

2020-R1 (effective 16/02/2020)

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Roadmap Enhancements

- **Due Date Calculation enhancements for business days and greater Flexibility**

There is a new feature available for maintaining due date calculation methods that are more flexible than the standard options. In line with new SOPA requirements, and different requirements in different states and geographies, more flexibility in defining custom due date calculations was required.

This feature includes the ability to define due date calculations based on business days with public holiday calendars pre-loaded for all ANZ locations and customisable for others. The ability to calculate due dates based on invoice received dates is also available as part of this new feature.

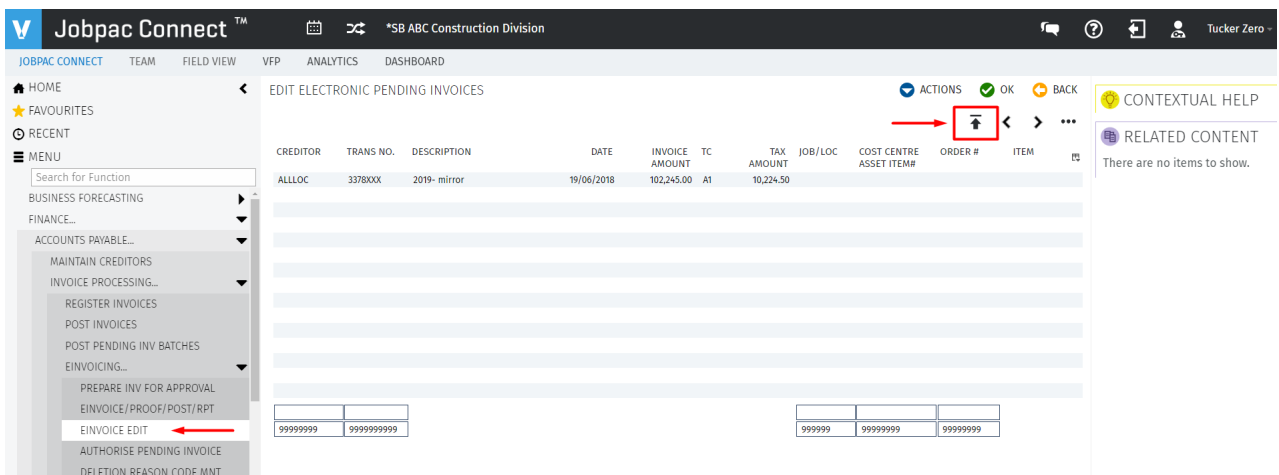
For example, you will be able to automatically calculate a due date that is 20 business days from the claim received date. Features include...

- ✓ The ability to set up any number of rules and maintain available rules at a global or company level.
- ✓ The ability to base due date calculations on Received date or Invoice date.
- ✓ Ability to set the calculation to be based on the date itself or from the end of the month based on that date.
- ✓ The ability to base calculations on Business days or calendar days.
- ✓ The ability to set any number of days for full flexibility.
- ✓ GEO specific Business Day Calendars pre populated for our core GEO's for the next 10 years but with a user maintenance facility for other GEO's.
- ✓ The ability to set Payment Term overrides at Job Level.
- ✓ The ability to set Payment Term overrides at PO level.
- ✓ Already existing, the ability to set Payment Term overrides at SC Agreement level.
- ✓ Changes will apply for both Debtors and Creditors.

See the More Enhancement Details section at the bottom of this document for more detailed information on activation.

- **New Pending Invoice Upload**

Pending Invoice Upload will be available from Invoice Edit screen as shown below.



The screenshot shows the Jobpac Connect interface for the 'EDIT ELECTRONIC PENDING INVOICES' screen. The left-hand navigation menu is open, and a red arrow points to the 'EINVOICE EDIT' option. The main table area shows a table with columns: CREDITOR, TRANS NO., DESCRIPTION, DATE, INVOICE AMOUNT, TC, TAX AMOUNT, JOB/LOC, COST CENTRE ASSET ITEM#, ORDER #, and ITEM. A red arrow points to the 'ACTIONS' button in the top right of the table area, which has a dropdown arrow icon. The 'RELATED CONTENT' window on the right shows 'There are no items to show.'

Follow the workflow as shown below and use the template to upload pending invoices into Jobpac. There is also an optional 4th step “email Invoices” button to attach scanned invoices, which are uploaded and linked to the invoices (if named correctly) and will be available in the Related Content window next to the invoice.

Upload - Pending Invoice Upload ×

1

OPEN TEMPLATE

Click here to open a new template then populate with your new data and save locally. Or, skip this step if you have a template already prepared.

> EMAIL INVOICES

2

UPLOAD TO SERVER

Click here to locate your excel file and upload it to the Jobpac Connect Cloud.

3

VALIDATE AND INSERT

Check additional upload options if you see any below, then click here to validate and insert the uploaded data into your database.

Step 4 Optional

After a successful upload, you can click here to attach your scanned invoice images to an email and send to Jobpac Connect. They will be linked and attached if the name of the image matches the barcode field in the data file previously uploaded.

× CLOSE

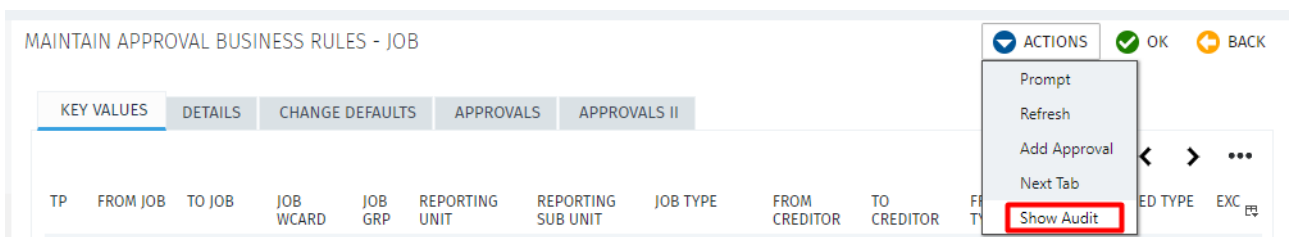
PENDINV

Note, This Upload can also be setup as a standalone menu option if you are comfortable with CMS Menu Design.

- Type=P
- Description=Pending Invoice Upload
- Command=JUUPLOAD1P
- Parameters='PENDINV'

• **Advanced Approvals - Auditing in Maintain Business Rules**

Audit on any changes to business rules for advanced approvals can be viewed by taking Action 'Show Audit'. This will display all changes to business rules (after this release is deployed).

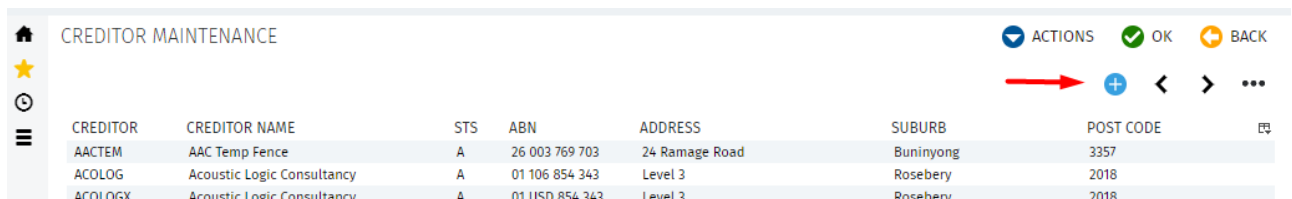


• **Include Field View PO Links**

New option 'Show FieldView' is now available in PO Enquiry and PO Maintenance. When the Field View integration for field purchase order requisitions is active, Action options and right mouse button options (where applicable) have been enabled to launch the information from the originating Field View PO Request Form which shows the source of the Jobpac Purchase Order using the native Field View print Form information API.

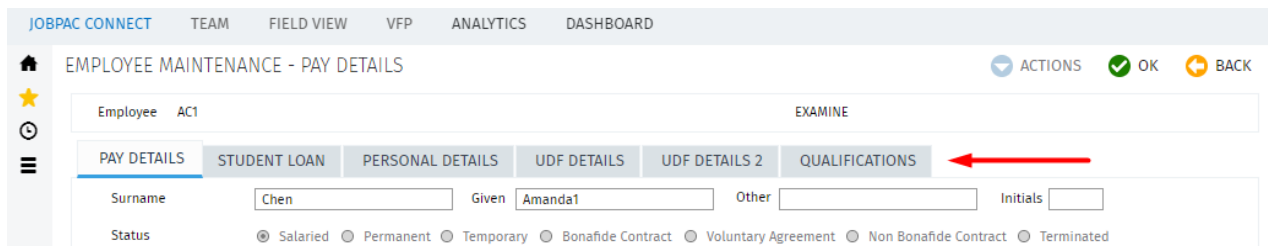
- **Plus Icon for one-click add**

We have added a Plus Icon for one click add on all grids where “Add” is currently an Action Option, saving clicks and improving user experience. An example is shown below. Where the user does not have access to the add function it will be greyed out.



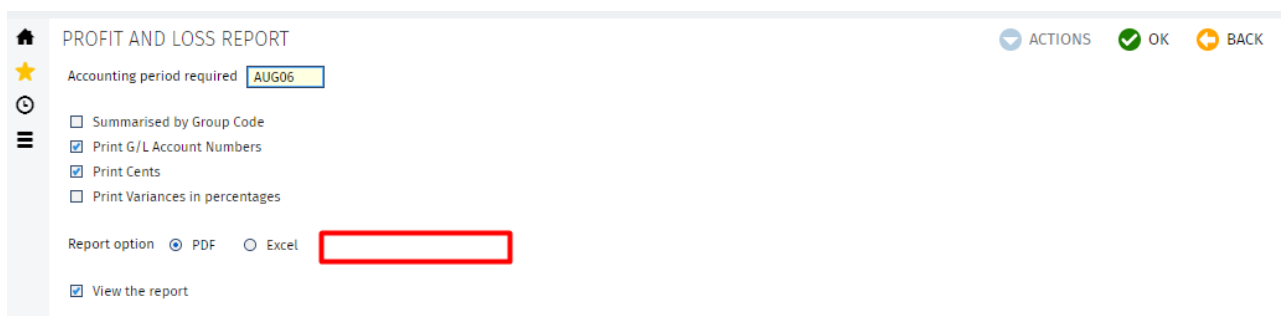
- **New Tabbing in Employee Maintenance User Interface Improvement**

We have updated the UI in Employee Maintenance to include tabs to replace the previous toggle. Some actions remain in the Actions list. Some other screen formatting has been applied.



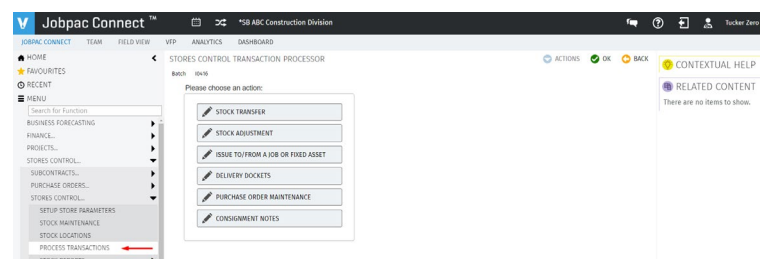
- **Spool file Reporting option removed**

Reporting options for the old “Spool file” reporting have been removed as an unused function to remove clutter and simplify experience. PDF, Excel (and Web Report) options remain as shown below.



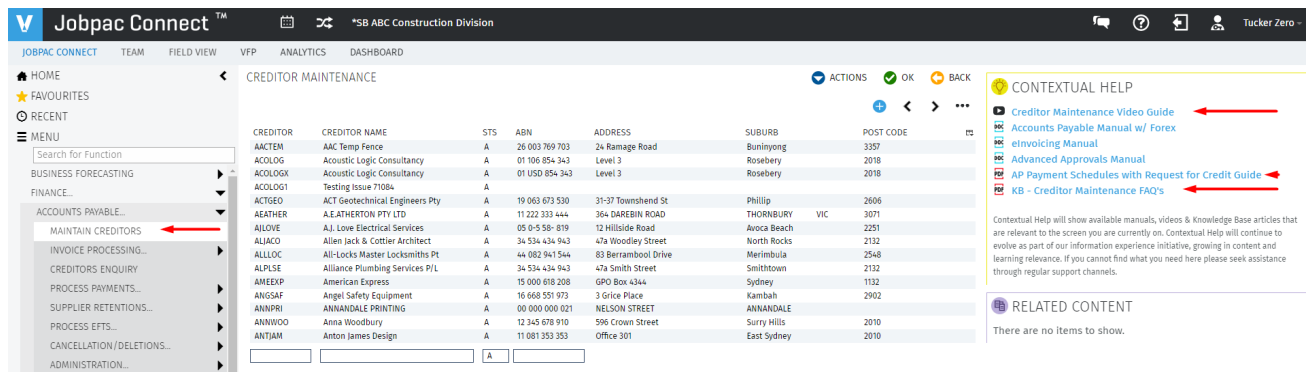
- **Mini menus updated with improved UI**

Some menu options that begin with a “mini sub selection menu” have been updated to a more pleasant user experience. An example is Stores Control Transaction Processing as shown below.



- New Contextual Help Built out for Creditor Maintenance**

As we progress our Information Experience initiative, you will notice the Contextual Help for Creditor Maintenance has been built out to include a new Creditor Maintenance Video guide and an FAQ KB article. This is an example of the format we are working towards to improve your staff training and onboarding experience and we will see Contextual Help continue to evolve.



- Approved PO and SC attached and emailed back to requestor, efficiency improvement**

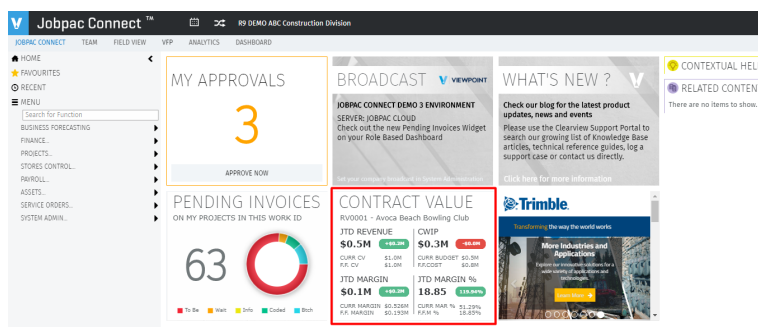
We found on our first release of this feature, due to the interactive nature in producing the email attachments, it was too slow and not efficient for approval users. Some customers turned off the feature after activating. We have modified this feature to run completely in the back-end so that attachments to email can be activated while efficiency in approval is improved. If you have previously not had success with this feature it may be worth testing again and re-activating. See previous release notes for activation parameters.

- Additional conditioning around forward and back post of Jobcost Journals for integrity in ledgers.**

We have added additional conditioning around Journal Posting of Job allocated Journals to ensure that you cannot forward or back post this type of journal and thereby put project ledgers out of synch with BFM and finance ledgers. Back posting via retrospective Job journals is still allowed where conditions allow, if activated. This additional conditioning will improve integrity and reconciliations. These additional conditions are the new default but can be switched off by parameter if desired with due consideration. See Fix details in the GL module section for parameter details.

- One new "CID" for Contract Valuation, on the role based landing page**

Our Critical Information Dashboard (CID) library is expanding as this feature evolves, with the new Contract Valuation CID. These CID's can be added to your users landing page if the user has a BI license and as a consulting exercise to activate. Over time we want to make CID's more accessible with user edit capability.



Suggestion Box Enhancements

- **Standard P&L reports now with EBITDA**

Depreciation & Amortisation and Interest lines in P&L reports. 2 new lines will be printed for 'Depreciation & Amortisation' and 'Interest' in the following P&L reports. Please contact us if the P&L with EBITDA does not fulfil your needs as this new feature evolves to meet customer expectations.

- Standard P&L
- Monthly Comparative P&L
- Yearly Comparative P&L
- Profit Centre P&L

Up to 10 Amortisation & Depreciation GL accounts can be defined in system parameters ACDAnn (where nn = 01 to 10)

- System parameter ACDAnn
 - Position 1-10 – Enter Amortisation & Depreciation GL account to be included in the P&L reports.

Up to 10 Interest GL accounts can be defined in system parameters ACINnn (where nn = 01 to 10)

- System parameter ACINnn
 - Position 1-10 – Enter Interest GL account to be included in the P&L reports.

- **Excel formatting standard colours changed**

Small Excel formatting change based on customer feedback to move away from the orange towards a colour palate more congruous with viewpoint style guides. An example below of dark blue header lines and grey total lines.

Job	Job Name	Debtor Name	Authorised Costs This Mth	Claimed This Mth	Profit/Loss This Mth	Profit/Loss % This Mth	Authorised Costs To Date	Claimed To Date	Profit/Loss
C1001	Chami's Job	C's Buildings	0.00	0.00	0.00	0.00	1,200.00	1,500.00	
Report Totals			0.00	2,690.00	2,690.00		8,615,710.33	12,329,246.60	

- **Enhancements to PO Enquiry**

- New Start at Default View
 - New system parameter POSCNS to default the starting view to the enquiry
 - Position 1 – S=Order, J=Job, R=Requisition, T=Stock
- New toggle between Job/Asset/GL Account and Resource Code PO Enquiry by Order
 - New system parameter POSCNS to control the default costing allocation
 - Position 2 – 1=Job/Asset/GL Account, 2=Resource
 - New system parameter POSCNS to control the start default tab
 - Position 3 – 1=DESCRIPTION, 2=VALUES, 3=FOREIGN CURRENCY VALUES, 4=APPROVAL DETAILS
- New toggle between GL Account and Resource Code in PO Enquiry by Job
 - New system parameter POSCNS to control the default costing allocation
 - Position 4 – 1=GL Account, 2=Resource
 - New system parameter POSCNS to control the start default tab
 - Position 5 – 1=DESCRIPTION, 2=VALUES, 3=APPROVAL DETAILS

Module – Accounts Payable

- [Enhancement] Default value for 'Print Subcontract Documents' in Reprint Remittance.
 - System parameter: REMIT2/position 15 (field# 13):
 - 'Y' – Default 'Print Subcontract Documents' as checked.
- [Enhancement] Allow a range of claims numbers to be printed for a job in Cost Plus Billing Reprint.
- [Fix] AP Aged Trial Balance does not show pending invoices costed to other work ids. System parameter WKDINV needs to be set up for each work id where pending invoices are required to be shown for all companies for creditor selected.
 - System parameter: WKDINV/position 1:
 - 'Y' – Display only invoices raised on the current work id.
 - Issue# 90042 (Legacy Issue# 73976)
- [Fix] AP Payment Schedule is creating a version with a blank description which cannot be selected or deleted.
 - Issue# 90054 (Legacy Issue# 73988)
- [Fix] Creditor name showing in Scan Creditors is the extended name. New system parameter position to use creditor name instead of the creditor extended name.
 - System parameter: EXTNAM/position 3 (field# 3):
 - 'Y' – Do not use extended creditor name in creditor scan.
 - Issue# 90086 (Legacy Issue# 74028)
- [Fix] Pending Invoices Report is not including invoices authorised to locations.
 - Issue# 90249 (Legacy Issue# 74224)
- [Fix] Cost Plus Billing Report is not displaying cost codes and totals.
 - Issue# 90736 (Legacy Issue# 74322)
- [Fix] New AP Enquiry crashes when special characters exist in the invoice description from uploads.
 - Issue# 90867 (Legacy Issue# 74467)
- [Fix] Collate option in Cost Plus Billing Report is not working when JOM is activated.
 - Issue# 90892 (Legacy Issue# 74504)
- [Fix] Invoice Edit screen is not recalculating the invoice payment due date when the creditor is changed.
 - Issue# 91105 (Legacy Issue# 74769)
- [Fix] Error message about requisition number is not being cleared even after correcting the problem in Register Invoices.
 - Issue# 91125 (Legacy Issue# 74796)
- [Fix] Creditor upload is allowing creditor codes that are not all in upper case.
 - Issue# 91137 (Legacy Issue# 74811)
- [Fix] Pending Invoices Report is not showing all invoices authorised to locations when taking location only option.
 - Issue# 91156 (Legacy Issue# 74836)
- [Fix] When no Centralised Balance sheet exists, and companies have individual creditors, the posting of an intercompany AP invoice does not record creditors control account and GST account in the correct company.
 - Issue# 91200 (Legacy Issue# 74889)
- [Fix] Auto-post on approval of invoice batches is approving the batch but not posting it. This has caused the batches to disappear from the system and unable to be located. The fix is to validate the posting of the batch prior to approval with an error message if there are problems.
 - Issue# 93870
- [Fix] Cost Plus Billing Report is duplicating the documents related to an invoice for each dissection rather than including the document once for the invoice.
 - Issue# 94239
- [Fix] Asset number is not appearing in Pending Invoice Dissections screen within Approve Invoice Batches.

- Issue# 94268
- [Fix] Job does not appear for posted invoices in the new AP Enquiry.
 - Issue# 94275
- [Fix] The BSB Number entered in Creditor Maintenance is not being saved when payment method is Cheque.
 - Issue# 94303
- [Fix] In Prepare Invoices for Approval the colour for rejection (orange) should not supersede colour for invoice status.
- [Fix] Reprint Cost Plus Billing Report is producing an empty report when running the PDF option.

Module – Accounts Receivable

- [Fix] Cannot apply receipted payments in Cash Entry.
 - Issue# 90822 (Legacy Issue# 74416)
- [Fix] AR Aged Trial Balance Report is not including the debtor control accounts and debtor retention control accounts for each debtor type in the Trade Debtors Balance.
 - Issue# 94122
- [Fix] Transaction period is being overridden with the Period using the Certified Date for AR Progress Claims even when system parameter CERTDT/position 1 is set to 'Y'.
 - Issue# 94293

Module – Advanced Approvals

- [Enhancement] Emails for final approval for Purchase Orders and Subcontract Payments with JOM attachment will be now submitted to speed up the interactive approval for the user. The delay in waiting for JOM forms to be produced and then retrieved for the return email was causing major delays on final approval and holding up the user session.
- [Fix] Rejection text is not showing in PO Enquiry.
 - Issue# 90018 (Legacy Issue# 73943)
- [Fix] Sending for approval is issuing incorrect error 'Final approver must have approval authorisation'.
 - Issue# 90876 (Legacy Issue# 74480)
- [Fix] Delegation is taking effect when a rule is entered rather than activating on the start date.
 - Issue# 91003 (Legacy Issue# 74631)
- [Fix] Scan on 'Delegated To User' from approvers selected screens is not including approvers who only have access to some jobs in the work id.
 - Issue# 94124
- [Fix] Maintain Approver Delegation Rules is crashing when system parameter APPDEL is not set up correctly (position 1-3 is not padded with 0's).
- [Fix] 'Send Email' button should not be appearing in SC Payment Approvers Selected screen in GUI.

Module – Business Forecasting Module

- [Enhancement] The last used job in BFM Contract Valuation will be saved and it will be used to default in other areas of Jobpac.
- [Fix] Users are able to access levels that they have not been granted access to in BFM Non Projects. This occurs for new levels added after a user's level access has been set up.
 - Issue# 90796 (Legacy Issue# 74385)
- [Fix] BFM Contract Valuation download is not completing.
 - Issue# 90925 (Legacy Issue# 74542)
- [Fix] The CSV Summary report generated from BFM Project Summary Report does not open (controlled via system parameter BFMCVF/position 5 = 'Y').
 - Issue# 94240

- [Fix] Download for Accruals/MOS/UVTW/Cost Transfers is returning output with data starting from row 4 (3 rows for header). When the same output is used to re-upload, the first row of data was being skipped as the upload template is expecting data to start from row 5 (4 rows for header). The download has been changed to output 4 rows of header with data starting from row 5.
- [Fix] Journals are not being produced for jobs with project type W (Pending Award).

Module – Field View Integration

- [Fix] Cost centre export to PDA is not functioning correctly. User has to take ‘Publish selection to Fieldview’ multiple times and some cost centres are being excluded.
 - Issue# 91172 (Legacy Issue# 74855)
- [Fix] Field View interface is causing locks in the background subsystem jobs.
 - Issue# 94259
- [Fix] Cannot access PO related Field View documents from Jobpac PO Enquiry screens.
 - Issue# 94578
- [Fix] Purchase order items are getting incorrectly approved when user does not have authority to approve.

Module – Fixed Assets

- [Enhancement] A new column ‘Use Zero Rate’ has been added to the Asset Billing Instruction Upload to allow zero rates.
 - If billing rate is not blank, then use this value as the billing rate regardless of value in the new column.
 - If value is Y and billing rate is blank, then use zero as the billing rate and do not override it with the default billing rate for the asset.
 - If value is anything other than Y in the new column, then current logic remains
- [Fix] Asset Billing Instruction Upload is crashing when ‘Income Account Workid’ is left blank.
- [Fix] Incorrect journal is being created when an asset has ended and they have been capitalised.

Module – General Ledger

- [Fix] Add additional validations to job related journals.
 - Job related journals can only be entered/posted when Journal Period = Current Job Costing period.
 - Retrospective job journal can only be entered/posted when Journal Period = BFM Review Period. These journals can only be entered/posted in the BFM review period.
 - If you want to by-pass these checks, you can do via system parameter JRNVLVD.
 - System parameter: JRNVLVD:
 - Position 1 = ‘Y’ – Allow Job Journal to by-pass outside current Job Costing Period.
 - Position 2 = ‘Y’ – Allow Job Journal to by-pass outside current BFM Review Period.

Module – Human Resource

- [Fix] HR enquiry is only allowing 9 digits to be entered in Visa Number field. The number of characters allowed in the field should be 20

Module – Job Costing

- Period filters in Job Enquiry – Transaction Level (Actuals option from Job Enquiry) is not working correctly and is producing an empty list.
 - Issue# 85553 (Legacy Issue# 71909)
- Errors in the Cost Centre Report:
 - Budget is not correct for cost centre
 - Wrong description is displayed

- BFM Accruals are being treated as commitments
- Issue# 94112

Module – Payroll

- [Enhancement] Add new nett columns (to show movement) for Excel option in Payment Preview Report:
 - Last Nett Pay
 - Nett Pay Variance
- [Fix] There is no Cancel Preview in ETS by Employee as there is in ETS by Job.
 - Issue# 90069 (Legacy Issue# 74009)
- [Fix] ETS Timesheet by Job should show the timesheet entries for user FIELDVIEW. Enter ‘*’ in the User field to show entries for all users.
 - Issue# 90233 (Legacy Issue# 74208)
- [Fix] ETS Allowable Transaction Codes Maintenance is not allowing entry of non-job related transaction codes.
 - Issue# 90746 (Legacy Issue# 74332)
- [Fix] Generate Linked Transactions should not validate payroll subcontract clearing account (system parameter PRSUBC).
 - Issue# 90837 (Legacy Issue# 74432)
- [Fix] Payroll Summary Report produces an empty report.
 - Issue# 90844 (Legacy Issue# 74440)
- [Fix] Generate Linked Transactions is ignoring the Employee Type selections entered.
 - Issue# 90948 (Legacy Issue# 74568)
- [Fix] When subcontractor’s timesheets are posted, the system is creating an extra line for oncost amount which is resulting in an unbalanced payroll journal batch.
 - Issue# 90967 (Legacy Issue# 74591)
- [Fix] User is being forced into MFA when payroll functions cannot be accessed due to security level not being sufficient for the user.
 - Issue# 91112 (Legacy Issue# 74779)
- [Fix] Incorrect gross opening balance calculation for leave entitlements for NZ payroll.
 - Issue# 91199 (Legacy Issue# 74888)
- [Fix] Superannuation Extract is not including non-bonafide subcontractor for current year when option is selected.
 - Issue# 91227 (Legacy Issue# 74921)
- [Fix] Timesheet upload is ignoring the Multiplier value set for the transaction code.
 - Issue# 91252 (Legacy Issue# 74948)
- [Fix] Payroll security is missing from Payroll Timesheet Posting Report Reprint.
 - Issue# 93868
- [Fix] There is a discrepancy between what was processed in a pay run compared to the information that is on the employee’s timesheet. The issues are with the CRIB and RDO deductions where the units and amounts are different.
 - Issue# 93924
- [Fix] Users are intermittently being forced into MFA when they are required to.

Module – Progress Claims

- Progress Claim Report is stopping at a variation that has been deleted and not continuing to print the rest of the report.
 - Issue# 90689 (Legacy Issue# 74269)
- [Fix] Progress Claim Report at the detail level is not printing detail lines.

- Issue# 90823 (Legacy Issue# 74417)

Module – Purchase Orders

- [Enhancement] Improvements to the PO upload – see section ‘Purchase Order Upload’ below for details.
- [Fix] The GST amount is not accepting the override and reverting back to the GST%. This is when GST is open by setting system parameter POMNT/position 1 = ‘Y’.
 - Issue# 82692 (Legacy Issue# 70858)
- [Fix] After returning from entering a new item in Purchase Order Maintenance, the item list is being positioned to a random item. The item list should remain at the same position.
 - Issue# 90260 (Legacy Issue# 74237)
- [Fix] When PO Maintenance option is taken from PO Enquiry, the approval rules are being bypassed and allowing orders to be entered without requiring approval.
 - Issue# 90877 (Legacy Issue# 74481)
- [Fix] Delivery Docket Report is not printing delivery dockets for non-job related PO items.
 - Issue# 91053 (Legacy Issue# 74697)
- [Fix] Incorrect error message about maximum number of auto generated PO numbers being reached in PO Maintenance.
 - Issue# 93496
- [Fix] Purchase Order Print is crashing when the item amount is > \$99,999,999.99.
 - Issue# 94113

Module – Rise & Fall

- [Fix] Incorrect error message about cost centre not existing in review period in Rise and Fall Distribution.
 - Issue# 94121

Module – Stock

- [Fix] Incorrect label of ‘Asset Workid’ is showing in ‘Issue To/From a Job or Fixed Asset’ option in Process Transactions. The correct label is ‘Job / Asset Work Id’.
- [Fix] Stores Control Parameter Maintenance is not showing labels in WUI for Manufacturing WIP GL Account and Inventory Class for Steel.

Module – Subcontracts

- [Fix] Selecting option ‘Print Subcontract Documents’ in Reprint Remittance Advice is not including documents in the output.
 - Issue# 90236 (Legacy Issue# 74211)
- [Fix] Agreement returned date is not being checked when parameter is set to do so (AGRDMN) when using external interface in conjunction with Advanced Approvals. Checks have been put on final approval of payment and also in posting of claim.
 - Issue# 90690 (Legacy Issue# 74271)
- [Fix] Received Date is not populating from linked Pending Credit Note for Subcontract Authorisations.
 - Issue# 90698 (Legacy Issue# 74281)
- [Fix] Related Content in SC Payment Authorisation is showing incorrect invoices.
 - Issue# 90808 (Legacy Issue# 74401)
- [Fix] Column heading is not changing in SC Agreement Scan when toggling through Agreement Description/Job Name/Subcontractor Name.

Module – System Administration

- [Enhancement] Menu User Maintenance will now show the BI licensing details – number of licenses and number of users with BI access. All BI licenses will be on a named user license model regardless of the Jobpac license model.
- [Fix] Users are not appearing in Display Active License Users.

Module – Variations

- [Fix] If an SC variation linked to a SOR agreement the user should be forced to enter a Quantity and Rate in a similar fashion to SC Item maintenance for SOR Agreements.
 - System parameter: VAROPT/position 9:
 - ‘Y’ – Force entry of Quantity and Rate for variation items linked to SOR SC agreements.
 - Issue# 71119 (Legacy Issue# 65935)

Module – WUI

- [Fix] Incorrect column headings in Copy Work Id.
- [Fix] Delete option is not working in Payroll Security Levels Maintenance.
- [Fix] Right mouse button prompt is not available against the Stock field in Maintain Product/Stock Code Link.

More Enhancement Details

Due Date Calculation enhancements for business days and greater Flexibility

There is a new feature available for maintaining due date calculation methods that are more flexible than the standard options. In line with new SOPA requirements, and different requirements in different states and geographies, more flexibility in defining custom due date calculations was required.

This feature includes the ability to define due date calculations based on business days with public holiday calendars pre-loaded for all ANZ locations and customisable for others. The ability to calculate due dates based on invoice received dates is also available as part of this new feature.

For example, you will be able to automatically calculate a due date that is 20 business days from the claim received date. Features include...

- ✓ The ability to set up any number of rules and maintain available rules at a global or company level.
- ✓ The ability to base due date calculations on Received date or Invoice date.
- ✓ Ability to set the calculation to be based on the date itself or from the end of the month based on that date.
- ✓ The ability to base calculations on Business days or calendar days.
- ✓ The ability to set any number of days for full flexibility.
- ✓ GEO specific Business Day Calendars pre populated for our core GEO's for the next 10 years but with a user maintenance facility for other GEO's.
- ✓ The ability to set Payment Term overrides at Job Level.
- ✓ The ability to set Payment Term overrides at PO level.
- ✓ Already existing, the ability to set Payment Term overrides at SC Agreement level.
- ✓ Changes will apply for both Debtors and Creditors.

Activating the new Flexible Payment Terms

There is a **new System Parameter** required to activate the new Flexible Payment Terms, as shown below. This parameter should be set up in All Work ID's once you decide to activate for your business. You should also test the setup in your test environment prior to live activation, or engage a Jobpac Consultant to assist with the change process.

Note: It is essential that after activation of the parameter you check and ensure that all existing currently used payment terms in your business are configured in the new Payment Terms Maintenance tables. There is a streamlined way to set these up described in the next section.

Add the new Parameter **USEDPT** or seek assistance if you are not familiar with System Parameters.

- Pos 1 Lenth 1 Y or N to activate new terms in Accounts Receivable.
- Pos 2 Lenth 1 Y or N to activate new terms in Accounts Payable.
- Pos 3 Lenth 3 Default Debtor Payment Terms. Can be left Blank.
- Pos 4 Lenth 3 Default Creditor Payment Terms. Can be left Blank.
- Pos 5 Lenth 1 Y or N to activate the ability to override Terms at Job Level.
- Pos 6 Lenth 1 Y or N to activate the ability to override Terms at PO Level.
- Pos 7 Lenth 1 Y or N to activate the ability to override Terms at SC Agreement Level.

SYSTEM PARAMETER MAINTENANCE - DETAILS
[ACTIONS](#) [OK](#) [BACK](#)

Parm Code USEDPT Use Creditor / Debtor Payment terms file
Work Id 700 *SB ABC Corporate Services
Parm Value YY YYY
Type *ALPHA

< > ...

FIELD#	TYPE	DESCRIPTION	STR	LEN	ALPHANUMERIC	NUMBER	
01	*ALPHA	Use *** DEBTOR **** Payment terms (Y/N)	1	1	Y		
02	*ALPHA	Use ** CREDITOR *** Payment terms (Y/N)	2	1	Y		
03	*ALPHA	Default Debtor Payment Term	3	3			
04	*ALPHA	Default Creditor Payment Term	6	3			
05	*ALPHA	Activate Override at Job Level (Y/N)	9	1	Y		
06	*ALPHA	Activate Override at Purchase Order Level (Y/N)	10	1	Y		
07	*ALPHA	Activate Override at Subcontract Level (Y/N)	11	1	Y		

Add the new Menu option for Payment Terms Maintenance in your desired position on the Menus. We advise that you add to the System Admin → Configure Modules → Accounts Receivable menu as shown below. We also advise that this menu option be accessible only through System Administration.

The new menu option should call the following Command with Parameters (a screenshot can also be seen below)

- Type P
- Description Payment Terms Maintenance
- Command DBPAYTMMNP
- Parameter Y (this is essential for Global Payment terms maintenance. Contact us if you need Payment terms for specific companies as there are override options that should be used with care)

DESIGN MENUS : MAINTAIN ENTRIES
[ACTIONS](#) [OK](#) [BACK](#)

Menu Code J9 Release 9 Standard
Menu Number 971 Accounts Receivable Level 3 Size M

< > ...

ENT NO	TYPE	OPT NO	DESCRIPTION	COMMAND	PARAMETERS	SECURITY LEVEL	
1	P	1	Follow Up Actions	FUACMNP			
2	P	2	AR Upload Validation	LOADARP			
3	P	3	Maintain Debtor Types	DEBTTPMNP			
4	P	4	Cost Plus Doc Extract	CPBXDEFMNP			
5	P	5	Payment Terms Maintenance	DBPAYTMMNP	Y		
6							
7							
8							

Payment Terms Maintenance

After adding the new menu option, navigate to Payment Terms Maintenance. If the parameter is activated then the first time you enter this program all the standard terms will automatically populate, so you don't have to set them up manually.

Note: It is important that you do not delete any terms that are currently in use. All terms currently in use must be defined if you begin to use this new feature.

You can then add more Payment Terms as you wish that will become available for selection in the Modules that you define. These terms can be used across both Accounts Receivable and Accounts Payable. The Payment Terms Maintenance screen and column descriptions can be found below.

Below is a table that describes the available fields in Payment Terms Maintenance.

Column	Description	Values
Payment Term	This is the 3 character code that represents the Payment Term. Eg. 30I, 14, 20R...	Up to 3 Alphanumeric characters
Description	Use a Description that easily identifies the Term eg “20 Business Days from Received Date”	Recommend using less than 50 characters
Primary Interval Length	Specify the interval length that relates to the interval type in Months or Days	Max 3 numeric
Primary Interval Type	Specify the Interval Type on the Term from the fixed available Interval types. You can see the Interval types by scanning and selecting as shown in the screenshot below. Or use F4 (or right click prompt) with the cursor in that field.	D = Number of Days M = Number of Months EOM = Number of Days after the end of the month DAY = Calendar or Actual Day of the month MF = Number of Months (First Day of Month) ML = Number of Months (Last Day of Month)
Secondary Interval Length	Can be used as a secondary additional interval in combination with the Primary interval. Not recommended.	

Secondary Interval Type	As above	
From Received Date	Base Payment Due date calculations on the Received Date. You will need to activate the ability to capture Received dates at Invoice Registration if not already on	Y for Received Date or leave as N to base calculations on Invoice Date
Business Days	Use this flag to only count Business days, based on the calendar you select. Note that public holiday calendars have been loaded for most ANZ regions but you can set up your own calendars too, based on the world or similar calendars	Y to skip public holidays including weekends for the calendar selected.
AP	Use this flag to activate in the AP module	Y / N
AR	Use this flag to activate in the AR module	Y / N
PO	Use this flag to activate in the PO Maintenance	Y / N
SC	Use this flag to activate in SC Agreement Maintenance	Y / N
JC	Use this flag to activate in Job Maintenance	Y / N

The screen shot below shows how you can click on the filter scan to see available Interval Types in Payment Terms Maintenance

The screenshot displays the Jobpac Connect interface. The main window shows the 'PAYMENT TERMS MAINTENANCE' section with a table of payment terms. A dialog box titled 'Scan Payment Term Interval Types' is open, showing a list of interval types and their descriptions. A red arrow points from the 'Scan' button in the main table to the 'Scan' button in the dialog box.

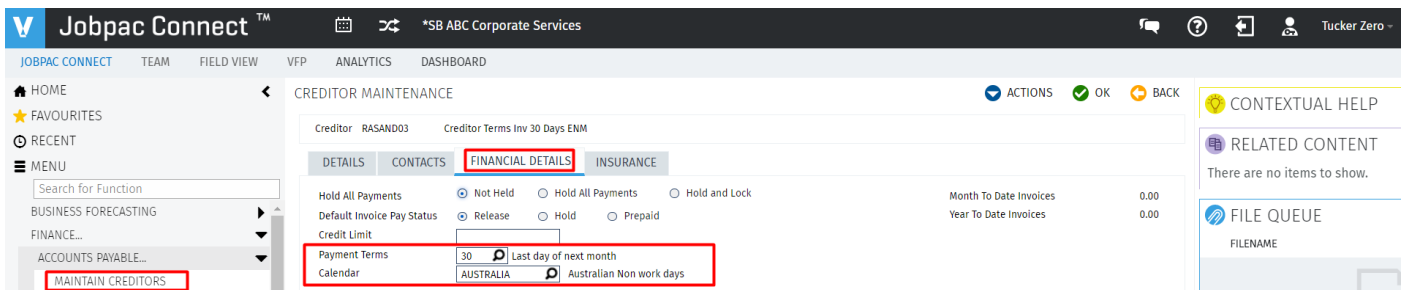
PAYMENT TERM CODE	DESCRIPTION	PRIMARY INTERVAL LENGTH	PRIMARY INTERVAL TYPE	SECONDARY INTERVAL LENGTH	SECONDARY INTERVAL TYPE
COD	Cash On Delivery		D		
SPC	Special	31	DAY		
10	10 Business Days from Received Date	10	D		
12	Twelfth Day of the next Month	12	DAY		
120	Last day of the month 4 months from now	4	ML		
14	14 Days	14	D		
15	15 Days from end of Month	15	EOM		
2M	2 Months from Invoice Excatly	2	M		
20B	20 Business Days from Invoice Date	20	D		
20R	20 Business Days from Received Date	20	D		
21E	21 Business Days from end of Month	21	EOM		
30	Last day of next month	1	ML		
30I	30 Days from Invoice	30	D		
45	45 Days	15	EOM		
60	Last day of the month after next	2	ML		
61	First day of the month 2 months from now	2	MF		

Creditor Maintenance – Setting the Payment Terms and Calendar for Business Days

When this feature is activated you will be able to apply the new terms at Creditor level on the same screen as previous releases, on the Financial Details Tab, as shown below.

Note the new field for **Calendar**. If you are using a Business Days Term you will be required to specify a calendar. In this way you can have a business days calendar for NSW and another one for QLD or VIC, specifying different public holidays.

Note: When setting the Calendar, although we have preconfigured public holiday calendars, it is always your responsibility to check that public holidays are correctly specified and adjust if required through Calendars Maintenance.

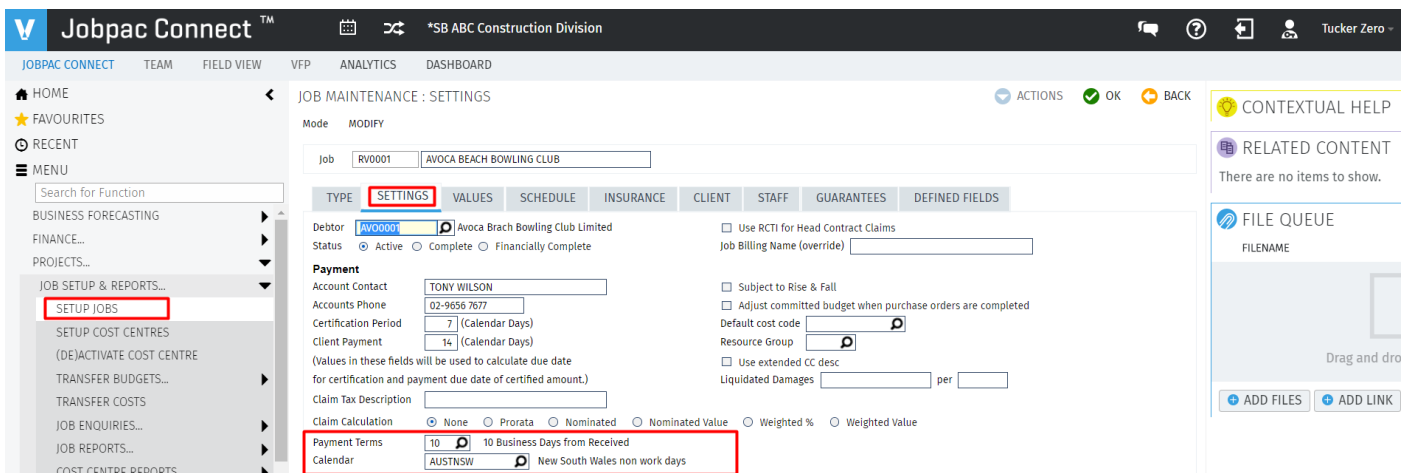


Job Override – Overriding Payment Terms at Job Level

If the Payment Terms Parameter is configured to allow the override of Payment Terms at Job level, then you can set up a Payment Term, and the Calendar to use for Business Days calculation, in Job Maintenance as shown below on the Settings tab.

Payment Terms and Calendar set up at Job level will apply as the default to Subcontracts raised for that Job only.

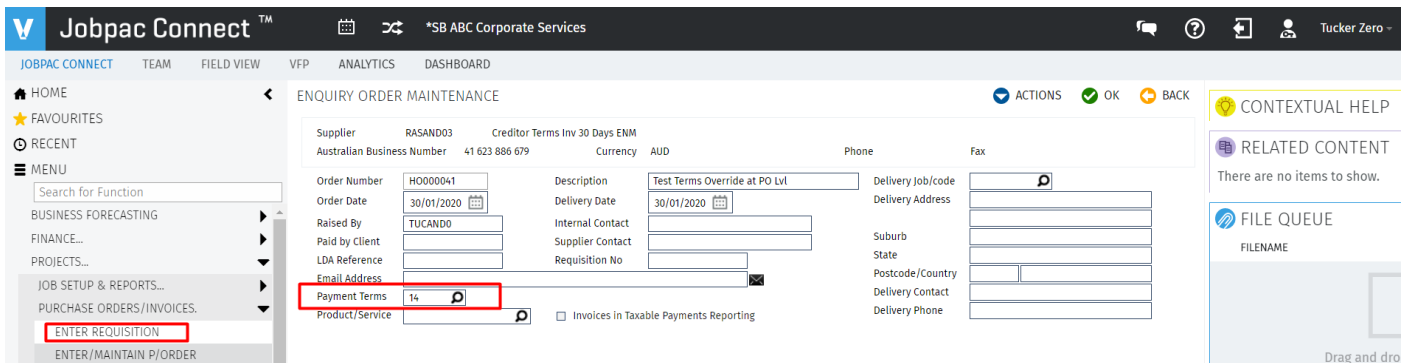
This is useful if the Job may be in a different state, and therefore subcontracts raised for the Job, subject to slightly different payment terms which may be based on a slightly different public holiday calendar.



PO Override – Overriding Payment Terms at PO Level

If the Payment Terms Parameter is configured to allow the override of Payment Terms at PO level, then you can set up an overriding Payment Term when entering a Purchase Order or requisition, as shown below in the heading section of the order. This Payment Business term will be used for invoices created against the Order instead of the Creditor Terms.

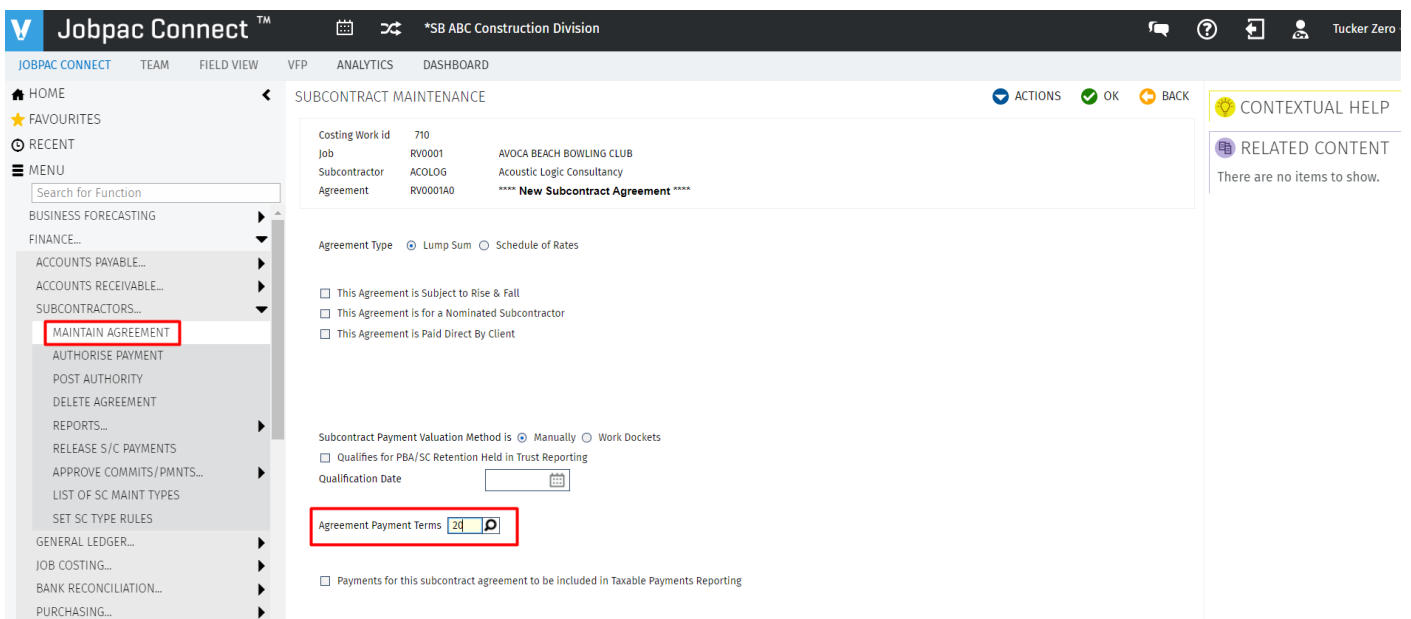
For Business Days calculation the Creditor Calendar will be referred to.



SC Override – Overriding the Payment Terms at Subcontract Agreement Level

If the Payment Terms Parameter is configured to allow the override of Payment Terms at SC level, then you can set up an overriding Payment Term when entering a Subcontract Agreement, as shown below on the first page of SC Agreement Maintenance. This Payment term will be used for invoices created against the authorised Subcontract Payments instead of the Creditor Terms.

For Business Days calculation the Job Calendar will be referred to if it exists, and if not, the Creditor Calendar.



Purchase Order Upload

The Purchase Order upload has been further improved to cater for the following:

1. Upload spreadsheets can now include blank purchase order numbers, and the upload will allocate the purchase order number field based on the two methods of PO numbering, i.e. using a job number as the first part of the PO number, or just a workid sequential number. The first line of the purchase order in the spreadsheet must have a Y in the 'Order Header' column. Subsequent rows without a PO number and without a Y in the Order Header column will be treated as additional rows to the header row.
2. Zero quantities or zero rates are catered for providing the correct configuration is set in the POMNT system parameter positions 3 and 21.
3. Stock purchase orders can now be uploaded.
4. Purchase orders using product codes can now be uploaded.
5. Columns R through Column X are not required if the row is not an 'Order Header' Row.
6. The Extended Description will be concatenated with the standard description.

Check the template for additional information on rules for entering data into each column.