If the parameter is activated then the first time you enter this program all the standard terms will automatically populate, so you don't have to set them up manually.

Note: It is important that you do not to delete any terms that are currently in use. All terms currently in use must be defined if you begin to use this new feature.

You can then add more Payment Terms as you wish that will become available for selection in the Modules that you define. These terms can be used across both Accounts Receivable and Accounts Payable. The Payment Terms Maintenance screen and column descriptions can be found below.

Payment Term Code	Description	Primary Interval Length	Primary Interval Type	Secondary Interval Length	Secondary Interval Type	From Received Date	Business Days	AP	AR	PO	SC	JC
COD	Cash On Delivery		D			N	N	N	Y	N	N	Y
SPC	Special	31	DAY			N	N	N	N	N	N	N
10	10 Business Days from Received Date	10	D			Y	Y	Y	Y	Y	Y	Y
12	Twelfth Day of the next Month	12	DAY			N	N	N	N	Y	N	N
120	Last day of the month 4 months from now	4	ML			N	N	N	Y	Y	N	Y
14	14 Calendar Days from Received Date	14	D			Y	N	Y	Y	Y	Y	Y
15	15 Days from end of Month	15	EOM			N	N	N	N	N	N	N
2M	2 Months from Invoice Excatly	2	M			N	N	N	N	N	Y	N
20B	20 Business Days from Invoice Date	20	D			N	Y	Y	Y	N	Y	Y
20R	20 Business Days from Received Date	20	D			Y	Y	Y	Y	N	Y	Y
21E	21 Business Days from end of Month	21	EOM			N	Y	Y	Y	Y	Y	Y
30	Last day of next month	1	ML			N	N	Y	Y	Y	Y	Y
30I	30 Days from Invoice	30	D			N	N	N	Y	N	Y	Y
45	45 Days from end of the month	45	EOM			N	N	N	N	N	Y	Y
45I	45 Days from invoice date	45	D			N	Y	Y	Y	Y	Y	N
60	Last day of the month after next	2	ML			N	N	N	Y	N	N	N

Below is a table that describes the available fields in Payment Terms Maintenance.

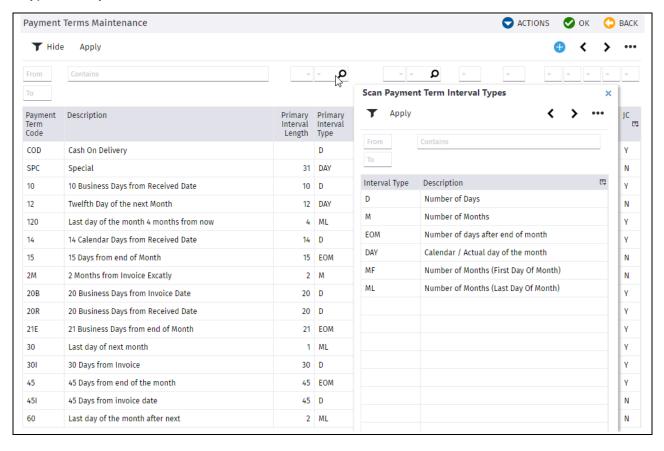| Column	Description	Values
Payment Term	This is the 3 character code that represents the Payment Term. e.g. 30I, 14, 20R…	Up to 3 Alphanumeric characters
Description	Use a Description that easily identifies the Term e.g. "20 Business Days from Received Date"	Recommend using less than 50 characters

Primary Interval Length	Specify the interval length that relates to the interval type in Months or Days	Max 3 numeric
Primary Interval Type	Specify the Interval Type on the Term from the fixed available Interval types. You can see the Interval types by scanning and selecting as shown in the screenshot below. Or use F4 (or right click prompt) with the cursor in that field.	D = Number of Days M = Number of Months EOM = Number of Days after the end of the month DAY = Calendar or Actual Day of the month MF = Number of Months (First Day of Month) ML = Number of Months (Last Day of Month)
Secondary Interval Length	Can be used as a secondary additional interval in combination with the Primary interval. Not recommended.	
Secondary Interval Type	As above	
From Received Date	Base Payment Due date calculations on the Received Date. You will need to activate the ability to capture Received dates at Invoice Registration if not already on. Parameter RECDAT.	Y for Received Date or leave as N to base calculations on Invoice Date
Business Days	Use this flag to only count Business days, based on the calendar you select. Note that public holiday calendars have been loaded for most ANZ regions but you can set up your own calendars too, based on the world or similar calendars	Y to skip public holidays including weekends for the calendar selected.
AP	Use this flag to activate in the AP module	Y / N
AR	Use this flag to activate in the AR module	Y / N
PO	Use this flag to activate in the PO Maintenance	Y / N
SC	Use this flag to activate in SC Agreement Maintenance	Y / N

JC	Use this flag to activate in Job Maintenance	Y / N

The screen shot below shows how you can click on the filter scan to see available Interval Types in Payment Terms Maintenance

Payment Terms Maintenance ACTIONS OK BACK

▼ Hide   Apply   ⊕ ‹ › •••

From | Contains | | = | = | 🔍 | | = | = | 🔍 | | = | | = | | = | = | = | = | =
To

Scan Payment Term Interval Types ✕

▼ Apply   ‹ › •••

From | Contains
To

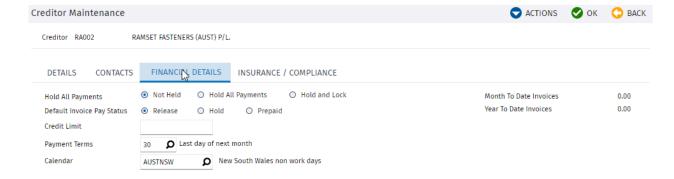| Payment Term Code	Description	Primary Interval Length	Primary Interval Type		Interval Type	Description		JC
COD	Cash On Delivery		D		D	Number of Days		Y
SPC	Special	31	DAY		M	Number of Months		N
10	10 Business Days from Received Date	10	D		EOM	Number of days after end of month		Y
12	Twelfth Day of the next Month	12	DAY		DAY	Calendar / Actual day of the month		N
120	Last day of the month 4 months from now	4	ML		MF	Number of Months (First Day Of Month)		Y
14	14 Calendar Days from Received Date	14	D		ML	Number of Months (Last Day Of Month)		Y
15	15 Days from end of Month	15	EOM					N
2M	2 Months from Invoice Excatly	2	M					Y
20B	20 Business Days from Invoice Date	20	D					Y
20R	20 Business Days from Received Date	20	D					Y
21E	21 Business Days from end of Month	21	EOM					Y
30	Last day of next month	1	ML					Y
30I	30 Days from Invoice	30	D					Y
45	45 Days from end of the month	45	EOM					Y
45I	45 Days from invoice date	45	D					N
60	Last day of the month after next	2	ML					N

Implementing Flexible Payment Terms

Creditor Maintenance – Setting the Payment Terms and Calendar for Business Days

When this feature is activated you will be able to apply the new terms at Creditor level on the same screen as previous releases, on the Financial Details Tab, as shown below.

Note the new field for **Calendar.** If you are using a Business Days Term you will be required to specify a calendar. In this way you can have a business days calendar for NSW and another one for QLD or VIC, specifying different public holidays.

Note: When setting the Calendar, although we have preconfigured public holiday calendars, it is always your responsibility to check that public holidays are correctly specified and adjust if required through Calendars Maintenance.

Job Override – Overriding Payment Terms at Job Level

If the Payment Terms Parameter is configured to allow the override of Payment Terms at Job level, then you can set up a Payment Term, and the Calendar to use for Business Days calculation, in Job Maintenance as shown below on the Settings tab.

Payment Terms and Calendar set up at Job level can apply as the default to Subcontracts and Purchase Orders raised for that Job only.

This is useful if the Job may be in a different state, and therefore subcontracts raised for the Job, subject to slightly different payment terms which may be based on a slightly different public holiday calendar.
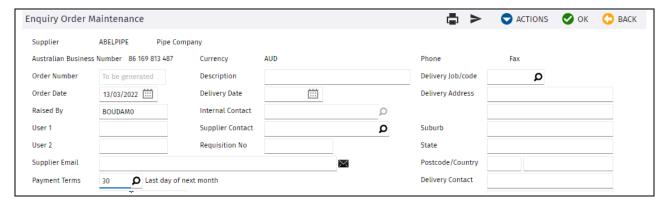
PO Override – Overriding Payment Terms at PO Level

If the Payment Terms Parameter is configured to allow the override of Payment Terms at PO level, then you can set up an overriding Payment Term when entering a Purchase Order or requisition, as shown below in the heading section of the order. This Payment term will be used for invoices created against the Order instead of the Creditor Terms.

For Business Days calculation the Creditor Calendar will be referred to.

SC Override – Overriding the Payment Terms at Subcontract Agreement Level

If the Payment Terms Parameter is configured to allow the override of Payment Terms at SC level, then you can set up an overriding Payment Term when entering a Subcontract Agreement, as shown below on the first page of SC Agreement Maintenance. This Payment term will be used for invoices created against the authorised Subcontract Payments instead of the Creditor Terms.

The parameter SCTERM must also be turned on. Position 1 only.

For Business Days calculation the Job Calendar will be referred to if it exists, and if not, the Creditor Calendar.