 **Viewpoint**
Jobpac Connect[™]

Accounts Payable
Module Guide
Version: 1.0

Document Control Table

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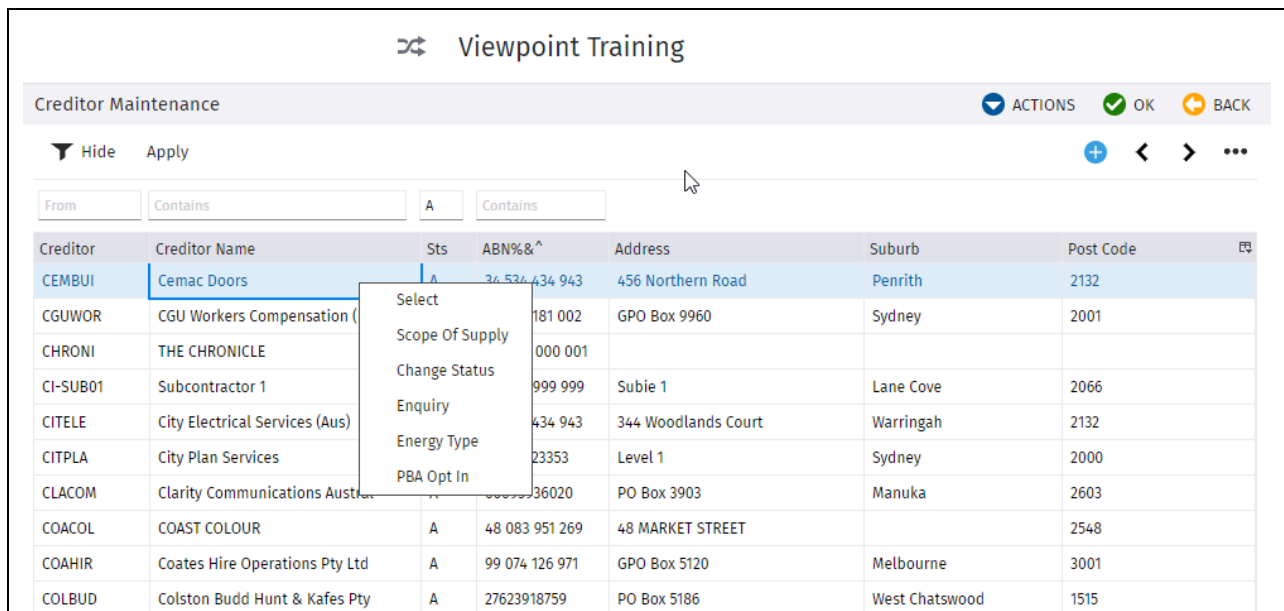
Introduction

This document outlines the processes involved in the administration of Accounts Payable.

- Setting up and maintaining creditors
- Registering and posting AP Invoices
- Paying Creditors
- Foreign Currency Facility for Accounts Payable.

Maintaining Creditors

Select the menu option for creditor maintenance and you will be presented with the following screen:



This shows you a list of all existing creditors and allows you to select one for maintenance or to add a new creditor. You can also create or maintain parent creditors from here.

Action Button Options

Option	Description
Add New Creditor	Allows you to add a new creditor.
Parent Creditor	Allows you to add or maintain a parent creditor.

To select an existing creditor for maintenance right click on the creditor and use Select. The same set of screen are presented as for Adding a new creditor.

If you are using centralised creditors, then creditors can be added or modified from a NON central workid by use of the parameter CRDMNT.

Right Mouse Options	Description
Scope of Supply	This screen allows you to specify the products and services that the creditor supplies. For more information on this please refer to the PVRS manual.
Change Status	Selecting this can change the status from Active (A) or Inactive (I), or back the other way. Transactions cannot be processed against Inactive Creditors.
Enquiry	This takes you to Creditor Enquiry of Invoices
Energy Type	Energy Type can be associated with a creditor. See Function Guide for Energy Use and Reporting

Right Mouse Options Description

PBA Opt In This can be set to Opt In the creditor to the Project Trust Account reporting. See the Project Trust Account Function Guide.

Adding a New Creditor

Click the “**Add New Creditor**” option on the Actions Button. You will then be prompted to enter the creditor’s id.

Creditor Maintenance ACTIONS OK BACK

Creditor ABELPIPE

Field Name Description

Creditor The Creditor field represents the code of the Creditor Master File. The Code System in Jobpac can be a maximum of 8 characters and you can create either a Numeric, Alphabetical or Alphanumeric code. Enter a creditor code that has not already been used.

After keying in a new creditor id you will be presented with the following screen: There are four Tabs of Information. The first is **Details**

Creditor Maintenance ACTIONS OK BACK

Creditor ABELPIPE Pipe Company Parent Creditor

DETAILS CONTACTS FINANCIAL DETAILS INSURANCE / COMPLIANCE

Alternate Name Default GST Code A1 A.B.N. 86 169 813 487

Activity Currency AUD Branch Code

Account Number Organisation Type TRADE Date Opened 1/03/2021

Operation Area Creditor Type Last Used 19/01/2022

General Notes User Field 1 User Field 2

This creditor is a subcontractor
 This subcontractor is a consultant

Same as Address 2 Same as Address 1

Address 30 Lockyer Street

Suburb Werrington County

City

State NSW

Postcode 2747

Country

Telephone

Fax No.

Fields on the Details Tab.

Field Name	Description
Creditor Name	You must enter a name for the Creditor. Up to 30 characters are allowed. All words consisting of three characters or greater are used to create entries in the Creditor alpha search facility. Mandatory.
Parent Creditor	Type in the Parent Creditor code if applicable. This facility is used to group Creditors together for the same company, but that require separate Creditor Ids be setup (for say each state). This Parent Creditor can be used to enquire on all Creditor Invoices for a company. The Parent Creditor Code must be an existing Creditor Id. Optional.
Alternate Name	This allows for an alternate name for the creditor for example when the legal trading name is different. Optional.
Default GST Code	This field allows you to record the default GST code. Note for foreign currency creditors this GST code will always be taken from the one defined in the system parameter file for foreign currency creditors (GSTDFT). Mandatory
ABN	Type in the Creditor's ABN. NB. If an ABN is not entered then Withholding tax will be automatically deducted from payments to the creditor at the nominated rate. If an ABN is not applicable enter N/A. This will disable all checks on the ABN.
Activity	Enter the primary activity of the Creditor. Optional.
Currency Code	Enter the ISO4217 currency code or the creditor. If you do not have the foreign currency facility enabled this field will not be input capable. It will default to the base currency for the work id. (e.g. AUD for Australian dollars) You can scan for other currency codes but you can only select ones that have been marked as active in currency maintenance. Mandatory.
Branch Code	Enter the branch code for this creditor. Optional.
Account Number	This field can be used to store your account number with the Creditor. Optional.
Organisation Type	Organisation Type is for Informational purposes only. Optional.
Last Used	The system will generate the date of last use. You can also enter one manually here if you wish but the system will override it when the creditor is used.
Operational Area	Operational area (up to 20 characters) Optional.
Creditor Type	Select the Creditor type if applicable or scan for valid creditor types. See section further in this document on use of Creditor Types. Optional.
General Notes	This field allows you to record general details about the Creditor. Up to 50 characters can be entered. Optional.
User Fields 1 & 2	The descriptions of these fields can be entered using system parameter maintenance. (Parameter CRUDF1 & CRUDF2). They will default to "User 1" and "User 2". The 2 fields hold up to 10 characters each.
Subcontractor	Check this box if the creditor is a subcontractor. This is essential if this creditor is to be used to setup SC Agreements.
Consultant	Check this box if the creditor is a consultant. This is for information only.
Address 1	The Name of this address can be set by parameter CRADR1. Usually set to 'Postal Address'. This is the default address used on Remittance Advices. The City and Country are not printed on the Remittance Advice
Same as Address 2	Check this box if the postal address is the same as the Alternate (street address)

Accounts Payable

Field Name	Description
Address 2	The Name of this address can be set by parameter CRADR2. Usually set to 'Street Address' or 'Alternate Address'. The Parameter ALTADR can be set to Y, so that this address is used on the Remittance advice. NB. If this is set to Y, and the address is blank, then Address 1 will be used.
Same as postal	Check this box if the Alternate address is the same as the postal address

Action button Options

Option	Description
Extended Name	Use this option to enter a creditor name of up to 120 characters. The parameter EXTNAM position 2 must be set to Y. This Extended name will be used in all JOM Forms.
Individual Registration	Use this option to register the creditor as an individual.
Extended General notes	Use this to add free format general notes about the creditor

Fields on Contacts Tab

Area	Contact	Phone	Fax	Mobile	Email Address
SALES	Jim Brown			0418 899 984	damien.bourke@viewpoint.com
ACCOUNT	Bill Danger			0453 766 890	damien_bourke@trimble.com

This screen allows you to maintain creditor contact details

There will always be a SALES & ACCOUNT contact but other contacts can be defined by your system administrator. The SALES & ACCOUNT contact details are used in other areas of the system (eg. remittance advices etc.), other contacts are user defined.

Field Name	Description
Area	This field shows you the type of contact that you are maintaining.

Financial Details Tab

Creditor Maintenance
ACTIONS OK BACK

Creditor ABELPIPE Pipe Company

DETAILS CONTACTS **FINANCIAL DETAILS** INSURANCE / COMPLIANCE

Hold All Payments Not Held Hold All Payments Hold and Lock

Default Invoice Pay Status Release Hold Prepaid

Credit Limit

Payment Terms Last day of next month

Calendar New South Wales non work days

Payment Method Cheque EFT

Bank Name

Bank Branch Address

Account Name

BSB Number Account Number

EFT Lodgement Reference

Voluntary Withholding Tax

Remittance Advice Dispatch Fax Email Neither

Email For Remittance Advice

Use RCTI

Email Address For RCTI

Settlement Discount is Applicable Settlement Disc %

Use wirh Earlytrade

PO Required Default PO Disc %

Use BMR Codes in AP

ABN Small Business

Creditor's invoice payments are to be included in Taxable Payments Reporting

Creditor's subcontract payments are to be included in Taxable Payments Reporting

Month To Date Invoices 834,680.99

Year To Date Invoices 1,292,262.11

AP EDI Active

PEPPOL Id

Field Name	Description
Hold all payments	If you Hold All Payments or Hold and Lock here then all payments for this creditor will be stopped. If Hold All Payments is ticked, it can change it back to Not Held but if you tick Hold and Lock the field will be protected and it cannot be changed it back to an N. The only way to change the status Hold and Lock is to use the Stop Payments main menu option which may not be available to everyone in the organization.
Month to Date Invoices	This is the value of month to date invoices for this creditor in the base currency for the work id. (Not the creditor's currency)
Year to Date Invoices	This is the value of year to date invoices for this creditor in the base currency for the work id. (Not the creditor's currency).
Credit Limit	Enter the credit limit for this creditor in the creditor's currency. This is for information only.
Payment Terms	Select the appropriate payment terms check box for this creditor. NB This workid is setup to use Flexible Payment Terms. See Function Guide.
Calendar	A Calendar can be selected so that business days can be determined by payment terms based on business days.
Payment Method	Tick the appropriate check box for the default payment method for this creditor. Note: This field will not appear for foreign currency creditors as they are always paid by a manual EFT run. The Bpay option is not available at the time of writing this documentation.
Bank Name	Enter the name of the bank.

Accounts Payable

Field Name	Description
Bank Branch Address	Enter the address of the bank. Optional.
Account Name	Enter the account name for the bank account
BSB Number	Enter the BSB number for the bank account. This field is mandatory when using EFT as the payment method otherwise it is optional. Note: This field will not appear for foreign currency creditors.
Account Number	Enter the Bank Account Number. This field is mandatory when using EFT as the payment method. Otherwise it is optional. Note: This field will not appear for foreign currency creditors.
EFT Lodgment Reference	Enter the EFT Lodgment Reference for this creditor. Only if required.
Voluntary Withholding Tax	This field may not appear depending on the system parameter "PAYG%".
Remittance Advice Dispatch	Fax is no longer applicable.
Email for Remittance Advice	Enter the email address to send the remittance advice to. If you pick email as the dispatch method you must enter something here otherwise the field is optional.
Use RCTI	Check this box when using Recipient Created Tax Invoices
Email address for RCTI	Enter an email address for the Recipient Created Tax Invoices
Is Settlement Discount Applicable	Check this box if settlement discount is applicable.
Settlement Discount %	If settlement discount is applicable you must enter a percentage her otherwise you must leave this field blank. This discount will be applied at the time of payment of invoices.
Use with Early Trade	This is a link to an external system. See Function Guide.
P/O required	Check this box if a purchase order is mandatory for this creditor.
Default PO Disc %	Enter the default purchase order discount percentage
Use BMR Codes in AP	Check this box if you are using Bulk Materials Register Codes in Accounts Payable for this creditor.
ABN Small Business	Tick this if this creditor has a Small Business ABN and is part of the Payment Time Reporting System
Taxable Payments Reporting Options	These fields will only appear when using the taxable payments reporting facility. Please refer to the Function Guide for more information.

Insurance Tab

Creditor Maintenance
ACTIONS OK BACK

Creditor ABELPIPE Pipe Company This Creditor is a Subcontractor This Subcontractor is a Consultant

DETAILS
CONTACTS
FINANCIAL DETAILS
INSURANCE / COMPLIANCE

Insurance/scheme Type	Insurance Company/ Scheme Name	Registration/ Policy Number	Expiry Date	AUD Value	AUD Excess	Sighted	Sighted Date	Mandatory
Long Service Leave Scheme	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<input type="checkbox"/> Yes
By		at Project	<input type="text"/>					
Super / BUS Scheme	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<input type="checkbox"/> Yes
By		at Project	<input type="text"/>					
Redundancy Scheme	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<input type="checkbox"/> Yes
By		at Project	<input type="text"/>					
Workers Compensation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<input type="checkbox"/> Yes
By		at Project	<input type="text"/>					
Public Liability	ABC COMPANY	1435-321	31/12/2021	50,000,000.00	20,000.00	<input checked="" type="checkbox"/> Yes	1/09/2021	<input checked="" type="checkbox"/> Yes
By	DAMIEN	at Project	TR91	Demonstration Project				
Professional Indemnity	XYZ COMPANY	AA-014352	31/01/2022	10,000,000.00	10,000.00	<input checked="" type="checkbox"/> Yes	1/09/2021	<input checked="" type="checkbox"/> Yes
By	DAMIEN	at Project	TR91	Demonstration Project				
C.M.D. Insurance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<input type="checkbox"/> Yes
By		at Project	<input type="text"/>					
Asbestos Liability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<input type="checkbox"/> Yes
By		at Project	<input type="text"/>					
Builder's License Number	<input type="text"/>	Note	<input type="text"/>	Rehab Provider	<input type="text"/>			

This screen allows you to enter insurance information for various types of insurance that a creditor may have. The type of insurance appears in the first column and the details can be entered in subsequent columns. The values are to be entered in the creditor's currency.

These 8 different insurances are locked in, however the name of the insurance can be changed by use of INSNM1 to INSNM8 parameters.

There is also an alternative insurance function for Subcontractors called the **Compliance Code** function. See separate function guide to understand this

Field Name	Description
Insurance Company/Scheme Name	Enter the insurance company or scheme name where applicable.
Registration/Policy Number	If you enter an insurance type then you must enter something in this column.
Expiry Date	Enter the expiry date for this insurance policy.
Value	Enter the value of the insurance policy (in the creditor's currency)
Excess	Enter the excess value for this insurance policy (in the creditor's currency)
Sighted	Tick this to indicate whether the insurance policy has been sighted by someone in your organization. You must enter something in this field if you enter anything for this insurance type

Accounts Payable

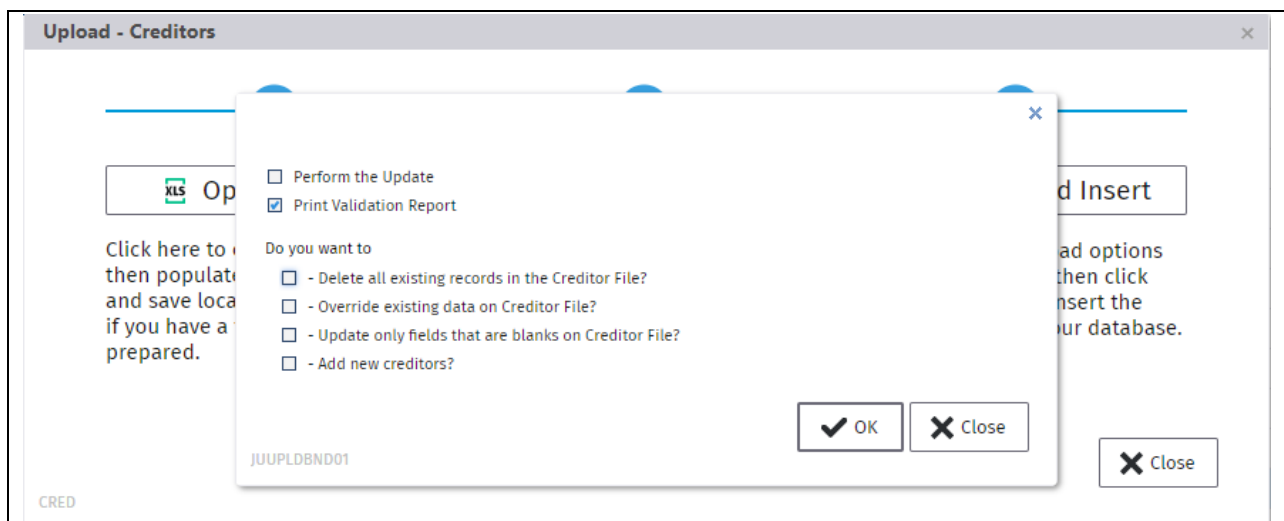
Field Name	Description
Sighted Date	If you have indicated that the insurance policy was sighted you must enter a date otherwise leave it blank
Mandatory	Check this box if the insurance policy is mandatory. This is controlled by parameter CENINS. Usually this is set to N, and insurances can only be set/unset in Creditor maintenance.
By	Enter the name of the person who sighted the policy if it has been sighted. If you have sighted the policy this field is mandatory otherwise leave it blank.
At Project	Enter the project where the insurance policy was sighted. If the policy was sighted this field is mandatory.

Apart from that, a few additional fields that don't specifically relate to the insurance policies are also available. They are as follows:

Field Name	Description
Is this creditor a subcontractor?	Check this box if the creditor is a subcontractor
Is this subcontractor a consultant?	If this creditor is a subcontractor and is also a consultant check this box
Builder's License Number	Enter the builder's license number
Note	Enter a note relating to the builder's license

Upload of Creditors

This option uses the existing creditor upload function and is available in the System Administration menu under Define Companies. The following options had been added on the creditor upload selection screen



1. Delete all existing records on the Creditor File. This should only be used by a Jobpac consultant, when loading new creditors at Client implementation time.

Accounts Payable

2. Override existing data on Creditor File – This option will replace creditor details with upload details. It will only replace existing details if upload details are not blanks i.e. upload will replace existing workers compensation details if expiry date, policy number, value etc in the spreadsheet are not blanks.
3. Update only fields on the creditors file that are blank i.e. if workers compensation insurance details exist, then details will not be replaced by the upload. But if details on the creditors file are blanks, then upload will update details.
4. Add New Creditors. If this option is not taken and there are creditors in the upload file that are not in Jobpac, then these records will have to be deleted from the upload file. Upload will reject these records and will not proceed if these records exist.

Parameters to manage this process.

CRDUPL	Position 1	if set to Y, then only insurance data can be uploaded to existing Creditors.
	Position 2	if set to Y, then new creditors cannot be created (i.e. add new Creditors will be greyed)

Deleting a Creditor from the Creditor Master File

To delete a creditor select > **Finance>Accounts Payable>Cancellations/Deletions>Delete Creditor**

Note: To delete a creditor there must be no unpaid transactions and the total of invoices must be zero. You will be given an error message if you attempt to delete a creditor that has non zero balances or unpaid transactions.

Creditor Types

A creditor type is a way of grouping different creditors together so that you can report on them. You may wish to have more definition over your subcontractors and may wish to define it by the service that they supply. The use of creditor type allows you to use various Accounts Payable reports using this criteria such as your Aged Trial Balance. Creditor Types also can have their own control accounts that override the system level creditor control accounts. The Trade Creditors Control, Creditor Retention Control, Subcontract Control and Subcontract Retention Control accounts can all be defined at Creditor type level.

To maintain creditor type you need to select path > **System Admin > Configure Modules > Procurement & Invoicing > Maintain Creditor Type.**

To add a new creditor type select **Add New Code** from the **Actions** menu. Enter the Code and description of the code. Once you have entered the code use right click to define specific control accounts where required. If control accounts are not specified the system defaults will apply.

Creditor Type Code Maintenance
ACTIONS OK BACK

Hide Apply
+ < > ...

From

Contains

To

Code	Description		
INTERCO	Control Accounts	editors	

Creditor Type Maintenance - Control Accounts
ACTIONS OK BACK

Hide Apply
+ < > ...

From

Contains

To

Wkid	Description	SC Control	SC Retention	Trade Creditor	Trade Cred Retention	
910	**TEST** DMB Holding Company	10003500	10003600	10003500	10003600	

Details Option

This allows a user to set retention defaults for that Creditor type

Creditor Type Details -Maintenance
ACTIONS OK BACK

Default Retention Type Cash Guarantee Bond

Default Current %

Default Maximum %

or

Default Maximum Amount

Invoices Registration

When supplier invoices or subcontractor claims are first received it is recommended that invoices be registered in Jobpac before being forwarded to the appropriate staff for approval. The registration step is optional depending on the chosen process for your company.

This facility is not available for foreign currency creditors. Invoices for those creditors must be entered directly in the invoice posting program.

To register the invoice details and link to an existing purchase order if relevant select:
Finance>Accounts Payable>Invoices & Statements>Register Invoices

The first screen requests the total sum of all the invoices (Batch Total) you will enter. Entering the Batch total is optional at this stage in the process (Generally not used). If the batch total is left blank, you will need to amend it when all of the invoices have been entered before the batch can be registered.

When you have entered the batch total, click *OK* to enter the details for the first invoice.

Entering Invoice Details Manually

Field Name	Description
Batch Total	Select "Modify" total to enter the total sum of the invoices you are going to batch together. Enter this at any stage. This must equal the sum of Invoices entered. Just used as an audit check on the total value of invoices. Not used after registration.
Creditor ID	Enter the Creditor Code. If not know, you can use the scan facility to find the code you need.

Field Name	Description
ABN	Alternatively you can select a creditor by ABN search.
Order No	Enter or select the Purchase Order number, if this invoice is linked to a purchase order. Alternatively leave blank (default) and the Jobpac system will assign "N/A". If Intercompany is allowed, a PO from a different company can be entered by selecting from the lookup.
Authorising Job	Enter the Authorising job that the pending invoice should be assigned to for coding. If the Invoice is linked to a PO then the Authorising Job will default to the Costing Job on the first line item of the PO. <u>OR</u>
Location	Enter the Authorising Location if the invoices are to be coded at a particular location.
Invoice Number	This 10 character field will be used to reference the transaction. It must be unique for the creditor. Alpha and numeric values may be entered. This will be sourced from the creditor document.
Date	Enter the invoice date. The invoice date defaults to today's date initially.
Received Date	Enter the date the Invoice was received. This is used in SC Payment process to determine when a Schedule must be produced. It is controlled by parameter RECDAT.
Transaction Type	This determines whether an invoice (I) or credit note (C) is being processed. Initially it will default to "I" but thereafter it will default to be the same as the previous type entered
Amount	This is the total gross amount of the invoice including tax.
Net Amount	The net amount will be calculated by Jobpac when you click <i>OK</i> based on the tax code.
Tax Amount	This will be calculated automatically if not entered based on the tax code.
GST Code	Enter or scan and select the GST formula to apply to this invoice. The tax code will default to the default tax code of the Creditor.
Security Payment	Tick this if the Invoice is actually a Subcontract Claim. Security of Payment Flag allows additional selection criteria on the pending invoice report.
Included in Taxable Payment Reporting	See Taxable Payments Reporting Function Guide
Barcode	Can be activated to record a Barcode to link a scanned invoice from another system. Controlled by BARCDE.

Select OK. If no Purchase order is entered, then a description must be entered. If a PO is entered, then the Header description of the PO will be used for the invoice.

Register Invoices
ACTIONS OK BACK

Batch Total

Entered Total 3,300.00

Difference 3,300.00-

Creditor ID ABELPIPE Pipe Company
30 Lockyer Street
Werrington County 2747

A.B.N 86 169 813 487
WC Expiry Date 0/00/00
PL Expiry Date 31/12/2021

Order Number N/A A.B.N

Authorising Work Id 920

Authorising Job L2900 NRT Stations

Invoice Number DDD Date 26/01/2022 Transaction Type Invoice Credit

Amount 11.00 Security Payment

Nett Amount 10.00

Tax Amount 1.00 Date Received 26/01/2022

Description

Subject to WHT

Location Number

Job L2900

Due Date 28/02/2022

Field Name	Description
Description	If the invoice is not associated with a purchase order, enter a description of the invoice
Due Date	The due date (invoice date + creditor's terms in the creditor master file) is automatically calculated by Jobpac

When you have entered these details, click **OK** and you will be returned to the Invoice registration screen to enter the next invoice.

Modify an invoice in the batch

To modify an invoice in the current batch select **Modify** from the **Actions** menu.

A list of all the invoices in the batch is presented. Select an invoice to modify.

Register Invoices
ACTIONS OK BACK

< > ...

Creditor	Creditor Name	Invoice No.	Type	Date	Amount	
ABELPIPE	Pipe Company	AA-002	I	26/01/2022	3,300.00	
ABELPIPE	Pipe Company	DDD	I	26/01/2022	11.00	

Select the Invoice you want to modify.

Register Invoices ACTIONS OK BACK

Creditor	Creditor Name	Invoice No.	Type	Date	Amount
ABELPIPE	Pipe Company	AA-002	I	26/01/2022	3,300.00

Invoice Details

Creditor: ABELPIPE Pipe Company
 Invoice: AA-002 Invoice Credit
 Order Number: AB000005
 Due Date: 28/02/2022
 Authorising Wkid: 920
 Aut. Job/Location: Job Location L2900 NRT Stations
 Invoice Date: 26/01/2022 Subject to WHT
 Date Received: 26/01/2022
 GST Code: A1 GST Tax Invoice Held
 Invoice Amount: 3,300.00 Security Payment
 Tax Amount: 300.00
 Nett Amount: 3,000.00
 Description: Various Pipes
 Location Number:
 Costing Job: L2900 NRT Stations
 Barcode:
OK Close

Modify as required and Select OK.

NB. Creditor, Invoice number and Type and Order Number cannot be changed here. The Invoice must be deleted and re-entered if any of these fields require changing.

Delete an invoice from the batch

To delete an invoice from the current batch select **Delete** from this screen.

Register the Batch

When you have entered all the invoices for the batch you are ready to register them.

Note: Before you can register the Invoices, the batch total must equal the entered total. If needed the batch total can be modified by selecting **Modify Total from the Actions menu.**

Register Invoices REGISTER ACTIONS OK BACK

Batch Total	3,311.00
Entered Total	3,311.00
Difference	3,311.00-

Accounts Payable

Select **Register** from the **Actions** menu to make the batch of invoices available to be costed and authorised in the Pending Invoices Screen.

Authorising Job vs Costing Job

There are two Job Numbers held on a registered Invoice. The Authorising Job and the Costing Job. The registration process records the Authorising Job, and the system defaults the Costing Job to the Authorising Job.

The Authorising Job is used to select a job for the Pending Invoices Screen. The costing Job is used as a default for the costing job for dissections of an invoice.

The costing Job on a pending invoice can be changed in the Delete/Amend Pending Invoices screen.

OCR Entry of Pending Invoices

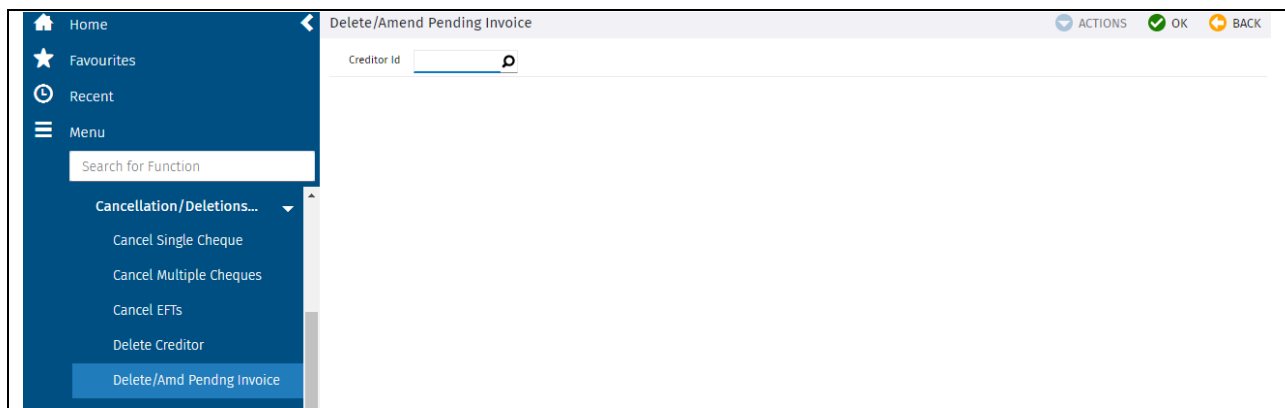
External OCR systems are able to read incoming invoices, and prepare data and the scanned image to email to Jobpac. These invoices end up ad Pending Invoices. Any invoice that fails validation along the way will be displayed in the e-invoice Edit Screen. The Invoices can be fixed in this screen and then registered as pending invoices.

See the Function Guide for OCR Invoices for more information.

Delete or Amend a Registered Pending Invoice

You can delete or amend a pending invoice after you have registered it in a batch in the following fashion.

Select: **Accounts Payable>Cancellations/Deletions>Delete/Amd Pending Invoice**



The next screen will show all pending invoices for the selected creditor.

Pending Invoice Deletion									
Creditor ABELPIPE Pipe Company									
Invoice Number	I/C	Order	Description	Date	Amount	Job/ Location	Description		
AA-002	I	AB000005	Various Pipes	6/01/2022	3,300.00	L2900	NRT Stations		
DDD	I	N/A	Description o	6/01/2022	11.00	L2900	NRT Stations		
O-0001	I		Mixed GST	1/11/2021	5,400.00	TR03	Odessa Mogol Project		
PA-0000001	I		Training PA	1/11/2021	5,400.00	TR05	Peter Alnas Project		
SK001	I	N/A	Saman's invoice	2/11/2021	5,400.00	TR01	Saman's Project		
SM001	I		GST Invoice Test	2/11/2021	5,400.00	TR10	Shaneel Project		
TR01-01	I	N/A	TR01 Claim 1	31/08/2021	31,295.00	TR01	Saman's Project		
TR01-02	I	N/A	TR01 Claim 2	15/09/2021	22,121.00	TR01	Saman's Project		

Click **OK** to proceed with the deletion. This will physically and completely delete the invoice from Jobpac. The same invoice number can be used in the future for that creditor.

NB. Invoices that have been dissected and costed cannot be deleted or modified here. Dissections must be first deleted in the cost Pending Invoices screen.

To modify an invoice highlight it by clicking it, right clicking then selecting **Select** from the popup menu or you can double click the invoice.

The items you are able to change are restricted to the following:

- Invoice Date
- Received Date
- GST Code
- Invoice Amount (If non order related)
- Tax Amount (If non order related)
- Security of Payments
- Description (If non order related)
- Location Number (If non order related)
- Job Number (If non order related)
- Barcode (if applicable)

Processing Accounts Payable Invoices Without Approval (i.e. NOT e-Invoicing)

After an invoice has been registered it is likely that it will be forwarded to project or purchasing staff for approval and /or coding. If the e-Invoicing is not being used for some invoices, then the following process will be used to post the registered invoice to accounts, ready for payment. Invoices can also be posted directly using this process without the need for registration first if preferred.

Select or Enter an invoice for processing

Note: The invoices may or may not have first been entered into Jobpac via the registration process.

Note: Subcontract progress claims can also be registered in and monitored through the invoice registration system described in previous sections but they are not then approved, authorised and posted as per the method described to follow.

To process the invoices, select **Finance>Accounts Payable>Invoices Processing>Post Invoices**.

Pending Invoice Selection

Enter the Creditor Id, then select OK. If any pending invoices exist for this creditor, they will be displayed, and you can select the required invoice.

Invoice Number	Type	Order	Description	Date	Amount
AA-002	I	AB000005	Various Pipes	26/01/2022	3,300.00
DDD	I	N/A	Description of Invoice	26/01/2022	11.00

This screen is only shown if you did not enter a transaction number on the previous screen and invoices for this supplier have been entered via invoice registration.

Select **Expand/Contract** from the **ACTIONS** menu to display the job/location details of the invoice.

No Pending Invoice Selection

Accounts Payable

If there are no pending invoices for the Creditor, then Creditor details must be entered.

Field Name	Description
Batch	The batch number which is automatically assigned by Jobpac
Creditor ID	The Creditor code. If not known, you can use the scan facility to find the required code
Transaction Number	This 10 character field will be used to reference the transaction. It must be unique for the creditor. Alpha and numeric values may be entered, and this will be sourced from the creditor document.
Transaction Type	This determines whether the transaction is an Invoice or a Credit. Initially it will default to "Invoice" but thereafter it will default to be the same as the previous transaction.

Actions Options

Option	Description
Creditor Maintenance	Use this to link to the creditor maintenance program, if you need to create or change a creditor. Note: This option may not display depending on your system parameter setup (See parameter AP2CRM)

Enter the Transaction Details

You can now enter the transaction details. All amounts are entered in the creditor's currency. Invoices for Foreign Currency creditors can be entered.

Accounts Payable Transaction Entry

Batch	C0205				
Creditor	ABELPIPE	Pipe Company		Currency	AUD
Transaction	I AA-002	Various Pipes		GST Code	A1 <input checked="" type="checkbox"/> GST Tax Invoice Held
Trans Date	<input type="text" value="26/01/2022"/>	Due Date	<input type="text" value="28/02/2022"/>	Gross Amount	<input type="text" value="770.00"/>
Pay Method	<input type="radio"/> Cheque <input checked="" type="radio"/> EFT	Recvd Date	<input type="text" value="26/01/2022"/>	GST Amount	<input type="text" value="70.00"/>
EFT No	<input type="text"/>	EFT Date	<input type="text"/>	Nett Amount	<input type="text" value="700.00"/>
Status	<input checked="" type="radio"/> Released <input type="radio"/> Held <input type="radio"/> Prepaid <input type="checkbox"/> Prompt Pay				
Order	<input type="text" value="920"/> <input checked="" type="checkbox"/> <input type="text" value="AB000000"/> <input checked="" type="checkbox"/> Various Pipes			Discount Amount	<input type="text"/> % <input type="text"/>
				G/L Bank Account	<input type="text"/>
<input checked="" type="checkbox"/> This invoice to be included in Taxable Payments Reporting <input type="checkbox"/> Subject to WHT					

Field Name	Description
Batch	This is the system generated system audit batch number.
Currency	This is the creditor's currency as defined in creditor maintenance.
Creditor	This is the creditor code and creditor name.
Description	Enter an up to 30 character description for this transaction.
Trans Date	This must be a valid date, and will be used to age the invoice. Initially it will default to the system date, but thereafter it will default to the date of the previous transaction. The date may not be more than one month in

Field Name	Description
	advance of the current accounting period. Invoices dated in the advance period will be posted to the advance period. Invoices dated prior to the current accounting period will be posted to the current period.
Due Date	You may enter a valid date here, or if left blank, the programme will generate the date for you based on the transaction date and the creditor terms.
Gross Amount	This is the total amount of the transaction, inclusive of GST, but exclusive of any discount.
GST Code	Enter or scan to select the tax code to apply as a default to the dissections. The tax code will default from that set up at creditor level. If invoice dissections are to have a variety of tax codes with different rates you may use a tax code in the header with an acceptable variance specifically set up for this situation. Note: This field will not appear for foreign currency creditors.
GST Amount	The GST will be automatically calculated using the selected GST code. Or can be overridden provided that the difference is within the acceptable variance defined for the tax code. Note: This field will not appear for foreign currency creditors.
Payment Method	“C” for cheque or “E” for EFT. The system automatically defaults to the creditor’s usual method as setup on their master file. Note: This field will not appear for foreign currency creditors. (Foreign currency creditors are always paid by a manual EFT run)
Net Amount	Will be calculated as the difference between the gross amount and the GST amount. Note: This field will not appear for foreign currency creditors as GST does not apply to them.
Order	The workid of the purchase order number and the purchase order number. This field can be either: <ul style="list-style-type: none"> - Blank, for transactions with no purchase order reference or - Contain the purchase order number that the transaction references
Status	Invoices can be put on hold, released for payment or you may have prepaid them before entering them in Jobpac. Select the appropriate option: <ul style="list-style-type: none"> - Released for payment - Held pending - Prepaid (see payment fields described below) <p>This field will default to the value on the creditor master record.</p> <p>Note: You cannot select “Prepaid” for foreign currency creditors.</p>
Prompt Pay	If Prompt Pay is checked, the payment can be quickly expedited in the next payment run. Note: This field will not appear for foreign currency creditors as they are always paid by a manual EFT run.
Subject to WHT	This field will default to the creditor’s WHT status, If you change this value, a warning will be issued. Note: This field will not appear for foreign currency creditors.

Prepaid Invoice Fields

These fields are mandatory for pre-paid invoices but should not be entered otherwise.

Note: These field will not appear for foreign currency creditors.

Cheque/EFT#	Enter the cheque or EFT number of the payment if already prepaid. Leave this blank for invoices that have not been paid
Cheque Date	If the invoice is prepaid, enter the date of payment

Accounts Payable

Field Name	Description
G/L Bank Account	If the invoice is prepaid, enter the Bank GL account to use for the payment.

Click **OK** to save the information.

If the invoice is linked to a purchase order the next screen will allow you to match the invoice dissections to the Purchase Order Items, either partially or fully.

If the invoice is not linked to a purchase order you need to dissect the invoice amount into line items as required.

Entering Dissections on Invoices – Matching to PO Items

This screen allows you to specify which order items you are invoicing. This screen is only shown if you are invoicing a valid order.

Accounts Payable Transaction Entry

ACTIONS
OK
BACK

Batch C0205
 Creditor ABELPIPE Pipe Company
 Transaction I AA-002 Various Pipes Currency AUD
 Trans Date 26/01/2022 Due Date 28/02/2022 GST Code A1 GST Tax Invoice Held
 Pay Method Cheque EFT Recvd Date 26/01/2022 Gross Amount 770.00
 EFT No EFT Date GST Amount 70.00

Purchase Order Items

Status Order Order Number AB000005 Various Pipes Invoice Total 700.00 Nett 700.00 GST 70.00
 Currency AUD Item Total 700.00 GST 70.00

Apply

From Fully Invoiced Not Fully Invoiced

Item	Description	Item Qty	Item Value	Rt	Inv Amount	This Inv Qty	This Inv Amt	Retention	Cmp
1	Various Pipes	15.0000	300.00			15.0000	300.00		N
2	Various Pipes	10.0000	400.00			10.0000	400.00		N

JP530PGM_APTRENPOFM_DKT02_AW000155

Field Name	Description
Item	The purchase order line item number.
Description	The PO line item description
Item Qty	The number of items on the order
Item Value	The value of each order line item
Invoice Amount	Amount Invoiced to date against the PO Item

Accounts Payable

Field Name	Description
This Invoice Qty	Enter either the quantity of items invoiced on this invoice. Amount will be calculated based on the PO Item Rate or
This Invoice Amt	Enter the amount invoiced against the PO Item on this invoice. Quantity will be calculated based on the PO Item Rate
Retention	Enter a retention amount if applicable. This can be removed from the screen using parameter APT01 position 2. Recommended it not be used.
CMP	Completed. This flag is used to mark the purchase order item as complete. If the invoice being entered is the last invoice that will be received for the item, then type "Y" in this field. The order item will then be marked as completed.

Enter each invoiced order line item or you can click the **"Invoice All Items"** button. Click *OK* to update the Item Total and Invoice Quantity or Amount.

Note: When the Item Total equals the Invoice Total, you are ready to post the transactions.

Post the Transactions

To post the transaction, click the **Post** button. This will validate the information and post all line items to the correct Jobs, Cost Centres and General Ledger accounts.

Note: When an invoice is posted, the Actual Cost on the job will be increased by the amount of the dissection.

Entering Dissections on Invoices not PO related.

This section outlines how to dissect the invoice amount into transactions (line items) if the invoice is not linked to a purchase order.

The Transaction Details screen will prompt you for a transaction line.

Note: As transaction lines are entered, the accumulating "Lines Total" is displayed.

When entering transaction not related to a purchase order you will be prompted to enter each line in the invoice.

If you didn't key in an order number on the previous screen you will see the following screen. This screen allows you to enter a line number (which will default to the next available line number) and to enter an exchange rate if the creditor uses a foreign currency. The exchange rate will default to the most current exchange rate available. For creditor's using the base currency the exchange rate cannot be entered. Also, once you have keyed in all the lines you can post the transaction by selecting **"Post"** from the **Actions**.

Accounts Payable Transaction Entry ACTIONS OK BACK

Batch C0205 Currency AUD Exchange Rate

Creditor ABELPIPE Pipe Company

Transaction I DDD Description of Invoice GST Code A1 GST Tax Invoice Held

Trans Date 26/01/2022 Due Date 28/02/2022 Gross Amount 11.00

Pay Method Cheque EFT Recvd Date 26/01/2022 GST Amount 1.00

EFT No EFT Date Nett Amount 10.00

Status Released Held Prepaid Prompt Pay Discount Amount %

Ln/Tot 0.00

Ln/Tax 0.00

G/L Bank Account This invoice to be included in Taxable Payments Reporting Subject to WHT

Line

Either accept the automatically generated line number or enter a new one, then click **OK** (or press **ENTER**). If you want to change a line you have already entered key in that line number.

You will then be prompted with the following screen allowing you to key in the details of the line.

Accounts Payable Transaction Entry ACTIONS OK BACK

Batch C0205 Currency AUD Exchange Rate

Creditor ABELPIPE Pipe Company

Transaction I DDD Description of Invoice GST Code A1 GST Tax Invoice Held

Trans Date 26/01/2022 Due Date 28/02/2022 Gross Amount 11.00

Pay Method Cheque EFT Recvd Date 26/01/2022 GST Amount 1.00

EFT No EFT Date Nett Amount 10.00

Status Released Held Prepaid Prompt Pay Discount Amount %

Ln/Tot 0.00

Ln/Tax 0.00

G/L Bank Account This invoice to be included in Taxable Payments Reporting Subject to WHT

Line 1 Work id

GST Code A1 GST Tax Invoice Held Gross GST

Quantity Rate Nett Retn

G/L Account Resource Code

Job L2900

Code/Type Stock Code

Description Description of Invoice

Quantity Ordered Item Value Warehouse Location

Quantity Delivered Value Invoiced

Quantity Invoiced

The top half of the screen shows you the transaction header information you keyed in previously and the bottom half of the screen shows you the details of this line.

Field Name	Description
Work Id	The Work ID the invoice is booked under. If intercompany accounting is not configured this field will not be input capable and will always display the current work id. It can be used to cost the invoice to another Workid.
GST Code	Enter or select the tax code to apply to the dissection. This will default from the GST code set up at the Invoice header. Note: This field will not appear when using a foreign currency creditor.
Gross	Enter the gross amount of this invoice transaction. If you don't enter this field it will be calculated from the quantity & rate + GST.

Accounts Payable

Field Name	Description
GST	The GST will be automatically calculated using the selected GST code and transaction amount. You can also enter it manually if you wish.
Quantity	Enter the quantity if relevant. If not entered it will default to one.
Rate	This is the net rate for the dissection
Net	Enter the net amount of this invoice transaction if you have not entered the gross amount. This field can be calculated from the quantity & rate if they are available
Retn	Enter a retention amount if applicable. It is advisable that you talk to a Jobpac consultant before using this functionality. Usually retention applies to subcontracts and is best handled using the subcontracts module in JOBPAC.
GL Account	Enter the General Ledger account you will post this dissection to if not coding to a job. If coding the dissection to a Job and Cost Centre the GL costing account will default to that defined for the Cost Centre.
Job	Enter the job number to post this line item to.
Code/Type	Cost Code and Cost Type. This field can only be entered if a job number is entered and if a job is entered you must also enter data in this field.
Resource Code	Must be entered if Resource/Activity codes enabled for the project. See Function guide for Resource Codes.
Stock Code	Enter the stock code if applicable. Stock codes are defined using the Jobpac Stock module. This is rarely used. Stock is normally purchased via a purchase Order, and the invoice matched to a delivery docket.
Description	Enter a description for the dissection. This text will be seen in the dissection details in the AP transaction enquiry and the GL details.
Warehouse	Enter the warehouse code if applicable. Warehouse codes relate to Stock and are defined using the Jobpac Inventory module. Rarely used in an invoice dissection.
Location	Enter the warehouse location. Warehouse Location codes relate to Stock and are defined using the Jobpac Inventory module. Rarely used in an invoice dissection.

Action Options

Option	Description
Asset	<p>If you wish to allocate the costs for this invoice to an asset use this option.</p> <p>Note: This option may not appear if you are not using the fixed assets module in Jobpac.</p> <p>An Asset Number and Asset Cost type must be entered. Other fields are the same.</p>

If you are entering a transaction costed to a job and cost centre you may also see the following fields pop up at the bottom of the screen:

Accounts Payable

Accounts Payable Transaction Entry
ACTIONS OK BACK

Batch	C0205	Currency	AUD	Exchange Rate		26/01/2022
Creditor	ABELPIPE	Pipe Company				15:28:21
Transaction	I DDD	Description of Invoice				
Trans Date	26/01/2022	Due Date	28/02/2022	Received	26/01/2022	Gross Amount 11.00
GST Code	A1	GST Tax Invoice Held				GST Amount 1.00
Pay Method	<input type="radio"/> Cheque <input checked="" type="radio"/> EFT					Nett Amount 10.00
Status	<input checked="" type="radio"/> Released <input type="radio"/> Held <input type="radio"/> Prepaid	<input type="checkbox"/> Prompt Pay	<input type="checkbox"/> Subject to WHT			Ln/Tot 0.00
EFT No		EFT Date	G/L Bank Account			Ln/Tax 0.00
<input checked="" type="checkbox"/> This invoice to be included in Taxable Payments Reporting						

Line	1	Work id	920			
GST Code	A1	GST Tax Invoice Held		Gross	11.00	GST 1.00
Quantity	1.0000	Rate	10.0000	Nett	10.00	Retn
G/L Account	20008004					
Job	L2900					
Code/Type	233 SC					
Description	Description of Invoice					
Current Budget	843,155.14	Cor	APTRENFMO8			

Confirm

?

C0575 Committed budget exceeds current budget. Do you wish to proceed?

This is to alert you when you have used up the budget for the cost centre. Please refer to the job costing manual for more information. It is a warning message only.

Select OK, and the next dissection can be entered, if required. When the Ln/Tot (Line Total) equals the Net Amount, you are ready to post the transaction.

Post the Transaction

To post the transaction, select the **Post** from the **Actions** menu. This will validate the information and post all line items updating the Jobs, Cost Centres and General Ledger accounts as per coding

Note: When an invoice is posted, the Actual Cost on the job will be increased by the amount of the dissection. If there is no Purchase Order the Committed Costs will also be increased.

Upload Invoices

There is a facility to Upload Invoices. This upload can have dissections costs to Jobs and GL accounts, and can be Prepaid Invoices. They cannot be connected to Purchase Orders.

Accounts Payable Transaction Entry
ACTIONS OK BACK

Batch	C4949					<input type="button" value="Upload"/>
Creditor	<input type="text"/>					
Transaction	<input type="text"/>					
Transaction type	<input checked="" type="radio"/> Invoice <input type="radio"/> Credit					

The template has good instructions within it.

Issue a Credit Note

To issue a credit note follow the same procedure as for entering an invoice except select Credit Note as the transaction type. You may enter the same transaction number to that of the invoice

to which it applies. There is no need to enter the amounts as negative amounts as Jobpac does this automatically for you. Just enter the amount as you would for the invoice.

Processing Accounts Payable Invoices With Electronic Approval (e-Invoicing)

Details of this function are contained in the E- Invoicing Function Guide

Accounts Payable

Processing Payments

This section outlines how you can process both the cheque and EFT payments for creditors. To process you will:

- Prepare Payment Selections
- Preview the payments to be made
- Process a payment run

Prepare Payment Selections

Once an invoice and its transactions have been entered into Jobpac, strict control is maintained over which details can be modified.

The **Change Payment Selections** option from the main menu is the starting place. This summarises invoice amounts for each creditor

Creditors Payment Selection ⚙️ DISPLAY ALL INVOICES ⚙️ ACTIONS ✅ OK ⬅️ BACK

BALANCES PAYMENT DETAILS RETENTION/TOTAL OWING/CREDIT LIMIT/INVOICES PARENT CREDITOR ADDRESS

Hide Apply XLS < > ...

Contains A = Outstanding Only

Creditor Code	Creditor Name	Sts	S/C	Current Balance (AUD)	30 Days Balance (AUD)	60 Days Balance (AUD)	90 Days Balance (AUD)	Forward Balance (AUD)	EQ
SPACE	test	A	C						
AACTEM	AAC Temp Fence	A	S		2,100.00				
AA001	AA SUPPLIES	A	C				54,254.91		
AA002	AARQUE SYSTEMS PTY.LTD.	A	C				9.09		
AA003	A. & A. PLANT HIRE	A	C						
AA004	AARON CONTRACTING PTY.LTD.	A	S		3,600.00		103,015.00		
AA005	AANUKA BUILDING SUPPLIES	A	S						
AA007	AAMI	A	C				1,100.00		
AA008	AAF SCAFFOLDING	A	S			9,300.00	39,600.00		
AA009	AAF SCAFFOLDING	A	C						
AA009S	AARON PLANT & EARTHMOVING	A	S				134,706.00		
AA010	AARTISTIC SIGNS	A	C				125.65		

Right click and choose **Select** on the required Creditor or select **Display All Invoices**. A list of Unpaid invoices is displayed.

Creditor Payment Selection
ACTIONS OK BACK

BY CREDITOR
BY JOB
BY PERIOD
BY PAYMENT DATE
BY JOB & ADMINISTRATOR
BY CREDITOR & TYPE
POSTED DATE

All Invoices Total	Invoice Amount AUD	Payment Amount AUD
	541,554.39	523,987.30
Selection Total	541,554.39	523,987.30

Hide Apply
XLS < > ...

Include Payment on Hold Creditors
 Exclude Payment on Hold Creditors
 Payment On Hold Creditors Only

Invoices
 S/C Payments
 Retention Claim
 Part Paid

Jobs Paid from Trust Account
 Qualified Trust Payments
 Display 0 Value Invoices

From	From	From	From	From	From	From	From
To	To	To	To	To	To	To	To

Creditor	Wkid	I/C	Invoice No.	Invoice Date	Sts	Desc	Cur	Invoice Amount	Payment Date	Pay Mth	Payment Amount	Prmt Pay	Settlement Discount	Stat Dec	Term
AACTEM	623	I	C0228	30/06/2020	R	Test	AUD	2,100.00	31/07/2020	C	2,100.00	N		N	30
AA001	622	I	AA001M0001	12/08/2006	R	Concre...	AUD	55,000.00	31/10/2006	E	50,000.00	N		N	60
AA001	622	I	FJDJDSJFDJ	19/03/2014	R	Test	AUD	1,000.00	31/05/2014	E	909.09	N			60
AA001	622	I	HPBIDIFF02	18/04/2000	H	hpbifis...	AUD	1,000.00	30/06/2000	E	200.00	Y		N	60
AA001	622	I	HPBIFISS01	18/04/2000	R	Testing...	AUD	1,000.00	18/04/2000	E	181.82	Y		N	60
AA001	622	I	HPBIFISS02	18/04/2000	H	hpbifis...	AUD	1,000.00	18/04/2000	E	300.00	Y			60
AA001	622	I	HPBIFISS03	18/04/2000	H	hpbifis...	AUD	1,000.00	18/04/2000	E	300.00	Y		N	60
AA001	622	I	HPBIFNOTX2	26/04/2000	H	HPBIFN...	AUD	110.00	26/04/2000	E	30.00	Y			60
AA001	622	I	HPBIFNOTX3	26/04/2000	H	HPBIFN...	AUD	420.00	26/04/2000	E	55.00	Y			60
AA001	622	I	HPBIFNOTX5	26/04/2000	H	HPBIFN...	AUD	500.00	26/04/2000	E	400.00	Y			60
AA001	622	I	HPBIFTAX06	26/04/2000	H	HPBita...	AUD	220.00	26/04/2000	E	33.00	Y			60
AA001	622	I	HP001	21/03/2000	R	hp001	AUD	220.00	21/03/2000	E	220.00	Y		N	60
AA001	622	I	HP006	22/03/2000	R	hp006	AUD	110.00	22/03/2000	E	100.00	Y		N	60
AA001	622	I	HP007	22/03/2000	H	hp007	AUD	110.00	22/03/2000	E	10.00	Y		N	60
AA001	622	I	HP009	2/03/2000	H	hp009	AUD	110.00	2/03/2000	E	10.00	Y		N	60
AA001	622	I	HP010	22/03/2000	H	hp010	AUD	110.00	22/03/2000	E	10.00	Y		N	60

Only the following can be changed

Field Name	Description
Sts	Transactions may be marked as Released or Held
Payment Date	The date on which you wish to pay the transaction may be modified. This allows you to easily make changes for cash flow scheduling.
Payment Amount	By adjusting the amount to be paid, you can produce partial payments. When the payment is drawn for the partial payment, the amount remaining to pay on the invoice is updated. This can only be done in the dissection screen
Pay Mth	Payment Method E = EFT, C = Cheque
Prmt Pay	Update Invoices to be paid promptly. Invoices selected for prompt payment will be included in a prompt payment run.
Settlement Discount	A discount can be applied at time of payment.
Stat Dec	If a Stat Dec has been provided, it can be indicated here.

The filters 'Jobs Paid from Trust Accounts' and 'Qualified Trust Payments' are related to Project Trust Accounts function. See the function guide.

If a part payment is required, select the transaction you wish to work with by clicking the transaction, right clicking and choosing **Select** from the popup menu.

Creditor Payment Selection												ACTIONS	OK	BACK			
Creditor	AACTEM AAC Temp Fence		Currency									AUD					
Transaction	C0228	Test	Invoice Date	30/06/2020		Pay Amount	2,100.00										
Trans. Type	INVOICE	Status	<input checked="" type="radio"/> Released <input type="radio"/> Held		WHT Applicable	N	Payment Method	<input type="radio"/> EFT <input checked="" type="radio"/> Cheque <input type="radio"/> BPay			Prompt Payment	N					
Diss	Amount	Retention	Paid Amount	Payable	Pay Amount	Date	Sts	Prm Pay	Pay Meth	Stat Dec	PPS Flag						
1	1,909.09			1,909.09	1,909.09	31/07/2020	R	N	C	Y	N						
2	190.91			190.91	190.91	31/07/2020	R	N	C	Y	N						

Field Name	Description
Pay Amount	<p>This shows the value that will be paid on the next payment run (this will default to the amount remaining to be paid). You may change this, but may not exceed the value remaining to be paid. In this way you may make partial payments. When the next payment is drawn, the Pay Amount is then set to the amount remaining on the transaction.</p> <p>When dealing with transactions with dissections, then you must modify the Pay Amount on each dissection. You cannot change the Pay Amount on the header record.</p> <p>The last dissection is always the GST dissection, if GST is applicable to the invoice. By changing other dissections, this GST dissection value will automatically be recalculated to be 10%.</p>
Date	<p>This shows the current Payment Date of the transaction. You may change this to any valid date. By changing it to a later date, you effectively cause a later payment of the transaction. This should be the same on all dissections.</p>
Sts	<p>Status - This shows the current transaction status. You may change this to either "R" (for released) or "H" (for hold). This should be the same on all dissections. Held transactions will not be paid until they are Released. Note that even if transactions are released, they will not be paid if the Hold All Payments field on the creditor master is set to "Y".</p>
Prm Pay	<p>Prompt Payment - This will default to a No Prompt Payment. If you wish the transaction to be included in a prompt payment run, you must place a tick by clicking in this field. This should be the same on all dissections.</p> <p>This should be the same as the Prompt Pay indicator on all invoice dissections. If it is not, it will be Pink.</p>
Pay Meth	<p>Payment Method - Either "C" for cheque or "E" for EFT. This should be the same on all dissections.</p>
Stat Dec	<p>Statutory Declaration Received. It is possible to configure Jobpac so that payments are controlled based on the status of the statutory declaration associated with Subcontracts. This should be the same on all dissections.</p>

Accounts Payable

Prompt Payments

Using the Payment Selections program as described above you can flag Invoices from any number of creditors for Prompt Payment. Invoices can also be entered and posted with the Prompt Payment flag selected. A payment run can then be made to exclusively select only those invoices to be paid promptly.

Action Options

Creditor Payment Selection

BY CREDITOR
 BY JOB
 BY PERIOD
 BY PAYMENT DATE
 BY JOB & ADMINISTRATOR
 BY CREDITOR & TYPE

All Invoices Total	Invoice Amount AUD	Payment Amount AUD
Selection Total	541,554.39	523,987.30
Selection Total	541,554.39	523,987.30

Include Payment on Hold Creditors
 Exclude Payment on Hold Creditors
 Payment On Hold Creditors Only

Invoices
 S/C Payments
 Retention Claim
 Part Paid
 Jobs Paid from Trust Account
 Qualified Trust P

From <input type="button" value="P"/>	From	From	From	From <input type="button" value="C"/>	From	From	From	From	From	From	From	From	From	From	From	From	From
To <input type="button" value="P"/>	To	To	To	To <input type="button" value="C"/>	To	To	To	To	To	To	To	To	To	To	To	To	To

Creditor	Wkid	I/C	Invoice No.	Invoice Date	Sts	Desc	Cur	Invoice Amount	Payment Date	Pay Mth	Payment Amount	Prmt Pay	Settlement Discount	Stat Dec	Term
AACTEM	623	I	C0228	30/06/2020	R	Test	AUD	2,100.00	31/07/2020	C	1,650.00	N		Y	30
AA001	622	I	AA001M0001	12/08/2006	R	Concre...	AUD	55,000.00	31/10/2006	E	50,000.00	Y		N	60
AA001	622	I	FJDJDSJFDJ	19/03/2014	R	Test	AUD	1,000.00	31/05/2014	E	909.09	Y		N	60
AA001	622	I	HPBIDIFF02	18/04/2000	H	hpbifis...	AUD	1,000.00	30/06/2000	E	200.00	Y		N	60

Report	Description
Select All for Prompt	All invoices filtered will be set as prompt
De-Select All for Prompt	All invoices filtered will be set as NOT prompt
Download	Invoices filtered will be downloaded
Collate Invoices	The Scanned images of all invoices filtered will be downloaded to a single pdf.

Payment Preview

At some stage you will want make payments and not all transactions need to be paid immediately, so you will need to select only those that you wish to pay.

There are three reports that can be used to determine which invoices are to be paid:

Report	Description
AP Aged Trial Balance	Accounts Payable Aged Trial Balance. This will tell you which payments are due.
Cash Flow Requirements	By using the Cash Flow Requirements report, you can plan your cash flow over a number of periods
Payment Preview	This report tells you exactly what will be paid in the run. It should always be run prior to a payment run.

Note: Each of these reports can be used to determine which transactions should be included for payment. This may require you to adjust the payment dates and amounts on several transactions as outlined in the section on modifying payments. In this way you can ensure that only the desired invoices are included for payment. After modifying details you should re-run the report to confirm that the desired changes have taken place.

To run a Payment Preview select **Finance>Accounts Payable>Process Payments>Print Payment Preview**

Cheque Preview

⌵ ACTIONS
✔ OK
↶ BACK

Start Creditor

Finish Creditor

OR Select Creditors

Start Creditor Type

Finish Creditor Type

OR Select Creditor Type

Creditor's Currency

Wkid To be Paid Leave work id blank if paying for all companies:

Prompt Payment Run Type Prompt Payment Trust Account Forced None

If None, print payment list below minimum \$ amount

Do you wish to pay by job? If YES, specify Job

Pay by Job Group Code Job Group Code/Reporting Unit/Sub Unit None (Only invoices with all dissections associated with the same Job will be selected)

Payment Terms Select Payment Terms

Payment Type Cheque EFT BPay

Payment Date

Include transactions up to & including

Use Posted Date Include up to Posted Date

Include Invoice entry transactions S/C posting transactions Both

Include Held Invoices Released Invoices Both

Report Type Detail Summary Creditor Summary If Detail, Print Subtotal for each invoice If Summary, Display GST

Include Banking Details

Collate Invoices

Report Option PDF Excel

View the report

Select Creditors with Total Due Amount less than

Field Name	Description
Start/Finish Creditor	You are able to select a range of creditors are to be included. If left blank, these fields will default to the first and/or last creditors respectively.
Select Creditors	Check this box and click ok. A creditor selection box will be presented where you can select a list of creditors to be included in this payment run.
Select Creditors with a total Due amount less than	Enter a dollar value here to include only invoices under a certain amount in the selection criteria for this payment run.
Start/Finish Creditor Type	Select a range of creditor types to be paid if applicable. Leave fields blank for all.

Accounts Payable

Field Name	Description
Creditor Type	Check this box and click ok. A creditor type selection box will be presented where you can select a list of creditor types to be included in this payment run.
Creditor Currency	Enter the currency of the creditors you wish to pay. This field will default to the base currency for the work id. If you are paying creditors in any currency other than the base currency you need to tick "Manual Payments" and "EFT".
Prompt Payment	Only transactions marked for prompt payment will be included in the run. Note: if you select prompt payment, then the payment processing program will ignore the due date of any transactions selected for inclusion.
Workid to be Paid	This will appear if creditors are centralised, and this is the central workid.
Prompt Payment Run Type	Select Prompt Payment for normal selection. Trust Account Option. Cost centres can be set up to be paid by a nominated trust account. Selecting this option will select only those invoice dissections that are to be paid by trust account. Forced. If you are using SC Compliance module, you can mark invoices as 'Force' in payment selection, and then in a payment run ignore SC Compliance restrictions. Parameter SCCPRO.
If None, Print Payment list below minimum \$ amount	If ticked, this list will print with the Payment Preview. The minimum is set by parameter MINCHQ
Pay by Job	Only transactions relating to a particular job will be included. Select the Job you want to include.
Pay by	You can also select to pay all invoices for a particular Job Group Code that also satisfy the other selection criteria, or Job Group/Reporting/Sub Reporting Unit . Check this box and click ok and you will be presented with a Job Group code selection window, and/or a list of Reporting/Sub Reporting codes.
Select Payment Terms	These fields allow you to select which creditors will be paid. Only creditors with payment terms selected with a click in the box will be included in this run. Don't tick any if you want to include all payment terms.
Payment Type	Limits the payments to only Cheques or only EFT or both. Bpay not available at time of updating this manual.
Payment Date	Enter the date that will be allocated to each cheque or EFT. All updates to GL will use this date to determine the correct accounting period. This date will default to the system date, and may not be more than 1 month ahead of the current accounting period.
Include Transactions Up to and Including	Enter the payment cut-off date. This is the date used to determine which transactions will be included. Any transaction with a Due Date equal to or prior to this date will be included (as long as its status is released and other selection criteria are satisfied).
Use Posted Date	If this is ticked, the system will use the posted date of each invoice to determine if it part of the Payment run.
Include up to Posted Date	If a date is entered, a further check on whether invoices are included is a check that the posted date of the invoice is less than or equal the date entered. This will prevent any invoices posted after that date from being included.
Process S/Cs, Creditors or Both	You can specify the type of creditor that is to be paid: Click on S/C Posting Transactions to include only subcontractors Click on Invoice entry transaction to include only trade creditors Click on Both to include both subcontractors and trade creditors

Accounts Payable

Field Name	Description
Invoice Status	This defaults to Released Invoices. Held invoices can be included if required.
Report Type	Detail is the default. The Preview report will display all dissections of invoices. Summary will display one line per invoice Summary by Creditor will display one line per Creditor.
If Detail, Print Subtotal for each invoice	If ticked, a subtotal line per invoice is printed.
If Summary, Display GST	If Ticked, the Gross, Net, and GST amount will display on one line for each invoice on the report.
Include Bank Details	If ticked, The BSB and Account no for each Creditor will be printed on the Detail or Summary reports.
Collate Invoices	If this is ticked, all scanned invoices for each payment will be collated on a single pdf. The report will take a few minutes to run if this option is selected.
Print Remittance Advice Message	Select this if applicable

Batching a Payment Preview

If parameter PPBTCH is set to Y, the Invoices in each payment run are stored in a table. The USERID, date and time is recorded.

When a payment run is processed, these batches are available for selection. This will ensure only those invoices in the Payment Preview are picked up in the Payment Run

Process a Payment Run

Once you are happy that only the correct invoices will be included for payment, you can process your payment run.

Note: No other USER should be entering Accounts Payable transactions into your company DURING THE PERIOD of processing a payment run. Should such activity inadvertently take place, unwanted transactions might be included on the payment.

To process a payment run, select **Finance>Accounts Payable>Process Payments**

Payment Processing

ACTIONS OK BACK

Batch # P3627

Start Creditor

Finish Creditor

OR Select Creditors

Start Creditor Type

Finish Creditor Type

OR Select Creditor Type

ATO included

Workid to be Paid Leave workid blank if paying for all companie

Prompt Payment Run Type Prompt Payment Trust Account None

Pay by job If YES, please specify Job

Pay by Job Group Code Job Group Code/Reporting Unit/Sub Unit None (Only invoices with all dissections associated with the same Job will be selected)

Payment Terms Select Payment Terms

Manual Payments Currency Exchange Rate

Payment type EFT Cheque Separate Cheque / EFT per Invoice

Start Cheque Number Start EFT # Start BPay #

G/L Bank Account Main Bank Account GL Bank Account Workid

Payment Date

Include transactions up to and including

Use Posted Date Include up to Posted Date

Process S/C's, creditors or both Invoice entry transactions S/C posting transactions Both

Select Payment Preview Batch

Field Name	Description
Start/Finish Creditor	You are able to select a range of creditors are to be included. If left blank, these fields will default to the first and/or last creditors respectively.
Select Creditors	Check this box and click ok. A creditor selection box will be presented where you can select a list of creditors to be included in this payment run.
Start/Finish Creditor Type	Select a range of creditor types to be paid if applicable. Leave fields blank for all.
Creditor Type	Check this box and click ok. A creditor type selection box will be presented where you can select a list of creditor types to be included in this payment run.
Creditor Currency	Enter the currency of the creditors you wish to pay. This field will default to the base currency for the work id. If you are paying creditors in any currency other than the base currency you need to tick "Manual Payments" and "EFT".
ATO Included	Usually ATO payments are done in a separate payment run, and they are excluded for normal payment runs. If this is ticked, ATO invoices will be included.
Workid to be Paid	This will only appear if creditors are centralised, and this is the central workid.
Prompt Payment	Only transactions marked for prompt payment will be included in the run. Note: if you select prompt payment, then the payment processing program will ignore the due date of any transactions selected for inclusion.

Field Name	Description
Prompt Payment Run Type	Select Prompt Payment for normal selection. Trust Account Option. Cost centres can be set up to be paid by a nominated trust account. Selecting this option will select only those invoice dissections that are to be paid by trust account. Forced. If you are using SC Compliance module, you can mark invoices as 'Force' in payment selection, and then in a payment run ignore SC Compliance restrictions. Parameter SCCPRO.
Pay by Job	Only transactions relating to a particular job will be included. Select the Job you want to include.
Pay by	You can also select to pay all invoices for a particular Job Group Code that also satisfy the other selection criteria, or Job Group/Reporting/Sub Reporting Unit . Check this box and click ok and you will be presented with a Job Group code selection window, and/or a list of Reporting/Sub Reporting codes.
Select Payment Terms	These fields allow you to select which creditors will be paid. Only creditors with payment terms selected with a click in the box will be included in this run. Don't tick any if you want to include all payment terms.
Select Creditors with a total Due amount less than	Enter a dollar value here to include only invoices under a certain amount in the selection criteria for this payment run.
Manual Payments	Manual Payments refer to cheques that have been hand written and not entered as a Prepaid Invoice. You will need to specify the Cheque number to start the range. This must be ticked for Foreign Currency payment runs.
Currency	If this is to be a foreign currency payment run, enter the currency for the run.
Exchange Rate	If you are paying in a currency other than the base currency for the work id, you need to enter the exchange rate that you paid the transactions at. Paying in foreign currencies should be done using a manual EFT payment so you should do this first so that you know the exchange rate that you actually paid the transactions at.
Payment Type	Limits the payments to only Cheques or only EFT or both. Bpay not available at time of updating this manual.
Separate Cheque/EFT	Print a separate Cheque or EFT per invoice, including a separate Remittance Advice for each Invoice.
Start Cheque Number	Enter the cheque number to start from. This is the 6-digit cheque number of the first cheque to be printed. You may not specify a cheque number that has already been used. This field will default to the next cheque number available for that bank account.
Start EFT No.	This will default to next EFT number.
Start Bpay No	At time of updating this document, Bpay function is not available.
GL Bank Account	This defaults to the Main Cash Account, and is the GL account that will be credited
GL Bank Account Workid	The system can be configured to use a bank account in another workid.
Payment Date	Enter the date that will be allocated to each cheque or EFT. All updates to GL will use this date to determine the correct accounting period. This date will default to the system date, and may not be more than 1 month ahead of the current accounting period.

Field Name	Description
Include Transactions Up to and Including	Enter the payment cut-off date. This is the date used to determine which transactions will be included. Any transaction with a Due Date equal to or prior to this date will be included (as long as its status is released and other selection criteria are satisfied).
Use Posted Date	If this is ticked, the system will use the posted date of each invoice to determine if it part of the Payment run.
Include up to Posted Date	If a date is entered, a further check on whether invoices are included is a check that the posted date of the invoice is less than or equal the date entered. This will prevent any invoices posted after that date from being included.
Process S/Cs, Creditors or Both	You can specify the type of creditor that is to be paid: Click on S/C Posting Transactions to include only subcontractors Click on Invoice entry transaction to include only trade creditors Click on Both to include both subcontractors and trade creditors
Select Payment Preview Batch	See section below for explanation

Select Payment Preview Batch

If this function is turned on using PPBTCH parameter, then any Payment Preview runs are written to a holding file. When a Payment Run is processed, these can be selected for the payment run. There is a lookup that allows selection.

The screenshot displays the 'Payment Processing' window with a 'Payment Preview Batch Selection' modal open. The modal features a table with the following data:

User	Date	Time	Completed
BOUDAM0	27/01/2022	14.53.38	
BOUDAM0	27/01/2022	14.58.57	

Below the table are buttons for 'OK', 'Select', and 'Close'. The background window shows settings for a payment run, with 'Select Payment Preview Batch' checked.

Accounts Payable

This will override other selections in the Payment run.

When the Payment Run is completed, Remittance Advices for all Creditors will be displayed, and these can be distributed directly to the creditor. An Audit report is automatically created.

Foreign Currency Payment Run

When you pay a foreign currency transaction the difference resulting from the exchange rate at the time of invoicing to the exchange rate at the time of payment will be posted to an exchange rate gain or loss account. This is setup in the System Admin menu item **Set Currency Fluctuation Account**.

Accounts Payable

Processing EFT's to the Bank

Once a payment run which has created EFTs has been completed there are additional steps required to create the banking EFT batch.

List of EFT Batches

A list of payment runs not yet sent to the bank can be viewed in menu option **Finance>Accounts Payable>Process EFTs>Consolidate EFTs**

EFT Consolidation											ACTIONS	OK	BACK
Filename	Pays No.	Payment Stream Description	Pays Batch	EFT Description	Amount	GL Account	BSB No.	Bank Acct No.	Bank	User			
P10400311			P1040	Creditor EFT on 30/08...				XXXX	CBA	301500			
P10410311			P1041	Creditor EFT on 21/09...				XXXX	CBA	301500			

Select the batches shown that you wish to consolidate into the bank batch.

NB. They must all be for the same bank. If you have more then one bank, separate consolidations must be done.

They dissappear from this screen, and display on the Consolidated screen. To display consolidated batches use the **Actions** Menu

EFT Consolidation											ACTIONS	OK	BACK
Filename	Pays No.	Payment Stream Description	Pays Batch	EFT Description	Amount	GL Account	BSB No.	Bank Acct No.	Bank	User			
P10410311			P1041	Creditor EFT on 21/09...	6,600.00	20001101	XXXX	XXXXXX	CBA	301500			

Consolidation and Extraction of Batches

The Consolidation screen displays

EFT Consolidation ACTIONS OK BACK

Filename	Pays No.	Payment Stream Description	Pays Batch	EFT Description	Amount	BSB No.	Bank Acct No.	GL Account
P10400311			P1040	Creditor EFT on 30/08/21	4,400.00	XXXXX	XXXXXX	20001101

Enter date on which payment is to be processed by bank

The date will default to today's date, but a future date can be entered if required.

The next step is to prepare an aba file for transfer to the bank.

Select Finance > **Accounts Payable** > **Process EFTs** > **Extract Payments**

This will format the file into the standard aba format. A summary is displayed.

ABA File to go to the Bank

Direct Entry Number 14
Number of payments to be made 1
Total amount to be paid 4,400.00

Do you wish to continue?

Yes No

DESKBANK01

If Yes is selected, it will be displayed in Notepad on your screen as shown below.

```
*#BANKAUS_920_20220127_15380738 (1).ABA - Notepad
File Edit Format View Help
0      01CBA      Bourke Enterprises      301500EFT Payment 270122
1082-367609367777 500000440000#1 Decks Pty Ltd      BOURKE | 000006XXX-XX      XXXXXXBourke      00000000
1XXX-XX      XXXXXX 130000440000Bourke Enterprises      14      XXX-XX      XXXXXXBourke      00000000
7999-999      000000000000004400000000440000      000002
```

You can then save it on your internal network, and transfer it to the bank via your banking application.

Resending a file to the Bank

All summary of all consolidated batches is retained by the system. A list can be seen at **Finance>Accounts Payable>Process EFTs>Resend Payments.**

Hide Apply
< > ...

From	From	From	From	Contains	From	From	From	From	=
To	To	To	To		To	To	To	To	

Date	Time	Wkid	User	User Name	Bank Code	Bank Account	No Of EFTs	Value Of EFTs	Reprocessed	
27/01/2022	15:38	920	BOUDAM	Bourke 0	CBA	20001101	1	4,400.00	N	
13/10/2017	10:06	910	GLCLEBENU		CBA	10001101	1	528.00	N	
7/03/2017	14:21	910	SADSHE0	Sheraz Sadik - Jobpac.	ZZZ	101101	1	1,100.00	Y	

Using the right mouse button option you can Re-transfer a file to the bank. It will be re-extracted and can be saved to the desktop.

Make a Manual Payment

There are two types of manual payments:

- Payments drawn manually to pay for invoices that have already been paid outside the system. In this case you would draw a dummy payment using the **Manual** payment option in the payment run. This will not produce a remittance advice, or a batch to consolidate.
- Payments drawn to pay for goods or services, before or at the time those goods or services were procured. In this situation, the invoice and the details of the payment are known at the same time. Such payments are usually drawn on-site to pay for immediate requirements. In the invoice is normally entered with the cheque payment details as a Prepaid Invoice.

Such payments can be handled through the General Ledger, as Sundry Payments.

NB. It is strongly recommended that this function not be used.

If you wish to reflect them against the creditor (for example as part of a purchasing history), then they may be processed as prepaid invoices or Invoices in combination with a manual cheque run.

Cancel a Payment

You may need to cancel payments for a number of reasons:

- A cheque has been destroyed or lost.
- A cheque has jammed in the printer or was printed incorrectly.
- A cheque has not been presented.
- You do not wish to pay a creditor, but have already drawn the payment.

Note: Cancelling a payment will reverse the payment. You will then need to process a Credit Note to offset the transaction if you are no longer going to pay this creditor.

When you cancel a payment, then all the transactions included on that payment are changed back to "unpaid". They are then ready for inclusion in another payment, as required.

Cancel a Single Cheque

To cancel a single cheque, select **Finance>Accounts Payable>Cancellations/Deletions>Cancel Single Cheque**

Batch Number	P1052
Creditor Code	<input type="text"/>
Bank Acct Work ID	920
G/L Bank Account	20001101
Cheque Number	<input type="text"/>
Cheque Amount	<input type="text"/>
Reason	<input type="text"/>
Cancellation Date	27/01/2022

Field Name	Description
Batch No	The system generated batch no
Creditor Code	You must enter the creditor ID for the cheque being cancelled. The creditor's name will be displayed when you press Enter
Bank Account Workid	Workid of Bank Account
G/L Bank Account	You must enter the GL Bank account that the cheque was drawn against
Cheque No	This must be the 6-digit cheque number. The cheque number must correspond to a cheque for the nominated creditor.
Cheque Amount	This is the total cheque value, and is used as a second validation of the cheque details
Reason	This is a 30 character description of why you are cancelling the cheque. It will be recorded and will appear on the Cheque Journal report and enquiries. It is mandatory
Cancellation Date	This date will also be recorded on the cheque journal, and will be used to control updates to the general ledger. This date must be in the current or next accounting period.

Cancel Multiple Cheques

To cancel multiple cheques, select **Finance>Accounts Payable>Cancellations/Deletions>Cancel Multiple Cheques.**

Batch Number	P1053
Bank Acct Work Id	<input type="text" value="920"/>
Bank Account	<input type="text" value="20001101"/>
Batch Number	<input type="text"/>
Payment Stream Number	<input type="text"/>
Start Cheque	<input type="text"/>
Finish Cheque	<input type="text"/>
Reason	<input type="text"/>
Cancellation Date	<input type="text" value="27/01/2022"/> 

Field Name	Description
Batch No	The system generated batch no
Bank Account Workid	Workid of Bank Account
Bank Account	Enter the GL Bank account that the cheques were drawn against
Batch No	If you want to cancel a complete batch, enter the P batch number of the payment run.
Payment Stream Number	Payment streams can be set up to channel cheques of certain value ranges to different cheque books (NO LONGER USED)
Start Cheque	Enter range of 6-digit cheque numbers to cancel. The cheque numbers range must be exact in relation to the cheques being cancelled.
Finish Cheque	Not required if Batch Number entered.
Reason	This is a 30 character description of why you are cancelling the cheques. It will be recorded and will appear on the Cheque Journal report and enquiries
Cancellation Date	This date will also be recorded on the cheque journal, and will be used to control updates to the general ledger. This date must be in the current or next accounting period.

Cancel an EFT

To cancel a single or multiple EFTs select

Finance>Accounts Payable>Cancellations/Deletions>Cancel EFTs.

EFT Cancellation

ACTIONS
OK
BACK

Batch # P1054

Either enter details of EFTs to be deleted OR choose an action from the action button in the toolbar.

G/L Bank Account Workid

G/L Bank Account Number

Payment Run Batch Number

Payment Stream Number

Start EFT Number

Finish EFT Number

Cancellation Reason

Cancellation Date

BR Unmatched Trns
 Unconsolid. Batches
 Batches In Cons. File

Field Name	Description
Batch No	The system generated batch no
G/L Bank Account Workid	Workid of Bank Account
Bank Account	Enter the GL Bank account that the EFTs were drawn against
Payment Run Batch Number	If you wish to cancel all the EFTs in a payment run, you can enter the payment run 'P' batch number to do so.
Payment Stream Number	Payment streams can be set up to channel cheques of certain value ranges to different cheque books (NO LONGER USED)
Start EFT	Enter range of 6-digit cheque numbers to cancel. The cheque numbers range must be exact in relation to the cheques being cancelled.
Finish EFT	Not required if Batch number entered.
Reason	This is a 30 character description of why you are cancelling the cheques. It will be recorded and will appear on the Cheque Journal report and enquiries
Cancellation Date	This date will also be recorded on the cheque journal, and will be used to control updates to the general ledger. This date must be in the current or next accounting period.

There are options for Bulk Cancellation available in the **Actions** menu.

BR Unmatched Transactions: All unmatched EFTs from the Bank Reconciliation upload.

Unconsolidated Batches: All payment runs not yet consolidated

Batches in Consolidated file: All payments runs currently in the consolidated batches screen.

Accounts Payable Enquiries

Standard Accounts Payable Enquiry

Select **Finance**>**Accounts Payable**>**Creditors Enquiry**

Accounts Payable Transaction Enquiry

⌵ ACTIONS
✔ OK
⏪ BACK

Creditor

or

Parent Creditor

or

GL Bank Account

Cheque Number

or

EFT Number

Field Name	Description
Creditor Code	Enter a valid Creditor Code in this field.
Parent Creditor	Enter a Parent Creditor code if applicable. This will display all invoices for the parent and the Children.
General Ledger Bank Account	Enter a valid bank account number in this field. You can leave this to default to Primary Bank Account. It is used only as a filter for EFT and Cheque enquiries
Cheque Number	Enter a valid cheque number, or request a scan of cheques. If you request a scan you may also specify (in the Creditor Code field) that only cheques for the nominated creditor should appear.
EFT Number	Enter a valid EFT number, or request a scan of EFTs. If you request a scan you may also specify (in the creditor code field) that only EFTs for the nominated creditor should appear

Accounts Payable

Creditor or Parent Enquiry

Entering a Creditor or Parent Creditor only displays all posted and pending invoices for the creditor. The extra two Tabs CLAIMED and SC INVOICES are added by the parameter APTRIQ position 2.

▶ ACTIONS ✔ OK ↶ BACK

Creditor ACC Temp Fence

INVOICE CLAIMED SC INVOICES

▼ Hide Apply 📄 XLS ◀ ▶ ⋮

Fully Paid Unpaid Ordered Unordered Invoices Credits Pending Posted

 PE = =

 90

Transaction	I/C	Date	Age	Sts	Hld	Invoice Amount (AUD)	Paid Amount (AUD)	Wkid	Cost Job	Auth Job	Batch	Description	🔍
EFTFT01	I	10/09/2020	CU		R	110.00		710	CQ702		E0124	EFTFT01	
EFTNEW001	I	24/05/2021	FW			110.00	110.00	710			C0542	EFTNEW001	
EFTOLD001	I	24/05/2021	FW			110.00	110.00	710			C0541	EFTOLD001	
FR01-00001	I	2/08/2006	PE		R	600.00		710	FR01	FR01		Test	
FR03/0001	I	4/08/2006	PE		R	1,600.00		710	FR03	FR03		Test	
FR03S00101	I	28/08/2021	FW			900.01	900.01	710	FR03	FR03	A0233	Test	
FR03S00102	I	28/08/2006	90			792.00	792.00	710	FR03	FR03	A0235	Test	
FR03S00103	I	28/08/2006	90			2,970.00	2,970.00	710	FR03	FR03	A0236	Test	
FR03S00104	I	28/08/2006	90			2,112.99	2,112.99	710	FR03	FR03	A0242	Test	
FR04-00201	C	3/08/2006	90		R	110.00-		710			C0011	Test	
FR04-00201	I	3/08/2006	90			2,970.00	2,970.00	710	FR04	FR04	A0254	Test	
FR04-0100C	C	30/08/2006	90		R	578.60-		710			C0013	Test	
FR04-01001	C	30/08/2006	90			580.00-	580.00-	710			C0012	Test	
Totals						138,648.40	93,107.00	AUD					

◀ ▶ ⋮

Field Name	Description
Age	This indicates the age of the transaction. FW – forward PE - pending CU- current 30 - 30 days 60 - 60 days 90 - 90 days
Sts	Status in the eInvoicing module if you are using it. Applies only to pending invoices. There is a lookup.
Hld	H=Invoice is Held from payment, R=Invoice is Released for payment
Workid	Available if using centralised creditors functionality to show which company the invoice was generated in.
Cost Job	If the transaction is costed to a job, the job number is shown in this field

Accounts Payable

Field Name	Description
Auth Job	This is the Authorising Job the invoice was sent to originally for approval.

Cheque or EFT Enquiry

This screen is shown when a G/L Bank account cheque or EFT number selection is made when you first enter the AP Enquiry menu option. It allows you to select the payment you wish to view.

Accounts Payable Transaction Enquiry

Creditor: ACC Temp Fence

Hide Apply XLS < > ...

Sundry Payments
 Destroyed
 Unpresented
 Presented
 Cancelled
 EFT Payments
 Cheque Payments
 Credit Payments

From: 1/01/1940 To: 9,999,999,999,999.99 G/L Bank: 101521
 999999 31/12/2039 To: 9,999,999,999,999.99 G/L Bank: 101521

CHQ/EFT	Wkid	Date	Typ	AUD Amount	G/L Bank	Source	Payee	St	C/P Date	Creditor
39	710	9/07/2020	E	4,290.00	101521	Crd	ACC Temp Fence	U		
46	710	9/09/2020	E	110.00	101521	Crd	ACC Temp Fence	C	9/09/2020	
47	710	9/09/2020	E		101521	Crd	ACC Temp Fence	U		
48	710	9/09/2020	E	110.00	101521	Crd	ACC Temp Fence	U		
49	710	9/09/2020	E		101521	Crd	ACC Temp Fence	C	9/09/2020	
50	710	10/09/2020	E	110.00	101521	Crd	ACC Temp Fence	C	10/09/2020	
51	710	10/09/2020	E		101521	Crd	ACC Temp Fence	U		
52	710	10/09/2020	E	25,711.40	101521	Crd	ACC Temp Fence	C	10/09/2020	

Field Name	Description
Workid	If you have multiple bank accounts in different workids you are able to select only the workid you wish to review
Type	Either "C" for cheque or "E" for EFT
Source	This shows where the cheque originated from: - Crd: Creditor cheque - Sun: Sundry cheque
St	This shows the status of the payment: C – Cancelled D – Destroyed P – Presented U – Unpresented
C/P Date	Cancelled or Presented date based on the status of the transaction

To drill down into more detail select the payment by clicking it, right clicking then choosing **Select** from the menu or double clicking the transaction. The detail screen showing all dissections of transactions paid by the cheque or EFT is displayed. This screen can also be accessed from the initial selection screen when a Cheque number is entered.

Invoice Notes

Notes can be recorded against AP Invoices. To enter a note select the option Invoice Notes from the right mouse button options for the invoice. This displays the following. Select **Add Note** from the Actions Menu

The screenshot shows the 'Maintain Invoice Notes' window. At the top, there are buttons for 'ACTIONS', 'OK', and 'BACK'. Below this, the invoice details are displayed: Creditor: AACTEM, Invoice Number: AAA-030, ACC Temp Fence, and DESC 1. A 'Hide' button and an 'Apply' button are visible. Below these are search filters for 'From' and 'To' dates, and 'Contains' text. A table with columns 'Date', 'Time', 'Created By', 'Requested By', 'Note', 'Text', and 'Hold Note' is shown, with '(No notes to display)' in the first row. An 'Add New Invoice Note' dialog box is open in the foreground, containing the same invoice details and a 'Requested By' field with a text input. The 'Note' field is also present with a text input. At the bottom of the dialog are 'OK' and 'Close' buttons. The ID 'INVNOTEADD01' is visible at the bottom left of the dialog.

Enter who requested the Note and a brief description, Select Ok, and enter more detailed text

This screenshot is identical to the one above, but the 'Requested By' field in the 'Add New Invoice Note' dialog box is now filled with the text 'BOUDAM0'. The 'Note' field is also filled with a brief description: 'Request for fence materials for site'. The 'OK' button is highlighted, indicating it has been selected.

Accounts Payable

Invoice Notes - Text Maintenance ACTIONS OK BACK

Creditor AACTEM ACC Temp Fence Note - Regular discussion with AP Manager
 Invoice Number AAA-030 DESC 1 Entry Date/Time 310122 18:19 User Id BOUDAMO

Regular discussions should be held with the AP Manager Ann Pritchard. Record decisions made in the notes.

This information is available for all enquirers to view.

Maintain Invoice Notes ACTIONS OK BACK

Creditor AACTEM ACC Temp Fence
 Invoice Number AAA-030 DESC 1

Hide Apply + < > ...

Date	Time	Created By	Requested By	Note	Text	Hold Note
31/01/2022	18:19	BOUDAMO	James Washer	Regular discussion with AP Manager	N	N

If an invoice is put on Hold, system can be configured to create an Invoice Note. Parameter INVNOT position 1. These types of notes have a Y in the **Hold Note** column.

Site-Based AP Enquiry

An Accounts Payable enquiry facility is provided for Project staff to review creditor transactions for a job. Project staff can check the status of suppliers and subcontractors invoices and payments and answer related queries from creditors and staff. The program uses the standard job security facility available in Jobpac.

To perform a site-based enquiry select **Projects>Job Setup & Reports>Job Enquiry>Invoice Enquiry**

Specify which creditor and job or range of jobs you wish to examine AP transaction details for.

Site Based A/P Transaction Enquiry ACTIONS OK BACK

Creditor

Start Job DM0001

Finish Job DM0001

When you have entered the appropriate codes and numbers, click **OK** to display the transaction details. From this point on the Site Based Accounts Payable Transaction Enquiry provides the same features as Standard AP Enquiry.

'New' AP Enquiry

Another, more comprehensive, AP Enquiry is now available. There are three Pre-filtered options available. The Screen Layout of all three is the same but they can be separate menu options

They are implemented in the menu system as follows

Ent No	Type	Opt No	Description	Command	Parameters
1	P	1	AP Invoice Enquiry-OCR	APENQUIRYP	'OCRINVOICE'
2	P	2	AP Invoice Enquiry-Pend	APENQUIRYP	'PENDING'
3	P	3	AP Invoice Enquiry-ALL	APENQUIRYP	''

Option 1: Displays all OCR Invoices for all Creditors

Option 2: Displays all Pending Invoices for all Creditors

Option3: Displays all invoices, not matter what their status for all Creditors.

Filtered Invoices can be downloaded

NB. When using Option 3, all invoices are displayed. Where you have many thousands or even millions of invoices, this may take some time to load.

Accounts Payable

Supplier Retentions

This section describes how to record supplier retentions and release of supplier retentions if held. Generally this area is designed to record retentions held against materials suppliers.

Note: Under Subcontractors Agreements you can hold a retention value against both the subcontractor and job.

If Retention is applicable for a supplier, it is strongly recommended that the SC Retention facility be used and not Creditor Retention.

Select **Finance>Accounts Payable>Supplier Retentions**

The supplier retention would have been held earlier via Post invoices (as described above).

Accounts Payable Transaction Entry ACTIONS OK BACK

Batch C0626 Currency AUD Exchange Rate

Creditor AACTEM ACC Temp Fence

Transaction I AA-321 Fencing GST Code A1 GST Tax Invoice Held

Trans Date 27/08/2020 Due Date 29/10/2020 Gross Amount 11,000.00

Pay Method Cheque EFT BPay Recvd Date 27/01/2022 GST Amount 1,000.00

BPay No BPay Date Nett Amount 10,000.00

Status Released Held Prepaid Prompt Pay Discount Amount %

G/L Bank Account This invoice to be included in Taxable Payments Reporting Subject to WHT Ln/Tot 0.00

Ln/Tax 0.00 Biller Code

Cust Ref No

Line 1 Work id 710

GST Code A1 GST Tax Invoice Held Gross 11,000.00 GST 1,000.00

Quantity 1.0000 Rate 10,000.0000 Nett 10,000.00 Retn 1,000.00

G/L Account Resource Code

Job DM0001

Code/Type 2.0100 MP Stock Code

Description Fencing Warehouse Location

Quantity Ordered Item Value

Quantity Delivered Value Invoiced

Quantity Invoiced

When this held retention is ready for release (or partial release), select **Finance>Accounts Payable>Supplier Retentions>Release Supplier Retns**

A/P Retention Release

Creditor AACTEM

Supplier Retentions Held 1,000.00

Released this Screen

Invoice Number	Invoice Date	Invoice Amount	Job No.	Retention Held	Release Amount	Due Date
AA-321	27/08/2020	10,000.00	DM0001	1,000.00		29/10/2020

Accounts Payable

Enter the amount to be released for payment. This will create an invoice to pay to the supplier via the usual payment process.

Note: Reports are available under Finance>Accounts Payable>Supplier Retentions either by job or by supplier.

Administration

Maintain PO Numbers

You can maintain a list of valid PO numbers within the system along with location and job allocated to. When entering invoices this table will be used to valid the purchase order number.

Select **Finance>Accounts Payable>Administration>Maintain P.O. Numbers**

Purchase Order Book Responsibility					ACTIONS	OK	BACK	
Hide Apply					+	<	>	...
Contains								
From Order	Type	To Order	Job/Locn No.	Job/Location Name				
CM0001	-	CM9999	CM0001	SOUTHERN CROSS HOMES				
DMA20001	-	DMA9999	DM0002	EDEN GARDENS - BID COSTS				
DM0001	-	DM9999	DM0001	99 WALKER ST				
EO0001	-	EO9999	E0234	DAVID HAYES				
E00001	-	E99999	E0004	BRIAN WILSON				
G00001	-	G9999	G010	GOSFORD OFFICE				

Behaviour maintained by INVREG Position 11.

Maintain Locations

Select **Finance>Accounts Payable>Administration>Maintain PO Locations**

Purchase Order Book Responsibility			ACTIONS	OK	BACK	
Hide Apply			+	<	>	...
Location	Location Name	Prefix				
E0004	BRIAN WILSON					
E0234	DAVID HAYES					
G010	GOSFORD OFFICE					
M035	MORNINGTON OFFICE					
M0434	DEREK HALLETT					
PEPPOL	PEPPOL GENERATED INVOICES					

Remittance Advice Message

You may enter a remittance message to be included in all Cheque or EFT remittances as a part of the payment run process

Select **Finance>Accounts Payable>Administration>Remittance Advice Message**

Remittance Advice Message Maintenance

 ACTIONS  OK  BACK

Please enter message to be printed in remittance advice :

We advise that the offices of Bourke Enterprises will be closing down for
Christmas Period from 21/12/2022 to 5/1/2023

Reset Payment Run

As stated above only one user at a time is able to complete a payment run, occasionally this results in a lock on the system if for any reason there is a system failure or Power outage for example while the Payment run is locked. In order to reset (Unlock) the payment run please select **Finance>Accounts Payable>Administration>Reset Payment Run.**

Accounts Payable Reports

Trial Balance by Creditor

This period based report lists all outstanding transactions by creditor, aged in columns of current, 30 Days, 60 Days and 90+ Days.

An aged summary page is included at the end of the report giving totals for the range of creditors selected.

Aged Trial Balance by Job

This period based report lists all outstanding transactions by job number aged in columns of current, 30 Days, 60 Days and 90+ Days.

An aged summary page is included at the end of the report giving totals for the range of jobs selected.

To access this report select **Finance>Accounts Payable>Reports>Trial Balance by Job** from the Jobpac menu.

Cash Flow Requirements by Creditor

This report allows you to plan cash flow based on actual transactions. These transactions may be reported in any of seven periods selected by you.

To access this report select *Finance>Accounts Payable>More Reports>Cashflow Req by Creditor* from the Jobpac menu.

Cash Flow Requirements by Job

The above report is also available by job number. Instead of selecting the creditor range, you select a job number range. You can also select a General ledger consolidation level if you have set this up within your system.

To access this report select **Finance>Accounts Payable>More Reports>Cashflow Req by Job** from the Jobpac menu.

Possible Invoice Duplicates

This reports lists out all **possible** invoice duplicates either from the same or different creditors.

NB there can't be actual duplicates.

To access this report select **Finance>Accounts Payable>More Reports>Possible Inv Duplicates (same Creditor)** or **Finance>Accounts Payable>More Reports>Possible Inv Duplicates (different Creditor)** from the Jobpac main menu.

Invoices with the same Amount & Invoice Date for the same Creditor ACTIONS OK BACK

Include comparison of posted invoices with posted invoices

Report Option PDF Excel

View the report

Invoices with the same Amount & Date for the same Invoice Number ACTIONS OK BACK

Include comparison of posted invoices with posted invoices

Report Option PDF Excel

View the report