Viewpoint

Jobpac Connect™

Advanced Electronic Approvals User Guide

Version: 1.0

Trimble Construction

Document Control Table

Prepared by	Damien Bourke
Approved or authorised by	
Release date	31/01/2022
Version	1.0
Commercial in Confidence	

Change History

Version	Date	Author	Description of Changes
R8 1.0	22/11/2012	AT	Prepared for Release 8.
R8 1.1	26/07/2013	DB	Changes for Automatic Approval if within tolerance levels.
R8 1.2	29/11/2013	DB	Changes in Approval Process for Reduced order values
R9 1.0	7/3/2015	DB	Updated for R9
R9 1.1	30/06/2015	DB	Includes SC and Variation Approvals
V1.2	27/02/2018	DB	Updated for Latest Features.
V1.3	31/05/2018	DB	Updated for Latest Features
V1.4	31/03/2021	DB	Updated for latest features
V 1.5	31/01/2022	DB	Updated for Nov 2021 Screen Changes

Table of Contents

Overview

The advanced approval module is available in Jobpac. The setup process requires three steps.

NB References to costing to GL accounts and Assets only applies to Purchase order and Invoice Approvals.

1. Setup system parameters to enable the function
2. Establish which projects, G/L account numbers, and asset classifications will utilise the approval process. The business rules for the use of the function can be different for each project or project group, G/L account or G/L account group, or asset classification.
3. Setup the approval levels by project, account no range, or asset classification for each Userid who will approve purchase orders or invoices.

Once purchase orders, invoices, subcontract agreements, subcontract payments, and subcontract variations are entered in the system, emails can be sent to approvers to request approval. There is a lot of flexibility in determining how many approvers, the sequence of approval, and approval levels.

Approval levels are applied to the sum of all items with the same job for a purchase order. If more than one project is costed within the same purchase order, then multiple approvals will be required.

Once purchase orders are electronically approved, they can be printed and sent to suppliers. Versioning of purchase orders is available.

Invoices can be matched against these approved purchase orders via the invoice registration process and the e-invoicing process. This matching process is subject to tolerance levels that may be setup. The tolerance level % is applied to individual purchase order item rates compared to the matching invoice rates. In addition, the tolerance level, absolute value, is applied to the total purchase order item value compared to the total invoice value matched to the purchase order item.

If the invoice matching process is within the tolerance level, then a batch of invoices can be prepared via the standard e-invoice process, and emails sent to approvers seeking approval.

Optionally, by using configuration settings, if the invoice is matched to an approved order within defined tolerance levels, then the invoice can be automatically approved.

Once the batch is electronically approved, it can be posted to the account payable ledger.

Note:the Advanced Invoice approval process can only be used via e-invoicing.

It is NOT applicable to the Direct Invoice Posting option (called Post Invoices) available in Accounts Payable.

Workflows can be established to approve Purchase Orders, Invoices, Subcontract Commitments, Subcontract Payments, and Subcontract Variations.

Payments against unapproved variations can be subject to approval. This process is separate and independent to the approval process for variations.

For the purposes of displaying the functional screen in a readable format, only the Jobpac screen within the portal is displayed throughout this manual.

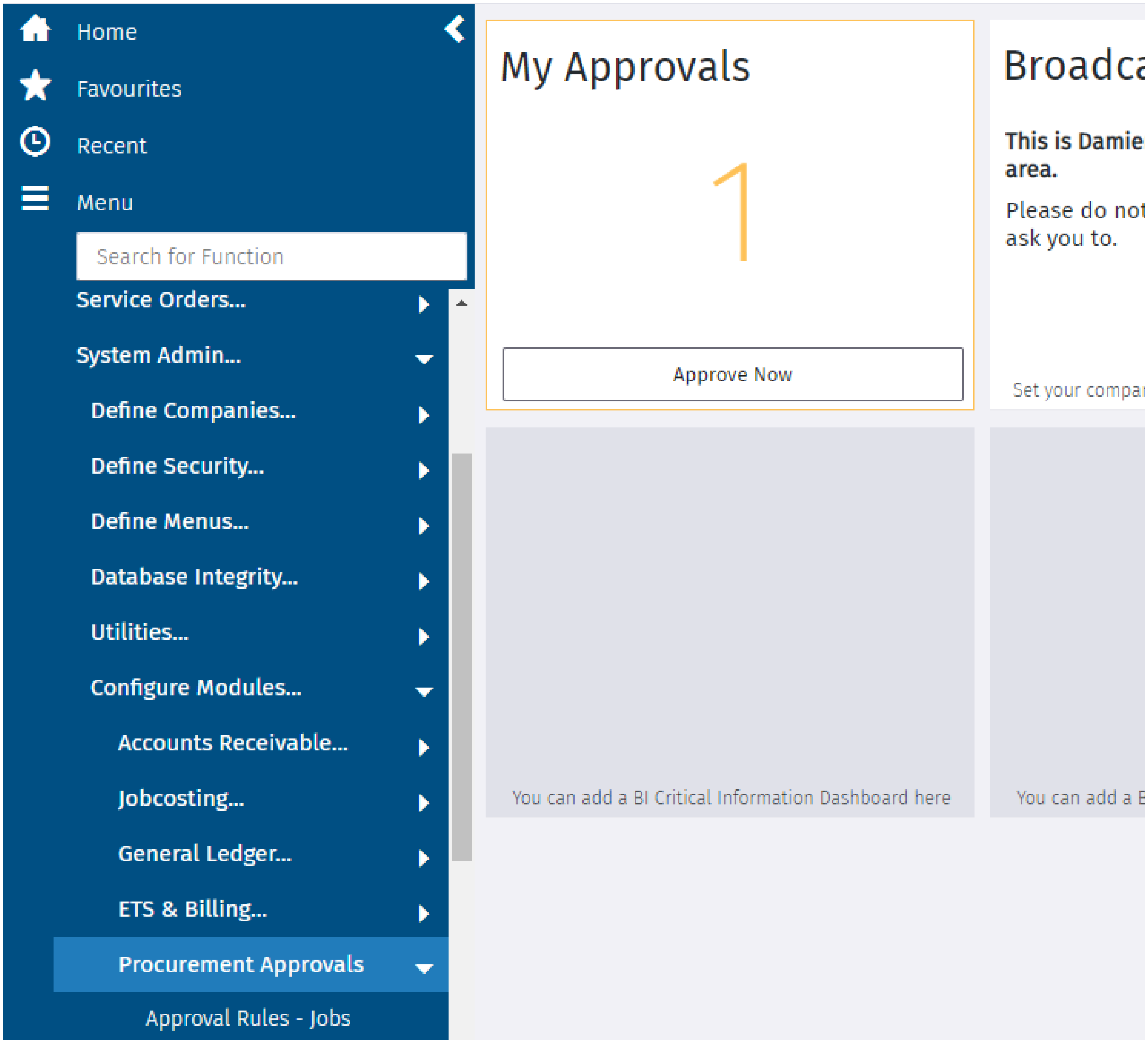
The menus used to setup business rules and approvals limits, and to actually do the approving are described in the **Menu Section** below.

Menus

Most client have their own menu structures, however for the purposes of the manual, the standard menu (J9) for Release 9 has been updated and is referenced throughout this manual.

Setup Menu

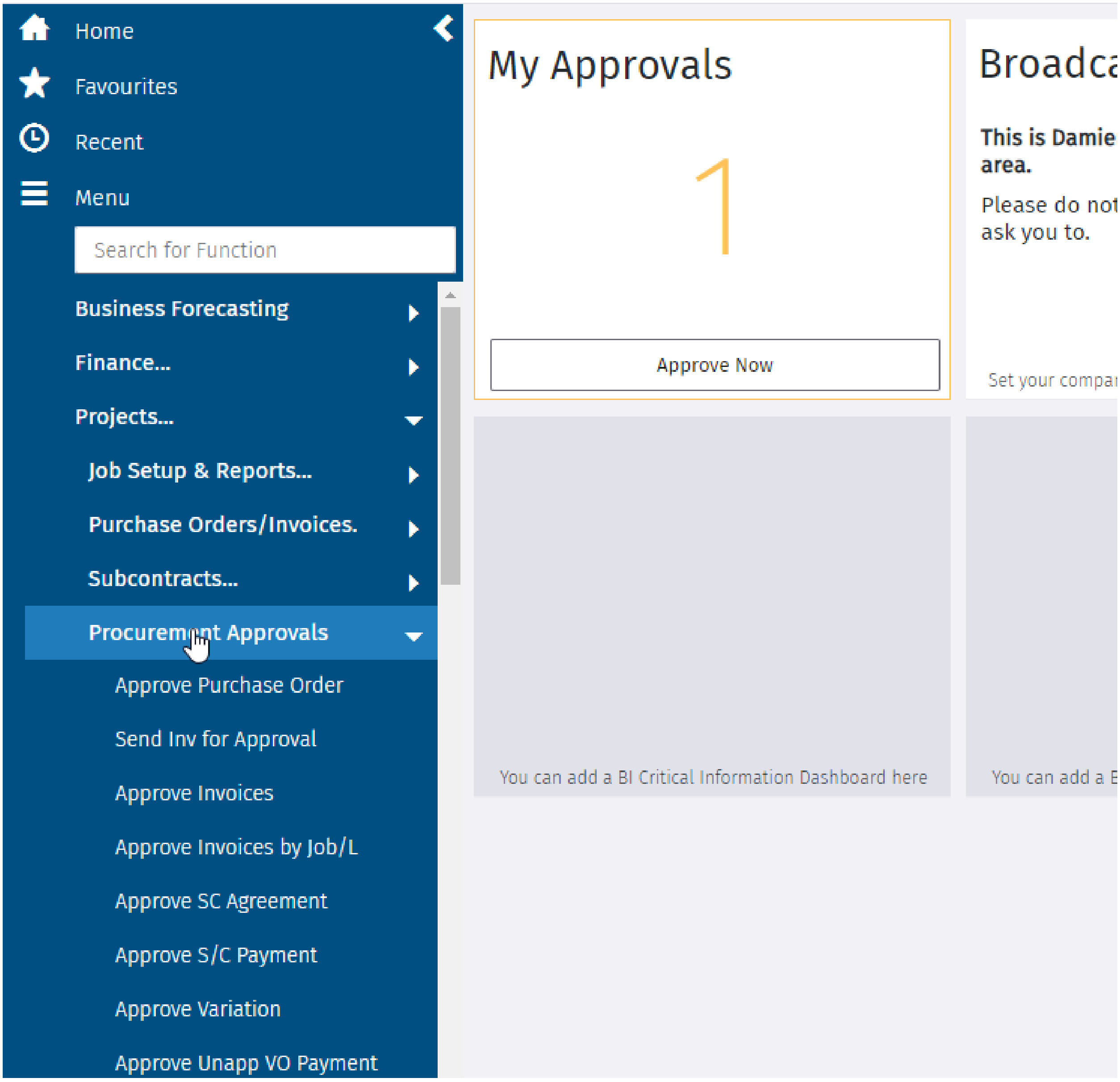
All setup of business rules and approval limits is done from the **System Administration Menu>Configure Modules>Procurement Approvals** Menu. See below.



Approvals Access

This is two places where all approvals can be actioned from

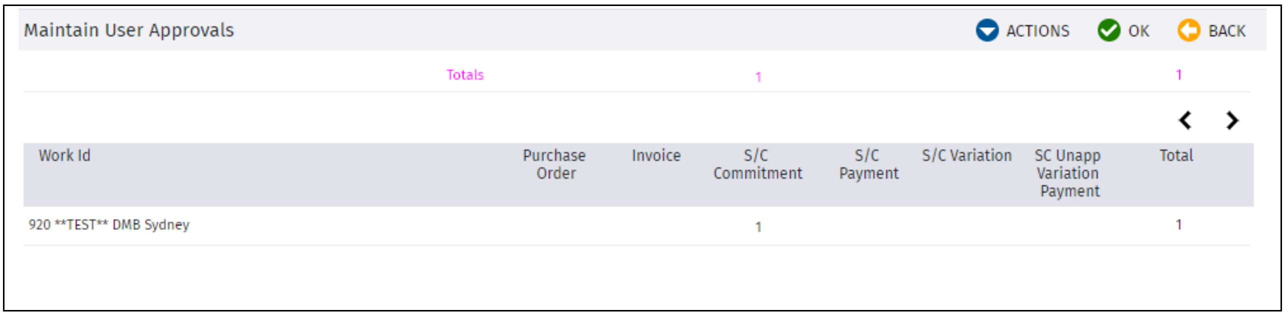
1. The Procurement Approvals Menu.



2. From the Initial Screen.

This screen has a section showing the number of approvals waiting for the person who is signed on. See Above.

Clicking on this screen will take the user to a screen that shows which approvals are waiting



The user can click on the number, and the specific Approval screen will be displayed. (See later in the document)

Advanced Approvals Configuration

Setting up the parameters for all Approval Types

A number of system parameters must be setup to enable this function. This is done is the System Administration Menu, Maintain Parameters.

> **NB. It is not possible to use any of the Advanced Approval processes and the 'Old' standard approval process within the same workid. If the Advanced Approval Parameter is turned on for a function, then any projects not subject to this Advanced Approval process will have no approval process.**

Purchase Order and Invoice Approval

The POVAPP Parameter describes the system behaviour for Advanced Approvals of Purchase Orders and Invoices. Positional descriptions can be seen below. Position 1 must be set to A, and Position 5 must bet set to Y as a minimum.

Positions 2,3,4, 6 and 8 apply to the standard PO approval process, (i.e. the NON Advanced approval process). These do not need to be set.

Position 5 should be set to Y.

Position 7. If more than one job is used on a single purchase order, a summary for each job is displayed in the 'Send for Approval' screen. By default, if there is only one job, then no summary is displayed. This parameter can be used to force the system to display the job summary.

System Parameter Maintenance - Details   ACTIONS   OK   BACK

Parm Code POVAPP   PO Value Approval   Work Id 910   **TEST** DMB Holding Company

Parm Value A YYY   Type *ALPHA

Field#	Type	Description	Str	Len	Alphanumeric	Number
01	*ALPHA	Use PO Value Approval (Y, N, A)	1	1	A	
02	*ALPHA	Second Approver Required	2	1		
03	*ALPHA	Email Notification From Person Raising The Order To...	3	1	Y	
04	*ALPHA	Email Notification From Approver To Person Who Rai...	4	1	Y	
05	*ALPHA	Commit Purchase Order When Order Has Been Fully ...	5	1	Y	
06	*ALPHA	Show Overhead Items (non job related items)	6	1		
07	*ALPHA	Display Costing Group Even If Only 1 Group To Display	7	1		
08	*ALPHA	Allow Change to Committed Order for non Advanced...	8	1		

.

The **APPPO** Parameter describes which elements of Purchase Order Approvals are activated. The positional descriptions can be seen below.

System Parameter Maintenance - Details   ACTIONS   OK   BACK

Parm Code APPPO   PO approvals option turned on   Work Id 910 **TEST** DMB Holding Company

Parm Value YYYY Y Y   Type *ALPHA

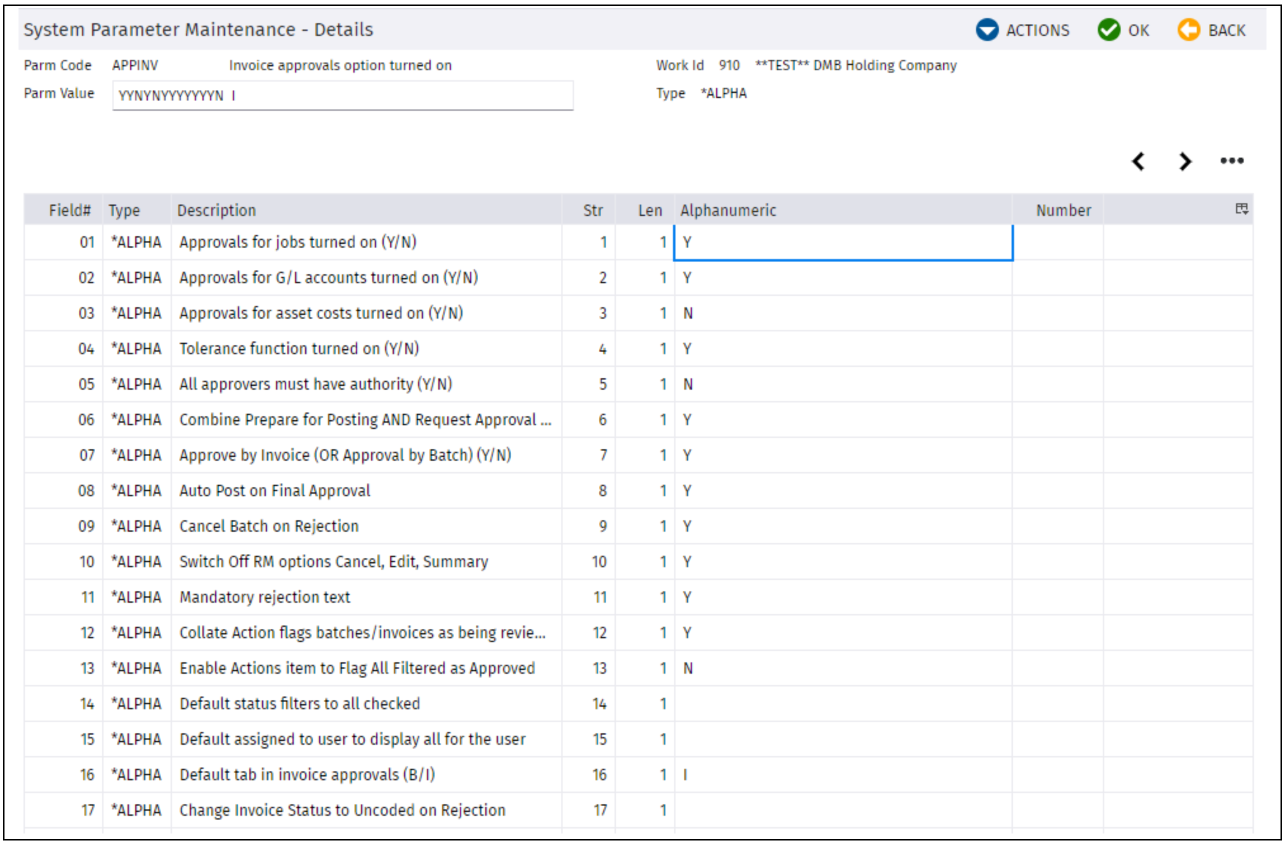
Field#	Type	Description	Str	Len	Alphanumeric	Number
01	*ALPHA	Set to Y if approvals for jobs is to be turned on	1	1	Y	
02	*ALPHA	Set to Y if approvals for G/L accounts is to be turned...	2	1	Y	
03	*ALPHA	Set to Y if approvals for asset costs is to be turned on	3	1	Y	
04	*ALPHA	Set to Y if tolerance function is to be turned on	4	1	Y	
05	*ALPHA	Set to Y if approved info is to be printed on the PO pri	5	1		
06	*ALPHA	Set to Y if new orders must be created as enquiry or...	6	1	Y	
07	*ALPHA	Set to Y if approval emails are to be sent at order leve	7	1		
08	*ALPHA	Set to Y if approval allowed for items not yet reques...	8	1	Y	
09	*ALPHA	Default status filters to all checked	9	1		
10	*ALPHA	Default assigned to user to display all for the user	10	1		
11	*ALPHA	Set order back to enquiry state when all items are d...	11	1		
12	*ALPHA	Separator of responsibility for approval to include R...	12	1		
13	*ALPHA	Send Purchase Order form back to requestor on fina...	13	1		
14	*ALPHA	** DO NOT USE ** Include Option to Add Approval/R...	14	1		
15	*ALPHA	Hide Action 'Approve all Filtered Items'	15	1		
16	*ALPHA	Include T&Cs to the final approval email PO form	16	1		
17	*ALPHA	Allow supplier change for approved purchase orders	17	1		
18	*ALPHA	Check mandatory insurances for PO approvals	18	1		

Parameter Positions

Position	Definition
01	Set to Y to activate Advanced PO Approvals for Invoices costed to Jobs.
02	Set to Y to activate Advanced PO Approvals for Invoices costed to GL Accounts.
03	Set to Y to activate Advanced PO Approvals for Invoices costed to Assets.
04	Set to Y to turn the tolerance function between PO Items/Dockets and Invoices
05	Set to Y to have approval data (who when) printed on the PO. This requires the JOM form to be upgraded to facilitate this.
06	This is applicable to the 'OLD' Approval system, not Advanced Approval. It still should be set to Y.
07	If this is set to Y, then a single email is sent for the whole order. If not set, Approval request emails are sent for each PO Item. Recommended Y.
08	If this is set to Y, then POs can be approved even if they have not been sent for approval, i.e. status 'Approval Not Requested'. Recommended N.

Position	Definition
09	If this is set to Y, then all filters at the bottom of the Invoice Approval Screen will be ticked.
10	If this is set to Y, then all invoices waiting approval for all users are displayed, not just those for the signed in user.
11	Recommend this be set to Y.
12	If ☐ Creator of Purchase order cannot approve order is set to Y, the person who sends the PO for approval **AND the person who raises the PO**, cannot approve the order.
13	If Set to Y, then the Approved PO JOM Form will be emailed back to the person who first sent the PO for approval.
14	This is a future feature, and it not operational as at JAN 2021.
15	Set this to Y, if Approval must be done per PO Item
16	Set to Y to for T&Cs to be included in email back to Requestor
17	By default, if a PO is approved, the Creditor cannot be changed. This will allow it if set to Y
18	There is a function that does not allow approval unless mandatory insurances are up to date. Setting to Y turns this on.

The APPINV Parameter describes which elements of Invoice Approvals are activated. The positional descriptions can be seen below.



System Parameter Maintenance - Details

ACTIONS OK BACK

Parm Code APPINV Invoice approvals option turned on

Work Id 910 **TEST** DMB Holding Company

Parm Value YYNYNYYYYYYYN I

Type *ALPHA

Field#	Type	Description	Str	Len	Alphanumeric	Number
01	*ALPHA	Approvals for jobs turned on (Y/N)	1	1	Y	
02	*ALPHA	Approvals for G/L accounts turned on (Y/N)	2	1	Y	
03	*ALPHA	Approvals for asset costs turned on (Y/N)	3	1	N	
04	*ALPHA	Tolerance function turned on (Y/N)	4	1	Y	
05	*ALPHA	All approvers must have authority (Y/N)	5	1	N	
06	*ALPHA	Combine Prepare for Posting AND Request Approval ...	6	1	Y	
07	*ALPHA	Approve by Invoice (OR Approval by Batch) (Y/N)	7	1	Y	
08	*ALPHA	Auto Post on Final Approval	8	1	Y	
09	*ALPHA	Cancel Batch on Rejection	9	1	Y	
10	*ALPHA	Switch Off RM options Cancel, Edit, Summary	10	1	Y	
11	*ALPHA	Mandatory rejection text	11	1	Y	
12	*ALPHA	Collate Action flags batches/invoices as being revie...	12	1	Y	
13	*ALPHA	Enable Actions item to Flag All Filtered as Approved	13	1	N	
14	*ALPHA	Default status filters to all checked	14	1		
15	*ALPHA	Default assigned to user to display all for the user	15	1		
16	*ALPHA	Default tab in invoice approvals (B/I)	16	1	I	
17	*ALPHA	Change Invoice Status to Uncoded on Rejection	17	1		

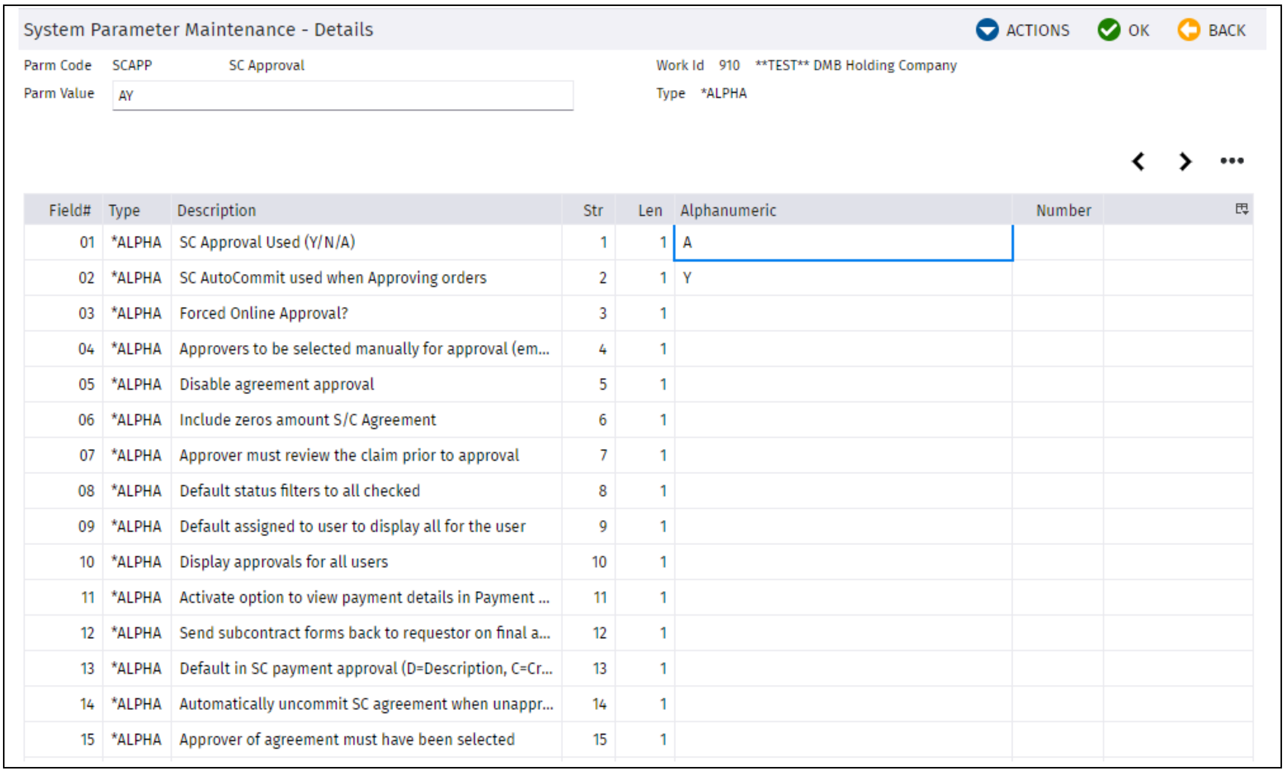
Parameter Positions

Position	Definition
01	Set to Y to activate Advanced Invoice Approvals for Invoices costed to Jobs.
02	Set to Y to activate Advanced Invoice Approvals for Invoices costed to GL Accounts.
03	Set to Y to activate Advanced Invoice Approvals for Invoices costed to Assets.
04	Set to Y to turn the tolerance function between PO Items/Dockets and Invoices
05	If all approvers require delegation for the full value of the Invoice, even though the sequential option is chosen with in the approval business rules, then this is set to Y. Usually set to N.
06	If this is set to Y, then the options of Prepare for Posting and Request approval in the Prepare Invoice for approval screen are combined to the option 'Send Selected for Approval'. This only applies to the menu option Cost Pending Invoices Screen (by job or location), and NOT the menu option Cost Pending Invoices –ALL

Position	Definition
07	If this is set to Y, then Invoices are approved individually, and are batched one to a batch. Otherwise, approval by batch is done.
08	If this is set to Y, then approval by the last person in the approval chain (may only be one person) will cause the approved invoices to be automatically posted to Accounts payable. If not set to Y, then the option ‘Post Pending Invoice Batches’ must be used by AP staff to post the batch.
09	If set to Y, and batch is Rejected, then the invoices return to the ‘C’ status in Pending Invoices screen and highlighted in maroon. If not, the batch must be manually cancelled. Recommend Y.
10	If set to Y, then the options on the right mouse button click for Edit Batch, and Cancel Batch are Removed.
11	If set to Y, the Rejection Text must be entered when a batch or invoice is Rejected. Recommend Y.
12	If this is set to Y, then the Collate option for an invoice or batch must be used to display the invoice and associated documents before the invoice can be approved.
13	If this is set to Y, then and action option to ‘Approve all Invoices currently filtered’ is available. This gives the approver the option to approve more than one invoice at a time.
14	If this is set to Y, then all filters at the bottom of the Invoice approval Screen will be ticked. (Except ‘Not Required’)
15	If this is set to Y, then all invoices waiting approval for all users are displayed, not just those for the signed in user.
16	If set to ‘I’, then the ‘Invoice Tab’ is displayed. If set to ‘B’ then the batch tab is displayed. If neither, the ‘Batch’ tab is the default.
17	If set to Y, then Invoice returns to Pending Invoices screen, and is set to Uncoded.

Subcontract Agreement and Payment Approvals

The SCAPP parameter determines the Approval process for Subcontract Agreements and Subcontract payments.



System Parameter Maintenance - Details   ACTIONS   OK   BACK

Parm Code SCAPP SC Approval   Work Id 910 **TEST** DMB Holding Company

Parm Value AY   Type *ALPHA

Field#	Type	Description	Str	Len	Alphanumeric	Number
01	*ALPHA	SC Approval Used (Y/N/A)	1	1	A	
02	*ALPHA	SC AutoCommit used when Approving orders	2	1	Y	
03	*ALPHA	Forced Online Approval?	3	1		
04	*ALPHA	Approvers to be selected manually for approval (em...	4	1		
05	*ALPHA	Disable agreement approval	5	1		
06	*ALPHA	Include zeros amount S/C Agreement	6	1		
07	*ALPHA	Approver must review the claim prior to approval	7	1		
08	*ALPHA	Default status filters to all checked	8	1		
09	*ALPHA	Default assigned to user to display all for the user	9	1		
10	*ALPHA	Display approvals for all users	10	1		
11	*ALPHA	Activate option to view payment details in Payment ...	11	1		
12	*ALPHA	Send subcontract forms back to requestor on final a...	12	1		
13	*ALPHA	Default in SC payment approval (D=Description, C=Cr...	13	1		
14	*ALPHA	Automatically uncommit SC agreement when unappr...	14	1		
15	*ALPHA	Approver of agreement must have been selected	15	1		

Parameter Positions

Position	Definition
01	Set to A to activate Advanced SC Approvals.
02	Set to Y to commit the SC Value when final approval occurs
03	Applicable to the ‘OLD’ SC Approval system
04	Applicable to the ‘OLD’ SC Approval system
05	Applicable to the ‘OLD’ SC Approval system
06	Applicable to the ‘OLD’ SC Approval system.
07	If this is set to Y, then the user must review the SC Payment forms via ‘Collate’ option, before it can be approved.
08	If this is set to Y, then all filters at the bottom of the SC approval Screen will be ticked.
09	The ‘Show My Approvals Only’ will be unticked in the approvals screen, if this is set to Y
10	If this is set to Y, then all SC Agreements or SC Payments waiting approval for all users are displayed, not just those for the signed in user..
11	If this is set to Y, then a Right Mouse option to display the details of a particular SC Payment, with the Drop zone is available.
12	If Y, then on final approval, a copy of SC Detailed ,and SC Summary schedule will be sent back to the user who originally sent it for approval as an attachment to an email.

Position	Definition
13	Agreement Description column in the SC Approvals Screen will be 'Agreement Description, or Creditor Name
14	When a Subcontract Agreement had been approved and then was set back to Unapproved, the SC Agreement will be uncommitted. This will enable changes to the SC Agreement.
15	Generally if only one user is required to approve a SC Agreement, then any one with the appropriate authority can approve it, regardless of whether they were selected for approval. If this is set to Y, only the selected approver can approve the SC Agreement.

Subcontract Variation Approvals

Parameter SCVAPP position 1 must be set to 'A' to use the advanced approval process for subcontract Variations. If the parameter is not present or 'N', then no approval process for subcontract variations is used within the workid.

Payments Against Unapproved Variations

The parameter SCUVPA position 1 must be set to A to use the advanced approval process for payments against unapproved variations. If this is not used, then payments against 'N' and 'R' status variations can be made, regardless of the SCVAPP parameter.

If value of the parameter is 'A', business rules can be established for particular jobs or groups of jobs regarding the approval of payments for unapproved subcontract variations. i.e. a user will not be able to authorize payment of an unapproved subcontract variation (N or R status) unless the approval is first authorized according to the business rules.

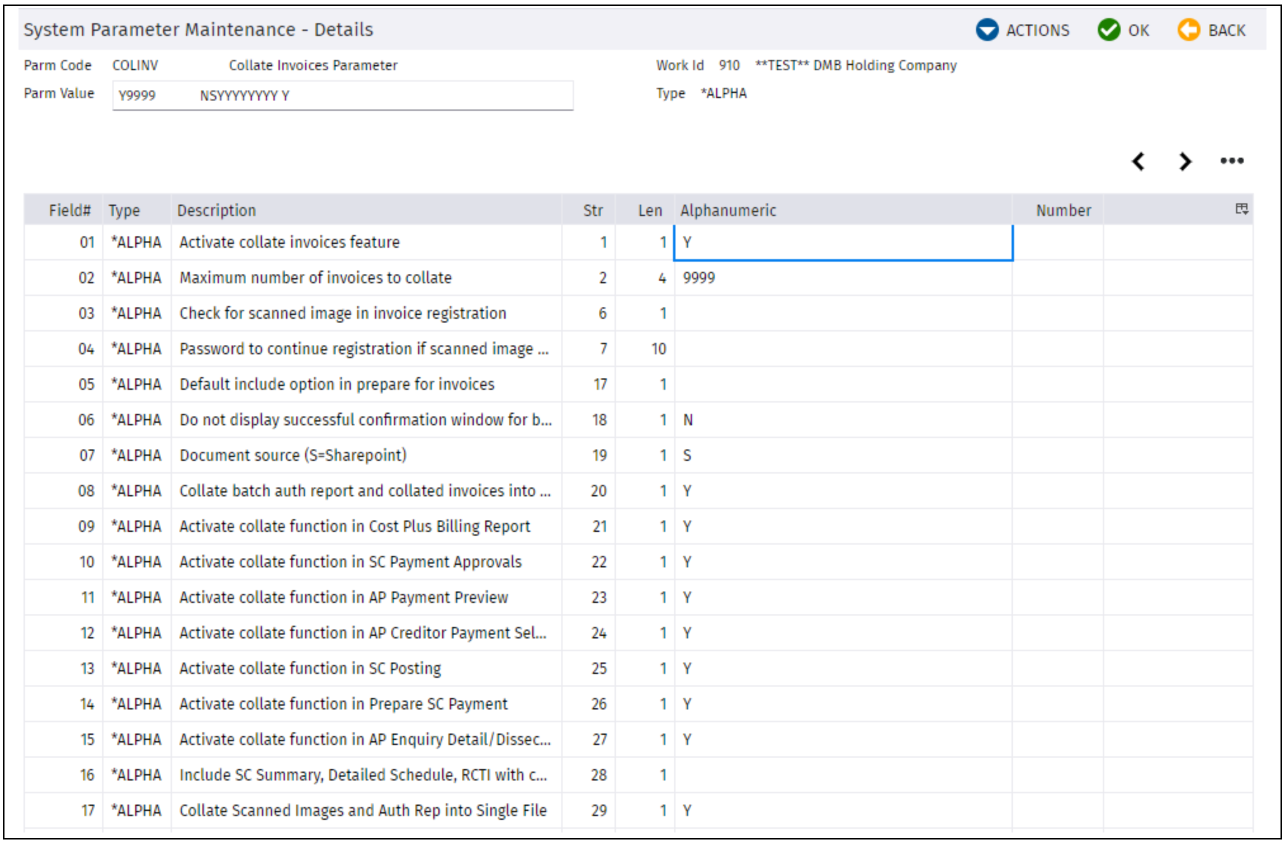
If the value of the parameter is "A", then any unapproved subcontract variations for a project NOT subject to the advanced approval process, i.e. has no approval business rules, will not be able to be authorized for payment under any circumstances. i.e. the SC variation status must be 'A' for any payment to be made against that variation.

Collate Invoices Parameter

There are options within the various approval screens and others, which allow a user to combine all pdf documents into a single pdf. This single document can be viewed, or emailed, or filed as required.

The parameter is COLINV

The detailed settings are:


System Parameter Maintenance - Details   ACTIONS   OK   BACK

Parm Code COLINV   Collate Invoices Parameter   Work Id 910 **TEST** DMB Holding Company

Parm Value Y9999   NSYYYYYYYY Y   Type *ALPHA

Field#	Type	Description	Str	Len	Alphanumeric	Number
01	*ALPHA	Activate collate invoices feature	1	1	Y	
02	*ALPHA	Maximum number of invoices to collate	2	4	9999	
03	*ALPHA	Check for scanned image in invoice registration	6	1		
04	*ALPHA	Password to continue registration if scanned image ...	7	10		
05	*ALPHA	Default include option in prepare for invoices	17	1		
06	*ALPHA	Do not display successful confirmation window for b...	18	1	N	
07	*ALPHA	Document source (S=Sharepoint)	19	1	S	
08	*ALPHA	Collate batch auth report and collated invoices into ...	20	1	Y	
09	*ALPHA	Activate collate function in Cost Plus Billing Report	21	1	Y	
10	*ALPHA	Activate collate function in SC Payment Approvals	22	1	Y	
11	*ALPHA	Activate collate function in AP Payment Preview	23	1	Y	
12	*ALPHA	Activate collate function in AP Creditor Payment Sel...	24	1	Y	
13	*ALPHA	Activate collate function in SC Posting	25	1	Y	
14	*ALPHA	Activate collate function in Prepare SC Payment	26	1	Y	
15	*ALPHA	Activate collate function in AP Enquiry Detail/Dissec...	27	1	Y	
16	*ALPHA	Include SC Summary, Detailed Schedule, RCTI with c...	28	1		
17	*ALPHA	Collate Scanned Images and Auth Rep into Single File	29	1	Y	

Parameter Positions

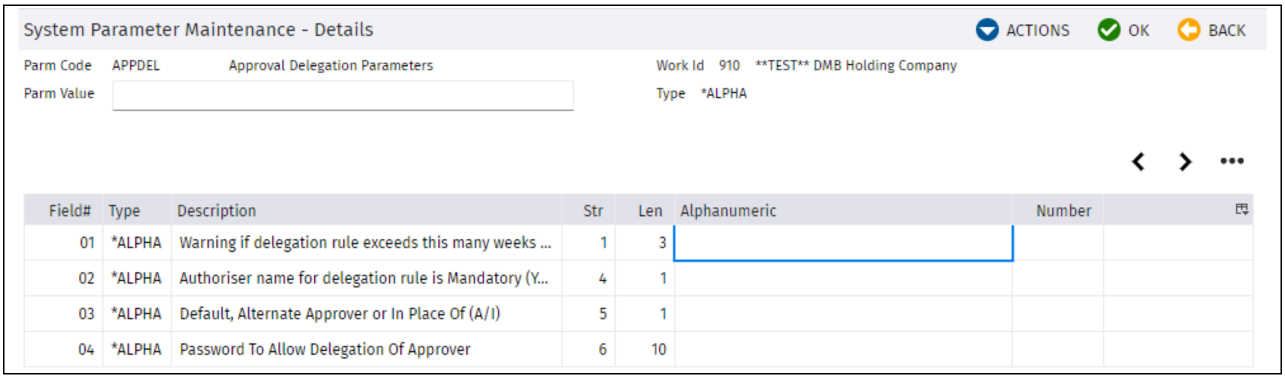
Position	Definition
01	Set to Y to activate the feature
02	Usually set to 9999.
03	If this is set to Y, this will force the user registering an invoice to link the scanned image in the document viewer.
04	Relates to 3 above. This password will be required for the user to move on without linking a document.
05	This is the default setting for showing Subcontractors and/or Suppliers in the ‘Prepare Invoice For Approval’ Screen. ‘S’ For subcontractors only, ‘C’ for Suppliers only. Blank for both. Recommend blank.
06	Setting this to Y will prevent the barcode confirmation window being displayed in the invoice registration process.
07	This is always set to S. Other settings are very specific to some clients.
08	If set to Y, the automatic batch report with dissections and the pfds related to the invoices in that batch will be collated in a single pdf.
09 to 15	If each is set to Y, the collate documents option will appear in the various functions.

Position	Definition
16	If set to Y, then the SC payment summary schedule, SC payment detail schedule and the RCTI, will be included in the collated pdf for the Payment Preview Report. NOTE : THIS WILL SIGNIFICANTLY INCREASE THE TIME TAKEN TO RUN THIS REPORT.
17	Enter 'Y' if scanned images and eInvoice Batch Authorisation Reports are to be collated into a single file. This is in invoice approval screen when Action 'Collate and View Filtered' is taken. Scanned images for the batch will be followed by the Authorisation Report, then followed by the next batch's scanned images and then the authorisation report, etc.

Delegations Parameter

There are functions to delegate from an existing approver to a new approver if the original approver is not available or on leave. This can be setup in advance or delegations can be done ‘on the fly’. To make this function available, the following parameter must setup.

The parameter is APPDEL



System Parameter Maintenance - Details

ACTIONS OK BACK

Parm Code APPDEL Approval Delegation Parameters

Work Id 910 **TEST** DMB Holding Company

Parm Value

Type *ALPHA

Field#	Type	Description	Str	Len	Alphanumeric	Number
01	*ALPHA	Warning if delegation rule exceeds this many weeks ...	1	3		
02	*ALPHA	Authoriser name for delegation rule is Mandatory (Y...	4	1		
03	*ALPHA	Default, Alternate Approver or In Place Of (A/I)	5	1		
04	*ALPHA	Password To Allow Delegation Of Approver	6	10		

Parameter Positions

Position	Definition
01	This is to prevent a delegation being setup too far in advance by mistake. Set the number of weeks (three digits) that a delegation can be setup for, before a warning message occurs. Recommend 004.

Position	Definition
02	If a delegation rule is to be set up, then this parameter if set to Y will require the name of the person who sets the delegation to be entered.
03	Delegates can be set to replace the original approver, or as an alternate to the original approver. Set to A (Alternate) or I (In place of).
04	Delegations ‘On the fly’ can be done by the person originating the original approval workflow, or by any other person who know this password.

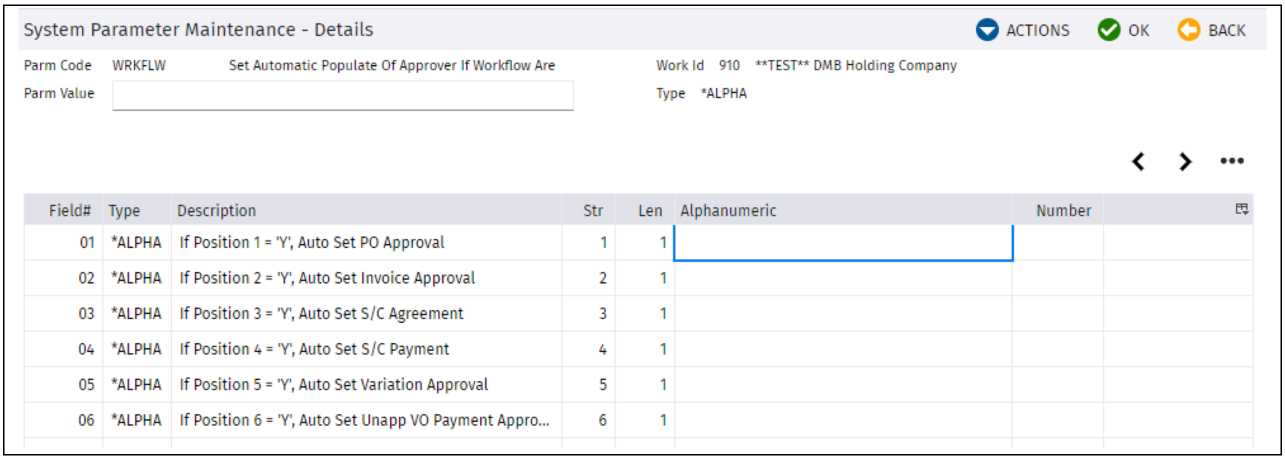
More on delegations later in this document.

<u>Workflow Parameter</u>

If a workflow is unique for a particular approval requirement, this workflow can automatically update the approvals sequence numbers when the item is sent for approval.

E.G if a SC Payment requires 3 approvers, and a single workflow exists for that Job for SC Payments, This workflow will automatically populate the 1,2,3 sequence numbers in the Send for Approval Screen. The user then just selects ‘Send Email’.

The parameter is WRKFLW. There is one position for each type of approval.


System Parameter Maintenance - Details   ACTIONS   OK   BACK

Parm Code WRKFLW   Set Automatic Populate Of Approver If Workflow Are   Work Id 910 **TEST** DMB Holding Company

Parm Value   Type *ALPHA

Field#	Type	Description	Str	Len	Alphanumeric	Number
01	*ALPHA	If Position 1 = 'Y', Auto Set PO Approval	1	1		
02	*ALPHA	If Position 2 = 'Y', Auto Set Invoice Approval	2	1		
03	*ALPHA	If Position 3 = 'Y', Auto Set S/C Agreement	3	1		
04	*ALPHA	If Position 4 = 'Y', Auto Set S/C Payment	4	1		
05	*ALPHA	If Position 5 = 'Y', Auto Set Variation Approval	5	1		
06	*ALPHA	If Position 6 = 'Y', Auto Set Unapp VO Payment Appro...	6	1		

Configure Approvals for all Approval Types

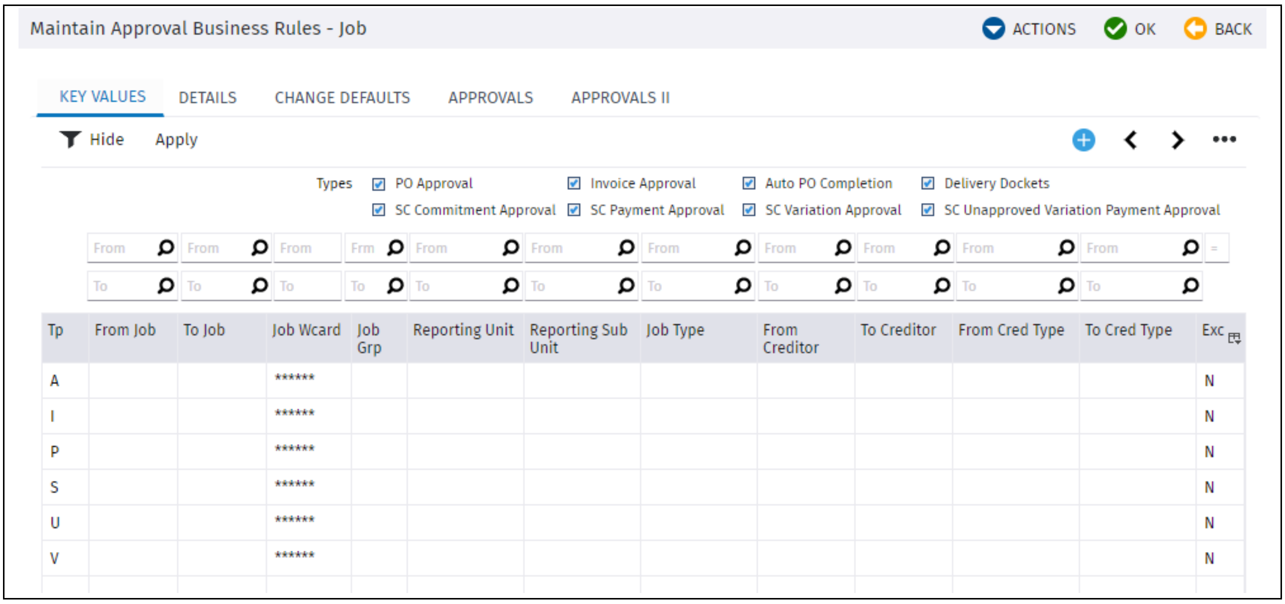
The “**Setup Advanced Approvals**” menu options in System Administration are used to define for which Jobs, Accounts, Assets or ranges that approvals will apply. This menu is also used to set up Approval Limits and Tolerance Levels. One of the advanced features of this module is that different approval constraints can apply to different Jobs, Accounts, Assets or ranges.

In the following sections, we will describe configuration for Jobs only.

Approval Business Rules for All Approval Types

Select **Approval Rules – Jobs** in the Advanced Approvals menu, and the following screen displays.

In this screen, you can set specific Approval business rules for Ranges of Jobs, Jobs with wildcard, Job Groups, Job Reporting Units and Sub Units, Job Types, Individual Jobs and for Creditor ranges, Individual Creditors or Creditor Types within the Job ranges.



Maintain Approval Business Rules

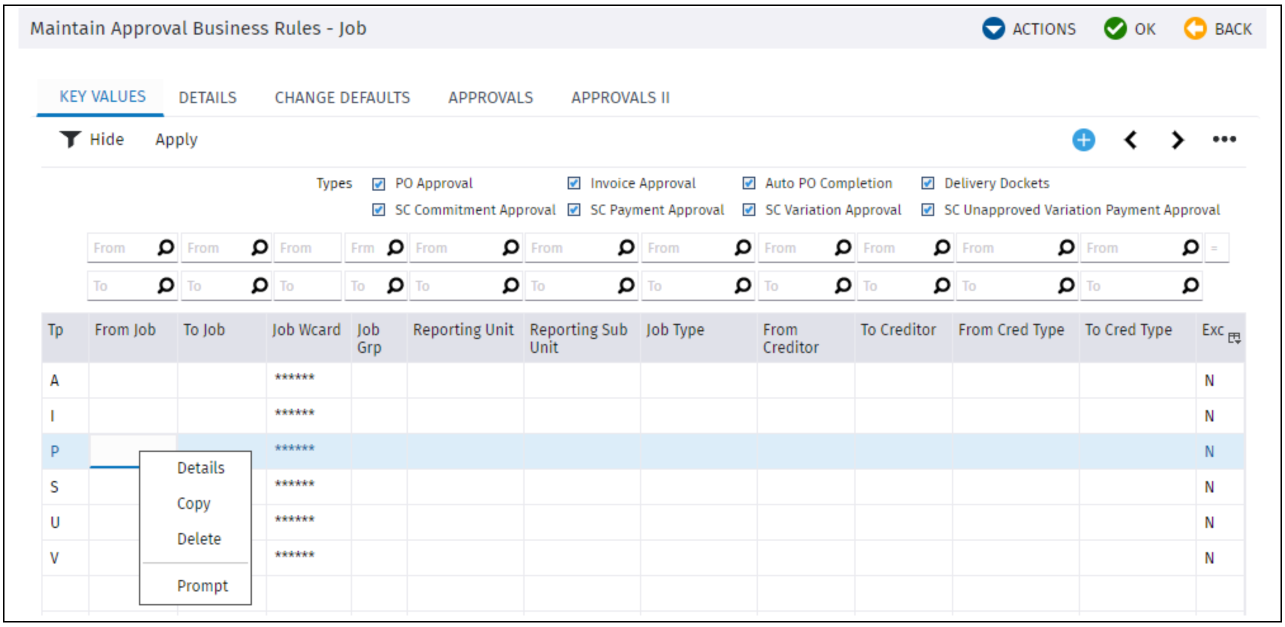
Field Name	Description
TP	Type: Specifies the type of Approval. This type can be either "P" for PO Approval, "I" Invoice Approval, "C" Auto PO Completion , "D" for Delivery Dockets, "S" for Subcontract Agreement approvals, 'A' for Subcontract Payment Approvals, "V" for Subcontract Variation Approvals, "U" for Approval of Payments against Unapproved Subcontract Variations.
From Job	Starting Job number for approval rules to apply
To Job	Ending Job number for the approval rules to apply
Job Wildcard	In this field you can use asterisks in the place of characters in the Job name for wildcards
Job Group	Enter a Job group in this field to specify business rules for a whole Group/Business Unit
Reporting Unit	Enter a Job Reporting Unit in this field to specify business rules for a whole Reporting Unit
Reporting Sub Unit	Enter a Job Reporting Sub Unit in this field to specify business rules for a whole Reporting Sub Unit

Field Name	Description
Job Type	Enter a Job Type in this field to specify business rules for all Jobs of a particular Job type
From Creditor	Enter the starting creditor of a range of Creditors for which the business rules will apply within the specified Job Ranges
To Creditor	Enter the finish creditor for a range of Creditors for which the business rules will apply within the specified Job Ranges
From Cred Type	Enter a creditor Type in this field to specify business rules for a starting creditor type within other range constraints.
To Creditor Type	Enter a creditor Type in this field to specify business rules for an ending creditor type within other range constraints.
Exc	This field can be used to exclude the range specified from Approval default definitions.

Actions Menu

Term	Definition
Prompt	The Prompt is used to scan for existing records when positioned on an appropriate field.
Refresh	Refreshes back to the previous data save.
Add Approval	Use this option to add new approval business rules. This will position the cursor to the next available entry position on the screen.
Next Tab	This allows you to toggle between the Tab views.
Show Audit	This will display an audit of changes to the Business Rules.

Right Click options when maintaining Approval Business Rules



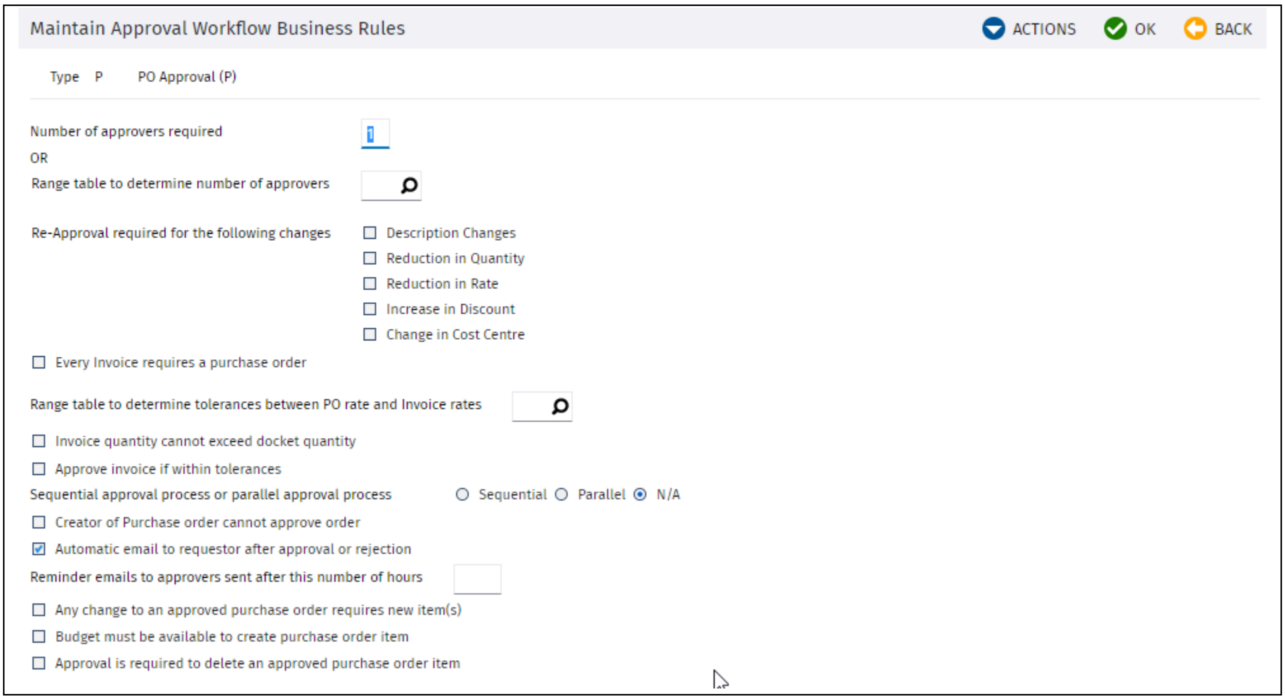
Term	Definition
Details	Select by right click to display the business rules screen.
Copy	Select by right click to copy details to another Range of projects
Delete	Select by right click to delete a line.
Prompt	Select by right click to prompt on a particular field where the cursor currently is.

When the details option is selected by right click, then different screens will be displayed depending on the’ Type’ of the entry. Types can be P, I, C, D, S, A, V, U. See description of TP field above.

Note: Approval Default details do not apply to D and C types. Specifying a D Type Range will force Delivery Docket matching for the nominated job while costing Invoices. Specifying a C type will trigger Automatic PO Completion upon invoicing of all PO Items for the job range specified.

Purchase Order Approval Business Rules

If **Details** is selected for a “P” type, the following screen is displayed

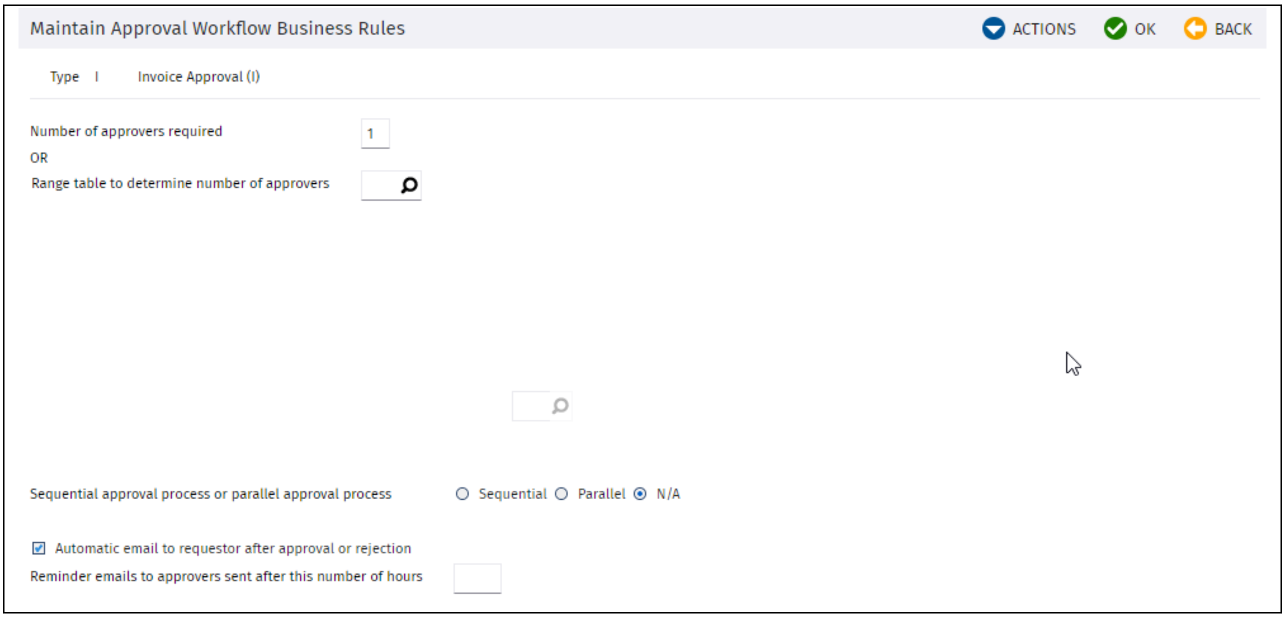


Field Name	Description
Number of Approvers Required	Multiple approvers can be specified. This entry and the one below are mutually exclusive.
Range table to determine number of Approvers	An authoriser range table can be specified instead of a fixed number of approvers. e.g. more approvers for higher values. Maintenance of Authoriser Range Tables is explained later.
Re-Approval required for the following Changes	By default any change to Description, Reduction in Quantity, Reduction in Rate, Increase in Discount, or Cost Centre change will NOT trigger re-approval. By using the check boxes these changes will require re-approval.
Every invoice requires a purchase order.	If this is ticked, then any attempt to cost the invoice to applicable job will result in an error message. If this is not ticked, then invoices can be costed directly to a job and cost centre.
Range table to determine tolerances permitted between PO rates and invoice rates	A Tolerance Table can be specified. Tolerance Tables can be defined to specify acceptable tolerances for both percentage and absolute values for specific value ranges. Maintenance of Tolerance Tables is explained later.
Invoice Quantity cannot exceed docket quantity	When matching invoices to delivery dockets, the invoice quantity cannot exceed the docket quantity if this is ticked.

Field Name	Description
Approve Invoices if within tolerances	If the invoice matches the PO items within the tolerance for rates and for value, then the invoice will be automatically approved, and ready for posting.
Sequential approval process or parallel approval process	A Sequential or Parallel approval workflow can be specified. If only one approver the use N/A.
Creator of Purchase order cannot approve order (Separation of responsibility)	Determines the separation of responsibility where the creator of the Requisition Order cannot also form part of the approval process.
Automatic email to requestor after approval or rejection	Activates an email to be sent to the Requestor if approval request is rejected
Reminder emails to approvers sent after this number of hours	Specify a number of hours before a reminder email is sent to approvers if no action has been taken. Leave blank to deactivate reminder emails. If this option is to be used, a monitoring job must be setup. Your Jobpac consultant can assist to get this done.
Any change to an approved purchase order requires new item(s)	Users can be prevented from adjusting PO Items that have already been approved but instead will need to add a new item for any adjustment. If this field is left unchecked then users will be able to adjust PO Items and the Item will automatically require re approval
Budget must be available to create purchase order item	Users will be advised if they create items that cause budget to be exceeded for that particular cost centre. The test is based on Committed budget of the Cost Centre. If the order Value exceeds the Uncommitted Budget available for the Cost Centre, then special approval must be obtained. Special approvers can be established to approve purchase orders that exceed the available budget. These approvers are marked with a 'Y' in the 'Approval Without Budget" (AWB) in the Approval levels function.(See later in User Guide)
Approval is required to delete an approved purchase order item	Deletion of an Approved PO Item will require a further approval. PO Items where a deletion approval request has been sent will automatically be deleted once deletion approval is granted.

Invoice Approval Business Rules

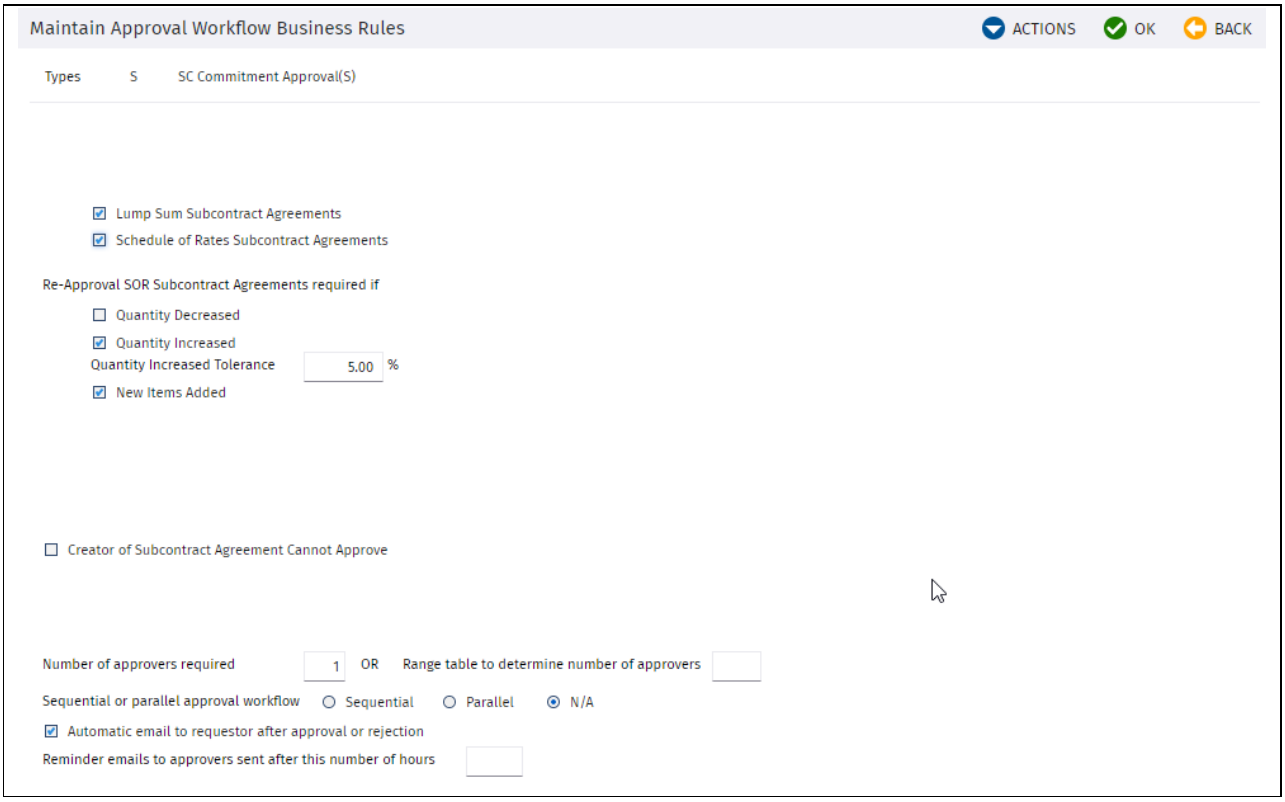
If **Details** is selected for an "I" type, the following screen is displayed



Field Name	Description
Number of Approvers Required	Multiple approvers can be specified. This entry and the one below are mutually exclusive.
Range table to determine number of Approvers	An authoriser range table can be specified instead of a fixed number of approvers. e.g. more approvers for higher values. Maintenance of Authoriser Range Tables is explained later.
Sequential approval process or parallel approval process	A Sequential or Parallel approval workflow can be specified. If one approver set to N/A
Automatic email to requestor after approval or rejection	Activates an email to be sent to the Requestor if approval request is approved or rejected.
Reminder emails to approvers sent after this number of hours	Specify a number of hours before a reminder email is sent to approvers if no action has been taken. Leave blank to deactivate reminder emails.

Subcontract Agreement Approval Business Rules

If **Details** is selected for an “S” type, the following screen is displayed

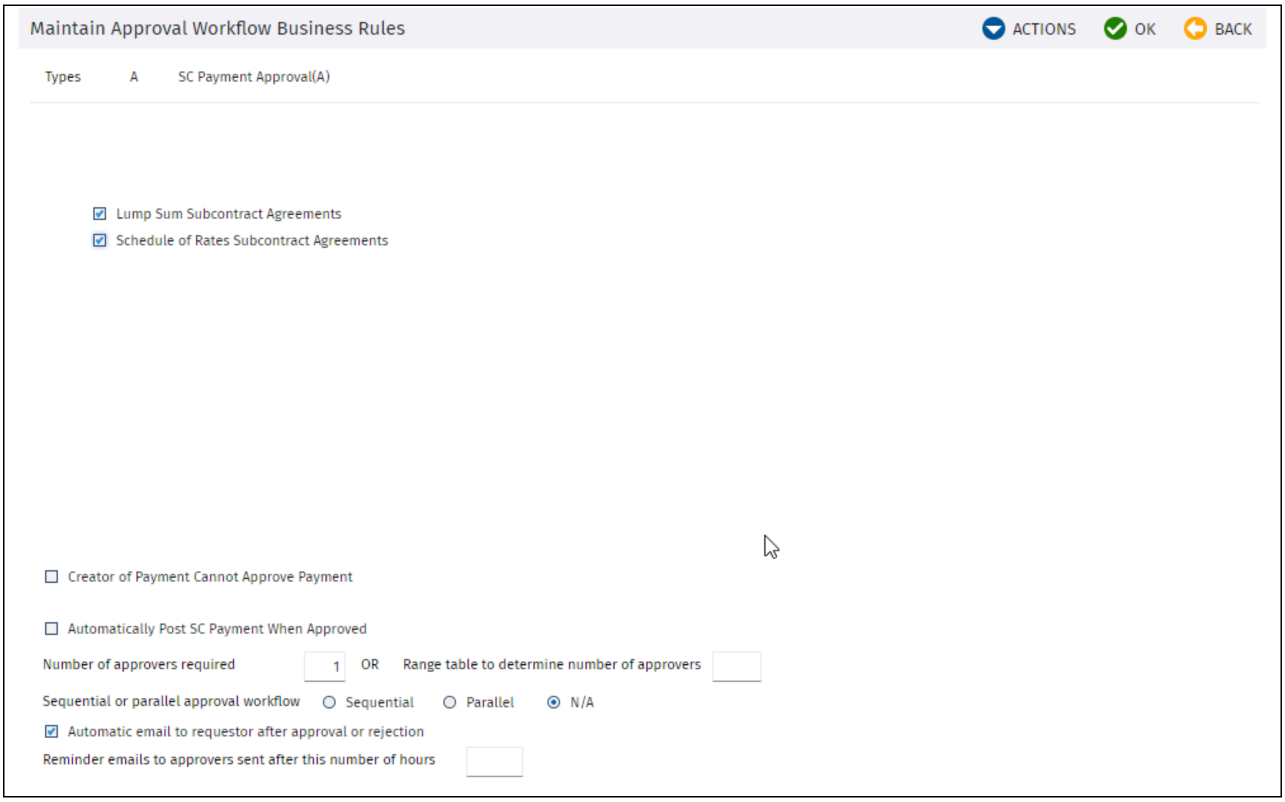


Field Name	Description
Lump Sum subcontract Agreements	Tick this box if the approval rules are to apply to Lump Sum Subcontract agreements. Default is ticked.
Schedule of rates Agreements	Tick this box if the approval rules are to apply to Schedule of Rates Subcontract agreements. Default is ticked.
Re-approval required if	
Quantity Decreased	Tick this box if re-approval required when the item quantity is decreased. Default is unticked.
Quantity Increased	Tick this box if re-approval required when the item quantity is increased. Default is ticked.
Quantity Increased tolerance.	A tolerance percentage can be entered here. This tolerance is calculated using the original subcontract quantity of the item when the subcontract agreement was first approved. E.g. if 10% is entered, then any change in quantity that is 10 % or less than the original quantity will not trigger re-approval, and the subcontract agreement will remain approved.

Field Name	Description
New item Added	Tick this box if the addition of any new item is to retrigger approval. Default is ticked. The tolerance, if nominated, is ignored here.
Creator of Subcontract cannot Approve.	Tick this box if you do not want the user who created the subcontract agreement to approve it even if they have the appropriate approval level.
Number of Approvers Required	Multiple approvers can be specified. This entry and the one below are mutually exclusive.
Range table to determine number of Approvers	An authoriser range table can be specified instead of a fixed number of approvers. e.g. more approvers for higher values. Maintenance of Authoriser Range Tables is explained later.
Sequential approval process or parallel approval process	A Sequential or Parallel approval workflow can be specified. This only applies if more than one approver specified. This will default to 'Parallel' if not entered, and number of approvers exceed one. Sequential is the most common option.
Automatic email to requestor after approval or rejection	Activates an email to be sent to the Requestor if approval request is approved or rejected
Reminder emails to approvers sent after this number of hours	Specify a number of hours before a reminder email is sent to approvers if no action has been taken. Leave blank to deactivate reminder emails. If this option is to be used, a monitoring job must be setup. Your Jobpac consultant can assist to get this done.

Subcontract Payment Approval Business Rules.

If **Details** is selected for an “A” type, the following screen is displayed.

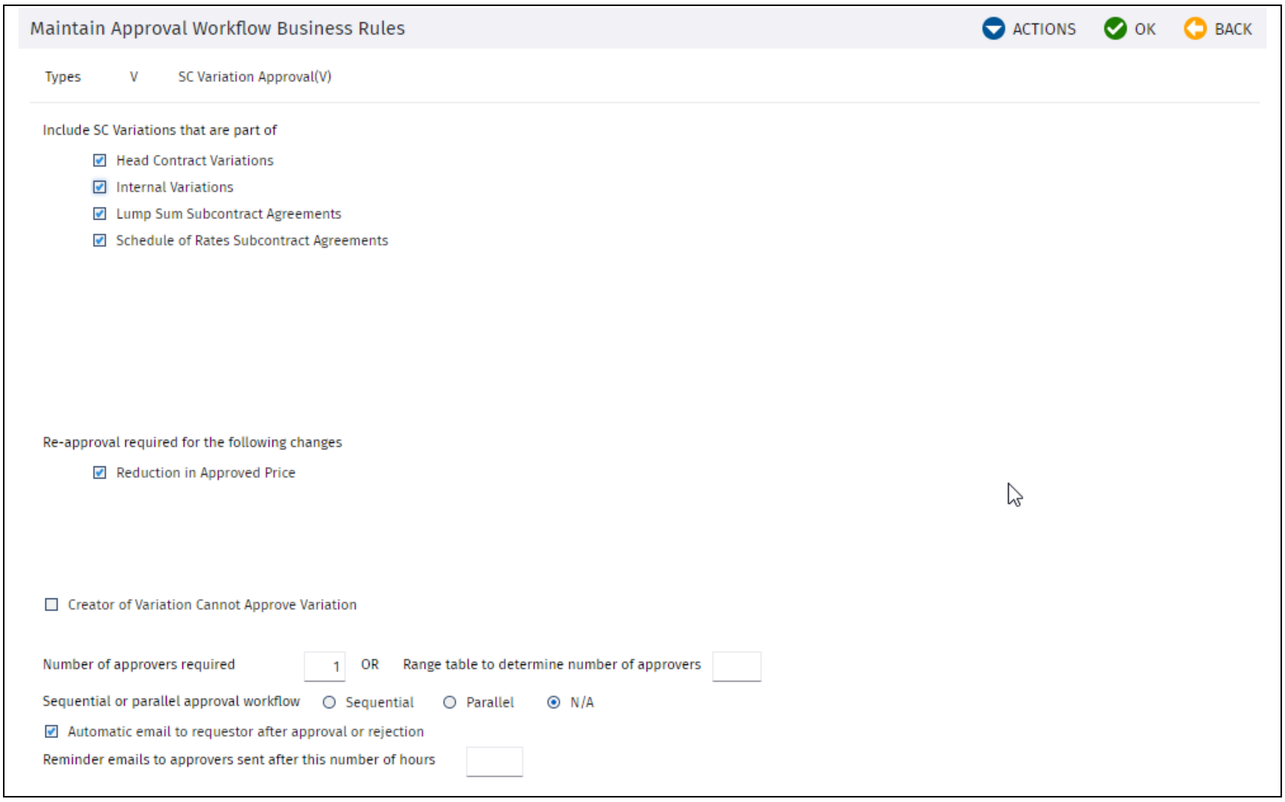


Field Name	Description
Lump Sum subcontract Agreements	Tick this box if the approval rules are to apply to Lump Sum Subcontract Payments. Default is ticked.
Schedule of rates Agreements	Tick this box if the approval rules are to apply to Schedule of Rates Subcontract Payments. Default is ticked.
Creator of Subcontract cannot Approve.	Tick this box if you do not want the user who created the subcontract payment to approve it even if they have the appropriate approval level.
Automatically Post SC Payment when Approved	Tick this box if you want the SC payment to be posted on approval. There is no ‘Undo’ on this. If a mistake is made, a credit subcontract payment will be required to reverse the original payment.
Number of Approvers Required	Multiple approvers can be specified. This entry and the one below are mutually exclusive.
Range table to determine number of Approvers	An authoriser range table can be specified instead of a fixed number of approvers. e.g. more approvers for higher values. Maintenance of Authoriser Range Tables is explained later.

Field Name	Description
Sequential approval process or parallel approval process	A Sequential or Parallel approval workflow can be specified. This only applies if more than one approver specified. This will default to 'Parallel' if not entered, and the number of approvers exceed one.
Automatic email to requestor after approval or rejection	Activates an email to be sent to the Requestor if approval request is approved or rejected.
Reminder emails to approvers sent after this number of hours	Specify a number of hours before a reminder email is sent to approvers if no action has been taken. Leave blank to deactivate reminder emails. If this option is to be used, a monitoring job must be setup. Your Jobpac consultant can assist to get this done.

Subcontract Variation Approval Business Rules

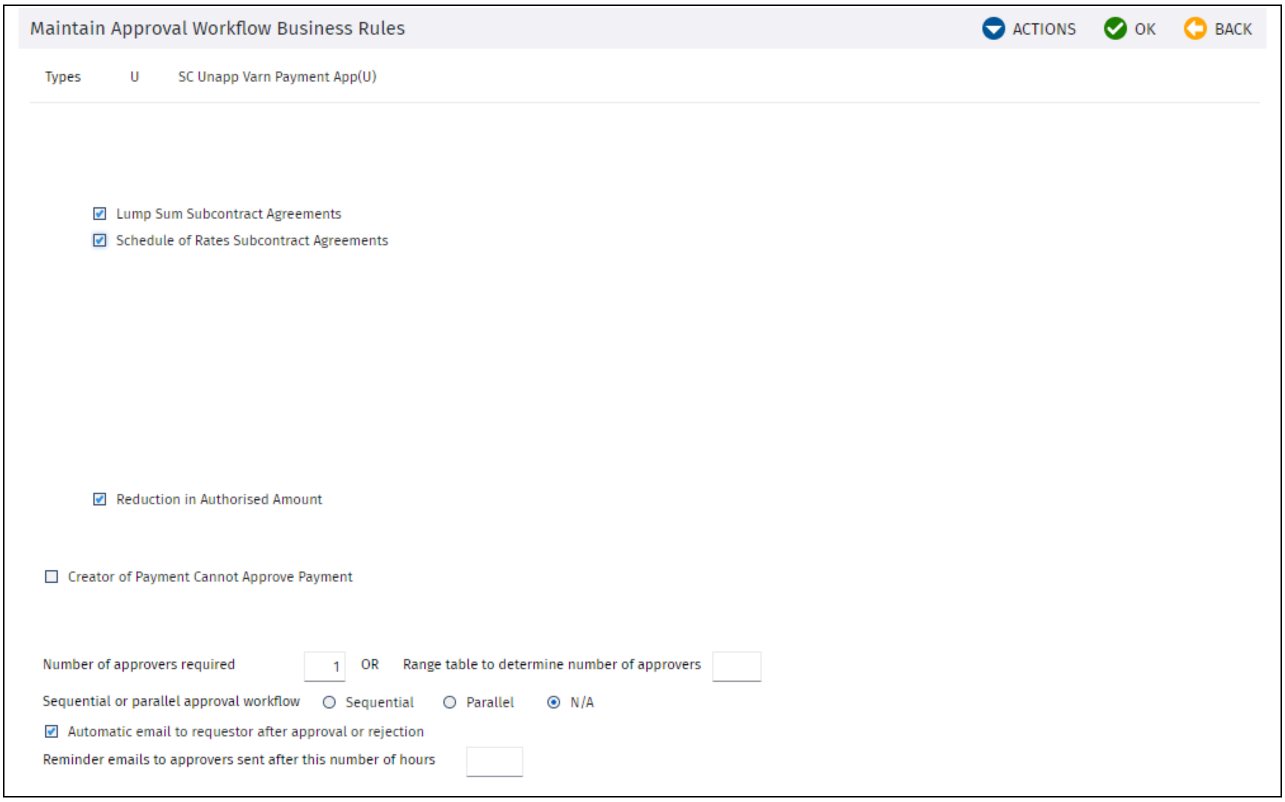
If **Details** is selected for a “V” type, the following screen is displayed.



Field Name	Description
Head Contract Variations	Tick this box if you want the approval rules to apply to subcontract variations associated with head Contract Variations. Default is ticked.
Internal Variations	Tick this box if you want the approval rules to apply to subcontract variations associated with Internal Variations. Default is ticked.
Lump Sum subcontract Agreements	Tick this box if the approval rules are to apply to variations to Lump Sum Subcontract agreements. Default is ticked.
Schedule of rates Agreements	Tick this box if the approval rules are to apply to variations to Schedule of Rates Subcontract agreements. Default is ticked.
Re-approval required if	
Reduction in Approved price	Tick this box if re-approval required when the Approved Price is decreased. Default is unticked.
Creator of Variation cannot Approve.	Tick this box if you do not want the user who created the subcontract variation to approve it even if they have the appropriate approval level.
Number of Approvers Required	Multiple approvers can be specified. This entry and the one below are mutually exclusive.
Range table to determine number of Approvers	An authoriser range table can be specified instead of a fixed number of approvers. e.g. more approvers for higher values. Maintenance of Authoriser Range Tables is explained later.
Sequential approval process or parallel approval process	A Sequential or Parallel approval workflow can be specified. This only applies if more than one approver specified. This will default to 'Parallel' if not entered, and number of approvers exceed one.
Automatic email to requestor after approval or rejection	Activates an email to be sent to the Requestor if approval request is rejected
Reminder emails to approvers sent after this number of hours	Specify a number of hours before a reminder email is sent to approvers if no action has been taken. Leave blank to deactivate reminder emails. If this option is to be used, a monitoring job must be setup. Your Jobpac consultant can assist to get this done.

Approving Payments against Unapproved Variations.

If **Details** is selected for a "U" type, the following screen is displayed.



Field Name	Description
Lump Sum subcontract Agreements	Tick this box if the approval rules are to apply to unapproved variations to Lump Sum Subcontract agreements. Default is ticked.
Schedule of rates Agreements	Tick this box if the approval rules are to apply to unapproved variations to Schedule of Rates Subcontract agreements. Default is ticked.
Re-approval required if	
Reduction in Approved price	Tick this box if re-approval required when the Authorised Amount against an unapproved variation is decreased. Default is ticked.
Creator of Payment cannot Approve.	Tick this box if you do not want the user who created the payment against the unapproved subcontract variation to approve it even if they have the appropriate approval level.
Number of Approvers Required	Multiple approvers can be specified. This entry and the one below are mutually exclusive.
Range table to determine number of Approvers	An authoriser range table can be specified instead of a fixed number of approvers. e.g. more approvers for higher values. Maintenance of Authoriser Range Tables is explained later.

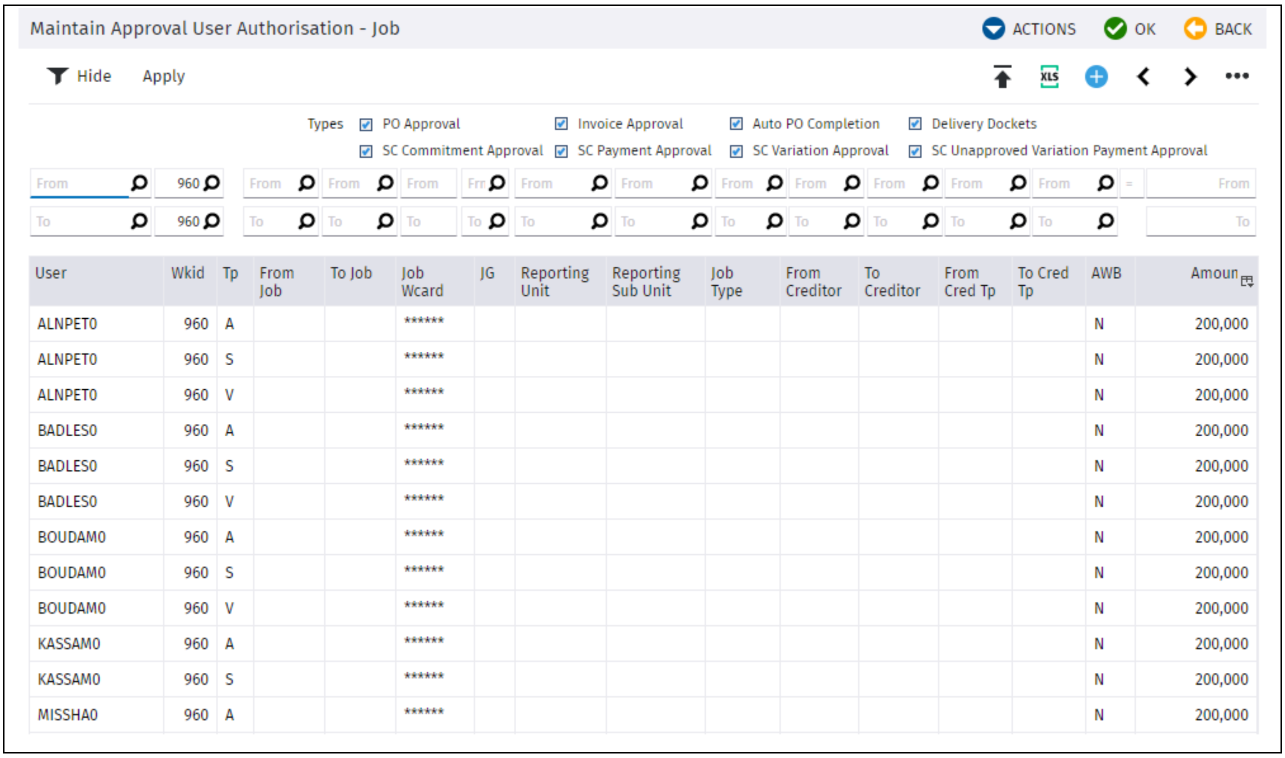
Field Name	Description
Sequential approval process or parallel approval process	A Sequential or Parallel approval workflow can be specified. This only applies if more than one approver specified. This will default to ‘Parallel’ if not entered, and number of approvers exceeds one.
Automatic email to requestor after approval or rejection	Activates an email to be sent to the Requestor if approval request is rejected
Reminder emails to approvers sent after this number of hours	Specify a number of hours before a reminder email is sent to approvers if no action has been taken. Leave blank to deactivate reminder emails. If this option is to be used, a monitoring job must be setup. Your Jobpac consultant can assist to get this done.

Once details have been added for the Approval Type and Range the default details can be easily seen in summary or maintained quickly by selecting the “Details” tab views.

Approval Limits – Jobs

Select *System Admin>Configure Modules>Setup Advanced Approvals>**Approval Limits– Job***, and the following screen displays.

In this screen, User Authority Limits are defined. A User can have a different authority level for different Work ID’s, Jobs, Job Ranges, Job Groups, Job Reporting Units, Reporting Sub Units, and Job Types and for different Creditor Ranges or creditor types within the Job Constraints. In addition, a user may have different Authority levels for each Approval Type. (Approval type C does not require and entry I this screen. Approval Type D does not require an approval level. The amount should be blank.



Field Name	Description
User	Jobpac User Profile
Workid	Work ID to which the Authority limit applies
Type	Type: Specifies the type of Approval.
From Job	Starting Job number for Approval Authority Limit
To Job	Ending Job number for the Approval Authority Limit
Job Wildcard	In this field you can use asterisks in the place of characters in the Job name for wildcards
Job Group	Enter a Job group in this field to specify User Approval Authority Limits for a whole Group.
Reporting Unit	Enter a Job Reporting Unit in this field to specify User Approval Authority Limits for a whole Reporting Unit
Reporting Sub Unit	Enter a Job Reporting Sub Unit in this field to specify User Approval Authority Limits for a whole Reporting Sub Unit
Job Type	Enter a Job Type in this field to specify User Approval Authority Limits for all Jobs of a particular Job type
From Creditor	Enter the starting creditor of a range of Creditors for which the User Approval Authority Limits will apply within the specified Job Ranges
To Creditor	Enter the finish creditor for a range of Creditors for which the User Approval Authority Limits will apply within the specified Job Ranges
Cred Type	Enter a creditor Type in this field to specify User Approval Authority Limits for a particular creditor type within other range constraints.

Field Name	Description
AWB	Approve Without Budget allows this user for the specified constraints to approve PO Commitments where there is not sufficient budget. This only applies to type 'P' only.
Amount	User Approval Authority Limit dollar value. Applied to the total amount of all PO Items on a particular order that fall within the Job Constraints.

Actions Menu

Term	Definition
Prompt	The Prompt is used to scan for existing records when positioned on an appropriate field.
Refresh	Refreshes back to the previous data save.
Add Authority	Use this option to add a new User Approval Authority Limit. This option will position the cursor to the next available entry position on the screen.
Download	This will download contents of screen to a spreadsheet. Also accessed by Download button. This is the template for the Upload.
Upload	This will upload new and changed authorisation levels.

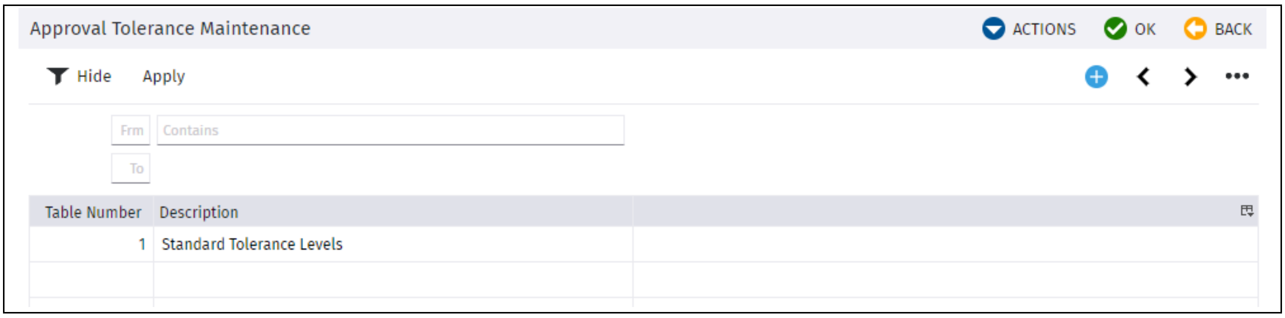
Right Click Options

Term	Definition
Delete	Select by right click to delete a line.
Copy	Select by right click to copy record. This displays a copy screen. Make the changes required and select OK.

Tolerance Levels

This screen only applies to the matching process between purchase orders items or delivery dockets and invoices.

Select *System Admin>Configure Modules>Setup Advanced Approvals>**Tolerance Levels***, and the following screen displays.



In this screen, you can add Tolerance Tables that define percentage tolerance values and absolute tolerance values for PO Item value ranges. Below is described the method for defining a Tolerance Table. These tables can then be linked to Approval Business Rules for "Invoice" Approval types.

If activated for Purchase Order Approvals then the Tolerance Table linked to the approval constraint will be used to determine acceptable values for invoices matched to PO Items. Regardless of whether the invoice is matched directly to the PO Item or indirectly via a delivery docket matching process, the invoice value and rates will be matched to the PO Item value and rates and if within the acceptable tolerances defined the invoice can be processed.

Actions Menu

Term	Definition
Prompt	The Prompt is used to scan for existing records when positioned on an appropriate field.
Refresh	Refreshes back to the previous data save.
Add Table	Use this option to add a new Tolerance Table. This option will position the cursor to the next available entry position on the screen. You will be able to add a Table number from 1 to 999 and give the Table a Description.

Once you have added a new Table or to maintain an existing Tolerance Table use right click to define the table details or to delete the Table if required. The screen below will be shown.

Right Click Options

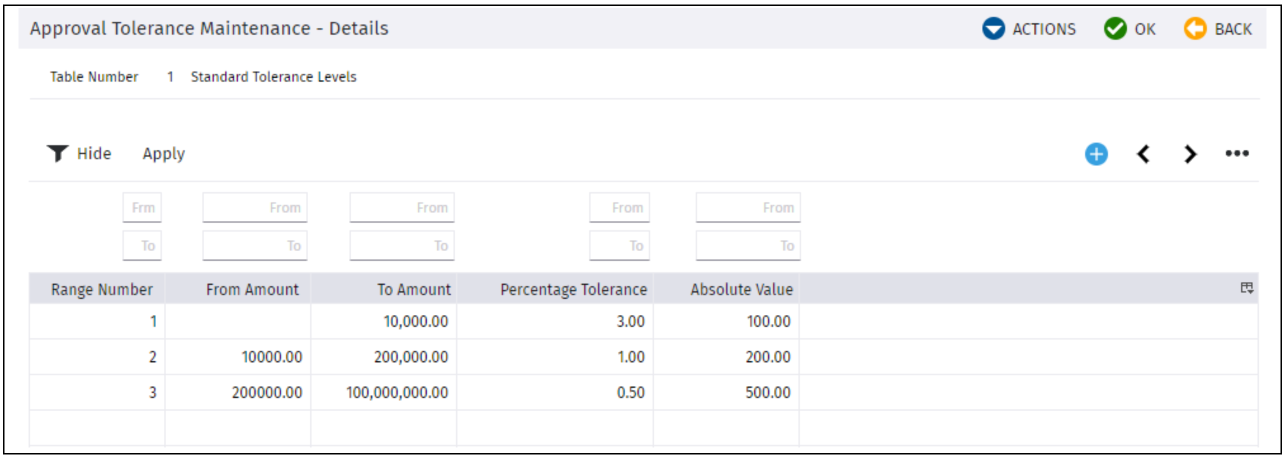
Term	Definition
Details	Select by right click to maintain Tolerance Table details.
Delete	Select by right click to delete a line.
Prompt	Select by right click to prompt on a particular field.

Then define your table by inputting a "To Amount" and the Tolerances as required as shown below.

Actions Menu

Term	Definition
Prompt	The Prompt is used to scan for existing records when positioned on an appropriate field.
Refresh	Refreshes back to the previous data save.
Add Range	Use this option to add a new Tolerance Range. This option will position the cursor to the next available entry position on the screen. Enter Ok after each line.

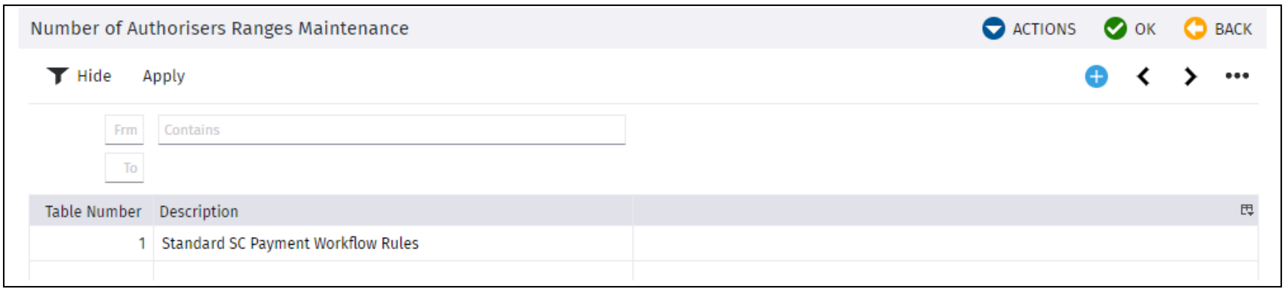
NB Make sure you select OK after entering each line. This will bring the 'From Amount' from the previous line.



Field Name	Description
Range number	Automatic Sequence number generated when adding a new range
From amount	The starting PO Item value for the range to which the tolerance applies. This will be generated automatically.
To Amount	The ending PO Item value for the range to which the tolerance applies.
Percentage Tolerance	The percentage tolerance applies to the **PO Item Rate**. I.e. the Invoice rate must not exceed the PO Item Rate by more than this percentage.
Absolute Value	The Absolute Value applies to the total value invoiced against the PO Item. I.e. the total value invoiced against a PO item must not exceed this absolute value

Authorisor Ranges

Select **System Admin>Configure Modules>Advanced Approvals>Authoriser Ranges**, and the following screen displays.



In this screen, you can add Authoriser Range Tables that define how many Approvers are required depending on the value of the transaction. Below is described the method for defining an Authoriser Table. These tables can then be linked to Approval Business Rules for all Approval Types. (Except ‘C’ and ‘D’)

If activated, then the Authoriser Range table linked to the approval business rules will be used to determine how many Approvers will be required for a transaction.

For Purchase orders the value used will be the sum of all Items on a particular order that fall within the same Allocation Group (e.g. Job).

For Subcontract Agreements the value used will be the sum of all Items on a subcontract order.

For Subcontract Payments the value used will be the total value of the authorised payment for this subcontract payment, excluding retention. If a payment of $10,000 is authorized, and $1,000 retention is held, the amount used to determine who can approve will be $10,000.

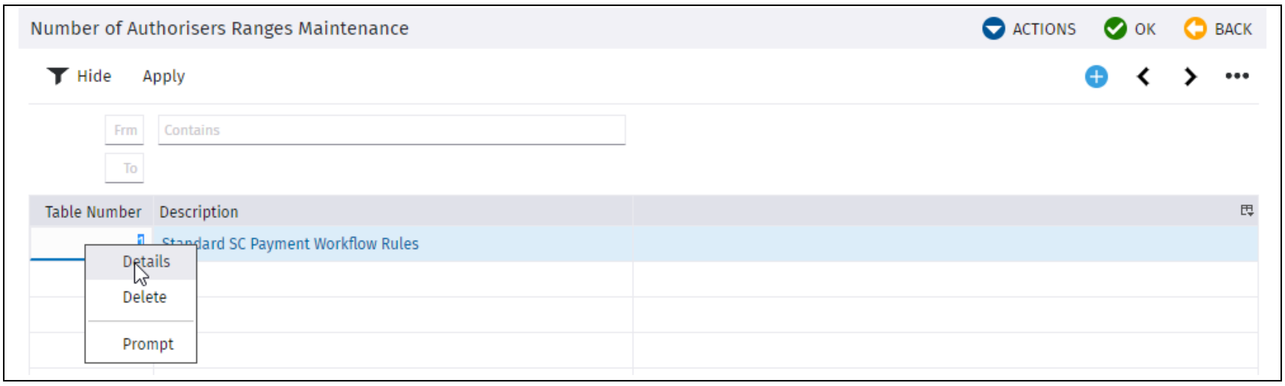
For Subcontract Variations the value used will be the value of the variation ‘Proposed Approval Value’

For payments against unapproved variations, the value used will be value authorised against a particular unapproved variation item.

Actions Menu

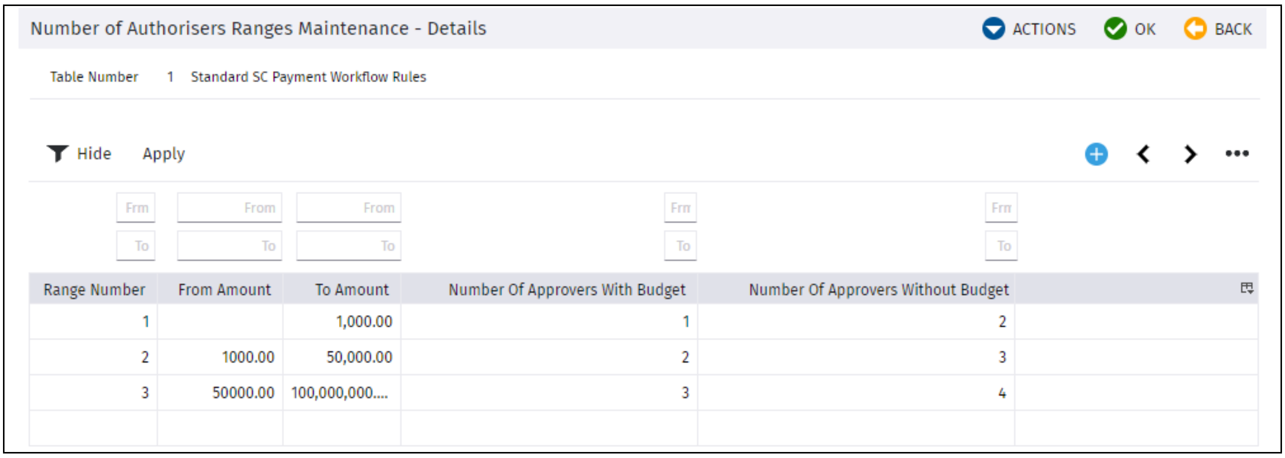
Term	Definition
Prompt	The Prompt is used to scan for existing records when positioned on an appropriate field.
Refresh	Refreshes back to the previous data save.
Add Table	Use this option to add a new Authoriser Range Table. This option will position the cursor to the next available entry position on the screen. You will be able to add a Table number from 1 to 999 and give the table a Description.

Once you have added a new Table or to maintain an existing Authoriser Range Table use right click **Details** option to define the table details or to delete the table if required. The screen below will be shown.



Then define your table by inputting a “To Amount” and the Number of Approvers as required as shown below.

NB Make sure you select OK after entering each line. This will bring the ‘From Amount’ from the previous line.



Field Name	Description
Range number	Automatic Sequence number generated when adding a new range
From amount	The starting value for the range for that number of approvers applies. This will be generated automatically.
To Amount	The ending value for the range for that number of approvers.
Number of approvers (With Budget)	The number of Approvers required for that range. This must be greater than zero.
Number of Approvers (Without budget)	The number of Approvers required for the PO Value range specified, if the PO does not have sufficient budget. This must be greater than zero. This column only applies to business rules for the Type ‘P’. i.e. Purchase Order approval. Sufficient budget is defined as Current Budget – Committed cost.

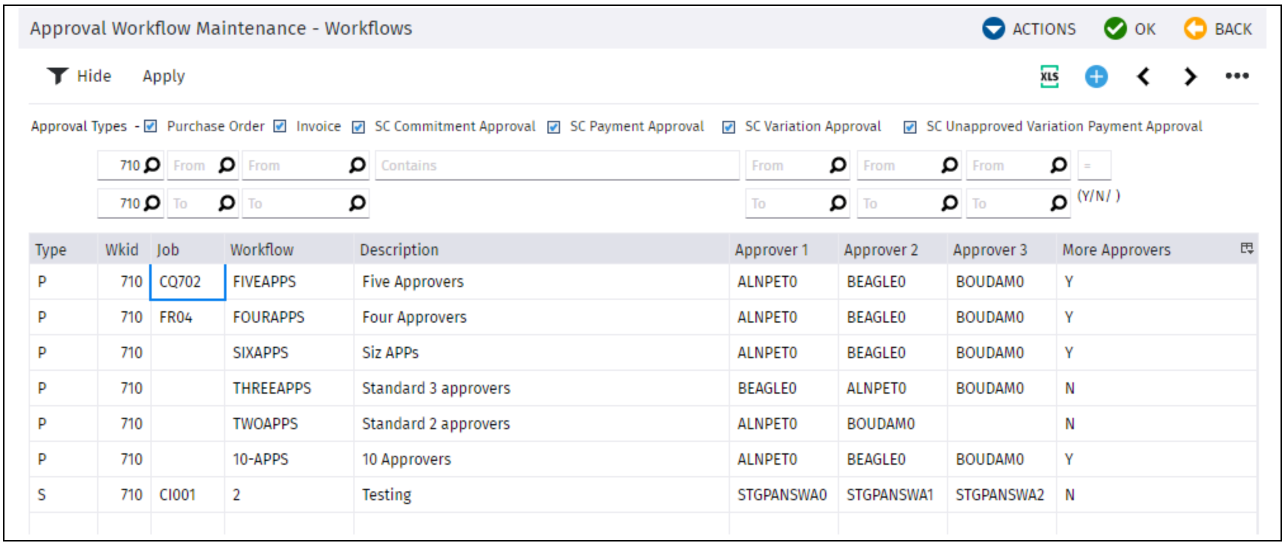
	The no of approvers can be more or equal to the Number of Approvers without Budget. This is linked to the AWB (Approval without Budget) column in User approval levels.

Defining Approval Workflows

Specific workflows nominating specific people can be setup. These can be for a specific Job, or to cover all jobs.

Select *System Admin>Configure Modules>Setup Advanced Approvals>**Set up Workflows***, and the following screen displays.

These workflows can be used by parameter WRKFLW to automate the selection of Approvers.



Type	Wkid	Job	Workflow	Description	Approver 1	Approver 2	Approver 3	More Approvers
P	710	CQ702	FIVEAPPS	Five Approvers	ALNPET0	BEAGLE0	BOUDAM0	Y
P	710	FR04	FOURAPPS	Four Approvers	ALNPET0	BEAGLE0	BOUDAM0	Y
P	710		SIXAPPS	Siz APPs	ALNPET0	BEAGLE0	BOUDAM0	Y
P	710		THREEAPPS	Standard 3 approvers	BEAGLE0	ALNPET0	BOUDAM0	N
P	710		TWOAPPS	Standard 2 approvers	ALNPET0	BOUDAM0		N
P	710		10-APPS	10 Approvers	ALNPET0	BEAGLE0	BOUDAM0	Y
S	710	CI001	2	Testing	STGPANSWA0	STGPANSWA1	STGPANSWA2	N

Field Name	Description
Type	This is the approval type, i.e. P, I, S, A, V, U.
Workid	This is the workid of the approval workflow.
Job	This is the Job for the workflow. If this is blank, then it can be used for any project.
Workflow	Work flow Name
Description	Work flow description
Approver 1	The userid of the first approver
Approver 2	The userid of the second approver
Approver 3	The userid of the Third approver
More Approvers	If more than three approvers required, select line, choose More Approvers, and enter their userids.

To add a workflow, just enter the data into the fields across the screen. Selecting OK will save the workflow. Once saved the first four fields cannot be changed. If they are incorrect, the workflow must be deleted, and then re-entered.

PO Approvals

Enquiry Orders to Create an Order

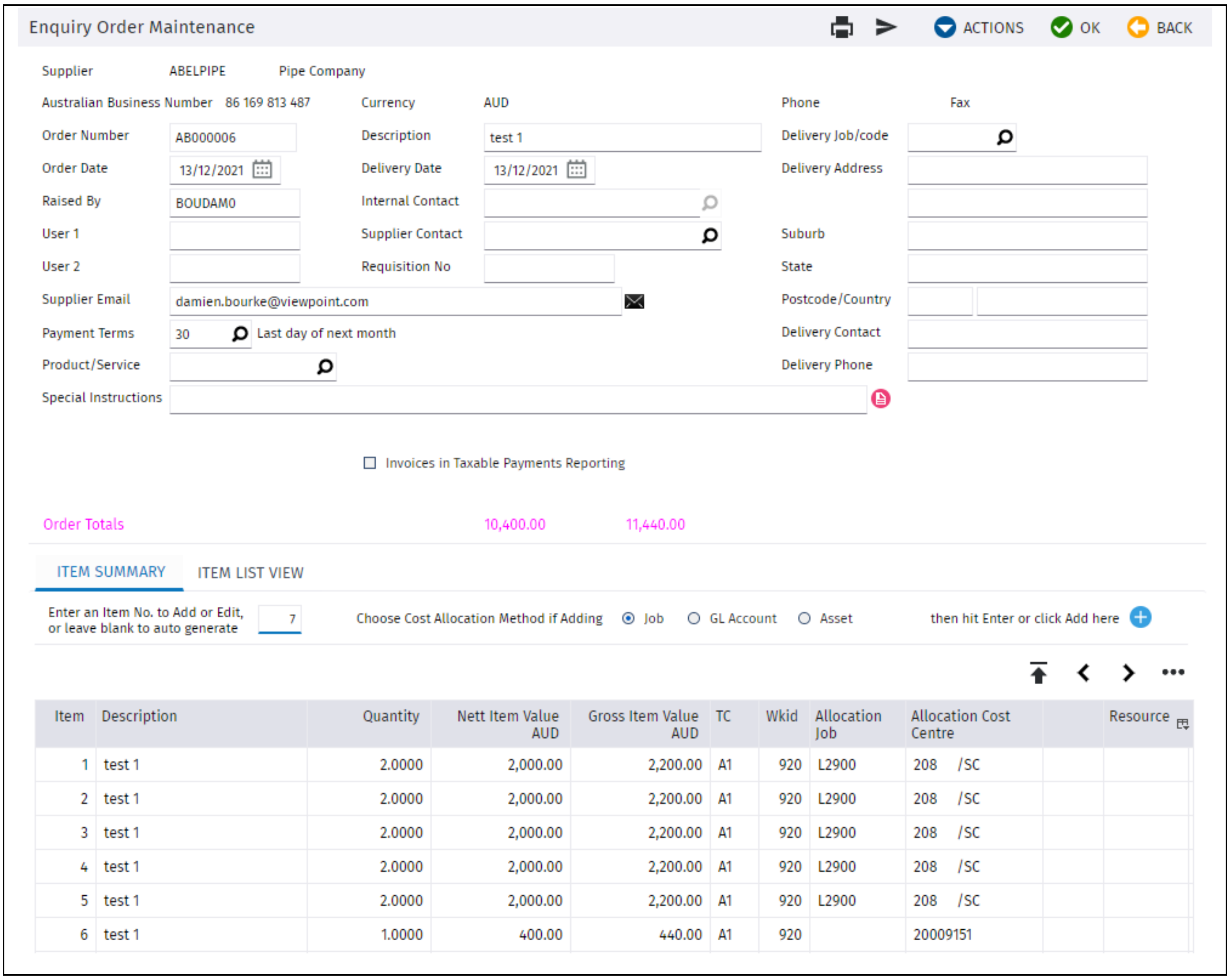
When using Advanced PO Approvals "Quote Orders" must be used to create new purchase orders. Otherwise known as "Enquiry Orders" or "Requisition Orders".

Once ALL Items on the Quote Order are approved then the order is automatically committed to cost. While in an unapproved state, a Quote Order will have no impact on Job Cost.

To enter a Quote Order select **Projects>Purchase Orders/Invoices>Enter Quote Orders**, and the following screen displays.

Note, the "Quote Orders" Entry Screen has the words "Enquiry" in the heading as shown below.

Enter your Quote Order as if you would enter a normal Purchase Order.



Requesting Approval

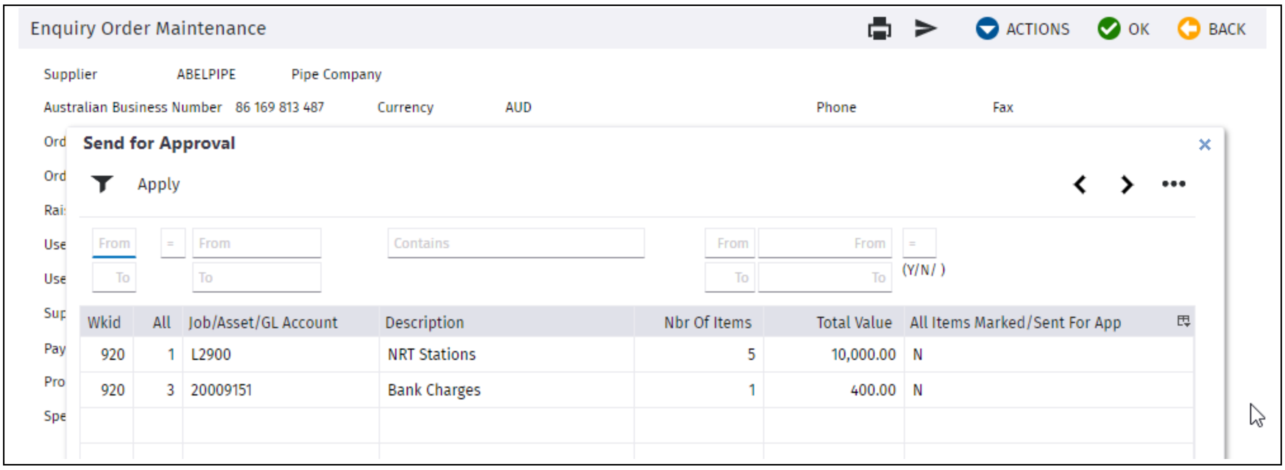
Once the Quote Order is entered then approval for the PO must be requested.

Select **Send for Approval** from the options on the **Actions** menu of the Quote Orders entry screen.

Upon Selection, the following screen **may** be shown with an **Allocation Group Summary** line for each different allocation for which differing approval business rules have been configured. If there were purchase order items costed to different jobs, then an “Allocation Group” will display for each job. These jobs may have different business rules for approval, and each “Allocation Group” is separately sent for approval.

NB Generally there is only one Allocation Group, and this screen, by default, will not display. The user will be taken directly to the screen with a list of approvers. Display can be forced by position 7 on parameter POVAPP.

As there two PO lines one costed to a job ,and another costed to a GL account. Two Allocation Groups will display, and each must be sent for approval, as the will have different approval rules and approvers.

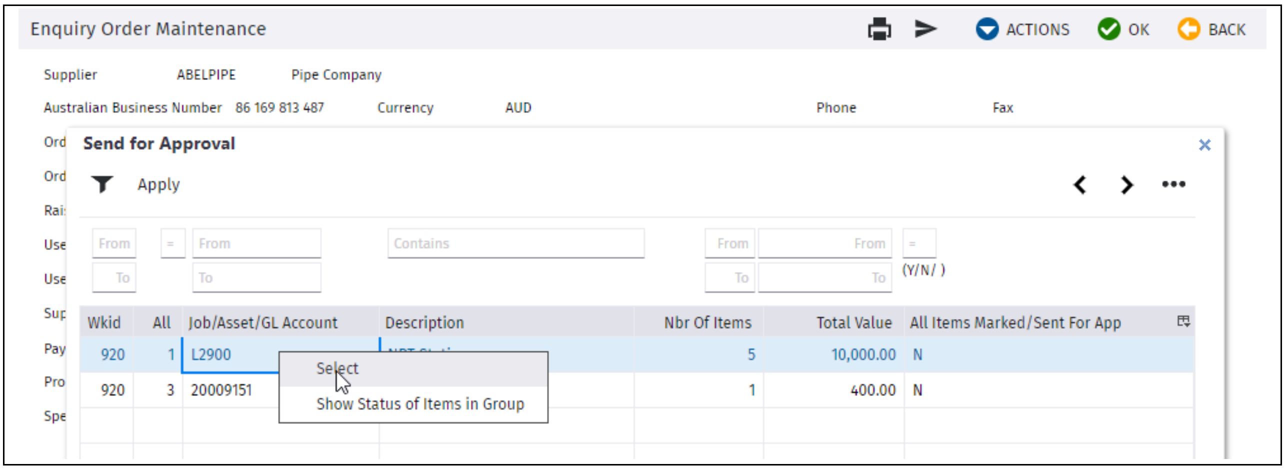


Field Name	Description
Wkid	Work ID of the Order
All	Allocation of the Order (1=Job, 2=Asset or 3=GL Account)
Job/Asset/GLAccount	Will display either the Job, GL account or Asset depending on the Allocation
Description	Job/Account/Asset Description
Items	The number of PO Items included in the Allocation Group Summary line
Total Value	The total value of Items included in the Allocation Group Summary line
All Items Marked/Sent for Approval	Y/N – Have all Items in the Allocation Group Summary line been sent for approval Yes/No

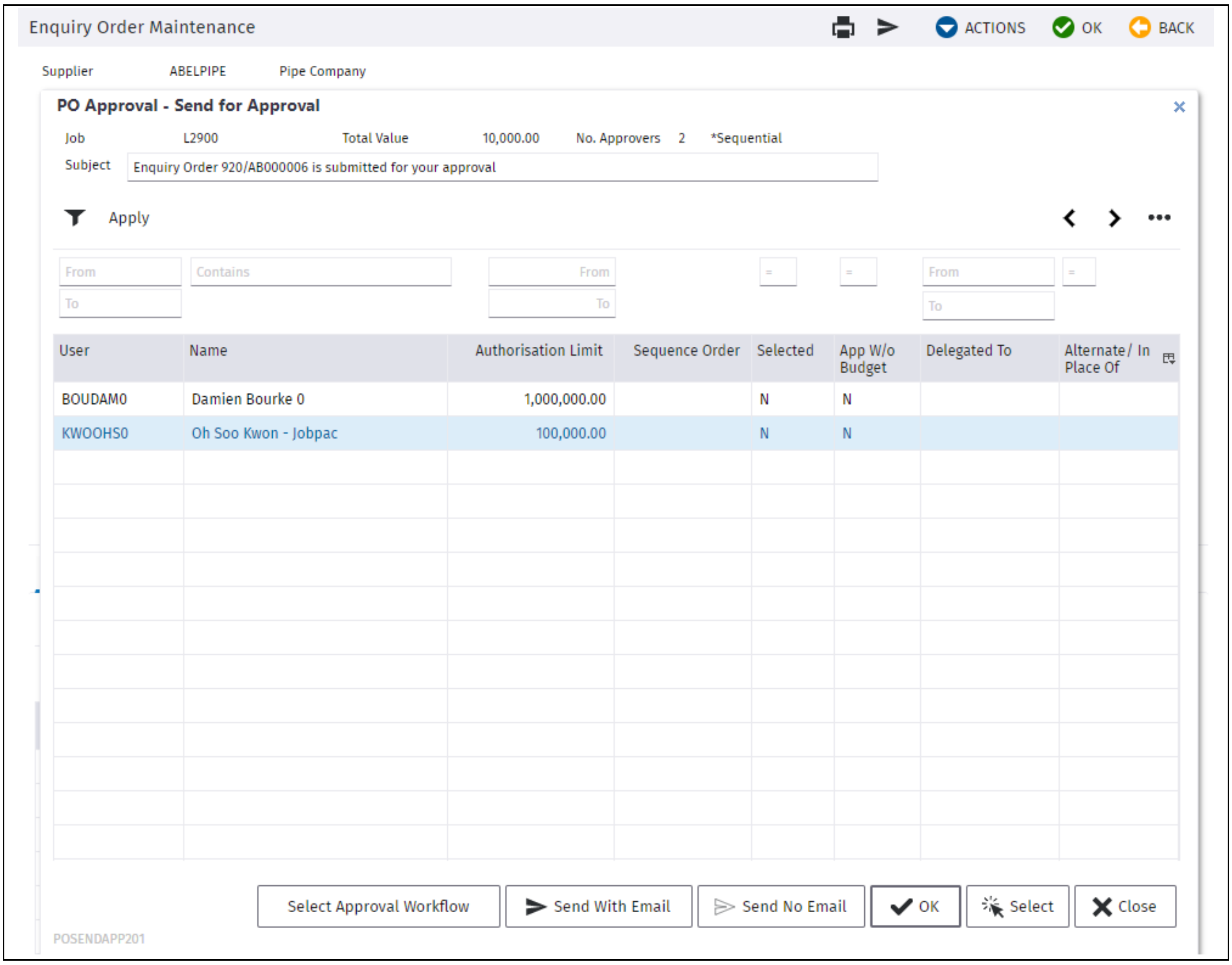
Use right click to send approval requests to selected authorized approvers on each **Allocation Group Summary** line that has not already been marked or sent for approval.

Select **Show Status of Items in Group** by right click as shown below to display an approval status enquiry screen for all PO Items in the selected group.

Select **Select** by right click as shown below to send an approval request to authorised approvers.



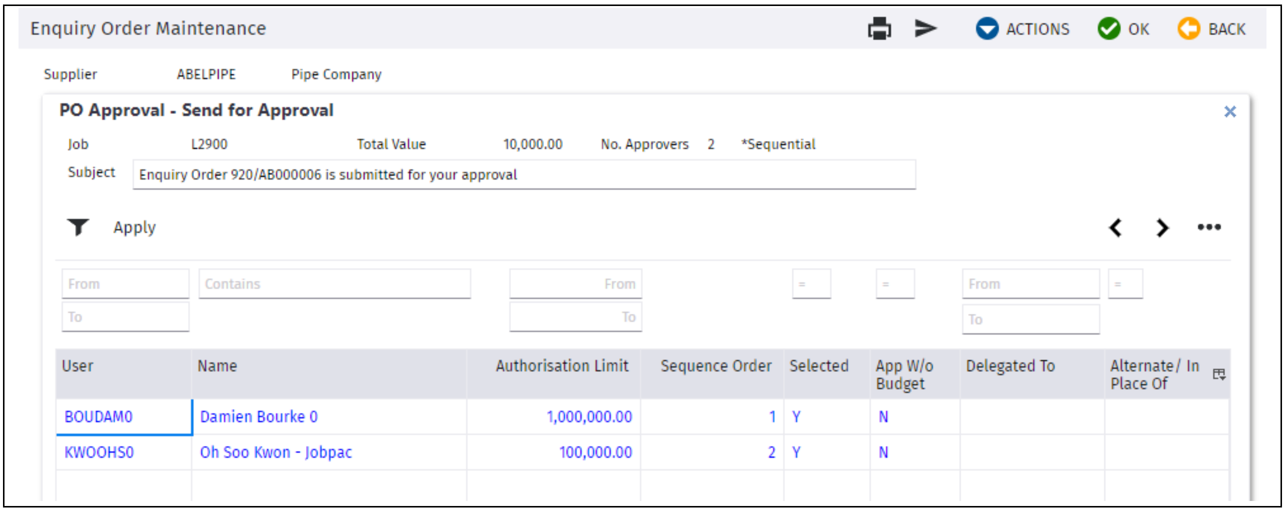
If the right click option Select is taken from the Send for Approval screen then a new screen will be presented showing all approvers that have sufficient authorization levels for the selected Approval Group. This screen is shown below and in the header, you will see a summary of the Approval Group including the number of approvers that you are required to select, and for multiple approvers if the approval process is sequential or parallel.



If the approval process is determined to require a single approver then you will be required to select a single user.

If the approval process is determined to require multiple approvers in a parallel workflow then you will be required to select multiple users.

If the approval process is determined to require multiple approvers in a sequential workflow then you will be required to select multiple users and also enter the **approval sequence against each selected approver.**



Select **Select User** by right click as shown below to select an authorized approver.

Select **Remove User from Selection** by right click as shown below remove the selection.

Select required users then use the **Send Email** or **Mark for approval Only** buttons to commence the Approval process. Both options will change the status to ‘Approval Requested’. If **Mark for Approval** Only was selected, then no emails are sent.

Field Name	Description
User	Authorised Approver
Name	Authorised Approver Full Name
Authorisation Limit	The users Approval Limit
Sequence	If sequential approval is required enter the approver sequence in this field. i.e. 1 or 2
Selected	Y/N is the user selected already
Approve Without Budget	This indicates if the approver can approve if there is insufficient budget for the PO amount. A Text message under the email subject will indicate if there is insufficient budget. If this message does appear, then the requestor must pick a user for the final approval that can approve without budget.
Delegated To	If a delegate has been setup via system administration for an approver, it will be displayed here.
Alternate/In Place of	**‘A’** here means the delegate is an alternate approver, i.e either can approve, and ‘I’ means only the delegate can approve.
Send Email	Send an email request for approval to selected users. This will be sent to the first approver only. When that person approves the order, an email will be sent to the second approver.

Field Name	Description
Mark for Approval Only	Mark Items in the Group ready for approval for the selected users without sending an email.
Select Approval Workflow	If multiple users are required then an Approval sequence workflow can be selected if configured. Only workflows that meet the approval criteria are displayed.
Immediate Approval	If only one approver is required, and the requestor has the appropriate approval level for the purchase order, then selecting this option will take the user directly to the approval screen, and the order can be approved.

NB. If the parameter WRKFLW position 1 is set to Y, and there is only one Workflow that satisfies this approval, then the users will automatically be selected with the appropriate sequence number.

Approving or Rejecting a Purchase Order Approval Request

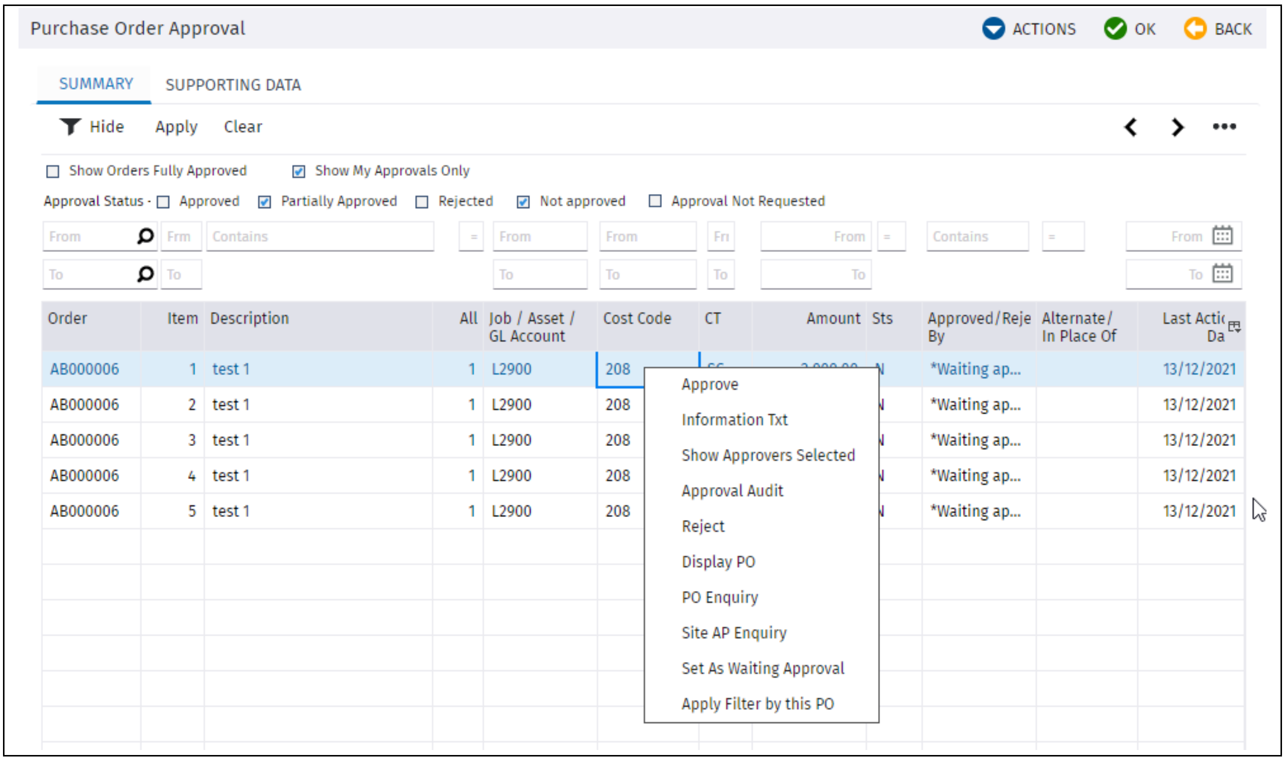
To approve or reject a PO Item commitment select **Projects>Advanced Approvals>Approve Purchase Orders,** and the following screen displays.

NB By default only those Items ready for your approval will display. To see all items for approval, untick the box 'Only Items Waiting approval by User'.

Right click on the required Item to change approval status. Right click options are described below.

Note also the filter options at the bottom of this screen, which includes the ability to show orders already fully approved.

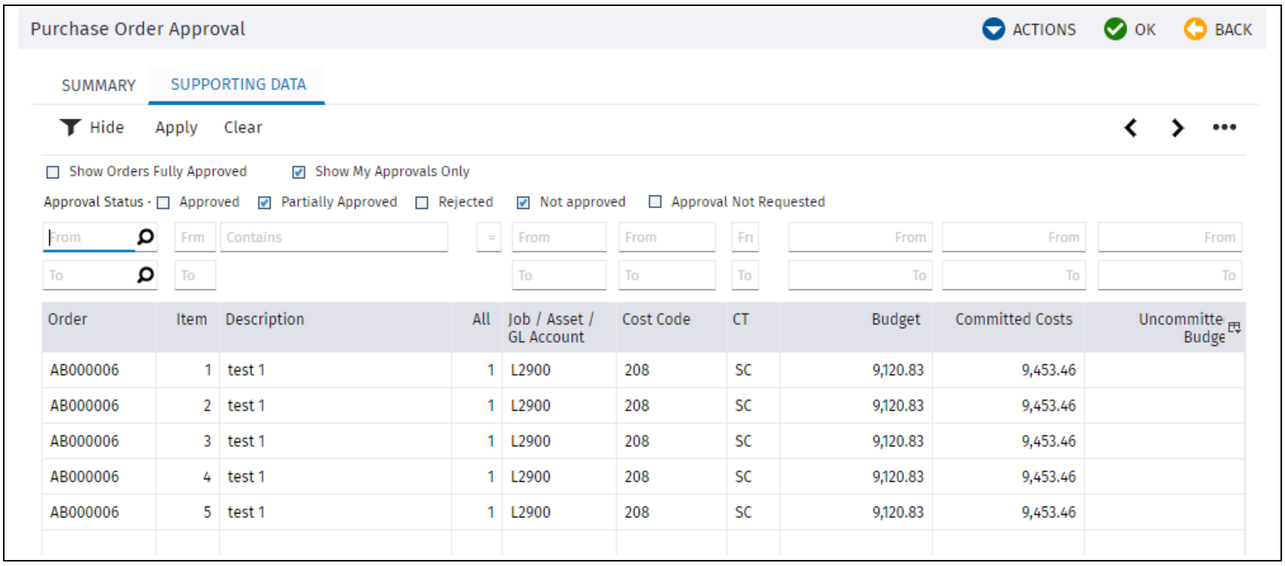
Note:Once all Items on an order are approved then the whole order will be committed and no longer considered to be a Quote or Enquiry order.



Summary Tab

Field Name	Description
Order	Purchase Order
Item	Purchase Order Item
Description	Description of the order Item
All	Costing allocation of the order 1=Job, 2=Asset, 3=GL Account
Job/Asset/GL Account	Costing detail dependent on the costing allocation will either show the Job, Asset or GL Account
Cost Centre	Further Costing Allocation information
Amount	Value of the Order Item
Sts	Status of Approval Request A=Approved, P=Partially Approved, R=Rejected, N=Waiting Approval, X=Approval not yet requested.
Approved/Rejected by	User who has made the last status change to approved or rejected.
Last Action Date	The date of the last status change to approved or rejected

Supporting Data Tab



This shows the budget and what has been committed against the cost centre to date. It allows an approver to see if budget remains for this PO item.

Right Click Options

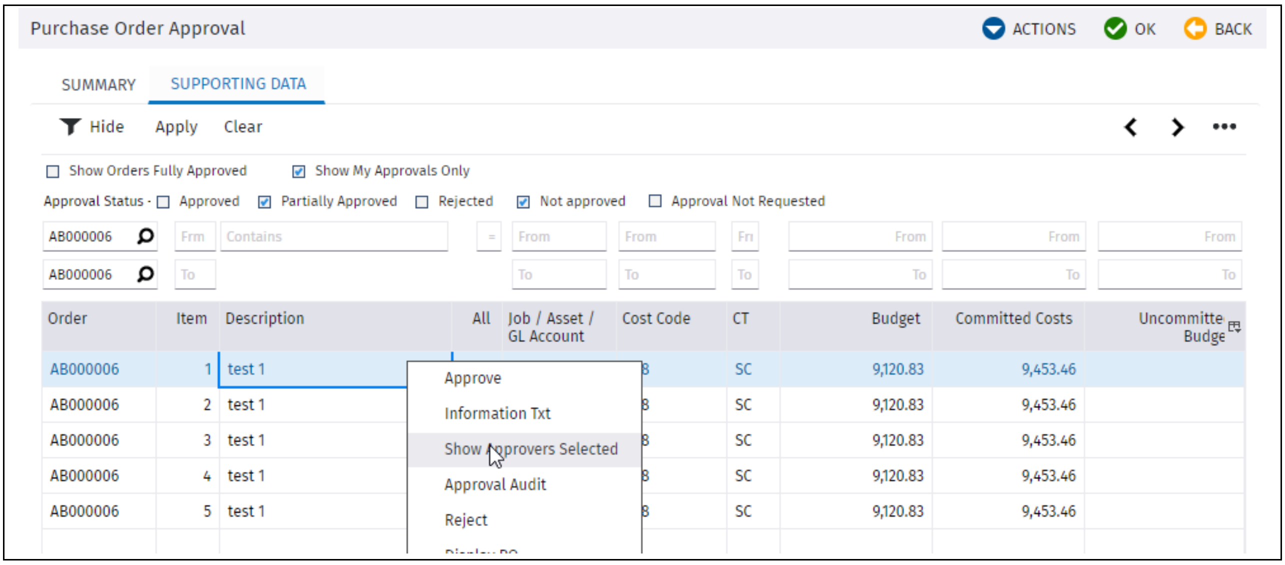
Term	Definition
Approve	Select to approve a PO Commitment. If further approvers are required as part of a multiple approver workflow then the status will change to *Partially Approved. This will trigger an email to the next user in the workflow.
Information Text	Select to see or maintain rejection text or any other comments.
Show Approvers Selected	Select to show other approvers required for multiple approval workflows
Approval Audit	Select to see the approval audit trail.
Reject	Select to reject a PO Commitment. If you reject an approval request, you will need to enter rejection text as explanation.
Display PO	Selecting this will display the PO as a JOM form. If it is unapproved, it will display **Purchase Requisition – Internal Use Only** at the top of the PO.
PO Enquiry	Select to launch the standard PO Enquiry.
Site AP Enquiry	This will display the site AP enquiry for the Creditor of the PO
Set as Waiting Approval	Select to reset the status to *Waiting Approval. This can be used if Approved or rejected by mistake.

Term	Definition
Apply Filter by this PO	Uses the current PO to auto populate the PO filter fields.

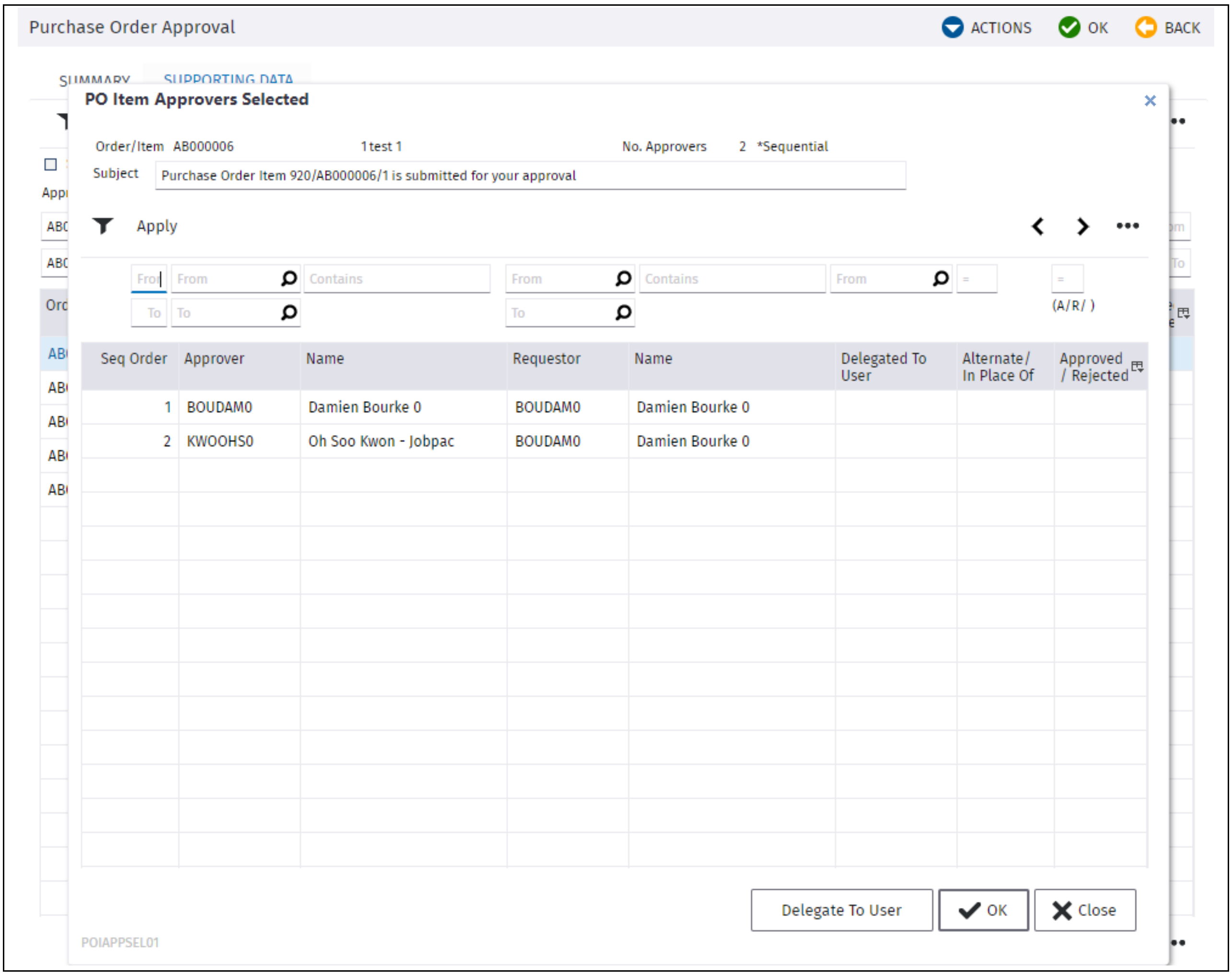
Changing the Approver(set Delegate)

From within the Approve PO screen, it is possible to change the Approver to a user id that has the same or higher approval level than the original approver. To do this you must be the original sender of the approval, or you must know the password do the delegation.

This is done through the ‘**Show Approvers Selected’** option.

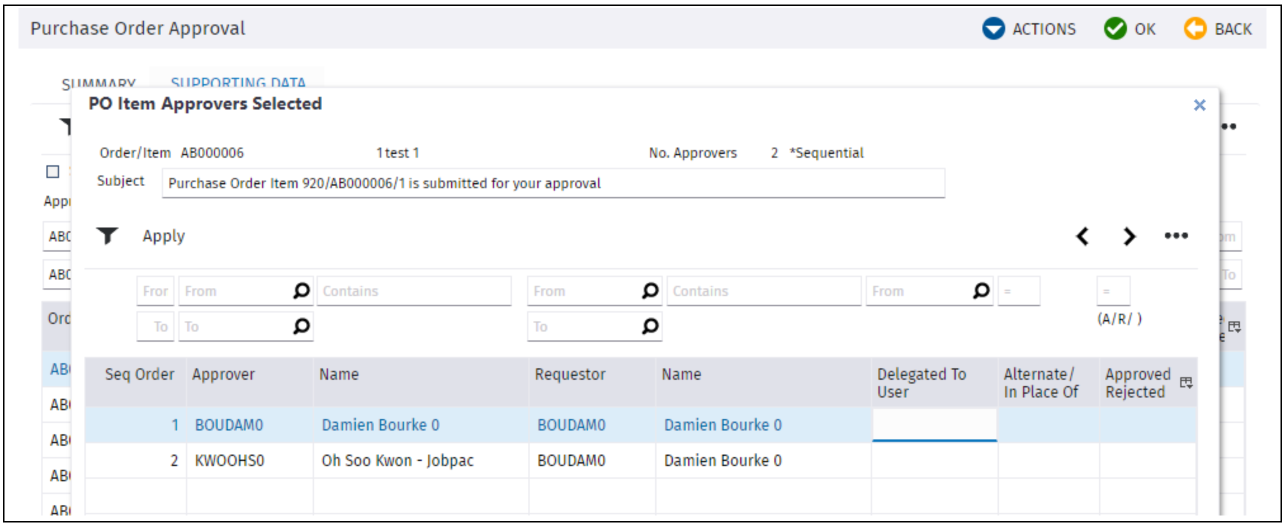


When this is selected, the list of approvers is displayed



The first user has approved the PO. The second approver can be delegated by selecting the ‘Delegate to User’ button. If you are not the original requestor, a password is required. The password is set in the APPDEL parameter is system Administration.

When the password is entered, the Delegate field opens up.



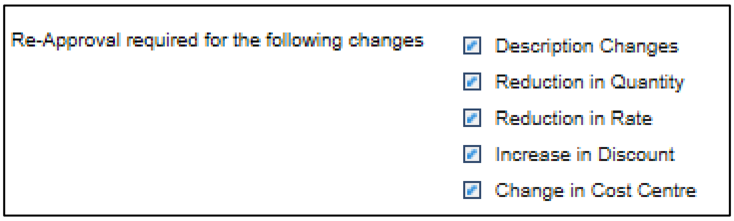
You can enter a Userid, or use Right Mouse Click on the field and then Prompt, to see a list of qualified approvers.

Select the Approver, and then OK. This will send an email to the new approver. If 'A' is displayed in the Column Alternate/In place of, then either the original approver or the delegate can approve it. If 'I' is displayed in the Column Alternate/In place of, then only the delegate can approve it.

The other option to change the approver or select further approvers, is to go back into the Quote Order and select **Send for Approval** again. Simply select a different authorised approver. The previous approval request will not be removed.

Adjusting an Approved PO Item

If a Purchase Order is fully approved and therefore committed to cost and no longer a Quote Order then any adjustment to an Order Item will also have an impact on committed cost but will require that the Item be re-approved. These changes must be made in the purchase order maintenance screens, not the Quote order screens. There are some changes that can be configured to NOT trigger re-approval. These are available within the business rules for that project.



Any new items added to a previously committed order will always have an impact on committed cost and require approval.

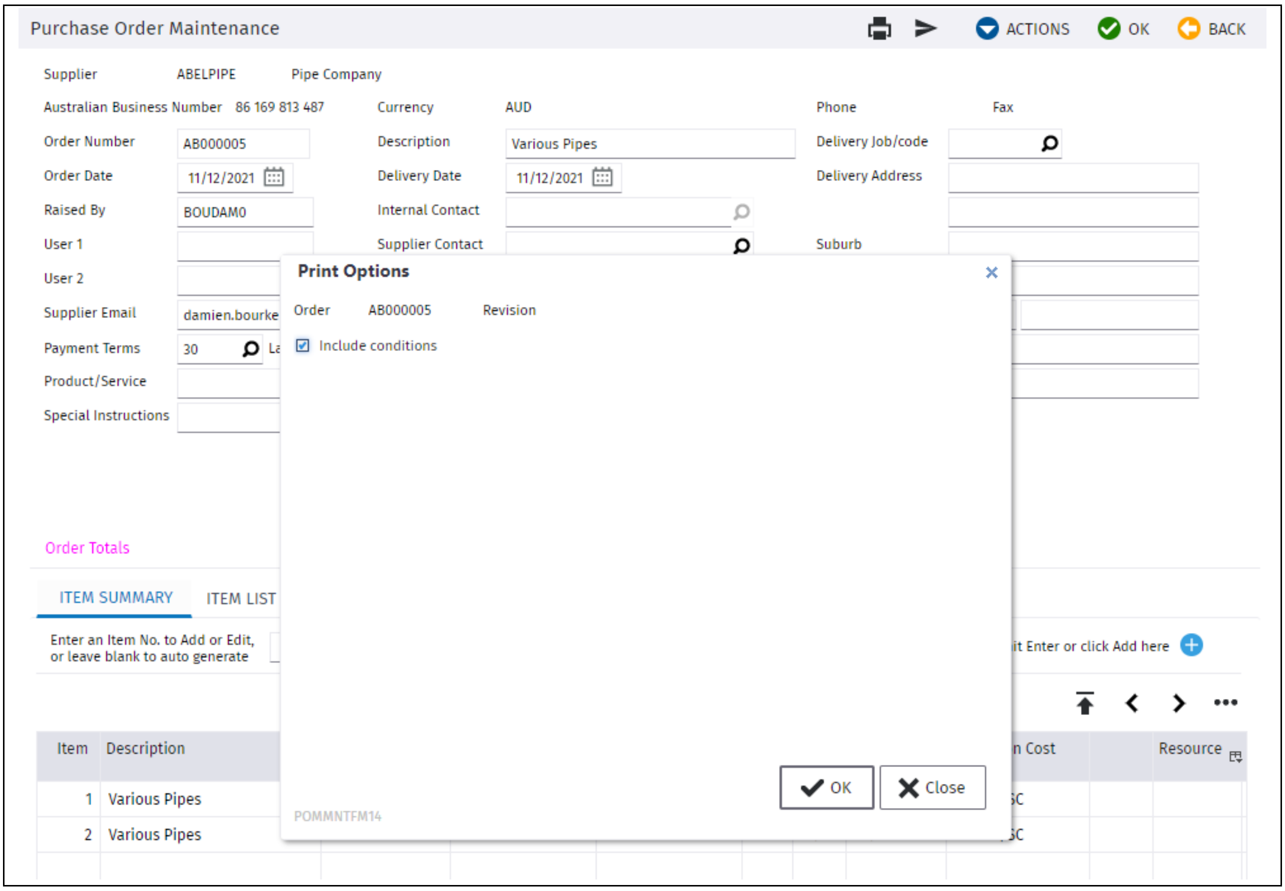
Items adjusted on a Quote Order will require re-approval.

It is possible to configure the system so that previously approved items cannot be adjusted and so new items will be required for each adjustment after approval. See business rule setting.

Printing a PO with Advanced PO Approvals activated

Navigate to PO Maintenance and select your Purchase Order in the normal fashion

Select ►*Print* from the options on the *Actions* menu to launch the standard print options window as shown below.



Print options from PO Maintenance

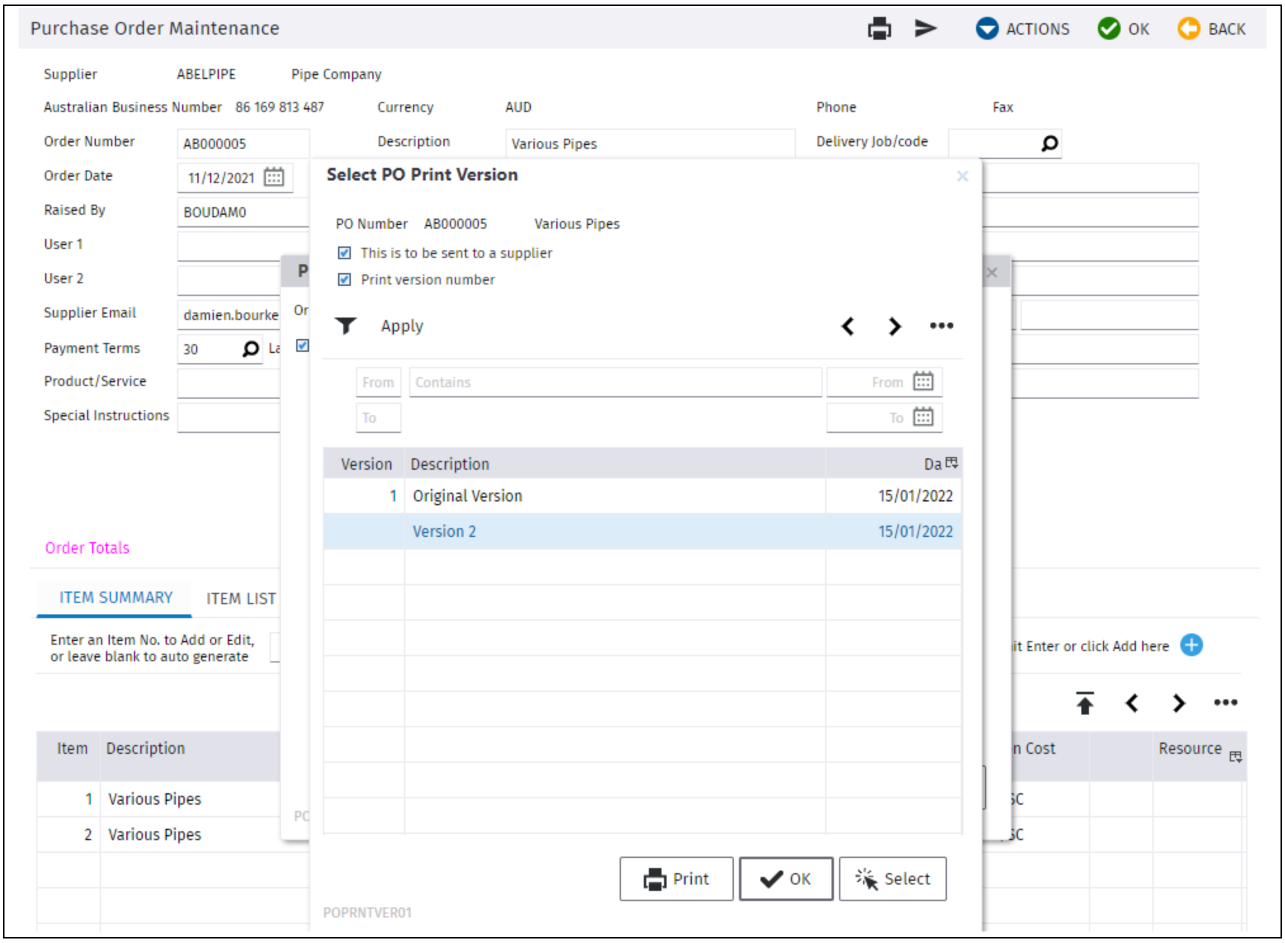
Select your options and Click [OK] and you will be taken to the new *Select PO Print Version* screen as shown below.

To create a New Version take the following steps.

1. Choose the option **This is to be sent to a supplier**
2. Choose option *Print version number* to print the version number on the PO, if required.
3. Edit the **Current Version* description as required
4. Select the new version by right click ►*Select*
5. Click [Print] to print the PO and create and print the selected new Version

To print a Prior Version take the following steps.

1. Choose the option **This is to be sent to a supplier**, if required.
2. Choose option *Print version number* to print the version number on the PO, if required.
3. Select the version you wish to print by right click ►*Select*
4. Click [Print] to print the PO


Purchase Order Maintenance
ACTIONS
OK
BACK
Supplier ABELPIPE Pipe Company
Australian Business Number 86 169 813 487
Currency AUD
Phone
Fax
Order Number AB000005
Description Various Pipes
Delivery Job/code
Order Date 11/12/2021
Raised By BOUDAM0
User 1
User 2
Supplier Email damien.bourke
Payment Terms 30
Product/Service
Special Instructions
Order Totals
ITEM SUMMARY
ITEM LIST
Enter an Item No. to Add or Edit, or leave blank to auto generate
Item Description
1 Various Pipes
2 Various Pipes
Resource
Select PO Print Version
PO Number AB000005 Various Pipes
This is to be sent to a supplier
Print version number
Apply
From
Contains
To
Version Description Da
1 Original Version 15/01/2022
Version 2 15/01/2022
Print
OK
Select
POPRNTVER01

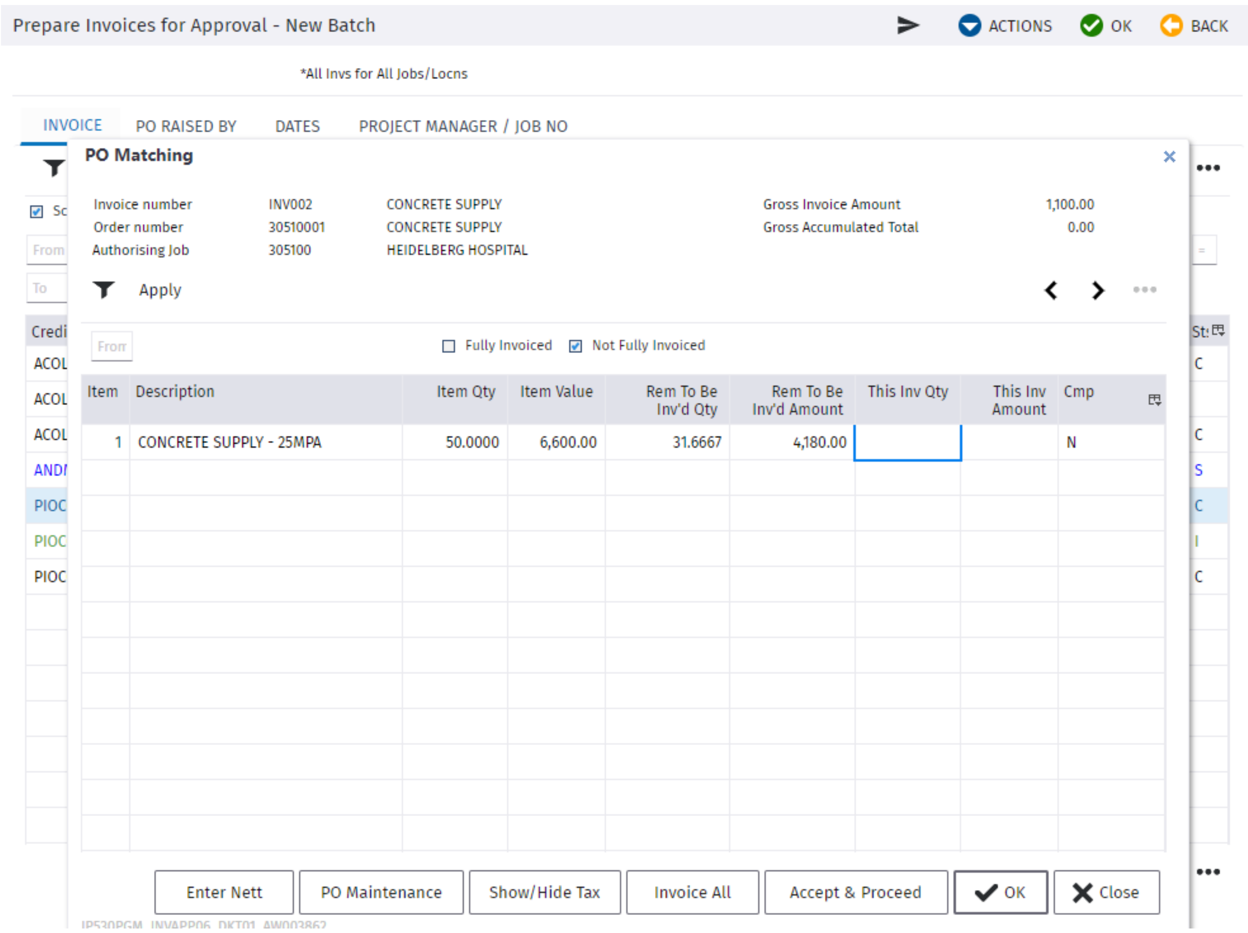
Invoice Approvals

This section describes the invoicing process with both Advanced PO and Invoice Approvals activated. Firstly, we will look at the Invoice to PO matching process and the relationship to tolerance table definitions. Secondly, the Invoice Approval process will be detailed. To use Invoice approvals the Jobpac eInvoicing module must be used. **The Jobpac option 'Post Invoices' is used only for invoices that do not require the approval process.** This section assumes that you are already familiar with the Jobpac eInvoicing process.

PO Matching

When preparing your registered invoices for approval and if the invoice is linked to a PO, then tolerance definitions will be referred to at the PO matching or Delivery Docket matching stage. We will pick up the process now in the PO Matching screen and describe how tolerances impact the matching process.

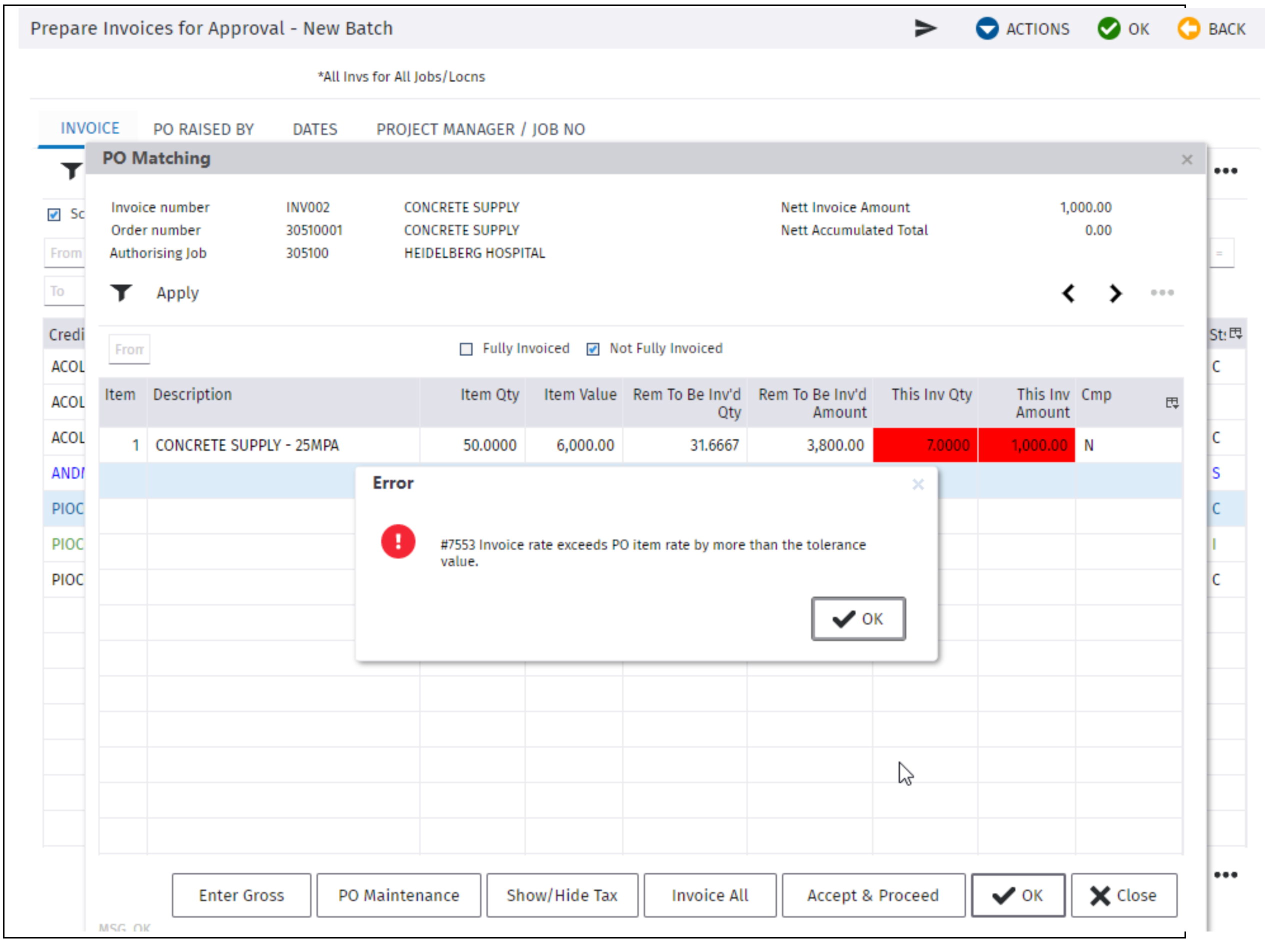
From the *Prepare Invoices for Approval – Dissection* screen select ►*PO Matching* from the options on the *Actions* and the PO Matching screen will be displayed as shown below.



When updating the *This Invoice Quantity* and/or the *This Invoice Amount* on this screen the following tolerance checks will be carried out in sequence.

- Check the "P" type Approval Business rules for the Allocation Group on the PO Item being matched.

- If a Tolerance Table is to be used for this Allocation Group, then determine which Tolerance Values to use. This will be dependent on the Tolerance Range definition. Note the Tolerance Range relates to the value of each of the PO Items.
- Firstly, the Percentage Tolerance will be checked. This check will compare the calculated Invoice Rate against the PO Item Rate and will fail if the **Invoice Rate is greater than the PO Item Rate** by more than the acceptable Percentage Tolerance. NB in the example below, the QTY was entered as 7, so the invoice rate exceeded the PO Item Rate.



- Secondly, the Absolute Value Tolerance will be checked. This check will compare the total dollar value invoiced to date against that purchase order item, including the current proposed invoice value, against the value of the matched approved PO Item. This test will fail if the acceptable Absolute Value Tolerance limit is exceeded.

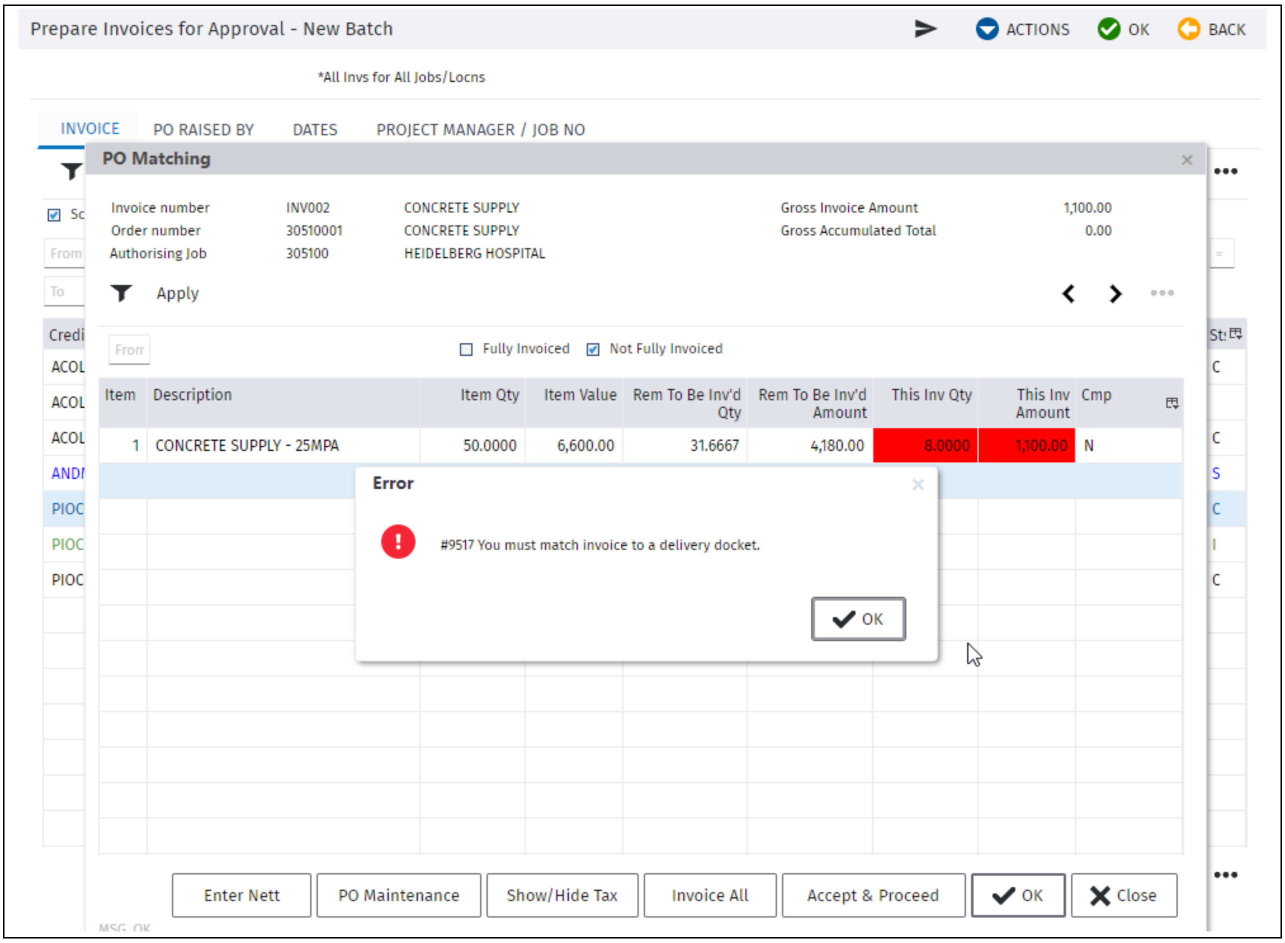
Using Delivery Docket Matching

It is possible to force the use of Delivery Dockets when preparing invoices for approval. This is achieved by setting up a “D” type Approval Default in the configuration.

You do not have to set this option to use delivery dockets. If you don’t have a ‘D’ approval type, you can use delivery dockets on some purchase orders and not on others.

When selecting a registered invoice to dissect from the *Prepare Invoices for Approval* screen, the following check will take place. If the invoice is linked to a PO and an Allocation Group on the PO has been configured with a type “D” Approval Default then Delivery Docket matching will be forced.

Under these conditions then the following error message will be displayed if delivery dockets have not been entered.



If Delivery Dockets have been entered then the user will be taken directly to the Delivery Docket matching screen where tolerance rules will then apply.

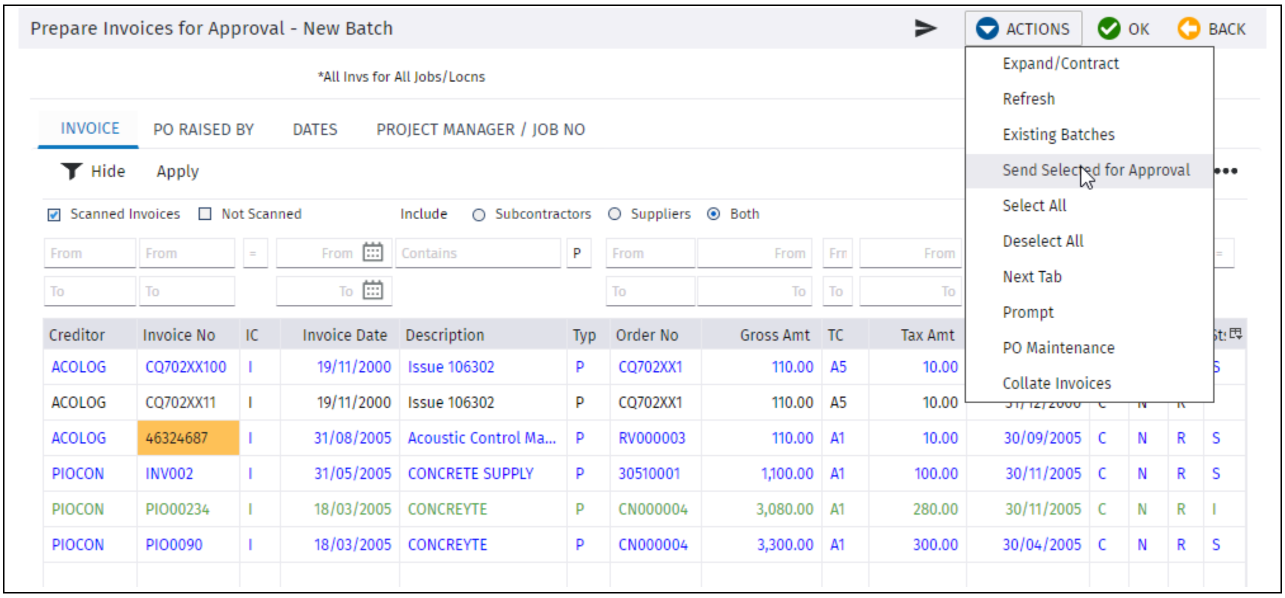
If the option to not allow the invoice quantity to exceed the docket quantity is turned on, then this is checked in this screen.

Sending Invoices for Approval

Batches of coded invoices are prepared using the normal eInvoicing process (refer to the eInvoicing reference guide for more information on the batching process if required).

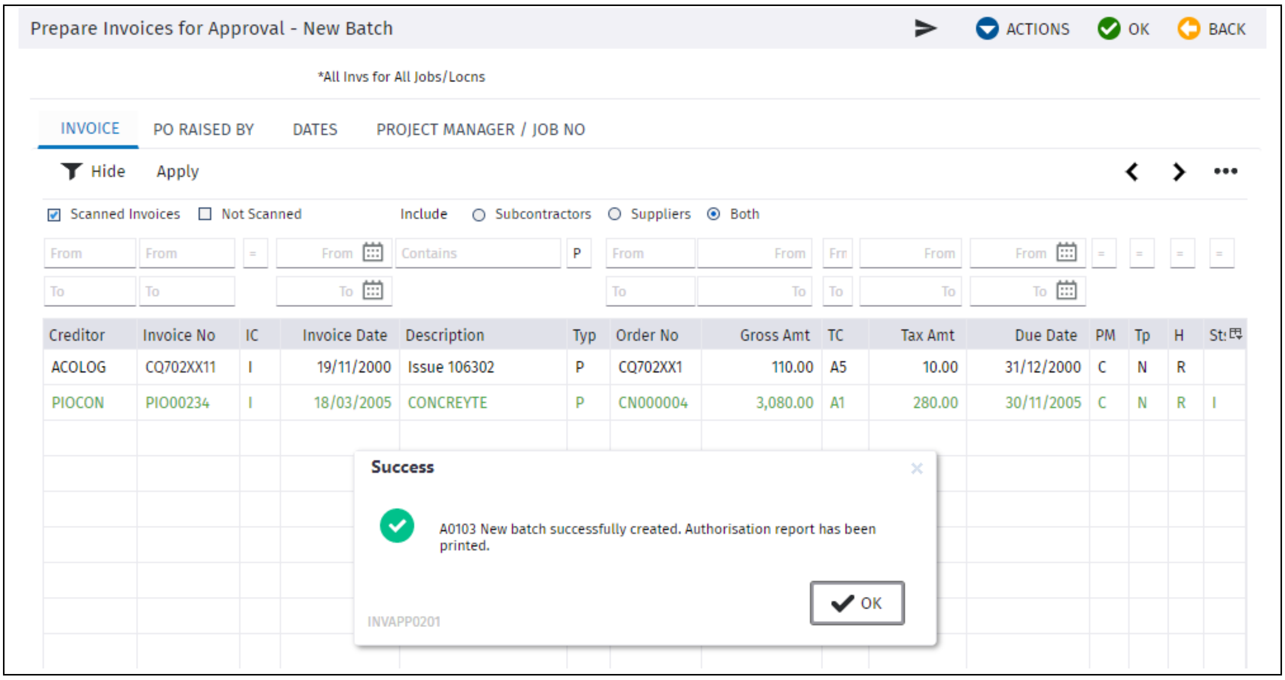
If Advanced Invoice Approvals is activated using “I” type Approval Business Rules for any Allocation Group within the batch, then the batch will become available to *Send for Approval*. Batches requiring approval must be approved before they can be posted to accounts.

If the parameter APPINV position 6 is set to ‘Y’, then Preparing a batch of Invoices and Requesting Approval is combined, and sending for approval is done directly from the Cost Pending Invoices screen.



This displays a list of approvers to select from. See example further down in this document.

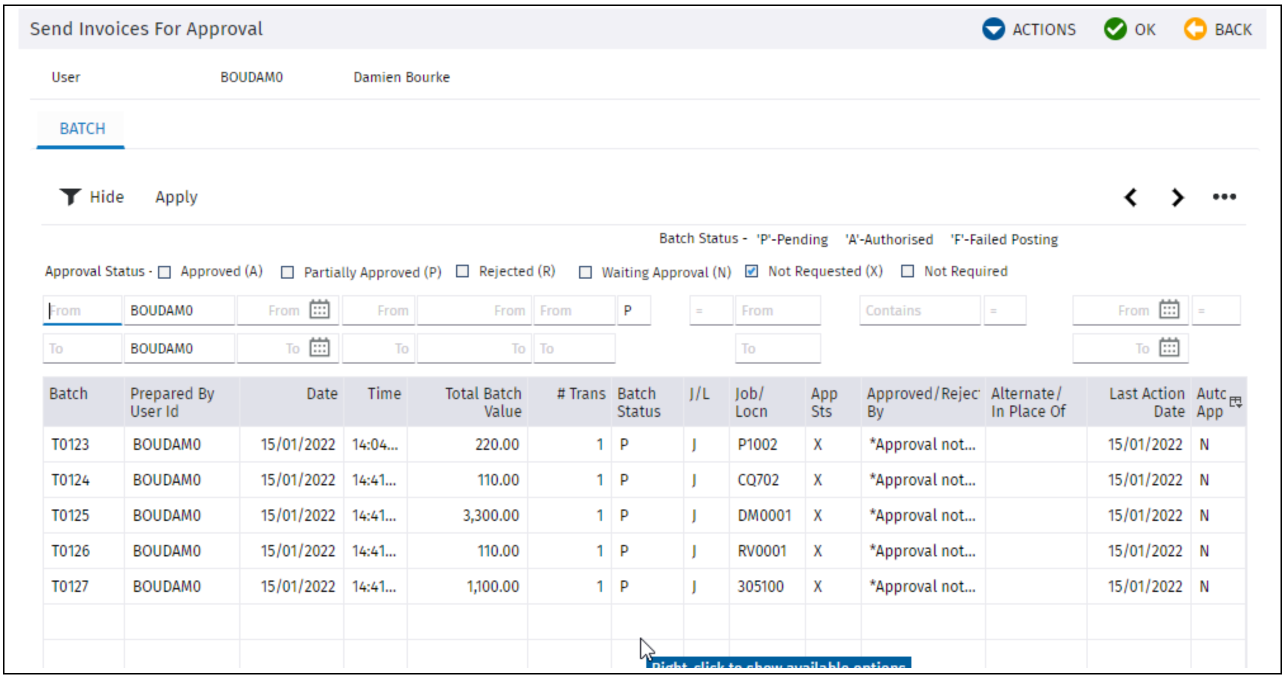
If there is more than one Project Number in the Invoices Selected, OR The Send from Approval was done from the Cost Pending Invoices –ALL screen, then separate batches for each job are created, and are available in the 'Send Invoices for Approval Screen', and the following message displays.



Then Invoice Approval is requested to Authorised Users using the standard menu option **Projects>Advanced Approvals>Send Inv for Approval**, after they have been batched.

This will display all batches of invoices that the user has prepared. It is filtered on the user's name

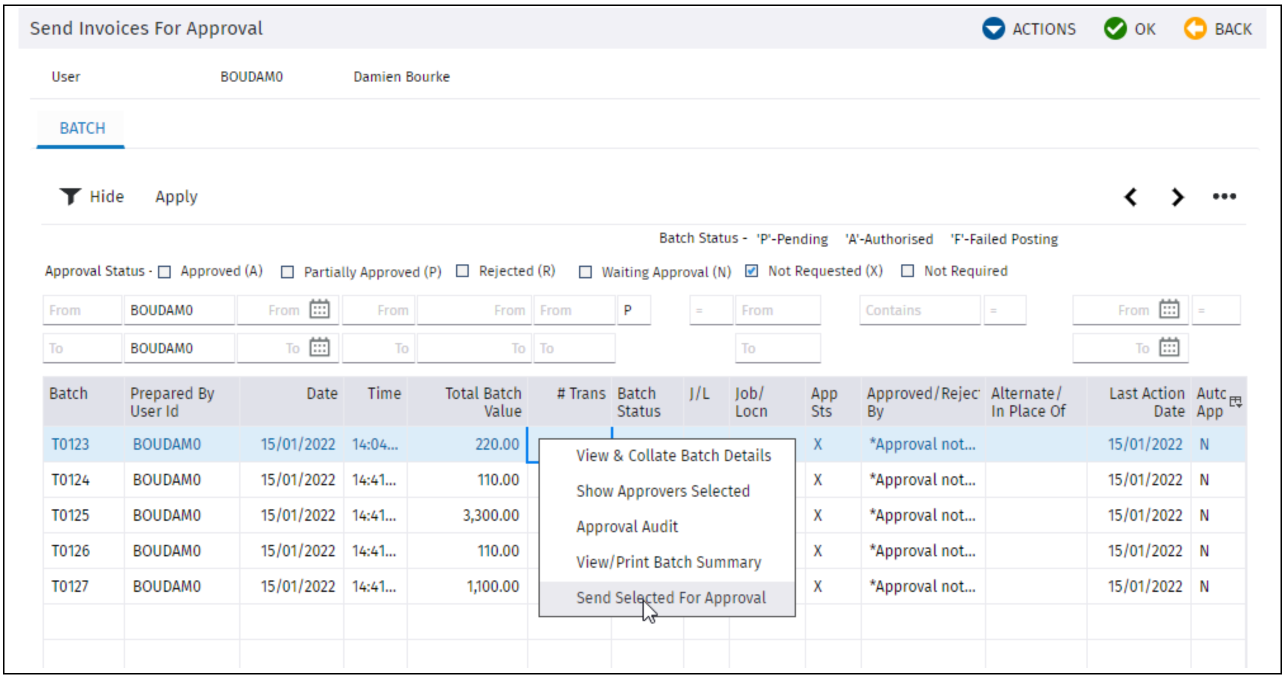
Sending Invoices for Approval Entry Screen



Field Name	Description
Batch	The pending batch number waiting for approval
User ID	The user who created the batch
Date	The date the Batch was created
Time	The time the batch was created
Total Batch Value	The total value of all invoices in the batch
#Trans	The number of transactions in the batch
J/L	J=Authorizing Job or L=Location
Job/Location	The Authorizing Job or Location
Approved status	A=Approved, P=Partially Approved, R=Rejected, N=Waiting Approval, X=Approval Not Requested, blank=Approval not Required
Approved/Rejected By	Approval Status description or the User who last changed the status
Alternate/In Place of	This will only be populated if a Delegate has been nominated to perform this approval,
Date	The date of the last status change to approved or rejected
Auto App	If the Business rule for approval of the PO include this option being ticked, then Invoice batch will be auto approved, if the Invoice is within the allowed tolerances.

Field Name	Description
	

Use right click to send approval requests to selected authorized approvers on each *Pending Batch* that has not already been marked or sent for approval.

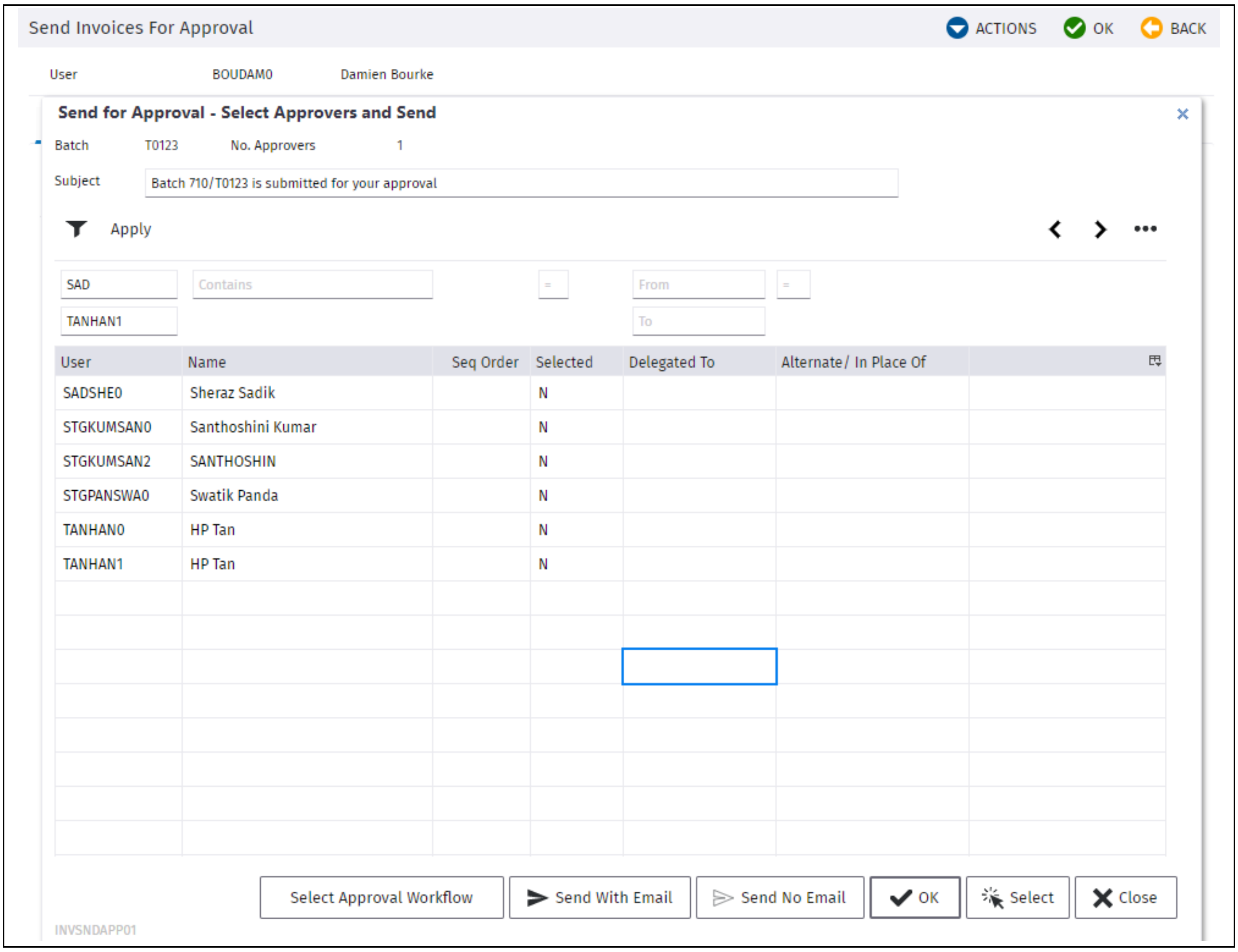


Right Click Options

Term	Definition
View and Collate Batch Details	Select to print a summary report of all invoices and their supporting scans in the Batch.
Show Approvers Selected	If users have been selected for approval, this option will list them
Approval Audit	This shows the approval audit so far.
View/Print Batch Summary	Select to print a report of all invoices in the Batch. One line per invoice.
Send Selected for Approval	Select to choose Authorised Approvers. The header will show how many Approvers are required. Use right click options to select or deselect users

Term	Definition

Note: If multiple approvers are required in a sequential workflow then the final approver must have a sufficient authorisation level to cover all Allocation Groups within the Batch. If the Final user has insufficient authorisation level to cover all Allocation Groups in the batch, an error message will be displayed. If more than one approver is required, then enter the order for approval by entering in the **Seq Order** column a 1 for the first approver, and a 2 for the second approver, and then select OK.



Approving Invoices

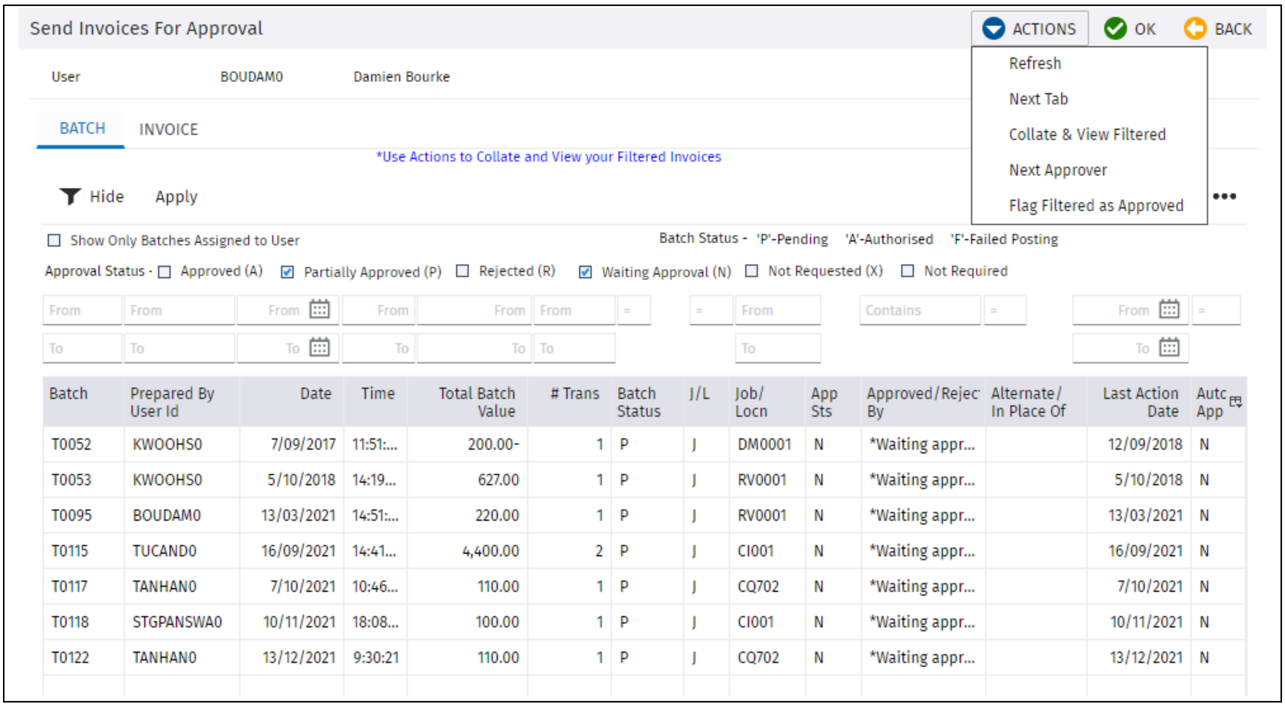
Once Invoice Approval has been requested, the invoice batches will become available for approval by the selected authorised Approvers.

The Approver must then navigate to the standard menu option **Projects>Advanced Approvals>Approve Invoices t**o approve all invoice batches waiting for approval.

Invoices can be approved individually, or a batch containing more than one batch can be approved, and all invoices in that batch will be approved. Parameter APPINV position 7 determines this.

If this parameter is blank or N, then batches with more than one invoice can be approved. If the setting is Y, then each batch contains only one invoice.

When a batch is prepared it can have many invoices. If the setting for the parameter above is Y, then the system will automatically split the batch into separate batches with one invoice only in each batch.



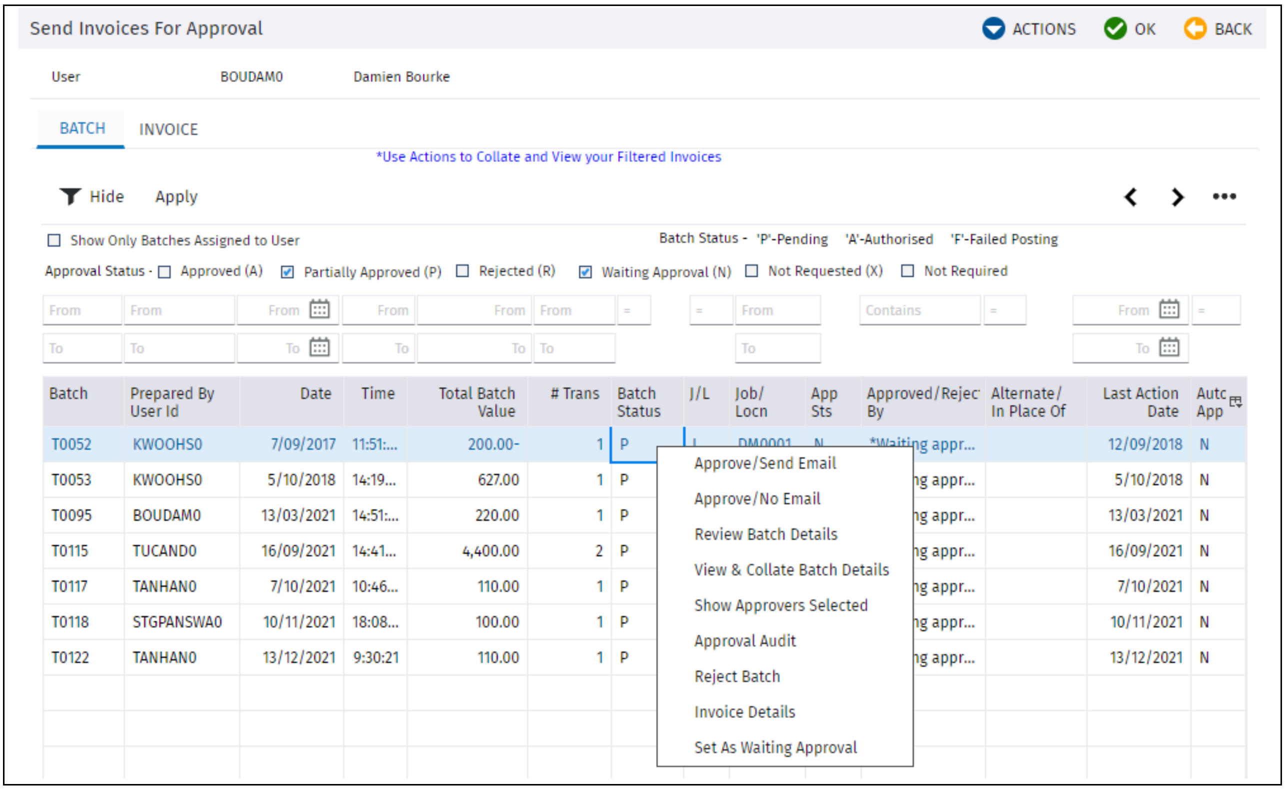
Field Name	Description
Batch	The pending batch number waiting for approval
User ID	The user who created the batch
Date	The date the Batch was created
Time	The time the batch was created
Value Approved	The total value of all invoices in the batch
#Trans	The number of transactions in the batch
Batch Status	P=Pending, A=Authorised, F=Failed Posting
J/L	J=Authorizing Job or L=Location
Job/Location	The Authorizing Job or Location
Approved status	A=Approved, P=Partially Approved, R=Rejected, N=Waiting Approval, X=Approval Not Requested, blank=Approval not Required
Approve/Rejected by	Approval Status description or the User who last changed the status

Alternate/In Place of	If nominated, the delegate to approved the invoice
Date	The date of the last status change to approved or rejected
Auto Approval	If the batch has been auto approved according to the business rules (see Auto Approval section below) this will show as Y, and no further approval will be required.

Action Button Options

Option Name	Description
Collate and View Filtered	Collates scanned invoices and Invoice summary for all batched that are filtered
Next Approver	Populated the column 'Approved/Rejected By with the next sequential Approver.
Flag Filtered as Approved	This will bulk approve all filtered batches if user has sufficient authority.

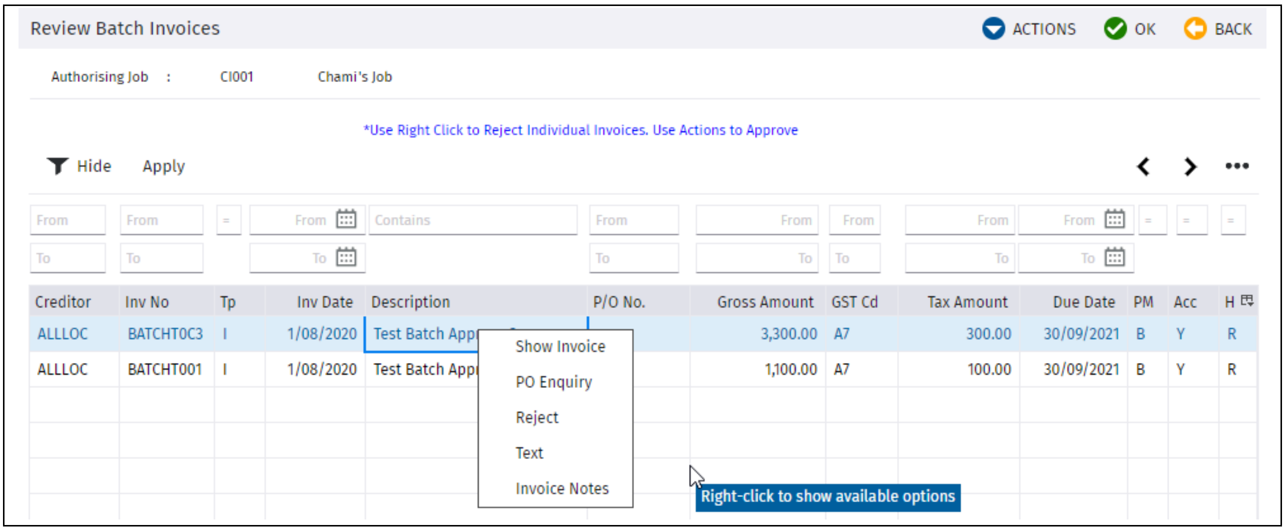
Right Mouse Button Click Options



Term	Definition
Approve/Send Email	Select to approve the batch. Approving the batch will change the Approved status to "A" if it is the final approval or "P" if there is further approval required. An email will be sent to the initiator.
Approve/No Email	Select to approve the batch. Approving the batch will change the Approved status to "A" if it is the final approval or "P" if there is further approval required. No email will be sent to the initiator.
Review Batch Details	Select to display a list of all invoices in the batch. Individual invoices within the batch can be rejected here
View and Collate Batch Details	This option will combine the batch report with dissections and any scanned images of the invoices into a single pdf.
Show Approvers Selected	This will display a list of Approvers that were selected
Approval Audit	This will display the approval audit so far.
Reject Batch	Select to reject the batch. An email will be sent to the requestor if configured to do so.
Invoice Details	This will display dissections for the Invoice
Set as Waiting Approval	An approved invoice, or partially approved, or rejected invoice can be set back to Waiting Approval.

Rejecting an Invoice within a Batch.

When **Review Batch Details** is selected for a batch with more than one invoice, the individual invoices are displayed.



An Invoice can be selected for rejection. If this is selected, you need to enter a reason. This invoice is then automatically returned to the 'Cost Pending Invoices' screen and an email is sent to the initiator.

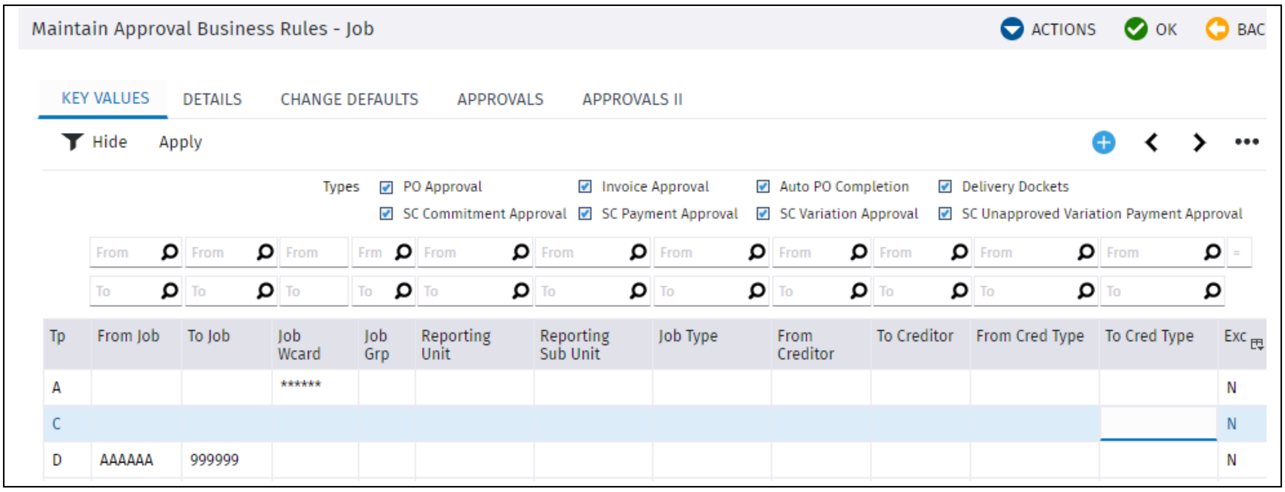
The remainder of the invoices remain in the batch which has a reduced batch total. The batch can then be approved.

Automatically Approving Invoices

If the option to automatically approve invoices has been turned on via the PO Approval Business Rules, then the option to “C” **Code** an invoice will check if the invoice meets the tolerances, and will automatically approve that invoice. The invoice will appear in the Invoice Approval screen as Approved. This is indicated in the last column on the screen. The Last Actioned will be the person who **Coded** the invoice.

Auto PO Completion

It is possible to automatically complete Purchase Order Items when posting Approved Invoices for specific Allocation Groups. This is achieved by setting up a “C” type Approval Default in the configuration. See example below.



Purchase Order Items will be flagged as complete if after posting an Approved Invoice the quantity on the PO Item has been fully invoiced. i.e. Purchase Order Quantity – Authorised Quantity = Zero.

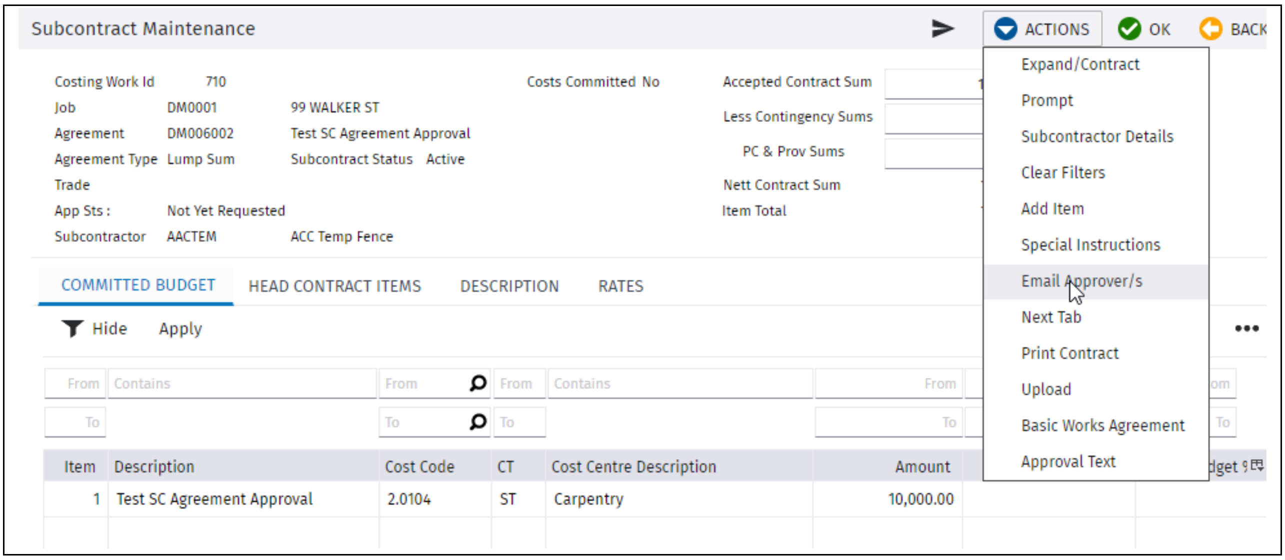
Purchase Orders will be flagged as fully complete if after posting an Approved Invoice all PO Items on the order have been completed.

Subcontract Agreement Approvals

Creating Subcontracts that Require Approval.

Subcontracts for projects that have subcontract agreement approvals turned on are set up in the normal way. Payments cannot be made against the subcontract until the agreement is fully approved. Subcontract agreement approvals do not have to be turned on to utilise the subcontract payment approval process. The two approval processes can operate independently.

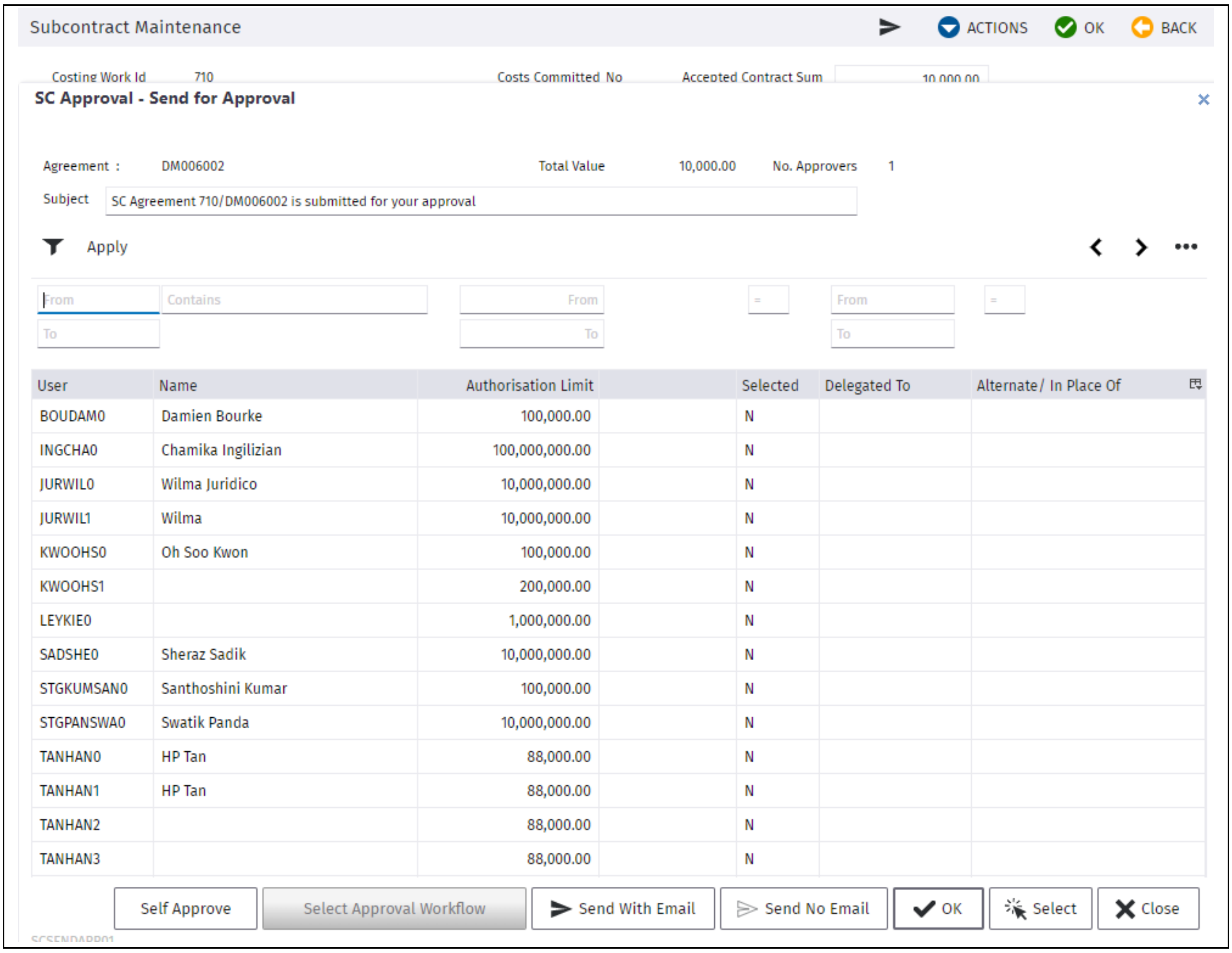
When all items have been entered, the user can choose the **Email Approvers** option from the Actions Button, on the screen below.



Requesting Approval for the Subcontract Agreement

This will display the following screen. In this example two approvers are required, and the approvals must be sequential.

Two approvers must be nominated, and the order of their approval entered, i.e. 1, then 2. The second approver must have sufficient approval level for the total subcontract agreement.



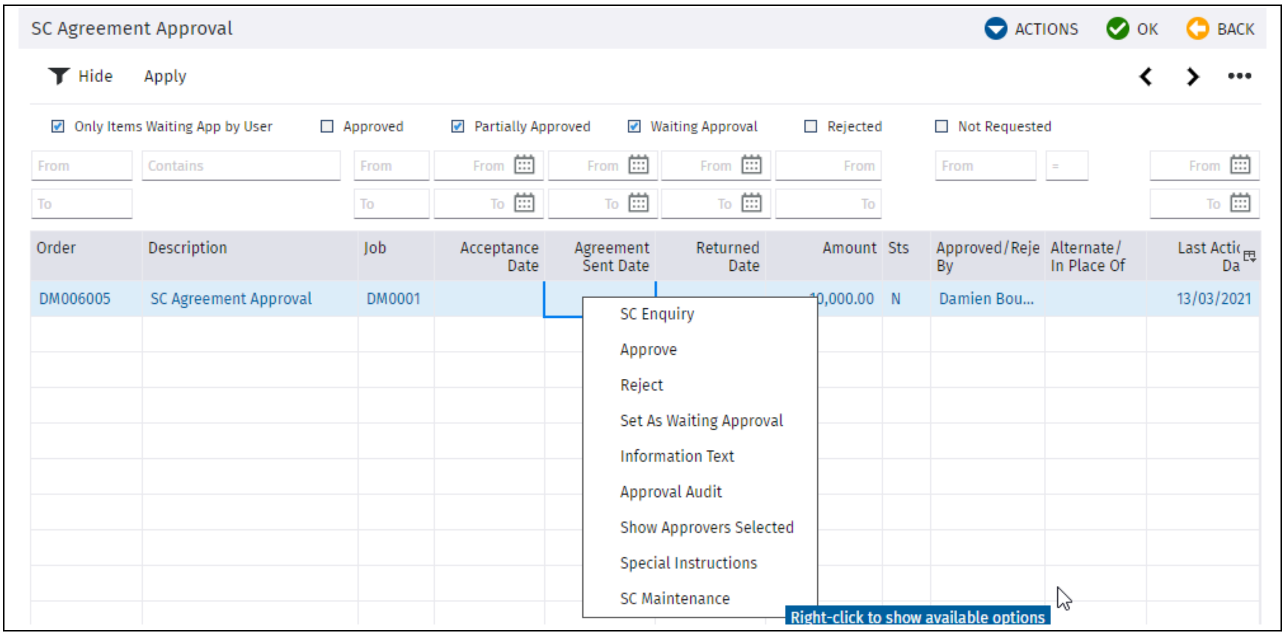
Select required users, and then use the **Send Email** or **Mark for Approval Only** buttons to commence the Approval process. Both options will change the status to ‘Approval Requested’. If **Mark for Approval Only** was selected, then no emails are sent.

Field Name	Description
User	Authorised Approver
Name	Authorised Approver Full Name
Authorisation Limit	The users Approval Limit
Sequence	If sequential approval is required enter the approver sequence in this field
Selected	Y/N is the user selected already
Delegated To	If present, the userid of the person to reploace the originally nominated approver.
Alternate/In Place of	‘A’ means can be approved by either, ‘I’ means only the Delegate.

Field Name	Description
Send Email	Send an email request for approval to selected users. This will be sent to the first approver only. When that person approves the order, an email will be sent to the second approver.
Mark for Approval Only	Mark the Subcontract Agreement ready for approval for the selected users without sending an email.
Select Approval Workflow	If multiple users are required then an Approval sequence workflow can be selected if configured. Only workflows that meet the approval criteria are displayed.
Self Approve	If only one approver is required, and the requestor has the appropriate approval level for the SC Agreement, then selecting this option will take the user directly to the approval screen, and the agreement can be approved.

Approving or Rejecting a Subcontract Agreement Approval Request

To approve or reject a Subcontract Agreement select *Projects>Advanced Approvals>**Approve Subcontract Agreement***, and the following screen displays.

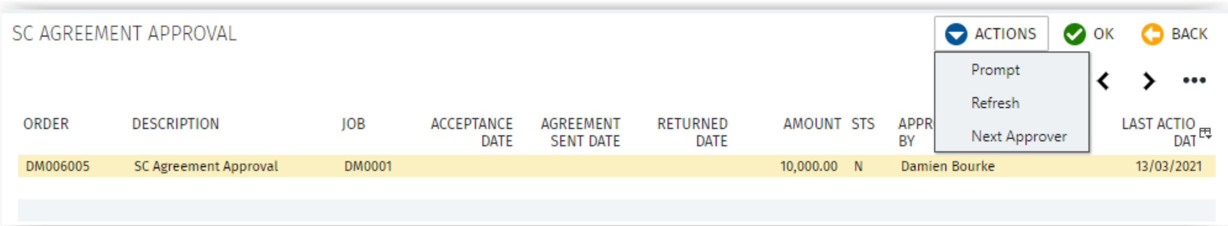


Column Headings

Field Name	Description
Order	Subcontract Agreement No
Description	Description of the subcontract agreement
Job	Job Number
Acceptance Date	Date the Agreement was accepted by the Head Contractor

Field Name	Description
Agreement Sent Date	Date the agreement was sent to the subcontractor
Agreement Returned Date	Date the signed agreement was returned
Amount	Total value of the Subcontract
Status	Status of Approval Request A=Approved, P=Partially Approved, R=Rejected, N=Waiting Approval, X=Approval not yet requested.
Approved/Rejected by	User who has made the last status change to approved or rejected.
Alternate/In Place Of	If Delegations are used, the Delegate name will appear.
Date	The date of the last status change to approved or rejected

Action Button Options



The option **Next Approver** option in the **Actions** Menu will display the next approver's name in the column **Approved/Rejected By** column and change the column heading to **Next Approver**. This column can be filtered by the Next Approvers name to see all SC Agreements awaiting approval by that user.

Right click on the required Item to change approval status. Right click options are described below.

Term	Definition
Subcontract Enquiry	Select to launch the standard Subcontract Enquiry.
Approve	Select to approve the Subcontract Value. If further approvers are required as part of a multiple approver workflow then the status will change to *Partially Approved. This will trigger an email to the next user in the workflow.
Reject	Select to reject the Subcontract Agreement. If you reject an approval request, you will need to enter rejection text as explanation.
Set as Waiting Approval	Select to reset the status to *Waiting Approval. This can be used if Approved or rejected by mistake.
Information Text	Select to see or maintain rejection text. This may also contain any notes entered by the person requesting the approval.

Term	Definition
Approval Audit	Select to see the approval audit trail.
Show Approvers Selected	Select to show other approvers required for multiple approval workflows
Special Instructions	The Special Instructions entered in the SC Maintenance Screen can be viewed and Updated.
SC Maintenance	Takes the user to the SC maintenance screens

Changing the Approver

The option for changing the approver by selecting a Delegate to replace the Approver is described in the PO Approval section of this document. It is the same process.

Another option to change the approver or select further approvers, is to go back into the Subcontract Maintenance and select *Send for Approval* again. Simply select a different authorised approver. The previous approval request will not be removed.

Adjusting an Approved Subcontract Item

If a SOR Subcontract Agreement is fully approved and therefore committed to cost then any adjustment to a Subcontract Order Item will also have an impact on committed cost but will require that the Agreement be re-approved if the change is outside any defined tolerance setup in the business rules... These changes must be made in the subcontract maintenance screen. There are some changes that can be configured to NOT trigger re-approval. These are available within the business rules for that project.

If a SOR subcontract agreement has the contract value increased from within the subcontract payment authority process, this will also trigger re-approval if the change is outside the tolerance value.

Any new items added to a previously approved SOR subcontract agreement will always have an impact on committed cost and require approval, unless the last item above is unticked.

This tolerance is calculated using the Original Quantity when the agreement was first approved. i.e. (Current New Quantity – Original Quantity)/Original Quantity * 100 must be less than or equal to the tolerance percent.

Subcontract Payment Approvals

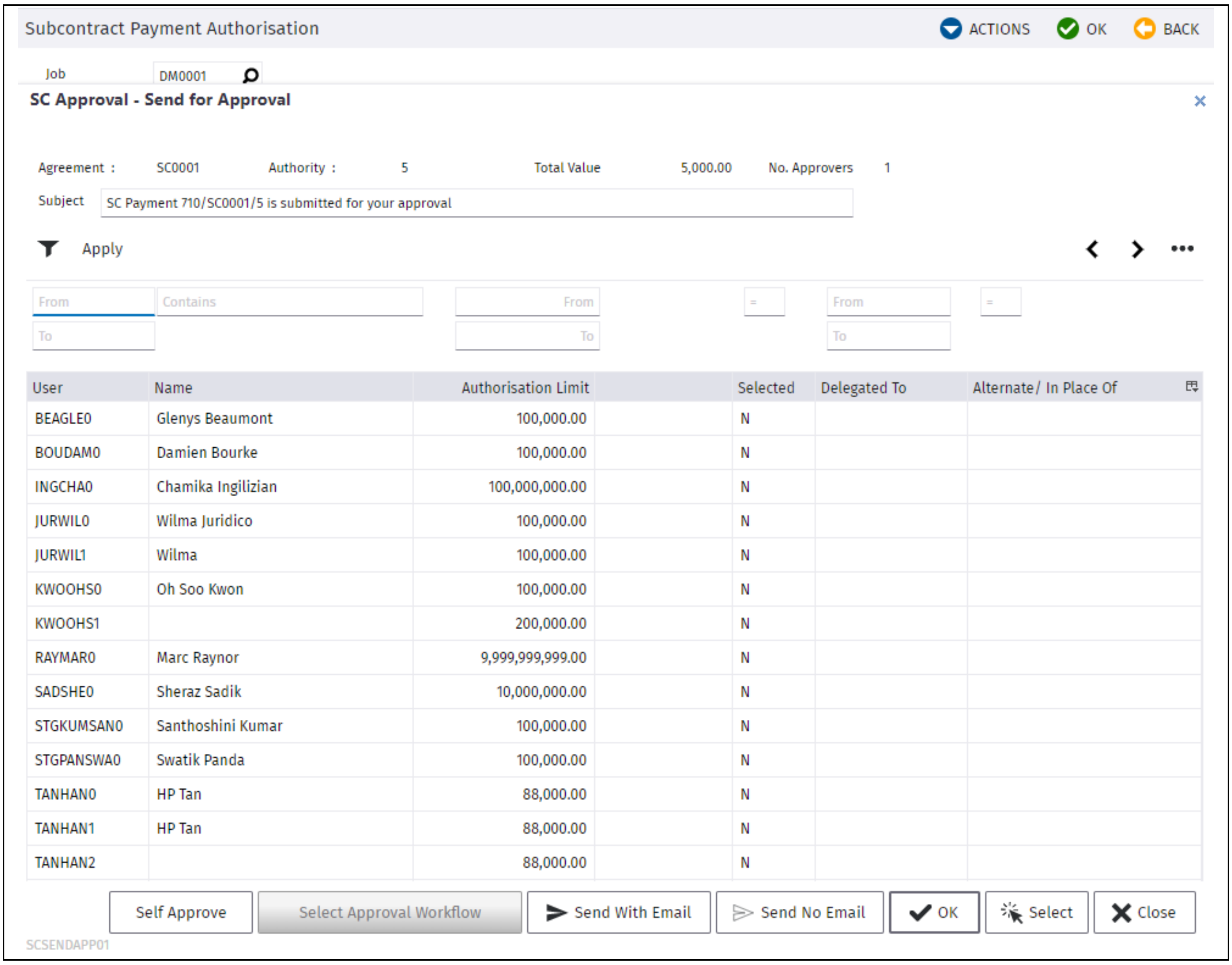
Creating Subcontract Payments that Require Approval.

Subcontracts Payments for projects that have subcontract payment approvals turned on are set up in the normal way. Payments cannot be made against the subcontract until the agreement is fully approved. Subcontract payment approvals do not have to be turned on to utilise the subcontract agreement approval process. The two approval processes can operate independently.

A subcontract payment is prepared in the normal way using the subcontract payment authority process. On the Final screen of the SC payment process the user can choose the **Send for Approval** option on the screen below, using the Actions Button.

The **Comments to/from Approver** option can be used to record notes that the approver may view.

Using the **Send for Approval** will display the following screen. In two approvers are required, then two approvers must be nominated, and the order of their approval entered, i.e. 1, then 2. The second approver must have sufficient approval level for the total subcontract agreement.



Select required users, and then use the **Send Email** or **Mark for Approval Only** buttons to commence the Approval process. Both options will change the status to ‘Approval Requested’. If **Mark for Approval Only** was selected, then no emails are sent.

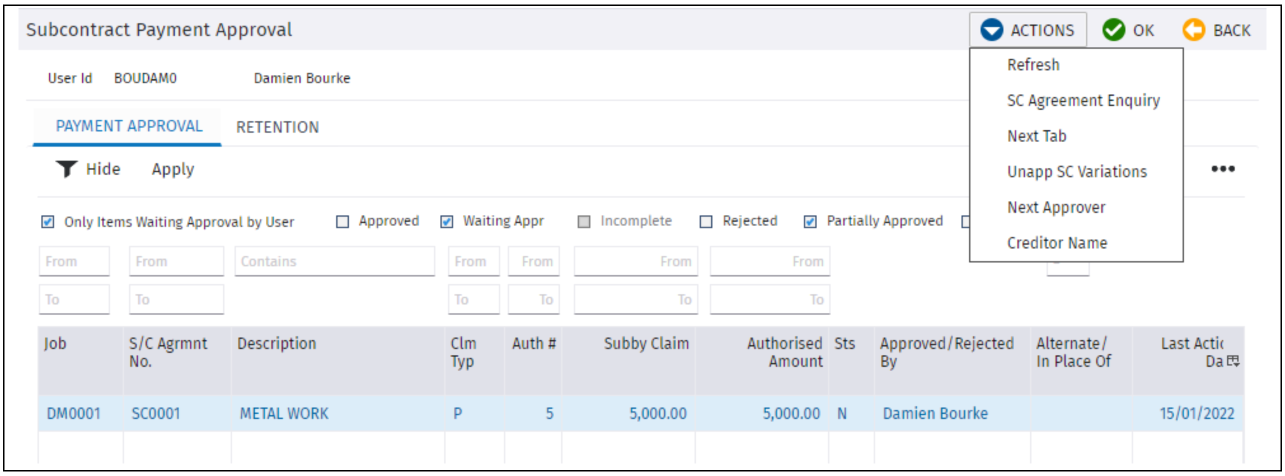
Field Name	Description
User	Authorised Approver
Name	Authorised Approver Full Name
Authorisation Limit	The users Approval Limit
Sequence	If sequential approval is required enter the approver sequence in this field
Selected	Y/N is the user selected already
Delegated To	If present, the userid of the person to reploace the originally nominated approver.
Alternate/In Place of	‘A’ means can be approved by either, ‘I’ means only the Delegate.
Send Email	Send an email request for approval to selected users. This will be sent to the first approver only. When that person approves the payment, an email will be sent to the second approver.

Field Name	Description
Mark for Approval Only	Mark the Subcontract Payment ready for approval for the selected users without sending an email.
Select Approval Workflow	If multiple users are required then an Approval sequence workflow can be selected if configured. Only workflows that meet the approval criteria are displayed.
Self Approve	If only one approver is required, and the requestor has the appropriate approval level for the purchase order, then selecting this option will take the user directly to the approval screen, and the subcontract payment can be approved.

Approving or Rejecting a Subcontract Payment Approval Request

To approve or reject a Subcontract Payment, select **Projects>Advanced Approvals>Approve SC Payments,** and the following screen displays.

Action Button Options



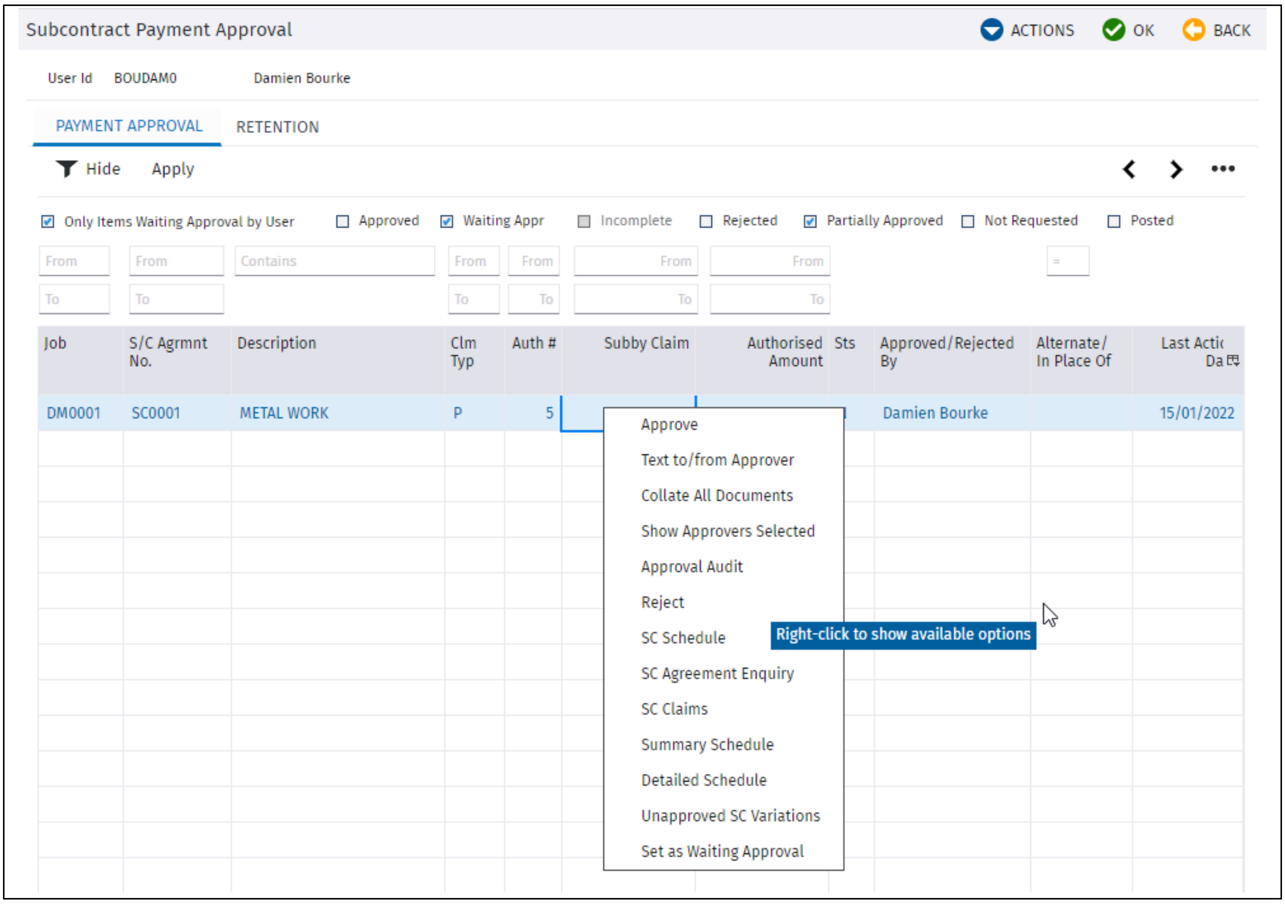
The option **Next Approver** will display the next approver's name in the column **Approved/Rejected By** column and change the column heading to **Next Approver**. This column can be filtered by the Next Approvers name to see all SC Payments awaiting approval by that user.

Column Headings

Field Name	Description
Job	Job number of the Subcontract Payment
Order	Subcontract Agreement No
Description	Description of the subcontract agreement
Claim Type	'P' is SC Claim, 'R' is Retention Claim
Claim No	The sequential number of the claim
Subcontractor Claim	Amount of the SC Claim for this claim

Field Name	Description
Authorised Amount	Amount authorized for this claim. This is the amount requiring approval.
Status	Status of Approval Request A=Approved, P=Partially Approved, R=Rejected, N=Waiting Approval, X=Approval not yet requested.
Approved/Rejected by	User who has made the last status change to approved or rejected.
Delegated To	If present, the userid of the person to reploace the originally nominated approver.
Alternate/In Place of	'A' means can be approved by either, 'I' means only the Delegate.
Date	The date of the last status change to approved or rejected
ON RETENTION TAB	
Retention This Claim	Amount of retention held for this claim. If the amount is negative, then it is the amount of retention Released. If the Claim Type is 'R' Retention Claim, then the SC Claim amount and the Authorised Amount will be blank.
Invoice Date	Invoice Date from the Subcontract Payment Authority.
Unapproved SC Variations	If there are payments to unapproved subcontract Variations this will show as 'Y'. See later section for special approvals to deal with payment to unapproved Variations.

Right Click Options



Term	Definition
Approve	Select to approve the Subcontract Payment. If further approvers are required as part of a multiple approver workflow then the status will change to *Partially Approved. This will trigger an email to the next user in the workflow.
Text to/from Approver	Select to see or maintain rejection text. This may also contain any notes entered by the person requesting the approval.
Collate all Documents	This option will bring together in a single pdf, the SC Summary Schedule, the SC Detail Schedule, and all SC Claims for the payment
Show Approvers Selected	Select to show other approvers required for multiple approval workflows
Approval Audit	Select to see the approval audit trail.
Reject	Select to reject the Subcontract Payment. If you reject an approval request, you will need to enter rejection text as explanation.
SC Schedule	This will display the JOM form for the subcontract payment schedule. It displays both the Summary and the Detail FORMs.

Term	Definition
SC Agreement Enquiry	This displays the Subcontract Enquiry filtered at this agreement
SC Claims	This lists the individual SC Claims that were used for this payment. The scanned images of the subcontractor's claims can be viewed here.
Summary Schedule	This displays just the Summary Subcontract Payment Schedule
Detailed Schedule	This displays just the Detailed Subcontract Payment Schedule
Set as Waiting Approval	Select to reset the status to *Waiting Approval. This can be used if Approved or rejected by mistake.
Unapproved SC Variations	If there are payments against unapproved variations, and the approval function is turned on for payments against unapproved variations, then this will take the user to the screen to approve these payments. See later in this guide.
Detail	This will display the summary screen from the SC payment process, and a 'Drop Zone' to enable the user to add any additional documents.

Changing the Approver

The option for changing the approver by selecting a Delegate to replace the Approver is described in the PO Approval section of this document. It is the same process

Also to change the approver or select further approvers, go back into the Subcontract Payment Authority and select *Send for Approval* again. Simply select a different authorised approver. The previous approval request will not be removed.

Adjusting an Approved Payment

If changes are required for a payment already approved, then the approval status in the Approval Screen must be changed to 'R' rejected, or 'N' Ready for Approval. User can then go into the subcontract Payment authority and make the necessary changes, and re-send for approval. The SC payment Advice (RCTI) text can be updated at the SC Payment Posting screen without having the reject the approval.

Payment Against Unapproved Subcontract Variations

Summary of Processes to make Payments against Unapproved Subcontract Variations

There are a number of options for processing payments against unapproved subcontract variations.

1. The approval process is turned on for the workid, i.e. SCUVPA is set to 'Y', and the project the variation belongs to **IS** subject to the approval process.
2. The approval process is turned on for the workid, i.e. SCUVPA is set to 'Y', and the project the variation belongs to is **NOT** subject to the approval process.
3. The approval process is **NOT** turned on for the workid, i.e. SCUVPA is set to 'N, or does not exist.

There is a standard overriding default that does not allow payments against 'N' status subcontract variations. This default can be changed by setting the parameter SAGPVR position 2 to 'Y'. This will then allow payments against 'N' subcontract variations.

This parameter is overriden if the the approval process is turned on for the workid, i.e. SCUVPA is set to 'Y', and the project the variation belongs to, is subject to the approval process. For all other options it will still apply.

Option 1.

Any payment against an unapproved subcontract variation, status 'N' or 'R', will need to be approved according to the business rules for that approval, before the whole subcontract payment is approved. This is tested for in the summary screen of the Subcontract Payment Authority, and a warning message will display.

Option 2.

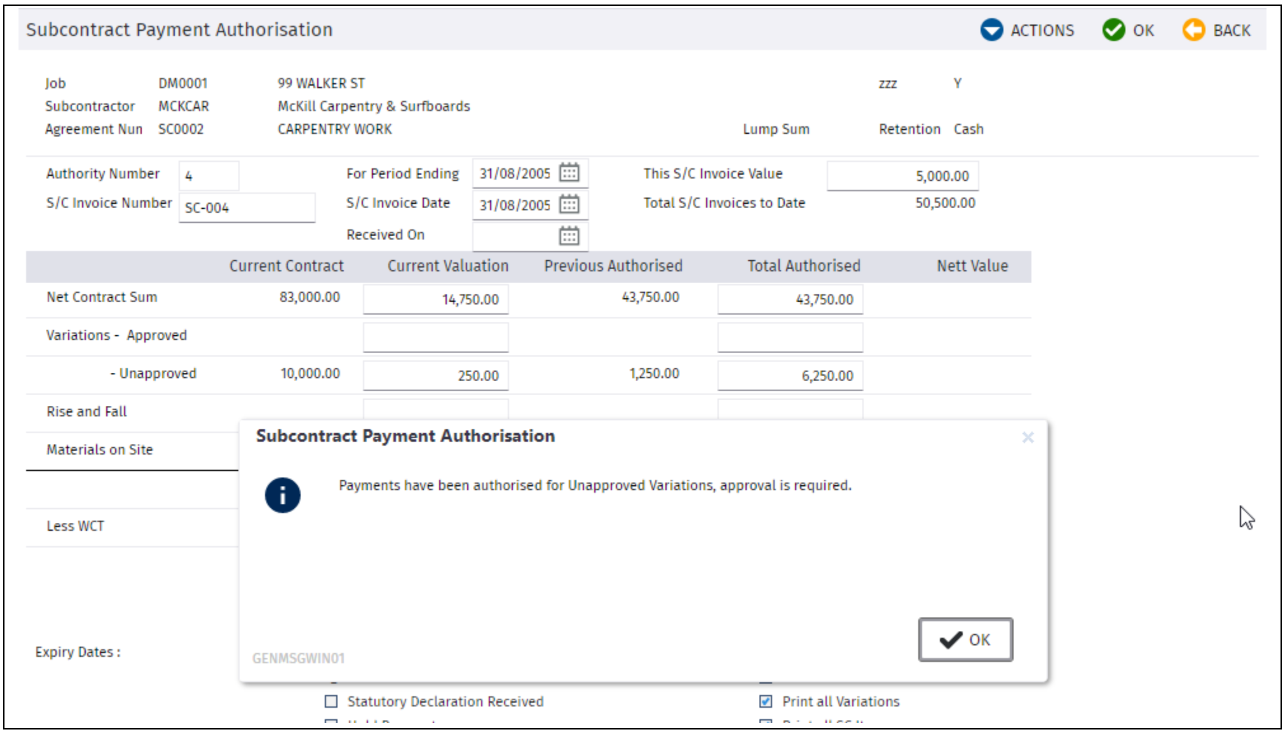
Payments can be made against unapproved subcontract variations with a status of 'R', without any approval.

Option 3.

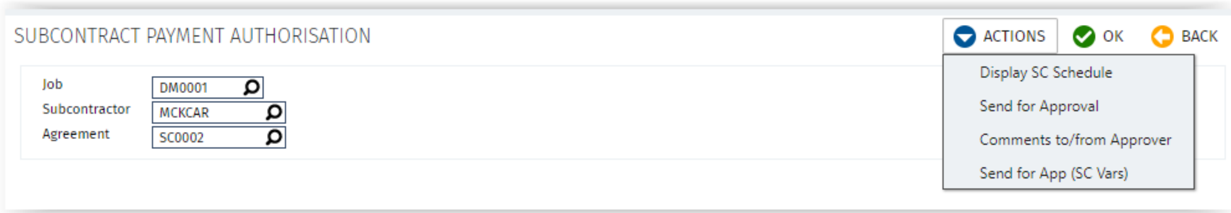
Payments can be made against unapproved subcontract variations with a status of 'R', without any approval.

Requesting Approval for a Payment against Unapproved Subcontract Variations

If the approval process for payments against unapproved variations is turned on for the project, then a subcontract payment is prepared in the normal way. Amounts can be entered for payments against unapproved subcontract variations. When the user returns to the Payment Summary screen, and selects Ok, the system check if payments have been entered against unapproved variations. If they have a warning message is displayed. See Screen below.

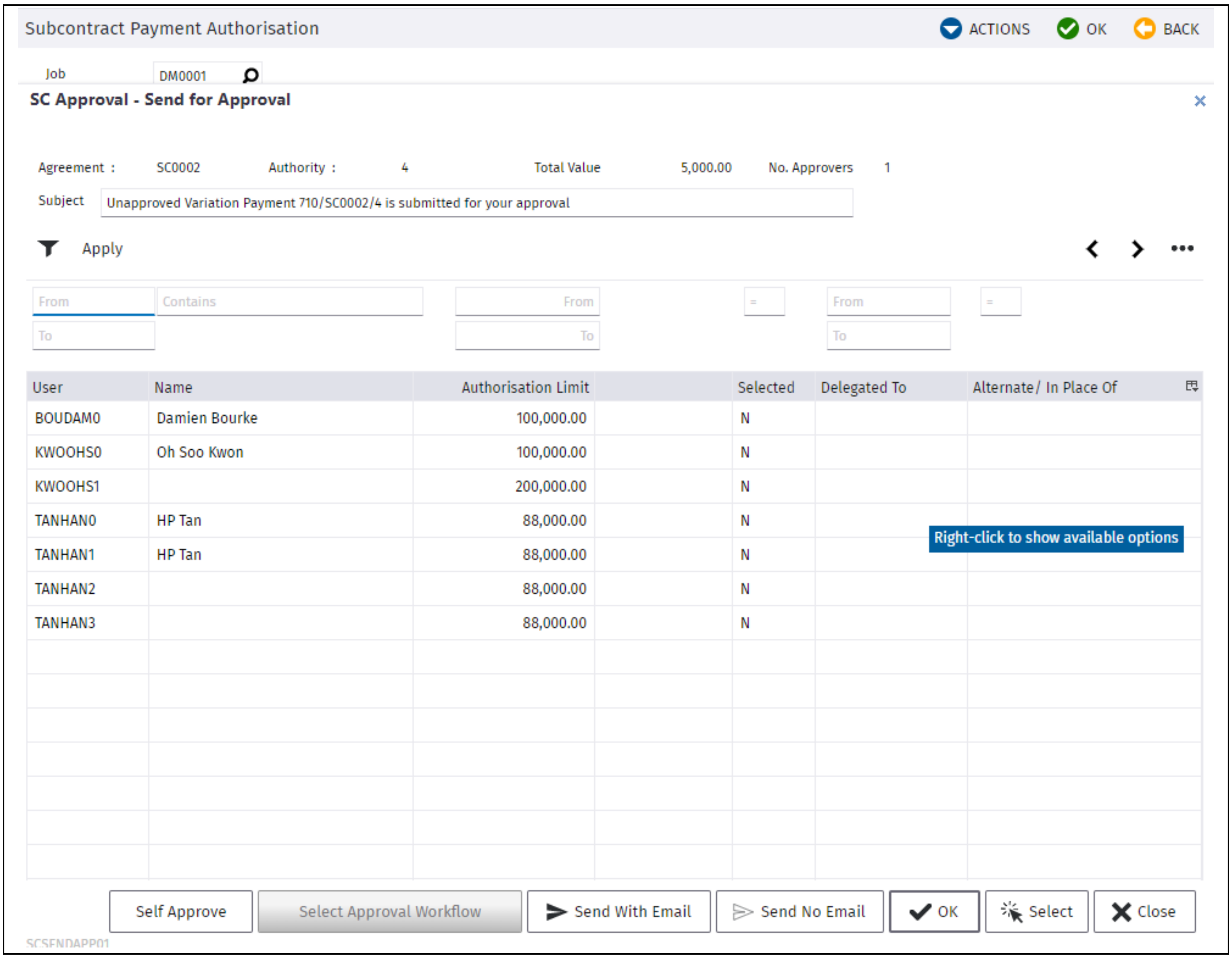


This is just a warning message, and the subcontract payment should be completed through to the last screen. See below.



Select the option **Send for App(SC Vars)** and the following screen is displayed.

*NB. If the subcontract payment is subject to approval, then the option **Send for Approval** can also be selected. (See section on Subcontract Payment Approvals)*



Select required users, and then use the **Send Email** or **Mark for Approval Only** buttons to commence the Approval process. Both options will change the status to ‘Approval Requested’. If **Mark for Approval Only** was selected, then no emails are sent.

Request Approval for Payments against Unapproved Subcontract Variations.

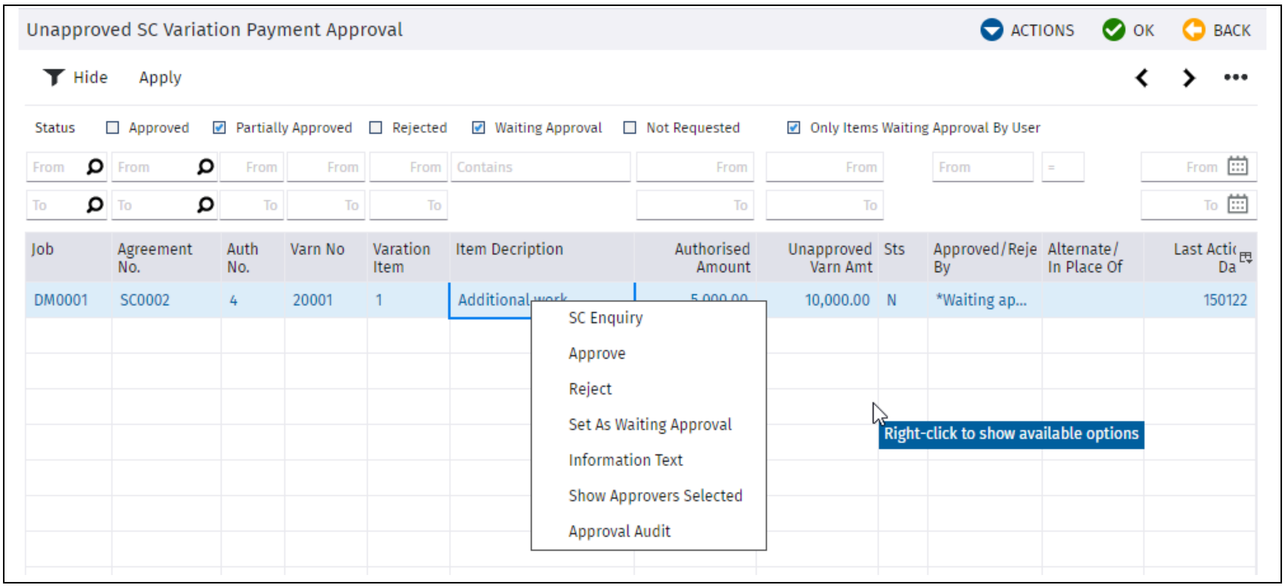
Field Name	Description	Type
User	Authorised Approver	C
Name	Authorised Approver Full Name	C
Authorisation Limit	The users Approval Limit	C
Sequence	If sequential approval is required enter the approver sequence in this field	E
Selected	Y/N is the user selected already	C
Delegated To	If present, the userid of the person to reploace the originally nominated approver.	
Alternate/In Place of	‘A’ means can be approved by either, ‘I’ means only the Delegate.	

Field Name	Description	Type
Send Email	Send an email request for approval to selected users. This will be sent to the first approver only. When that person approves the payment, an email will be sent to the second approver.	E
Mark for Approval Only	Mark the Unapproved Payment for Subcontract Variations ready for approval for the selected users without sending an email.	E
Select Approval Workflow	If multiple users are required then an Approval sequence workflow can be selected if configured. Only workflows that meet the approval criteria are displayed.	E
Self Approve	If only one approver is required, and the requestor has the appropriate approval level for the unapproved SC Variation payment, then selecting this option will take the user directly to the approval screen, and the payment against unapproved subcontract variations can be approved.	E

Approving or Rejecting Payments against Unapproved Subcontract Variations

To approve or reject a Payment against an unapproved subcontract variation select *Projects>Advanced Approvals>**Approve Unapproved SC Variation Payments***, and the following screen displays.

This approval must be done before the whole subcontract payment can be approved.



Column Headings

Field Name	Description	Type
Job	Job number of the Subcontract Payment	
Agreement No	Subcontract Agreement No	C
Authorisation No	Subcontract Payment Authorisation Number	

Field Name	Description	Type
Variation Number	The number of the unapproved variation	
Variation item	The Variation Item Number of the unapproved variation. There can be multiple variation items within the same variation number.	
Item Description	Description of the Variation item	C
Authorised Amount	Amount authorized against the unapproved variation. This is the amount requiring approval.	
Unapproved Variation Amount	The full value of the unapproved variation. i.e. Assessed value.	
Status	Status of Approval Request A=Approved, P=Partially Approved, R=Rejected, N=Waiting Approval, X=Approval not yet requested.	C
Approved/Rejected by	User who has made the last status change to approved or rejected.	C
Date	The date of the last status change to approved or rejected	C

Right click on the required Item to change approval status. Right click options are described below.

Right Click Options

Term	Definition
SC Enquiry	This displays the Subcontract Enquiry filtered at this agreement
Approve	Select to approve the Variation Payment. If further approvers are required as part of a multiple approver workflow then the status will change to *Partially Approved. This will trigger an email to the next user in the workflow.
Reject	Select to reject the Variation Payment. If you reject an approval request, you will need to enter rejection text as explanation. Use Information Text option.
Set as Waiting Approval	Select to reset the status to *Waiting Approval. This can be used if Approved or rejected by mistake.
Information Text	Select to see or maintain rejection text. This may also contain any notes entered by the person requesting the approval.
Show Approvers Selected	Select to show other approvers required for multiple approval workflows
Approval Audit	Select to see the approval audit trail.

Changing the Approver

The option for changing the approver by selecting a Delegate to replace the Approver is described in the PO Approval section of this document. It is the same process

Another option to change the approver or select further approvers, is to go back into the Subcontract Payment Authority and select *Send for Approval* again. Simply select a different authorised approver. The previous approval request will not be removed.

Adjusting an Approved Payment

If changes are required for a payment already approved, then the approval status in the Approval Screen must be changed to 'R' rejected, or 'N' Ready for Approval. User can then go into the subcontract Payment authority, make the necessary changes, and re-send for approval.

Subcontract Variation Approvals

Creating Subcontract Variations that Require Approval.

Subcontracts Variations for projects that have subcontract variation approvals turned on are set up in the normal way. The business rules setup for the project determines if both external and internal subcontract variations require approval, and if variations to lump sum and schedule of rates agreement require approval.

NB This approval function only applies to the subcontract variation status, NOT whether payments can be made against the variations. Payments against unapproved variations are a separate approval process addressed earlier in this guide.

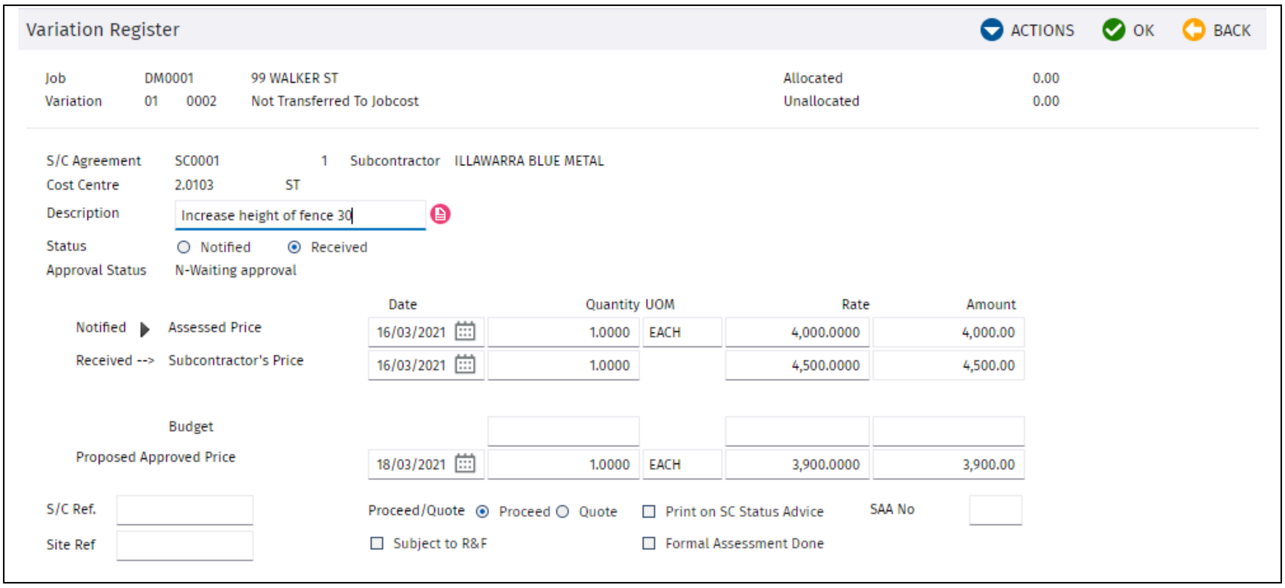
If subcontract variations for a project have the approval process turned on, then new fields for "Proposed" approval values will be displayed in the subcontract variation setup screen. See below.

The user cannot set the variation as Approved, but must complete the 'Proposed Approved Price' fields and then send for approval. When approved, the status will automatically change to Approved.

The **Email Approvers** option can be used to send for approval

The **Approval Text** option can be used to record notes that the approver may view.

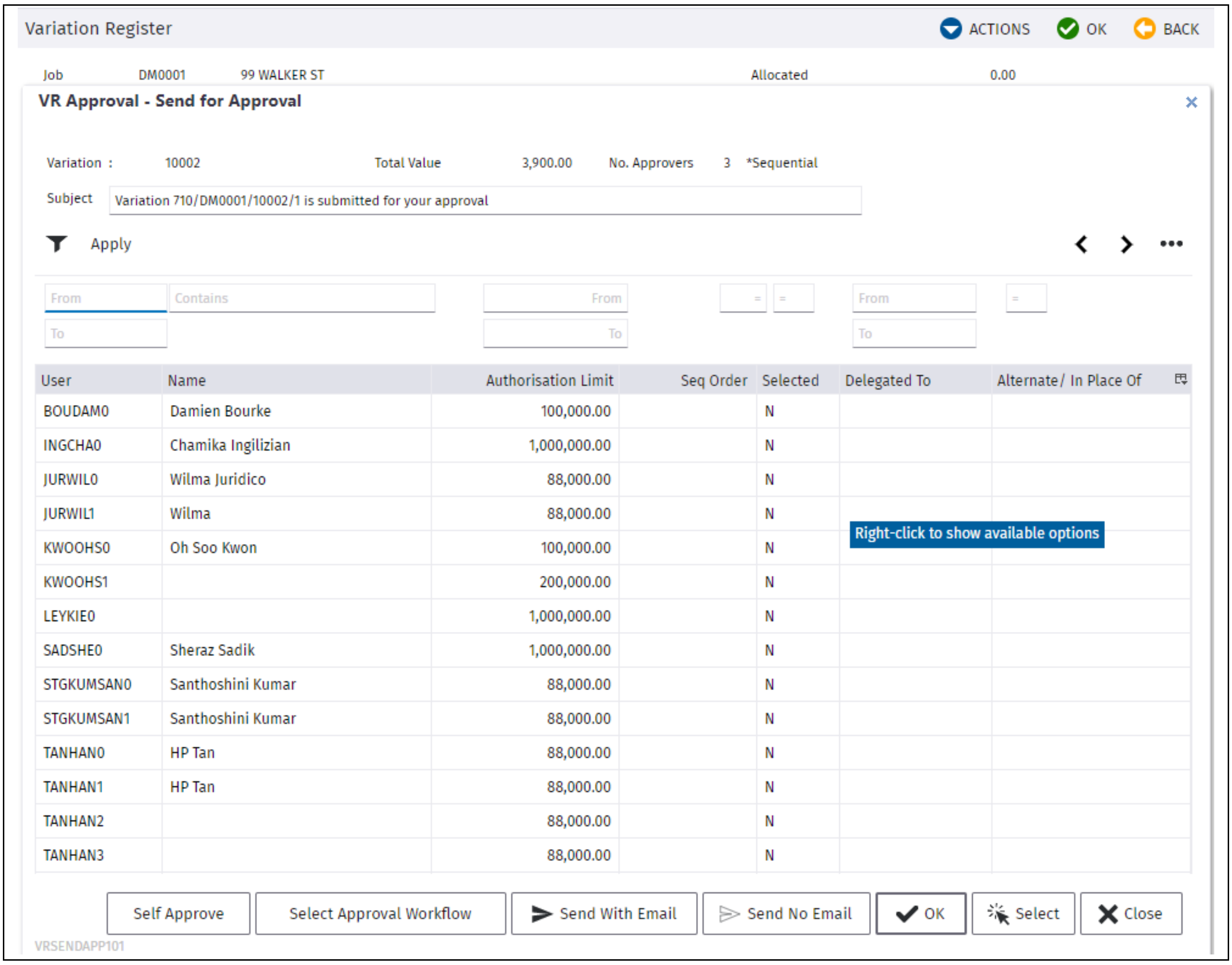
The **Print Variation Acceptance** option can be used to print the acceptance form. The form will use the 'Proposed' amounts.



Requesting Approval for the Subcontract Variation

Using the **Email Approvers** option will display the following screen. In this example two approvers are required, and the approvals must be sequential.

Two approvers must be nominated, and the order of their approval entered, i.e. 1, then 2. The second approver must have sufficient approval level for the subcontract variation proposed price.



Variation Register ACTIONS OK BACK

Job DM0001 99 WALKER ST Allocated 0.00

VR Approval - Send for Approval

Variation : 10002 Total Value 3,900.00 No. Approvers 3 *Sequential

Subject: Variation 710/DM0001/10002/1 is submitted for your approval

Apply

User	Name	Authorisation Limit	Seq Order	Selected	Delegated To	Alternate/ In Place Of
BOUDAM0	Damien Bourke	100,000.00		N		
INGCHA0	Chamika Ingilizian	1,000,000.00		N		
JURWIL0	Wilma Juridico	88,000.00		N		
JURWIL1	Wilma	88,000.00		N		
KWOOHS0	Oh Soo Kwon	100,000.00		N		
KWOOHS1		200,000.00		N		
LEYKIE0		1,000,000.00		N		
SADSHE0	Sheraz Sadik	1,000,000.00		N		
STGKUMSAN0	Santhoshini Kumar	88,000.00		N		
STGKUMSAN1	Santhoshini Kumar	88,000.00		N		
TANHAN0	HP Tan	88,000.00		N		
TANHAN1	HP Tan	88,000.00		N		
TANHAN2		88,000.00		N		
TANHAN3		88,000.00		N		

Right-click to show available options

Self Approve | Select Approval Workflow | Send With Email | Send No Email | OK | Select | Close

VRSENDAPP101

Select required users, and then use the **Send Email** or **Mark for Approval Only** buttons to commence the Approval process. Both options will change the status to ‘Approval Requested’. If **Mark for Approval Only** was selected, then no emails are sent.

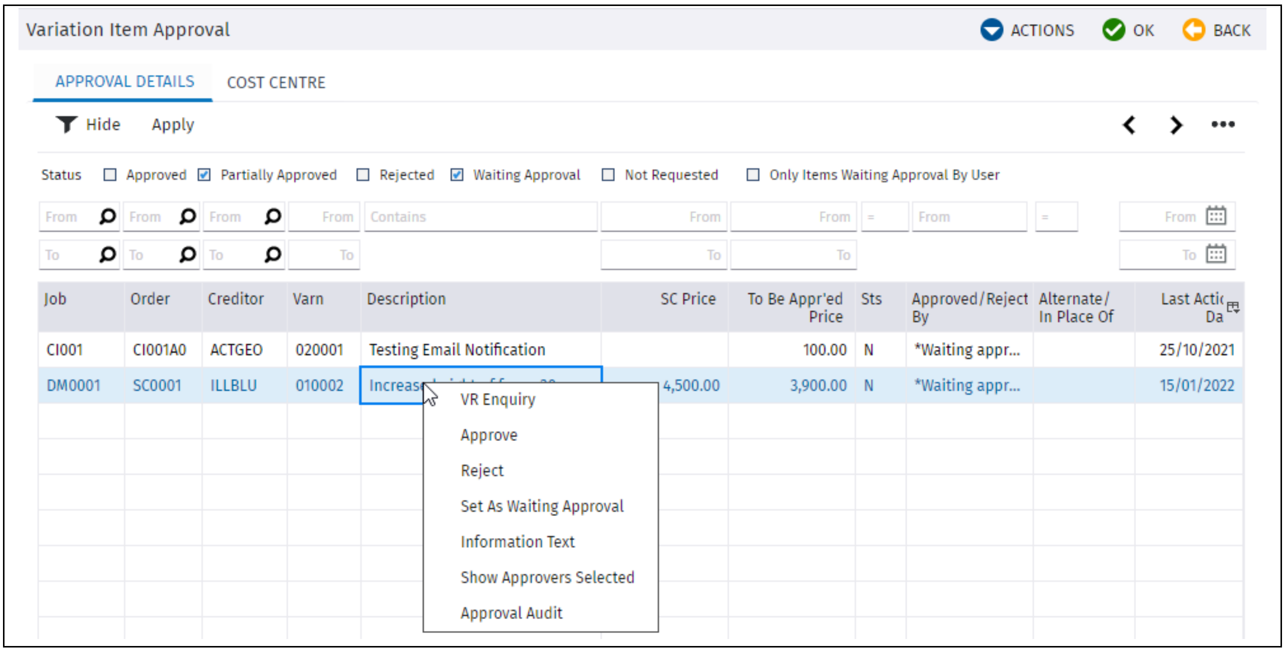
Column Headings

Field Name	Description	Type
User	Authorised Approver	C
Name	Authorised Approver Full Name	C
Authorisation Limit	The users Approval Limit	C
Sequence	If sequential approval is required enter the approver sequence in this field	E
Selected	Y/N is the user selected already	C
Delegated To	If present, the userid of the person to reploace the originally nominated approver.	
Alternate/In Place of	‘A’ means can be approved by either, ‘I’ means only the Delegate.	

Field Name	Description	Type
Send Email	Send an email request for approval to selected users. This will be sent to the first approver only. When that person approves the variation, an email will be sent to the second approver.	E
Mark for Approval Only	Mark the Subcontract Variation ready for approval for the selected users without sending an email.	E
Select Approval Workflow	If multiple users are required then an Approval sequence workflow can be selected if configured. Only workflows that meet the approval criteria are displayed.	E
Self Approve	If only one approver is required, and the requestor has the appropriate approval level for the subcontract variation, then selecting this option will take the user directly to the approval screen, and the subcontract variation can be approved.	E

Approving or Rejecting a Subcontract Variation Approval Request

To approve or reject a Subcontract Payment select **Projects>Advanced Approvals>Approve SC Variation,** and the following screen displays.



Column Headings

Field Name	Description	Type
Job	Job number of the Subcontract Variation	
Order	Subcontract Agreement No	C
Creditor	Creditor Id for the subcontractor	C
Variation No	Variation Number requiring approval	C
Description	Variation Item Description	C

Field Name	Description	Type
Subcontract Price	Amount the subcontractor has claimed	
To be Approved Price	Proposed approved amount. This is the amount requiring approval.	
Status	Status of Approval Request A=Approved, P=Partially Approved, R=Rejected, N=Waiting Approval, X=Approval not yet requested.	C
Approved/Rejected by	User who has made the last status change to approved or rejected.	C
Date	The date of the last status change to approved or rejected	C
COST CENTRE TAB		
Creditor Name	Name of the subcontractor	
Variation item	Dissection item number for the variation. The variation may have more than one component.	
Cost Centre	Cost Centre of the Subcontract Item to which the variation is assigned.	

Right click on the required Item to change approval status. Right click options are described below.

Right Click Options

Term	Definition
VR Enquiry	Variation Enquiry filtered to this variation.
Approve	Select to approve the Subcontract Variation. If further approvers are required as part of a multiple approver workflow then the status will change to *Partially Approved. This will trigger an email to the next user in the workflow.
Reject	Select to reject the Subcontract Variation. If you reject an approval request, you will need to enter rejection text as explanation.
Set as Waiting Approval	Select to reset the status to *Waiting Approval. This can be used if Approved or rejected by mistake.
Information Text	Select to see or maintain rejection text. This may also contain any notes entered by the person requesting the approval.
Show Approvers Selected	Select to show other approvers required for multiple approval workflows
Approval Audit	Select to see the approval audit trail.

Changing the Approver

The option for changing the approver by selecting a Delegate to replace the Approver is described in the PO Approval section of this document. It is the same process

To change the approver or select further approvers, go back into the Subcontract Variation entry screen and select *Send for Approval* again. Simply select a different authorised approver. The previous approval request will not be removed.

Adjusting an Approved Payment

If changes are required for a Variation approved, then the User can then go into the subcontract screen and make the necessary changes, and re-send for approval. This will display a message:

This change will retrigger approval – Do you want to continue ?

This will change the status to ‘R’, and the option **Email Approvers** must be selected.

Reports and Enquiries

PO Exception Reports

Select **Projects>Purchase Orders/Invoices> PO/Inv Reports>PO Exception Reports.**

This report can be used to show, for any selection of Work ID's, the following PO Exceptions.

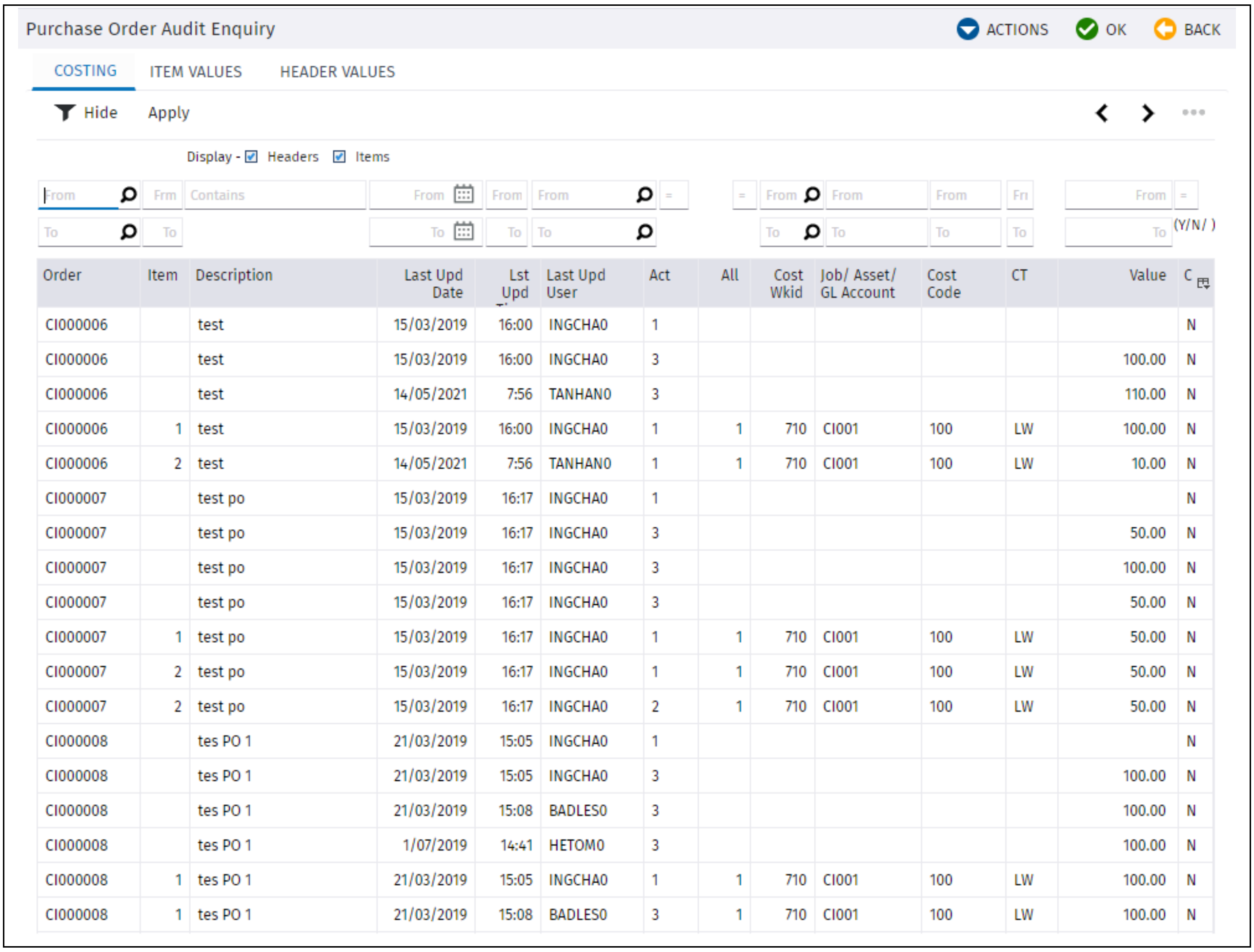
Purchase Orders raised after the matched invoice date
Purchase Orders under a nominated dollar value
Completed Purchase Orders with un-invoiced items
Purchase Orders that have been re-opened
Deleted Purchase Orders

PO Exceptions Report

PO Changes Audit Enquiry

Select **Projects>Procurement Approvals>PO Changes Audit**

This enquiry will show you an audit of all additions, changes and deletions at both PO Item and PO Header level. On the screen below, note the different tab views at the top of the screen and notice also the display options at the bottom of the screen to select Headers, Items or both. Each column has filters applied.



Order	Item	Description	Last Upd Date	Lst Upd	Last Upd User	Act	All	Cost Wkid	Job/ Asset/ GL Account	Cost Code	CT	Value	C
CI000006		test	15/03/2019	16:00	INGCHA0	1							N
CI000006		test	15/03/2019	16:00	INGCHA0	3						100.00	N
CI000006		test	14/05/2021	7:56	TANHAN0	3						110.00	N
CI000006	1	test	15/03/2019	16:00	INGCHA0	1	1	710	CI001	100	LW	100.00	N
CI000006	2	test	14/05/2021	7:56	TANHAN0	1	1	710	CI001	100	LW	10.00	N
CI000007		test po	15/03/2019	16:17	INGCHA0	1							N
CI000007		test po	15/03/2019	16:17	INGCHA0	3						50.00	N
CI000007		test po	15/03/2019	16:17	INGCHA0	3						100.00	N
CI000007		test po	15/03/2019	16:17	INGCHA0	3						50.00	N
CI000007	1	test po	15/03/2019	16:17	INGCHA0	1	1	710	CI001	100	LW	50.00	N
CI000007	2	test po	15/03/2019	16:17	INGCHA0	1	1	710	CI001	100	LW	50.00	N
CI000007	2	test po	15/03/2019	16:17	INGCHA0	2	1	710	CI001	100	LW	50.00	N
CI000008		tes PO 1	21/03/2019	15:05	INGCHA0	1							N
CI000008		tes PO 1	21/03/2019	15:05	INGCHA0	3						100.00	N
CI000008		tes PO 1	21/03/2019	15:08	BADLES0	3						100.00	N
CI000008		tes PO 1	1/07/2019	14:41	HETOM0	3						100.00	N
CI000008	1	tes PO 1	21/03/2019	15:05	INGCHA0	1	1	710	CI001	100	LW	100.00	N
CI000008	1	tes PO 1	21/03/2019	15:08	BADLES0	3	1	710	CI001	100	LW	100.00	N

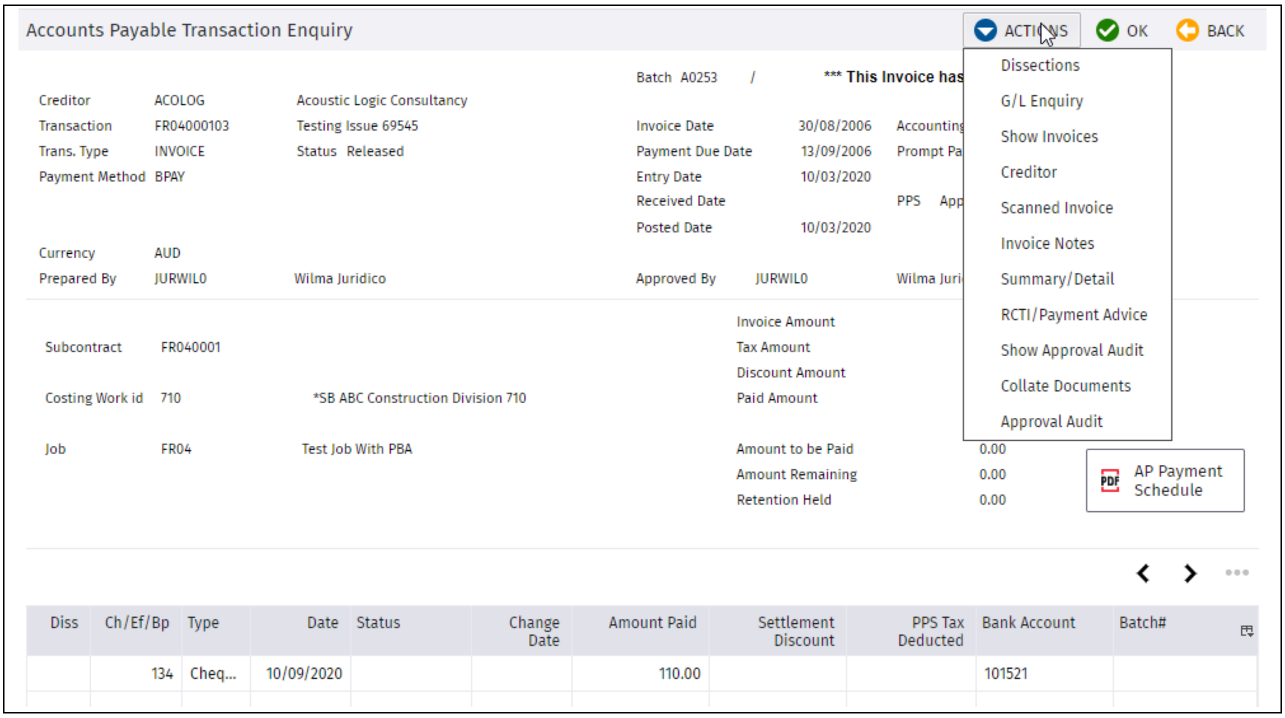
PO Exceptions Bounding Screen

Field Name	Description
Order	Purchase Order Number
Item	Purchase Order Item
Description	PO Description
Last updated Date,Time,User	The last Date update information relating to the Action column
Act	Audited Action 1=Add, 2=Delete, 3=Change
All	Costing Allocation Type 1=Job, 2=Asset, 3=GL account
Cost wkid	The costing work ID
Job/Asset/GL Account	Costing information dependent on Allocation Type
Cost Code	Costing information dependent on Allocation Type
CT	Cost Type Costing information dependent on Allocation Type
Value	Value of Item as at Audit timestamp
C	Completed Y/N
Tab 2:	**Item Values**

Field Name	Description
Quantity Ordered	Quantity on PO Item at time of audit timestamp
Unit	Unit of Measure
Rate	Rate of PO Item at time of Audit timestamp
Value	Value of Item as at Audit timestamp
Cmp	Completed Y/N
Tab 3:	**Header Values**
Supplier	Vendor, Supplier, Creditor
Order Date	Order date at the time of Audit Timestamp
Delivery Date	Delivery date at the time of Audit Timestamp
Raised By	User profile of the user who raised the order
Internal Contact	Internal contact noted on the Purchase Order
Supplier Contact	Supplier Contact noted on the Purchase Order

Invoice Enquiry

The invoice enquiry has been modified to show approvers of Subcontract Payments.

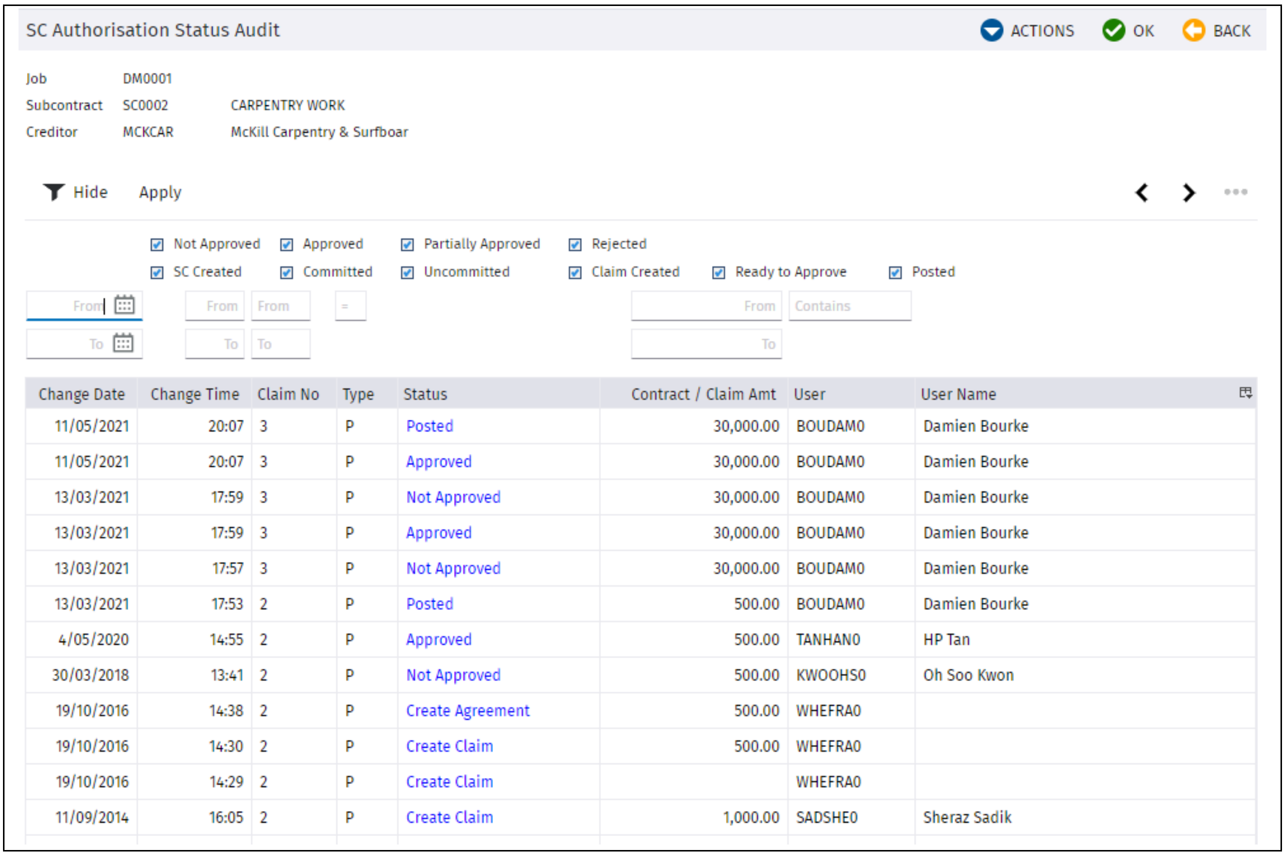


If there are multiple approvers, then the option ‘Approval Audit’ in the Actions menu, will display the approval sequence.

Subcontract Enquiry

The subcontract enquiry now shows the approval trail for a subcontract approval and for subcontract payments.

From the subcontract enquiry, select any item for a subcontract, and then select the option **Agreement**. This displays a summary of the subcontract agreement. Select the option **Status Audit**, and the following screen displays. This shows the approval audit trail for each subcontract payment. Where the claim no is zero, this will show the approval audit for the subcontract agreement itself.


SC Authorisation Status Audit   ACTIONS   OK   BACK

Job   DM0001
Subcontract   SC0002   CARPENTRY WORK
Creditor   MCKCAR   McKill Carpentry & Surfboar

Hide   Apply

Not Approved   Approved   Partially Approved   Rejected
SC Created   Committed   Uncommitted   Claim Created   Ready to Approve   Posted

Change Date	Change Time	Claim No	Type	Status	Contract / Claim Amt	User	User Name
11/05/2021	20:07	3	P	Posted	30,000.00	BOUDAM0	Damien Bourke
11/05/2021	20:07	3	P	Approved	30,000.00	BOUDAM0	Damien Bourke
13/03/2021	17:59	3	P	Not Approved	30,000.00	BOUDAM0	Damien Bourke
13/03/2021	17:59	3	P	Approved	30,000.00	BOUDAM0	Damien Bourke
13/03/2021	17:57	3	P	Not Approved	30,000.00	BOUDAM0	Damien Bourke
13/03/2021	17:53	2	P	Posted	500.00	BOUDAM0	Damien Bourke
4/05/2020	14:55	2	P	Approved	500.00	TANHAN0	HP Tan
30/03/2018	13:41	2	P	Not Approved	500.00	KWOOHS0	Oh Soo Kwon
19/10/2016	14:38	2	P	Create Agreement	500.00	WHEFRA0	
19/10/2016	14:30	2	P	Create Claim	500.00	WHEFRA0	
19/10/2016	14:29	2	P	Create Claim		WHEFRA0	
11/09/2014	16:05	2	P	Create Claim	1,000.00	SADSHE0	Sheraz Sadik

If the option **Claims** is selected for the subcontract Item (same place as **Agreement** option was), the list of claims displays. There is an additional tab, which shows the total value of unapproved variations that were approved for that claim. See screen below.


SUBCONTRACT CLAIM ENQUIRY   ACTIONS   OK   BACK

Contractor: MCKCAR   McKill Carpentry & Surfboards   Acceptance Date   1/06/2005
Agreement :   SC0002   CARPENTRY WORK   Commence Date   9/06/2005
Type   Contact   Completion Date

CLAIMS   PAID   INVOICES   LAST UPDATED   UNAPPROVED VARIATIONS

CLM	INV DATE	TYPE	CLAIMED	VALUATION	AUTHORISED	UNAPPROVED VARNS	CLAIM TO
1.00	2/07/2005	PRG	15,000.00	14,500.00	14,500.00		10,705.00
2.00	31/08/2005	PRG	500.00	500.00	500.00	250.00	310,805.00
3.00	31/08/2020	PRG	30,000.00		30,000.00	1,000.00	310,805.00

Subcontract Reports

The following subcontract reports have been upgraded to show the approval status of variations.

1. VO – Awaiting Approval
2. Internal Variations
3. S/C VOs - By Agreement
4. S/C VOs - By Cost Centre
5. S/C VOs - By Variation No.
6. Forecast Commitment
7. Forecast Commitment (CC)