Viewpoint Jobpac Connect™

Multiple Prompt Payment Batches &
Payment Selections by Job
Function Guide
Version: 1.0

Document Control Table

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Change History

Version	Date	Author	Description of Changes
1.0	30/04/2022	AT	Initial Release

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Introduction

This feature set aims to streamline further, Payments Administration in-line with Project Trust account legislation. That said, the features can most certainly be used outside of PTA and can provide additional value to all Jobpac customers in the area of AP Payments Administration.

New Features include…

- The ability to pre-prepare more than one Prompt Payment Batch via the existing *Change Payment Selections* program. Up to 1000 Prompt Batches can be pre-prepared at any one time.
- Each Prompt Batch can be associated with a different Cash Account to be "paid from".
- Each Prompt Batch can be given a description.
- There is a new available front end to the *Change Payment Selections* program called **Payment Selections - By Job** that groups AP Invoices at Job level, making it easy to prepare prompt Payment Batches at Job level and then link those Payment Batches to the Project Trust Accounts to be paid from. **Note:** you can use the *Multiple Prompt Payment Batches* feature without using the new *Payment Selections By Job* front end if you so wish
- The *Payment Run* and *Payment Preview* have both been modified to allow the selection of multiple Prompt Payment Batches into a single Payment Run, even if they span multiple Cash Accounts to be paid from.

*NB: It is advised that you configure and test the operation of this feature set in your testing environment before making them a part of your Live AP processes. Due consideration should be given to the new workflow, staff training, and implementation timing, so as to minimise disruption to your regular payment runs. Please Contact the Jobpac Consulting team should you require assistance.

![Viewpoint Jobpac Connect™ logo]

Setup

Add New System Parameter:

- **PPYBTC** / position 1 = Y (to activate the Multiple Prompt Payment Batches Functionality)

> **NB: Take extreme care when activating new system parameters or changing parameters and consider the impacts of configuration change for your company. Should you need assistance please contact our Support and Services team.*

Adding the New Menu Option:

The new **Payment Selections by Job** program, is a 'Job based' front end, to the standard *Change Payment Selections.* It will collate AP Invoices by Job, and allow access to outstanding AP Invoices for each Job through selection from the Job List front end, in a very similar way to the standard *Change Payment Selection*s program collates invoices by Creditor. Operation will be described in the next section but you can add the new Program as follows.

Should you wish to use the new **Payment Selections by Job** program you may add it to the appropriate place on your menu system as outlined below. For example you may decide to make access available to some project team members via project menus with menu security options, or you may decide to keep it for finance team use only.

Take note of the parameters passed to the program which can be used to limit some functionality of the program, depending on where it is called from. You will need to be familiar with Menu Design to add the new Menu option. Should you require help please contact our Support team.

In the below example we have added the new menu to the AP Payments (aka Process Payments) standard menu.

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- ➤ **Description**: "Payment Selections by Job"
- ➤ **Command**: PAYSELJOBP
- ➤ **Parameters**: We recommend that you match your *Change Payment Selections* **Program Parameters** as shown below if placed on the same menu. Adjust as desired based on description of parameters to follow below. Take note of the 7th Parameter Position, especially if potentially placing on a Project Admin menu.

Design Menus : Maintain Entries   ACTIONS   OK   BACK

Menu Code   J9   Release 9 Standard
Menu Number   254   AP Payments   Level 3   Size M

Ent No	Type	Opt No	Description	Command	Parameters	Security Level	
1	P	1	Change Payment Selections	CRDPAYSELP	YYYYYYYYY1		
2	P	2	Payment Selections by Job	PAYSELJOBP	YYYYYYYYY1		
3	P	3	Print Payment Preview	CHQPRVP			
4	P	4	Process Payments	PAYRUNP			
5							

Program Call Parameter details as follows… (Adjust permissions according to preference and menu placement)

Pos 1 = Y -> Invoice status edit enabled
Pos 2 = Y -> Due date edit enabled
Pos 3 = Y -> Payment method edit enabled
Pos 4 = Y -> Prompt payment flag edit enabled
Pos 5 = Y -> Settlement discount enabled
Pos 6 = Y -> Stat dec received enabled
Pos 7 = Y -> If set to Y this will allow, when assigning a *Pay From Bank Account* to the Prompt Payment Batch, the override of the defined PTA/RTA accounts for the Job, to any available cash account. It is recommended that this parameter be set to 'Y' for Finance team members, but to 'N' if used by the project team to prepare batches.
Pos 8 = Y -> not used
Pos 9 = Y -> not used
Pos 10 1-9 -> Default tab to open on (1-9)

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Operation of the new Prompt Payment Batches Feature.

In this section we will describe…

- How to create multiple Prompt Payment batches through the standard Payment Selections
- How to remove an invoice from a batch or remove a batch completely
- How to adjust batch descriptions and change the allocated Pay From Accounts
- How to include multiple Prompt Payment Batches in Payment Preview and Process Payments

How to create multiple Prompt Payment batches through the standard Payment Selections

1. Navigate to Change Payment Selections (and in this case I will select All Invoices)
2. Adjust filters as desired to narrow down your batch selections.
3. Use the Action option to **Select All for Prompt** as shown below (alternatively you can use right click and select individual invoices)

4. If using the bulk select option you will get a confirmation message telling you how many invoices you are about to batch as shown below.
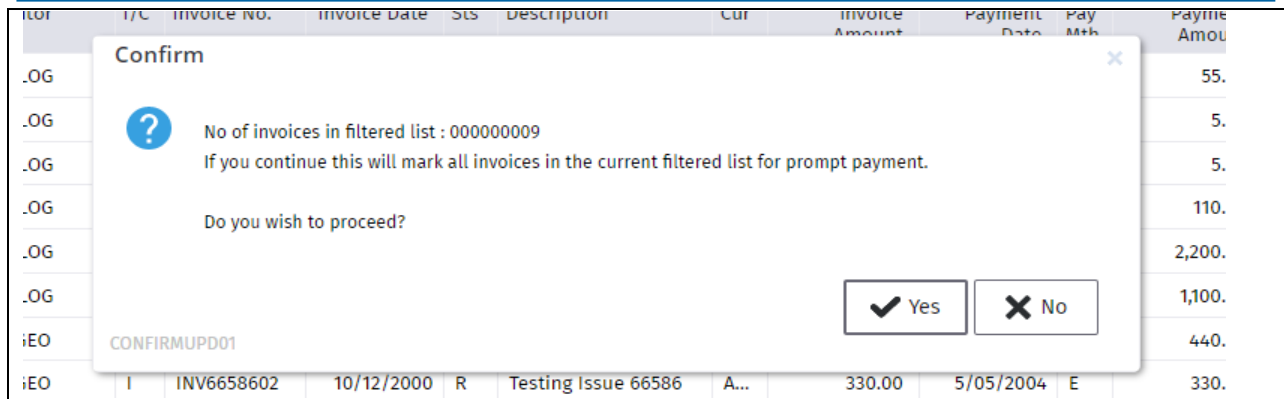
5. Click Yes to Proceed and you will be presented with a pop up that displays all previously prepared Prompt Payment batches. On this screen you can choose to either Augment an existing batch by selecting a batch from the list or create a completely new batch by using the **Add New Batch** button.

6. In this example we will click on **Add a New Batch.** The next screen you see will allow you to give your new batch a purposeful **description** and also assign it a **Pay From - Bank Account** as shown below. This **Pay From - Bank Account** needs to be defined as a Cash Account and only accounts defined as Cash Accounts can be selected from the scans. The Account will be used in the Payment Process as the account to **Pay from.**
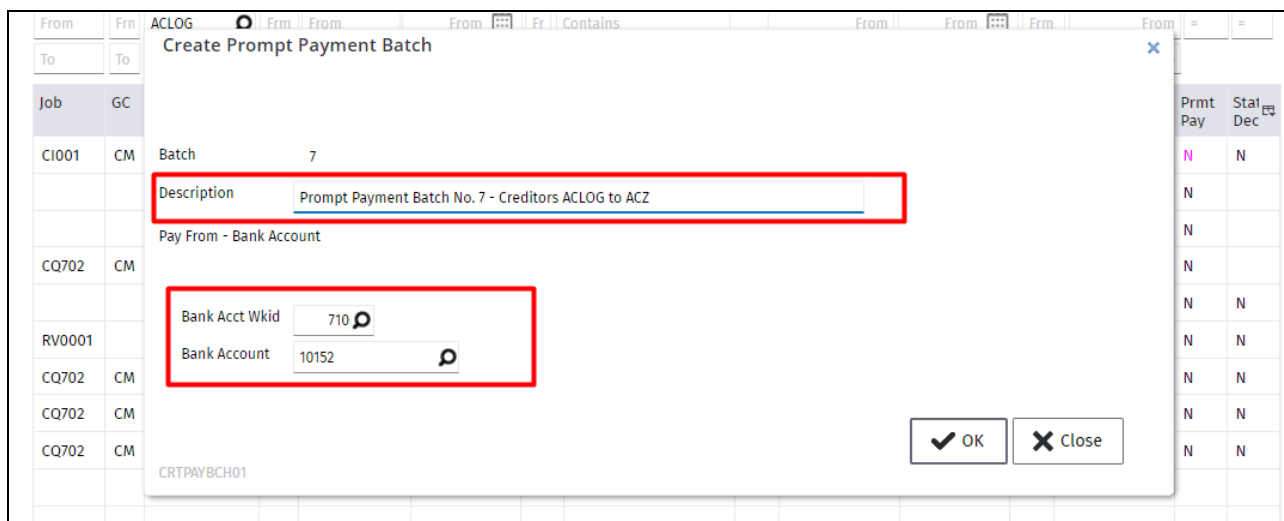
7. Clicking OK will add the new Prompt Payment batch and you will be returned to the main Payment selections screen where you can continue to work. Note as shown on the screen shot below, in the new Prompt Batch Tab you can see, and filter on, the Prompt batch information including , Batch number, Pay From Account and the Pay From Account Name.

Multiple Prompt Payment Batches & Payment Selections by Job

How to remove an invoice from a batch, remove a group of invoices, or remove a batch completely

1. To remove an individual Invoice From a Batch simply use Right Click **Deselect for Prompt** as shown below

2. To deselect a range of invoices spanning any number of batches, apply filters as desired and then use the Action option to **Deselect All for Prompt** as shown below. This will unflag all invoices in the filtered list no matter what batch they belong to. Note, that deselecting ALL invoices in a Prompt Payment batch will also remove the batch completely.
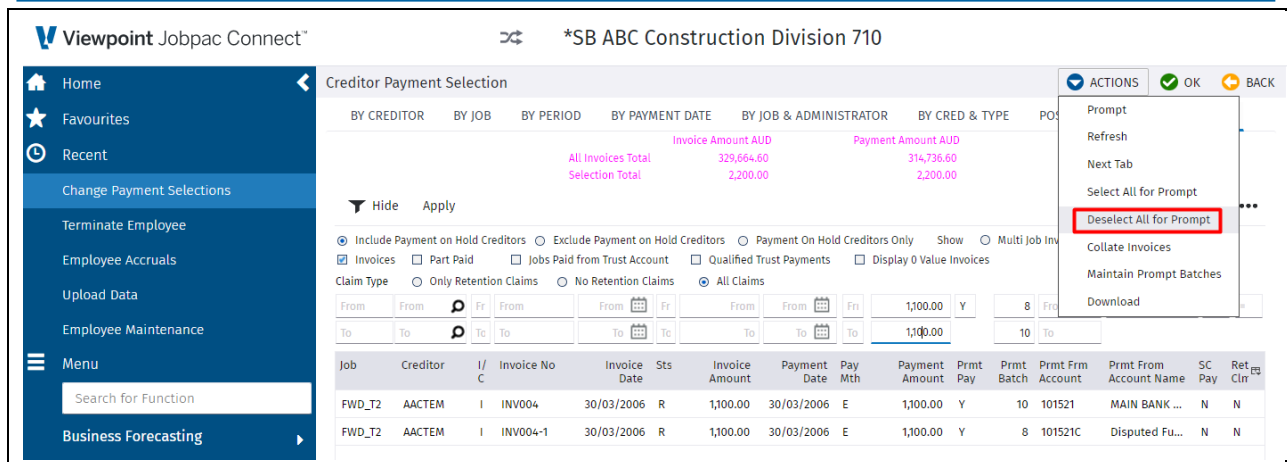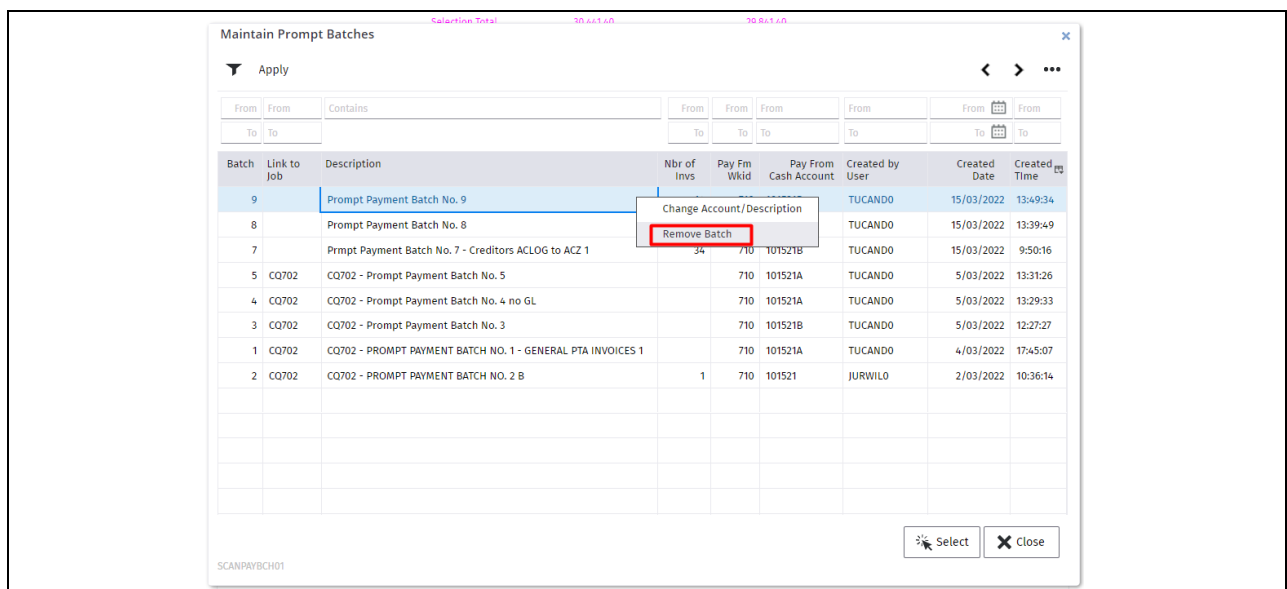
3. To remove a complete Prompt Payment Batch you can use the Action option to **Maintain Prompt Payment Batches** as shown below
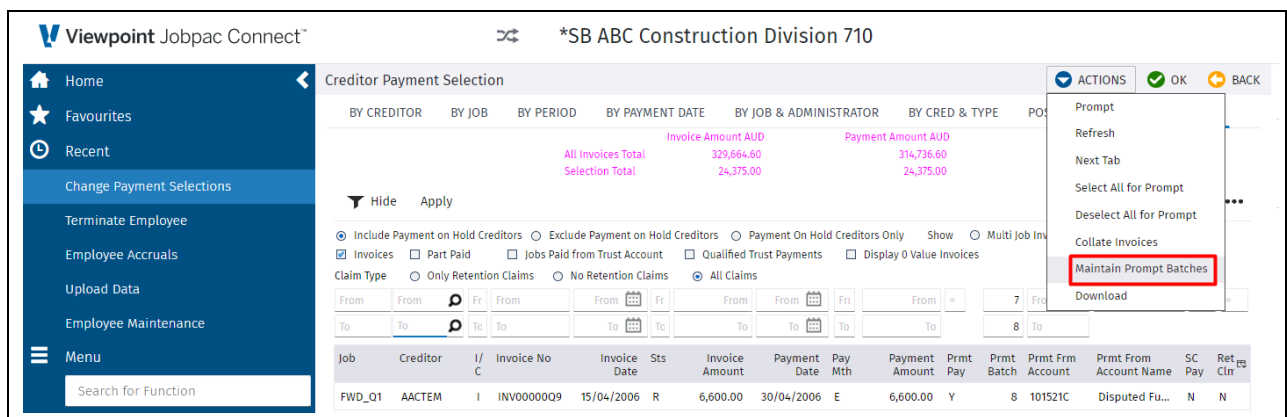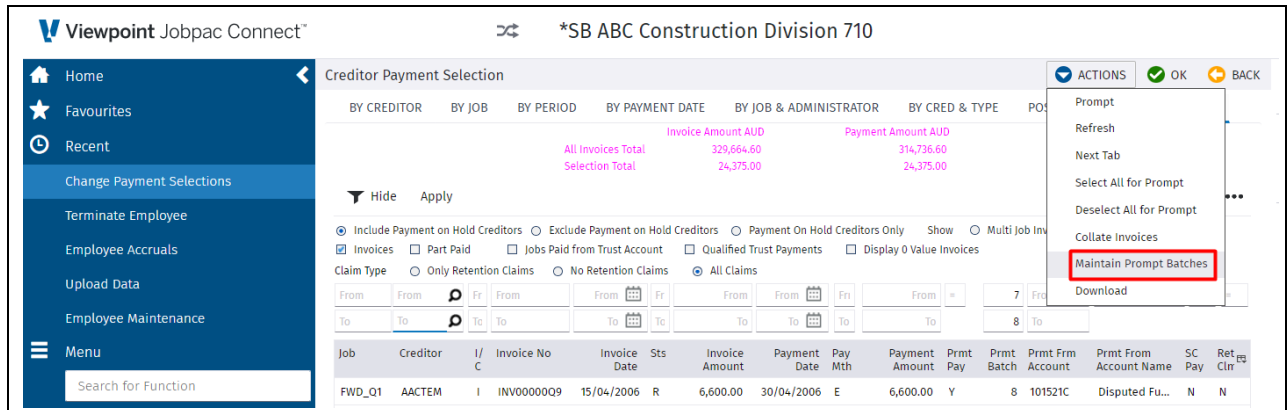

4. Take that option and a window showing all pre-prepared Prompt batches will be displayed. Then use the Right Click **Remove Batch** against the Prompt Payment Batch that you wish to remove as shown below. Deleting a Batch will unflag all the invoices in the batch so that they are no longer marked for prompt payment and the Batch details will also be removed.
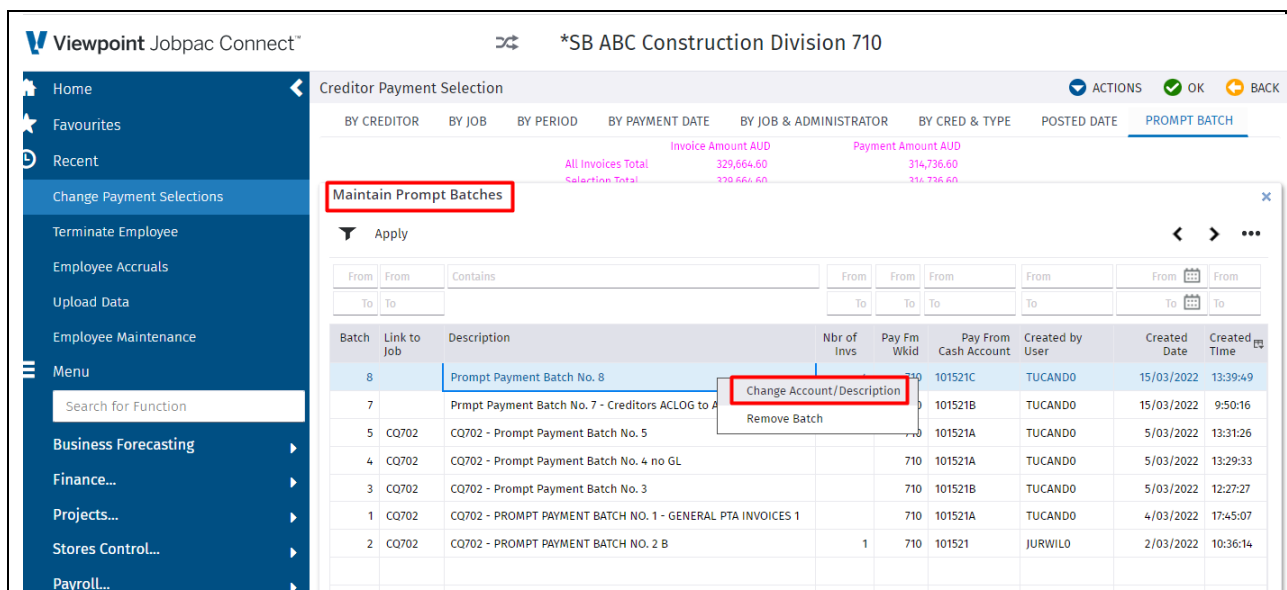
How to adjust batch descriptions and change the allocated Pay From Accounts

1. To adjust the batch description or change the Pay From Account on a Prompt Payment Batch you can use the Action option to Maintain Prompt Payment Batches at any time as shown below

2. Take that option and a window showing all pre prepared Prompt batches will be displayed. Then use the Right Click Change Account/ Description option, against the Prompt Payment Batch that you wish to edit as shown below. Remember editing the batch details will change the Prompt Payment details for all the Invoices within that batch.

3. Change the Batch Description and Pay From Account details as desired, as shown below.

Multiple Prompt Payment Batches & Payment Selections by Job

How to include multiple Prompt Payment Batches in Payment Preview and Process Payments

Both the Payment Preview and Payment Processing have been upgraded to allow the selection of Multiple Prompt Payment batches. You will notice on both bounding screens, as shown below, the following new fields.

- **If, Prompt Payment, Select Batches…** that allows you to select the Prompt Batches that you wish to include.
- and a notification that **"Prompt Payment Batches Exist"** to indicate that there are Prompt batches waiting for processing.

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Operation of the new Payment Selections by Job (with suggested PTA workflow)

Introduction

The new **Payment Selections by Job** program, is a 'Job based' front end, to the standard *Change Payment Selections.* It will collate AP Invoices by Job, and allow access to outstanding AP Invoices for each Job through selection from the Job List at the front end, in a very similar way to the standard *Change Payment Selection*s program collates invoices by Creditor. Once a Job is selected the program will behave in the same way as the standard *Change Payment Selections* program and in fact shares the same engine. This new program can be used with or without the new *Multiple Prompt Payment Batches* feature activated.

The new **Payment Selections by Job** program can be used for any Job based payment selections, noting that any changes or batches applied through this program will also be seen in the standard Change Payment selections and will be applicable to subsequent payruns.

In this section we will describe how you might use this program, in combination with the new *Multiple Prompt Payment Batches* feature, to prepare PTA Payment Batches linked to the PTA (or RTA) 'Pay From' Accounts.

We will describe 2 steps as follows….
- Firstly, the preparation of a Prompt Batch to be paid from the main PTA Account for a project.
- Secondly, the preparation of a Prompt Batch to be paid from the Retention Trust Account for a project.
.

Preparation of a Prompt Batch to be paid from the main PTA Account for a project

4. Once you have set up the new program, navigate to it and you will see the following screen that lists all projects that you have access to, with aging balances.

5. You can use the Filter to **show Jobs Paid from Trust Accounts** as shown below. These are your Qualifying PTA/Trust projects. (see PTA documentation for details on PTA Project setup)

6. Use other filters as required.

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Multiple Prompt Payment Batches & Payment Selections by Job

7. Double click on a Job (or right click & select), to see all outstanding AP invoices for a project as shown below.
8. Note this will take you directly to the new "Prompt Batch" tab as shown below with Prompt Payment Batch columns as highlighted. But you can navigate to any other tab as required and carry out batch preparation.
9. Note also for Qualifying PTA projects the Trust Accounts for the project will be displayed at the top left of the screen, also seen below.

10. For PTA batch preparation you may want to firstly prepare a payment batch for all qualifying payments to be paid from the Main PTA account. To do this you could use the filters (as shown below) to show.
    - Only Qualifying Trust Payments (Some Invoices may not qualify for payment from the PTA account, these could be batched later.)

- And then you may want to exclude Retention Claims by using the "No Retention Claims" filter. (Retention Release only invoices can be batched and paid from the Retention Trust Account)
-
    Click OK to apply filters…

11. You may want to apply other filters, for example on the Payment Due Date. Or make part payment adjustments as desired.
12. With Filters applied you can then use the Action option to Select All for Prompt. This action will only apply to the filtered lines

13. You will be prompted with a message to show how many invoices are about to be batched. Click 'Yes' to proceed as shown below.
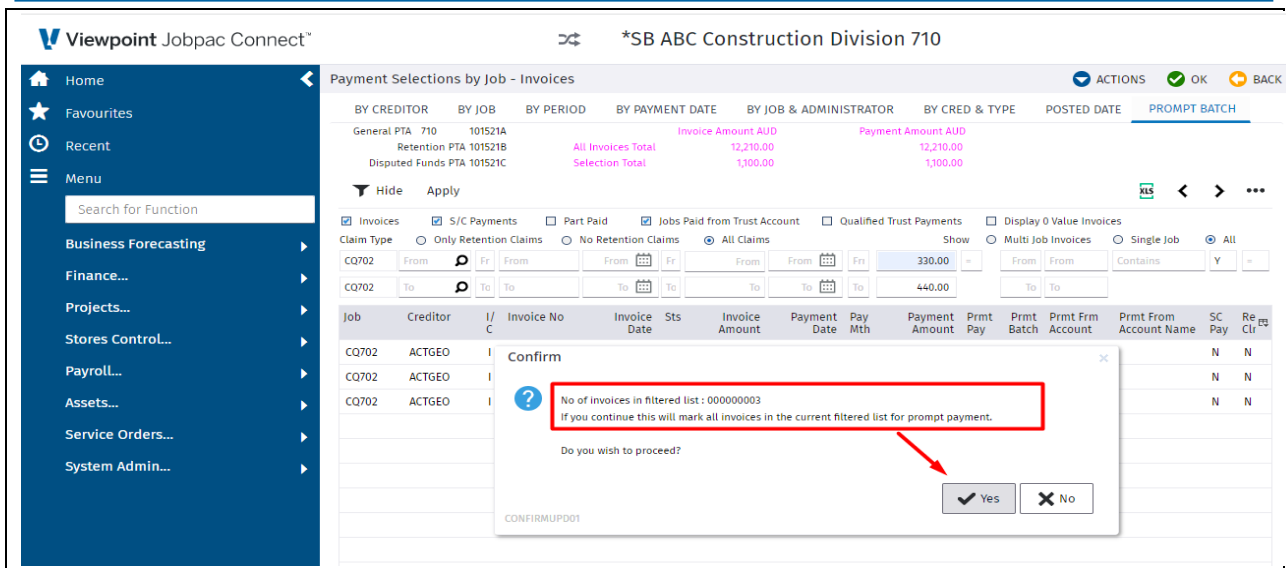
14. A Pop up window will be displayed that asks if you want to add the newly selected invoices to an existing prompt payment batch OR if you would like to create a new batch. This allows the user to build on prompt payment batches already created. When operating through the Payment Selections by Job program, the pop up screen below will show only unprocessed batches previously created for the Job that you are working on. Remember each batch can be linked to a different Pay From account.

15. In this case we will click on the New Batch button as shown below.
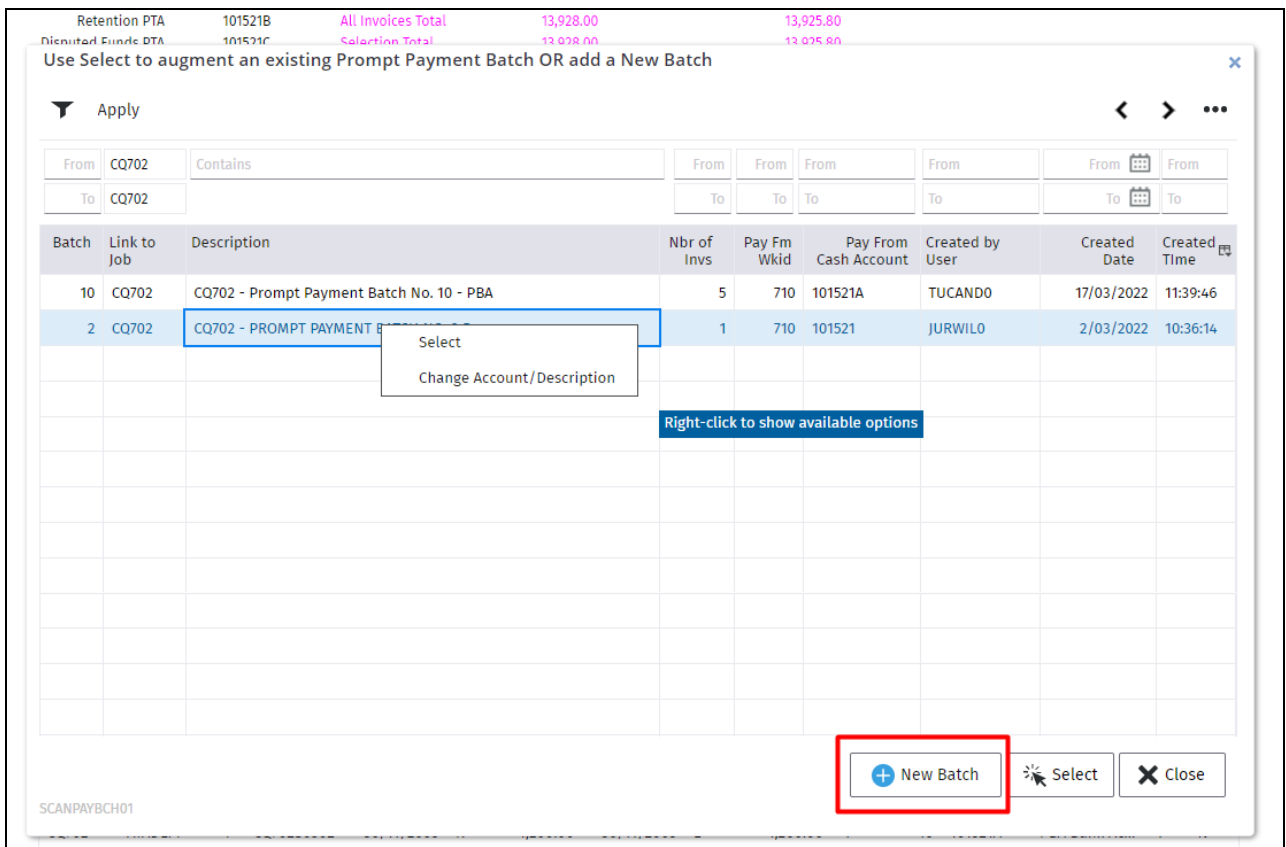
16. After clicking New Batch another pop up window will ask you to populate details for the new Prompt Payment batch that you are creating, as shown below. Details for the batch include..
    - A Batch Description (a default description will be generated that you can adjust)
    - The Pay From Bank Account.
        - Select one of the PTA accounts for the Job
        - OR if the program parameter allows scan and select another cash account.
        - In this example we would select the General PTA account.

17. Clicking OK will add the new Prompt Payment batch with associated Pay From Account and you will see these details on the Payment selection screen as shown below on the Prompt Batch Tab. These details can be used for filtering purposes should you need to. You can also quickly verify the Account Details against the PTA details in the top left corner as shown below.

18. You have now successfully created a Prompt Payment batch including all invoices due for payment from the General PTA account for the project.

Multiple Prompt Payment Batches & Payment Selections by Job

Preparation of a Prompt Batch to be paid from the Retention Trust Account for a project.

For PTA Retention Releases batch preparation the following steps may suit you.

1. After entering the Payment Selections By Job, and then selecting a Job, you could use the filters (as shown below) to show Retention Release Invoices Only...
   - Check "Only Qualifying Trust Payments" (Some Invoices may not qualify for payment from the PTA account, these could be batched later.)
   - And then you may want to show "Only Retention Claims"

   Click OK to apply filters…

2. From there follow the previously outlined steps to select and batch Invoices for Payment except this time you can link the batch to the Retention Trust account that has been defined for the project. This will ensure that the Retention releases are paid from the Retention Trust account.

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