

Viewpoint Jobpac Connect™

Facility for Project Managers to Prepare their own Project Invoices

User Guide

Version: 1.0





Document Control Table

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Approved or authorised by				
Release date	31/3/2022			
Version	1.0			
Commercial in Confidence				

Change History

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



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Introduction

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

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

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

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





Prepare AR Invoice/Claims Menu option

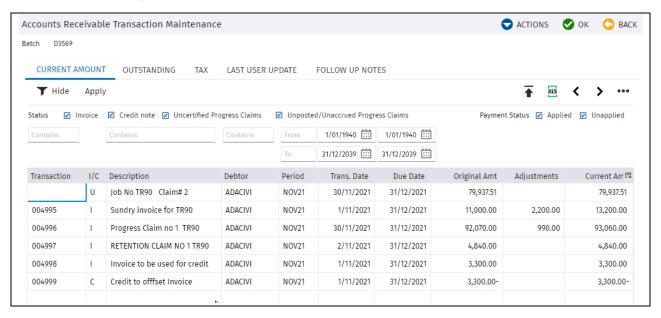
Accruing the Claim

The project number is entered



Select OK and this screen is displayed.

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



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

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

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

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

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





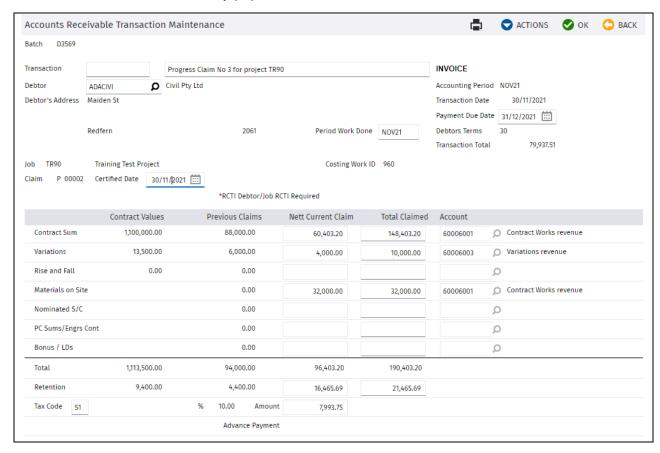
Certifying the Claim

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

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

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

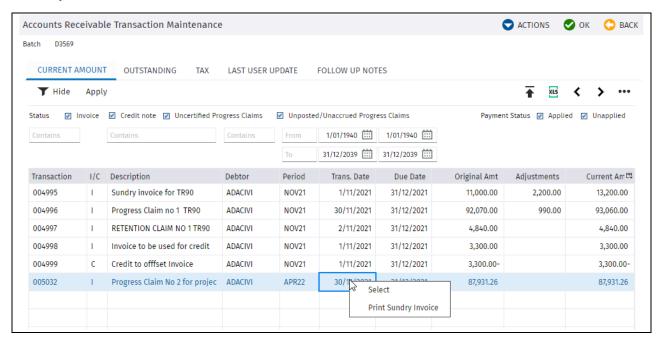
Then use **Projects>Progress Claims>Prepare AR Invoice/ Claims** and select the 'U' status claim, and enter a description for the Certified Claim Invoice, and a certified Date. The transaction No will automatically populate.



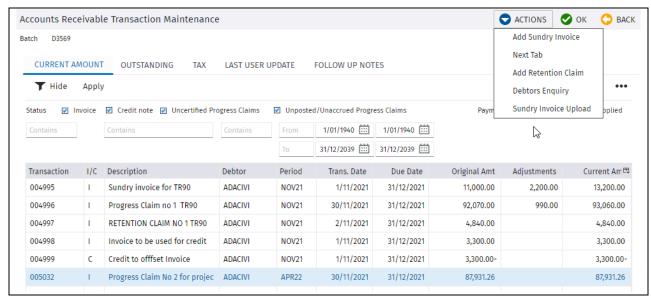




Select OK twice, and the summary screen displays. To print the invoice, select the option Sundry Invoice.



From within this screen, other options are available



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

A Retention claim can be raised.

