Viewpoint Jobpac Connect™

Facility for Project Managers to Prepare
their own Project Invoices
User Guide
Version: 1.0

Facility for Project Managers to
Prepare their own Project
Invoices

Document Control Table

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Change History

Version	Date	Author	Description of Changes
1.0	31/3/2022	DMB	Initial Release

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Facility for Project Managers to Prepare their own Project Invoices

Introduction

A new menu option is available to allow project managers to accrue and certify Progress Claims for projects to which they have access.

The parameter ARJOBB can be used to automatically create AR Invoice numbers. This is not essential but assists the process, and provides consistency in AR Invoice numbers.

As is standard, project managers will prepare a progress claim report, mark it as final and send to accounts. They then use the option

Projects>Progress Claims>Prepare AR Invoice/ Claims to Certify a Claim

Prepare AR Invoice/Claims Menu option

Accruing the Claim

The project number is entered

Accounts Receivable Transaction Maintenance			⊘ ACTIONS ⊘ OK ⊙ BACK
Job	TR91 🔍	Demonstration Project	

Select OK and this screen is displayed.

NB Filters are off by default. Parameter ARJOBB can be used to default filters

Accounts Receivable Transaction Maintenance   ⊘ ACTIONS ⊘ OK ⊙ BACK

Batch   D3569

CURRENT AMOUNT | OUTSTANDING | TAX | LAST USER UPDATE | FOLLOW UP NOTES

▼ Hide   Apply

Status ☑ Invoice ☑ Credit note ☑ Uncertified Progress Claims ☑ Unposted/Unaccrued Progress Claims   Payment Status ☑ Applied ☑ Unapplied

| Contains | | Contains | | Contains | | From | 1/01/1940 📅 | 1/01/1940 📅 |
| | | | | | | To | 31/12/2039 📅 | 31/12/2039 📅 |

Transaction	I/C	Description	Debtor	Period	Trans. Date	Due Date	Original Amt	Adjustments	Current Am
	U	Job No TR90 Claim# 2	ADACIVI	NOV21	30/11/2021	31/12/2021	79,937.51		79,937.51
004995	I	Sundry invoice for TR90	ADACIVI	NOV21	1/11/2021	31/12/2021	11,000.00	2,200.00	13,200.00
004996	I	Progress Claim no 1 TR90	ADACIVI	NOV21	30/11/2021	31/12/2021	92,070.00	990.00	93,060.00
004997	I	RETENTION CLAIM NO 1 TR90	ADACIVI	NOV21	2/11/2021	31/12/2021	4,840.00		4,840.00
004998	I	Invoice to be used for credit	ADACIVI	NOV21	1/11/2021	31/12/2021	3,300.00		3,300.00
004999	C	Credit to offfset Invoice	ADACIVI	NOV21	1/11/2021	31/12/2021	3,300.00-		3,300.00-

This is a full list of claims (Posted Invoices, Un-accrued Claims, and Accrued Claims) for this project.

This lists the previous certified claims for the project, and the latest claim No 2 that has been sent to the client for certification. It has a status of 'U'. The revenue for this claim has been accrued for the project, and displayed as part of Revenue to date in the BFM Contract Valuation for the project.

If the status is 'P', it just means the claim has not yet been accrued. This is a configuration setting.

To accrue a 'P' claim, select it, check the values, and select OK. The status will change to 'U'

As this is just going to be an accrual, the value of the current claim can be changed if a different value is to be accrued (generally left as is). There is no transaction no or description at this stage. Then Select OK.

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Certifying the Claim

When the Claim is certified, the claim needs to be changed to match the certified value. There are two steps for this.

1. Use **Projects>Progress Claims>Certified Claim Entry>Certified - Original Works**
2. Use **Projects>Progress Claims>Certified Claim Entry>Certified - Variations**

Enter the certified values in these screens, and the changes will automatically reflect in the 'U' status progress claim.

Then use **Projects>Progress Claims>Prepare AR Invoice/ Claims** and select the 'U' status claim, and enter a description for the Certified Claim Invoice, and a certified Date. The transaction No will automatically populate.

Accounts Receivable Transaction Maintenance		ACTIONS	OK	BACK

Batch   D3569

			INVOICE	
Transaction		Progress Claim No 3 for project TR90		
Debtor	ADACIVI Civil Pty Ltd		Accounting Period	NOV21
Debtor's Address	Maiden St		Transaction Date	30/11/2021
			Payment Due Date	31/12/2021
	Redfern	2061 Period Work Done NOV21	Debtors Terms	30
			Transaction Total	79,937.51

Job   TR90   Training Test Project   Costing Work ID   960

Claim   P 00002   Certified Date   30/11/2021

*RCTI Debtor/Job RCTI Required

	Contract Values	Previous Claims	Nett Current Claim	Total Claimed	Account	
Contract Sum	1,100,000.00	88,000.00	60,403.20	148,403.20	60006001	Contract Works revenue
Variations	13,500.00	6,000.00	4,000.00	10,000.00	60006003	Variations revenue
Rise and Fall	0.00	0.00				
Materials on Site		0.00	32,000.00	32,000.00	60006001	Contract Works revenue
Nominated S/C		0.00				
PC Sums/Engrs Cont		0.00				
Bonus / LDs		0.00				
Total	1,113,500.00	94,000.00	96,403.20	190,403.20		
Retention	9,400.00	4,400.00	16,465.69	21,465.69		

Tax Code   S1   %   10.00   Amount   7,993.75

Advance Payment

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Select OK twice, and the summary screen displays. To print the invoice, select the option Sundry Invoice.

From within this screen, other options are available

A sundry invoice can be created for a project. The costing job is subject to job security

A Retention claim can be raised.

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