Trimble

Viewpoint
Jobpac Connect™

AP Payment Schedules with Request for Credit
Function Guide
Version: 1.0

Trimble. Construction

Document Control Table

Prepared by	Damien Bourke
Approved or authorised by	
Release date	27/04/2022
Version	1.0
Commercial in Confidence	

Change History

Version	Date	Author	Description of Changes
1.0	27/04/2022	DMB	Initial Release

Table of Contents

Introduction **4**

Document Scope 4

Overview 4

Set Up **5**

System Configuration 5

System Parameters 5

How to Add New Parameters 6

AP Payment Schedule / Request for Credit Operations **7**

Payment Schedules in Posted Mode 7

Access Points to the AP Payment Schedule / Request for Credit facility – Posted Mode 7

Operation of AP Payment Schedules in Posted Mode 9

Version Control 9

AP Payment Schedule / Request for Credit Operation in Posted Mode 11

AP Payment Schedules in Pending Mode 18

Access Points to the AP Payment Schedule / Request for Credit facility – Pending Mode 18

Operation of AP Payment Schedules in Pending Mode 19

Version Control 20

The AP Payment Schedule / Request for Credit Screen in Pending Mode 21

Other operational changes in eInvoicing when flagging Pending Invoices as Coded 30

Introduction

Document Scope

The purpose of this document is to assist customers ….

- To Setup parameters for operation for the AP Payment Schedule features.
- In the operation of AP Payment Schedules and Request for Credit and Part Payment capabilities.

Overview

These changes were originally designed to allow our QLD customers to comply efficiently with recent BIF (Building Industry Fairness Act) changes that legislate from 2019, that AP Payment Schedules are provided to suppliers, where part payment is assessed against even non Subcontract related construction Invoices. There is also a simultaneous move away from BCIPA legislation. If part payment of any construction invoice is expected then the head contractor must notify the supplier in the form of a Payment Schedule with reasons for difference in payment, within a timeframe OR they must pay the full amount of the invoice. We also know that some of our customer's use Purchase Orders in Jobpac in place of Subcontracts for efficiency reasons and to allow use of delivery dockets and therefore payment schedules are also required if part payment is expected. Please check legislation in detail if you are unsure or require clarification.

The new AP Payment Schedule features are not restricted to QLD customers alone, but also represent an uplift to our existing Request for Credit functionality allowing Part Payments at dissection level from eInvoicing, as well as enhanced Part Payment functionality in Payment Selections. These features can be used by all Jobpac Connect customers to enhance their Request for Credit and Part Payment AP processes.

Set Up

To activate AP Payment Schedules you will need to configure the following system parameters. It is advised that you replicate configuration in all entities most importantly the Central Creditor Work ID.

System Configuration

System Parameters

APPAYS – AP Payment Schedule Activation
This is a multi-positional Alpha-numeric parameter configured as follows …

Pos 1	1 Char	Y = Activate AP Payment schedule (Y/N)
Pos 2	1 Char	Default Print option set to… 1 = Default Print Request for Credit Only 2 = Default Print AP Payment Schedule Only 3 = Default Print AP Payment Schedule with Request for Credit
Pos 3	1 Char	Y = Allow edit of sender email address (Y/N)
Pos 4	1 Char	Y = Allow Edit of Gross Registered Invoice Value from AP Payment Schedule preparation in Pending invoice mode (Y/N)
Pos 5	10 Chars	Password to allow update of Gross Registered Invoice Value
Pos 15	1 Char	Y = Allow Update and Addition of full Disputed Line Items (Y/N)
Pos 16	1 Char	Y = Allow “To be Paid” column to be editable in pending mode Thereby giving ability to create a Part Payment while Preparing Pending Invoices (Y/N)
Pos 17	1 Char	Y = Show message for AP Payment Schedule if differences in Pending Invoice Values(Y/N)
Pos 18	1 Char	Y = Populate Distributed Claim Amount from Authorised values In Pending mode on first version. Recommended (Y/N)
Pos 19	1 Char	Y = Set Invoice to ‘Held’ status after Part Payment of an Invoice in Payment run (Y/N)

APPSCH – AP Payment Schedule Credit Request Summary Section Title

36 Chars	Specify the title you would like to use for the credit request summary section printed at The bottom of the AP Payment schedule. Suggested “Request for Credit”

APPSCT – AP Payment Schedule Alternate Form Title if Credit Request Only

36 Chars	Specify the title you would like to use for the Full Form Title if the option to print Credit Request Only is specified. Suggested “CREDIT REQUEST”

APPSEM – AP Payment Schedule Email Control
This is a multi-positional Alpha-numeric parameter configured as follows …

Pos 1	1 Char	U = Always Email AP Payment Schedule back to the User who produced It. Or leave blank to specify and email address or email to supplier.
Pos 2	70 Char	Specify a valid internal email address if you want all AP Payment

Schedules to be emailed first to an internal distribution point for Audit.

APPSST – AP Payment Schedule Full Form Title

36 Chars

Specify the title you would like to use for the Full Form Title if an AP Payment Schedule

Is printed. Suggested “PAYMENT SCHEDULE”

APPSDE - AP Payment Schedule Disputed Email Address.

70 Chars

Enter an email address where creditors can contact to enquire about disputed amounts.

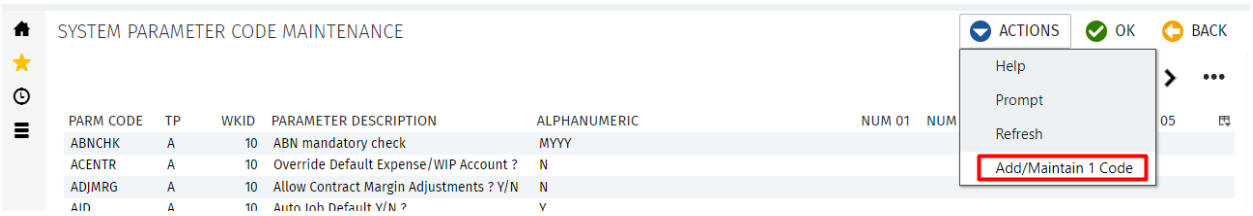
If left blank, the email address will default to the user who produced the payment schedule. This email will be printed on the bottom of the AP Payment schedule form.

How to Add New Parameters

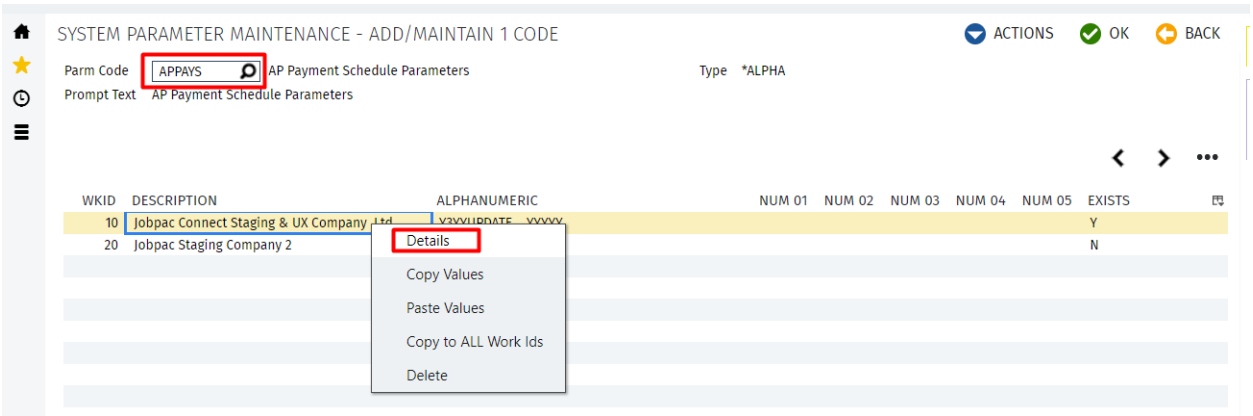
In this section we will give a brief recap of how to add and maintain System Parameters.

Navigate to the Jobpac Connect menu option, *System Administration → Define Companies → Maintain Parameters…*

In most cases when activating AP Payment Schedules for the first time you will need to add a new parameter codes. To add a new parameter code click on the action option to **Add/Maintain 1 Code** as shown below.



Type in the new Parameter Code **(e.g. APPAYS)** in the top left **Parm Code** field as shown below and hit [Enter] or click [OK]. Then on the Work ID for which you wish to activate AP Payment Schedules, use the right click option to go to the **Details** of that parameter.



AP Payment Schedule / Request for Credit Operations

This section will describe the operation of AP Payment Schedules with Request for Credit and explain how that can carry through to part payments.

AP Payments Schedules for part payment of non-SC Invoices under the QLD BIF legislation, can be produced against both Posted Invoices and against Pending Invoices where the Tax Invoice / Claimed Amount is in dispute. We will describe both modes of operation below.

*Note, to use these features in Pending Mode you must be using the Jobpac Connect eInvoicing module.

It is possible to produce an “AP Payment Schedule” with a “Request for Credit”, or a “Request for Credit” only, and at the same time set part payment amounts so that disputed claim amounts are not accidentally paid. If, by parameter control, you allow part payments in pending mode then the Part Payment values will carry through with the pending invoice to the posted AP Invoice.

Payment Schedules in Posted Mode

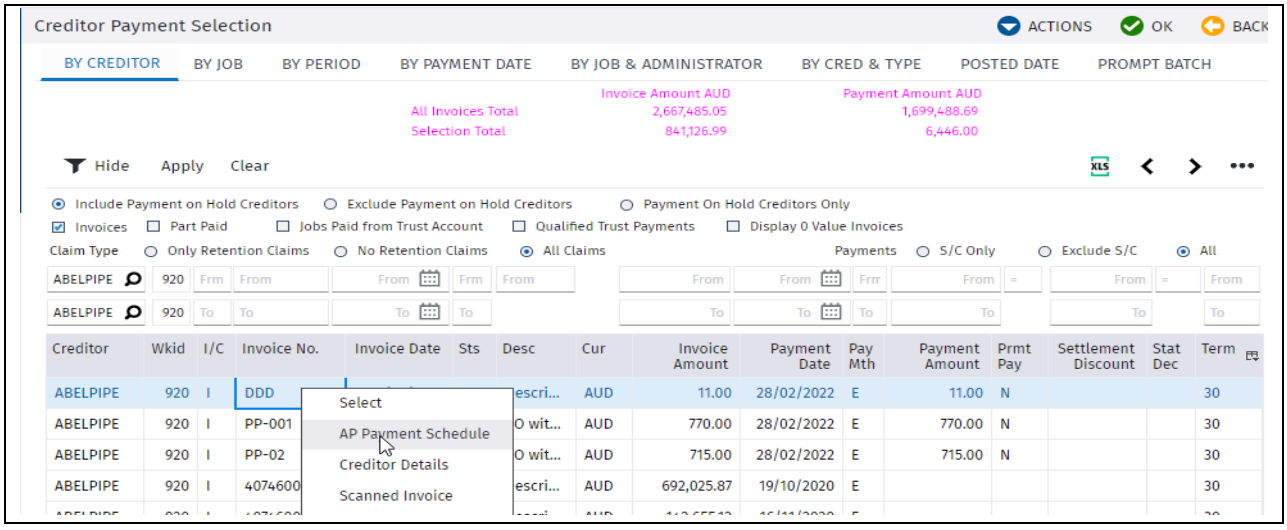
Payment Schedule / Request for Credit functionality can be accessed in “Posted Mode” via any of the following process.

- Payment Selections Invoice Summary View
- Payment Selections Detail view
- AP Enquiry Creditor Invoice Summary View
- AP Enquiry Detail Invoice view

Access Points to the AP Payment Schedule / Request for Credit facility – Posted Mode

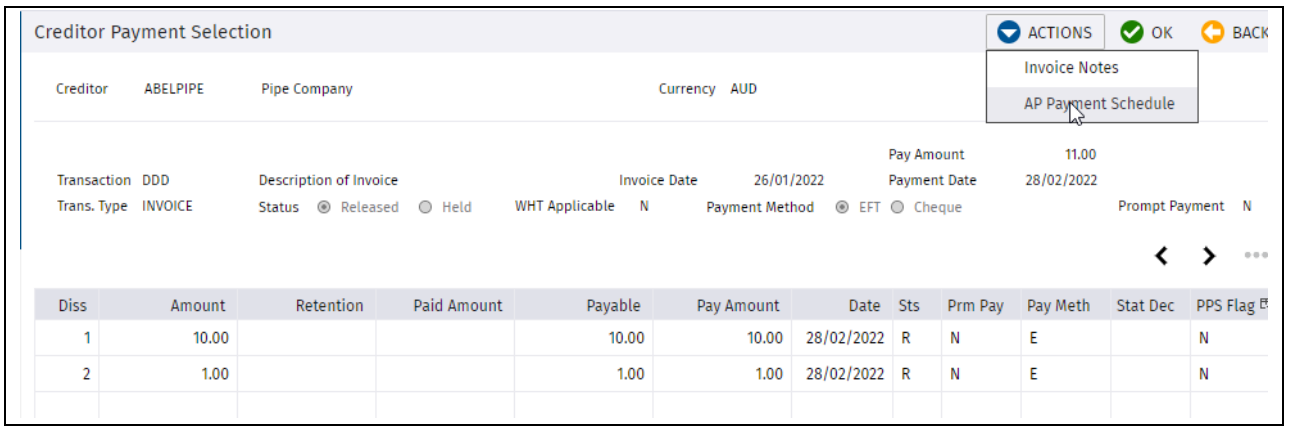
Screenshots of the 4 access points to AP Payment Schedules in Posted Mode are shown below.

Access to AP Payment schedules via Payment Selections Invoice Summary by Right Click Option shown below

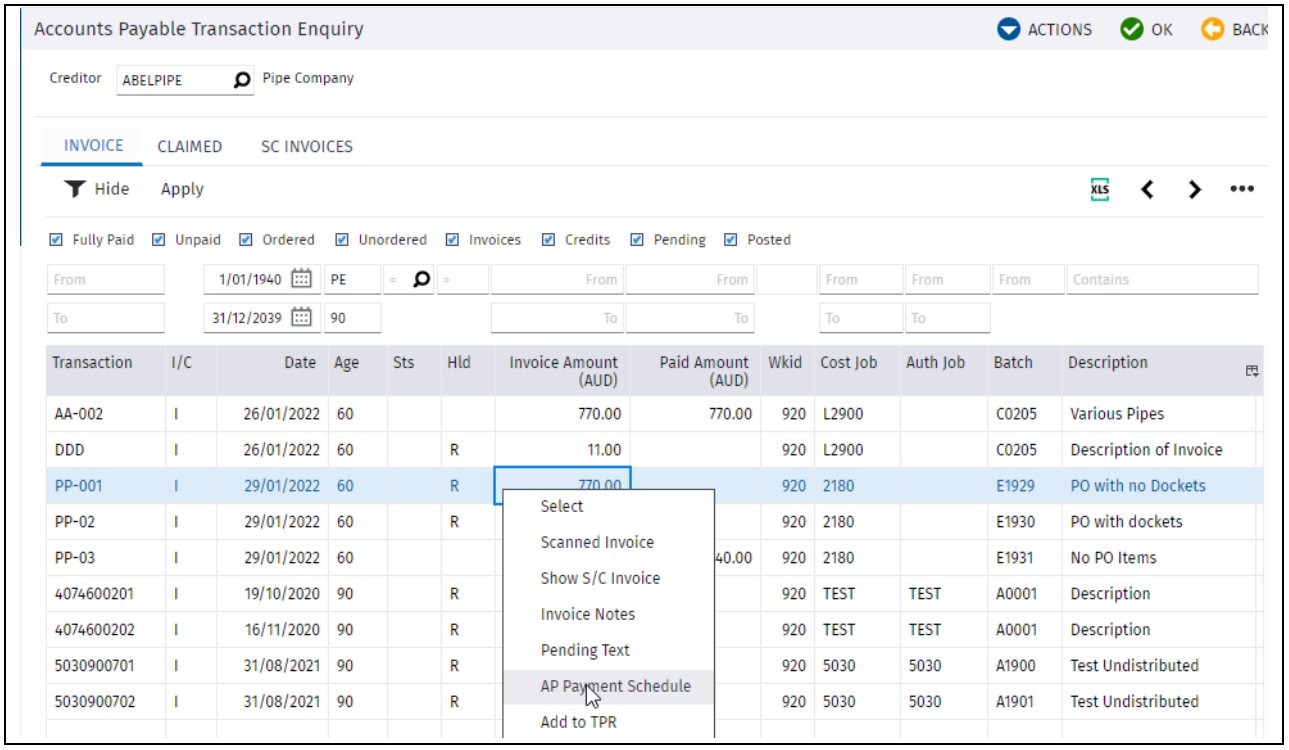


AP Payment Schedules with Request for Credit

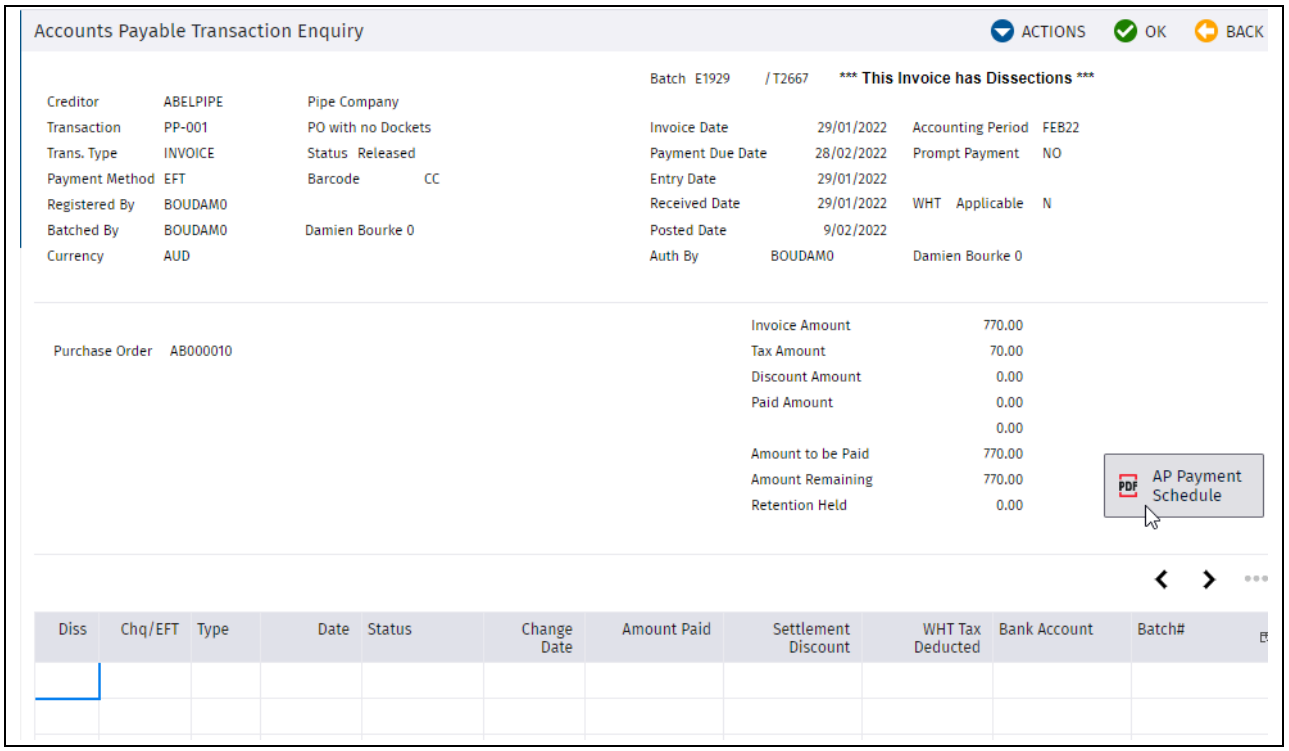
Access to AP Payment schedules via Payment Selections Invoice Detail by Action Option shown below



Access to AP Payment schedules via AP Enquiry Invoice Summary View by Right Click Option shown below



Access to AP Payment schedules via AP Enquiry Invoice Detail view by Button as shown below



Operation of AP Payment Schedules in Posted Mode

When selecting AP Payment Schedules by any one of the access points described above, on any Posted AP Invoice the following conditions are checked before allowing you to proceed.

1. **Only Posted AP Invoices can be selected**. If a Pending Invoice is selected in AP Enquiry then a confirmation message will display, *"This is a Pending Invoice. To adjust or print the Payment Schedule on a pending invoice you must use either the Subcontract or eInvoice Coding Modules."* Clicking ok will return the user back to the screen with no action and no further condition checks.

2. **If the Invoice has been generated from the SC Module** then an OK/Cancel message will display, *"This is a Subcontract Invoice you cannot adjust the Payment Schedule through Accounts Payable. Click OK to print the Subcontract Payment Schedule if it exists."* If the user clicks [OK] then the SC Payment Schedule JOM form will display. No further condition checks.

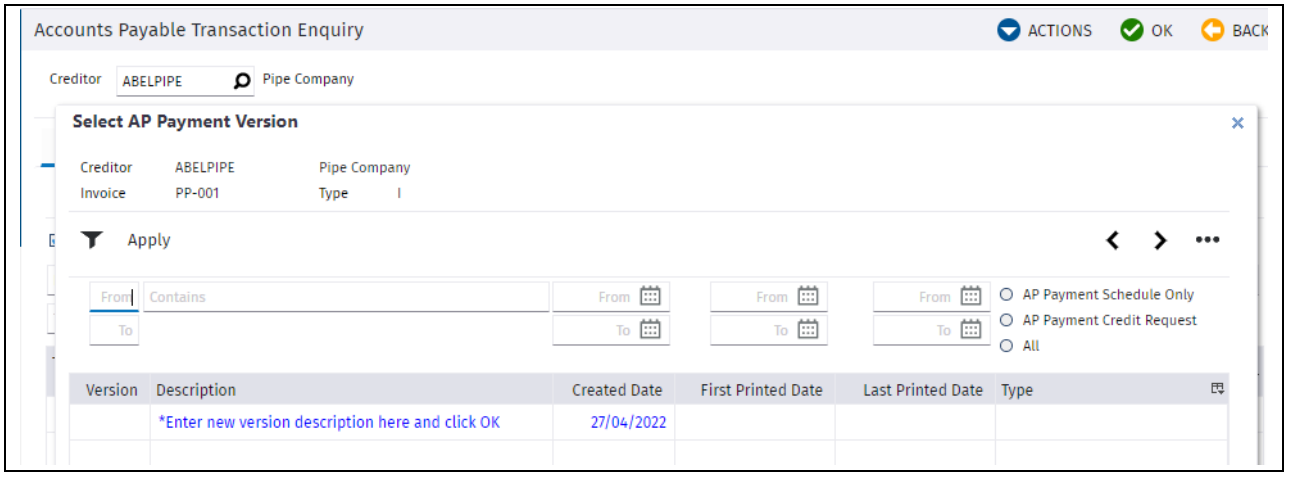
3. **AP Credits cannot be selected.** If a Credit is selected then a confirmation message will display, *"AP Credits cannot be selected for AP Payment Schedules".* However if it is related to a SC negative authorisation then the SC Payment schedule should have already been displayed as per above point. No further checks required.

4. **If a valid AP Invoice is selected** then the user will be advanced through version control to the AP Payment Schedule window which will display in "Posted Mode"

Version Control

After selecting a Posted Invoice to produce an AP Payment Schedule or Request for Credit, you will be presented with a Version Control Pop Up window as shown below.

The AP Payment Schedule Version Control pop up window is shown below



- All printed AP Payment Schedules become versions that cannot be updated but can be selected from this screen for re-printing. Simply select the version to re print by right click (or single click on the version then click the select button.) Then, after checking values, use the Action Option to Print on the next screen.
  *Note Printed Schedules will have First and Last Printed Date fields populated.

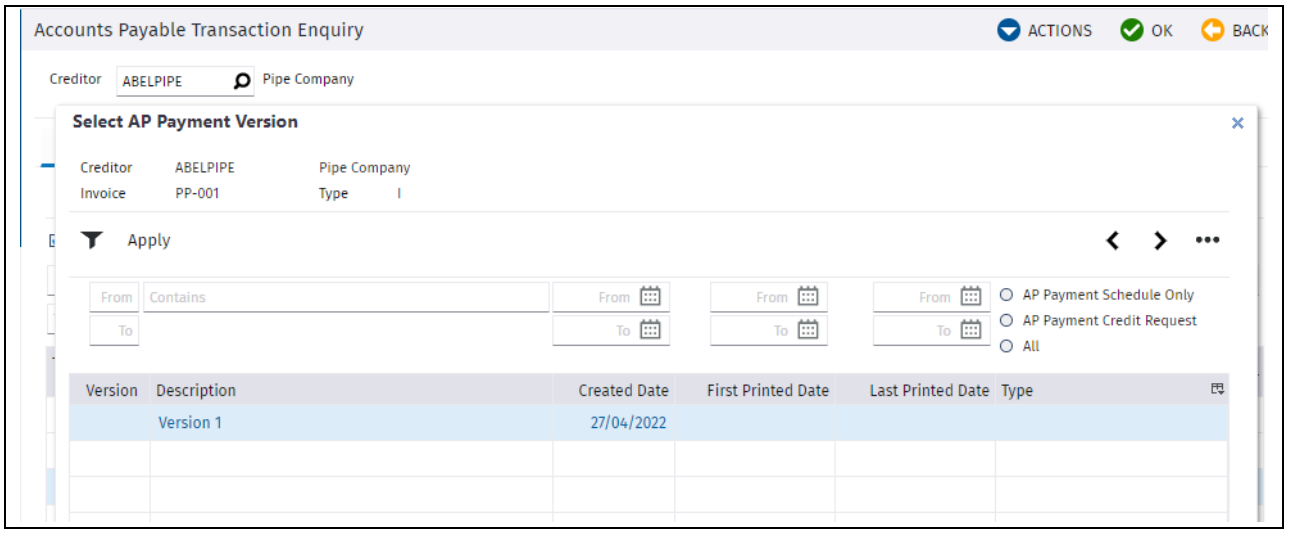
- Or you can select a partially completed AP Payment schedule for further editing if you have not yet printed that version. Simply select that version to edit by right click (or single click on the version then click the select button), then follow normal preparation steps described in the following section.
  *Note partially completed Schedules will have a Created Date but not a First or Last Printed Date.

- You can create a new version of an AP Payment Schedule based on current invoice values and previous Payment Schedule values by giving the version a description and then clicking OK. Steps to create a new version are described to follow.

To Create a New Version

1. On the Version Control Pop Up, single click on the blue Description text that says *Enter new version description here and click OK , then enter the desired name for that version of the AP Payment Schedule, as shown below

Type in the new Version Description and then click OK

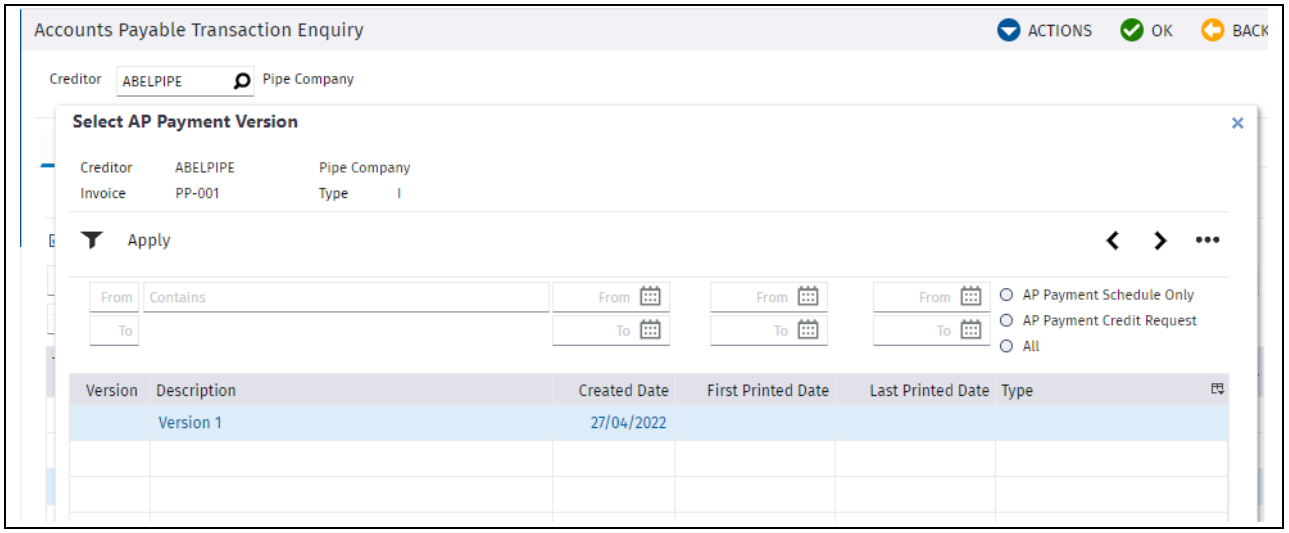


2. Click ok to proceed, a new version will be created, and you will be taken to the AP Payment Schedule / Request for Credit preparation screen in Posted Mode.

The next section will describe how to prepare and print the AP Payment schedule or Request for Credit and Part Payment.

AP Payment Schedule / Request for Credit Operation in Posted Mode

Once the new version has been created, or an existing editable version selected, you will be taken to the ***AP Payment Schedule / Request for Credit screen in Posted Invoice Mode*** as shown below. This section will describe how to prepare and print a Payment Schedule and/or Request for Credit with Reasons for Dispute, and also how to set part payment against a Posted Invoice.



Summary of Screen Population and Edit Rules

Before we describe step by step operations, to follow is a summary of screen population and edit rules. Text in bold refers to screen elements. You can familiarise yourself by referring to the screen each time you read bold text in this section.

- In Posted Mode all screen values on a new ***Revision*** will update with current ***Invoice Amounts***, ***Paid Amounts***, ***Payable Amounts*** and ***Amount to be Paid***, recorded against the invoice transaction records.
- Adjustment of ***Amount to be Paid*** or ***Disputed Amounts*** will be allowed in posted mode on Invoice line dissections, but no changes will be allowed to original ***Invoice Amount***, current ***Paid Amount*** or ***Payable Amount***.
- Adjustments in the Invoice Amount column will only be allowed on lines ***Inserted by right click***, aka "non-Invoice" lines, and when this happens the Disputed Amount will be automatically set to the Invoice Amount, ensuring zero payable. These lines will have no impact on the Posted Invoice. It is not expected these inserted lines will be used often in Posted Mode but may be used in Pending Mode or for more information about disputed line items that have not been invoiced and will not be paid.
- ***Amount to be Paid*** if specified, will update part payments in the same way as Payment Selections but only when the ***Print & Update Part Payments*** Action option is selected.
- If the user leaves the screen without clicking the ***Print & Update Part Payments*** Action option then all values will be restored to the previous version if it exists. A warning message will display if the user has made changes and tries to cancel. "*Warning: you are leaving without update or print, all changes will be restored to previous version and no updates will be made. Click OK to leave and restore to previous version OR cancel to go back to Update and Print*."
- Adjustments will be gross, but ***Disputed Tax*** and ***Disputed Amount Excluding Tax*** will display in on disputed lines. This is important for mixed GST code invoices.
- The GST dissection of posted invoices will not show in the line details on this screen but will show as a ***Total Tax*** in the summary section of the screen and will be non-editable. GST will always be the sum of the Lines.
- Original posted ***Invoice Amounts***, ***Line numbers*** and ***Descriptions*** cannot be adjusted and lines cannot be deleted.
- The user can part pay down to Zero on any dissection but ***Amount to be Paid*** cannot go into negative.
- If accessing via Payment Selections, then after ***Print & Update Part Payments*** the user will be taken to the Payment Selections Invoice Detail Screen so that part payment values can be confirmed and additional part payment functionality applied.
- A ***Reason*** for dispute by right click can be added against any dissection and this will pop up a free format Reason code screen.
- Reason for difference is not mandatory if there is a disputed amount but a warning will show on print if there are disputed amounts and no reasons exist. *"Warning: there are some disputed amounts without Reasons for Difference. Click OK to proceed or Cancel to go back and check."*
- Lines with a reason entered will show in pink text.
- A ***Reason at Invoice Header Level*** can also be added for a summary of the dispute on the whole Invoice and the button will indicate if a reason exists at header level
- Payment schedule header details including ***Respondent's Details*** and ***Claimant's Details*** will show in the top of the screen in a similar fashion to how they will display on the JOM output form. These details will be stored against the revision in the case those details change over time.

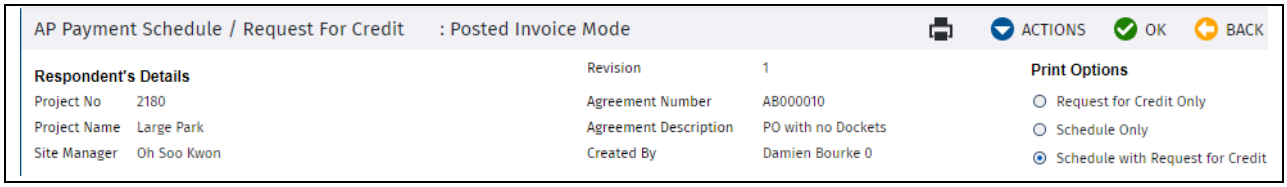
- The Action option to ***Print & Update Part Payments*** will apply the part payments to the invoice and produce a JOM form in the "Payment Schedule" report format required under QLD BIF legislation. This format is interchangeable with a Request for Credit.
- The Action Option to ***Print & Update Part Payments*** will also update a Payment Schedule Print Audit file that can be used to track the date and time of printing of Payment Schedules.
- The Payment Schedule will be printed in JOM with all header details and all detail lines in sequence number order, including inserted lines, and allow distribution directly to the creditor or back to the user depending on company parameter settings.
- It will be possible by radio button ***Print Options*** to optionally print an "AP Payment Schedule with Credit Request" or an "AP Payment Schedule Only" and this can be defaulted by a system parameter.
- Another Radio button ***Print Option*** will "Print Credit Request Only" for simple Credit requests and Part Payments.
- These Print settings will be stored against the Revision so that it will always be printed in the same way when re-printing a Revision.

Steps to produce an AP Payment Schedule / Credit Request

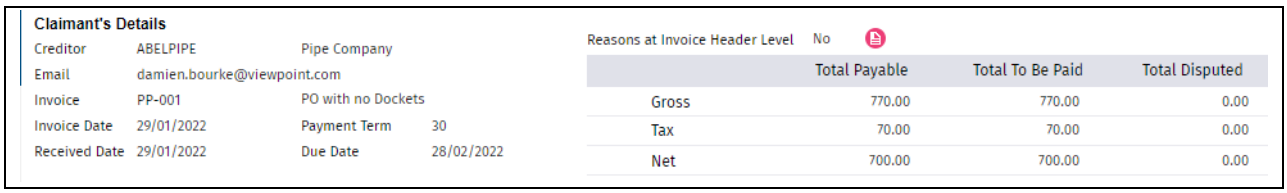
To follow are the steps required to prepare and print an AP Payment Schedule / Credit Request with reasons for dispute, and also update part payments.

After navigating to AP Payment schedules in Posted Mode and passing through Version Control…

1. Check the ***Respondent's Details*** are correct if Project related as shown below.



2. Check the ***Claimant's Details*** are as expected in the area shown below.



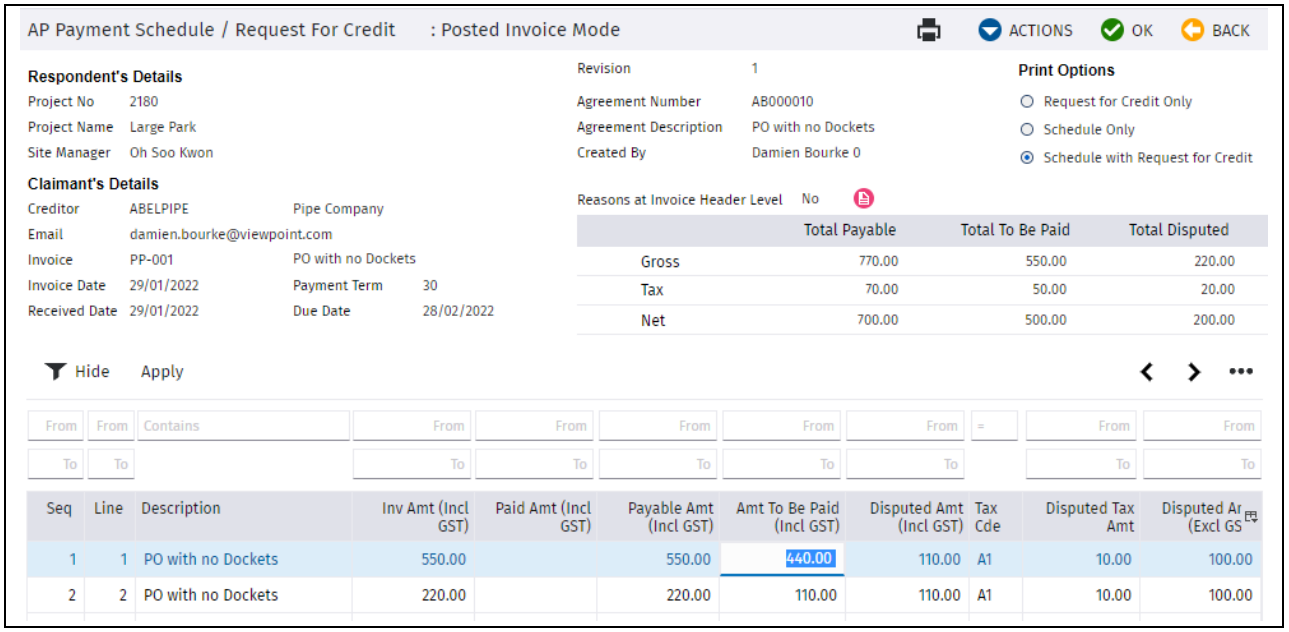
3. Select your ***Print Options*** in the top right of the screen as seen below. The default can be set in system parameters based on your most commonly used option. The Print Options will slightly adjust the output format to suit the objective. Options are…

    - ***Request for Credit Only*** – There will be no reference to the terminology "AP Payment Schedule" and alternate Credit Request headers will be used as set in System Parameters.

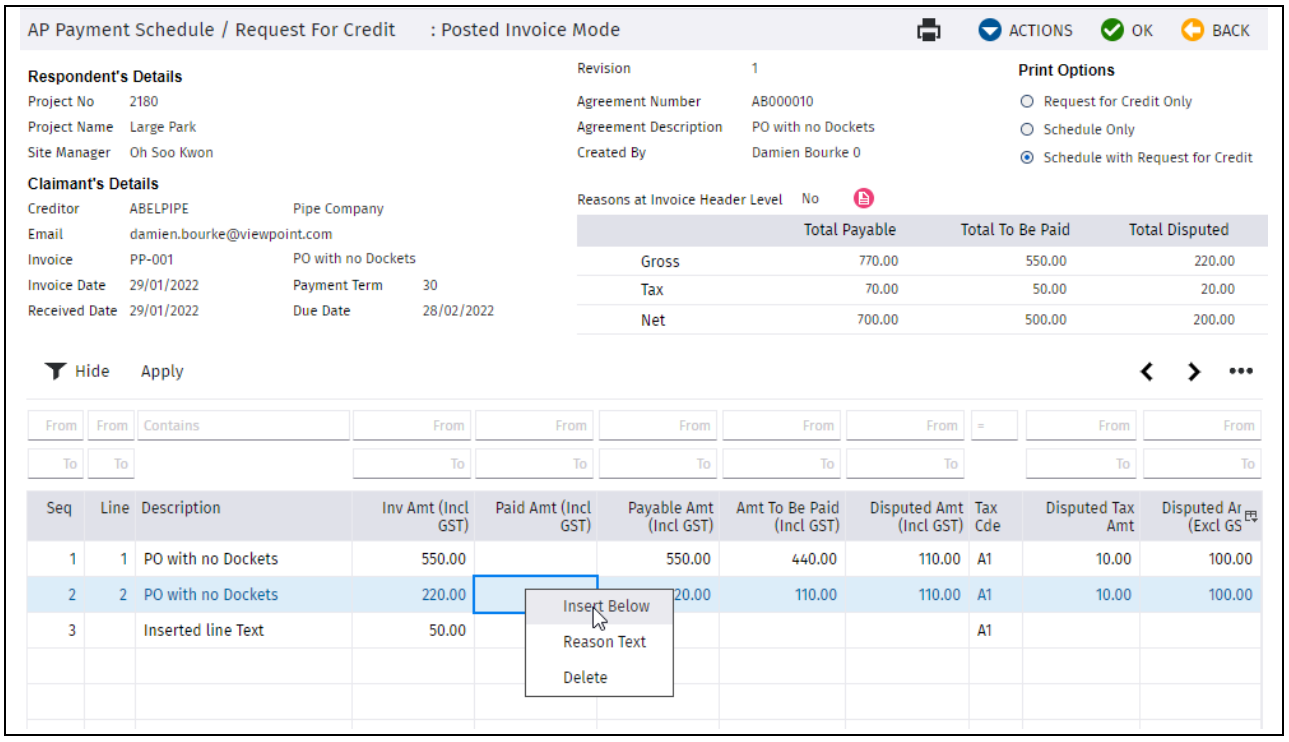
- ***Schedule Only*** – This will produce an AP Payment Schedule only and will not have a Request for Credit section at the bottom. This can be used if you are changing the claim to match what you are paying and no Credit is required.

- ***Schedule with Request for Credit*** – This will produce an AP Payment schedule with a request for Credit at the bottom. This can be used if you are disputing amounts but need to authorise the full claim. The future credit can be matched later against the unpaid portion of the part paid Invoice. *Note, the header of this section on the output can be set in System Parameters.

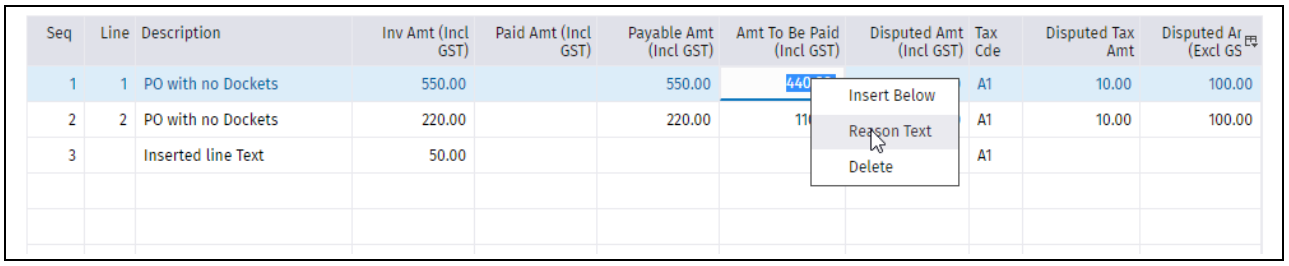
4. Edit ***Amount to be Paid*** or ***Disputed Amount*** against all Invoice lines where required, then click [OK] to update and validate the screen and calculate totals as shown below.
    - Note you do not need to update both of these columns/values. Update one of the columns and the other column will be calculated.
    - Note also the amounts are gross amounts, inclusive of Tax. ***Disputed Tax Amount*** and ***Disputed Net Amount Excl. tax*** will be calculated and displayed.



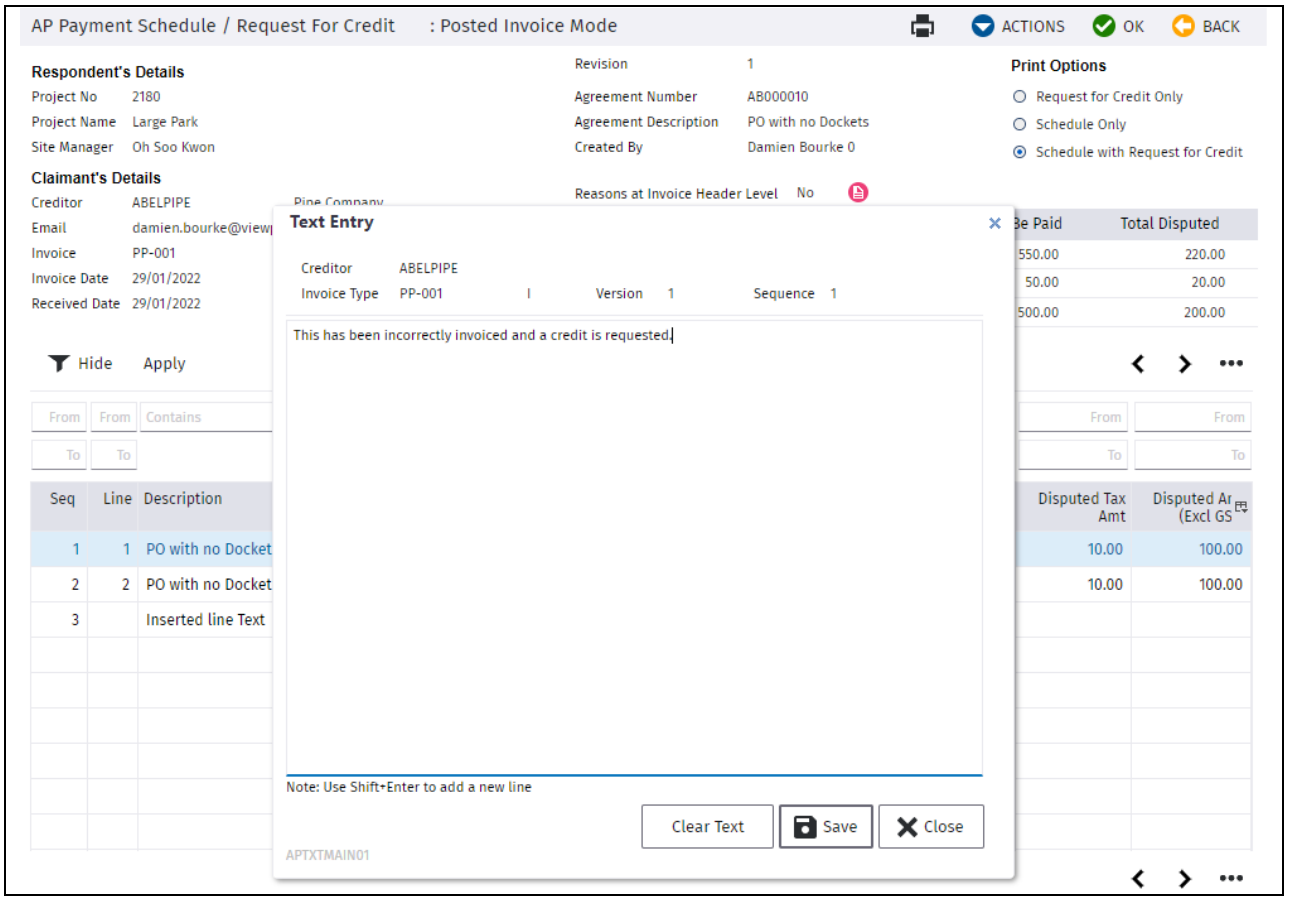
5. ***Insert*** extra lines if required that are not on the posted invoice and therefore to be fully disputed.
    - Simply right click on a line and ***Insert*** below the line selected as shown below.
    - The ***Sequence*** will be automatically updated, the ***Invoice Line*** field will be blank
    - Only the Invoiced amount can be updated on Inserted lines and they will be automatically fully disputed.



6. Add ***Reasons for Dispute*** on each Line where there is a dispute if required.
    - Use right click on an invoice line as shown below and select ***Reason Text*** to enter a reason for the disputed amount on that line.



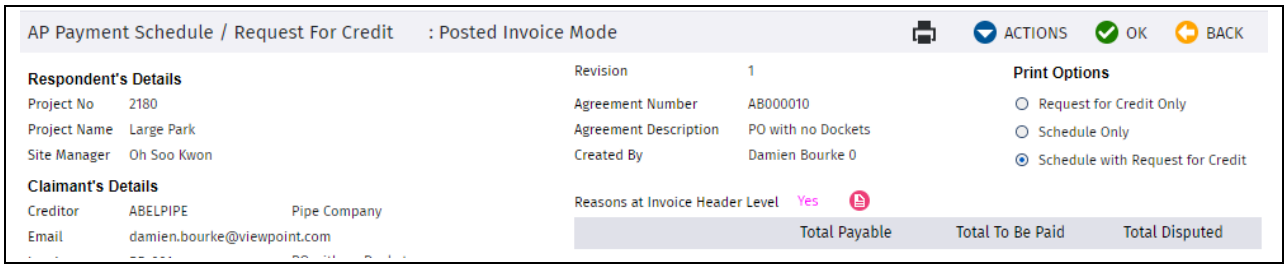
- A Text Entry Pop up window will display as shown below, where you can enter your reason for dispute.
- Then click the ***Save*** button to save the text, and then ***Close***
- This text will show in the AP Payment Schedule or Credit Request when it is printed.



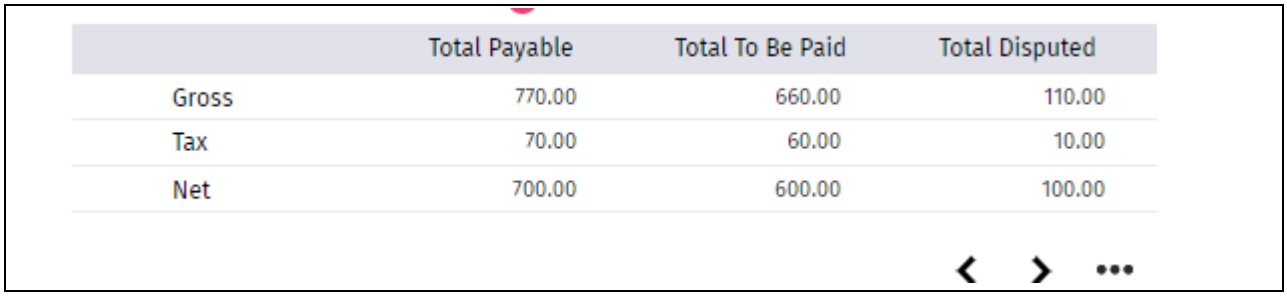
- You will notice a Line with Reason Text saved against it will show in pink as shown below.

Seq	Line	Description	Inv Amt (Incl GST)	Paid Amt (Incl GST)	Payable Amt (Incl GST)	Amt To Be Paid (Incl GST)	Disputed Amt (Incl GST)	Tax Cde	Disputed Tax Amt	Disputed Am (Excl GST
1	1	PO with no Dockets	550.00		550.00	440.00	110.00	A1	10.00	100.00
2	2	PO with no Dockets	220.00		220.00	110.00	110.00	A1	10.00	100.00
3		Inserted line Text	50.00		50.00		50.00	A1	4.55	45.45

7. Add a ***Reason for Dispute*** at Invoice Header level if required.
   - If you prefer to add Reason text at Invoice header level or in addition to Line level Reason text you can click on the text icon above the totals section as shown below.
   - If text exists at header level it will be indicated with pink 'yes' indicator like this …



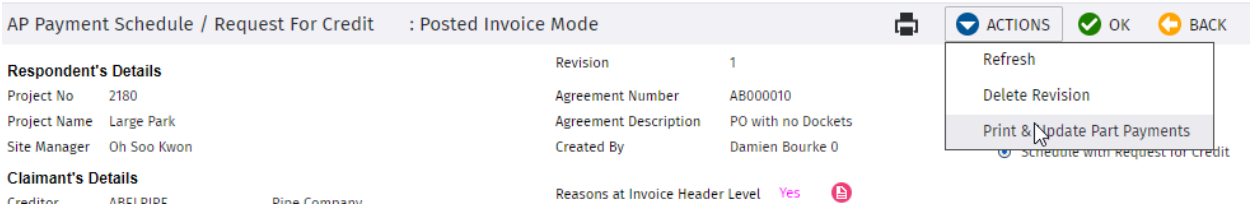
8. ***Check Totals*** in the totals section as highlighted below before proceeding.



	Total Payable	Total To Be Paid	Total Disputed
Gross	770.00	660.00	110.00
Tax	70.00	60.00	10.00
Net	700.00	600.00	100.00

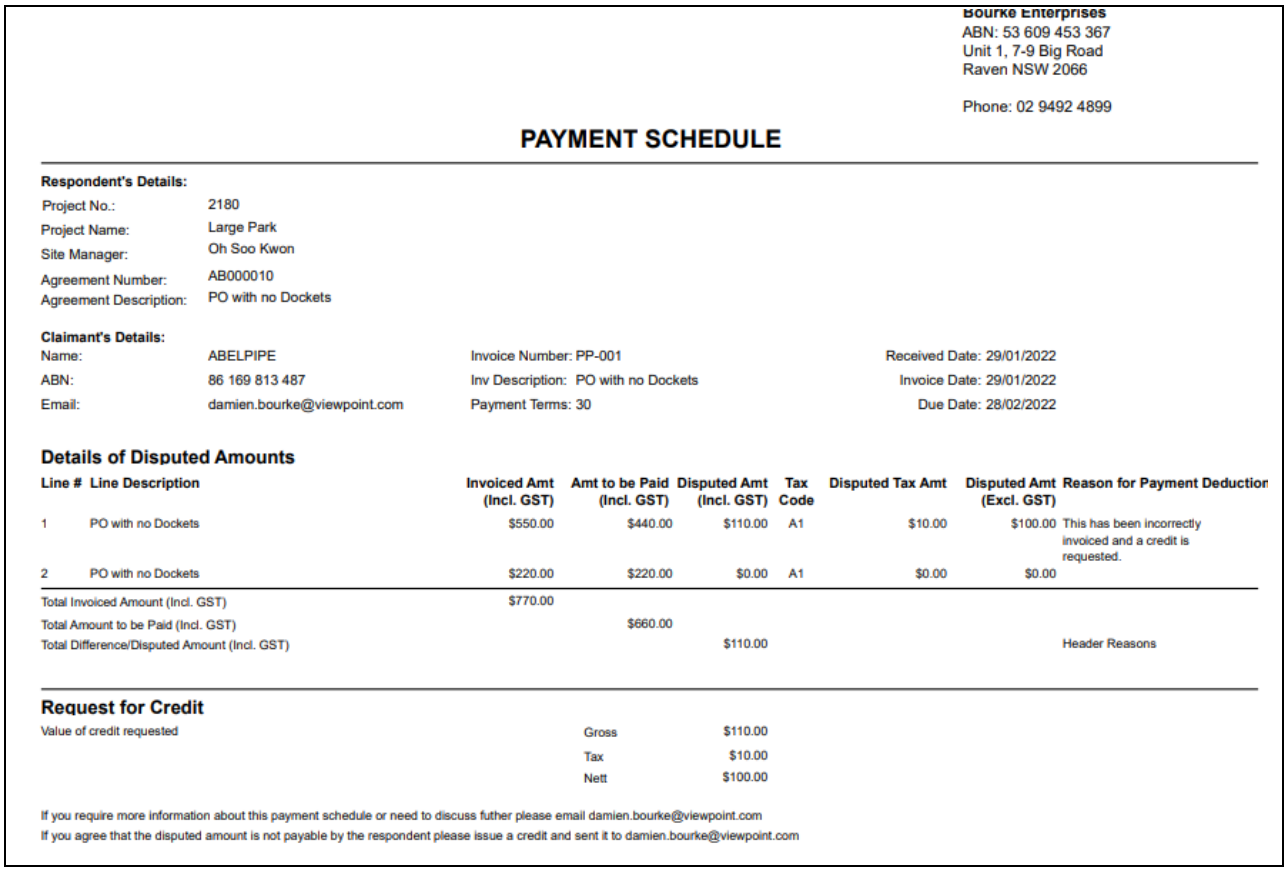
9. When you are happy with your adjustments print your AP Payment Schedule or Credit Request and Update Part Payment values by clicking on the Actions option to ***Print & Update Part Payments***
   *Note: taking this option will lock in the Revision and it will no longer be editable for audit reasons so, if you need to make any further adjustments you will need to produce a new Revision.

   - Click on ***Print & Update Part Payments*** as shown below



   - The Payment Schedule / Credit Request Form will look similar to below.
   - Use ***Distribute*** in the JOM form to email either directly to the creditor or back to yourself depending on company parameter settings.

Payment Schedule Form with Request for Credit at the Bottom



Bourke Enterprises
ABN: 53 609 453 367
Unit 1, 7-9 Big Road
Raven NSW 2066

Phone: 02 9492 4899

PAYMENT SCHEDULE

Respondent's Details:

Project No.: 2180
Project Name: Large Park
Site Manager: Oh Soo Kwon
Agreement Number: AB000010
Agreement Description: PO with no Dockets

Claimant's Details:

Name: ABELPIPE
ABN: 86 169 813 487
Email: damien.bourke@viewpoint.com

Invoice Number: PP-001
Inv Description: PO with no Dockets
Payment Terms: 30

Received Date: 29/01/2022
Invoice Date: 29/01/2022
Due Date: 28/02/2022

Details of Disputed Amounts

Line #	Line Description	Invoiced Amt (Incl. GST)	Amt to be Paid (Incl. GST)	Disputed Amt (Incl. GST)	Tax Code	Disputed Tax Amt	Disputed Amt (Excl. GST)	Reason for Payment Deduction
1	PO with no Dockets	$550.00	$440.00	$110.00	A1	$10.00	$100.00	This has been incorrectly invoiced and a credit is requested.
2	PO with no Dockets	$220.00	$220.00	$0.00	A1	$0.00	$0.00	
Total Invoiced Amount (Incl. GST)		$770.00						
Total Amount to be Paid (Incl. GST)			$660.00					
Total Difference/Disputed Amount (Incl. GST)				$110.00				Header Reasons

Request for Credit

Value of credit requested

Gross	$110.00
Tax	$10.00
Nett	$100.00

If you require more information about this payment schedule or need to discuss futher please email damien.bourke@viewpoint.com
If you agree that the disputed amount is not payable by the respondent please issue a credit and sent it to damien.bourke@viewpoint.com

10. Deleting a revision.
    - If the Revision has not been printed then you can delete it completely using the Action option as shown below to ***Delete Revision*** in the **Actions** menu

AP Payment Schedules in Pending Mode

When AP Invoices are still pending, the Payment Schedule / Credit Request functionality can be called in “Pending Mode” from…

- eInvoicing Prepare Invoices for Approval Summary View
- eInvoicing Prepare Invoices for Approval Dissections View

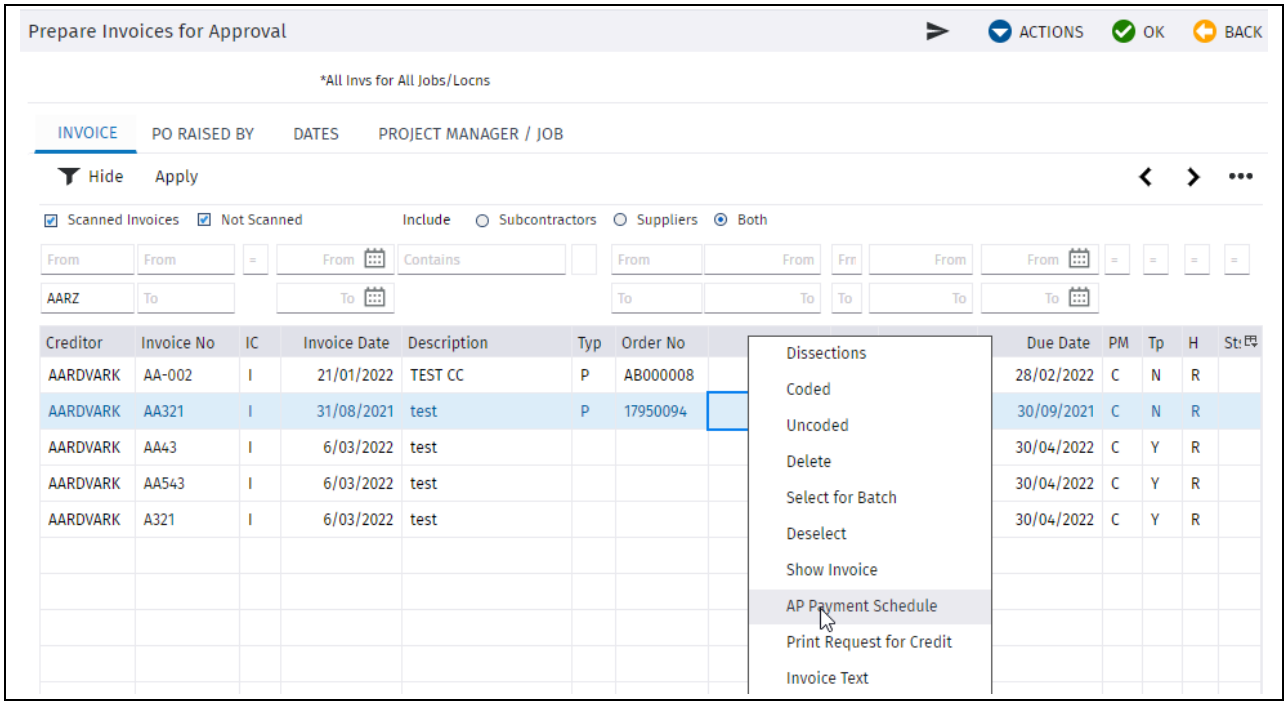
If an AP Payment Schedule is produced in Pending Mode then disputed amounts will need to be either resolved before posting with an adjusted invoice, or posted with the disputed amounts fully Authorised but processed as a Part Payment. The ability to adjust Registered Invoice Value is parameter and password controlled.

Part Payment functionality has been enhanced from eInvoicing to push through part payments at line level when the pending invoice is posted. This feature is also parameter controlled.

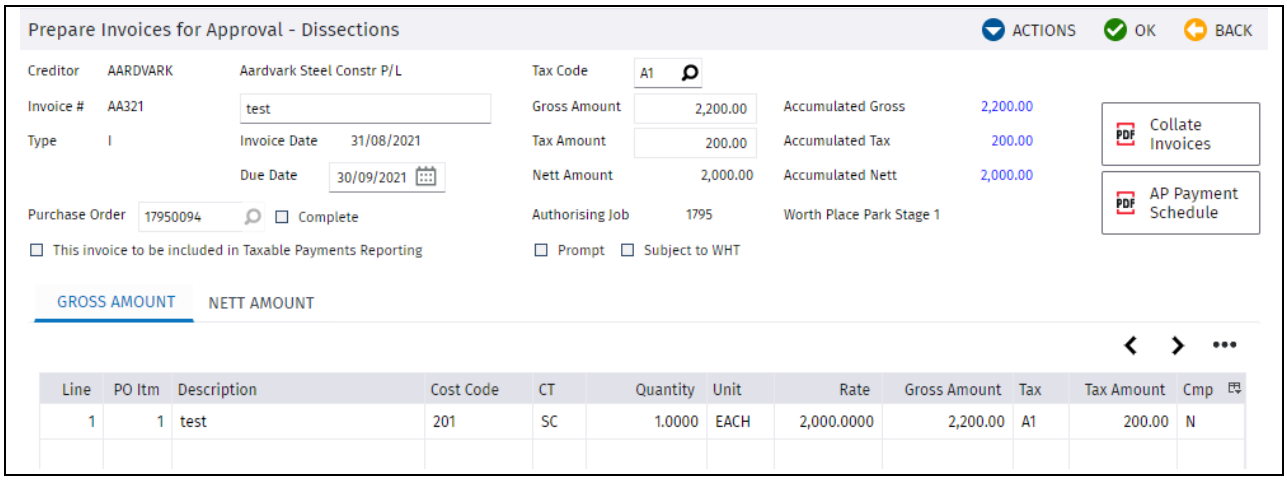
Access Points to the AP Payment Schedule / Request for Credit facility – Pending Mode

Screenshots of the 2 access points to AP Payment Schedules in Pending Mode are shown below.

Access to AP Payment Schedules via Prepare Invoices for Approval Summary View by Right Click Option shown below



Access to AP Payment Schedules via Prepare Invoices for Approval Detail View by Button as shown below



Operation of AP Payment Schedules in Pending Mode

When selecting AP Payment Schedules by one of the two access points described above, on any Pending AP Invoice the following conditions are checked before allowing you to proceed.

1. **If the Invoice has been linked to a Subcontract Authorisation already** then an OK/Cancel message will display, *"This is a Subcontract Invoice you cannot adjust the AP Payment Schedule. Click OK to proceed to Subcontract Payment Authorisation"* If the user clicks [OK] then normal workflow will proceed to SC Payment Authorisation, as if the user had clicked the right click option for "SC Payments."

2. **AP Credits Cannot be selected.** If a Credit is selected then a confirmation message will display, *"AP Credits cannot be selected for AP Payment Schedules. If you would like to process as a negative claim against a Subcontract Agreement please select the SC Claims option".*

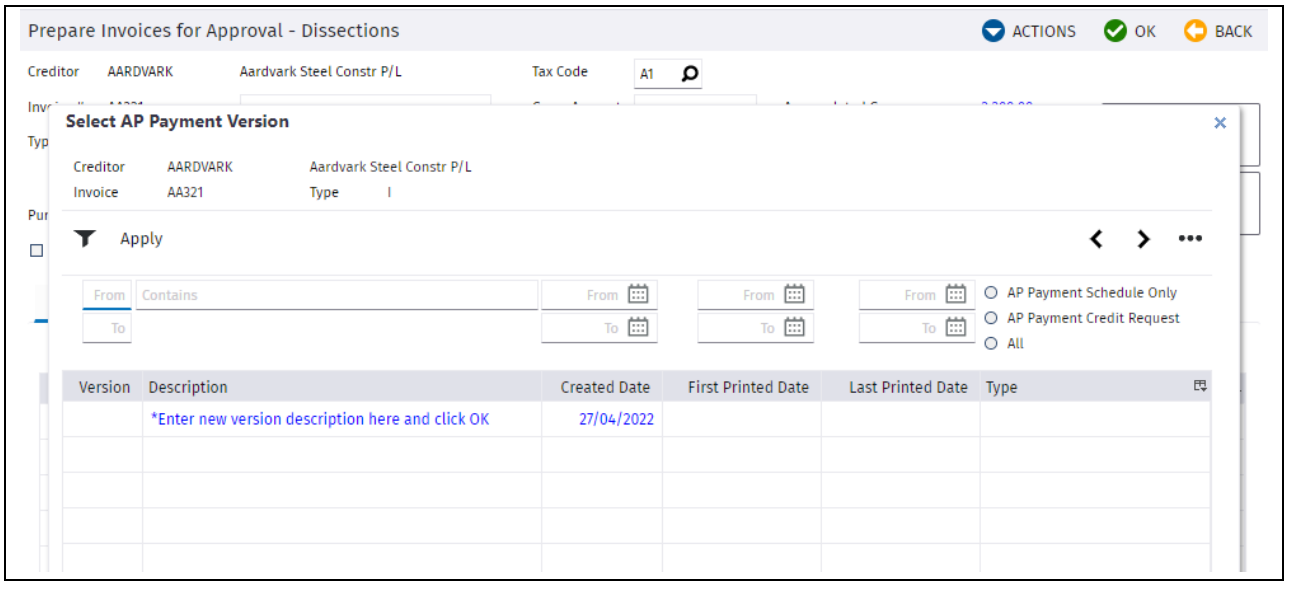
3. **If a valid AP Invoice is selected and the creditor is a Subcontractor** then an OK/Cancel message will display *"The creditor on this invoice flagged as a Subcontractor. If you would like to produce a Subcontract Payment Schedule via the Subcontract Claims module then click cancel and select the "SC Claims" right click option. To proceed as a non SC Invoice and produce an AP Payment Schedule click ok to proceed."* the AP Payment Schedule window will display in "Pending Mode". *Note, This warning message can be switched off by System Parameter

4. **If a valid AP Invoice is selected** then the AP Payment Schedule process will begin in "Pending Mode" after Version control

Version Control

After selecting a Pending Invoice to produce an AP Payment Schedule or Request for Credit, you will be presented with a Version Control Pop Up window as shown below.

The AP Payment Schedule Version Control pop up window is shown below



- All printed AP Payment Schedules become versions that cannot be updated but can be selected from this screen for re-printing. Simply select the version to re print by right click (or single click on the version then click the select button.) Then, after checking values, use the Action Option to Print on the next screen.
  *Note Printed Schedules will have First and Last Printed Date fields populated.

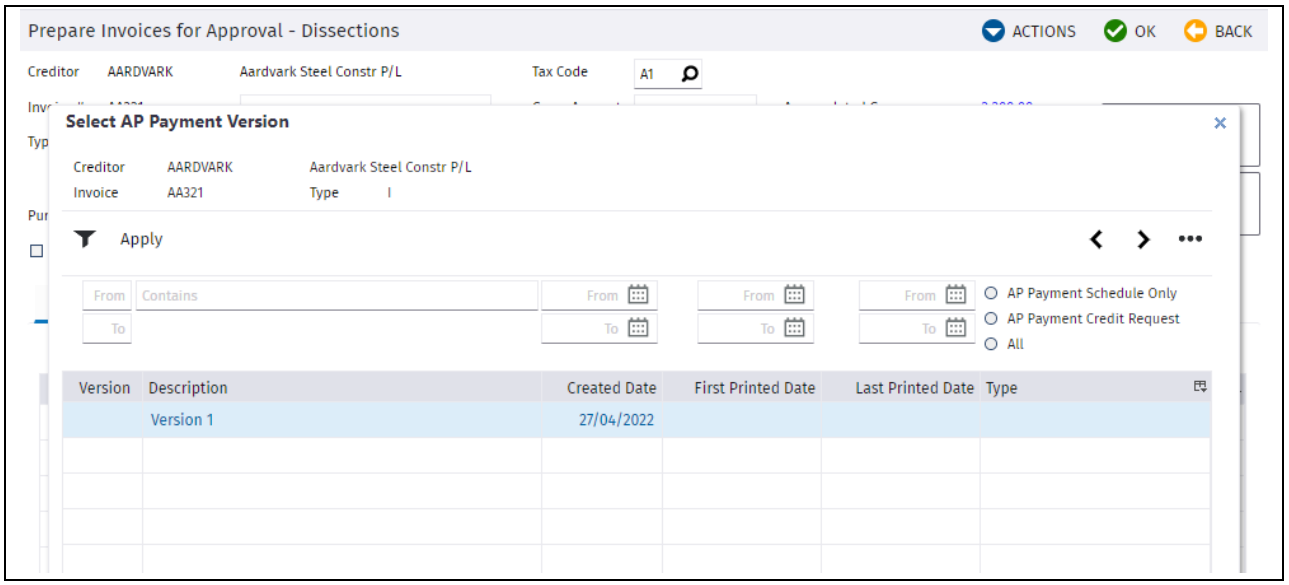
- Or you can select a partially completed AP Payment schedule for further editing if you have not yet printed that version. Simply select that version to edit by right click (or

single click on the version then click the select button), then follow normal preparation steps described in the following section.
*Note partially completed Schedules will have a Created Date but not a First or Last Printed Date.

- You can create a new version of an AP Payment Schedule based on current invoice values and previous Payment Schedule values by giving the version a description and then clicking OK. Steps to create a new version are described to follow.

To Create a New Version

1. On the Version Control Pop Up, single click on the blue Description text that says *Enter new version description here and click OK , then enter the desired name for that version of the AP Payment Schedule, as shown below



2. Click ok to proceed, a new version will be created, and you will be taken to the AP Payment Schedule / Request for Credit preparation screen in Pending Mode.

The next section will describe how to prepare and print the AP Payment schedule or Request for Credit and possible Part Payments.

The AP Payment Schedule / Request for Credit Screen in Pending Mode

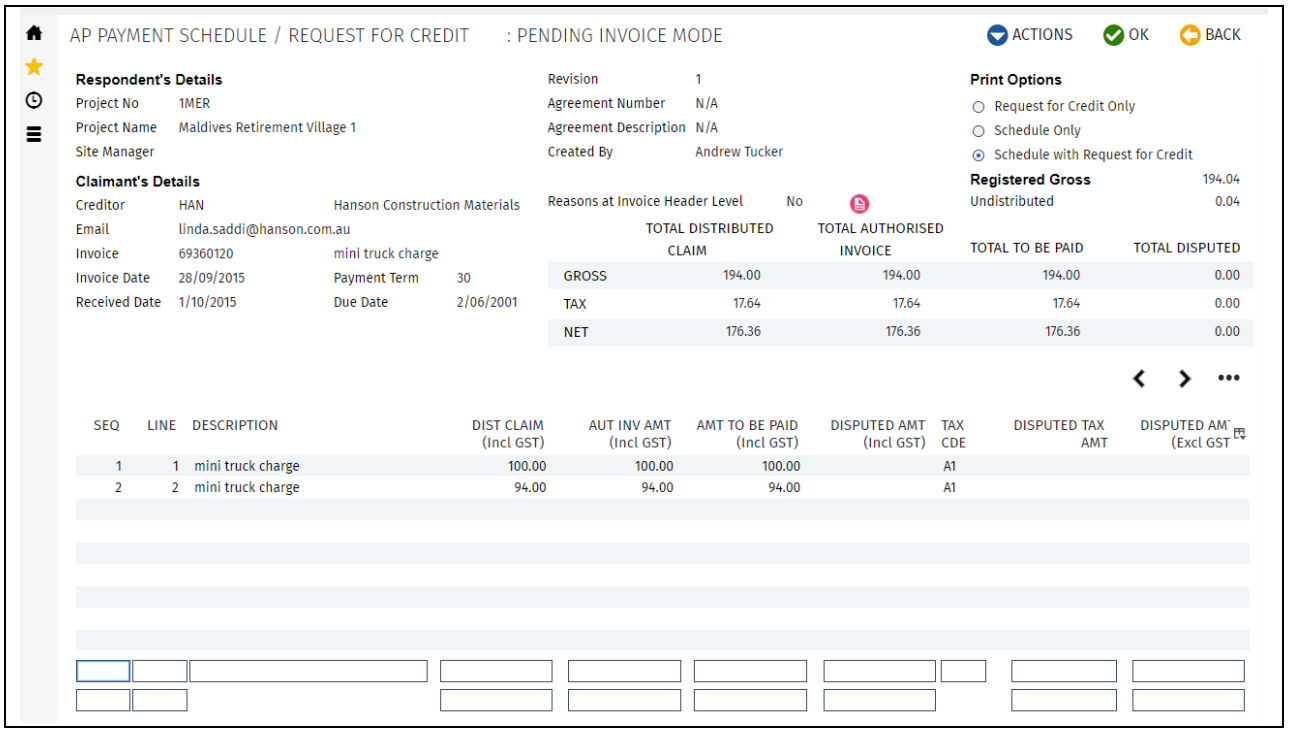
Once the new version has been created, or an existing editable version selected, you will be taken to the ***AP Payment Schedule / Request for Credit screen in Pending Invoice Mode*** as shown in the screenshot below. This section will describe how to prepare and print a Payment Schedule and/or Request for Credit with Reasons for Dispute, how to update Registered Gross Invoice Values (if configured to allow) and also how to set part payment against a Pending Invoice.

Note that the operation in Pending mode is slightly different to Posted mode in that the first step is to enter the Claimant's values and ***distribute*** them against your pending authorised invoice

line values. Any differences will generate the disputed amounts that will form the basis of the AP Payment schedule.

You will notice two additional features in pending mode that can be parameter controlled depending on your company policies. The first is to allow the ***Update of Registered Gross values*** if you want to reduce the Registered Gross value of the invoice down to the total of your pending Authorised line values. There is also a password that controls ability for the user to make this adjustment.

The second feature is the ability to set additional ***part payments*** at line level in Pending Mode. Additional Part Payments ***will add to any disputed values*** that have been generated as the difference between Claimed and Authorised. Part Payment values will carry through to Payment Selections with the invoice when it is posted. Again, this feature is parameter controlled.



Summary of Screen Population and Edit Rules

Before we describe step by step operation to produce an AP Payment Schedule or Credit Request in Pending Mode, here is a summary of screen population and edit rules when you first enter the screen shown above. Text in bold refers to screen elements. You can familiarise yourself by referring to the screen each time you read bold text in this section.

- If no previous AP Payment Schedule data exists then the screen will load with invoice header and dissection data as it is.
- If a previous version exists, data will load based on the last version of the AP Payment Schedule.

- As data loads in this screen, if you are editing a version, the program will compare all AP Payment Schedule gross invoice values on header and invoice dissections, to current pending invoice header values and dissection values and if there is no difference and no additional and no less invoice dissections, then the data will load exactly the last version of the AP Payment schedule. There is a two way check to ensure same number of dissections.
- However if there is any difference based on the check above in pending mode an OK/Cancel message will display *"Differences have been found on the pending invoice values since the last production/edit of the AP Payment Schedule. Please check all Payment Schedule values and Reasons for dispute. Click OK to proceed."* Clicking ok will load the screen with
    - Latest ***Authorised Invoice Amounts***.
    - Claimant's ***Distributed Claim Amounts*** will remain unchanged from last edited Revision.
    - Additional inserted lines (non-invoice lines) will remain unchanged if entered previously but may be re-sequenced if new Invoice lines exists.
    - ***Disputed Amounts*** will be updated.
    - ***Totals*** will be updated.
    - ***Reasons*** for dispute will remain.
    - Invoice dissections that no longer exists will be deleted from this revision in the AP Payment Schedule file
- In Pending mode the ***Distributed Claim Values*** column will be editable and initially set to equal the previous revision values if they already exist. There is also an Actions option to ***Set the Distributed Claim from Authorised values***. In addition there is a parameter that can automatically ***initialise the distributed Claim values to Authorised Invoice Amount line values*** on entering the first revision for the first time.
- ***Authorised Invoice Amounts*** and ***Descriptions*** will not be editable.
- Adjustment of ***Disputed Amounts*** or ***Amount to be Paid*** will also be allowed in pending mode on Invoice line dissections.
- It will be possible by right click to ***Insert*** or delete non-Invoice lines in sequence and adjust the Distributed Claim values on these lines only. These lines will have no impact on the Invoice. On these lines Authorised Invoice values will always be Zero, Pay amount Zero and Disputed Amount will be equal to the Distributed Claim amount. Reasons can be added on these lines.
- Additional Part Payments, if allowed, will carry through to the posted invoice when the invoice is approved and posted.
- If the user leaves the screen without ***Updating the Schedule*** through one of the Action options, then all values will be restored to the previous version if it exists. A warning message will display if the user has made changes and tries to cancel. "*Warning: you are leaving without update and print, all changes will be restored to previous version and no updates will be made. Click OK to leave and restore to previous version OR cancel to go back and Update*."
- Adjustments will be in gross only but ***Disputed Tax*** and ***Disputed nett*** payment amounts will display in totals and on disputed amount dissections. This is important for mixed GST code Invoices.
- A ***Reason*** for dispute by right click can be added against any dissection and this will pop up a free format Reason Text entry screen.
- Reason for difference is not mandatory at this stage if there is a difference but a warning will show on print if there are disputed amounts and no reasons exist.
- Lines with a reason entered will show in pink text.

- A ***Reason at invoice Header Level*** can also be added against the Header of the Invoice and the button will indicate if Reasons exists at header level.
- ***Respondent's Details*** and ***Claimant's Details*** will show in the top of the screen in a similar fashion to how they will display on the JOM form output non editable.
- If updated all of the AP Payment Schedule details will be saved in an AP Payment Schedule Detail file with reasons, from which the JOM form will use the data. Print settings will also be saved to allow reprinting of exact prior revisions.
- It will be possible by radio button ***Print Options*** selection to optionally print the "AP Payment Schedule Only" or the "AP Payment Schedule with Credit Request" and this can be defaulted by system parameter.
- Another ***Print Option*** Radio button to "Print Credit Request Only" can be selected if desired. This will override the "Payment Schedule" title to the alternate title configured in System Parameters.

Steps to produce an AP Payment Schedule / Credit Request in Posted Mode

To follow are the steps required to prepare and print an AP Payment Schedule / Credit Request with reasons for dispute, update Registered Gross Invoice values (if allowed) and also update part payments in Pending Mode.

After navigating to the AP Payment Schedule in Pending Mode and passing through Version Control…

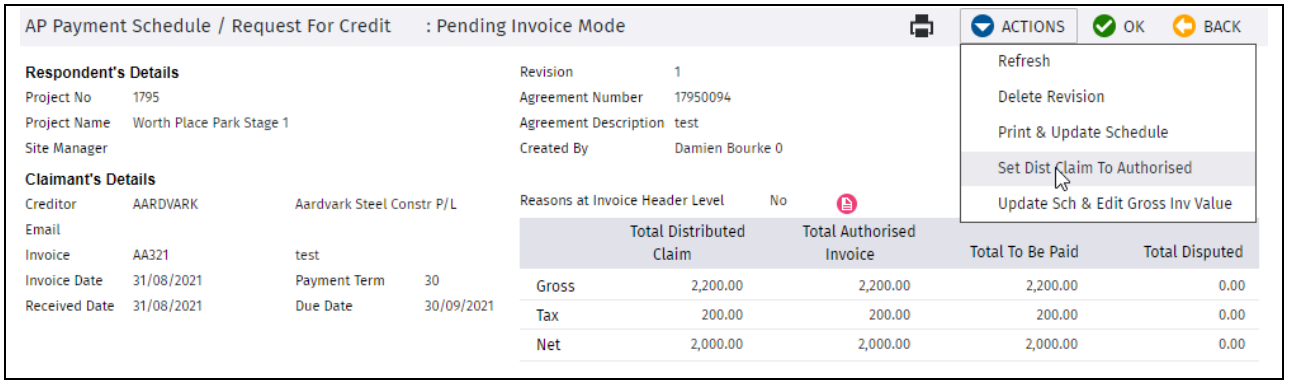
1. Check the ***Respondent's Details*** are correct if Project related as shown below.
2. Check the ***Claimant's Details*** are as expected in the area shown below.
3. Select your ***Print Options*** in the top right of the screen. The default can be set in system parameters based on your most commonly used option. The Print Options will slightly adjust the output format to suit the objective. Options are…

    - ***Request for Credit Only*** – There will be no reference to the terminology "AP Payment Schedule" and alternate Credit Request headers will be used as set in System Parameters.
    - ***Schedule Only*** – This will produce an AP Payment Schedule only and will not have a Request for Credit section at the bottom. This can be used if you are changing the claim to match what you are paying and no Credit is required.
    - ***Schedule with Request for Credit*** – This will produce an AP Payment schedule with a request for Credit at the bottom. This can be used if you are disputing amounts but need to authorise the full claim. The future credit can be matched later against the unpaid portion of the part paid Invoice. *Note, the header of this section on the output can be set in System Parameters.

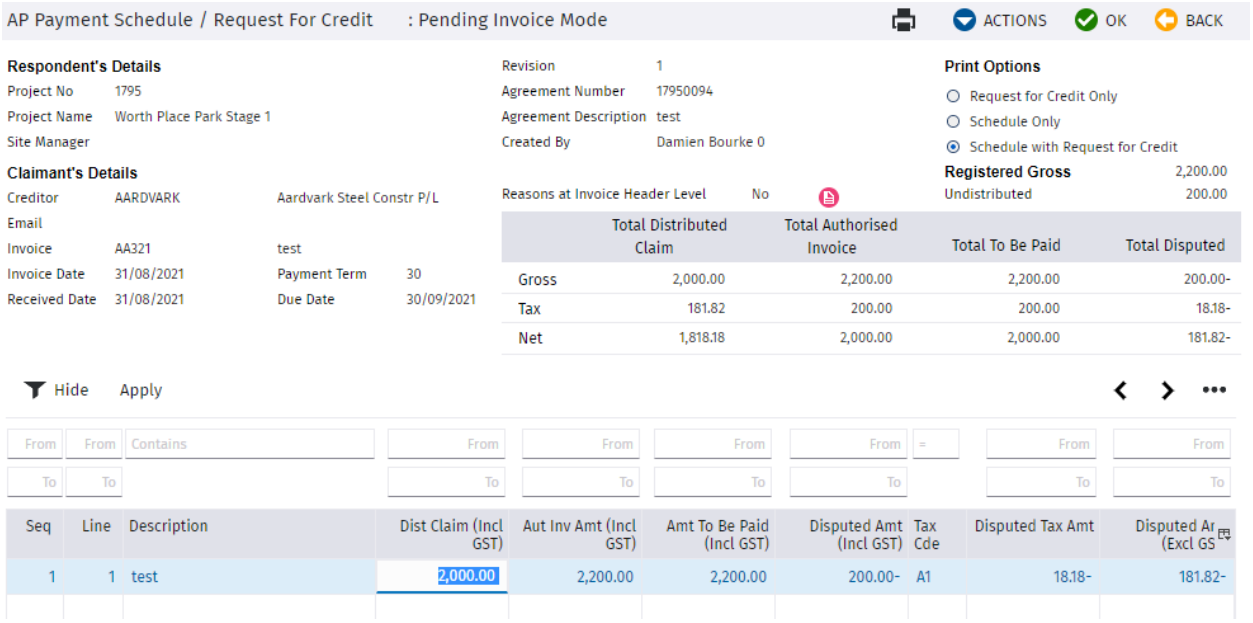
4. Populate the ***Distributed Claim*** values. These are the values that the Claimant is claiming and that you may be disputing. There are a few ways this can be done.

    - On first revision a parameter can be set to initialise these values based on the Authorised Invoice Amounts

- You can set the Distributed Claim amounts to be equal to the Authorised Invoice Amounts by clicking on the Action option to ***Set Dist Claim to Authorised*** as shown below.



- Or you can manually adjust the Distributed Claim Amounts by single click in the field you want to update, as shown below.
-

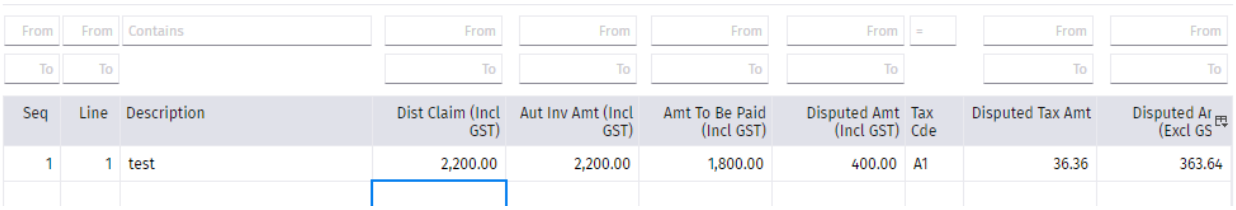


- When [OK] is clicked, if there is a difference between the ***Distributed Claim Amount*** and ***Invoice Amount*** the ***Disputed Amounts*** will be updated, AND the ***Undistributed*** amount will be calculated.

5. At this point you can adjust the ***Amount to be Paid*** against any Invoice lines if you want to action a part payment against any authorised Invoice Amount. Part Payments will add to the disputed values.

- If configuration allows, click on the Amount to Be Paid field you wish to edit, type in the new Gross value to be paid, and click [OK]

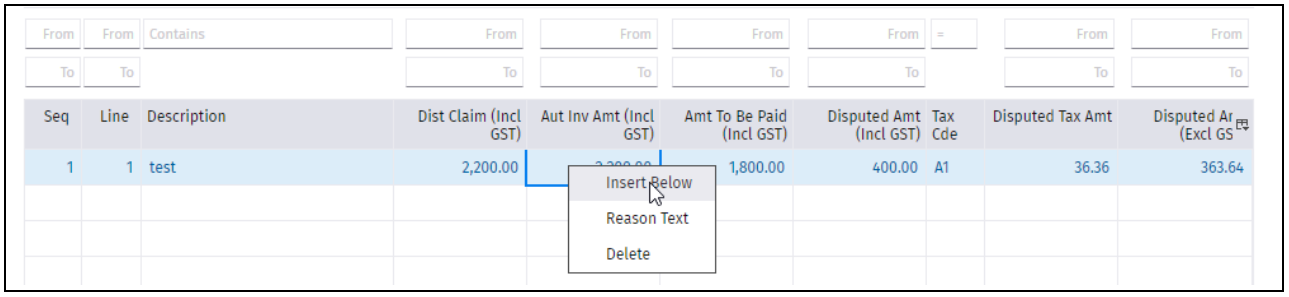
- Note, the amounts are gross amounts, inclusive of Tax. ***Disputed Tax Amount*** and ***Disputed Amount Excl. tax*** will be calculated and displayed.



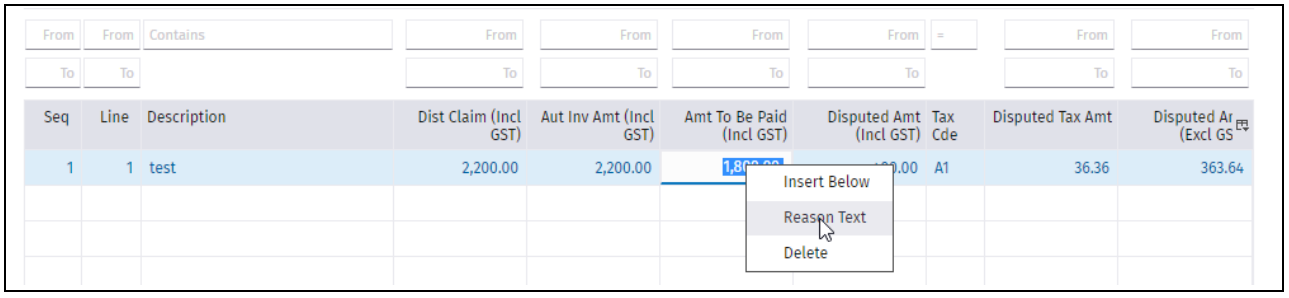
Seq	Line	Description	Dist Claim (Incl GST)	Aut Inv Amt (Incl GST)	Amt To Be Paid (Incl GST)	Disputed Amt (Incl GST)	Tax Cde	Disputed Tax Amt	Disputed Ar (Excl GS
1	1	test	2,200.00	2,200.00	1,800.00	400.00	A1	36.36	363.64

6. ***Insert*** extra lines if required that may have been claimed but you do not intend to authorise any amounts against. You may want to show these lines in the AP Payment schedule with a reason for dispute. These lines are therefore to be fully disputed.

- Simply right click on a line and ***Insert*** below the line selected.
- The ***Sequence*** will be automatically updated, the ***Invoice Line*** field will be blank
- Only the ***Distributed Claim*** amount can be updated on Inserted lines and they will be automatically fully disputed.

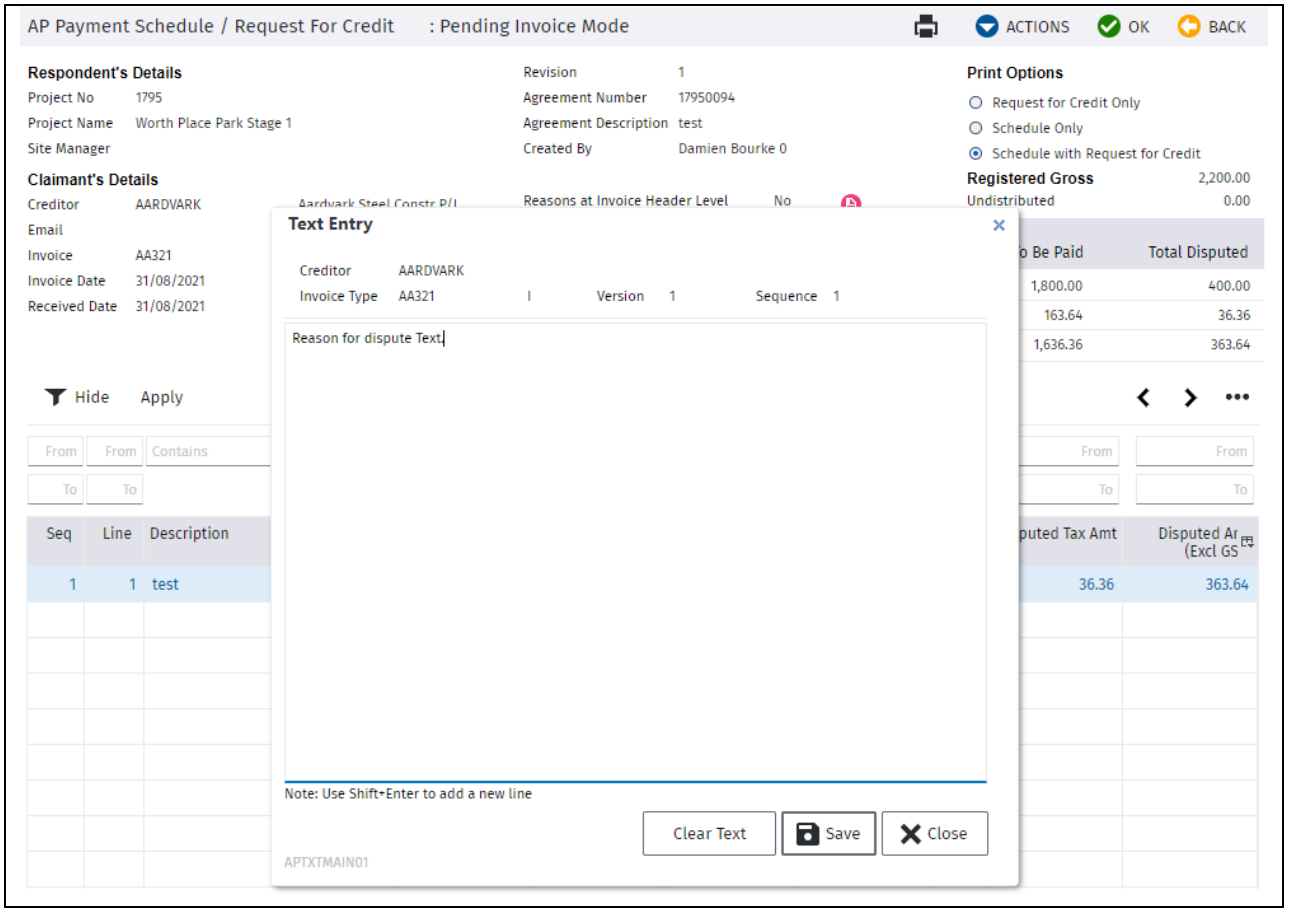


7. Add ***Reasons for Dispute*** on each Line where there is a dispute if required.
   - Use right click on an invoice line as shown below and select ***Reason Text*** to enter a reason for the disputed amount on that line.
   -

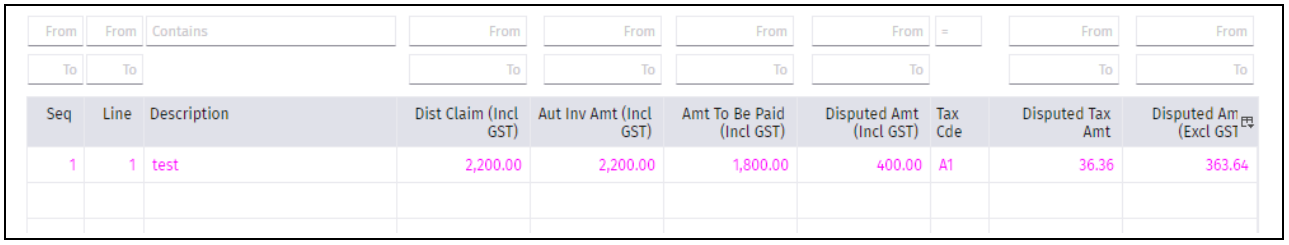


- A Text Entry Pop up window will display as shown below, where you can enter your reason for dispute.
- Then click the ***Save*** button to save any entered text, and then ***Close***

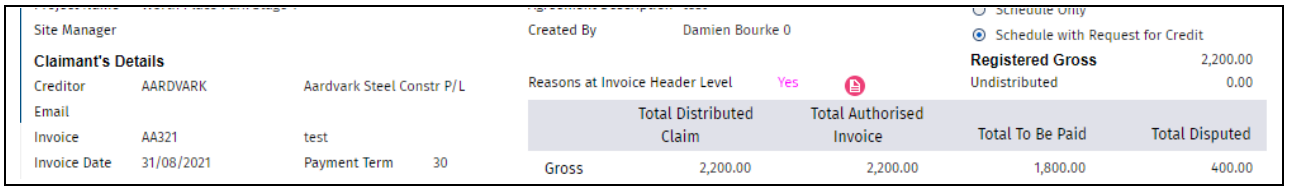
- This text will show in the AP Payment Schedule or Credit Request when it is printed.



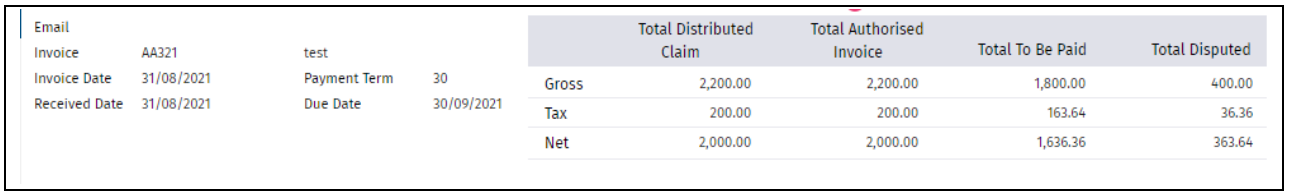
- You will notice a Line with Reason Text saved against it will show in pink as shown below.



8. Add a ***Reason for Dispute*** at Invoice Header level if required.
   - If you prefer to add Reason text at Invoice header level or in addition to Line level Reason text you can click on the text icon above the totals section as shown below.
   - If text exists at header level it will be indicated with pink 'yes' indicator like this …

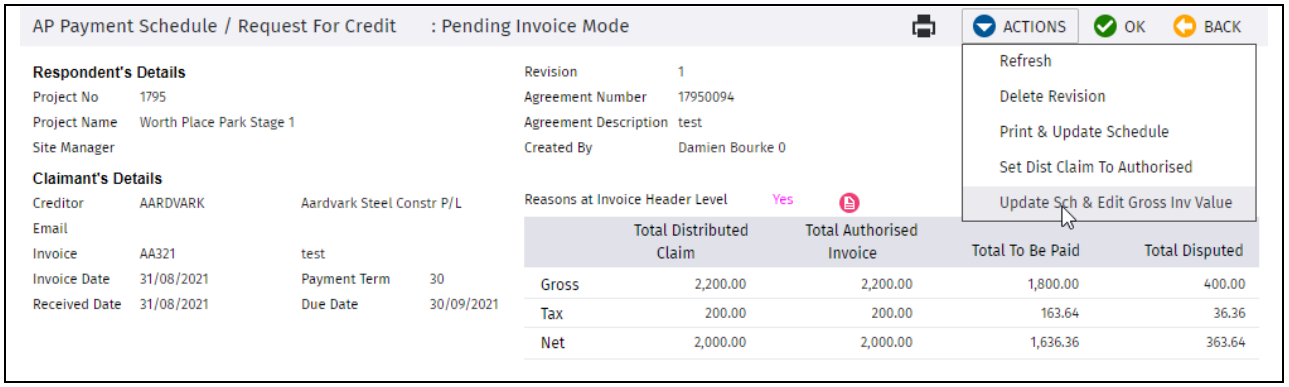


9. ***Check Totals*** in the totals section as highlighted below before proceeding.

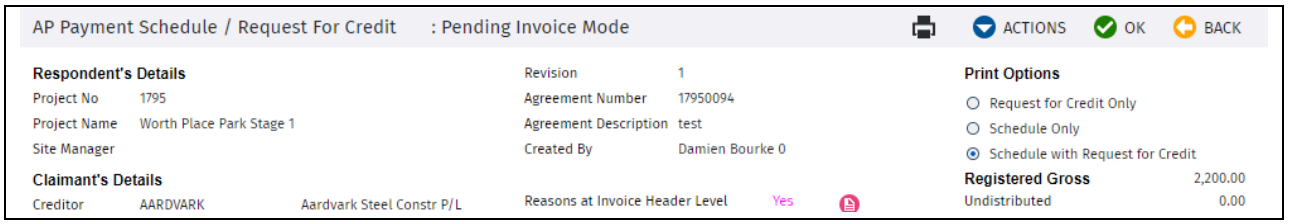


10. ***Update Registered Gross Invoice Values*** if required and allowed by configuration you can update the Registered Invoice header values to equal the sum of the Authorised Invoice Line values. This is used in the case where you are permitted to apply an invoice adjustment in the case where perhaps an invoice has been re-issued, registered incorrectly or where business process demands it.
Note this is a powerful option, think carefully about business process before activating

    - Select ***Update Sch & Edit Gross Inv Value*** from the Actions options as shown below

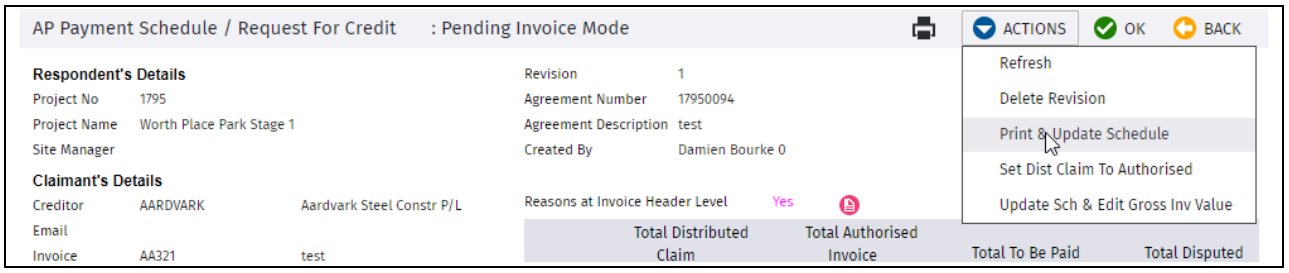


- Enter the password in the pop to proceed.
- If the password is entered correctly the Registered Invoice values will be updated with the sum of the Authorised Invoice line values. Tax and Net will also be updated at header level.
- You can see this represented on the screen with in the Registered Gross and Undistributed amounts section as shown below.
- A message will show next to the Registered Gross Invoice value to indicate it has been updated.

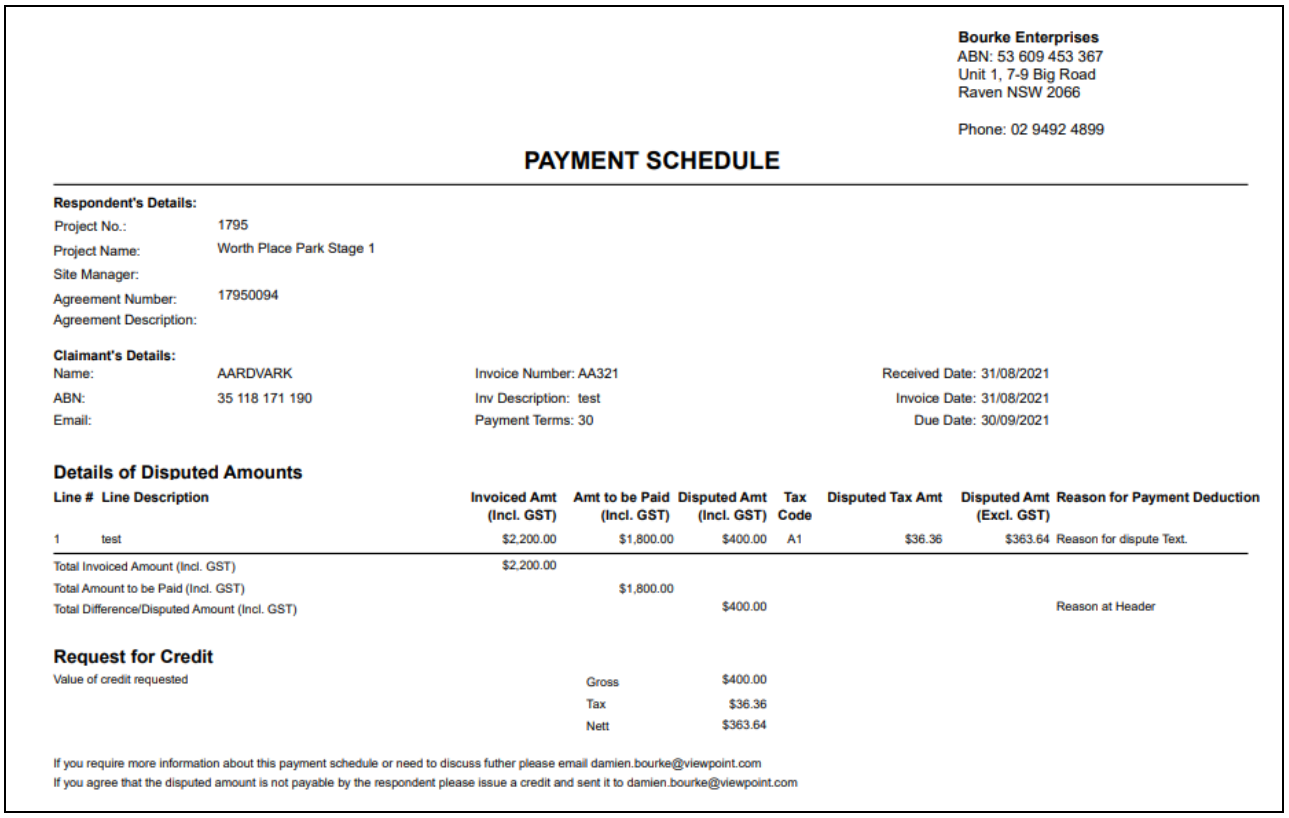


11. When you are happy with your adjustments print your AP Payment Schedule or Credit Request and Update Part Payment values by clicking on the Actions option to ***Print & Update Schedule***
    *Note: taking this option will lock in the Revision and it will no longer be editable for audit reasons so to make any further adjustments you will need to produce a new Revision.

- Click on ***Print & Update Schedule*** as shown below



- The Payment Schedule Form will look similar to below.
- Use Distribute button on the JOM form to email either directly to the creditor or back to yourself depending on settings.



Bourke Enterprises
ABN: 53 609 453 367
Unit 1, 7-9 Big Road
Raven NSW 2066

Phone: 02 9492 4899

PAYMENT SCHEDULE

Respondent's Details:
Project No.: 1795
Project Name: Worth Place Park Stage 1
Site Manager:
Agreement Number: 17950094
Agreement Description:

Claimant's Details:
Name: AARDVARK
ABN: 35 118 171 190
Email:

Invoice Number: AA321
Inv Description: test
Payment Terms: 30

Received Date: 31/08/2021
Invoice Date: 31/08/2021
Due Date: 30/09/2021

Details of Disputed Amounts

Line #	Line Description	Invoiced Amt (Incl. GST)	Amt to be Paid (Incl. GST)	Disputed Amt (Incl. GST)	Tax Code	Disputed Tax Amt	Disputed Amt (Excl. GST)	Reason for Payment Deduction
1	test	$2,200.00	$1,800.00	$400.00	A1	$36.36	$363.64	Reason for dispute Text.
Total Invoiced Amount (Incl. GST)		$2,200.00						
Total Amount to be Paid (Incl. GST)			$1,800.00					
Total Difference/Disputed Amount (Incl. GST)				$400.00				Reason at Header

Request for Credit

Value of credit requested

Gross	$400.00
Tax	$36.36
Nett	$363.64

If you require more information about this payment schedule or need to discuss futher please email damien.bourke@viewpoint.com
If you agree that the disputed amount is not payable by the respondent please issue a credit and sent it to damien.bourke@viewpoint.com

12. ***Deleting*** a revision.
    - If the Revision has not been printed then you can delete it completely using the Action option ***Delete Revision***

Other operational changes in eInvoicing when flagging Pending Invoices as Coded…

- When flagging a pending invoice as coded a check should be carried out against the AP Payment schedule file last revision for this invoice. If a revision exists for this invoice and there are no changes in the pending Invoice values at header and detail level and the number of dissections is identical then an OK/Cancel message will display. *"An AP Payment Schedule exists for this pending Invoice with possible part payments. Click OK to proceed and flag as coded OR Cancel to go back and review".*

- When flagging a pending invoice as coded a check should be carried out against the AP Payment schedule file last revision for this invoice. If a revision exists for this invoice and there ARE changes in Pending Invoice values at header OR detail level OR the number of dissections is identical then a confirmation message will display. *"Differences have been found on the pending invoice values since the last production of the AP Payment Schedule. Please check all Payment Schedule values and Reasons for dispute. You cannot flag as coded until you have reviewed, updated or deleted the AP Payment schedule. Click OK to go back and review"*