Viewpoint
Jobpac Connect™

Process for Preparing and Certifying a
Progress Claim
Function Guide
Version: 1.0

Document Control Table

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Approved or authorised by	
Release date	28/02/2022
Version	1.0
Commercial in Confidence	

Change History

Version	Date	Author	Description of Changes
1.0	28/02//2022	DMB	Initial Release

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Recommended Process for Processing Head Contract Progress Claims

1. Prepare a claim (say Claim No 4) by entering claim amounts or quantities etc. in the Progress Claim Entry screens, for Schedule Items and Variations.

2. Enter any MOS Items via option 3.

3. Print this claim as many times as required.

4. When you are happy with the claim, print it, and mark as "Final" and "Yes – Post to accounts". This can be sent to the Client.

If the system is configured to establish an AR accrual claim with a status of 'P'

5. This Final Print will store Claim No 4 as History, and it will appear as an Uncertified, **Un-accrued** Progress Claim in Accounts Receivable (status 'P'). The claim no will remain at 4.You can continue to change claim no 4 as often as required, while the Progress Claim in AR remains at the 'P' status. If you mark as "Final" and "Yes – Post to accounts" again this will store the revised claim and change the values in the AR 'P' record.

If the system is configured to establish an AR accrual claim with a status of 'U'

6. This Final Print will store Claim No 4 as History, and it will appear as an Uncertified, **Accrued** Progress Claim in Accounts Receivable (status 'U'). The claim no will change to 5. If you print Progress Claim no 4 again**,** and mark as "Final" and "Yes – Post to accounts". it will NOT update the accrued progress claim. The same changes apply if the Claim came into Accounts Receivable as 'P' status, and is then is accrued in Accounts receivable and the Status changed to 'U'.

   NB it is the changing of the status to 'U' that updates the claim value.

7. Once the Claim is at status 'U' in AR, it will show as recognised revenue against the project in Contract Valuation and all reports. The Progress Claim number then rolls over to 5 in your progress claim entry screen. The Claim 4 MOS entries will disappear from the MOS entry screen.

8. Once the Claim has been accrued, and the Accrual is a 'U' status in AR, the accrued values can only be changed by using the 'Certified Claim Entry' option in the Progress Claim menu. Any changes entered in this screen for both Contract Values and Variations, with update the posted accrual (ie Claim No 4) with an adjustment.

9. If the Claim is then certified by the client at a different value than the one you sent to the client, the accrued value should again be changed by using the 'Certified Claim Entry' option in the Progress Claim menu. This will update the Uncertified Claim No 4 in AR to the certified values. A revised Claim No 4 can be reprinted.

10. In AR, the claim can then be certified by entering a certified date, and creating the invoice.

11. Then you can "Rollover" the claim, (Copy Current to Previous menu option), which copies Previous Claim Values to Current Claim Values. So the Previous values in the detailed claim tie in with the certified value. MOS entries should NOT be entered for the next claim until the Rollover has occurred. You can then start entering the next Claim.

12. If, subsequently, the certified values need to be changed, then an adjustment can be done to that claim in the AR Progress Claim screen, providing the adjustment is done in the same month as the certified month. If the AR month has been rolled over, then a separate adjustment claim will need to be done.

Parameters that Control this Process.

CLMGLA   Claim Accrual Account for Uncertified claims.

Recommended setting below.

Position 1.   When a Progress Claim is accrued, it is posted to the P&L Revenue account for the Job. The other side of this accrual journal is to the balance sheet account nominated in this parameter.

Position 2.   Not generally recommended.

Position 3.   A P&L account different to the Job P&L Revenue account can be nominated here.

CLMGLU   AR Claim Entry GL Updates.

Recommended Settings below.

Position 1.   If this is set to Y, it is expected all progress claims will be done as Sundry Invoices. Recommended set to N

Position 3,4,5 Rarely used. Not recommended.

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Position 2.	Setting to Y will always create a Revenue Accrual prior to Certification.
Position 6.	Setting this to Y will allow the posted Progress Claim Revenue Accrual to be automatically adjusted using the Menu option 'Certified Claim Entry'. If this is not on a client menu, it will need to be added.

Design Menus : Maintain Entries

ACTIONS   OK   BACK

Menu Code   JC   STD Connect Menu
Menu Number   354   Certified Clm Entry   Level 3   Size S

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Ent No	Type	Opt No	Description	Command	Parameters	Security Level	
1	P	1	Certified - Orig Works	J2KCLMP	'A'		
2	P	2	Certified - Variations	J2K22P	'A'		

PRCLBN   Set Defaults on the Print Progress Claim Screen

Recommended setting below.

System Parameter Maintenance - Details

ACTIONS   OK   BACK

Parm Code   PRCLBN   Progress Claim Report bounding defaults   Work Id   910   **TEST** DMB Holding Company
Parm Value   DYYY YY   Type   *ALPHA

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Field#	Type	Description	Str	Len	Alphanumeric	Number	
01	*ALPHA	Default for - Report level	1	1	D		
02	*ALPHA	Default for - Include Item Codes?	2	1	Y		
03	*ALPHA	Default for - Print All Trades?	3	1	Y		
04	*ALPHA	Default for - Print Previous Claim Amounts?	4	1	Y		
05	*ALPHA	Default for - Print Prev App Works Amounts?	5	1			
06	*ALPHA	Default for - Print Variation Schedule?	6	1	Y		
07	*ALPHA	Default for - Print Previous Claim Amount for Variati...	7	1	Y		
08	*ALPHA	Default for - Order by Group Code & Status?	8	1			
09	*ALPHA	Default for - Print Quantity Claimed Report?	9	1			
10	*ALPHA	Default for - Print Quantity AW Paid Report?	10	1			
11	*ALPHA	Default for - Is this a final print?	11	1			
12	*ALPHA	Default for - Post to accounts?	12	1			
13	*ALPHA	Default for - Print Claimed Variaions Only	13	1			

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PRGCLM   Progress Claim Parameter

System Parameter Maintenance - Details							ACTIONS	OK	BACK

Parm Code   PRGCLM   Progress Claim Parameter   Work Id   970   Training Workid 970
Parm Value   Type   *ALPHA

Field#	Type	Description	Str	Len	Alphanumeric	Number	
01	*ALPHA	Pos 1 = (N,1,2) Protect and accumulate section values.	1	1			
02	*ALPHA	Pos 2 = (N,1,2) Protect and do not accumulate headin...	2	1			
03	*ALPHA	Pos 3 = (O,M,N) Auto post to Uncertified Claim on 'Post	3	1			

The first two position on this parameter determine how Heading and Section Accumulations on the Progress Claim Entry Screen work.

> TEXT
> This parameter can be used to control values or defaults related to
> the Progress Claim suite of programs.
> Pos 1 = N Do not protect and accumulate section values.
>   = 1 Protect and accumulate section values.
>   = 2 Protect and do not accumulate section values.
> Pos 2 = N Do not protect and accumulate heading values.
>   = 1 Protect and accumulate heading values.
>   = 2 Protect and do not accumulate heading values.

Position 3.   This determine what happens when the 'Is this the Final Print', and 'If Yes, Post to accounts' operate.

Help Screen For System Parameter   ✕

Parm Code   PRGCLM   Progress Claim Parameter
Field #   3   Pos 3 = (O,M,N) Auto post to Uncertified Claim on 'Post to Accounts'

Text	
If this parameter is set to 'O'ptional or 'M'andatory and a claim	
flagged then the claim will be checked and automatically posted as an	
'U'ncertified Claim rather than a Pending Claim.	
If 'O' then the user can choose whether this happens. If 'M' then it	
forces the setting on the Progress Claim report and will autopost the	
Claim if the 'Final Print' AND 'Post to Accounts' is selected on the	
Progress Claim Report function.	
If this is not set (or 'N') then it	
is sent as a 'P'ending claim only and must be manually selected to go	
to 'U'ncertified.	

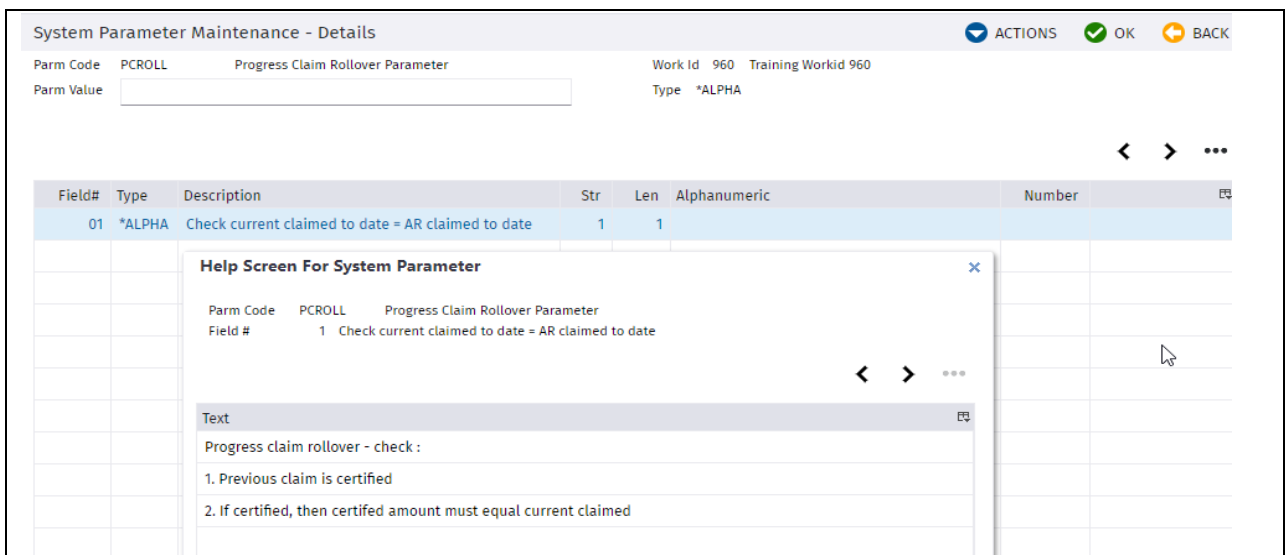**Trimble. Construction**

CERTDT   Do not overwrite transaction date with Certified Date.
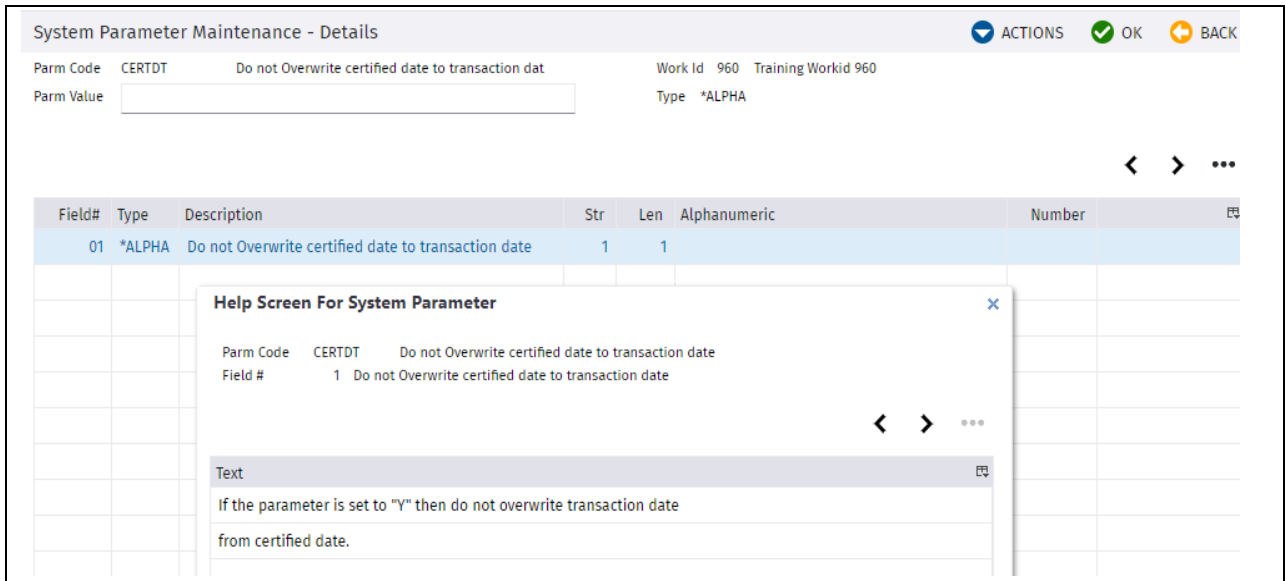
Position 1.   When a Progress Claim is prepared and sent as a Revenue accrual, the Accrual date will be the Date of the Claim, i.e. the one entered on the Progress Claim Print Screen.
When the Progress Claim is Certified, this Accrual date will be replaced by the Certified date, and used as the Invoice Date.
To continue to use the Progress Claim date as the Invoice Date, set this parameter to Y.

PCROLL   Check Claimed to Date = Certified to date before Progress Claim Rollover

Recommended setting below